

**CLINICAL MENTAL HEALTH COUNSELING PROGRAM**

**PRACTICUM AND INTERNSHIP HANDBOOK**



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# HANDBOOK FOR CLINICAL MENTAL HEALTH COUNSELING PRACTICUM AND INTERNSHIP

## Introduction

The **Practicum and Internship Coordinator** oversees the clinical training portion of students' education. This role involves securing and approving appropriate field placement sites, ensuring compliance with CACREP standards, and supporting both students and site supervisors throughout the practicum and internship process. The coordinator provides orientation, tracks documentation (e.g., hours, evaluations), consults on ethical or professional concerns, and serves as a liaison between the university and community partners to ensure quality clinical training and student development.

Your Practicum and Internship experience represent opportunities for you to apply theory, develop and enhance skills for client assessment, evaluating and planning through professional practice. As such, it represents the “real world” of counseling more closely than any other aspect of your program.

This is your chance to practice and hone your skills while under the protection of ample supervision, both on site and in the university. These experiences allow you to counsel clients who represent a diverse demographic in your community. We hope you will take every advantage of this opportunity. All placement sites include counseling as one of the primary professional activities and will be supervised by a master's level professional with a minimum of 2 years of post-master's experience.

This handbook is designed to provide you with the basic information you need to successfully complete your practicum (COUN 5170) and internship (COUN 5720 & COUN 5730) field placement experience. Please refer to the course descriptions listed below for a summary of practicum and internship requirements.

### **COUN 5170: Practicum in Mental Health Counseling:**

The Practicum in Mental Health Counseling constitutes the initial comprehensive field experience for students in the Mental Health Counseling track. Students will spend at least **100** clock hours in a mental health agency; of these hours, at least **40** will be direct client contact (this includes individuals, couples, families, co-facilitation, psychoeducation, assessment, or groups). The clinical standards for Practicum and Internship specify that observing others provide counseling or related services, record keeping, administrative duties, and clinical and/or administrative supervision would not be considered direct service. The remaining **60** hours will be spent in consultation with peers and the site supervisor, attendance at staffing meetings, case conferences, or professional education workshops. Students will meet individually or in triadic supervision with their site supervisor and in a seminar with the APSU supervisor throughout the semester for supervision and instruction on various topics related to the practicum. The CACREP practicum standard requires that the duration of student's supervised practicum experience extend across a full academic term to facilitate the development of basic counseling skills and the integration of knowledge. Extra hours obtained during the practicum experience will not be counted toward the 600 clock hour internship requirements. Practicum supervision involves 1.5 hours of weekly group supervision with your university supervisor and 1-hour weekly supervision with your site supervisor.

### **COUN 5720 and 5730: Mental Health Counseling Internship:**

After the successful completion of Practicum, students in the mental health counseling concentration will complete a total of **600** clock hours working in a mental health counseling setting for the Internship clinical experience. Of the **600** hours to be completed by mental health counseling interns, at least **240** hours must be spent in direct contact (this includes but is not limited to individual counseling sessions, assessments, psychoeducation, intakes,

groups, couples, families, etc.). The intern is primarily responsible to the agency supervisor but reports to the university supervisor at specified intervals. The internship will be the culminating experience of the student's master's degree program. Internship supervision involves 1.5 hours of weekly group supervision with your university supervisor and 1-hour weekly supervision with your site supervisor.

### CACREP Standards

|            |  |
|------------|--|
| CMHC C.1.b | Understands theories and models related to clinical mental health counseling.  |
| CMHC C.1.c | Demonstrates understanding of principles, models, and documentation formats of biopsychosocial case conceptualization and treatment planning.      |
| CMHC C.1.e | Knows psychological tests and assessments specific to clinical mental health counseling.   |
| CMHC C.2.a | Has a basic understanding of roles and settings of clinical mental health counselors.  |
| CMHC C.2.d | Shows appropriate understanding of the diagnostic process, including differential diagnosis and the use of DSM and ICD classification systems.     |
| CMHC C.2.e | Understands potential for substance use disorders to mimic and/or co-occur with neurological, medical, and psychological disorders.                |
| CMHC C.2.g | Knows the impact of biological and neurological mechanisms on mental health.   |
| CMHC C.2.h | Understands classifications, indications, and contraindications of commonly prescribed psychopharmacological medications for appropriate referral. |
| CMHC C.2.j | Appreciates cultural factors relevant to clinical mental health counseling.  |
| CMHC C.2.k | Has a basic understanding of professional organizations, preparation standards, and credentials relevant to clinical mental health counseling.     |
| CMHC C.2.l | Knows legal and ethical considerations specific to clinical mental health counseling.  |
| CMHC C.3.a | Demonstrates understanding of intake interview, mental status evaluation, biopsychosocial and mental health history, and psychological assessment. |
| CMHC C.3.b | Shows understanding of techniques and interventions for prevention and treatment of a broad range of mental health issues.                         |
| CMHC C.3.c | Provides appropriate strategies for interfacing with the legal system regarding court-referred clients.  |
| CMHC C.3.d | Incorporates strategies for interfacing with integrated behavioral health care professionals.  |
| CMHC C.3.e | Understands strategies to advocate for persons with mental health issues.  |

