

**William Jessup University  
Certificate in Addiction Studies  
Practicum Contract**

I. Agency commitment to student:

- To provide at least one hour per week of individual supervision and ideally more.
- To provide a stimulating professional environment giving students exposure to a broad spectrum of clinical and agency services.
- To provide a safe and ethical environment allowing students the opportunity to successfully transition for future employment in the chemical dependency field.

II. Skills and Duties:

- To provide adequate exposure to the 8 core conditions as outlined in TAP 21 (Screening and Assessment, Treatment Planning, Referral, Service Coordination, Counseling, Client Education, Documentation, Professional and Ethical Responsibilities).
- Assist the student in developing confidence in working with clients and professionals in the field of helping.

III. Student commitment to agency:

- I commit to be present at the intern site on agreed upon times and dates. When present at agency I will participate to the greatest of my ability.
- Keep time commitment to agency. (Fulfill at least the required number of [255] hours as prescribed by CCAPP).
- Demonstrate a working knowledge of services and treatment provided by said agency.
- I will accept responsibility for my part in the learning process.
- I will abide by the policies of the agency, be open to supervision and direction by staff, and will commit myself to the agency and CCAPP code of ethics.
- I pledge to honor confidentiality and will refrain from dual relationships wherever possible.

Student: \_\_\_\_\_ Date\_\_\_\_\_

Supervisor\_\_\_\_\_ Date\_\_\_\_\_

Alcohol/Drug Studies Director\_\_\_\_\_ Date \_\_\_\_\_