



TEXAS A&M UNIVERSITY

COMMERCE

**PRACTICUM & INTERNSHIP
HANDBOOK**

**CLINICAL MENTAL HEALTH
COUNSELING**

2024– 2025 EDITION

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FIELD PLACEMENT TERMINOLOGY

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. Other roles are listed below:

- *Reviewing student's applications and site supervisor's credentials*
- *Have a separate email to review and respond to students*
- *Conducting orientation for students and site supervisors*
- *Collaborating with faculty teaching internship and practicum via zoom or email*
- *Revising practicum/internship handbook*
- *Monitor/administer the clinical application website, linked to the department*
<https://www.tamuc.edu/guide/clinical-applications/>
- *Post-graduation follow up and review from the site-supervisor or employee*

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.

- Emergency certified school counselors may use their work setting as a field placement site.
- Clinical Mental Health/Community Counseling-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, both on site with a minimum of one hour of individual supervision by the field site supervisor. Practicum includes a field placement site consistent with the student's selected emphasis area: clinical mental health/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: clinical mental health/community counseling or school counseling.

Internship approximates as 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.

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 recording).

- A. **Direct Service** involves hours of actual client/student contact; consultation with parents/caregivers.
- Clinical setting: individual, family, and group counseling; parent consultation/conference, intakes.
 - School setting: individual and group counseling; classroom and group guidance; consultation.
- B. **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.
- Clinical setting: staffing, recording keeping and review, field site supervisions, recoding review, attending staff meetings, informal assessments, observations, conferences, webinars, and trainings.
 - School setting: information assessments and observations, field site supervisions, recording keeping and review, recording review, case conferences, program coordination.

C. **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:

- 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 clinical setting must hold a Texas LPC license, LMFT, LP, or a Texas Clinical Social Work License.
- A minimum of two years of pertinent professional experience in the program/site area in which the student is enrolled.
- Knowledge of the program's expectations, requirements, and evaluation procedures for students.
- Relevant training in counseling supervision.

*Licenses include LPC, LPC-S, LMFT, LMFT-S, LP, 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 reviews the weekly logs and other needed documentation for the state licensure; and connects with the site supervisor via phone minimum three times the semester to review progress of each student and gatekeeping.

Supervision hours do not count towards direct or indirect hours.

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 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, and 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 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 clinical mental health/ 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. Counseling programs are reviewed regularly by CACREP for compliance.

CACREP accreditation is a highly valued standard in the counseling profession.

GENERAL GUIDELINES & POLICIES FOR PRACTICUM & INTERNSHIP: CLINICAL SETTING

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 Basic Skills
- A or B grade in COUN 548 Advance Basic Skills
- The student must have completed the following class COUN: 501, 510, 516, 528, 512; 522; 530; 517; 540; 545; and 564.
- 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 connect with the graduate school or your faculty advisor from the department.

Pre-requisite for Internship I and II (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 recordings) for review may result in the trainee being dropped from the class or receiving a failing grade.

IMPORTANT NOTE: Counseling Program trainees are not permitted to make home visits during their practicum and internship unless accompanied by licensed supervisor or other licensed professional. 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 GROUP SUPERVISION MEETINGS

Trainees can choose to take their practicum and internship classes from the following locations Metroplex Center in Mesquite, TX, the Collin Higher Education Center in McKinney, TX, Dallas Location, TX, or on the Texas A&M University-Commerce campus. Students have to proactive in submit applications and registering for classes. Individual supervision meetings with faculty instructor's supervisors may occur ONLY at these locations.

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-in-trainees. Counselor trainees are expected to present client cases for review and discussion in individual supervision with their faculty instructor's supervisor (individual supervision), their field site supervisor (site supervision), and their peers (group supervision during class). Case presentation typically includes recordings (audio or video) of counseling work; these recordings have to be kept in password protected laptop or flash drives. The recordings must be deleted after completing the respective course work.

The class supervision is group; individual or triadic supervision is done by the field site supervisor. The students can meet with the faculty instructor to watch the tape as well individually or in small groups. Missing supervision meetings or being unprepared for supervision (e.g., no recording 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 recordings in a secure manner.

