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## **AGREEMENT FOR PRACTICUM/INTERNSHIP OF GRADUATE STUDENTS**

### **Introduction**

This agreement is to be used in conjunction with any paperwork/guidelines required by your university. It has been created to address the legal, ethical, practical, and clinical issues of the supervision relationship. It can be added to or modified as the supervision process unfolds over time and across cases, and these addenda are indicated on the last page. This agreement is intended to articulate and clarify the complex mutual responsibilities of the parties involved, the procedures of the supervision, and the personal development needed to become a capable and responsible professional.

Most graduate programs do not offer courses in play therapy. Consequently, most of your practicum/internship with me will be learning play therapy. I primarily use Child-Centered Play Therapy, having trained at the University of Northern Texas with Dee Ray, Ph.D. and Brittany Wilson, Ph.D. Attached is my "Professional Disclosure Statement" that provides information about me and "What to Expect" informational sheet.

### **Parties**

We, \_\_\_\_\_, (hereinafter called the "supervisee") and James Carroll, LCPC (IL), LPC (MO), RPT-S (hereinafter called the "supervisor"), agree that the supervisor will provide professional supervision services as outlined below.

### **Meetings and Communication**

At a minimum we will meet weekly for an hour.

### **Records and Confidentiality**

1. We both agree to keep records of our meetings, which will document the following:

- The dates we met face to face or otherwise communicated.
- The cases involved by name or case number.
- Other relevant issues, such as ethical, legal, procedural, interpersonal, or organizational ones.
- The recommendations and assignments given by the supervisor and assumed by the supervisee.
- Discussion of the supervision process, procedures, and progress.

2. We will maintain these records in the same way as we maintain clinical case records (as to confidentiality, availability, security, etc.).
3. We are both aware that these records are not privileged.

### **Recording of Supervision**

Supervisor receives supervision of supervision. Supervisee consents to the possible recording and sharing of supervision sessions.

### **Supervisee's Responsibilities**

#### **1. Presentations to clients and informed consent.**

- The supervisee agrees to not misrepresent or advertise himself or herself in any way that might imply a competence or credential he or she does not have.
- The supervisee agrees to explain to clients his or her professional achievements, status, or title, and to make it clear that he or she is being supervised. The supervisee will explain the supervision process and the supervisor's activities, profession, and credentials.
- The supervisee will obtain informed consent of clients to the information and record sharing involved in this supervision.

#### **2. Risk management.**

- The supervisee will abide by the appropriate national code of ethics for his or her profession (i.e., NBCC and CCE) and its guidelines and other similar materials, as appropriate to the kinds of services being rendered to clients and the characteristics of those clients.
- The supervisee will abide by the Association of Play Therapy's (APT) "Best Practice" and APT's "Paper on Touch."
- The supervisee will abide by the current rules and regulations of this state's professional licensing board.
- The supervisee will adhere to the policies and procedures of their university.
- The supervisee will obtain and maintain his or her own professional liability insurance coverage and provide proof of coverage to supervisor prior to starting the internship.

#### **3. Supervisee's education.**

- The supervisee recognizes that a major value of supervision is the learning of professional roles and associated behaviors.
- The supervisee agrees to use his or her best abilities to remain responsive to suggestions and recommendations.
- The supervisee agrees to bring to the attention of the supervisor any deficits the supervisee recognizes in his or her ability to perform the clinical functions involved in therapy or other clinical activities with clients.
- The supervisee agrees to complete readings and other educational assignments made by the supervisor.

A. Practicum Readings:

- Association for Play Therapy. (2025). *Play Therapy Best Practices: Clinical, Professional & Ethical Issues*. Retrieved from [https://cdn.ymaws.com/www.a4pt.org/resource/resmgr/publications/best\\_practices.pdf](https://cdn.ymaws.com/www.a4pt.org/resource/resmgr/publications/best_practices.pdf)
- Association of Play Therapy. (2025). *Paper on Touch: Clinical, Professional, & Ethical Issues*. Retrieved from [https://cdn.ymaws.com/www.a4pt.org/resource/resmgr/resource\\_center/Paper\\_on\\_Touch\\_2022\\_-\\_Final.pdf](https://cdn.ymaws.com/www.a4pt.org/resource/resmgr/resource_center/Paper_on_Touch_2022_-_Final.pdf)
- Bratton, S., Ray, D., Rhine, T., & Jones, L. (2005). The efficacy of play therapy with children: A meta-analytic review. *Professional Psychology: Research and Practice*, Vol. 36, No. 4, 376-390.
- Landreth, G. (2024). *The art of the relationship (4<sup>th</sup> Edition)*. New York, NY: Routledge. \*
- Lin, Y. & Bratton, S. (2015). A meta-analytic review of child-centered play therapy approaches. *Journal of Counseling & Development*, Vol. 93, 45-58.

