

**TEXAS A & M  
UNIVERSITY – COMMERCE**

**Department of Psychology,  
Counseling, & Special Education**

**Counseling Program  
PRACTICUM & INTERNSHIP  
HANDBOOK**

**Community Counseling**

**Spring 2014 edition**

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#### **Code of Ethics, American Counseling Association (2005)**

*The current Code of Ethics should be downloaded by the trainee from the Department website and added to the Practicum/Internship Handbook.*

## Contact Information for Practicum & Internship

Department of Psychology, Counseling, & Special Education      Texas A&M University-Commerce

### **Departmental Office**

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**Counseling Program website: [Counseling Programs](#)**

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### **Mesquite Metroplex Center (MPLX)**

2600 Motley Dr.

Mesquite, TX 75150

**Phone:** 972-613-7591

### **Collin County Higher Education Center (CHEC)**

3452 Spur 399

McKinney, TX 75069

**Phone:** 972-599-3122

## Field Placement Terminology

Department of Psychology, Counseling, & Special Education Texas A&M University-Commerce

**Counselor trainee:** Counseling Program student seeking or fulfilling practicum and/or internship experiences.

**Director of Training & Placement:** Counseling Program faculty member with responsibility for coordinating clinical courses, including field site placements for practicum and internship.  
([directoroftrainingandplacement@tamuc.edu](mailto:directoroftrainingandplacement@tamuc.edu)).

**Field Placement Site:** school or agency setting where counselor trainees provide counseling and counseling-related services to clients under supervision from both the field site and the Counseling Program. Private practice settings may NOT be used as field placement sites.

- Emergency certified school counselors may use their work setting as a field placement site.
- Community-track students may use their work settings as a field placement site ONLY if they can demonstrate they will perform duties different from those currently performed (on the basis of a bachelor's degree), with a different site supervisor, and with an agency.

**Practicum** – an *initial* supervised field experience course in which the counselor trainee develops basic counseling and conceptual skills and integrates professional knowledge under close supervision. Practicum includes a field placement site consistent with the student's selected emphasis area: community counseling or school counseling. During practicum the student engages in a broad range of clinical activities similar to those provided by a professional counselor or school counselor. Practicum is completed in one semester and earns 3 credit hours.

**Internship** – an *advanced supervised* field experience course (following practicum) in which the student refines and enhances counseling and conceptual skills and integrates professional knowledge under close supervision. Internship includes a field placement setting consistent with the student's selected emphasis area: community counseling or school counseling. Internship approximates a full-time counseling position and is considered the "capstone" experience in the counseling program. Internship is completed over two semesters and earns 6 semester hours. **Note:** Certification-only trainees complete only one semester of internship

**Field Experience Hours** – the activities making up practicum and internship experiences are counted as hours in direct service, indirect service, and supervision at the field placement site and on campus. Many direct service hours must be recorded (video/audio tape).

**Direct Service** involves hours of actual client/student contact; consultation with other professionals or parents; trainee case presentations at staff meetings.

- *Community setting:* individual, family, and group counseling; consultation, intakes; case presentation.
- *School setting:* individual and group counseling; classroom and group guidance; consultation.

**Indirect Service** involves hours of preparation for student/client contact. Generally speaking, indirect service is anything that SUPPORTS the direct delivery of services to clients.

- *Community setting:* staffing, recording keeping and review, field site supervisions, tape review, attending staff meetings, informal assessments and observations.
- *School setting:* information assessments and observations, field site supervisions, recording keeping and review, tape review, case conferences, program coordination.

**Supervision** - a tutorial and mentoring form of instruction in which the supervisor monitors the counselor trainee's activities and facilitates learning and skill development. Supervision in practicum and internship courses is provided by:

- **Field site supervisor** – an experienced counselor familiar with the particular school/agency in which the trainee is working. The site supervisor must be readily accessible to the counselor trainee and, preferably, located in the same building. A qualified field site supervisor MUST have the following:

- 1) A minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses\*. A field site supervisor for a school setting MUST be a fully certified school counselor; a field site supervisor for a community setting must hold a Texas LPC license.
- 2) A minimum of two years of pertinent professional experience in the program area in which the student is enrolled.
- 3) Knowledge of the program's expectations, requirements, and evaluation procedures for students.
- 4) Relevant training in counseling supervision.

\*Licenses include LPC, LPC-S, and LCSW

- **Faculty instructor/supervisor** – the instructor for the practicum/internship course. All faculty members hold appropriate licenses and certification for the relevant fields. The faculty instructor/supervisor leads group supervision in class and may sometimes provide individual supervision in practicum. The faculty instructor/supervisor oversees doctoral student supervisors who may be assigned to her/his practicum.

- **Doctoral student supervisor** – a doctoral student from the TAMU-C counseling doctoral program. Doctoral student supervisors are supervised as well and, at times, may be taping their supervision sessions with counselor trainees to facilitate their training. Doctoral student supervisors usually provide most of the individual supervision required of practicum trainees.

**Licensed Professional Counselor (LPC)** - An individual licensed by the state to practice as a professional counselor under the laws and regulations of that state. Texas licensure is regulated by the Texas State Board of Examiners (<http://www.dshs.state.tx.us/counselor/default.shtm>). Standards and qualifications for professional licensure vary by state but usually require a master's degree in counseling or a counseling-related field, specific topical training (e.g., ethics, addictions, diagnosis), a period of post-master's degree work under supervision, and one or two examinations.

**Certified School Counselor** - An individual who holds a Texas School Counselor Certificate. Texas school certification is regulated by the State Board for Educator Certification (<http://www.sbec.state.tx.us>). Standards and requirements for school counseling certification vary state by state and are governed by state education accreditation boards.

**CACREP:** *Council for Accreditation of Counseling and Counseling-Related Educational Programs.* CACREP is an independent agency recognized by the Council for Higher Education Accreditation to accredit master's degree counseling programs. The Dept of Counseling at Texas A&M University-Commerce carries CACREP accreditation for its master's degree programs in community counseling and school counseling as well as its doctoral degree program. Most of the policies and procedures for practicum and internship reflect CACREP standards. Programs in the Department of Counseling are reviewed regularly by CACREP for compliance. CACREP accreditation is a highly valued standard in the counseling profession. <http://www.cacrep.org/>

**General Guidelines & Policies for Practicum & Internship: COMMUNITY SETTING**  
 Department of Psychology, Counseling, & Special Education      Texas A&M University-Commerce

*All counselor trainees are expected to read these guidelines and policies prior to application for practicum or internship classes. All trainees are expected to follow these guidelines and policies.*

**Eligibility & Pre-requisites for Practicum & Internship**

The following criteria exist for enrollment in Practicum (COUN 551):

- A or B grade in COUN 516 Pre-Practicum
- *Degree-seeking students* must be fully admitted to Counseling Program and have a degree plan on file in the Department office

If you do not know your admission status or have not completed a degree plan, contact the Department office for information and/or talk with your faculty advisor. Full admission requires an application to the Department of Counseling accompanied by review and acceptance letter. A degree plan is completed together with a faculty advisor.

Pre-requisite for Internship I (COUN 552): a "Satisfactory" grade in Practicum  
 Pre-requisite for Internship II (COUN 552): a "Satisfactory" grade in Internship I

**Attendance, Participation, Restrictions**

Counselor trainees are expected to attend all class and supervision meetings (group, individual, on-site, off-site). Be prompt and be prepared. Trainees should develop a schedule with their field sites regarding attendance and come prepared to fully participate in the field site experience. Practicum trainees should plan to spend approximately 10 hours a week at their field sites; internship trainees should plan to spend approximately 20 hours a week at their field sites.

Supervisors and field sites must be notified in a timely manner if you will be delayed or will miss attendance. It is the responsibility of the trainee to arrange make-up supervisions. Consistent failure to attend class or supervision meetings in a timely manner or prepare client cases (with tape recordings) for review may result in the trainee being dropped from the class or receiving a failing grade.

**NOTE: Counseling Program trainees are not permitted to make home visits during their practicum and internship. Counselor trainees must always have immediate access to a professional colleague or the site supervisor for consultation and support when at their field sites. Trainees may not work alone in a building at their field sites.**

**Professional Demeanor**

Counselor trainees should conduct themselves in a professional manner in dress and behavior at their field sites. Consult with your field site supervisor about appropriate dress. The counselor trainee's professional demeanor must be consistent with the current ethical guidelines of the American Counseling Association (posted on the Department website).

**Locations for Class and Supervision Meetings**

Trainees are assigned to practicum and internship classes at the Metroplex Center in Mesquite, TX, the Collin Higher Education Center in McKinney, TX or on the Texas A&M University-Commerce campus. Individual supervision meetings with faculty instructors/doctoral student supervisors may occur ONLY at these locations. Consult the Department website for directions.

**Documentation**

It is important that counselor trainees carefully manage the documentation required for practicum and internship. The numerous forms are designed to facilitate your learning process and verify information for Department records, CACREP review, and Texas licensure and certification. Many of the forms you will be using this semester will remain in your department file as verification of your field experience coursework. It is in your best interest to complete all required documentation in a timely and efficient manner. Trainees should retain a copy of all completed forms they submit to the Department during Practicum and Internship.

## Supervision

A critical element in practicum and internship experiences is the extensive supervision received by counselor trainees. Counselor trainees are expected to present client cases for review and discussion in individual supervision with their faculty instructor/doctoral student supervisor (individual supervision), their field site supervisor (site supervision), and their peers (group supervision during class). Case presentation typically includes tape recordings (audio or video) of counseling work. The specific format for supervision varies with the supervisor and is geared to meet the specific needs of the trainee. Triadic supervision (2 supervisees and one supervisor) may sometimes be used in place of individual supervision. Missing supervision meetings or being unprepared for supervision (e.g., no tapes to review) will result in a failing grade. A defensive or non-receptive posture regarding supervision is unacceptable behavior and will seriously impair the trainee's progress through the clinical sequence.

## Confidentiality

Counselor trainees are responsible for maintaining the confidentiality of all information related to their clients. Trainees must understand and follow the confidentiality practices of their field sites and maintain documentation and tape recordings in a secure manner.

- Do not identify clients by full name in practicum or internship documentation (e.g., tapes, notes, tape critiques), except for taping consent forms. Instead, use first names, initials, or some other coding method.
- NEVER fax anything with client names (e.g., consent forms).
- Do NOT discuss clients over email. Instead, indicate to your supervisor that you wish to discuss a client situation and arrange to do so via meeting or phone conversation.

The maintenance of client confidentiality extends to classroom discussion and viewing or listening to recorded counseling sessions. Never discuss clients outside the classroom or with anyone other than supervisors, faculty members, and professionals at the field site.

## Respect for Clients

Clients who consent to receive counseling services from practicum and internship students are helping trainees to become effective counselors. Treat them respectfully. Clients do not exist to serve the needs of trainees. It is inappropriate to keep seeing a client whose goals have been met or pull a student/client from class simply to meet your needs for recording or accumulating direct service hours.

## Audio and Video Taping Counseling Sessions

Counselor trainees are expected to tape record many of their counseling activities during their field placement courses. Trainees present portions of their taped sessions for review during weekly supervision meetings with faculty instructors/doctoral student supervisors (practicum), during group supervision (class), and taped sessions are graded by the instructor in both practicum and internship. Trainees should tape as many counseling activities as possible so that they can select the best tapes for grading. Individual instructors will give directions regarding how many tapes will be graded, session critique forms, and related matters. **Signed consent forms (provided elsewhere in this Handbook) must be completed before any taping is done and must accompany any tapes handed in for a grade or review.** Additional suggestions regarding recording equipment is found elsewhere in this Handbook.

## Crisis Procedures

Counselor trainees must know the appropriate procedures at their field site regarding crisis situations (e.g., suicide, violent behavior). Trainees should notify their field site supervisors immediately of actual or potential crisis situations with clients and follow the supervisor's directives. In the event of a death (esp. suicide or homicide) of a client, the counselor trainee must notify her/his practicum/internship faculty instructor or, in their absence, the Director of Training & Placement or the Department Head.