- Do not identify clients by full name in practicum or internship documentation (e.g., recording, notes, recording critiques), except for recording consent forms. Instead, use first names, initials, or some other coding method.
- NEVER fax or email 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 RECORDING COUNSELING SESSIONS

Counselor trainees are expected to record many of their counseling activities during their field placement courses. Trainees present portions of their recorded sessions for review during weekly supervision meetings with faculty instructor's (practicum), during group supervision (class), and recorded sessions are graded by the instructor in both practicum and internship.

Trainees should record as many counseling activities as possible so that they can select the best/worst recordings for learning purposes. Individual instructors will give directions regarding how many recordings will be graded, session critique forms, and related matters. **Signed consent forms (provided elsewhere in this Handbook) must be completed before any recording is done and must accompany any recording handed in for a grade or review.** If your site has a different consent forms, kindly use those as well. 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

The university provides liability insurance for all the students enrolled in practicum and internship semester. Additionally, counselor students/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 (<https://www.counseling.org/>). The student fee for insurance can be located under the membership benefits.
- 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. There might fee involved

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 <https://www.bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/index.html>

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 (ACA and Texas BHEC)
- Dishonesty regarding field placement log or contract, 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 be investigated and could possibly 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 C, §681.83, amended to be effective November 21, 2021, 46 TexReg 7786) in regard to which, if any, of their internship experiences may apply to LPC requirements.

[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=T&app=9&p_dir=N&p_rloc=206728&p_tloc=&p_ploc=1&pg=2&p_tac=&ti=22&pt=30&ch=681&rl=82](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=T&app=9&p_dir=N&p_rloc=206728&p_tloc=&p_ploc=1&pg=2&p_tac=&ti=22&pt=30&ch=681&rl=82)

Please note, 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 **not** be applied to the 3000-hour post-degree internship requirement for the LPC, according to board rules.

FIELD PLACEMENT POLICIES

Counselor trainees must submit an application and get approval from director of training and placements; email found on the website and the handbook. If the student wants to change a site or add a site in the middle of the semester, they have to notify the class instructor and the director of training and placements. If a student is staying in the same site through practicum to internship, one and two, there is a different application.

All the application is found in the clinical application page; TAMUC counseling department.

The student may have more than one site and not more than two.

There are deadlines for Application submissions for practicum. The deadline will be posted on the department website (clinical application page).

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 clinical mental health/*community-counseling* track **MUST** complete their practicum and internship experiences in a clinical 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 Clinical Mental Health/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:

- *Clinical Mental Health/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).

IMPORTANT NOTE: All counselor trainees **MUST** complete a Practicum Orientation or Internship Orientation prior to beginning classes. The orientation is provided online/face to face. Failure to complete the orientation may result in a trainee being dropped from the class.

DESIRBLE EXPERIENCES IN PRACTICUM/INTERNSHIP: CLINICAL SETTING

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 clinical counseling 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

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 (12 trainees per class).

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 classes and approved permit from the department before registration.

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

1. Trainees must submit application to enroll into practicum class. 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. Follow this link for applications

<https://www.tamuc.edu/guide/clinical-applications/>

2. Trainees make application for practicum the semester BEFORE they wish to take the class. Applications are posted on the Department website, simply check the website under the “Clinical” tab where they are posted. There are deadlines for submitting application. The deadline will be advertised via department website; clinical application page.

NOTE: The primary means for communicating with you regarding your practicum/internship application is email. Be sure you check your MyLeo email frequently.

3. The submitted application will be reviewed by the director of training placements; the application will be reviewed on first come first serve basis.
4. The director of training and placement will approve the student with a permit to register to practicum or internship class. The department admin or graduate school personal will be copied with the email.
5. Upon receiving the permit the student, the student is responsible to register to the class in a timely manner. If the student has any trouble registering after the permit is granted by the department admin/ graduate school personal; the student can reach out to the director of training placements.
6. **All counselor trainees enrolling in a field placement course must complete the face to face/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).

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: CLINICAL SETTING

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.

