INTRODUCTION ........................................................................................................3
  Purpose of the Handbook ..................................................................................3
  Field Experience ...............................................................................................3
  Requirements of Field Experience ..................................................................3
  About Practicum ...............................................................................................4
  About Internship ..............................................................................................4
  Goals of the Field Experience .........................................................................5
  Arranging a Practicum or Internship .................................................................5
  Time to Complete the Field Experience ...........................................................5

QUALIFICATIONS ..................................................................................................6
  Student Qualifications ......................................................................................6
  Site Supervisor Qualifications .........................................................................6

RESPONSIBILITIES ...............................................................................................7
  Student Responsibilities ....................................................................................7
  Site Supervisor Responsibilities .......................................................................8
  Faculty Supervisor Responsibilities ..................................................................9
  Practicum/Internship Coordinator Responsibilities ........................................10

ACTIVITIES ............................................................................................................11
  Direct Service Experiences .............................................................................11
  Indirect Service Experiences ...........................................................................11
  Academic Exercises .........................................................................................12

PRIVACY AND CONFIDENTIALITY ......................................................................13

EVALUATION ..........................................................................................................14

FORMS ..................................................................................................................15
  FHU CMHC Practicum/Internship – Fast Facts ..............................................16
  FHU CMHC On-Site Supervisor Agreement - Practicum .............................17
  FHU CMHC On-Site Supervisor Agreement - Internship .............................18
  Field Experience Plan .....................................................................................19
  Consent for Release of Confidential Information .........................................21
  Site Supervisor’s Evaluation of Field Experience Student ............................22
  Record of Group Counseling Experience .....................................................24
INTRODUCTION
PURPOSE OF THE HANDBOOK
This handbook is a guide for the field experiences in the Clinical Mental Health Counseling program, including practicum and internship. The goal of this manual is to facilitate the planning, organization, and implementation of the practicum and internship experiences for the practicum student, the agency/organization, the site supervisor, and the faculty of the Clinical Mental Health Counseling program.

FIELD EXPERIENCE
The practicum and internship are planned educational experiences in which the student is expected to participate fully in the activities that are an integral part of the selected setting. The student works in an approved setting that provides a program of services designed to help individuals function to their optimal capability. Within the Clinical Mental Health Counseling program, students must work in a setting which provides mental health counseling, specifically including the diagnosis and treatment of mental illness. Settings may include mental health clinics, correctional facilities, hospital settings, family service centers, comprehensive rehabilitation centers, state social service organizations, vocational counseling centers, private counseling centers, adolescent treatment centers, substance abuse treatment clinics, sheltered workshops, school settings, and business and industrial settings.

Field experience allows the student to apply previous knowledge and coursework in an individualized fashion. The emphasis is on the student increasing their skill in providing mental health counseling to assist individuals in increasing their ability to function. This experience requires considerable time and commitment, and will assist the student in growing into the profession. The student must complete individual counseling during each field experience. During either practicum or internship the student must lead or co-lead a counseling or psycho-educational group.

In each setting, the student is supervised by a site supervisor who has a minimum of a master's degree in counseling or a related field, and training in providing supervision. The site supervisor oversees the total learning process of the student in the field experience. Additionally, the site supervisor's evaluation of the student provides the CMHC program with an important measure of the student's level of competency as a counselor-in-training.

The evaluation of the student's performance is primarily based upon the field experience plan. The plan includes a list of responsibilities, objectives, and activities required to fulfill those objectives, which the student will complete during the field experience. This plan is developed collaboratively between the student and the site supervisor, with consultation from the faculty supervisor.

REQUIREMENTS OF FIELD EXPERIENCE
All field experience students must provide evidence of liability insurance before the end of the first week of class. If the student does not provide this evidence before this time, they are subject to being dropped from the course. Liability insurance can be purchased from HPSO, CPH Insurance, or other insurance providers. Student membership in ACA or
AMHCA includes student liability insurance. Student members of AACC have the option to purchase liability insurance at a discounted rate.

The minimum hourly requirements for the **practicum** are as follows:

- The student must complete a minimum of **100 on-site clock hours** over a minimum of 10 weeks during the academic semester (CACREP III.F.).
- 40 of these 100 on-site clock hours must be direct service with clients (see *description on page* 11), contributing to the development of counseling skills (CACREP III.G.).

The minimum hourly requirements for the **internship**, taken after the completion of the practicum, are as follows:

- The student must complete **600 on-site clock hours** of supervised counseling-related activities in roles and settings with clients relevant to their specialty area (CACREP III.J.).
- 240 of these 600 clock hours must be direct service (see *description on page* 11; CACREP III.K.).

Additional requirements are defined in the Field Experience Handbook, the FHU Academic Catalog, and the course syllabus.