## Timetable for Practicum (P) or Internship (I) Activities

| Time Frame                                    | Activity  |
|---|---|
| <b>One Year Prior to Clinical Experience</b>  | <p>Student submits application to APSU supervisor in Tevera</p> <p>Student interviews potential site supervisors</p> <p>Student &amp; site supervisor agree on placement</p> <p>Student obtains professional liability insurance</p>  |
| <b>Prior to Beginning Clinical Experience</b> | <p>Student and site supervisor sign <i>Agreement</i> form</p> <p>Student performs background check and pre-orientation activities</p> <p>Student and site supervisor sign <i>Statement of Understanding</i></p> <p>Student must have professional liability insurance</p>   |
| <b>Beginning of Term</b>                      | <p>Student submits relevant forms to APSU supervisor</p> <p>APSU Supervisor conducts orientation on the first night of Practicum</p> <p>Site supervisor conducts orientation for student at site</p> <p>Student and site supervisor establish individual objectives</p> <p>Student and site supervisor establish work schedule</p> <p>Student begins work at site</p> |
| <b>Throughout Term</b>                        | <p>Student meets regularly with site supervisor for individual supervision</p> <p>Student meets with APSU supervisor for group supervision</p> <p>Student continues work at site</p> <p>Student maintains weekly log of activities and documentation in Tevera</p>  |
| <b>Middle of Term</b>                         | <p>Site supervisor completes mid-term evaluation in Tevera</p> <p>APSU supervisor confers with site supervisor regarding student progress</p>   |
| <b>End of Term</b>                            | <p>Site Supervisor completes final evaluation of student</p> <p>Student submits relevant documentation in Tevera</p> <p>Student completes evaluation of APSU supervisor</p> <p>Student completes evaluation of site/supervisor</p> <p><b>APSU supervisor assigns grade</b></p>  |

## I. PRACTICUM

**Practicum and internship students are not combined for group supervision.**

Practicum is designed to provide you with practical experience in the counseling field. At this stage in your education, you will have had some experience in counseling through your courses as well as opportunities to learn about the work of counselors in different settings.

During your practicum, you will focus primarily on the following:

- A. learning good counseling practices by observing and participating in joint experiences;
- B. developing your skills by counseling in groups and individually under close supervision;
- C. becoming familiar with various types of educational and/or mental health agencies, services, referral sources, professional orientation, staff development, organizational development, technology, etc.;

During your practicum, you will be working in an agency for one semester, accumulating at least **100** hours of experience. Although your responsibilities will vary according to the requirements of the site supervisor and the nature of the clientele served, you will spend the first part of your practicum observing, or “shadowing” your supervisor and/or other counseling professionals. Through observation, you will become familiar with the responsibilities of counselors and the organizational structure of the facility. You will begin working with clients, either in conjunction with your supervisor, other clinicians, or alone. The expectation is that your licensed site supervisor or an appropriate clinician is always present in the building during your time at the site and has a written emergency plan in place if the approved clinical mental health service providers are unavailable. Additionally, you will have opportunities to participate in ancillary responsibilities at your practicum site, such as staff meetings, in-service training sessions, and record-keeping.

Of the 100 hours required in your practicum, at least **40** must be direct client or student contact. This refers to individual, group, couples, and family counseling; and/or intake, assessment, psychoeducation, and exit interviews with clients. Of your **total accumulated direct** hours, no more than **half of them** can be spent co-facilitating with another professional (this will be evaluated on a case-by-case basis). **Twenty-five percent of your total direct hours can be from telehealth counseling if the agency provides ethical oversight of this modality.** At least **10** of your 40 hours of direct contact should be in a group experience during *either* practicum or internship (if your site does not provide a group experience, you may substitute those hours through enrollment in COUN 5430: Group Theories and Techniques during the same semester as your practicum and internship). Students can begin accumulating hours after their first night of the group supervision course. Practicum is to be completed across one full semester, with a minimum of 8 weeks. If you complete the required 100 hours before the end of practicum, you are required to attend and actively engage in the corresponding practicum course until the end of the semester. Additionally, you should maintain active engagement with your site. You may begin accruing internship hours after the end of the Fall semester upon site and university supervisor approval. You must also submit a signed Waiver of Supervision form in Tevera on the final night of practicum class. Those internship hours will accrue the Monday following commencement.

If a student is dissatisfied with the level of supervision or the site of choice, students are encouraged to discuss clinical needs with their site supervisor. If no adequate solution is provided, students should take the next course of action by communicating with the clinical mental health coordinator before proceeding to terminate from the site early. To prevent further disruption between the graduate program and placement site, students should follow appropriate protocol to ensure adequate removal from the site and appropriate transition into another site. Some transitions may not occur until the following semester, beginning with internship. Failure to comply with such protocol may result in failure of the course.

## II. INTERNSHIP

**The Internship must be completed over the last two (2) semesters of graduate study; Practicum and internship students are not combined for group supervision.**

If the student reaches the required **600 hours** (with a minimum of **240 face-to-face hours**) before the end of the semester, they must remain at the site through the **5<sup>th</sup> week** in summer term, before terminating their experience. An appropriate two weeks' notice must be provided to the site supervisor to remain in professional standing; additionally, to remain in good standing and to conduct an ethical, professional termination, provide your clients with 30 days' notice for appropriate client transition. These terms are subject to site approval, as some locations require students to complete their experience for the entire semester. If your site allows early termination upon completion of the hours' requirement, the student is expected to attend and actively participate in the internship class until the end of the semester.

The following courses must have been completed prior to the beginning of the internship:

- COUN 5080 Diagnosis and Psychopathology (3)
- COUN 5110 Lifespan Development (3)
- COUN 5170 Practicum in Mental Health Counseling (3)
- COUN 5180 Theory and Practice in Clinical Supervision (3)\*
- COUN 5190 Psychological Assessment and Appraisal (3)
- COUN 5200 Foundations of Clinical Mental Health Counseling (3)
- COUN 5400 Theories of Counseling (3)
- COUN 5410 Counseling Techniques (3)
- COUN 5420 Advanced Counseling Techniques (3)
- COUN 5430 Group Theories and Techniques (3)\*
- COUN 5600 Theories and Counseling in Career Development (3)
- COUN 5993 Addictions Counseling (3)
- COUN 6010 Ethical, Legal and Professional Issues in Counseling (3)

\*Classes may also be taken concurrently with the first semester of Internship.