## Professional Liability Coverage

Counselor trainees are required to obtain professional liability coverage (insurance) during practicum and internship. This is NOT homeowners insurance, but insurance that specifically addresses counseling services provided by a counselor trainee during practicum and internship. Most counselor trainees will find professional liability insurance from the Texas Counseling Association (TCA) or American Counseling Association (ACA) easiest to obtain. These professional organizations require membership (student rate) in addition to a nominal fee for the coverage. You should purchase the coverage specifically for students. The benefit of joining these organizations goes far beyond simply buying insurance and is highly recommended by the Counseling Program.

The Department does not endorse any particular insurance plan and the rates quoted below may vary.

- The American Counseling Association, via the ACA Insurance Trust (ACAIT). Call 800.347.6647 or visit their website (<http://www.acait.com>). The student fee for insurance is approx \$29; current student membership in ACA is \$89.
- The Texas Counseling Association. Call 800.580.8144 or visit their website (<http://www.txca.org>; click on join/renew w/ insurance). Liability insurance available for an extra fee.

**IMPORTANT NOTE:** Purchase the insurance at least 6 weeks before your practicum semester so that coverage can begin on time. Proof of liability coverage, usually a certificate of insurance, must be provided at the first class meeting. Emergency certified school counselors can provide a letter from their district insurance carrier verifying their coverage. Trainees will not be able to see clients - collect direct service hours - if they do not have liability coverage.

## Background Checks & Criminal Records

Counselor trainees are advised that some field site placements may run background checks, especially regarding any history of legal or criminal difficulties. You may be denied a placement if you have a conviction record. Felony or misdemeanor convictions will impair, and quite possible prevent, licensure as a professional counselor in Texas. Please also note the Texas LPC rules and regulations (681.164) regarding this matter ([http://www.dshs.state.tx.us/counselor/lpc\\_rules.shtm](http://www.dshs.state.tx.us/counselor/lpc_rules.shtm)).

## Removal for Cause of Trainee from Field Site

The counselor trainee may be removed from a field site placement for the following reasons:

- failure to obtain and show proof of professional liability insurance
- failure to function in a mature, responsible, and professional manner
- failure to follow the ethical guidelines of the counseling profession
- dishonesty regarding field placement log or contract, tape recording, obtaining client consent
- failure to maintain confidentiality of client records and/or client situations
- by request of the field site administrator/field site supervisor.

Removal for Cause from practicum or internship will result in a failing grade in the course and a Counseling Student Competency Evaluation. The outcome of this evaluation could be a remediation plan or removal from the Counseling Program.

## Texas License Professional Counselor (LPC)

The Texas State Board of Examiners of Professional Counselors requires a minimum of 300 hours of supervised experience that is "primarily counseling in nature" during the degree program. Students who wish to become LPCs in Texas should refer to the LPC Board Rules (Title 22, Texas Administrative Code, Subchapter B, §681.31, effective September 1, 2003) in regard to which, if any, of their internship experiences may apply to LPC requirements.

Because the degree program in Counseling requires 700 hours of practicum and internship (combined) and Texas LPC only requires 300 hours, the additional 400 hours may be applied to the 3000 hour post-degree internship requirement for the LPC.



## Field Placement Policies

Counselor trainees must make a separate application to the Counseling Program for each semester of field placement and provide all requested documentation in a timely and efficient manner. Current deadlines and procedures are posted on the Department website. See Application document elsewhere in this Handbook.

Counselor trainees must meet all course requirements, including documentation, as required by the Department and faculty instructors.

Counselor trainees must enroll in practicum/internship until the required number of hours has been completed. Any re-enrollment requires a full semester commitment.

Trainees must complete their practicum and internship experiences in a setting appropriate to their selected program specialization. The setting must provide a wide range of opportunities appropriate to the role of a licensed professional counselor.

- Trainees following the *community-counseling track* MUST complete their practicum and internship experiences in a community setting (e.g., non-profit agency) under the supervision of a Texas LPC.

The Department cannot guarantee that a trainee will be accepted by a particular field placement site.

The Department cannot guarantee that a trainee will complete the required hours in a given semester.

Practicum is NOT offered in the summer. At the present time summer semester internship is available ONLY for community-counseling track trainees.

Trainees are responsible for making the initial contact and arrangements with potential field site placements. All contact information regarding the field site must be provided to the Director of Training & Placement. All field placement sites MUST be approved by the Department (contact the Director of Training & Placement).

Trainees may use their regular employment as a field placement site only under the following conditions:

- *Community-track trainees* may use their work setting if: the work setting is an agency; they will perform duties different from those currently performed on the basis of a bachelor's degree; their field site supervisor is different from their current work supervisor. Trainees must obtain a letter from their field site supervisor verifying how these conditions will be met. The letter must be delivered to the Director of Training & Placement before the beginning of practicum and internship semesters.

Internship counselor trainees may accumulate up to 30 hours of direct and indirect service between Internship I and Internship II semesters (see Between-Semester procedures elsewhere in this Handbook).



All counselor trainees MUST complete a Practicum Orientation or Internship Orientation prior to beginning classes. **The orientation is provided online at the Department website.** Failure to complete the online orientation may result in a trainee being dropped from the class.

**Desirable Experiences in Practicum/Internship: COMMUNITY COUNSELING**  
 Department of Psychology, Counseling, & Special Education      Texas A&M University—Commerce

Orientation to field site. The trainee should become familiar with:

1. Characteristics of the community served.
2. Organization of the agency/institution, including physical plant, staff, and administrative structure.
3. Nature of the client population.
4. Written statements of policy, purpose, and philosophy of the agency/institution.
5. Background and qualifications of the staff.
6. Services offered by the agency/institution.

Agency/institution Policies and Procedures. The trainee should:

1. Become familiar with record keeping, intake evaluations, case notes, case studies, correspondence, and other documentation procedures.
2. Participate and attend staff meetings and case conferences.
3. Cooperate with other professionals in the use and exchange of information concerning clients.
4. Participate in in-service opportunities offered by the agency/institution.

Counseling and Therapy. The trainee should:

1. Provide individual and group counseling.
2. Work with clients of different races, religious convictions, color, gender, sexual preference, and national origin.
3. Carry out the referral process.
4. Establish and maintain a counseling relationship from initial intake to termination or through referral if further care is needed, and carry out follow-up.

Assessment and Records. The trainee should gain experience related to:

1. Administering, scoring, and interpreting group and individual assessment instruments of various types.
2. Reviewing background information and assessment information and preparing for a counseling interview.
3. Developing awareness of specialties, skills, and services offered by other helping professionals in the community, agency/institution.

Consultation. The trainee should be involved in:

1. Maintaining a current list of community agency resources and personnel for referral and personally meet and establish contact with such personnel.
2. Participate in research concerning counseling-related activities.

Professionalism. The trainee is expected to:

1. Adhere to ACA and other appropriate ethical standards.
2. Participate in professional development activities including in-service as well as external professional development activities.
3. Demonstrate human relation skills with agency employees and clients.
4. Demonstrate responsibility with regard to established laws, rules, and regulations.
5. Show respect for cultural differences and values of all ethnic groups.

## Application for Practicum & Internship Courses

Department of Psychology, Counseling, & Special Education Texas A&M University—Commerce

*All counselor trainees should read this information before considering application for practicum and internship classes. Remember that procedures change – check the Department website for the most current information.*

Practicum and Internship classes present special circumstances regarding enrollment procedures because of limitation on class size (10-12 trainees per class), multiple class locations, availability of faculty instructors/doctoral students for supervision, and the general requirements of the University. Using diverse field placement sites and checking the qualifications of field site supervisors necessitates a great deal of co-ordination. Also, there are legal and ethical matters involved with field placements that demand careful attention and documentation. In order to manage these circumstances, the Department of Counseling requires counselor trainees to make a formal application for practicum and internship classes and be assigned to a specific course section **prior to University registration.**

The following items will guide the trainee in their application process:

1. Trainees must make a separate application for each practicum or internship class they wish to take. It is very important that you provide accurate and complete information on applications since this will be the basis for contacting you regarding your application.

2. Trainees make application for practicum or internship in the semester **BEFORE** they wish to take the class. Applications are posted on the Department website early in the semester – simply check the website to see if the applications are posted.

3. Every effort is made to honor trainee preferences regarding class location and meeting time as indicated on applications. **However, we cannot guarantee that you will get the location and time you requested.** Applications that receive preference in class assignment are those that are received before published deadlines and are complete.

4. Waiting lists will be developed as appropriate (this is especially common for practicum). Again, preference will be given to those applications that are completed before published deadlines.

5. Trainees will be assigned to specific course sections for their practicum or internship. Your name will be “permitted” into that section only. Trainees will be notified by mail by the Director of Training & Placement as to their section assignments. At that point you may officially enroll in the class. **You will only be allowed to enroll in the specific course section for which your name has been permitted.**

6. The email you will receive from the Director of Training & Placement regarding your assigned course section will outline other procedures for you to follow. This includes providing specific information to the Counseling program regarding your field placement site and site supervisor.

7. **All counselor trainees enrolling in a field placement course must complete the online Practicum or Internship Orientation prior to the first class meeting.** There is form at the end of this Orientation that tells the Department that you have completed it. Trainees who have not completed the Orientation will not be allowed to collect direct service hours and may be dropped from the class.

Questions regarding the application process for practicum and internship should be directed to the Director of Training & Placement (email works best) or to the Department office (see contact information in this Handbook).

**NOTE:** The primary means for communicating with you regarding your practicum/internship application is email. Be sure you provide a current email address and check it frequently.



**REMEMBER:** you must make a separate application for practicum or internship classes in the semester **BEFORE** you plan to take the course; check the website for deadlines; follow directions carefully; always provide accurate contact information including a current email; complete the online Practicum or Internship Orientation promptly; enroll in your assigned course section as directed.

**PRACTICUM Requirements & Preparation for 1st Class Meeting: Community Setting**  
Department of Psychology, Counseling, & Special Education Texas A&M University—Commerce

Review *General Guidelines & Policies for Practicum & Internship* found elsewhere in this Handbook.

During Practicum a counselor trainee should expect to spend 8-10 hours weekly at their field site, attend class weekly for group supervision and classroom instruction, meet weekly with their site supervisor, and meet weekly with their faculty supervisor/doctoral supervisor.

<b>Minimum Practicum Requirements (completed in one semester):</b>	
<b>120 total hours of counseling &amp; counseling-related services, composed of:</b>	
40 hours <i>direct service</i> at field site	
15 hours individual w/ faculty or doctoral student supervisor (1 hr weekly)	
45 hours remainder inclusive of indirect service hours and:	
1 hour weekly supervision with qualified site supervisor at field site	
2.5 hours weekly group supervision & classroom instruction (weekly class meeting)	

Liability coverage	Trainees in Practicum <i>must have proof of liability coverage</i> (insurance). Trainees should retain the original documentation (e.g., letter from insurer) and hand in a copy. Trainees will not be allowed to collect direct service hours until liability coverage is proven.
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Direct & indirect service hours	<p><i>Direct Service</i> involves the application of counseling, consultation, or human development skills to actual client contact and consultation with professionals/other pertinent persons. Examples of direct service include: individual, group, couple, and family counseling; consultation with parent or another counselor; case presentation at a staff meeting; program presentation.</p> <p><i>Indirect Service</i> generally involves anything that <u>supports</u> the direct delivery of counseling services to clients. Examples of indirect service include: charting and reviewing records, attending staff meetings, informal assessments, observation of another counselor providing counseling services, some supervisions, and program coordination.</p>
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Regular recording of counseling services.	Trainees must arrange to <i>regularly tape record</i> (audio or video) much of their direct service activities for review and assessment. These tapes are the basis for individual and group supervision. Some taped sessions will be graded. All tapes must be destroyed by the end of the semester.
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1 hour weekly individual supervision w/ faculty instructor/doctoral student supervisor.	Trainees in practicum attend weekly <i>individual supervision meetings</i> (minimum 15 meetings) with a faculty supervisor OR doctoral student supervisor <u>outside of class time</u> . A schedule will be arranged at the first class meeting and must be maintained throughout the semester. Practicum trainees will provide audio or video tapes of their counseling sessions for review and discussion during supervision. In some cases supervision will include another counselor trainee (triadic supervision).
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1 hour weekly individual supervision w/ field site supervisor.	Trainees in practicum meet at least one hour weekly (usually more) with <i>their field site supervisor</i> to review and discuss their work at the field site. Field site supervisors are responsible for facilitating an appropriate client caseload and professional experiences for the practicum trainees.
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Group supervision & instruction.	Trainees in practicum attend weekly class <i>meetings (2 ½ hrs) for group supervision and instruction</i> . During group supervision trainees review issues and present client cases for discussion with the entire class. Often this includes playing sections of audio/video tape of counseling sessions. Classroom instruction is aimed at developing conceptualization and technical skills, enhancing professional development, increasing self-awareness, and acquiring theoretical knowledge.
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Additional faculty instructor requirements.	Practicum instructors may have specific requirements beyond the basics outlined here. These might include journal article reviews, case studies, or technique demonstrations.
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**Preparation for the 1st PRACTICUM CLASS MEETING:**

