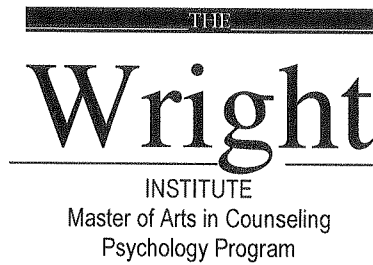


**CONTRACT NAME: AGREEMENT BETWEEN WRIGHT  
INSTITUTE AND DAVIS JOINT UNIFIED SCHOOL DISTRICT**

**BRIEF DESCRIPTION OF CONTRACT:** This agreement is a partnership between Wright Institute and Davis Joint Unified School. The district has initiated a Mental Health Intern Program and is working to expand partnerships with regional universities in order to attract mental health interns.

Our program serves at risk students in need of intervention mental health services while unable to pay for private services. Interns are supervised by our Crisis and Prevention Manager in order to complete their hours for licensure.

There will be no financial impact to the District.



**SUPERVISED FIELDWORK AGREEMENT**  
**Contract between the Wright Institute and the Practicum Agency**

**Section I: Agency Information**

|  |
|--|
| <b>Agency Name</b> (include department, if relevant)<br>Mental Health Intern Program, Department of Student Support Services, Davis Joint Unified School District  |
| <b>Agency Contact Info</b> (address, phone number)<br>Davis Joint Unified School District<br>526 B Street, Davis, California 95616<br>(530) 757-5300   |
| <b>Agency Training Director</b> (name, phone number, email)<br>Laura Juanitas, Director of Student Support Services<br>(530) 757-5300, ext. 140, ljuanitas@djusd.net<br>Joanna Littell, Clinical Supervisor/Mental Health Intern Program<br>(530) 757-5330, ext. 271, jlittell@djusd.net |

**Section II: Relationship of the Parties**

1. The Wright Institute shall approve of and coordinate with the supervised fieldwork setting.
2. The supervised fieldwork setting shall coordinate with the Wright Institute and shall employ the trainee and the supervisor in accordance with the statutes, regulations, and professional standards governing marriage and family therapists.
3. The supervisor shall be employed by the supervised fieldwork setting and shall provide supervision of the trainee's supervised fieldwork experience in compliance with the statutes, regulations, and professional standards governing marriage and family therapists.

4. The trainee is a student of the Wright Institute, is employed by or is a volunteer of the supervised fieldwork setting, and is supervised by the supervisor in accordance with the statutes, regulations, and professional standards governing marriage and family therapists.

### **Section III: Goals of the Supervised Fieldwork Experience**

1. To provide an integrated course of study that trains students in applied psychotherapeutic techniques, assessment, diagnosis, prognosis, and treatment of premarital, couple, family, and child relationships, including dysfunctions, healthy functioning, health promotion, and illness prevention in a supervised clinical placement that provides supervised fieldwork experience within the scope of a marriage and family therapist.
2. To encourage students to further develop those personal qualities that are integrally related to the counseling situation, such as integrity, sensitivity, flexibility, insight, compassion, and personal presence.
3. To prepare students to be familiar with cross-cultural mores and values, and to design practica to include marriage and family therapy experiences in low-income and multi-cultural health settings.
4. To educate students in the therapeutic, clinical, and practical considerations involved in the legal and ethical practice of marriage and family therapy.

### **Section IV: Responsibilities of the Parties**

#### **1. The Wright Institute:**

- a. Shall evaluate the appropriateness of the supervised fieldwork experience for each MFT trainee and approve the supervised fieldwork setting for each trainee.
- b. Shall have this written agreement with the supervised fieldwork setting that details each party's responsibility.
- c. Shall provide forms for regular process reports and evaluation of the student's performance at each supervised fieldwork setting.
- d. Shall coordinate the terms of this agreement with each of the parties.

#### **2. The Supervised Fieldwork Setting:**

- a. Shall appropriately evaluate the qualifications and credentials of any employee who provides supervision to MFT trainees.

- b. Shall provide adequate resources to the trainee and the supervisor so they may provide clinically appropriate services to clients.
- c. Shall orient the trainee and supervisor to the policies and practices of the agency.
- d. Shall notify the Wright Institute in a timely manner of any difficulties in the work performance of the trainee.
- e. Shall provide the trainee and the supervisor with an emergency response plan which assures the safety and security of the trainee, the supervisor, and the trainee's clients.
- f. Shall provide the trainee with an average of at least one hour of direct supervisor contact for every five hours of client contact.