When you enter your internship, you will be close to the completion of your master's program. You will have had significant counseling experience in the classroom, as well as opportunities to counsel with others and on your own during your practicum. The internship is designed to be an experience where you can



refine your skills in counseling others, while having the benefit of supervision by more experienced professionals. Your primary tasks in your internship will be to:

- a. become comfortable with a counseling model and thoroughly develop your skills;
- b. counsel people with difficult issues while under supervision;
- c. explore areas of personal interest such as grief counseling, counseling children, or counseling people with eating disorders; and
- d. become involved in the professional community through membership in professional associations; attendance at workshops, conferences, and other staff development activities; and by participation in informal networking groups.

In your internship, you will gain much experience working on your own, or as a colleague with other counselors at your internship site. Although you may observe and shadow periodically, you should be establishing your own clients load and given responsibilities like those held by other staff members at the site. The expectation is that your licensed supervisor or an appropriate clinician is present in the building during your time at the site and has a written emergency plan in place if the approved clinical mental health service providers are unavailable. Of the **600** hours to be completed by mental health counseling interns, at least **240** hours must be spent in direct contact (individual counseling sessions, assessments, intakes, etc.). **Twenty-five percent of your total direct hours can be from telehealth counseling if the agency provides ethical oversight of this modality.** Students are strongly encouraged to devote hours to group and/or family counseling. In the event a total of 600 hours is not obtained prior to graduation, you must have completed at least 500 hours by graduation, with a completion plan collaborated with site supervisor to complete the remaining 100 hours within 30 days of commencement and degree conferral.

### III. THE APPLICATION PROCESS

#### A. DEADLINES

You must apply for the clinical experience one academic year prior to the fall term in which you intend to enroll. Deadlines for the application are as follows:

**Deadline for Fall Practicum/Internship:**

**November 15**

You must apply for the clinical experience in Tevera once you are permitted by the clinical coordinator.

A meeting for all beginning practicum/internship students is held each October, approximately one month prior to the application deadline. At this meeting, the requirements of the field experience will be reviewed, sites discussed, and questions answered. For sites that require application prior to this meeting, students will be notified of those dates.

#### B. SELECTING A PRACTIUM/INTERNSHIP SITE

There are many things to consider when choosing a site to do your practicum or internship. Some are:

- Clientele: What type of population do you want to work with: young children? Inner city students? Hospitalized adults? People with specific issues such as addictions or eating disorders?
- Locale: What type of agency are you most interested in? Hospital? Private practice? University?
- Service: Are you more interested in trauma counseling or developmental counseling? An emphasis on family interventions?

After you have determined the type of agency and work that you want to pursue in your practicum/internship, the next step will be to interview with potential supervisors at several comparable agencies.

When you interview, be sure to obtain information about the following:

1. Is an orientation to the agency provided? If so, when, and how extensive is it?
2. Who will be your direct supervisor? What are the credentials of that person? What type of supervision will you receive? How often? Will audio taping or videotaping be allowed? What are your supervisor's expectations of you in terms of service, hours, and skills?
3. What will be your hours and days of the week? Are you expected to work weekends or nights?
4. Can the agency guarantee you enough contact hours to meet the University requirements? Will your supervisor help you obtain clients?
5. What will be the general format of the practicum or internship? Is there a period of observation or shadowing? Will you be able to co-lead groups or do individual counseling with a co-therapist prior to seeing clients on your own?
6. Will there be opportunities to participate in staff development activities while doing your practicum or internship?
7. What are the formal and informal rules of the organization as they pertain to dress, lunch hours, etc.?
8. Exactly what types of work will you be able to do during the practicum or internship? Will you be restricted to a particular type or mode of delivery (such as individual counseling on a short-term basis) or will you have opportunities to experience a variety of services (such as testing, group work, etc.)
9. What are the agency's expectations of your skills at the beginning of your practicum or internship? Will you need to be able to write treatment plans or to diagnose clients? Will you be required to have knowledge of disorders or problems such as addictions?

A complete list of frequently asked questions during interviews are available upon request.

## C. COMPLETING HOURS AT YOUR JOB SITE

Occasionally, students will request to complete their field experience at their place of employment. The use of employment as the clinical experience is strongly discouraged. The purpose of an internship is to prepare you toward competence for an advanced degree. Internships are defined as an opportunity to gain additional knowledge and work experience in a particular area. If a student chooses to use employment as their clinical experience, they must make a strong case for how their employment tasks are different from and unique to their clinical experience. In these situations, students must receive prior approval from their APSU supervisor.

The site supervisor and student must establish a specialized learning contract describing specific responsibilities which are beyond the scope of their current employment responsibilities. For example, if the student works as a case manager, they could make the case for taking on a therapeutic case load by differentiating the roles/tasks for each position. If the current employer hired you to do the work of a “clinician”, “counselor”, or “therapist”, the student must provide specific and irrefutable evidence on how the internship would prepare them for the field at an advanced level. For practicum, students are limited to use 8-10 hours of employment as clinical experience. For internship, students can use up to 25 hours of employment as clinical experience.

Consult with your APSU supervisor to plan specialized learning contract.

## D. MULTIPLE SITES

Most students elect to complete their internship at one site. Occasionally, students are permitted to complete their internship hours in more than one setting. If this is the case, students need to secure a site supervisor in each site who meets the necessary qualifications and can provide a minimum of one hour of documented supervision per week, per site.

