

**EASTFIELD COLLEGE
SUBSTANCE ABUSE COUNSELING PLACEMENT CONTRACT**

The following Contract is mutually agreed upon in order to clarify the joint and separate responsibilities between _____ hereinafter referred to as the “Agency”, and Eastfield College, hereinafter referred to as the “College”, by which the parties will provide field instruction in Substance Abuse Counseling for selected students of the College. This Contract supersedes any previous contract or agreement, verbal or written, entered into between the College and the Agency for the purpose of the Alcohol and Drug Abuse Counseling Practicum.

SECTION I

It is mutually agreed that:

1. The purpose of the Substance Abuse Counseling placement with the Agency is to provide opportunities for learning and to enable the students to meet the requirements for Practicum for Licensed Chemical Dependency Counselor (LCDC) as set by the Texas Certification Board of Addiction Professionals (TCBAP) and Texas Department of State Health Services.
2. The Agency will have the right to reject any student who, in the Agency’s judgment, does not meet its criteria for acceptance and to set the total number of students the Agency is willing to accept for placement.
3. The Agency through the Field Instructor(s) will provide input to the College’s Substance Abuse Counseling Curriculum and the College is responsible for maintaining adequate structure to consider the utilization of such input.

SECTION II

The Agency agrees to:

1. Accept Substance Abuse Counseling training as an integral part of its operation with status and recognition and include participation in the overall Agency program and activities as appropriate to the objectives of practicum requirements. The Agency will provide the students such cases, client contract, access to records and other information within the Agency, as appropriate to meet the objectives of field instruction and practicum requirements, including both a variety of direct service experiences and experiences with the organizational functioning of the Agency.
2. Appoint a professional staff with LCDC or approved other professional such as LMSW, LPC, psychologist or physician who demonstrates commitment to practice and to education to assume a day-to-day working relationship with

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the College's Field Instructor and to act as On-site Supervisor(s) for the students(s) and will allot said staff member(s) sufficient time for planning, supervision, evaluation, and to gain familiarity with the College's program.

3. Furnish in writing to the College any exceptional criteria it considers necessary for selection of students placed with the Agency.
4. Inform the College of any difficulties a student is having which might result in termination of the placement or a failing grade. The Agency will be responsible for documenting any student difficulties and efforts to deal with them.
5. Provide the use of existing office space, including privacy for interviewing, and such equipment, supplies, and clerical assistance as are necessary to the accomplishment of the learning tasks and the student's responsibilities in the Agency.
6. Inform the college of any change in policies, procedures, and/or staffing that might affect the quality or nature of field instruction.
7. Make time available to Field Instructor(s) for participation in periodic workshops and seminars.
8. Provide the College with the Agency's standards and regulations for personnel. Students will be subject to such rules and regulations of the Agency as are congruent with educational objectives of Field Experience.
9. Retain responsibility for services to its clients.

SECTION III

The College agrees to:

1. Assume responsibility for the selection of students to be placed with the Agency, and provide the Agency, prior to placement, information about the student's academic achievement, previous work experience, and a brief autobiography. The College agrees to endeavor to select students for Placement who meet any exceptional criteria specified by the Agency.
2. Honor a written request by the Agency, detailing the reason or cause, to relieve a student of his/her field placement responsibilities if such a student is found unsuitable for his/her assignment, or if unusual circumstances within the Agency dictate termination of the practicum experience.
3. Conduct periodic workshops and seminars for On-site Supervisors which will include new developments in Substance Abuse Counseling education, practice

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and information on the overall functioning and management of the Substance Abuse Counseling Program in the College.

4. Provide On-site Supervisors with a statement of the educational objectives of Practicum experience, explanation of the various forms required for Practicum, a copy of clinical learning activities and work with them in developing the kinds of learning experiences to which the student should be exposed.
5. Assume responsibility for the overall quality of the student’s education in the Substance Abuse Counseling Program and for the administration of the field instruction program in relation to the educational requirements of the Substance Abuse Counseling Program and the College.
6. Be responsible for the cooperation with the Agency in maintaining standards in preparing students for placement to assure the quality of service required by the Agency.

SECTION IV

Terms of the contract:

1. This Agreement will become effective on the ___day of _____.
2. This Contract will remain valid until canceled by either or both of the Parties hereto. In the event that there is no mutual agreement concerning cancellation, then either Party may give written notice of cancellation to the other Party and this Contract will be canceled effective thirty (30) days after receipt of such notice.

FOR the faithful performance of the terms of the Contract, the Parties hereto, in their capacities as stated, affix their signatures and blind themselves.

EASTFIELD COLLEGE

_____ *Agency*

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____