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.
Direct & indirect servicehours	<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.</p> <ul style="list-style-type: none"> • Examples of direct service include: Individual, group, couple, and family counseling; consultation with parent. <p><i>Indirect Service</i> generally involves anything that <u>supports</u> the direct delivery of counseling services to clients.</p> <ul style="list-style-type: none"> • Examples of indirect service include: Charting and reviewing records, attending staff meetings, informal assessments, observation of another counselor providing counseling services, conference, webinar, some supervisions, and program coordination.
Regular recording of counseling services.	Trainees must arrange to, with consent, regularly record (audio or video) much of their direct service activities for review and assessment. These recordings are the basis for individual and group supervision. Some recorded sessions will be graded. <u>All recordings and consents must be destroyed by the end of the semester.</u>
1 hour weekly individual supervision w/ field site supervisor.	Trainees in practicum meet one hour weekly (usually more) with their field site supervisor 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.
Group supervision & instruction.	Trainees in practicum attend weekly class meetings (2 ½ hrs.) for group supervision and instruction. During group supervision trainees review issues and present client cases for discussion with the entire class. Often this includes playing sections of audio/video recording 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.	Practicum instructors may have specific requirements beyond the basics outlined here. These might include journal article reviews, case studies, or technique demonstrations.

PREPARATION FOR THE 1ST PRACTICUM 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 clinical mental health) - 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 Recording - completed and signed by the counselor trainee
- Proof of liability insurance: certificate of coverage or letter verifying coverage (copy only)
- Proof of site-supervisor onboarding training completed.

DOCUMENTATION DUE AT THE LAST PRACTICUM CLASS MEETING

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

- 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, including CSCE.
- LPC form for documentation of clinical hours

INTERNSHIP I&II REQUIREMENTS & PREPARATION FOR 1ST CLASS MEETING: CLINICAL SETTING

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.

Liability coverage	Trainees in Internship must have <i>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	<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. <i>Indirect Service</i> 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.
Regular recording of counseling services.	Trainees must arrange to, with consent, regularly record (audio or video) much of their direct service activities for review and assessment. These recordings are the basis for individual and group supervision. Some recorded sessions will be graded. <u>All recordings and consents must be destroyed by the end of the semester.</u>
1 hour weekly individual supervision w/ field site supervisor.	Trainees in Internship meet one hour weekly (usually more) with their field site supervisor 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 meetings (2 ½ hrs.) for group supervision and instruction. During group supervision trainees review issues and present client cases for

	discussion with the entire class. Often this includes playing sections of audio/video recorded 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 I & 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 clinical mental health) - 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 Recording - 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):

- 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, including CSCE.
- LPC form for documentation of clinical hours

FINDING A FIELD PLACEMENT SITE – CLINICAL SETTING

Good field placement site and field site supervisors 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. Remember, ALL clinical placement sites need to have departmental approval before negotiating a field site contract with that particular site. Check our approved list first to see if the site you are considering has already been approved. It is on the list, it is an approved site, and you can move forward with negotiating a fieldsite contract with them. If the site you are interested in is NOT on the approved list, then fill out the site application form and submit to the department for approval. We will contact you regarding our decision on site approval.

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. Clinical Mental Health / **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.**

NOTE: 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

Finding a field site placement is the responsibility of the counselor trainee. Clinical Mental Health / Community counseling-track trainees must complete their practicum/internship at an approved site under supervision from a licensed professional.

Some field placement sites are not appropriate because they do not provide adequate/qualified supervision, do not allow audio or video recording 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 video recorded 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.

Clinical mental health/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 – CLINICAL MENTAL HEALTH/COMMUNITY COUNSELING TRACK:

Step 1. During Basic Skills (COUN 516) you should begin by considering those sites already approved by the Department. The online **Field Site Listing** contains information and contacts. 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, unless accompanied by a licensed staff from the site providing the service, as part of their field site placement.
- A qualified field site supervisor MUST have the following: a) master's degree in counseling or a counseling-related field; b) a minimum of 2 years of experience in counseling; c) hold a Texas professional license in the mental health field.
- A potential field site must have the delivery of counseling services as its major focus and meet the other requirements outlined in this document.
- The site supervisor has to commit in providing weekly supervision and you should be able to record your counseling sessions.