Counselor trainees must provide the following at the first class meeting:  
(originals to of these documents to be copied are found elsewhere in this Handbook):

- *Field Placement Contract*: completed and signed by site supervisor and counselor trainee
- *Field Site Plan (community)*: completed and signed by site supervision and counselor trainee
- *Field Site Supervisor Registration*: completed by the site supervisor
- *Emergency/Crisis Management Form*: completed and signed as indicated
- *Practicum/Internship Ethics Agreement*: completed and signed by the counselor trainee
- *Trainee Consent for Audio/Video Taping*: completed and signed by the counselor trainee
- Proof of liability insurance: certificate of coverage or letter verifying coverage (copy only)

**Documentation due at the LAST PRACTICUM CLASS MEETING**

(originals of these documents to be copied are found elsewhere in this Handbook):

- *Practicum Log* - completed; signed by trainee, field site supervisor
- *Practicum/Internship Summary* - completed and signed by the counselor trainee
- *End of Semester Field Site Supervisor's Evaluation* - completed and signed by field site supervisor
- *Trainee Evaluation of Field Placement Site* – completed by counselor trainee
- Additional documentation as required by Practicum instructor

**INTERNSHIP I & II Requirements & Preparation for 1st Class Meeting: Community Setting**  
 Department of Psychology, Counseling, & Special Education      Texas A&M University—Commerce

Review *General Guidelines for Practicum & Internship* found elsewhere in this Handbook.

**Internship is spread over two semesters (Internship I & Internship II) to meet the CACREP requirement of 600 total hours in internship. The two internships occur independently, receive separate grades, and each must total 300 hours in the field site experience.**

Usually counselor trainees continue to use their practicum field site during internship. Some field sites will require this commitment when they take you on at practicum. However, trainees may change to another field site if they desire different experiences. It is very important that counselor trainees discuss their concerns and desire to change field sites with their practicum or internship faculty instructors OR the Director of Training & Placement BEFORE making a change.

During Internship counselor trainees should expect to spend approximately 20 hours weekly at their field site, meet weekly with their site supervisor and attend class for group supervision and classroom instruction. Often the class is divided so that trainees meet every other week during some of their internship.

There is no regularly scheduled individual supervision from the faculty supervisor/doctoral student during internship. However, an instructor may schedule some individual supervision meetings to assist trainee development.

**Minimum Internship Requirements (for each semester of Internship):**

**300 total hours**

275 hours of counseling & counseling-related services, composed of:

120 hours direct service at field site

15 hours supervision with qualified site supervisor at field site (1 hour weekly)

140 hours remainder to equal 275 hours (indirect service, other supervision)

25 hours group supervision arranged w/ faculty instructor (usually biweekly class meeting)

**300 hrs + 300 hrs = 600 hours for 2 Internship semesters**

Liability coverage	Trainees in Internship <i>must have proof of liability coverage</i> (insurance). Trainees should retain the original documentation (e.g., letter from insurer) and hand in a copy. Trainees will not be allowed to collect direct service hours until liability coverage is proven.
Direct & indirect service hours	<p><i>Direct Service</i> involves the application of counseling, consultation, or human development skills to actual client contact and consultation with professionals/other pertinent persons. Examples of direct service include: individual, group, couple, and family counseling; consultation with parent or another counselor; case presentation at a staff meeting; program presentation.</p> <p><i>Indirect Service</i> generally involves anything that <u>supports</u> the direct delivery of counseling services to clients. Examples of indirect service include: charting and reviewing records, attending staff meetings, informal assessments, observation of another counselor providing counseling services, some supervisions, and program coordination.</p>
Regular recording of counseling services.	Trainees must arrange <i>to regularly tape record</i> (audio or video) much of their direct service activities for review and assessment. These tapes are the basis for individual and group supervision. Some taped sessions will be graded. All tapes must be destroyed by the end of the semester.
1 hour weekly individual supervision w/ field site supervisor.	Trainees in Internship meet at least one hour weekly (usually more) with <i>their field site supervisor</i> to review and discuss their work at the field site. Field site supervisors are responsible for facilitating an appropriate client caseload and professional experiences for the internship trainees.

Group supervision & instruction.	Trainees in Internship attend weekly class <i>meetings</i> (2 ½ hrs) for <i>group supervision and instruction</i> . During group supervision trainees review issues and present client cases for discussion with the entire class. Often this includes playing sections of audio/video tape of counseling sessions. Classroom instruction is aimed at developing conceptualization and technical skills, enhancing professional development, increasing self-awareness, and acquiring theoretical knowledge.
Additional faculty instructor requirements.	Internship instructors may have specific requirements beyond the basics outlined here. These might include a journal article reviews, case studies, technique demonstrations, or theory of change paper.

**BETWEEN-SEMESTER HOURS: Some direct/indirect service hours may be accumulated between Internship 1 & Internship II with prior approval of the Internship I faculty instructor. See *Between-Semester Hours Policy & Procedures* elsewhere in this Handbook.**

**Preparation for the 1st INTERNSHIP CLASS MEETING:**

Counselor trainees must provide the following on the **first night of class** (originals to of these documents to copy are found elsewhere in this Handbook):

- *Field Placement Contract* - completed & signed by site supervisor and counselor trainee
- *Field Site Plan* (school or community) - completed and signed by site supervision and counselor trainee
- *Field Site Supervisor Registration* - completed by the site supervisor
- *Emergency/Crisis Management Form*: - completed and signed as indicated
- *Practicum/Internship Ethics Agreement* - completed and signed by the counselor trainee
- *Trainee Consent for Audio/Video Taping* - completed and signed by the counselor trainee
- Proof of liability insurance: certificate of coverage or letter verifying coverage (copy only)

**Documentation due at the LAST INTERNSHIP CLASS MEETING**

(originals of these documents to copy are found elsewhere in this Handbook):

- *Internship Log* - completed; signed by trainee and field site supervisor
- *Practicum/Internship Summary* - completed and signed by the counselor trainee
- *Final Field Site Supervisor's Evaluation* - completed; signed by field site supervisor
- *Trainee Evaluation of Field Placement Site* – completed by counselor trainee
- Additional documents as required by Internship instructor

## Finding a Field Placement Site – COMMUNITY COUNSELING TRACK

Department of Psychology, Counseling, & Special Education      Texas A&M University—Commerce

### Overview Steps for Practicum /Internship I & II

A good field placement site and field site supervisor are critical ingredients in successful practicum and internship experiences. Counselor trainees should approach their decision about seeking a field site with careful and realistic thought regarding their career goals, their current work and family situation, and their special interest areas. You should consult with your professors, your faculty advisor, other professional counselors, and/or the Director of Training & Placement regarding appropriate field sites and field site experiences that would make for the best “fit” for you.

Practicum and Internship courses require a significant commitment of time and energy. Trainees are expected to put in a minimum of 8-10 hours weekly at their field site during Practicum and 20 hrs weekly at their field site during Internship. **Community counseling track trainees must realize that it is nearly impossible to work a full-time job and also complete internship (and difficult to complete practicum) unless they use their job as their field site placement. While some agencies have evening and weekend hours, the majority do not, therefore most prefer counselor trainees be available during weekday hours.**

Finding a field site placement is the responsibility of the counselor trainee. Community counseling-track trainees must complete their practicum/internship in an agency under supervision from a licensed professional counselor. Small private practice operations are not appropriate field placement sites.

Most counselor trainees complete both practicum and internship at the same field placement site. Some field sites may require the trainee to commit to two or three semesters at their site.

Some field placement sites are not appropriate because they do not provide adequate/qualified supervision, do not allow audio or videotaping of counseling sessions, or are in some other way inappropriate for practicum or internship counselor trainees. An appropriate field placement site provides the following:

- opportunities to participate in a range of counseling and counseling-related activities appropriate to the role of a full-time professional counselor;
- permission for trainees to audio or videotape counseling sessions (with client/parental consent);
- referral of a sufficient number of clients to generate the required hours of direct client contact necessary for practicum or internship (this cannot be guaranteed by the site or by the Department);
- a qualified field site supervisor who oversees and evaluates the trainees work and meets regularly for supervision of the client caseload.

Community counseling track trainees may use their work setting as their field placement site **ONLY** under the following conditions: a) the work setting is a non-profit agency; b) they will perform duties different from those currently performed on the basis of a bachelor's degree; and c) their site supervisor will be a different person from their current work supervisor.

### Steps to Securing a PRACTICUM Field Placement site – COMMUNITY COUNSELING TRACK

**Step 1.** During pre-practicum (COUN 516) you should begin by considering those sites already approved by the Department. The online **Field Site Listing** contains information and contacts while more detailed information is available in **Field Site Notebooks** kept in the Department office in Commerce and at the Metroplex Center in Mesquite. You should also review the *Practicum & Internship Handbook* so that you are well informed about all practicum and internship requirements. Remember the following:

- Counselor trainees may NOT make home visits as part of their field site placement.
- A qualified field site supervisor MUST have the following: a) masters degree in counseling or a counseling-related field; b) a minimum of 2 years experience in counseling; c) hold a Texas professional counseling license (LPC).
- A potential field site must have the delivery of counseling services as its major focus and meet the other requirements outlined in this document.

If you are interested in obtaining approval for a site NOT currently on the approved field placement site list, contact the Director of Training & Placement with contact information so that the potential site can be screened.

**Step 2.** Contact and interview at a field site. Select at least 3 sites which appeal to you and write or call to determine if they are accepting students for field placement during the semester you plan to register. It is recommended that you send a resume and cover letter to the site director and follow up later with a phone call. Your cover letter should be brief and specific and indicate your interest in the placement site. NOTE: *some sites may call counselor trainees “interns” regardless of practicum status.*



Be prepared to give site directors whatever information or meeting times they require. They don't have to take you so making a good impression (organized, informed, motivated, and professional) is important to your getting the placement. Sites vary in their requirements and policies. For some a phone interview will be sufficient; others will prefer a live interview. It is up to you make yourself available for interviews. Make it easy to contact you and be sure you get all appropriate contact information yourself. Be prompt and prepared when you interview.

**Step 3.** Once you have a verbal commitment from the appropriate site director for you to do your field placement, contact the Director of Training & Placement, preferably by email. Provide the following ACCURATE information:

- Student name & contact information (email; phone, address);
- The semester you plan to do practicum;
- Name & address of potential field site;
- Name & contact information for the site director with whom you have discussed your placement;
- Name & contact information for potential field site supervisor (email required, phone, address).

**Step 4.** The Director of Training & Placement will contact the site director to obtain official agreement for your placement as a practicum counselor trainee.

### INTERNSHIP Field Placement Site – COMMUNITY COUNSELING TRACK

#### **If CONTINUING at a field site:**

Counselor trainees completing practicum or Internship I should approach the appropriate entities (e.g., field site supervisor, site director) before the next semester regarding their willingness to continue as the trainee's field site placement.

**After** the trainee completes the Department application process, he/she should notify the Director of Training & Placement by email and provide the following information:

- Trainee name & contact information (email, phone, address);
- Which course you have applied for (Internship I or II);
- Name & address of potential field site;
- Name & contact information for the site director with whom you have confirmed continued placement;
- Name & contact information for potential field site supervisor (email required; phone, address).

#### **If CHANGING field sites for Internship I or II:**

Discuss the matter with your present faculty instructor, then contact the Director of Training & Placement before the end of the semester you are doing practicum or internship I to discuss procedures. Once you receive approval from the Director of Training & Placement, you will need to supply the same contact information listed above.