**ABOUT PRACTICUM**

Practicum is a 3-credit-hour field experience course. Practicum is an initial opportunity to gain direct experience in the counseling profession. Students in practicum have completed the core coursework in the CMHC program, and have met the requirements of the program in order to begin the practicum experience. As the initial field experience, a practicum is intended to gradually orient the student to the daily practice of counseling. Practicum involves significant supervisory oversight. Practicum students are engaged in a minimum of 1-hour per week of individual/triadic supervision with the site supervisor. Practicum students are also involved in a minimum of 1.5-hours of group supervision per week with the faculty supervisor. To further help with the oversight of practicum students, the site supervisor and faculty supervisor are engaged in regular communication to ensure the student is competent and growing.

**ABOUT INTERNSHIP**

Internship is a 6-credit-hour field experience course. Internship provides a final opportunity to interact in the counseling field before graduating with a master’s degree in Clinical Mental Health Counseling. Students in an internship have completed the core coursework in the CMHC program and have successfully completed the practicum field experience. As the final field experience, an internship is intended to fully prepare the student for competent practice in counseling as a counselor under supervision following graduation. An internship should provide the student with an opportunity to develop and apply clinical diagnostic/counseling skills in a practical setting while participating in all activities a regularly employed mental health counselor would perform. Internship continues to involve supervisory oversight. Internship students are engaged in a minimum of 1-hour per week of individual/triadic supervision with the site supervisor and a minimum of 1.5-hours of group supervision per week with the faculty supervisor.
GOALS OF THE FIELD EXPERIENCE
The general goal of the field placement experience is the development of a competent counselor capable of assuming a professional role. Specific goals of the field placement experience include:

- Gaining self-knowledge and insight as it relates to clients and the process of counseling.
- Utilizing the variety of skills and techniques available to counselors in assisting the client(s).
- Demonstrating to individual and group settings the necessary professional behaviors appropriate to its client population.
- Gaining knowledge of the administration and internal workings of the agency where the practicum is being conducted.
- Gaining a working knowledge of the community resources available for the coordination of services to clients, as well as for the referral of clients.
- Working with other personnel in a collaborative and/or consultative manner.
- Furthering development of counseling competencies.

ARRANGING A PRACTICUM OR INTERNSHIP
In the semester before the practicum or internship, the student must begin arranging the field experience at a clinical mental health counseling setting of their choosing. Students are encouraged to select a site which complements their interests, skill level, schedule, and needs. Students are also encouraged to select a site which will help them expand their skills and experiences. When registering for classes, if a student intends to complete a practicum or internship in the following 2 semesters, they should indicate their plan while completing the student information form. Questions about the appropriateness of a specific field experience site should be directed to the practicum/internship coordinator.

TIME TO COMPLETE THE FIELD EXPERIENCE
Field experiences are designed to be completed within one semester. Students should plan to make modifications as needed to their schedule so that the field experience can be completed in a timely manner. When extenuating circumstances beyond the student’s control arise during the semester of a field experience, an incomplete grade can be considered in keeping with the policies in the FHU Academic Catalog.

Students who are enrolled in an internship course but who will not be able to complete all of the hours within the semester, should consult the IP grade policy in the FHU Academic Catalog. The IP grade, when granted, gives the student additional time to complete the required hours of counseling experience and the synthesizing paper. All other assignments must be completed within the initial semester of enrollment. Students must continue participating in individual/triadic supervision with their site-supervisor and in group supervision with their faculty supervisor until all requirements of the course are met.
QUALIFICATIONS

STUDENT QUALIFICATIONS

1. The student has completed pre-requisite courses:
   a. COU 500 Counseling Foundations
   b. COU 501 Clinical Intervention I
   c. COU 502 Clinical Intervention II
   d. COU 510 Theories of Counseling & Psychotherapy
   e. COU 514 Psychopathology I
   f. COU 515 Psychopathology II
   g. COU535 Ethical Issues in Counseling

2. The student has been awarded candidacy in the Clinical Mental Health Counseling program and is in good standing within the program.

3. The student has obtained liability insurance to cover their mental health counseling activities as a student. This can be obtained in one of the following ways:
   a. Student membership in the American Counseling Association or American Mental Health Counselors Association (or membership with insurance from the American Association of Christian Counselors)
   b. Student liability insurance purchased from HPSO.com, CPHins.com or another insurance provider.

4. Internship students must have successfully completed a counseling practicum course and have the recommendation of the course instructor to continue into Internship.

SITE SUPERVISOR QUALIFICATIONS

1. Supervisors must have a minimum of a master’s degree in counseling or a related profession.

2. Supervisors must have a minimum of two (2) years of pertinent professional experience in counseling.

3. Supervisors must have obtained relevant certifications and/or licenses.

4. Supervisors must be aware of and understand the program's expectations, requirements, and evaluation procedures for students.