Obtaining approval for a site NOT currently on the approved field placement site list: ALL clinical placement sites need to have departmental approval before negotiating a field site contract with that particular site. Check our approved list first to see if the site you are considering has already been approved. If it is on the list, it is approved site and you can move forward with negotiating a field site contract with them. There is a possibility that the approved site could have maxed out with interns; there is no guarantee that approved site from list will hold a spot for our students.

If the site you are interested in is NOT on the approved list, then fill out the site application form and submit to the department for approval. We will contact you regarding our decision on site approval.

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 to 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 (Site Information Form)

- 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, credentials).

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

Step 5. If the site needs any specific affiliation agreement, the students are responsible to get it processed by the counseling department.

**INTERNSHIP FIELD PLACEMENT SITE – CLINICAL MENTAL
HEALTH/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 (Application and Site Information Forms):

- 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). This information is included in the application and site information forms that you send in.

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

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 audio recordings or video recordings. 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 video recording equipment, but many will not. Video recording is always preferable since it allows for visual review; however, some field placement sites will only allow audio recording. Whatever format you use, remember that all recordings 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, captured on a computer and transferred to a USB, or other media are acceptable as long as your instructor or supervisor is willing to accept them. Just make sure you follow guidelines to protect confidentiality in recording and transferring client protected information, by encrypted or password protected means.
2. The purchase the separate external microphone may be needed. The microphone embedded in your recording device may not 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.** Please check ahead of time for quality of recordings.
3. Always check your equipment before a session to be sure it is working adequately. Place the external microphone, if using, away from air conditioning/heating vents, clocks, and fluorescent lights. Sometimes it helps to place the recording device 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 recording must be signed before you ever turn on a recorder. Never record 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 recording from you.
5. Label and store recordings/disks securely. Never use a client name to label a recordings; instead use some sort of code. The only people who should ever hear/see a counseling session recordings are: you, your course instructor, your site supervisor, your doctoral student supervisor, your class. Do not review recordings where family members or friends can hear or see them. Do not carry your recordings around everywhere you go – keep them secure, encrypted or password protected is needed for these.
6. You **MUST** dispose of all recordings by the end of the semester. There is no reason to save recordings. Once you have reviewed them or used them for supervision/grade, dispose of them. **Remember:** You are required to delete them by the end of the semester

FIELD PLACEMENT FORMS FOR THE CLINICAL SETTING

EMERGENCY/CRISIS MANAGEMENT: CLINICAL SETTING

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

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 RECORDING

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/Year: _____

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 recordings are strictly confidential and will be used for limited supervisory purposes only. I also understand that any of the above recordings 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

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 (direct + indirect): _____

total Class room hours attended: + _____

= _____ TOTAL CLOCK HOURS for semester

Total clock-hours of direct client counseling contact (for 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

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?**

Comments:

very good good average fair poor

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:

(Adapted from Ladany, Hill, Corbett, & Nutt, 1996)

CLIENT/PARENTAL CONSENT FORM

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 recording 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. Recordings will be deleted/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

PRACTICUM FIELD PLACEMENT CONTRACT CLINICAL MENTAL HEALTH/ COMMUNITY COUNSELING TRACK

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 Phone: _____ **Email:** _____

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

NOTE: Counselor trainees in the clinical-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 practicum.
2. Identify a qualified faculty instructor to coordinate the practicum experience. The faculty instructor will make initial contact with the student's site supervisor within the first three weeks of the semester. Thereafter the faculty instructor will be available for consultation with the field site supervisor regarding trainee progress. Finally, sometime during the semester, the faculty instructor will arrange for a site visit to take place.
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) and 60 indirect hours. The field site supervisor will assist the counselor trainee in generating direct client contact opportunities.
7. Provide opportunities for trainee to regularly record (audio recording/video recording) counseling sessions with informed consent. Recordings are used for the supervision and evaluation purposes. Recordings remain in the possession of the trainee and/or faculty instructor at all times, and all recordings are deleted 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 minimum of a master's degree in counseling or a related profession with equivalent qualifications, a minimum of two years of pertinent professional experience, including appropriate certifications and/or licenses***. A field site supervisor for a school setting MUST be a fully certified school counselor, for those students in the School Counseling track; a field site supervisor for a clinical setting, required for those students in the Clinical Mental Health track, must hold a professional mental health license such as, Texas LPC, Texas LMFT, LP (licensed psychologist), or a Texas Clinical Social Work License; knowledge of the program's expectations, requirements, and evaluation procedures for students; relevant training in supervision. 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 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 recordings 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 Counseling Program with a renegotiated field placement contract if there is a change of field site supervisor of the 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: CLINICAL SETTING