## Suggestions for Audio and Video Recording

Department of Psychology, Counseling, & Special Education Texas A&M University—Commerce

It is the responsibility of counselor trainees enrolled in practicum and internship to supply appropriate equipment for recording counseling sessions. In most cases this means audiotapes or videotapes. DVDs are acceptable if your instructor/supervisor agrees to that format.

These recordings are the basis of individual supervision, group supervision, and evaluation leading to the final course grade. Some field site placements will have recording equipment, especially videotaping equipment, but many will not. Videotape is always preferable since it allows for visual review; however, some field placement sites will only allow audio taping. Whatever format you use, remember that all tapes must be clearly audible.

### There are some steps you can take to insure you have the best recordings possible:

1. DO NOT use the handheld, mini-recorders since they do not have the power and range necessary. Video recorders that utilize DVDs, videotape, or other media are acceptable as long as your instructor or supervisor is willing to accept them.

2. Use an audio or video recorder that will accept a separate microphone plug and purchase the separate microphone. The microphone embedded in the audio or video recorder usually cannot pick up all voices and/or allows too much interference (e.g., recording itself, recording the air conditioner). **An “omni-directional” microphone is highly recommended since it picks up sounds coming from different directions.** These microphones are available from various businesses, such as Radio Shack.



3. Always check your equipment before a session to be sure it is working adequately. Place the microphone away from air conditioning/heating vents, clocks, and fluorescent lights. Sometimes it helps to place the recorder on a book or towel to reduce table vibrations that can impair sound quality. Video cameras should be aimed so as to include both counselor trainee and the client, not just the client. Remember that the further away a video camera is, the less effective the microphone mounted in the camera will be (therefore, it is best to attach an external microphone).

4. All consent forms for taping must be signed before you ever turn on a recorder. Never tape a session if you do not have signed permission to do so. Provide copies of the consent forms to your supervisor/instructor when they receive a tape from you.

5. Label and store tapes/disks securely. Never use a client name to label a tape; instead use some sort of code. The only people who should ever hear/see a counseling session tape are: you, your course instructor, your site supervisor, your doctoral student supervisor, your class. Do not review tapes where family members or friends can hear or see them. Do not carry your tapes around everywhere you go – keep them secure.

6. You MUST dispose of all tapes by the end of the semester. There is no reason to save tape recordings. Once you have reviewed them or used them for supervision/grade, record over them or dispose of them. **Remember:** You are required to dispose/record over them by the end of the semester.

**FIELD PLACEMENT FORMS  
COMMUNITY SETTING**

### **Emergency/Crisis Management: COMMUNITY SETTING**

Department of Psychology, Counseling, & Special Education      Texas A&M University—Commerce

*This form must be completed for each semester of field placement and handed in on the first night of class. Trainees must retain a copy. Please attach a copy of any agency emergency/crisis response documents.*

Any situation involving a client that is of a serious nature requiring immediate medical or psychotherapeutic attention constitutes an emergency; for example,

1. Imminent suicide attempt
2. Drug overdose
3. Aggressive reaction (present or imminent)
4. Physical illness or adverse physical reactions requiring immediate medical attention
5. Psychotic reaction or other serious psychological disturbance
6. Report of child abuse
7. Severe depression, anxiety, etc.

**AGENCY POLICY: What is the agency policy about counselor trainees managing a client crisis such as those listed above?**

#### **EMERGENCY/CRISIS PROCEDURES:**

##### **During Field Placement Hours**

Who is the trainee to contact in case of an emergency/crisis situation?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If this person is not available, who else can the trainee contact?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Outside of Field Placement Hours:** If trainees are concerned about clients and need to contact a supervisor outside of their regular field placement hours, what procedures should they follow?

**Practicum/Internship Ethics Agreement**  
**Department of Psychology, Counseling, & Special Education**  
**Texas A&M University-Commerce**

Semester \_\_\_\_\_ Year \_\_\_\_\_

*Trainees should read and sign this form for every practicum and internship class. The original is to be returned to the instructor, and the student should retain a copy. This signed document is due on the first night of class.*

1. I hereby attest that I have read and understood the current Code of Ethics of the American Counseling Association and will practice my counseling in accordance with these standards. **NOTE: the ACA Code of Ethics is posted on the Department website; trainees should download this for review and keep it with their Practicum & Internship Handbook.**
2. I hereby attest that I have read and understood the Retention Policy of the Counseling Program and agree to abide by its provisions (Retention Policy is found elsewhere in this Handbook).
3. I agree to adhere to the administrative policies, rules, standards, and practices of the pre-practicum class and the practicum/internship site.
4. I understand that my responsibilities include keeping my faculty supervisor(s) informed regarding my training experiences.
5. I understand that I will not be issued a passing grade in pre-practicum, practicum, or internship unless I demonstrate the specified minimal level of counseling skill, knowledge, and competence and complete course requirements as outlined by my faculty instructor.
6. I understand that I may be required to become familiar with additional codes of ethics from related professional disciplines.

---

Counselor Trainee Signature & Date

**Trainee Consent for Video & Audio Taping**

Department of Psychology, Counseling, & Special Education Texas A&M University—Commerce

*This document may be used in either practicum or internship classes. It should be signed by the trainee and the original provided to the faculty instructor at the first class meeting. The trainee should retain a copy.*

Trainee: \_\_\_\_\_ Semester/Yr: \_\_\_\_\_

I agree to allow recording (by audio or video) of practice counseling interviews during my practicum or internship training. During this semester I will fulfill both the counseling and the client roles with my classmates and, on some occasions with the faculty instructor or a doctoral student assigned to the class.

I understand that these tapes are strictly confidential and will be used for limited supervisory purposes only. I also understand that any of the above tapes that are played during class, or any interviews that are conducted for demonstration/supervision purposes, even though I am not an active participant in the interview, are to be treated in accordance with the current American Counseling Association Code of Ethics.

\_\_\_\_\_  
Trainee signature Date

\_\_\_\_\_  
Faculty Instructor signature Date

**Practicum or Internship Summary**

Department of Psychology, Counseling, & Special Education Texas A&M University—Commerce

*This Summary must be completed by the counselor trainee for each field experience course at the end of the semester. It is used by the Department to provide documentation of supervised experience for accreditation, certification, and LPC licensure review. Refer to your Practicum or Internship Log for data.*

**Summary for: (Check one):**  Practicum  Internship 1  Internship 2 **Semester/Yr:** \_\_\_\_\_

**Counselor trainee:** \_\_\_\_\_

**Field site name (school/agency):** \_\_\_\_\_

**Field Site address:** \_\_\_\_\_

**Dates effective from** \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_ (from original Contract).

**Total clock hours earned during this course** (get this from practicum or internship Log)

total Field Site hours: \_\_\_\_\_

total Campus hours: + \_\_\_\_\_

= \_\_\_\_\_ TOTAL CLOCK HOURS for semester

**Total clock-hours of direct client counseling contact** (fr LPC box on Practicum or Internship Log) = \_\_\_\_\_

**Type(s) of counseling provided during this course** (check all that apply):

- Marriage & Family
- Group
- Individual
- Drug & Alcohol Abuse
- Career & Vocational
- Rehabilitation
- Academic
- Child & Adolescent
- Other, specify \_\_\_\_\_

**Setting(s) of counseling provided during this course** (check all that apply):

- School
- Hospital
- Univ Counseling Center
- Nonprofit organization
- MHMR
- Student Affairs setting
- Other, specify \_\_\_\_\_

**Trainee:** \_\_\_\_\_  
Signature & Date

**Faculty Instructor:** \_\_\_\_\_  
Signature & Date

**Trainee Evaluation of Field Site & Supervisor**

Department of Psychology, Counseling, & Special Education Texas A&M University—Commerce

All practicum and internship trainees must complete the following evaluation of their field placement site. This will enable the Counseling Program to review and update procedures in providing field placement, supervision, and training opportunities for subsequent students. Thank you.

Name \_\_\_\_\_ Semester/Year \_\_\_\_\_

Field Site: \_\_\_\_\_

Field Supervisor: \_\_\_\_\_

**Please check and comment.**

1. **Orientation to procedures --**       very good     good     average     fair     poor  
Comments:

2. **Staff cooperation and support --**       very good     good     average     fair     poor  
Comments:

3. **Staff meetings (general, in-service, etc.) --**  very good     good     average     fair     poor  
Comments:

4. **Assigned activities --**       very good     good     average     fair     poor  
Comments:

5. **Case load --**       very good     good     average     fair     poor  
Comments:

6. **Development of professional skills --**     very good     good     average     fair     poor  
Comments:

7. **How would you rate the quality of supervision you have received?**     very good     good     average     fair     poor  
Comments:



**8. To what extent has the supervision met your needs?**

- Almost all of my needs have been met
- Most of my needs have been met
- Only a few of my needs have been met
- Almost none of my needs have been met

Comments:

**9. How satisfied are you with the amount of supervision you have received?**

- Very satisfied
- Mostly satisfied
- Indifferent or mild dissatisfied
- Quite dissatisfied

Comments:

**10. How available was your supervisor for consultation/supervision when needed?**

- Almost always
- Often
- Sometimes
- Hardly Ever

Comments:

**11. Did your supervisor help you become more effective in your role as a counselor?**

- Yes, definitely
- Yes, generally
- No, not really
- No, definitely not

Comments:

**Additional comments and recommendations:**

**Client/Parental Consent Form**

**Community-Track**

Department of Psychology, Counseling, & Special Education Texas A&M University—Commerce  
P.O. Box 3011, Commerce, TX 75429-3011

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Client: \_\_\_\_\_

Client age: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Field Site: \_\_\_\_\_

Please review and check boxes.

I agree to be counseled by a counselor trainee in the master's degree counseling program at Texas A&M University-Commerce. This trainee is a graduate student who has completed advanced coursework in counseling and is supervised by a faculty instructor/doctoral student supervisor and a field site supervisor.

I further consent to the recording by audio or video taping of these counseling sessions for the purpose of supervision and evaluation of my counselor's work. The sole purpose of these recordings is to improve my counselor's skills. I understand these recordings may be reviewed during individual or group supervision meetings directed by my counselor's faculty instructor, faculty supervisor, and/or field site supervisor.

All recordings are considered confidential material and will be treated with professional respect and courtesy according to the Code of Ethics of the American Counseling Association. Tapes will be erased/destroyed after review. Absolutely no recordings will be maintained after the current university semester is completed.

**NOTE:** As a client or parent, you may request a copy of this form. *Thank you for your willingness to participate in the training of competent professional counselors.*

Signatures:

\_\_\_\_\_  
Client (or Parent/Guardian if client is under 18 yrs of age) Date

\_\_\_\_\_  
Counselor Trainee Date

\_\_\_\_\_  
Faculty Instructor Date

**PRACTICUM FORMS  
COMMUNITY COUNSELING**

**Practicum Field Placement Contract    COMMUNITY COUNSELING TRACK**  
 Department of Psychology, Counseling, & Special Education    Texas A&M University-Commerce

*The counselor trainee is responsible for distributing copies of this contract to the field site supervisor and retaining a copy. The original document is filed with the faculty instructor on the first night of class.*

**Trainee:** \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Trainee Emails: \_\_\_\_\_

Trainee Address: \_\_\_\_\_

**Field Site (Agency):** \_\_\_\_\_

Site Address: \_\_\_\_\_

Site Phone: \_\_\_\_\_ Agency Director: \_\_\_\_\_

**Field Site Supervisor:** \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Practicum Contract effective from \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_ for 8-10 hours per week.**

**NOTE:** Counselor trainees in the community-track may use their work settings as a field placement only if they can demonstrate that they will perform duties different from those currently performed (on the basis of a bachelor's degree), with a different site supervisor, and with an agency.

<b>Responsibilities of the Counseling Program, the counselor trainee, and the field site placement:</b>
---

**The Counseling Program agrees to:**

1. Provide counselor trainees who have completed the required pre-requisites for practicum.
2. Identify a qualified faculty instructor to coordinate the practicum experience. The faculty instructor will be available for consultation with the field site supervisor regarding trainee progress.
3. Provide 1 hr weekly individual supervision of the counselor trainee with a faculty instructor or doctoral student supervisor AND weekly group supervision (class).
4. Collaborate with the field placement site regarding placement procedures and concerns. The designated contact person in the counseling program is the Director of Training & Placement.
5. Require the counselor trainee to provide liability insurance.