## E. FINALIZING THE PRACTICUM/INTERNSHIP PLACEMENT

Students must have scheduled a site and met with their site supervisor to finalize details of their placement prior to the first week of the semester. Faculty reserve the right to de-register or administratively withdraw students who do not comply with this requirement. During your planning meeting with your site supervisor for practicum or internship placement, you will need to complete several forms to submit in Tevera at the first meeting of the term. These forms, which are in the Appendix, include the following:

1. **Practicum/Internship Agreement Form.** This form includes the name and address of the agency and requires the signatures of your site supervisor and your supervisor’s director or head of the agency.
2. **Practicum/Internship Statement of Understanding.** This form is a reminder that your supervisors are ultimately responsible for safeguarding your clients and therefore have the option of removing you from practicum or internship when necessary.
3. **Practicum/Internship Information Sheet.** This form includes information which your

APSU supervisor will use to reach you both at home, work, and at your practicum or internship site.

4. **Practicum/Internship Learning Contract.** With assistance from your site supervisor, you should describe, in behavioral terms, specific objectives that you intend to accomplish during your practicum or internship. Your site supervisor should review these objectives with you since they will be responsible for evaluating your completion of them. Your APSU supervisor will review the objectives, as well, and return the form to you following the first or second meeting of the term.

## **F. DRUG FREE WORKPLACE & CAMPUS**

The Counseling program fully supports and follows the APSU Drug-free workplace policy ([Policy 3:006](#); Drug-Free Workplace Act of 1988). Although we do not have a policy for drug testing, all who work during the clinical experience are regularly evaluated by supervisors and program faculty. If concerns about a student's wellbeing, substance use/relapse, or other arise, the student must meet with the faculty. Program faculty will ultimately determine any student's appropriateness for work at the site and may require a remediation plan or other steps before a student may resume any clinical work.

Many clinical placements maintain their own policies regarding substance use. Students are expected to abide by the policies of their site during their clinical placements. As a note, items that include CBD to include Delta-8 among others will also show up as positive on a drug test and may influence outcomes at clinical placements as described by placement policies and in the relevant program handbooks.

## **IV. RESPONSIBILITIES OF SITE SUPERVISORS**

Your site supervisor will be given guidelines for their responsibilities for practicum and internship supervision. Most site supervisors have worked with many counselor education students over the years and are extremely comfortable with the process. It is important for you to be aware of what the supervisor will be expected to do, and what they will be expecting of you. Your licensed supervisor or an appropriate clinician should always be present in the building during your time at the site and have a written emergency plan in place if the approved clinical mental health service providers are unavailable.

### **A. QUALIFICATIONS**

Your supervisor must have a master's degree in counseling or a closely related field; active, unrestricted licensure (LPC, LPC-MHSP, LMFT, LMHC, Licensed Social Worker, or Licensed Psychologist) and/or certifications; and must have at least two years' experience as a professional counselor beyond the master's. In addition, supervisors must have completed formal training in supervision skills, techniques, relevant training in supervision technology and distance counseling supervision.

### **B. SUPERVISION**

Your supervisor will be expected to participate in supervision with you for at least 1 hour per week throughout your experience. The primary supervision should be conducted on an individual basis, although it is appropriate for a supervisor to meet with two students at one time. Phone supervision should be limited to five sessions per semester. Additionally, you may participate in group supervision with 3 or more practicum students or interns. Supervisors should have relevant training for in-person and/or distance counseling supervision. Supervisors must also have relevant training in the technology utilized for supervision.

It will be important for your supervisor to review your counseling skills throughout the internship, through video, audio, or direct observation. (See **Appendices** for a sample "Permission to Record and Consult" form). Students are also required to document their site supervision each week in Tevera. **Failure to attend site supervision with your site supervisor will result in no face-to-face contact with clients that week. Work with clients will resume once you have completed appropriate supervision.**

## C. EVALUATION

Your supervisor will be responsible for evaluating your performance in formative and summative modalities to be submitted to your APSU practicum/internship supervisor at the mid-term and at the end of the semester. Scores that fall below 80% can result in a recommendation plan, remediation plan, and possible failure of the course. Students who fail the course must repeat the clinical experience and this is subject to approval by program faculty. A sample of the mental health evaluation form is provided in the **Appendices**.

## D. COMMUNICATION

During the practicum and internship experience, the APSU supervisor of the course will email/phone the site supervisor at the beginning of the semester, then arrange a site visit at the convenience of the site supervisor and APSU supervisor during the clinical experience cycle. Additionally, the APSU supervisor will consult with the site supervisor during mid-semester and at the end of the semester to further discuss student progress. **Please note ongoing consultation will occur throughout the semester as appropriate for the student, site supervisor, and university supervisor.**

# V. RESPONSIBILITIES OF APSU SUPERVISORS

## A. PRACTICUM/INTERNSHIP MEETINGS

During group supervision, the focus will be on developing your counseling skills, discussion of current topics in counseling, and in developing your skills in counseling-related areas. The ratio of faculty to students is 1:12; no more than 12 students are assigned per course. You will have opportunities to work with your supervisor or another faculty member on special activities such as supervision, research, training, writing, relevant technology, or making presentations at conferences and workshops. **If you do not attend supervision with your APSU supervisor, you must receive supervision with your site supervisor to resume face-to-face contact with clients that week. Work with clients will continue once you have completed appropriate supervision**

## B. EVALUATION

Your APSU supervisor will provide formative and summative evaluations of your performance as shown in your participation in group supervision and the seminar. Additionally, with recommendation from your site supervisor, your APSU supervisor will assign your final grade in practicum/internship. Scores that fall below 80% can result in a remediation plan, and possible failure of the course. Students who fail the course must repeat the clinical experience and this is subject to approval by program faculty. Additionally, your overall progress in the program will be reviewed by program faculty. A sample of the faculty internship evaluation form is provided in the **Appendices**.