B. Internship Readings:

- Constantino, M. J., Boswell, J. F., & Coyne, A.E. (2021). Patient, therapist, and relational factors. In M. Barkham, W. Lutz, & L. G. Castonguay (Eds.), *Bergin and Garfield's handbook of psychotherapy and behavior change* (pp. 225-260). Hoboken, NJ: Wiley.
- Giordano, M, Landreth, G., & Jones, L. (2005). *A practical handbook for building the play therapy relationship*. Latham, MD: The Rowman & Littlefield Publishing Group, Inc. \*\*
- Slade, A. (2005). Parental reflective functioning: An introduction. *Attachment & Human Development*, September 2005; 7(3): 269-281.

\*Upon completion and passing a multiple-choice test, supervisee will be awarded 10 non-contact CE's that can count toward certification as a Registered Play Therapist (RPT).

\*\*Upon completion and passing a multiple-choice test, supervisee will be awarded 5.5 non-contact hours CE that can count toward certification as an RPT.

C. Required trainings:

- Complete a 12-hours of training in Child-Centered Play Therapy (CCPT) by the end of practicum. Some trainings to consider (training must be provided by an Association for Play Therapy approved provider):

<https://www.playtherapyonlinetraining.com/play-therapy-training.html>

<https://risevanfleet.com/product/child-centered-play-therapy-online-course/>

<https://www.a4pt.org/page/TrainingDirectory>

#### 4. Clinical procedures.

- The supervisee agrees to meet with clients and perform psychotherapeutic or other clinical functions in a professional, reliable, and responsible manner.
- The supervisee agrees to develop adequate, appropriate, and current written treatment plans.
- Unless discussed with supervisor, supervisee agrees to practice within the scope of the supervisor's competencies as provided on the "Professional Disclosure Statement."
- Supervisee agrees to attend practicum/internship on the following agreed upon days and times:

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Except in cases of emergency, if supervisee misses more than two days (unscheduled) during practicum or more than two days (unscheduled) during internship, this contract and practicum/internship at this site may be terminated at the discretion of the supervisor.

### **Supervisor's Responsibilities**

#### 1. Sensitivity, responsiveness, and flexibility.

- The supervisor agrees to try always to bear in mind issues of diversity, particularly their many dimensions and influences, and to be sensitive and respectful of all differences among the client(s), the supervisee, and himself or herself.
- The supervisor agrees to attend to the boundaries, balances, and potential multiple relationships between the supervisor and supervisee. In all cases, the interests of the supervisee will be held primary.

- The supervisor agrees to maintain awareness of the sometimes fine line between doing supervision and providing psychotherapy. If the supervisor decides that the supervisee can benefit from psychotherapy, he will make referrals.

## 2. Monitoring and risk management.

- The supervisor agrees to abide by the appropriate national code of ethics for his or her profession and its guidelines and other similar materials as appropriate to the kinds of services being rendered to clients and the characteristics of those clients.
- The supervisor will abide by the Association of Play Therapy's "Best Practice" and APT's "Paper on Touch."
- The supervisor agrees to abide by the current rules and regulations of this state's professional licensing board.
- The supervisor will maintain current professional insurance coverage and include the supervisee as required by law, regulation, or the insurer.

## 3. Supervisor's education.

- The supervisor agrees to continue to learn about supervision.
- The supervisor agrees to remain current in the model(s) and methods of assessment, therapy, legal and ethical issues, and similar clinical concerns.

## 4. Administrative responsibilities.

- The supervisor will maintain appropriate and necessary records of the experiences and services provided to and by the supervisee. The supervisor will maintain supervision records for five (5) years after the last supervision session.
- Provided that supervisee obtains satisfactory evaluation(s), the supervisor will provide evaluations, letters of recommendation, and similar documents about the supervision and supervisee as requested by the supervisee.

Modifications to this agreement can be made with the consent of both parties and shall be in writing.

I, the supervisee, have read this agreement and have been given the opportunity to ask and have answered any relevant questions regarding this agreement and the supervision process with James Carroll, LCPC (IL), LPC (MO), RPT-S. I agree to act according to everything stated there, as shown by my signature below. I understand that this agreement can be terminated if either party does not live up to his or her responsibilities as outlined above. I agree to adhere to the contents of this agreement, until otherwise negotiated and formalized as addenda to this agreement.

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Supervisee Signature

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Date

I, the supervisor, have discussed the issues above with the supervisee. I hereby agree to adhere to the contents of this agreement, until otherwise negotiated and formalized as addenda to this agreement.

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Supervisor Signature

Date

Effective Date: 06/01/25