**3. The Supervisor:**

- a. Shall sign and abide by the “*Responsibility Statement for Supervisors of a Marriage and Family Therapist Trainee or Intern.*”
- b. Shall provide supervision to meet the following BBS regulations: During each week in which experience is claimed, and for each work setting in which experience is gained, the trainee shall have at least one hour of one-on-one, individual, face-to-face supervisor contact or two hours of face-to-face supervisor contact in a group of not more than eight persons receiving supervision.
- c. Shall describe in writing the methods by which supervision will be provided.
- d. Shall provide quarterly progress reports and a comprehensive year-end evaluation of the student's performance at the fieldwork setting to the Wright Institute, using the forms provided by the Wright Institute.
- e. Shall abide by the ethical standards for supervisors published by the American Association of Marriage and Family Therapy and the California Association of Marriage and Family Therapists.
- f. Shall review and sign on a weekly basis the “*Weekly Summary of Hours of Experience*” log.
- g. Shall sign the “*Marriage and Family Therapist Experience Verification*” form upon the trainee’s completion of the field placement.
- h. Shall notify the Wright Institute and the trainee of any action that may affect his/her license immediately.

## Section V: Additions

1. **Termination:** Termination of this agreement with cause shall be in accordance with the academic policies of the Wright Institute or the employment or volunteer policies of the supervised field work setting. Any party may terminate this agreement without cause by giving all other parties 30 days notice of the intention to terminate. Termination of this agreement on the part of the trainee or supervisor is separate from termination of his/her employment at the supervised field work setting. Termination of the trainee's or supervisor's employment must take into account the clinical necessity of an appropriate termination or transfer of psychotherapeutic clients. In any case, it is assumed that if there is an early termination of this agreement on the part of the trainee, the supervised field work setting, or the supervisor, that such a decision must include consultation with the Wright Institute.
2. **Changes in the Agreement:** This agreement may be amended at any time but any amendment must be in accordance with BBS regulations and be in writing and signed by each party. This agreement contains the entire understanding of the parties regarding their rights and duties. Any alleged oral representation or modification concerning this agreement shall be of no force or effect unless contained in a subsequent written modification signed by all parties.

## Section VI: Signatures

1. \_\_\_\_\_  
Representative of Fieldwork Setting Date  
LMFT #50182  
\_\_\_\_\_  
Title and License Number
2. \_\_\_\_\_  
Representative of the Wright Institute Date  
\_\_\_\_\_  
Title and License Number

Student Name \_\_\_\_\_

**WRIGHT INSTITUTE MASTERS IN COUNSELING PSYCHOLOGY PROGRAM**  
**Contract for Practicum** *(due within 2 weeks of starting practicum)*

|   |
|---|
| 1. Agency Name <i>(include department, if relevant)</i><br>Mental Health Intern Program (MHIP), Department of Student Support Services, Davis Joint Unified School District |
| 2. Agency Training Director <i>(name, phone number, email)</i><br>Joanna Littell, MHIP Clinical Supervisor, (530) 757-5330, ext. 271  |
| 3. Placement start date <i>(M/D/Y)</i> 9/17/2016  |
| 4. Placement end date <i>(M/D/Y) (9-12 month minimum requirement)</i> 6/13/2017   |
| 5. Total # of weeks at placement <i>(excluding time off for vacations, holidays, etc.)</i> 39 Weeks   |
| 6. Paid placement? If yes, what is pay rate? Non-paid, volunteer  |

**DESCRIPTION OF ACTIVITIES:**

**Supervision, Training, Indirect Services** *(A minimum of 1 hour of individual supervision or 2 hours of group supervision is required for every week of experience and for every 5 hours of direct client contact.)*

|   | Hrs per week |
|---|--------------|
| 7. Individual, face-to-face supervision   | 1            |
| 8. Group supervision <i>(no more than 8 supervisees attending group)</i>            | 2            |
| 9. Workshops, seminars, training sessions, or conferences related to MFT            | 1+           |
| 10. Administering, evaluating psych tests, writing clinical reports or notes        | 1+           |
| 11. Client centered advocacy <i>(researching, identifying, accessing resources)</i> | 1+           |
| 12. <b>Total Hours of Supervision, Training, and Indirect Services</b>              | 5+           |

| Name of Primary Supervisor                               | Degree  | State | License # | Yr of License |
|--|---------|-------|-----------|---------------|
| Joanna Littell, Mental Health Intern Clinical Supervisor | MS/LMFT | CA    | 50182     | 2011          |
| Email: jlittell@djsd.net                                 | PCC     | CA    | 1990      | 2015          |

**Direct Services** *(A minimum of 280 total hours of direct services, **not** including telephone counseling or telehealth counseling, is required to graduate.)*

|   | Hrs per week                      |
|---|-----------------------------------|
| 13. Individual psychotherapy <i>(performed by you)</i>                | 8-10                              |
| 14. Couple, family, and child psychotherapy <i>(performed by you)</i> | 1+ Family, (including individual) |
| 15. Group therapy or counseling <i>(performed by you)</i>             | 1                                 |
| 16. Telephone and/or telehealth counseling <i>(performed by you)</i>  | 1-2                               |
| 17. <b>Total Hours of Direct Services</b>                             | 10+                               |