This document must accompany the field placement contract and be filed with the instructor at the 1st class meeting.

- Practicum Internship I Internship II

Counselor Trainee: _____ Semester/Year: _____

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		
Total weekly hours for practicum = 8-10 hrs Total weekly hours for internship = 20 hrs		

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: CLINICAL MENTAL HEALTH /COMMUNITY COUNSELING

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

Counselor Trainee: _____ Semester/Year: _____

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 #: _____

LMFT, license # _____ LP, certification #: _____

LCSW, license # _____ Texas LPC-S, license # _____

Other? _____

Supervisor's years of experience appropriate to this setting? _____

NOTE: A qualified field site supervisor is a minimum of a master's degree in counseling or a related profession with equivalent qualifications, a minimum of two years of pertinent professional experience (post-master's), including appropriate certifications and/or licenses*.

PRACTICUM LOG

Student name:

Year and semester:

Week	DATES		Clsm	Direct hour/ Client Couns Contact			Indirect hour	Site supervision
	start	end	2.5hrs per week	Indiv(I); Couple(C); Family(F)	Group	Parent Consult	Case notes Readings, conference Webinar, trainings	Hours (1 hour per week)
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								

Site supervisor signature, date, name and credential

Student signature and date

Faculty signature, date, name and credential

DIRECTIONS OF KEEPING THE PRACTICUM LOG: CLINICAL SETTING

It is important to record information carefully, accurately, and legibly 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., 08/26/21 through 12/10/21); 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
<p>Classroom and Group Supervision: 2.5 hrs weekly</p> <p>If needed the course faculty can meet with student/s for individual or triadic supervision; this is separate from classroom hours.</p>	<p>DIRECT SERVICE/HOUR Client Counseling Contact: individual, couple, family, group counseling; consultation with parent of the client.</p> <p>OTHER DIRECT: e.g., psycho-educational group, recovery group</p> <p>INDIRECT SERVICE/HOUR Staff meeting, recordings preparation, recordkeeping, observations; program coordination, training, conference</p> <p>Supervision one hour per week is not counted into direct or indirect hour; it is separate.</p>

5. Near the bottom of the Log are places for you 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 11/07/21-11/11/21 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 a “clean” copy of the 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's Program file. You and your instructor will complete the **PRACTICUM/GRADUATE INTERNSHIP DOCUMENTATION** (summary of hours from your log that is required by the Texas State Board of Examiners of Professional Counselors (LPC Board). This form can be found on the Clinical Application page and in the handbook. **IMPORTANT: BE SURE TO KEEP A COPY OF YOUR LOG AND PRACTICUM/GRADUATE INTERNSHIP DOCUMENTATION FOR YOUR OWN FILES.**

FIELD SITE SUPERVISOR'S EVALUATION OF PRACTICUM TRAINEE CLINICAL SETTING

Mid-Term **End of Semester**

Counselor Trainee: _____

Semester/Year: _____

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.