**The field placement site agrees to:**

6. Provide sufficient opportunities for the trainee to fulfill during the semester a minimum of 40 hours of direct client contact (individual, family, and group counseling). The field site supervisor will assist the counselor trainee in generating direct client contact opportunities.
7. Provide opportunities for trainee to regularly record (audiotape/videotape) counseling sessions with informed consent. Tapes are used for the supervision and evaluation purposes. Tapes remain in the possession of the trainee and/or faculty instructor at all times, and all tapes are erased by the end of the semester.
8. Provide a range of experiences to acquaint the trainee with the various duties and responsibilities of a professional counselor and provide oversight of the trainee's work *including* an orientation to the field site and its policies and procedures.
9. Develop a weekly attendance and activity schedule with the counselor trainee based on a minimum of 8-10 hours weekly spent at the field site.
10. Provide a safe location and appropriate space to work with adequate supplies and staff support to conduct professional counseling activities. Counselor trainees are not permitted to do home visits unless accompanied by their field site supervisor, to work alone in a building, or be without immediately accessible consultation services.

11. Provide a qualified field site supervisor who will oversee the trainee's field site experience and provide a minimum 1 hour weekly of individual supervision of the trainee's work. **A qualified field site supervisor is a LPC (TX), has at least 2 years of experience, and holds a master's degree in a counseling-related field.** If the trainee uses her/his work setting for practicum, the field site supervisor must be different from the employment supervisor.

12. Provide a written evaluation of the counselor trainee's progress at the midpoint and end of practicum.

13. Collaborate with the designated faculty instructor for practicum and the Director of Training & Placement regarding placement procedures and concerns.

**The counselor trainee agrees to:**

14. Be consistent and prompt in attendance at the field site. Dress and behave in a professional manner consistent with the practices of the field site placement.

15. Develop a weekly attendance and activity schedule with the field site supervisor based on spending a minimum of 8-10 hours weekly at the field site during practicum.

16. Provide counseling and counseling-related services consistent with the trainee's level of training and supervision and the professional counseling role.

17. Make regular recordings of counseling work throughout the semester for review and evaluation. Recordings are the basis for individual and group supervision meetings. The trainee will follow established guidelines to insure the security of recordings and will destroy all tapes by the end of the semester.

18. Be acquainted with and follow field site policies and procedures and the directives of field site supervisors.

19. Purchase liability insurance and adhere to the current ethical guidelines of the American Counseling Association.

20. Maintain documentation in good order and follow guidelines for maintaining the confidentiality of client-related records for both campus and field site placement.

21. Provide the Department of Counseling with a renegotiated field placement contract if there is a change of field site supervisor of field site.

**Termination:** It is understood and agreed upon by all parties to this contract that the field site placement may terminate the TAMU-C practicum experience of the counselor trainee if, in the opinion of the field site supervisor, the trainee's behavior is detrimental to the operation of the field site and/or client care. The field site supervisor will notify the faculty instructor or Director of Training & Placement of a termination action. A TAMU-C practicum termination action is separate from any employment relationship the trainee may have at the field site.

**The parties below agree to the terms of this contract:**

---

Counselor Trainee (print) Trainee signature & date

---

Field Site Supervisor (print) Field Site Supervisor signature & date

---

Practicum Faculty Instructor (print) Practicum Faculty Instructor signature & date

**Field Experience Plan: COMMUNITY SETTING**

Department of Psychology, Counseling, & Special Education Texas A&M University-Commerce

*This document must accompany the field placement contract and be filed with the instructor at the 1<sup>st</sup> class meeting.*

- practicum                       internship I                       internship II

Counselor Trainee: \_\_\_\_\_ Semester/Yr: \_\_\_\_\_

Field Site Placement: \_\_\_\_\_

**Proposed schedule for counselor trainee at field site placement:**

	<b>Times trainee is expected to be at field site (e.g., 8am-2pm)</b>	<b># hours</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
<b>Total weekly hours for practicum = 8-10 hrs</b>		
<b>Total weekly hours for internship = 20 hrs</b>		

**Please specify & describe activities likely to be undertaken by the counselor trainee during this placement experience. NOTE: the majority of trainee direct service hours MUST be in individual, group, or family counseling.**

- Individual counseling/psychotherapy:     adults                       adolescents                       children
- Intake interviewing:
- Group counseling (leading or co-leading); please specify focus of group:
- Marriage, family, & relationship counseling:
- Consultation w/ other professionals regarding client services:
- Psychoeducational activities relevant to the field site:
- Record keeping (e.g., diagnosis, reports, treatment plans):
- Outreach (e.g., program presentation):
- Receiving supervision (individual or group at the site); please specify which type:
- Career counseling:
- Case conferences or staff meetings:
- Other (describe):

---

Counselor Trainee (print) \_\_\_\_\_ Trainee signature & date \_\_\_\_\_

---

Field Site Supervisor (print) \_\_\_\_\_ Field Site Supervisor signature & date \_\_\_\_\_

**Field Site Supervisor Registration: COMMUNITY COUNSELING**

Department of Psychology, Counseling, & Special Education Texas A&M University-Commerce

**PLEASE PRINT ALL INFORMATION.** *This document must accompany the field placement contract and be filed with the instructor at the 1<sup>st</sup> class meeting.*

Counselor Trainee: \_\_\_\_\_ Semester/Yr: \_\_\_\_\_

Practicum  Internship I  Internship II Effective from \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_

**SITE INFORMATION**

**Placement**

**Site** (Agency): \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Name of Agency Director:** \_\_\_\_\_

**FIELD SITE SUPERVISOR INFORMATION**

**Name:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Office phone:** \_\_\_\_\_ **Emails:** \_\_\_\_\_

**Highest degree earned:**  EdD  PhD  MS  MEd  Other (specify) \_\_\_\_\_

**Year degree earned:** \_\_\_\_\_ **Discipline** (e.g., counseling, psychology) \_\_\_\_\_

**Supervisor Credentials:**  Texas Certified School Counselor, certification #: \_\_\_\_\_

Texas LPC, license # \_\_\_\_\_  NCC, certification #: \_\_\_\_\_

Other? \_\_\_\_\_

**Supervisor's years of experience appropriate to this setting?** \_\_\_\_\_

**NOTE:** A qualified Field Site Supervisor for a Community Setting must: have a master's degree in counseling or a counseling-related field, be a Texas LPC, and have a minimum 2 years of experience (post-master's).

Counseling Program		Texas A&M University-Commerce			<b>PRACTICUM LOG</b>							
COUN 551, Sect:		Dates:    /    /    through    /    /			Semester/Year:							
Trainee:					Social Security #:							
Field Site:												
<b>CHECK ONE:</b> <input type="checkbox"/> Community <input type="checkbox"/> School		<b>CAMPUS</b>			<b>FIELD SITE</b>							
		Clstrm	Group Suprv	Indiv Suprv	<b>DIRECT SERVICE</b>				<b>INDIRECT SERVICE</b>			
<b>Week</b>	<b>DATES</b>		1 hr/wk	≥1.5 hr/wk	≥1 hr/wk	<b>Client Couns Contact</b>			<b>Other Direct</b>		<b>at field site</b>	
	start	end				Indiv	Group	Consult	Activity	Hrs	Site Supv	Misc
1	to								/			
2	to								/			
3	to								/			
4	to								/			
5	to								/			
6	to								/			
7	to								/			
8	to								/			
9	to								/			
10	to								/			
11	to								/			
12	to								/			
13	to								/			
14	to								/			
15	to								/			
16	to								/			
			Total Clstrm (≥15)	Total Group Suprv (≥22.5)	Total Indiv Suprv (≥15)	Total Indiv	Total Group	Total Consult	Total Other Direct.		Total Site Suprv	Total Misc
						Total Direct Client Coun Contact (FOR LPC FORM)						
						Total DIRECT Contact (≥40)				Total INDIRECT		
			<b>TOTAL CAMPUS (≥52.5)</b>			<b>TOTAL FIELD SITE (indirect + direct)</b>						

Signatures:

Trainee: \_\_\_\_\_ Date: \_\_\_\_\_

Field Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Instructor: \_\_\_\_\_ Date: \_\_\_\_\_



## Directions of Keeping the PRACTICUM LOG: Community Counseling

Department of Psychology, Counseling, & Special Education      Texas A&M University-Commerce

It is important to carefully, accurately, and legibly record information on the Practicum Log. This document verifies the hours accumulated during practicum so is valuable when the counselor trainee seeks certification or licensure. The forms are also reviewed as part of the Department's CACREP accreditation process. Logs are kept permanently on file in the Department office.

Your instructor may have additional directives for the Practicum Log.

**NOTE:** Emergency Certified School Counselors may only count 12 hours weekly of their total work time toward their practicum hours.

1. Make one "working copy" of the Log. You will enter each week's activities/hours as you progress throughout the semester. **Begin each week on a Monday and end on a Friday/Saturday.** Therefore, at the midpoint of the semester your Log should show 8 weeks of activities and, at the end of the semester, your Log should show 15 or 16 weeks of activities.
2. Complete the information requested at the top: Practicum section number (e.g., 551-401); semester dates – first date through last date of semester (e.g., 08/26/05 through 12/10/05); check which semester and the year for your practicum; print your name and provide your social security number; print the name of your field site; check which counseling program track you are following.
3. Enter the month/day for each week of the semester in the DATES column (you don't need to enter the year).
4. Consider your total practicum experience as having 2 locations: campus and the field site. Record the number of hours you fulfill in that activity each week. **Record time in terms of hours and minutes (not decimals).**

Campus	Field Site
<b>Classroom</b> = 1 hr weekly <b>Group Supervision</b> = 1.5 hrs weekly (combined in weekly class = 2 ½ hrs)	<u><b>Direct Service</b></u> <b>Client Counseling Contact</b> individual, family, group counseling; consultation w/ other professional or parent; case presentation at a staff meeting; program presentation.
<b>Individual Supervision</b> = 1 hr weekly w/ faculty/doctoral student supervisor (may be delivered as triadic supervision)	<u><b>Other Direct:</b></u> e.g., psycho-educational group, recovery group
	<u><b>Indirect Service</b></u> <b>Site Supervision</b> = 1 hr weekly w/ field site supervisor <b>Misc:</b> e.g. staff meeting, tape preparation, recordkeeping, observations; program coordination

5. Near the bottom of the Log are places for your to record the totals for each category. Add together the total hours you have accumulated thus far in practicum each week and record them where indicated.
6. Make a copy of your "working copy" Log to turn in **at each class meeting**. Be sure to include the totals your have accumulated thus far in the semester. For example, you will turn in the Log that ends on the Friday/Saturday of the previous week (e.g., LOG ending with the week of 11/07/05-11/11/05 is due at the next week's class). This will help you and your instructor keep track of your hour accumulation over the semester.
7. **At the end of the semester** add and record final totals in all the areas indicated. In the Total Direct Client Couns Contact (FOR LPC FORM) box record the total of individual+group+consult columns. This total will be used if you apply for licensure.
8. **At the end of the semester** review the Log with your field site supervisor and have them sign the "working copy" Log as verification of the hours you have accumulated. You sign it also, and then submit it with your other documentation at your last class meeting. Your practicum instructor will sign it before adding it to your Counseling Department file. **BE SURE TO KEEP A COPY OF YOUR LOG FOR YOUR OWN FILES.**

**Field Site Supervisor's Evaluation of PRACTICUM Trainee**  
Department of Psychology, Counseling, & Special Education

**Community Setting**  
Texas A&M University-Commerce

Mid-term

End of semester

Counselor Trainee: \_\_\_\_\_ Semester/Yr. \_\_\_\_\_

Field Site (Agency): \_\_\_\_\_

This evaluation provides 1) means for counselor trainee self-assessment, 2) feedback from the field site supervisor, and 3) data for faculty for discussion of progress and improvement areas. We encourage you to share this evaluation with the counselor trainee. After reading each statement below, please circle the number that best reflects your evaluation of the trainee's performance at this point.

**Scale: 1 = below average; 3 = average; 4 = above average; N = no basis for observation**

**Counseling Process/Skills/Conceptualization**

- 1 2 3 4 N 1. Establishes and maintains therapeutic boundaries
- 1 2 3 4 N 2. Quickly builds rapport and establishes effective working relationship with clients.
- 1 2 3 4 N 3. Works effectively with clients to establish and achieve counseling goals.
- 1 2 3 4 N 4. Terminates counseling sessions effectively.

