



**Mercer University/Atlanta
College of Continuing and Professional Studies
Department of Counseling and Human Services
School Counseling Program**

FIELD EXPERIENCE AGREEMENT

This agreement is made this _____ day of _____ by
and between _____ (herein after referred to
as the SCHOOL) and Mercer University (herein after referred to as the UNIVERSITY). This
agreement will be effective for a period from _____ to _____
for student _____.

Purpose:

The purpose of this agreement is to provide a qualified Mercer University graduate student who
is a school counselor candidate with a field experience in the K-12 school setting in the area of
school counseling.

The UNIVERSITY shall be responsible for the following:

1. Selecting a student who has successfully completed all the prerequisite courses.
2. Designating a qualified faculty member as the field experience supervisor who will work
with the SCHOOL in coordinating the field experience.
3. Notifying the student that he/she must adhere to the administrative policies, rules,
standards, schedules, and practices of the SCHOOL.
4. Advising the student that he/she must have adequate liability and health insurance.

The SCHOOL shall be responsible for the following:

1. Providing the counselor candidate with an overall orientation to the SCHOOL's specific services necessary for the implementation of the field experience.
2. Designating a qualified staff member to function as supervising counselor (site supervisor) for the counselor candidate. The supervising counselor will be responsible, with the approval of the administration of the SCHOOL, for providing opportunities for the counselor candidate to engage in a variety of counseling activities under supervision, and for evaluating the counselor candidate's performance. (Suggested counseling experiences are included in the field experience manual.)

Equal Opportunity:

It is mutually agreed that neither party shall discriminate on the basis of race, color, nationality, ethnicity, origin, age, sex, sexual orientation or creed.

Termination:

It is understood and agreed by and between the parties hereto that the SCHOOL has the right to terminate the internship experience of the counselor candidate whose health status is detrimental to the services provided to the K-12 students in the SCHOOL. Further, the SCHOOL has the right to terminate the use of the counselor candidate if, in the opinion of the supervising counselor, such person's behavior is detrimental to the operation of the SCHOOL and/or to the K-12 students. Such action will not be taken until the grievance against any counselor candidate has been discussed with the counselor candidate and university officials.

The UNIVERSITY has the right to terminate the use of the SCHOOL if, as determined by the faculty supervisor, the counselor candidate is not provided the experiences necessary to meet the course objectives. The UNIVERSITY has the right to terminate the field experience if the counselor candidate is not receiving appropriate supervision. Such action will not be taken until

the grievance against the SCHOOL has been discussed with the counselor candidate, SCHOOL and UNIVERSITY officials.

The names of the responsible individuals at the two institutions charged with the implementations of the contract are as follows:

Internship Supervisor at the UNIVERSITY

Site Supervisor at the SCHOOL

The parties agree to the above stipulations as indicated by their signatures.

Counselor Candidate/Intern

Date

Site Supervisor/School Counselor

Date

Faculty Supervisor

Date

School Administrator

Date