5. Supervisors must have relevant training in counseling supervision through one of the following:
   • The Approved Clinical Supervisor (ACS) credential;
   • Completion of a graduate level course in supervision of counselors with a passing grade;
   • A minimum of two (2) hours of continuing education in clinical supervision. Some possible trainings include:
     o Clinical Supervision by Quantum Units Education - $6; 2 hours of NBCC accredited continuing education
     o Clinical Supervision: An Overview by iCounseling - $30; 2 hours of NBCC accredited continuing education
     o Supervision Essentials for the Practice of Competency-Based Supervision by CE4Less.com - $24; 4 hours of ASWB accredited continuing education
     o Foundations of Clinical Supervision by Zur Institute - $59; 6 hours of NBCC & ASWB accredited continuing education
RESPONSIBILITIES
STUDENT RESPONSIBILITIES

Orientation
- Make arrangements necessary to ensure appropriate placement.
- Meet with the site supervisor prior to the beginning of the field experience.
- Prepare a tentative plan with the faculty supervisor and the site supervisor preceding the field experience.
- Prior to beginning the field experience, become familiar with the handbook and with relevant agency materials.
- Be available for all orientation sessions arranged by the site supervisor and faculty supervisor.
- Complete any training, orientation, and preparation work required by the site. Many sites require an orientation before any hours can be completed. It is also common for sites to require students to obtain a background check, get certain immunizations, and/or a TB skin test. Any of these requirements by the site must be met by the student, at the student’s expense.
- Arrange for reliable and regular transportation to and from the agency.
- Become familiar with the procedures, expectations, guidelines, and evaluations in place for the field experience.
- Submit the practicum/internship agreement and proof of insurance within the first week of the beginning of class.

Planning
- Discuss and develop the proposed plan with the site and faculty supervisor. The plan will include the student’s goals, the methods to achieve those goals, a plan for assessing the experience, and the expected product(s) (e.g., tapes, research paper). The proposed plan must be endorsed by the site supervisor and the faculty supervisor.
- Present the working plan for the field experience by the second class period.
- Meet regularly (a minimum of one hour per week) with the site supervisor to discuss both the proposed plan and counseling activities.
- Inform the site supervisor and the faculty supervisor if you will be absent from the field experience for any reason.
- Fulfill the final plan for the field experience.

Counseling Activities
- Use the field experience to enhance skills in individual and group counseling (and family or couples counseling, if included in the plan).
- Organize the necessary materials for counseling activities.
- Consult with the site supervisor and the faculty supervisor on a regular basis to discuss planned activities and to receive feedback on completed work.
- During either practicum or internship the student must lead or co-lead a counseling or psycho-educational group (this will be logged on the Record of Group Counseling Experience form).
Instruction and Methodology

- Spend time at the beginning of the field experience observing the site supervisor, other mental health professionals, if appropriate, and selected agency situations/operations.
- Attend orientations, seminars, and course meetings related to the field experience.
- Submit to the faculty supervisor all projects required for completion during the field experience: completed forms, activity logs, synthesizing papers, etc.
- Submit to the faculty supervisor a log of field activities as part of the ongoing and final field experience materials.

Professionalism

- Perform duties in the same manner as an employed counselor. Become familiar with the policies, practices, and procedures related to the assigned agency.
- Follow the agency calendar, rather than the university calendar, for holidays and breaks.
- Arrange sufficient time to experience the full range of activities typical of agency counseling.
- Discharge all responsibilities at the cooperating agency in a professional manner and in accordance with the ACA Code of Ethics (2014), adhering to all conduct rules applicable to the agency's employees.

SITE SUPERVISOR RESPONSIBILITIES

Orientation

- Orient the student to the components of the treatment program and the layout and organizations of the agency.
- Present an overview of the working relationships in the agency.
- Encourage the student to seek information from the site supervisor and staff members and to schedule supervisory meetings with the site supervisor.

Planning

- At the beginning of the practicum, meet with the student and assist in the development of the student plan.
- Explain how counseling activities are provided and how they relate to the counseling program and agency.
- Participate in the development, refinement, and implementation of the student's plan for the semester.
- Consult with the faculty supervisor concerning the practicum student's program and the evaluation of performance.

Oversight and Counseling Activities

- Provide an average of one hour per week individual or triadic supervision.
- Provide live supervision of counseling sessions and/or review of audio/video recordings of the student’s sessions (at least 2 times per semester).
- Act as a resource for the student concerning theory, techniques, and materials.
• Answer questions, make suggestions, and facilitate the execution of the student’s plan.
• Provide the opportunity for the student to engage in structured observation of counseling activities by mental health professionals in the agency (if appropriate).
• Provide opportunities for the student to engage in individual counseling, and where relevant, couple counseling, family counseling, group counseling, and consultation.
• Support and facilitate the achievement of the goals that the university and the program have for the student’s performance.