## C. COMMUNICATION

During the practicum and internship experience, the APSU supervisor of the course will email/phone the site supervisor at the beginning of the semester, then arrange a site visit at the convenience of the site supervisor and APSU supervisor during the clinical experience cycle. Additionally, the APSU supervisor will consult with the site supervisor during mid-semester in October/March and at the end of the semester (December/May) to further discuss student progress. **Please note ongoing consultation will occur throughout the semester as appropriate for the student, site supervisor, and university supervisor.**

# VI. THE CLINICAL EXPERIENCE

## A. LIABILITY INSURANCE

Regardless of your practicum or internship setting, you are required to be covered by professional liability insurance. You can obtain insurance through one of several professional organizations. The American Counseling Association and The American Mental Health Counselors Association provide insurance at reasonable rates for their student members. Information about the organizations and the purchase of insurance is presented at Practicum/Internship Orientation meetings. Additionally, you can obtain copies of applications from your program sponsor or from your APSU supervisor. **It is important you take-action on this item as soon as you have selected a site; you cannot begin practicum or internship client contact until your insurance is in effect.**

## B. ESTABLISHING A SCHEDULE

Whether in your practicum or internship, it is important that you work closely with your site supervisor to establish a reliable schedule. It is recommended that you plan to work at your site at least one full day per week and several partial days. Learn about agency meetings or other events that your supervisor thinks are important for you to attend and make special efforts to participate, even if they occur on a “non- practicum/internship” day. Stay with your schedule as closely as possible and always give advance notice if you must rearrange it. In cases where it is necessary to continue working at your site over interim breaks (winter or May term), you should continue weekly supervision with your site supervisor throughout this period. Completion of the *Waiver of Supervision Form* is required for interim breaks.

## C. MAINTAINING A LOG

It will be important for you to keep a record, daily, of your activities and the time spent on each, throughout your practicum or internship. These numbers will be recorded in Tevera. The daily log will be helpful when you meet with your site or university supervisor to discuss your counseling cases and related activities. **For licensure purposes, ensure that you have your site supervisor sign a practicum and internship supervision verification form in the state you plan to pursue licensure. Thus, whether you choose to seek professional licensure right after graduation or in the future, that form is in your possession.**

#### **D. INDIVIDUAL COUNSELING**

In most agency settings, counseling with individuals is the backbone of the work. Do what you can to ensure that you have clients or students that you see over a period, rather than concentrating on crisis intervention. You will find that counseling experiences are more challenging when you see the same individual several times. Ask your supervisor for advice on issues such as scheduling appointments, intake interviews, consent forms, reminder calls to clients, etc.

When you are counseling individuals, concentrate on following a theory or model that you have learned and relish. Don't let yourself drift into conversation just because you may not be observed now. Understand that your practicum and internship are meant to be learning and practice situations, so don't be afraid to experiment with techniques that you have practiced in class. Your site supervisor will be there to support your efforts as well as to give helpful feedback.

#### **E. GROUP OR FAMILY COUNSELING**

You should plan to spend some of your counseling time working with groups or with families. It is important that you spend time observing and co-leading counseling or psychoeducational groups before working on your own, since different agencies may follow specific formats when working with multiple clients or families. Consider developing a structured group built on a specific topic as part of your experience. You may find that the structured atmosphere and the emphasis on a single topic will help you stay focused and will help to build your confidence in working with groups.

#### **F. RELATED RESPONSIBILITIES**

You will undoubtedly find that your practicum or internship will consist of much more than individual and group counseling. You may find that much time is spent on tasks such as developing treatment plans, writing comprehensive case notes, and consulting with counselors in other agencies. Additionally, you may be expected to make case presentations, join on-going discussion groups, or do outside activities in specific areas. **Please note handling money, taking payment on behalf of the agency, or creating your own funding management profile is strictly prohibited. Accepting any method of payment or taking on billing responsibilities without the oversight and approval of your site supervisor may result in termination from the site by either party and will result in an automatic "F" for the course.**

## G. PROFESSIONAL ASSOCIATION AND MEMBERSHIPS

If you have not done so already, you should plan to join local, state, and national professional associations now. While you are in your practicum and internship, you will have many opportunities to practice some of the suggestions offered by experienced professionals through newsletters, journals, workshops, and conferences. You will also notice that professional articles on serious topics take on new meaning when you are counseling people who have the same issues being addressed in the literature. Local counseling organizations are an excellent way to meet professional counselors, learn about job opportunities, and form lasting professional bonds. At the state and national level, you will have opportunities to become involved in issues that are important to the welfare of counselors and their clients.

### Professional Counseling Organizations

- American Counseling Association (ACA) - <https://www.counseling.org>
- American Mental Health Counseling Association (AMHCA) - <http://www.amhca.org>
- Association for Counselor Education & Supervision (ACES) - <http://www.acesonline.net>
- Tennessee Counseling Association (TCA) - <http://www.tncounselors.org>
- Tennessee Mental Health Counseling Association (TMCHA) - <http://www.tncounselors.org/tmhca>
- Tennessee Licensed Professional Counseling Association (TLPCA) - <http://www.tlpca.net>

## H. PROFESSIONAL DEVELOPMENT OPPORTUNITIES

As you become more involved in your practicum or internship, you will become increasingly aware that your professional education is just beginning, and that it is likely to continue. Luckily, every year, dozens of interesting and helpful workshops are presented in Clarksville (mainly Nashville) or the surrounding area. Your supervisors will probably be familiar with many of the workshops and can advise you on training that will be helpful in your present experience. You can usually get significant discounts on the registration fees while still in a student status. Participation in professional development activities can be included in your non-contact practicum or internship hours.