1 = below average; 2 = average; 3 = above average; N = no basis for observation

COUNSELING PROCESS/SKILLS/CONCEPTUALIZATION	1	2	3	N
1. Establishes and maintains therapeutic boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Quickly builds rapport and establishes effective working relationship with clients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Works effectively with clients to establish and achieve counseling goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Terminates counseling sessions effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROFESSIONAL ATTITUDE & BEHAVIOR	1	2	3	N
5.. Uses supervision effectively (comes prepared, seeks feedback & knowledge)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is open and responsive to feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Engages in open & clear communication with peers and supervisors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Recognizes the boundaries of her/his competencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Demonstrates a personal commitment to developing professional competency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Demonstrates awareness and openness to diversity issues which may affect professional interaction with clients, peers, supervisors, and staff members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is punctual, keeps appointments according to established schedule at field site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Maintains documentation in a timely and accurate manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Demonstrates ethical and legal behavior in counseling, case management, supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Has an accurate perception of his/her strengths and limitations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Works effectively with staff members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Follows the policies and procedures of the agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL EVALUATION	1	2	3	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:

Strengths:

Improvement?

Field Site Supervisor: _____

Date: _____

INTERNSHIP FORMS

INTERNSHIP FIELD PLACEMENT CONTRACT CLINICAL MENTAL HEALTHCOUNSELING TRACK

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 Phone: _____ **Email:** _____

Internship Contract effective from ____ / ____ / ____ **through** ____ / ____ / ____ **for 8-10 hours per week.**

NOTE: Counselor trainees in the CMHC/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 make initial contact with the student's site supervisor within the first three weeks of the semester. Thereafter the faculty instructor will be available for consultation with the field site supervisor regarding trainee progress. Finally, sometime during the semester, the faculty instructor will arrange for a site visit to take place.
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 (audio recording/video recording) counseling sessions with informed consent. Recordings are used for the supervision and evaluation purposes. Recordings remain in the possession of the trainee and/or faculty instructor at all times, and all recordings 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 a minimum of a master's degree in counseling or a related profession with equivalent qualifications, a minimum of two years of pertinent professional experience, including appropriate certifications and/or licenses***. A field site supervisor for a school setting MUST be a fully certified school counselor, for those students in the School Counseling track; a field site supervisor for a clinical setting, required for those students in the Clinical Mental Health track, must hold a professional mental health license such as, Texas LPC, Texas LMFT, LP (licensed psychologist), or a Texas Clinical Social Work License; knowledge of the program's expectations, requirements, and evaluation procedures for students; relevant training in supervision. 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 a minimum of 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 recordings 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 Counseling Program with a renegotiated field placement contract if there is a change of field site supervisor of the 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
Internship Faculty Instructor (print)	Practicum Faculty Instructor signature	Date

FIELD EXPERIENCE PLAN: CLINICAL SETTING

This document must accompany the field placement contract and be filed with the instructor at the 1st class meeting.

- Practicum Internship I Internship II

Counselor Trainee: _____ Semester/Year: _____

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		
Total weekly hours for practicum = 8-10 hrs Total weekly hours for internship = 20 hrs		

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: CLINICAL MENTAL HEALTH /COMMUNITY COUNSELING

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

Counselor Trainee: _____ Semester/Year: _____

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 #: _____

LMFT, license # _____ LP, certification #: _____

LCSW, license # _____ Texas LPC-S, license # _____

Other? _____

Supervisor's years of experience appropriate to this setting? _____

NOTE: A qualified field site supervisor is a minimum of a master's degree in counseling or a related profession with equivalent qualifications, a minimum of two years of pertinent professional experience (post-master's), including appropriate certifications and/or licenses*.

INTERNSHIP I LOG

Student name:

Year and semester:

Week	DATES		Clsm	Direct hour/ Client Couns Contact			Indirect hour	Site supervision
	start	end	2.5hrs per week	Indiv(I); Couple(C); Family(F)	Group	Parent Consult	Case notes Readings, conference Webinar, trainings	Hours (1 hour per week)
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								

Site supervisor signature, date, name and credential

Student signature and date

Faculty signature, date, name and credential

INTERNSHIP II LOG

Student name:

Year and semester:

Week	DATES		Clsm	Direct hour/ Client Couns Contact			Indirect hour	Site supervision
	start	end	2.5hrs per week	Indiv(I); Couple(C); Family(F)	Group	Parent Consult	Case notes Readings, conference Webinar, trainings	Hours (1 hour per week)
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								
Internship I								
In between semester total hours								
Grand Total								