**Professional Attitude & Behavior**

- 1 2 3 4 N 5. Uses supervision effectively (comes prepared, seeks feedback & knowledge)
- 1 2 3 4 N 6. Is open and responsive to feedback
- 1 2 3 4 N 7. Engages in open & clear communication with peers and supervisors.
- 1 2 3 4 N 8. Recognizes the boundaries of her/his competencies
- 1 2 3 4 N 9. Demonstrates a personal commitment to developing professional competency.
- 1 2 3 4 N 10. Demonstrates awareness and openness to diversity issues which may affect professional interaction with clients, peers, supervisors, and staff members.
- 1 2 3 4 N 11. Is punctual, keeps appointments according to established schedule at field site.
- 1 2 3 4 N 12. Maintains documentation in a timely and accurate manner.
- 1 2 3 4 N 13. Demonstrates ethical and legal behavior in counseling, case management, supervision.
- 1 2 3 4 N 14. Has an accurate perception of his/her strengths and limitations.
- 1 2 3 4 N 15. Works effectively with staff members.
- 1 2 3 4 N 16. Follows the policies and procedures of the agency.

**Overall Evaluation**

- 1 2 3 4 N 17. Your overall evaluation of the counselor trainee's level of performance thus far this semester.

*Field Site Supervisor's Evaluation – Practicum*

**Please list at least two of the trainee's major strengths and at least two areas for improvement:**

**1. Strengths?**

**2. Improvement?**

---

Field Site Supervisor Signature & Date

**INTERNSHIP FORMS  
COMMUNITY COUNSELING**

**Internship Field Placement Contract    COMMUNITY COUNSELING TRACK**  
Department of Psychology, Counseling, & Special Education    Texas A&M University-Commerce

*The counselor trainee is responsible for distributing copies of this contract to the field site supervisor and retaining a copy. The original document is filed with the faculty instructor on the first night of class.*

**Trainee:** \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Trainee Emails: \_\_\_\_\_

Trainee Address: \_\_\_\_\_

**Field Site (Agency):** \_\_\_\_\_

Site Address: \_\_\_\_\_

Site Phone: \_\_\_\_\_ Agency Director: \_\_\_\_\_

**Field Site Supervisor:** \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Internship Contract effective from \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_ for 20 hours per week.**

**NOTE:** Counselor trainees in the community-track may use their work settings as a field placement only if they can demonstrate that they will perform duties different from those currently performed (on the basis of a bachelor's degree), with a different site supervisor, and with an agency.

**Responsibilities of the Counseling Program, the counselor trainee, and the field site placement:**

**The Counseling Program agrees to:**

1. Provide counselor trainees who have completed the required pre-requisites for internship.
2. Identify a qualified faculty instructor to coordinate the internship experience. The faculty instructor will be available for consultation with the field site supervisor regarding trainee progress.
3. Provide weekly group supervision of counselor trainees.
4. Collaborate with the field placement site regarding placement procedures and concerns. The designated contact person in the counseling program is the Director of Training & Placement.
5. Require the counselor trainee to provide liability insurance.

**The field placement site agrees to:**

6. Provide sufficient opportunities for the trainee to fulfill during the semester a minimum of 120 hours of direct client contact (individual, family, and group counseling). The field site supervisor will assist the counselor trainee in generating direct client contact opportunities.
7. Provide opportunities for trainee to regularly record (audiotape/videotape) counseling sessions with informed consent. Tapes are used for the supervision and evaluation purposes. Tapes remain in the possession of the trainee and/or faculty instructor at all times, and all tapes are erased by the end of the semester.
8. Provide a range of experiences to acquaint the trainee with the various duties and responsibilities of a professional and provide oversight of the trainee's work including an orientation to the field site and its policies and procedures.
9. Develop a weekly attendance and activity schedule with the counselor trainee based on a minimum of 20 hours weekly spent at the field site.

10. Provide a safe location and appropriate space to work with adequate supplies and staff support to conduct professional counseling activities. Counselor trainees are not permitted to do home visits unless accompanied by their field site supervisor, to work alone in a building, or be without immediately accessible consultation services.

11. Provide a qualified field site supervisor who will oversee the trainee's field site experience and provide a minimum 1 hour weekly of individual supervision of the trainee's work. A qualified field site supervisor is fully certified (TX), has at least 2 years of experience, and holds a master's degree in a counseling-related field. If the trainee is using a work setting for internship, the field site supervisor must be different from the employment supervisor.

12. Provide a written evaluation of the counselor trainee's progress at the midpoint and end of internship.

13. Collaborate with the designated faculty instructor for internship and the Director of Training & Placement regarding placement procedures and concerns.

**The counselor trainee agrees to:**

14. Be consistent and prompt in attendance at the field site. Dress and behave in a professional manner consistent with the practices of the field site placement.

15. Develop a weekly attendance and activity schedule with the field site supervisor based on spending 20 hours weekly at the field site during internship.

16. Provide counseling and counseling-related services consistent with the trainee's level of training and supervision and the professional counseling role.

17. Make regular recordings of counseling work throughout the semester for review and evaluation. Recordings are the basis for individual and group supervision meetings. The trainee will follow established guidelines to insure the security of recordings and will destroy all tapes by the end of the semester.

18. Be acquainted with and the field site's policies and procedures and the directives of field site supervisors.

19. Purchase liability insurance and adhere to the current ethical guidelines of the American Counseling Association.

20. Maintain documentation in good order and follow guidelines for maintaining the confidentiality of client-related records for both campus and field site placement.

21. Provide the Counseling Program with a renegotiated field placement contract if there is a change of field site or field site supervisor.

**Termination:** It is understood and agreed upon by all parties to this contract that the field site placement may terminate the TAMU-C internship experience of the counselor trainee if, in the opinion of the field site supervisor, the trainee's behavior is detrimental to the operation of the field site and/or client care. The field site supervisor will notify the faculty instructor or Director of Training & Placement of a termination action. A TAMU-C internship termination action is separate from any employment relationship the trainee may have at the field site.

**The parties below agree to the terms of this contract:**

\_\_\_\_\_  
Counselor Trainee (print) Trainee signature & date

\_\_\_\_\_  
Field Site Supervisor (print) Field Site Supervisor signature & date

\_\_\_\_\_  
Internship Faculty Instructor (print) Internship Faculty Instructor signature & date

**Field Experience Plan: COMMUNITY SETTING**

Department of Psychology, Counseling, & Special Education Texas A&M University-Commerce

*This document must accompany the field placement contract and be filed with the instructor at the 1<sup>st</sup> class meeting.*  
**practicum**                       **internship I**                       **internship II**

Counselor Trainee: \_\_\_\_\_ Semester/Yr: \_\_\_\_\_

Field Site Placement: \_\_\_\_\_

**Proposed schedule for counselor trainee at field site placement:**

	Times trainee is expected to be at field site (e.g., 8am-2pm)	# hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
<b>Total weekly hours for practicum = 8-10 hrs</b> <b>Total weekly hours for internship = 20 hrs</b>		

**Please specify & describe activities likely to be undertaken by the counselor trainee during this Placement experience. NOTE: the majority of trainee direct service hours MUST be in individual, group, or family counseling.**

- Individual counseling/psychotherapy:       adults                       adolescents       children
- Intake interviewing:
- Group counseling (leading or co-leading); please specify focus of group:
- Marriage, family, & relationship counseling:
- Consultation w/ other professionals regarding client services:
- Psychoeducational activities relevant to the field site:
- Record keeping (e.g., diagnosis, reports, treatment plans):
- Outreach (e.g., program presentation):
- Receiving supervision (individual or group at the site); please specify which type:
- Career counseling:
- Case conferences or staff meetings:
- Other (describe):

---

Counselor Trainee (print) \_\_\_\_\_ Trainee signature & date \_\_\_\_\_

---

Field Site Supervisor (print) \_\_\_\_\_ Field Site Supervisor signature & date \_\_\_\_\_

**Field Site Supervisor Registration: COMMUNITY COUNSELING**

Department of Psychology, Counseling, &amp; Special Education      Texas A&amp;M University-Commerce

**PLEASE PRINT ALL INFORMATION.** *This document must accompany the field placement contract and be filed with the instructor at the 1<sup>st</sup> class meeting.*

Counselor Trainee: \_\_\_\_\_ Semester/Yr: \_\_\_\_\_

 Practicum    Internship I    Internship II      Effective from \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_**SITE INFORMATION****Placement**

Site (Agency): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name of Agency Director: \_\_\_\_\_

**FIELD SITE SUPERVISOR INFORMATION**

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Office phone: \_\_\_\_\_      Emails: \_\_\_\_\_

Highest degree earned:  EdD    PhD    MS    MEd    Other (specify) \_\_\_\_\_

Year degree earned: \_\_\_\_\_      Discipline (e.g., counseling, psychology) \_\_\_\_\_

Supervisor Credentials:  Texas Certified School Counselor, certification #: \_\_\_\_\_ Texas LPC, license # \_\_\_\_\_    NCC, certification #: \_\_\_\_\_ Other? \_\_\_\_\_

Supervisor's years of experience at setting appropriate to this setting? \_\_\_\_\_

**NOTE:** A qualified Field Site Supervisor for a Community Setting must: have a master's degree in counseling or a counseling-related field, be a Texas LPC, and have a minimum 2 years of experience (post-master's).



Counseling Program		Texas A&M University-Commerce		<b>INTERNSHIP LOG</b>							
COUN 552, Sect:		Dates: / / through / /		Semester/Year:							
Trainee:				Social Security #:							
Field Site:											
<b>CHECK ONE:</b> <input type="checkbox"/> Community <input type="checkbox"/> School		<b>CAMPUS</b>  Group supervision (class)	<b>FIELD SITE</b>								
			<b>DIRECT SERVICE</b>				<b>INDIRECT SERVICE</b>				
			Client Counseling Contact			Other Direct		at field site			
<b>WEEK</b>	<b>DATES</b> Start    End		Indiv	Group	Consult	Activity / Hrs	Site Supv	Group Supv	Misc		
1	to					/					
2	to					/					
3	to					/					
4	to					/					
5	to					/					
6	to					/					
7	to					/					
8	to					/					
9	to					/					
10	to					/					
11	to					/					
12	to					/					
13	to					/					
14	to					/					
15	to					/					
16	to					/					
<b>BETWEEN SEMESTER HOURS</b> →											
< 30 Direct < 30 Indirect											
<b>SUBTOTALS</b> →			(≥40)			<b>Total Other Direct</b>		(≥15)			
<b>Signatures:</b>  Trainee: _____ Date: _____  Field Site Supervisor: _____ Date: _____  Faculty Instructor: _____ Date: _____		<b>Total CAMPUS</b> (≥25)	<b>Total Direct Client Couns Contact (FOR LPC FORM)</b>				<b>Total INDIRECT</b>				
						<b>Total DIRECT</b> _____					
		<b>Total Field Site</b> (direct + indirect)									

## Directions for Keeping the INTERNSHIP LOG: Community Counseling

Department of Psychology, Counseling, & Special Education Texas A&M University-Commerce

It is important to carefully, accurately, and legibly record information on the Internship Log. This document verifies the hours accumulated during internship so is valuable when the counselor trainee seeks certification or licensure. The forms are also reviewed as part of the Department's CACREP accreditation process. Logs are kept permanently on file in the Department office.

Your instructor may have additional directives for the Log. The Internship Log is slightly different from the Practicum Log.

**NOTE:** Emergency Certified School Counselors may only count 20 hours weekly of their total work time toward their internship hours – do not record more than 20 hours during the week.