## I. EVALUATION OF PRACTICUM OR INTERNSHIP

At the end of each semester, you will have an opportunity to evaluate your supervisors and the effectiveness of the site placement, as well. The *Student Evaluation of APSU Practicum/Internship Supervisor* is shown in the **Appendices**; The *Student Evaluation of Practicum/Internship Site* also appears in the **Appendices** to provide you with examples of the questions asked in that process.

# VII. STUDENT CONDUCT AND PERFORMANCE

Background checks with results other than “no criminal indications” shall be reviewed by the MS in Counseling program to ensure the appropriate safety of students and clients. Additionally, counseling students with misdemeanor conviction(s) or charge(s) involving illegal drugs or endangerment of a child with any resolution other than acquittal would be examples of indications that would not be permitted for counseling students. Austin Peay State University shall take steps to ensure that this individual does not participate in the clinical/practicum program at the assigned site.



Throughout the clinical experience, students are expected to perform in a manner suitable for a rising professional counselor. This includes professional behavior, maintaining confidentiality, doing no harm, and consistently meeting professional and ethical standards in the field. Academic and non-academic performance are weighted heavily during practicum and internship; adhering to codes of ethics, counseling program criteria, and site-specific policies are imperative toward degree completion. Failure to meet program and/or site expectations results in evaluation of your performance and fitness for the program. It is at the practicum and internship coordinator's discretion to determine if a student should remain on site and may remove a student from their placement based on unsatisfactory evaluations, communication with site supervisors, and program faculty. **Additionally, dismissal from a site will result in an automatic "F" for the course and repeating the course during the next course offering. If a student is dismissed from a site during times when school is not in session (e.g., winter break, Maymester), this will retroactively impact your grade from the semester previously. Any final score below a "B" (<80%) results in repeating the course at the next course offering.**

Course instructors, advisors, program faculty, and clinical coordinators take steps to prevent this course of action through formative, summative and ongoing evaluation. If scores at midterm evaluation are calculated below 80% in any content area, the course instructor and student will develop a collaborative performance improvement plan to improve overall performance. Examples of appropriate action steps include additional individual supervision, comprehensive case presentations, attending necessary trainings or workshops, role-plays and/or simulations. If there is no sufficient evidence of improvement (e.g., increased scores on final evaluation), this may result in failure of the course, remediation plan, or possible dismissal from the program. These courses of action are at the discretion of program faculty.



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### CLINICAL MENTAL HEALTH COUNSELING PROGRAM

#### CHECKLIST OF CLINICAL MENTAL HEALTH COUNSELING PRACTICUM/INTERNSHIP

Counselor Trainee: \_\_\_\_\_ Semester/Year: \_\_\_\_\_  
 Agency: \_\_\_\_\_ Site Supervisor: \_\_\_\_\_

The following items will be placed in the student's permanent file:

Initialed by:

Professor

Candidate

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Checklist for Mental Health Counseling Field Experience
2. Practicum/Internship Agreement
3. Proof of Liability Insurance
4. Practicum/Internship: Understanding & Ethics Agreement
5. Report of Time Distribution
6. Practicum/Internship Information Sheet
7. Practicum/Internship Learning Contract
8. Documented Supervision
9. Field Site Supervisor's Midterm Evaluation
10. Field Site Supervisor's Final Evaluation
11. Practicum/Internship Weekly Log
12. Student Evaluation of Practicum & Internship Supervisor
13. Student Evaluation of Field Site & Supervisor

**NOTE:** *These documents will verify your field experience hours. This is necessary when applying for licensure as a professional counselor. It is recommended that you keep copies of all these documents and submit your **original work** to the P/I Coordinator with this checklist.*



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### PRACTICUM AGREEMENT

The purpose of this document is to specify the terms of the agreement that will exist between the Mental Health Counseling Master of Science Program at Austin Peay State University (APSU) and \_\_\_\_\_ (site). The terms of the agreement will be subject to modification and/or amendment only if all parties are of one accord. The specific contract will exist between \_\_\_\_\_, On-Site Supervisor, \_\_\_\_\_, Clinical Mental Health Counseling Program Coordinator, and \_\_\_\_\_, MS intern.

### THE PRACTICUM PROGRAM

The practicum program is to consist of a minimum of 100 hours to be completed between \_\_\_\_\_ and \_\_\_\_\_ for a total of 3 hours of graduate credit. This program is intended to fulfill the practicum requirement for the Master of Science degree in Counseling, Clinical Mental Health Counseling concentration.

### ROLES & RESPONSIBILITIES OF THE PRACTICUM STUDENT

The practicum student shall be responsible for:

1. Completing a minimum of **100 hours** between \_\_\_\_\_ and \_\_\_\_\_ with **40 of the 100 hours in direct client service**;
2. Receiving supervision and instruction in the programs and procedures of \_\_\_\_\_ (site).
3. Maintaining an accurate record of activities and timely completion of all appropriate documentation as required by the On-Site Supervisor, \_\_\_\_\_, and the Clinical Mental Health Counseling Program at Austin Peay State University;

4. A log will be maintained of time spent and all practicum activities which will be reviewed on a weekly basis and verified by the On-Site Supervisor's signature;
5. Maintaining professional liability insurance;
6. Performing specific duties as assigned by the On-Site Supervisor to include the following:  
Conducting Intake Assessments, Individual Counseling, Group Counseling, Family Counseling, and other duties as assigned.
7. Adhering to any dress and/or behavioral codes established by the host agency;
8. Adhering to the attendance policies of \_\_\_\_\_ (site) and the agreed upon schedule;
9. Compliance with all legal and ethical regulations.

### **ROLES & RESPONSIBILITIES OF THE ON-SITE SUPERVISOR**

The On-Site Supervisor will serve as consultant and supervisor for the practicum student while the student is on-site. Regular weekly, face-to-face planning, evaluation or consultation sessions between the On-Site Supervisor and the student are recommended. The On-Site Supervisor is expected to be present in the building during the time the student is at the site and has a written emergency plan in place if the approved clinical mental health service providers are unavailable. Additionally, the On-Site Supervisor will complete a Midterm and Final Evaluation of the student.

