The University of Texas at Tyler
Department of Psychology and Counseling
Undergraduate Field Service in Psychology
and Counseling Agreement

Student’s Name:________________________________________________________
Student ID # 5000__________ Course Code________________
Date of Field Service Inception: _____________
Date of Field Service Expiration: _____________

SITE/SUPERVISOR INFORMATION:

Field Service Site:________________________________________________________
Address:______________________________________________________________
Supervisor:______________________________________________________________
Years in this position:____________________________________________________
Licensure and Credentials:_______________________________________________
Phone number:_________________ Office Hours: _____________
Email Address:________________________

STUDENT AGREEMENT:
1. The University of Texas at Tyler (UTT) undergraduate student will complete a minimum of 150 hours of unpaid service at the site listed above.
2. The UTT undergraduate student will keep a detailed log of their field service hours which will be signed off and approved on a weekly basis by the site supervisor.

3. This student is not required to participate in a field service experience class.

4. The UTT undergraduate student understands it is his/her own responsibility to obtain student liability insurance from the date of inception to the date the field service commences.

5. Demonstrate professional behavior consistent with ethical guidelines at all times, and follow all agency policies and regulations in their field service work.

6. Be at the agreed upon site location(s) at the scheduled times.

SITE SUPERVISOR AGREEMENT:
1. The site supervisor agrees to assign the student work which is appropriate for their skill level.

2. The supervisor will maintain a supervisory role and presence with the student.

3. The supervisor will provide consistent feedback to the student in order to facilitate learning.

4. The site supervisor has attached a detailed list of duties the student will be responsible.

5. The site supervisor will provide adequate training for the student.

6. The site supervisor agrees not to require the student to complete tasks and jobs of which they are not trained or licensed.

7. The site supervisor acknowledges that the UTT undergraduate student has had no formal training in counseling theories, methods, or practice. This is an opportunity for the student to gain field experience in a field of psychology.
8. The field service site and supervisor agrees to not hold UTT or any of its staff or employees responsible for the student and his/her actions.

**That the UT-Tyler field service instructor will provide the following:**

1. Advise the student of the requirements (reports, evaluations, etc.) involved in the field service experience.

2. Maintain periodic contact with the site supervisor and the student to discuss his or her progress (telephone contact, site visits, etc.) as deemed necessary.

3. Give the student feedback regarding the faculty supervision and maintain appropriate records for evaluation and grading.

4. Be responsible for the evaluation and grading of the student.

**ADDITIONAL INFORMATION:**

1. UTT does not control the way in which the field service experience, work experience, and the field site are structured or operates.

2. Any field service or travel carries with it potential hazards which are beyond the control of the University and its agents or employees, and the student assumes the responsibility for any and all such risk.

3. The student is earning academic credit for this experience (CR/NR). The Department of Psychology and Counseling affirms that, to the best of its judgment, the experience is an appropriate option for this student.

4. The undersigned student and site supervisor hereby release and discharge the University from all responsibility and liability for any injuries, illnesses, medical bills, charges or related expenses the student incurs while participating in the field service experience.

5. The undersigned understand that if Student uses Student’s personal vehicle for the benefit of the organization/agency with whom Student performs the field service UTT has no liability for personal injury or property damage which may result from that use. The undersigned agree to rely solely upon their personal vehicle insurance coverage and on any insurance coverage provided by the organization/agency.

6. The University of Texas at Tyler as well as the Department of Psychology at Counseling at UTT will not be held responsible for the actions of this student.
7. As a student in the Undergraduate Field service the student knowingly assumes all potential and known and unknown risks that are possible while participating in this experience.
8. The student understands the level of professionalism that is required by the experience is different than that of being in an undergraduate classroom setting.

By signing this Agreement, each of the undersigned hereby acknowledges that he/she has read this entire Agreement, that he/she understands its terms, and that he/she has signed it knowingly and voluntarily.

__________________________________________
Student’s Name/ Date

__________________________________________
Site Supervisor’s Name/Date
To be filled out by the site supervisor:

*Please provide or attach a detailed listing of what duties the student intern will be responsible:*
Please log your service each time you report to your site.

Date:
Time:
Description of Services:

Date:
Time:
Description of Services:

Date:
Time:
Description of Services:

Date:
Time:
Description of Services:
FINAL REPORT INFO:

Upon completing your field service experience, you will be required to turn in a report. You need to pick 5 experiences you have had during your field experience and write a two-page report on each. Please change names to keep confidentiality.

You may turn this in when you submit your final log of hours.