1. Make one "working copy" of the Internship Log. You will enter each week's activities/hours as you progress throughout the semester. **Begin each week on a Monday and end on a Friday/Saturday.** Therefore, at the midpoint of the semester your Log should show 8 weeks of activities and, at the end of the semester, your LOG should show 15 or 16 weeks of activities.
2. Complete the information requested at the top: Internship section number (e.g., 551-401); semester dates – first date through last date of semester (e.g., 08/26/05 through 12/10/05); check which semester and the year for your internship; print your name and provide your Social Security number (for LPC records); print the name of your field site; check which counseling program track you are following.
3. Enter the month/day for each week of the semester (you don't need to enter the year).
4. Consider your total internship experience as have 2 locations: campus and the field site. Record the number of hours you fulfill in that activity each week. **Record time in terms of hours and minutes (not decimals).**

Campus	Field Site
Group Supervision = 2.5 hrs weekly	<u>Direct Service</u> <b>Client Counseling Contact</b> individual, family, group counseling; consultation w/ other professional or parent; case presentation at a staff meeting; program presentation.
	<u>Other Direct:</u> e.g., psycho-educational group, recovery group
	<u>Indirect Service</u> <b>Site Supervision</b> = 1 hr weekly w/ field site supervisor <b>Misc:</b> e.g. staff meeting, tape preparation, recordkeeping, observations; program coordination

5. Near the bottom of the Log are places for your to record the totals for each category. Add together the total hours you have accumulated thus far in practicum each week and record them where indicated.

6. Make a copy of your "working copy" Log to turn in **at each class meeting**. Be sure to include the totals you have accumulated thus far in the semester For example, you will turn in the Log that ends on the Friday/Saturday of the previous week (e.g., Log ending with the week of 11/07/05-11/11/05 is due at the next week's class). This will help you and your instructor keep track of your hour accumulation over the semester.

7. **At the end of the semester** add and record final totals in all the areas indicated. In the Total Direct Client Couns Contact (FOR LPC FORM) box record the total of individual+group+consult columns. This total will be used if you apply for licensure.

8. At the end of the semester review the Log with your field site supervisor and have them sign the “working copy” Log as verification of the hours you have accumulated. You sign it also and submit this along with other documentation at the end of the semester. Your internship instructor will sign it before adding it to your Department file.

**BE SURE TO KEEP A COPY OF YOUR LOG FOR YOUR OWN FILES.**

**NOTE: Internship II trainees:** If you are seeking the LPC, request the Counseling Program to complete the Texas State Board of Examiners of Professional Counselors PRACTICUM DOCUMENTATION form and return it to you for you to include with your LPC-I application to the Board. This should be done after all of your records of hours forms (for both practicum and internship) are filed in the department. Be sure to provide your mailing address to the department so that the completed form can be mailed directly to you.

**Field Site Supervisor's Evaluation of INTERNSHIP Trainee**

Community Setting      Department of Psychology, Counseling, & Special Education  
Texas A&M University-Commerce

Mid-term

Final

Counselor Trainee: \_\_\_\_\_ Semester/Yr. \_\_\_\_\_

Field Site Supervisor: \_\_\_\_\_

Field Site: \_\_\_\_\_

Please rate the student's skills on the following scale:

5 *Superior performance, not usually observed in an individual with trainee's level of training and experience.*

4 *Excellent performance, considering training and experience level.*

3 *Good, average performance, considering level of training and experience.*

2 *Below average performance considering training and experience level.*

1 *Very low performance, remediation efforts recommended.*

NA *Does not apply.*

**Administrative responsibilities**

- \_\_\_ Attends staff meetings regularly and makes *appropriate* contributions.
- \_\_\_ Maintains appropriate client records as specified by the field site placement
- \_\_\_ Maintains standing appointment records with secretarial staff.
- \_\_\_ Gives attention to general administrative details.

**Supervision**

- \_\_\_ Keeps supervision appointments and participates actively and willingly.
- \_\_\_ Seeks feedback and accepts suggestions and criticism well.
- \_\_\_ Is open to self-examination and overcoming personal blocks to counseling.
- \_\_\_ Attends case conferences, presents cases, and contributes appropriately.
- \_\_\_ Evaluates counseling sessions/tapes appropriately and gains insights with minimum help from supervisor.

**Counseling**

- \_\_\_ Is warm, caring, and empathic with clients.
- \_\_\_ Is accepting and non-judgmental of clients.
- \_\_\_ Is a good, active listener.
- \_\_\_ Is flexible and spontaneous during sessions.
- \_\_\_ Counsels effectively with a variety of people and problems.
- \_\_\_ Conceptualizes problems skillfully and applies counseling techniques according to a consistent rational.
- \_\_\_ Applies wide-range of counseling modalities and techniques.
- \_\_\_ Is observant and insightful regarding verbal and non-verbal behaviors.
- \_\_\_ Confronts appropriately and helpfully.
- \_\_\_ Has appropriate self-disclosure and sharing of feelings and experiences.
- \_\_\_ Gives positive suggestions and expectations of success to clients.
- \_\_\_ Paces and times interventions with skill.
- \_\_\_ Gives homework assignments when appropriate and uses resource material.
- \_\_\_ Understands and appropriately uses assessment tools.

**Professional Relationships and Staff Development**

- Attends in-service training seminars and *contributes* appropriately.
- Willingly reads recommended material/conducts relevant library research.
- Is involved in seminars, workshops, or other activities to enhance skills or increase knowledge base.
- Relates well with professional and non-professional staff.
- Maintains high ethical standards consistent with ACA and local policy.

**ADDITIONAL COMMENTS:**

---

Field Site Supervisor Signature

Date

## **OTHER FORMS**

### Between-Semester Hours

Department of Psychology, Counseling, & Special Education      Texas A&M University-Commerce

It is possible for counselor trainees to earn a maximum of 30 hours of direct service hours and 30 hours of indirect service hours between the end of Internship I semester and the beginning of Internship II semester ("between semester" hours) if that is agreeable to their field site placement. However, field site administrators must understand that the Counseling Program has no legal/supervisory responsibility for the trainee during this time (when they are not enrolled in an internship class).

**Procedures:**

1. Discuss the arrangements for accumulating between-semester hours with your site supervisor and receive permission from the appropriate field site administrator (e.g., school principal/agency director). You must secure a letter (on field site letterhead) signed by the field site supervisor that verifies this situation and conditions. Suggested wording for this document is provided below.
2. **Send the letter or have the letter sent from your field site to the Director of Training & Placement (directoroftrainingandplacement@tamu-commerce.edu) BEFORE the end of your Internship I semester.** Be sure to keep a copy for your records. This letter will be placed in your department file.
3. Keep careful record of the direct and indirect hours you earn at your field site using the *Between-Semester Log* form in the Practicum/Internship Handbook. Have your field site supervisor verify this record by signing and dating the form. **Keep a copy for your records.**
4. Provide the signed and dated *Between-Semester Log* to your Internship II instructor on the first night of class. Record these hours in the space provided on the Internship Record of Hours that you are using for Internship II semester. The *Between-Semester Log* will be placed in your department file.

**Suggested wording of document to be provided on field site letterhead:**

\_\_\_\_\_ (name of field site) agrees to allow \_\_\_\_\_ (name of counselor trainee) to work under supervision at the field site during the period between their first and second internships. It is understood that the Counseling Program and Texas A&M University-Commerce has no legal connection to the counselor trainee during this period and will provide no supervision services.

The period covered in this agreement is: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

Signature of field site supervisor & date: \_\_\_\_\_.

**Between-Semester Log**

Department of Psychology, Counseling, & Special Education      Texas A&M University-Commerce

Trainee: \_\_\_\_\_ Semester/Yr: \_\_\_\_\_

Record covers: \_\_\_\_\_ (month/date/year) to \_\_\_\_\_ (month/date/year)

Field Site: \_\_\_\_\_

DIRECT SERVICE					INDIRECT SERVICE		
Client Counseling Contact				Other Direct	On Site		
Week Dates	Indiv	Group	Consult	Activity / hrs	Field Site Superv	Group Superv	Misc
				/			
				/			
				/			
				/			
				/			
				/			
				/			
				/			
				/			
				/			
				/			

Insert final totals here. Transfer totals to Internship II Log and attach to Internship II Log.

TOTAL DIRECT SERVICE					TOTAL INDIRECT SERVICE		
Client Counseling Contact				Other Direct	On Site		
Indiv	Group	Consult	Activity / hrs	Field Site Superv	Group Superv	Misc	
			/				

\_\_\_\_\_  
Field Site Supervisor Signature & Date



This document should be given to potential field site placement administrators/site supervisors.

**Department of Psychology, Counseling, & Special Education**  
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## Responsibilities of Field Site Placements – Community Agency 9.1.11

Thank you for your interest in providing a field placement to an advanced student in the counseling program at Texas A&M University-Commerce (TAMUC). Counselor trainees are responsible for making the initial contact with potential field sites to discuss practicum and/or internship placement. The field site selects counselor trainees based on its own criteria. This document briefly outlines the requirements and policies established by the Counseling Program for field site placements.

Our program is a 49-hour master's degree program offering school counseling and community counseling tracks. The TAMUC counseling program is nationally accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and adheres to CACREP guidelines for field site experiences. The clinical sequence of the counseling program includes 6 courses: 3 skills-based counseling courses (introduction, pre-practicum, group counseling) followed by 3 field site placements in which counselor trainees work directly with clients: Practicum, Internship I, and Internship II.

### Field Site Responsibilities during Practicum & Internship

*Practicum* is an initial supervised clinical experience in which the student develops basic counseling and conceptual skills and integrates professional knowledge under close supervision. During practicum the student engages in a broad range of clinical activities similar to those provided by a professional counselor. Practicum must be completed in one semester and earns 3 credit hours.

*Internship* – an *advanced supervised* clinical experience (following practicum) in which the student refines and enhances counseling and conceptual skills and integrates professional knowledge under close supervision. Internship approximates a full-time counseling position and is considered the “capstone” experience in the counseling program. Internship is completed over two semesters and earns 6 semester hours. Internship I & II trainees often continue at the same field placement site they used for practicum but are not required to do so. The field site supervisor and the counselor trainee should consult regarding continuation of field site placement from practicum to internship.

During Practicum & Internship the Field Site is expected to:

- Provide a consistent client case load so that trainees can reasonably expect to generate during the semester a minimum **40 hours** of direct client contact during practicum & **120 hours** of direct client contact during each of two internships. Direct contact means the trainee provides face-to-face individual, family or group counseling services, outreach services, and consultation.
- Provide opportunities for trainee to regularly audio/videotape counseling work with informed consent. A substantial number of counseling sessions must be recorded for supervision & evaluation purposes. Use of audio/videotape for recording sessions & later review in supervision is a standard of the counselor preparation field. Tapes remain in the possession of the trainee and/or faculty instructor and all tapes are erased by the end of the semester.
- Provide a range of experiences to acquaint the trainee with the various duties and responsibilities of a professional counselor and provide oversight of the trainee's work including orientation to the field site and its policies and procedures. Practicum trainees are expected to work 8-10 hrs per week at their field site placement. Internship trainees are expected to work 20 hours per week at their field site placement.

Provide a safe location and appropriate space to work. TAMUC counselor trainees are not permitted to do home visits unless accompanied by their field site supervisor. Counselor trainees are also not permitted to work alone in a building or without consultation services. Trainees who use their work setting as a field site placement must demonstrate that they will perform duties different from those currently performed (on the basis of a bachelor's degree), with a different site supervisor, and with a non-profit agency.

- Provide a qualified field site supervisor who will oversee the trainee's field site experience *and provide a minimum 1 hour weekly of individual supervision* of the trainee's work. **A qualified field site supervisor holds a master's degree in a counseling-related field, has at least 2 years of post-master's experience, and is a Texas LPC.** The field site supervisor also provides formal evaluation of counselor trainee progress at the midpoint and end of semester. Supervisions must take place on agency property.
- Collaborate with the faculty instructor and the Director of Training & Placement, Counseling Program, TAMUC regarding placement procedures and concerns.

### Counselor Trainee Responsibilities at Field Sites During Practicum/Internship

- Be consistent and prompt in attendance at the field site on a regular schedule worked out with the field site supervisor.

- Provide counseling and counseling-related services consistent with the trainee's level of training and supervision and the duties of a full-time professional counselor.
- Follow the field site's policies and procedures and the directives of field site supervisors. Be consistent and prompt in attendance at campus and site supervisions. Dress and behave in a professional manner consistent with the practices of the field site placement.
- Adhere to the ethical guidelines of the American Counseling Association
- Maintain documentation in good order from campus and/or field site.