Site supervisor signature, date, name and credential

Student signature and date

Faculty signature, date, name and credential

DIRECTIONS FOR KEEPING THE INTERNSHIP LOG

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 Log. You will enter each week’s activities/hours as you progress throughout the semester. **Begin each week on a Monday and ends 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., 08/26/21 through 12/10/21); check which semester and the year for your internship; print your name and provide your campus ID; 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 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
<p>Group Supervision: 2.5 hrs weekly</p>	<p>DIRECT SERVICE Client Counseling Contact: individual, couple, family, group counseling; consultation with parent of the client.</p> <p>OTHER DIRECT: e.g., psycho-educational group, recovery group</p> <p>INDIRECT SERVICE/HOUR Staff meeting, recordings preparation, recordkeeping, observations; program coordination, training, conference</p> <p>Supervision one hour per week is not counted into direct or indirect hour; it is separate.</p>

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 11/07/21-11/11/21 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. Add the adjacent column hours for couple or family work. 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. Make a “clean” copy and have them sign the 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’s Program file. You and your instructor will complete the **PRACTICUM/ GRADUATE INTERNSHIP DOCUMENTATION** (summary of hours from your log that is required by the Texas State Board of Examiners of Professional Counselors (LPC Board). This form can be found on the Clinical Application page and in the handbook. **IMPORTANT: BE SURE TO KEEP A COPY OF YOUR LOG AND PRACTICUM/GRADUATE INTERNSHIPDOCUMENTATION FOR YOUR OWN FILES.**

NOTE: Internship II trainees: If you are seeking the LPC, you will send in your completed Texas State Board of Examiners of Professional Counselors PRACTICUM DOCUMENTATION forms to be included with your LPC-A application to the Board.

FIELD SITE SUPERVISOR'S EVALUATION OF INTERNSHIP TRAINEE

Mid-Term **Final**

Counselor Trainee: _____ Semester/Year: _____

Field Site Supervisor: _____

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.

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/recordings 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 rationale.
- ___ 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

It is possible for counselor trainees to earn a maximum of 30 hours of direct and 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. **Turn in the letter or have the letter sent from your field site to your instructor of record, to be included in your end of semester paperwork.** 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 ____/____/____.

Field Site Supervisor Signature: _____ Date: _____

BETWEEN-SEMESTER LOG

Trainee: _____ Semester/Year: _____

Record covers: _____ (month/date/year) to _____ (month/date/year)

Field Site: _____

Week	DATES		Direct hour/ Client Couns Contact			Indirect hour	Site supervision
	start	end	Indiv(I); Couple(C); Family(F)	Group	Parent Consult	Case notes Readings, conference Webinar, trainings	Hours (1 hour per week)
1	to						
2	to						
3	to						
4	to						
TOTAL							

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

Field Site Supervisor Signature: _____ Date: _____

RESPONSIBILITIES OF FIELD SITE PLACEMENTS – CLINICAL AGENCY

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 60-hour master's degree program offering clinical mental health counseling track. 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 is an *advanced supervised* clinical experience (following practicum) in which the student refines and enhances counseling and conceptual skills then 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/video recording counseling work with informed consent. A substantial number of counseling sessions must be recorded for supervision & evaluation purposes. Use of audio/video recording for recording sessions & later review in supervision is a standard of the counselor preparation field. Recordings remain in the possession of the trainee and/or faculty instructor and all recordings are deleted 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 is a minimum of a master's degree in counseling or a related profession with equivalent qualifications, a minimum of two years of pertinent professional experience, including appropriate certifications and/or licenses.** 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 recordings 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.

Director of Training & Placement Email:

directoroftrainingandplacement@cp.tamuc.edu

Dr. Linda Ball,

Phone: 903-886-5649

Counseling Website "Clinical" tab:

<https://inside.tamuc.edu/academics/colleges/educationHumanServices/counseling/clinical.aspx>

Dept. of Counseling Binnion

202 Texas A & M University -

Commerce

P. O. Box 3011

Commerce, TX 75429-3011

CACREP: www.cacrep.org

American Counseling Association: www.counseling.org

American School Counselor Association: www.schoolcounselor.org

RETENTION/DISMISSAL PROCEDURE

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 516 (Pre-practicum) requires a grade of "B" or higher; COUN 548, COUN 551 (Practicum), COUN 552 (1st), and COUN 551 (2nd) require grades 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* (2014) 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.)