**Total Hours** *(A minimum of 500 hours of total experience is required to graduate.)*

|   |                   |
|---|-------------------|
| 18. Total hours <b>per week</b> at agency <i>(Add lines 12 and 17)</i>  | 15+               |
| 19. Total hours <b>from start date to end date</b> <i>(Multiply lines 5 and 18)</i>   | (500 min)<br>585+ |
| 20. <b>Total Hours of individual, couples, family, child, or group therapy</b><br><i>(Add lines 13, 14, and 15 then multiply by line 5)</i> | (280 min)<br>390+ |

Student Name \_\_\_\_\_

**METHOD OF SUPERVISION:**

Please check all that apply:

|   |                                    |
|---|------------------------------------|
| _____ Audio Tape  | _____ Video Tape                   |
| <u>  X  </u> Process and Progress Notes                     | <u>  X  </u> Student Verbal Report |
| <u>  X  </u> Role Play                                      | <u>  X  </u> Direct Observation    |
| <u>  X  </u> Other (describe) _____ Case Presentation _____ |                                    |

**TRAINEE RESPONSIBILITIES:**

1. Maintain the original copy of the “*Responsibility Statement for Supervisors of a Marriage and Family Therapist Trainee or Intern*” form for submission to the BBS at the time of licensing application and submit a **COPY** of the same statement to the Wright Institute within *two weeks* of beginning supervised fieldwork experience.
2. Maintain a log of all hours of experience gained toward licensure using the “*Weekly Summary of Hours of Experience*” form.
3. Be responsible, along with his/her supervisor, for providing complete and accurate documentation to the BBS in order to gain hours of experience towards licensure.
4. Be responsible for learning those policies of the supervised field work setting which govern the conduct of regular employees and trainees, and for complying with such policies.
5. Be responsible for participating in the periodic evaluation of his/her supervised fieldwork experience and for delivering evaluations to the Wright Institute in a timely manner.
6. Be responsible for notifying the Wright Institute in a timely manner of any professional or personal difficulties which may affect the performance of his/her professional duties and responsibilities.
7. Abide by the ethical standards of the American Association of Marriage and Family Therapy, the California Association of Marriage and Family Therapists, and the American Counseling Association.

**SIGNATURES:**

|                           |  | Date |
|---------------------------|--|------|
| Student                   |  |      |
| Primary Agency Supervisor |  |      |
| Agency Training Director  |  |      |
| Masters FPO Staff         |  |      |

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

**WRIGHT INSTITUTE MASTERS IN COUNSELING PSYCHOLOGY PROGRAM**  
**Contract for Practicum** *(due within 2 weeks of starting practicum)*

|   |
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| 6. Paid placement? If yes, what is pay rate? Non-paid, volunteer  |

**DESCRIPTION OF ACTIVITIES:**

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|   | Hrs per week |
|---|--------------|
| 7. Individual, face-to-face supervision   | 1            |
| 8. Group supervision <i>(no more than 8 supervisees attending group)</i>            | 2            |
| 9. Workshops, seminars, training sessions, or conferences related to MFT            | 1+           |
| 10. Administering, evaluating psych tests, writing clinical reports or notes        | 1+           |
| 11. Client centered advocacy <i>(researching, identifying, accessing resources)</i> | 1+           |
| 12. <b>Total Hours of Supervision, Training, and Indirect Services</b>              | 5+           |

| Name of Primary Supervisor                               | Degree  | State | License # | Yr of License |
|--|---------|-------|-----------|---------------|
| Joanna Littell, Mental Health Intern Clinical Supervisor | MS/LMFT | CA    | 50182     | 2011          |
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| 17. <b>Total Hours of Direct Services</b>                             | 10+                               |

**Total Hours** *(A minimum of 500 hours of total experience is required to graduate.)*

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Student Name \_\_\_\_\_

### METHOD OF SUPERVISION:

Please check all that apply:

|   |                                    |
|---|------------------------------------|
| _____ Audio Tape  | _____ Video Tape                   |
| <u>  X  </u> Process and Progress Notes                     | <u>  X  </u> Student Verbal Report |
| <u>  X  </u> Role Play                                      | <u>  X  </u> Direct Observation    |
| <u>  X  </u> Other (describe) _____ Case Presentation _____ |                                    |

### TRAINEE RESPONSIBILITIES:

1. Maintain the original copy of the “***Responsibility Statement for Supervisors of a Marriage and Family Therapist Trainee or Intern***” form for submission to the BBS at the time of licensing application and submit a **COPY** of the same statement to the Wright Institute within ***two weeks*** of beginning supervised fieldwork experience.
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5. Be responsible for participating in the periodic evaluation of his/her supervised fieldwork experience and for delivering evaluations to the Wright Institute in a timely manner.
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### SIGNATURES:

|                           |  | Date |
|---------------------------|--|------|
| Student                   |  |      |
| Primary Agency Supervisor |  |      |
| Agency Training Director  |  |      |
| Masters FPO Staff         |  |      |

Student Name \_\_\_\_\_