Evaluation
• Conduct at least two in-person, web-conferenced, or telephone consultations about the student’s performance with the faculty supervisor over the course of the semester (for practicum students).
• Provide written consultation about the student’s performance on a bi-monthly basis.
• Conduct at least one official (end-of-term), written appraisal of the student’s performance, and recommend a final grade at the end of the semester.
• Maintain regular contact with the faculty supervisor to discuss the field practicum student's performance and progress.

FACULTY SUPERVISOR RESPONSIBILITIES

Orientation
• Provide opportunities for the student to experience all facets of the academic achievement process.
• Explain academic requirements of the field experience course to the student.

Planning
• Review and provide initial approval to the student’s plan for the semester.

Oversight
• Provide regular group supervision to students participating in field experiences.
• Critique and discuss the weekly activities of the field practicum student.
• Meet with the practicum site supervisor at least twice during the semester.
• Consult and/or meet with site supervisor and/or student as needed to review progress and placement-related concerns.
• Review modifications to student's plan for the semester.

Evaluation
• Assign grades for assignments and courses.
• Consult with the Practicum/Internship coordinator and/or director when significant issues are present.
PRACTICUM/INTERNSHIP COORDINATOR RESPONSIBILITIES

Oversight

- Respond to inquiries regarding practicum and internship (CACREP 1.DD.).
- Assist with student placement, if necessary, within an agency setting.
- Announce seminars, activities, projects, and conferences for students and site supervisors.
- Oversee the coordination of practicum and internship experiences (CACREP 1.DD.).
ACTIVITIES

Field experiences should include a variety of counseling and counseling related activities. The overall goal is for the student to gain as broad of an experience as possible. Activities completed during the semester of the field experience will include direct service, indirect service, and academic exercises (which do not count toward indirect or direct hour requirements but are required for the course). Examples of each of these are included below. For activities which are not included below, consult with your faculty supervisor as to whether or not the activity can count towards one of the categories below. Activities should be included on the Field Experience plan to demonstrate having site and faculty supervisor approval before being conducted.

DIRECT SERVICE EXPERIENCES

Practicum students must obtain a minimum of 40 hours of direct service experience during the semester. Internship students must obtain a minimum of 240 hours of direct service experience during the internship.

As defined by CACREP, direct service involves the supervised use of counseling, consultation, or related professional skills with actual clients for the purpose of fostering social, cognitive, behavioral, and/or affective change. Direct service always involves interaction with others and may include:

- Assessment of an individual client, a couple, or a family
- Individual counseling, family counseling, couples counseling, or group counseling
- Co-counseling (individual, family, couples, or group); co-counseling requires that the student is in a leading role and helps direct the counseling session while the site-supervisor or other clinician also assists in directing the counseling session
- Psycho-educational activities involving working with people directly (such as leading a psychoeducational group)
- Consultation in which an identified client is present

INDIRECT SERVICE EXPERIENCES

Field experience involves many counseling related activities which are important to working counselors. Students are expected to learn about all aspects of the counselor’s role in the setting within which they are completing their field experience. The following activities are considered indirect service and may count towards the hour requirements for the field experience, but not towards the direct service hour requirements:

- Observing others providing counseling or related services
- Record keeping (updating medical records, documenting direct services performed, updating field experience log)
- Administrative duties (such as attending site’s orientation)
- Clinical or administrative supervision
- Research a specific problem at the site
- Develop brochures or information to be delivered to clients or potential clients
- Research and organize information about the referral services available which are appropriate to the clientele at your site
• Carry out a professional project/activity suggested by your site supervisor (such as researching a specific problem or treatment approach)
• Design an experience for group counseling
• Review client records to prepare for counseling sessions
• Collaborating or consulting with other professionals
• Gathering information about a client from a collateral source without the client present (such as family members, school personnel, etc.)
• Attending professional meetings or trainings
• Gaining knowledge about assessment measures appropriate for use at your site

ACADEMIC EXERCISES
Students in field experiences also complete academic exercises required for the course they are completing. These requirements are necessary in order to earn the final grade in the course, but working on these activities does not count towards any of the hour requirements for the field experience. Academic exercises include the items listed in the syllabus which are not identified above (including, but not limited to, research paper, synthesizing paper, developing case studies for class presentation, etc.).
PRIVACY AND CONFIDENTIALITY

Clinical Mental Health Counselors provide mental health services. The provision of these services and information about/from/for the service must be kept private and confidential due to both ethical requirements (*ACA Code of Ethics, 2014*) and federal law (HIPAA). Students engaged in a field experience have an ethical and legal obligation to maintain the privacy and confidentiality of all clients they come in contact with. Therefore, students should review the *ACA Code of Ethics* (2014) and HIPAA law regarding privacy of protected health information in order to fulfill these obligations. Included within these obligations are the following:

- Students must notify each and every client they serve of the supervisory relationships which exist, those with both the site supervisor and the faculty supervisor (*ACA Code of Ethics, F.1.c., 2014*).
- Students must notify each and every client of what information these supervisors will potentially have access to (*ACA Code of Ethics, F.1.c., 2014*).
- Students must maintain the privacy of any client or potential client (HIPAA law).
- Students must have the client’s authorization before disclosing any information with Freed-Hardeman University, the faculty supervisor, or in group supervision sessions (HIPAA law).
  - This authorization should be collected on the agency’s authorization to disclose or release of information form.
  - If the agency does not have such a form, the Consent for Release of Confidential Information form in the appendix of the handbook should be utilized.
  - This authorization should name Freed-Hardeman University, the faculty supervisor, and group counseling sessions as a part of who will potentially be receiving information about the client.
  - These forms should be maintained as a part of the client’s medical record at the agency, not submitted to the faculty supervisor, Blackboard, or maintained by the student.
- Clients should always be asked before a student observes their session. Clients retain the right to refuse. When a student is limited to observing, a client may give verbal consent for observation. Without written authorization, the student must not share any information about these sessions with the faculty supervisor or in group counseling sessions.
- Other than where required by law (such as in cases of mandated reporting, or with suicidal clients), or where authorized by written consent, students should not share any information about the clients they observe, provide services to, or gain information about from their work within the agency to any individual or entity.

Note: To further the student’s understanding of ethical and legal responsibilities, it is recommended that students include additional HIPAA training from their agency or a continuing education course within their field experience plan.
EVALUATION

Detailed evaluation of the field practicum is an important part of the student's learning experience. The general criteria for evaluation include:

1. Quality of "on the job" performance, including evidence of requiring less direction as the field experience progresses.
2. Assessment of ability to carry out increasingly complex responsibilities.
3. Demonstrated awareness by student of his/her effect on others.
4. Scope and depth of professional insights gained through the field experience.

Site supervisors are encouraged to conduct an informal evaluation session with the student halfway through the semester. The site supervisor will complete a final evaluation at the end of the semester which will include documentation submitted to the faculty supervisor. The student's field experience plan (including goals, objectives, and requirements) should serve as the basis for discussion. If it is necessary to alter any components in the plan, such changes should be reported to the faculty supervisor for consultation and approval.

The syllabus distributed by the faculty supervisor will provide a detailed summary of requirements on which evaluation will be made and grades assigned.

Evaluation forms completed by the field supervisor should be reviewed with the student, and both parties must sign the forms before these are sent to the faculty supervisor.

The site supervisor's formal evaluation of the student's field experience includes:
- a review of the student's field experience agreement
- a review of the field experience log, and
- completion of the Site Supervisor's Evaluation of Student form

The faculty supervisor will consider all of the above (as well as the student's self-ratings) in completing the Faculty Supervisor's Evaluation of Student form.
**FORMS**

**FHU CMHC Practicum/Internship – Fast Facts** ................................................................. 16

The FHU CMHC Practicum/Internship – Fast Facts is designed to provide students and site supervisors with a brief summary of some of the most pertinent details to the CMHC field experiences at FHU.

**FHU CMHC On-Site Supervisor Agreement - Practicum**............................................. 17
**FHU CMHC On-Site Supervisor Agreement - Internship**............................................... 18

The appropriate (practicum or internship) supervisor agreement should be signed by the on-site supervisor when the Field Experience Plan is completed, prior to beginning the field experience. This agreement provides details of the requirements for the site and supervisor to ensure the field experience is successfully completed.

**Field Experience Plan** .................................................................................................. 19

The Field Experience Plan is created collaboratively by the student and the site supervisor. The Field Experience Plan is reviewed and approved by the faculty supervisor. This completed and approved document should serve as a guide for the field experience.

**Consent for Release of Confidential Information** .......................................................... 21

The Consent for Release of Confidential Information is utilized when a site/agency does not have an authorization to disclose or release of information form for clients to complete. See instructions in this manual, the course syllabus, and consult your site and faculty supervisor for appropriate use and maintenance of these forms.

**Site Supervisor’s Evaluation of Field Experience Student** .......................................... 22

The Site Supervisor’s Evaluation of Field Experience Student must be completed at the end of each semester. This evaluation form can also be utilized at the midterm evaluation as desired.

**Record of Group Counseling Experience** ...................................................................... 24

The Record of Group Counseling Experience This form should be completed when the student has successfully led or co-led a counseling or psychoeducational group.
The FHU CMHC Practicum/Internship Manual includes the full list of student/faculty/site-supervisor expectations, requirements, and evaluation procedures. This Fast Facts sheet contains a brief summary.