### TAMUC Counseling Program Responsibilities During Practicum/Internship

- Provide a qualified course instructor available for consultation with the field site supervisor regarding trainee progress.
- *Practicum:* Provide 1 hr weekly individual supervision with faculty instructor or doctoral student supervisor and weekly group supervision (class). *Internship:* Provide weekly group supervision with faculty instructor. Supervisions are mainly focused on review and discussion of counseling session tapes provided by the counselor trainee.
- Collaborate with the field placement site regarding placement procedures and concerns. The designated contact person in the counseling program is the Director of Training & Placement

We hope this document provides sufficient introduction to the guidelines for field placement sites used by the Counseling Program, TAMUC. We look forward to working with you to provide future professional counselors with superior training opportunities.

**Please contact the Director of Training & Placement for more information or to discuss concerns.**

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Department of Counseling Website:

<http://web.tamuc.edu/academics/colleges/educationHumanServices/departments/counseling/>

CACREP: [www.cacrep.org](http://www.cacrep.org)

American Counseling Association: [www.counseling.org](http://www.counseling.org)

**Retention/Dismissal Procedure** 9.1.11  
Counseling Program Texas A&M University—Commerce

All students admitted to Counseling programs will receive a copy of this document and a copy of the current Counseling Student Competency Evaluation upon acceptance into the program. It is the responsibility of the student to review this document and to inquire as to current revisions that may be applicable.

Academic dismissal will result from failure to maintain the university's required grade-point average. The student should consult the appropriate university catalog regarding academic probation and suspension from degree programs.

Any student who wishes to contest a final grade shall follow the provisions outlined in Texas A&M University-Commerce Procedure 13.99.99.R0.05.

In order to receive a master's degree and/or be recommended for school counselor certification, the student must pass the Program's *Master's Comprehensive Examination*. Students receiving a doctorate must pass the *Doctoral Comprehensive Examination*.

*Master's program:* The following course grades are required for progression in the clinical skills sequence: COUN 501 (Introduction to Counseling) & COUN 516 (Pre-practicum) require grade of "B" or higher; COUN 551 (Practicum), COUN 552 (1<sup>st</sup>), and COUN 551 (2<sup>nd</sup>) require grade of "S".

*Doctoral program:* a course grade of "S" is required to progress from one doctoral internship to another.

In accordance with Texas A&M University-Commerce Procedure 13.99.99.R0.10 (Academic Honesty), a student may be suspended or expelled for academic dishonesty, including, but not limited to, cheating, falsifying assignments, and plagiarism. If the student disagrees with the charge or level of penalty related to academic honesty, University procedure 13.99.99.R0.10 provides the appeals process.

*University Procedure 11.04.99.R0.16* (Academic Probation, Retention and Suspension from Graduate Programs) states "individual departments may reserve the right to suspend from their programs, students who, in their judgment, would not meet the professional expectations of the field for which they are training." (Revised April 2004). Therefore, a student who fails to demonstrate appropriate communication, interpersonal, or professional skills as identified by a faculty member may be required by the department to seek remediation including, but not limited to, repeating a clinical skills course and/or receiving counseling. In addition, a student who demonstrates personal limitations that impede professional performance, who is harmful to clients, or who violates ethical standards, may be asked to leave the program.

**The Counseling Program is obligated by professional ethics and University procedure to assess students as to their potential for meeting the expectations of the professional counseling field.** The *Code of Ethics of the American Counseling Association* (2005) includes the following:

F.8.a. *Standards for Students.* Counselors-in-training have a responsibility to understand and follow the ACA Code of Ethics and adhere to applicable laws, regulatory policies, and rules and policies governing professional staff behavior at the agency or placement setting. Students have the same obligation to clients as those required of professional counselors. (See C.1., H.1.)

F.8.b. *Impairment.* Counselors-in-training refrain from offering or providing counseling services when their physical, mental, or emotional problems are likely to harm a client or others. They are alert to the signs of impairment, seek assistance for problems, and notify their program supervisors when they are aware that they are unable to effectively provide services. In addition, they seek appropriate professional services for themselves to remediate the problems that are interfering with their ability to provide services to others. (See A.1., C.2.d., C.2.g.)

F.9.b. *Limitations* .Counselor educators, throughout ongoing evaluation and appraisal, are aware of and address the inability of some students to achieve counseling competencies that might impede performance. Counselor educators 1. assist students in securing remedial assistance when needed, 2. seek professional consultation and document their decision to dismiss or refer students for assistance, and 3. ensure that students have recourse in a timely manner to address decisions to require them to seek assistance or to dismiss them and provide students with due process according to institutional policies and procedures. (See C.2.g.)

### **Retention/Dismissal Procedure**

If a faculty member has sufficient concern regarding the personal limitations of a student she/he should consult with colleagues and with the Department Head.

1. The faculty member will confer with the student, clarifying that the student's continuation in the program could come under review according to the Department's *Retention/Dismissal Procedure*. The faculty member will document concerns using a *Counseling Student Competency Evaluation* form (CSCE). If warranted, a remediation plan will be developed, including a review date. Copies of the completed CSCE and remediation plan will be placed in the student's Department file and given to the student. It is the responsibility of the faculty member to monitor the remediation plan according to the review date and provide follow-up documentation in the student's file.
2. If an agreement is **NOT** reached with the student, if the student fails to progress satisfactorily after the conference, or if the situation is of a nature that suggests Departmental action might be necessary, the faculty member will consult with the Department Head regarding options. If resolution is not reached at this point, the Department Head will refer the matter to the Departmental Retention Committee (DRC). The faculty member will provide the DRC with a written summary of the situation, other pertinent documentation, and his/her recommendation. The DRC may consult with other professionals as appropriate.
3. The Department Head will notify the student in writing that the DRC will review the matter and that the student may (a) prepare a written statement for the committee's consideration and (b) has the option to appear before the committee in person. If the student wishes to present a written statement to the DRC, this is due within 14 days of the date of the notification letter from the Department Head. If the student wishes to appear before the DRC in person, the student must notify the committee chair in writing within 14 days of the date of the notification letter from the Department Head. The DRC chair will establish the date, time, and location of the meeting and inform the student in writing.
4. The DRC will make its decision regarding the case and inform the student in writing, with a copy to the Department Head. If the student wishes to appeal, the appeal goes to the Dean for Graduate Studies and Research.

**Counseling Student Competency Evaluation (CSCE)** 9/1/11  
Counseling Program Texas A&M University—Commerce

Student \_\_\_\_\_

Today's Date \_\_\_\_\_

Faculty \_\_\_\_\_

Course Number \_\_\_\_\_

The Counseling Program is obligated by professional ethics (see ACA Code of Ethics, 2005) and University procedure to assess students as to their potential for meeting the expectations of the professional counseling field. The competencies outlined in this document (CSCE) are specific to professional counseling and are *in addition to* academic requirements. The Department of Counseling may suspend from the Counseling program any students judged incapable of meeting these expectations. Procedures regarding potential dismissal are outlined in the Program's *Retention/Dismissal Procedure*.

The CSCE may be used by any faculty member with any student enrolled in a Counseling course to provide that student with feedback regarding their potential for meeting the expectations of the professional counseling field and the Department. Completion of a CSCE is required in the following courses: COUN 551, COUN 552, COUN 620, and COUN 660. **Each use of the CSCE must be placed in the student's Department file along with any remediation plan developed by the faculty in conference with the student.**

Based on your observations of the student, select the relevant items, then circle the number that corresponds to the level of concern:

**0 = No Concern    1 = Concerned    2 = Highly Concerned**

**Professionalism**

- |   |                  |
|---|------------------|
| 1. The student conducts himself or herself in a manner consistent with the professional and ethical standards of the Department of Counseling.  | <b>0   1   2</b> |
| 2. The student demonstrates a respectful attitude toward peers, professors, and others.   | <b>0   1   2</b> |
| 3. The student demonstrates sensitivity to real and ascribed differences in power between him/herself and others.   | <b>0   1   2</b> |
| 4. The student demonstrates an understanding of and abides by the legal requirements relevant to counselor training and practice.   | <b>0   1   2</b> |
| 5. The student regularly attends class, is on time for class, and stays for the full class meeting time. In field placements, the student establishes and maintains a regular schedule of attendance and service for the entire semester. | <b>0   1   2</b> |
| 6. The student willingly increases knowledge (and implementation) of effective counseling strategies.   | <b>0   1   2</b> |
| 7. The student presents a professional image and demeanor at field placement sites.   | <b>0   1   2</b> |

*Counseling Student Competency Evaluation (CSCE) - 2*

**General Competency**

- |  |   |   |   |
|--|---|---|---|
| 1. The student recognizes the boundaries of his/her particular competencies and limitations of his/her expertise.  | 0 | 1 | 2 |
| 2. The student takes responsibility for compensating for his/her deficiencies in a timely manner.  | 0 | 1 | 2 |
| 3. The student takes responsibility for assuring client welfare when faced with the boundaries of her/his expertise.   | 0 | 1 | 2 |
| 4. The student provides only those services, and applies only those techniques, for which s/he is qualified by education, training, supervision, or experience.  | 0 | 1 | 2 |
| 5. The student demonstrates basic cognitive, affective, and sensory capacities necessary for working therapeutically with clients and their respective problems. | 0 | 1 | 2 |
| 6. The student demonstrates oral and written language skills consistent with a graduate level education.   | 0 | 1 | 2 |
| 7. The student demonstrates the ability to follow directions and complies fully with the directives of faculty and supervisors.                                  | 0 | 1 | 2 |

**Social & Emotional Maturity**

- |   |   |   |   |
|---|---|---|---|
| 1. The student demonstrates appropriate self-control (e.g., anger control, impulse control) in interpersonal relationships with faculty, supervisors, peers, and clients. | 0 | 1 | 2 |
| 2. The student is honest.   | 0 | 1 | 2 |
| 3. The student is aware of his/her own belief systems, values, needs, and limitations and the effect of these on his/her counseling work.                                 | 0 | 1 | 2 |
| 4. The student demonstrates the ability to receive, integrate, and utilize feedback from peers, instructors, and supervisors.   | 0 | 1 | 2 |
| 5. The student exhibits appropriate levels of self-assurance, confidence, and trust in own ability.   | 0 | 1 | 2 |
| 6. The student seeks to informally resolve problems/conflicts directly with the individual(s) with whom a problem exists.   | 0 | 1 | 2 |
| 7. The student contributes appropriately to classroom and supervisory discussions and is not disruptive in classroom, field placement, or supervisory settings.           | 0 | 1 | 2 |

*Counseling Student Competency Evaluation (CSCE) - 3*

**Integrity and Ethical Conduct**

- |  |   |   |   |
|--|---|---|---|
| 1. The student refrains from making statements which are false, misleading, or deceptive.  | 0 | 1 | 2 |
| 2. The student avoids improper and potentially harmful dual relationships  | 0 | 1 | 2 |
| 3. The student respects the fundamental rights, dignity, and worth of all people.  | 0 | 1 | 2 |
| 4. The student respects the rights of individuals to privacy, confidentiality, and choices regarding self-determination and autonomy.  | 0 | 1 | 2 |
| 5. The student respects cultural, individual and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status. | 0 | 1 | 2 |
| 6. The student adheres to the professional standards outlined in the ACA Code of Ethics (2005).  | 0 | 1 | 2 |

**Clinical Competency**

- |  |   |   |   |
|--|---|---|---|
| 1. The student understands and accepts the importance of implementing the core conditions of counseling: unconditional positive regard, genuineness, and empathy.  | 0 | 1 | 2 |
| 2. The student demonstrates the core conditions of counseling: unconditional positive regard, genuineness, and empathy.  | 0 | 1 | 2 |
| 3. The student demonstrates a capacity for understanding the influence of others on his/her own development (e.g., family of origin).  | 0 | 1 | 2 |
| 4. The student demonstrates a willingness and an ability to explore her/his own emotions, behavior, and cognitions in order to enhance self-awareness and self-knowledge.  | 0 | 1 | 2 |
| 5. The student consistently demonstrates excellent interpersonal skills, exhibiting a genuine interest in and appreciation of others, a respect for others, and an ability to interact with others in an appropriate manner. | 0 | 1 | 2 |
| 6. The student demonstrates a potential for working effectively with distressful emotions (his/her own and the emotions of others).  | 0 | 1 | 2 |

Student Signature: \_\_\_\_\_

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

Faculty Signature: \_\_\_\_\_

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

This document adapted from original developed at Southwest Texas State University. *Counselor Education & Supervision* (2002), 41, 321-332.