### **ROLES & RESPONSIBILITIES OF THE UNIVERSITY SUPERVISOR**

The University Supervisor shall meet with the student on a regular basis in an individual or group format for the purpose of:

1. Discussing the timely concerns and issues of the student enrolled in the Practicum course;
2. Being available as a faculty consultant to provide feedback and guidance related to students' placement concerns;
3. Making a site visit during the course of the semester to meet with the On-Site Supervisor.
4. The university supervisor of the practicum course will email/phone the site supervisor at the beginning of the semester (if needed). New agencies are required to meet with the university supervisor at the site at the beginning of the semester.
5. The university supervisor of the practicum course will also consult with site supervisor during mid-semester and at the end of the semester to further discuss student progress.

In the unlikely event that a problematic situation occurs between the On-Site Supervisor and the Practicum, which is difficult to resolve, either the On-Site Supervisor or the Intern may contact the student's University Supervisor, \_\_\_\_\_  
(office number: \_\_\_\_\_; email: \_\_\_\_\_).

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**Student Signature****Date**

---

**On-Site Supervisor Signature****Degree/License/Certification****Date**

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**University Supervisor, Clinical Mental Health Counseling Program****Date**



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### INTERNSHIP AGREEMENT

The purpose of this document is to specify the terms of the agreement that will exist between the Mental Health Counseling Master of Science Program at Austin Peay State University (APSU) and \_\_\_\_\_ (site). The terms of the agreement will be subject to modification and/or amendment only if all parties are of one accord. The specific contract will exist between \_\_\_\_\_, On-Site Supervisor, \_\_\_\_\_, Clinical Mental Health Counseling Program Coordinator, and \_\_\_\_\_, MS intern.

### THE INTERNSHIP PROGRAM

The internship program is to consist of a minimum of 600 hours to be completed between \_\_\_\_\_ and \_\_\_\_\_ for a total of 6 hours of graduate credit. This program is intended to fulfill the internship requirement for the Master of Science degree in Counseling, Clinical Mental Health Counseling concentration.

### ROLES & RESPONSIBILITIES OF THE INTERN

The practicum student shall be responsible for:

1. Completing a minimum of **600 hours** between \_\_\_\_\_ and \_\_\_\_\_ with **240 of the 600 hours in direct client service**;
2. Receiving supervision and instruction in the programs and procedures of \_\_\_\_\_.
3. Maintaining an accurate record of activities and timely completion of all appropriate documentation as required by the On-Site Supervisor, \_\_\_\_\_.

- and the Clinical Mental Health Counseling Program at Austin Peay State University;
4. A log will be maintained of time spent and all internship activities which will be reviewed on a weekly basis and verified by the On-Site Supervisor's signature;
  5. Maintaining professional liability insurance;
  6. Performing specific duties as assigned by the On-Site Supervisor to include the following:  
Conducting Intake Assessments, Individual Counseling, Group Counseling, Family Counseling, and other duties as assigned.
  7. Adhering to any dress and/or behavioral codes established by the host agency;
  8. Adhering to the attendance policies of \_\_\_\_\_ and the agreed upon schedule;
  9. Compliance with all legal and ethical regulations.

### **ROLES & RESPONSIBILITIES OF THE ON-SITE SUPERVISOR**

The On-Site Supervisor will serve as consultant and supervisor for the Intern while the student is on-site. Regular weekly, face-to-face planning, evaluation or consultation sessions between the On-Site Supervisor and the student are recommended. The On-Site Supervisor is expected to be present in the building during the time the student is at the site and has a written emergency plan in place if the approved clinical mental health service providers are unavailable. Additionally, the On-Site Supervisor will complete a Midterm and Final Evaluation of the student.

### **ROLES & RESPONSIBILITIES OF THE UNIVERSITY SUPERVISOR**

The University Supervisor shall meet with the student on a regular basis in an individual or group format for the purpose of:

1. Discussing the timely concerns and issues of the student enrolled in the Practicum course;
2. Being available as a faculty consultant to provide feedback and guidance related to students' placement concerns;
3. Making a site visit during the course of the semester to meet with the On-Site Supervisor (if needed). New agencies are required to meet with the university supervisor at the site at the beginning of the semester.
4. The university supervisor of the internship course will call/phone the site supervisor at the beginning of the semester.
5. The university supervisor of the internship courses will also consult with the site supervisor during the mid-semester and at the end of the semester to further discuss student progress.
6. Ongoing consultation occurs throughout the semester as appropriate for the student, site supervisor, and faculty member.

In the unlikely event that a problematic situation occurs between the On-Site Supervisor and the Intern, which is difficult to resolve, either the On-Site Supervisor or the Intern may contact the student's University Supervisor, \_\_\_\_\_ (office number: \_\_\_\_\_; email: \_\_\_\_\_).

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**Student Signature****Date**

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**On-Site Supervisor Signature****Degree/License/Certification****Date**

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**University Supervisor, Clinical Mental Health Counseling Program****Date**





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### Practicum/Internship in Clinical Mental Health Counseling Statement of Understanding and 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.*

I acknowledge that my primary obligation, as an internship student, is to do no harm to my clients or students. I therefore agree to maintain ethical behavior at all times during this field experience. I further acknowledge that my APSU and site supervisors are legally and ethically obligated to protect my clients from potential harm as much as possible through their supervision and review of my performance. In the event that any of my supervisors have reason to believe that I may harm my client through unethical or incompetent behavior, they have the right and responsibility to take immediate action.