Summary of Expectations

<table>
<thead>
<tr>
<th>Expectations of Students</th>
<th>Expectations of Site-Supervisors</th>
<th>Expectations of Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comply with ACA Code of Ethics</td>
<td>Follow ACA Code of Ethics for supervision</td>
<td>Provide oversight and guidance</td>
</tr>
<tr>
<td>Maintain professional behavior</td>
<td>Provide opportunities for growth</td>
<td>Critique and evaluate student</td>
</tr>
<tr>
<td>Consistently communicate with site and faculty supervisors</td>
<td>Observe and evaluate student</td>
<td>Communicate regularly and consult with site supervisor</td>
</tr>
<tr>
<td>Provide counseling services</td>
<td>Consistently communicate with student and faculty supervisor</td>
<td>Assign the student’s grade</td>
</tr>
<tr>
<td>Participate in related activities</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Summary of Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Practicum</th>
<th>Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student maintains student liability insurance</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Student gains counseling experience in a clinical mental health setting</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Minimum hours completed by the student</td>
<td>100</td>
<td>600</td>
</tr>
<tr>
<td>Minimum direct hours† completed by the student</td>
<td>40</td>
<td>240</td>
</tr>
<tr>
<td>Student self-evaluation conducted by the student</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Average 1-hour per week of individual/triadic supervision with site-supervisor</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Site supervisor conducts live-supervision OR review of audio/video recordings</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Site supervisor is in contact with faculty supervisor when issues/concerns arise</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Faculty and site supervisors conduct in-person, web-conferenced, or telephone consultation 2+ times per semester</td>
<td>✓</td>
<td>---</td>
</tr>
<tr>
<td>Faculty and site supervisors conduct bi-monthly written consultation</td>
<td>✓</td>
<td>---</td>
</tr>
<tr>
<td>Clinical site supervisor has master’s degree in counseling (or related field), professional license, 2+ years experience in counseling, and clinical supervision training (options listed in practicum/internship manual)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Formal evaluation of the student completed by site supervisor</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Document experience leading or co-leading a counseling or psychoeducational group (must be completed in at least 1 field experience)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Typical time for student to complete requirements</td>
<td>1 semester</td>
<td>1 to 2 semesters</td>
</tr>
</tbody>
</table>

† Direct service includes supervised use of counseling, consultation, or related professional skills with actual clients (can be individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation. The following would not be considered direct service: (1) observing others providing counseling or related services, (2) record keeping, (3) administrative duties, (4) clinical and/or administrative supervision.

Summary of Evaluation Procedures

Students will be evaluated in a variety of ways during practicum and internship.

- The student will complete a self-evaluation at the end of each semester
- The site-supervisor will complete formal written evaluations of the student
- The faculty member will complete a formal written evaluation of the student
- The faculty member will assign a grade to the student
FHU CMHC ON-SITE SUPERVISOR AGREEMENT - PRACTICUM

You are being asked to serve as an on-site supervisor for a student completing a practicum in clinical mental health counseling. The student has participated in extensive role-plays, has completed a significant portion of their coursework, and has been deemed by our faculty as prepared for this experience. However, this will be their first experience in which they will be gaining true counseling experience with actual clients. As such, we take this training practicum very seriously. As an on-site supervisor for the practicum student, you will be helping serve a gatekeeping role to ensure quality services are provided, that the student grows throughout this semester, and assist in training the student to be a clinical mental health counselor.

To ensure that our students have the best learning experience possible, and that accreditation requirements are upheld, on-site supervisors must meet the following criteria. Please initial each line to indicate that you meet these requirements, and give explanation in the relevant spaces. Then sign and date the form at the bottom.

1. _____ I have a master’s degree in counseling or a related profession.
   Degree ___________________________________ Conferral Date __________

2. _____ I have 2 or more years professional experience in counseling. Briefly describe your experience (years of experience; licenses/certifications; areas of clinical focus):

3. _____ I have reviewed the FHU CMHC Practicum/Internship Manual & ACA Code of Ethics (2014)

4. _____ I have relevant training in counseling supervision through one of the following:
   □ I hold the Approved Clinical Supervisor (ACS) credential
   □ I have completed a graduate level course in supervision of counselors with a passing grade
   □ I have already completed at least 2 hours of continuing education in clinical supervision
   □ I commit to completing at least a 2-hour training in continuing education in clinical supervision within the next 3 weeks (some options are included in the FHU CMHC Practicum/Internship Manual)

5. _____ I am committed to providing an average of 1-hour per week of individual or triadic supervision to the student I supervise. This supervision will:
   • Be organized and conducted on a regularly scheduled basis
   • Be focused on the needs of the student
   • Be appropriately documented
   • Include live supervision of counseling sessions and/or review of audio/video recordings of the student’s sessions (at least 2 times per semester)

6. _____ I am committed to consult regularly with the faculty member of the counseling program. I recognize that this involves:
   • In-person, web-conferenced, or telephone consultation about the student’s performance at least two times in the semester
   • Written consultation about the student’s performance on a bi-monthly basis
   • Formal evaluation of the student during the course of the semester

7. _____ Our site will be appropriate as a practicum site. The student will be able to become familiar with a variety of professional activities (such as: individual counseling, family counseling, and group counseling; administrative tasks; treatment team meetings; professional training; etc.). The student will also become familiar with a variety of resources (such as: technological resources including electronic medical records, assessment programs; referral resources; testing and assessment resources; etc.).