Retention/Dismissal Procedures (9.5.07), cont.

- 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 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)

Student: _____

Today's Date: _____

Faculty: _____

Course Number: _____

The Counseling Program is obligated by professional ethics (see ACA Code of Ethics, 2014) 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 Counseling Program may suspend from the 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 516, COUN 548, 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 check the number that corresponds to the level of concern:

1 = Does Not Meet Expectation 2 = Meets Expectation 3 = Exceeds Expectation

PROFESSIONALISM	1	2	3
1. The student conducts himself or herself in a manner consistent with the professional and ethical standards of the Department of Counseling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The student demonstrates a respectful attitude toward peers, professors, and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The student demonstrates sensitivity to real and ascribed differences in power between him/herself and others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The student demonstrates an understanding of and abides by the legal requirements relevant to counselor training and practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 the entire for semester.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The student willingly increases knowledge (and implementation) of effective counseling strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The student presents a professional image and demeanor at field placement sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL COMPETENCY	1	2	3

1. The student recognizes the boundaries of his/her particular competencies and limitations of his/her expertise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The student takes responsibility for compensating for his/her deficiencies in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The student takes responsibility for assuring client welfare when faced with the boundaries of her/his expertise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The student provides only those services, and applies only those techniques, for which s/he is qualified by education, training, supervision, or experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The student demonstrates basic cognitive, affective, and sensory capacities necessary for working therapeutically with clients and their respective problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The student demonstrates oral and written language skills consistent with a graduate level education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The student demonstrates the ability to follow directions and complies fully with the directives of faculty and supervisors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOCIAL & EMOTIONAL MATURITY	1	2	3
1. The student demonstrates appropriate self-control (e.g., anger control, impulse control) in interpersonal relationships with faculty, supervisors, peers, and clients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The student is honest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The student demonstrates the ability to receive, integrate, and utilize feedback from peers, instructors, and supervisors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The student exhibits appropriate levels of self-assurance, confidence, and trust in own ability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The student seeks to informally resolve problems/conflicts directly with the individual(s) with whom a problem exists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The student contributes appropriately to classroom and supervisory discussions and is not disruptive in classroom, field placement, or supervisory settings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTEGRITY AND ETHICAL CONDUCT	1	2	3
1. The student refrains from making statements which are false, misleading, or deceptive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The student avoids improper and potentially harmful dual relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The student respects the fundamental rights, dignity, and worth of all people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The student respects the rights of individuals to privacy, confidentiality, and choices regarding self-determination and autonomy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The student adheres to the professional standards outlined in the ACA Code of Ethics (2014).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLINICAL COMPETENCY	1	2	3
1. The student understands and accepts the importance of implementing the core conditions of counseling: unconditional positive regard, genuineness, and empathy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The student demonstrates the core conditions of counseling: unconditional positive regard, genuineness, and empathy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The student demonstrates a capacity for understanding the influence of others on his/her own development (e.g., family of origin).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The student demonstrates a potential for working effectively with distressful emotions (his/her own and the emotions of others).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____

Adapted from the original version developed by Southwest Texas State University faculty. See Keri, S. B., Garcia, J. L., McCullough, C. S., & Maxwell, M. E. (2002). Systematic evaluation of professional performance: Legally supported procedures and process. Counselor Education & Supervision (2002), 41, 321-332.

FOR DOCUMENTATION OF PRACTICUM/INTERNSHIP HOURS TO STATE BOARD with your license application upon graduation: USE THIS FORM FOUND ON THE BOARDWEBSITE BELOW:

TEXAS STATE BOARD OF EXAMINERS OF PROFESSIONAL
COUNSELORS

PRACTICUM/ GRADUATE INTERNSHIP DOCUMENTATION FORM:

<https://www.bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/forms-and-publications/index.html>

You can execute one of these forms at the end of the semester for each of your clinical classes, one each for practicum, internship 1, and internship 2, three total.