Name ___________________________ Signature ___________________________ Date __________

Questions can be directed to the Clinical Mental Health Counseling Program at Freed-Hardeman University. (731)989-6638
FHU CMHC ON-SITE SUPERVISOR AGREEMENT - INTERNSHIP

You are being asked to serve as an on-site supervisor for a student completing an internship in clinical mental health counseling. The student has participated in extensive role-plays, has completed a significant portion of their coursework, and has been deemed by our faculty as prepared for this experience. They have already completed a counseling practicum. The internship experience serves as an extensive opportunity for the student to gain additional experience participating in all facets of the role of a clinical mental health counselor while under supervision and while completing their training program. As an on-site supervisor for the intern, you will be helping serve a gatekeeping role to ensure quality services are provided, that the student grows throughout this semester, and assist in training the student to be a clinical mental health counselor.

To ensure that our students have the best learning experience possible, and that accreditation requirements are upheld, on-site supervisors of interns must meet the following criteria. Please initial each line to indicate that you meet these requirements, and give explanation in the relevant spaces. Then sign and date the form at the bottom.

1. _____ I have a master’s degree in counseling or a related profession.
   
   Degree __________________________________________________________________________ Conferral Date __________

2. _____ I have 2 or more years professional experience in counseling. Briefly describe your experience (years of experience; licenses/certifications; areas of clinical focus):

3. _____ I have reviewed the FHU CMHC Practicum/Internship Manual & ACA Code of Ethics (2014)

4. _____ I have relevant training in counseling supervision through one of the following:
   - I hold the Approved Clinical Supervisor (ACS) credential
   - I have completed a graduate level course in supervision of counselors with a passing grade
   - I have already completed at least 2 hours of continuing education in clinical supervision
   - I commit to completing at least a 2-hour training in continuing education in clinical supervision within the next 3 weeks (some options are included in the FHU CMHC Practicum/Internship Manual)

5. _____ I am committed to providing an average of 1-hour per week of individual or triadic supervision to the student I supervise. This supervision will:
   - Be organized and conducted on a regularly scheduled basis
   - Be focused on the needs of the student
   - Be appropriately documented
   - Include live supervision of counseling sessions and/or review of audio/video recordings of the student’s sessions (at least 2 times per semester)

6. _____ I am committed to formally evaluate the student during the course of the semester. I will also consult with the faculty member of the counseling program as needed.

7. _____ Our site will be appropriate as a practicum site. The student will be able to become familiar with a variety of professional activities (such as: individual counseling, family counseling, and group counseling; administrative tasks; treatment team meetings; professional training; etc.). The student will also become familiar with a variety of resources (such as: technological resources including electronic medical records, assessment programs; referral resources; testing and assessment resources; etc.).

Name ___________________________ Signature ___________________________ Date __________

Questions can be directed to the Practicum/Internship Coordinator or the Director of the Clinical Mental Health Counseling Program at Freed-Hardeman University. (731)989-6638
**FIELD EXPERIENCE PLAN**

Name: ___________________________  Date: ______________

Site: _____________________________

<table>
<thead>
<tr>
<th>Type of Field Experience:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Practicum – Requiring 100 total hours, including 40 hours direct service minimum</td>
</tr>
<tr>
<td>☐ Internship – Requiring 600 total hours, including 240 hours direct service minimum</td>
</tr>
</tbody>
</table>

Direct service includes supervised use of counseling, consultation, or related professional skills with actual clients (can be individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation.

**Describe your plan for completing direct service hours:**

The following would not be considered direct service: (1) observing others providing counseling or related services, (2) record keeping, (3) administrative duties, (4) clinical and/or administrative supervision, (5) professional training, (6) para-professional level services, and (7) other counseling and agency related activities which do not fit into the categories identified above.

**Describe your plan for completing indirect service hours:**

The site-supervisor will conduct individual or triadic supervision with the student averaging 1-hour per week. Typically, supervision should be planned, scheduled, and structured. **Describe your plan for completing supervision:**

The site supervisor and faculty supervisor should be in regular communication. During practicums, the faculty supervisor and site supervisor will consult a minimum of 2 times via in-person meetings, web-conferencing, or phone calls. **Please note when would be a good time for the faculty member to contact the site-supervisor, and a current phone number.**
Describe your plan for scheduling when you will conduct field experience:

**Specific Field Experience Objectives**

Examples of Field Experience Objectives, Activities, and Assessment are given in the Practicum/Internship Manual. Include 3-5 objectives in your field experience plan.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sign below to indicate collaboration and agreement with the field experience plan.

<table>
<thead>
<tr>
<th>Student Print Name:</th>
<th>Supervisor Print Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Signature:</td>
<td>Supervisor Signature:</td>
</tr>
<tr>
<td>Date of Signature:</td>
<td>Date of Signature:</td>
</tr>
</tbody>
</table>
CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION

Client’s Name: ________________________________________________________________

Agency/Site: _________________________________________________________________

Student: ________________________________________________________________

I hereby authorize and request for the agency/site and student named above to release all pertinent confidential professional information pertaining to the client named above to the instructor of the practicum and/or internship course at Freed-Hardeman University for educational purposes, for the purpose of supervision (including group supervision), and for coordinating treatment. I understand that I have no obligation whatsoever to disclose the requested information and that I may revoke this consent at any time by informing in writing the immediate supervisors (site supervisor and faculty supervisor). I further understand that unless revoked in writing, this authorization is valid until the expiration date noted below. In consideration of this consent, I hereby release the above parties from any legal liability resulting from the release of this information.

This authorization will end when the student’s current field experience is over, or on ____________, whichever comes sooner.

__________________________________________ Date

Client Signature

__________________________________________ Date

Parent/Guardian/Legal Representative Signature

__________________________________________ Date

Field Experience Student Signature
## SITE SUPERVISOR’S EVALUATION OF FIELD EXPERIENCE STUDENT

**Name:** 

**Date:** 

*To be compiled by the site supervisor at the end of the semester and to be discussed at the final supervision session with the student.*

1. **Unacceptable** Minimum requirements not met
2. **Below Average** Minimum requirements met with difficulty
3. **Average** Requirements met
4. **Good** Requirements exceeded
5. **Excellent** Requirements met at a superior level

**NA** Not Applicable

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

1. **Degree to which student can be relied upon to work steadily and effectively:** punctuality; regular attendance; perseverance; care for equipment and supplies
2. **Ability to get along with others:** sense of humor; friendliness, effectiveness in dealing with others
3. **Professionalism:** Completeness, accuracy, neatness
4. **Amount and rate of work performed**
5. **Ability to plan work efficiently and anticipate problems; foresight**
6. **Self-motivation; resourcefulness; versatility; originality; appropriate use of supervision**
7. **Thoroughness and accuracy in analyzing data, rules, and procedures; good judgement; ability to write and/or present meaningful reports**
8. **Ability to determine appropriate client services**
9. **Ability to help clients develop treatment plans**
10. **Ability to maintain case records and interpret client-related data**
11. **Ability to develop and maintain professional relationships with clients**
12. **Demonstrates respect for clients regardless of cultural background.**
13. **Ability to develop and maintain professional relationships with peers and supervisors**
14. **Ability to utilized community resources to provide integrated, comprehensive treatment programs for clients**
15. **Ability to apply academic preparation to field work**
responsibilities

16. Ability to be empathic and demonstrate sincere client advocacy 1 2 3 4 5 NA

17. Shows interest in the counseling profession and is involved in appropriate activities such as professional organizations, research, in-service training, and consumer groups 1 2 3 4 5 NA

18. Shows self-development capabilities; defines own goals and learning needs; critically evaluates one’s own performance 1 2 3 4 5 NA

19. Accepts constructive criticism from peers and supervisors and modifies behavior accordingly 1 2 3 4 5 NA

20. Maintains a professional appearance by appropriate attire, grooming, and demeanor 1 2 3 4 5 NA

Summary of strengths/weaknesses:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What is this student’s promise as a counselor?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Total Hours Completed at site: ________________
Direct Hours Completed: ___________

RECOMMENDED FINAL GRADE (to be completed by Site Supervisor): _____

Student Print Name: ____________________________
Student Signature: ____________________________
Date of Signature: ____________________________

Supervisor Print Name: ____________________________
Supervisor Signature: ____________________________
Date of Signature: ____________________________
**RECORD OF GROUP COUNSELING EXPERIENCE**

“In addition to the development of individual counseling skills, during either the practicum or internship, students must lead or co-lead a counseling or psychoeducational group” (CACREP, 2016, 3.E.). This form should be completed when the student has successfully led or co-led a counseling or psychoeducational group.

<table>
<thead>
<tr>
<th>Type of Group:</th>
<th>□ Counseling</th>
<th>□ Psycho-Educational</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus of Group (disorder, problem, etc.):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Format of Group:</th>
<th>□ Open Group</th>
<th>□ Closed Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Sessions Planned:</td>
<td>________</td>
<td>Completed: ________</td>
</tr>
<tr>
<td>Student’s Role:</td>
<td>□ Leader of Group</td>
<td>□ Co-Leader; Leader:</td>
</tr>
</tbody>
</table>

What did you learn from this experience?

What would you do differently next time?

Student Signature  _____________________________ Date __________

Site Supervisor Evaluation and Feedback

Signature  _____________________________ Date __________