Such action may include removing me, temporarily or permanently, from the practicum or internship site.

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 Internship Handbook.**
2. I agree to adhere to the administrative policies, rules, standards, and practices of the practicum/internship site.
3. I understand that my responsibilities include keeping my faculty supervisor(s) informed regarding my training experiences.
4. I understand that I will not be issued a passing grade in counseling skills classes and internship

unless I demonstrate the specified minimal level of counseling skill, knowledge, and competence and complete course requirements as outlined by my faculty instructor.

5. I understand that I may be required to become familiar with additional codes of ethics from related professional disciplines.

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Counselor Trainee

Date

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Site Supervisor

Date

---

APSU Supervisor

Date



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**PRACTICUM/INTERNSHIP INFORMATION SHEET**

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

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

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

Home or Mobile Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

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

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

\_\_\_\_\_

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

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

**ANTICIPATED DAYS AND TIMES AT PRACTICUM/INTERNSHIP SITE:**

**MONDAY** \_\_\_\_\_

**TUESDAY** \_\_\_\_\_

**WEDNESDAY** \_\_\_\_\_

**THURSDAY** \_\_\_\_\_

**FRIDAY** \_\_\_\_\_

**WEEKEND** \_\_\_\_\_



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### PRACTICUM/INTERNSHIP LEARNING CONTRACT

**Directions:** Students, in consultation with site and/or APSU supervisors, will choose projects or activities to complete during practicum or internship. Describe the projects or activities in terms of measurable objectives below. The APSU supervisor will review and approve the objectives at the beginning of the semester. The site supervisor will describe the degree of accomplishment of the objective, will sign below, and return this form to the APSU supervisor at the conclusion of internship with the students' final evaluation.

#### STUDENT OBJECTIVES

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### SITE SUPERVISOR EVALUATION

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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

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

Site Supervisor \_\_\_\_\_

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



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### **PERMISSION TO RECORD AND CONSULT**

I, the client (or parent or guardian), consent to the recording of my counseling sessions for purposes of professional consultation with the goal of helping improve the counselor's effectiveness. This recording may be done by video and/or audiotaping.

This consent is being given in regard to the professional services provided by the counselor named below. I understand that I will be given counseling even if I choose not to sign this authorization. I understand that even if I sign this authorization, I may ask for the recording to be turned off or erased at any time during my sessions. All audio and videotapes will be kept in a safe location and will be destroyed at the end of the semester.

I further understand that to improve counseling techniques, my counselor may be consulting with the supervisor of this agency as well as my APSU faculty supervisor. My counselor may also select a portion of the videotape to be viewed by other counselor graduate trainees during group supervision. I therefore authorize any of the supervisors and graduate trainees to observe or have access to information relating to my treatment. It is understood that these professionals and their students are bound by state laws and by professional rules about client's privacy.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

(Client or Parent/Guardian)

Date \_\_\_\_\_

I, the counselor, have discussed the issues above with the client (and/or their parent or guardian). My observations of this person's behavior and responses give me reason to believe that this person is fully competent to give informed and willing consent.

Signature \_\_\_\_\_

(Counselor)

Date \_\_\_\_\_

### 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. Clients must provide informed consent prior to any recording, and documentation of that consent must be obtained. If your site provides consent forms, you may use those. Otherwise, approved consent forms are available [\[here\]](#) (opens in a new tab) or in the Internship Manual.

**Important:** You may **not** store or share any recorded content using personal devices or storage methods, including smartphones, tablets, or personal hard drives. Only secure, cloud-based storage is permitted. Your student OneDrive account is an acceptable option. Recording sessions on personal cell phones is strictly prohibited. You are expected to handle all documents, recordings, and technology with the utmost care to prevent loss or breach. Always comply with ACA ethical guidelines and HIPAA regulations to ensure confidentiality and security.

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

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

- If you use a personal device to obtain recordings, you must use a **secure, cloud-based recording and storage system**. Free or personal accounts (e.g., Google Drive) are **not secure enough** for storing or sharing recordings. Your **student Microsoft OneDrive account** is acceptable for this purpose.
- If your site uses its own software for recording and storage, **consult with your site supervisor** on how to appropriately share these recordings with your university seminar leader.
- If your site uses **GSuite and a Pro Zoom license** with recording enabled, you may use these systems to record sessions and share them with your seminar leader as directed.
- If you use a **hand-held digital recorder**, it must be **password protected**. Files must be **uploaded directly to your student OneDrive** for storage and sharing. Do **not** store any recorded files on your personal computer or local storage.
- All recordings, including those stored on OneDrive or any other approved system, must be **permanently deleted** at the end of the training year.

You **MUST** dispose of all tapes and recordings by the end of the semester. There is no reason to save audio and video recordings. Once you have reviewed them or used them for supervision/grade, record over them or dispose of them.

**Remember:** You are required to dispose/record over them by the end of the semester.



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**MIDTERM OR FINAL (circle one)**  
**SUPERVISOR EVALUATION FORM**

**If this is the Final Evaluation, please attach the student's Learning Contract to this form**

**Practicum:** \_\_\_\_\_

**Internship:** \_\_\_\_\_

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

Date of Evaluation: \_\_\_\_\_

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

Practicum/Internship Site: \_\_\_\_\_

**Instructions**

This form is designed to help supervisors provide feedback about the performance of practicum and internship students. I know you are probably busy, but the form usually takes just five or ten minutes to complete, and your answers and comments will be much appreciated. This form will become part of the intern's record for this course and may be considered in assigning grades for the internship. Please answer each item using the scale provided. Space is provided following each category group for specific comments. There is also space at the end of this form for general comments. If you feel it would be helpful to put anything into context from the outset, please feel free to do so below.

Initial Comments:

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**Answer Code for Evaluation Items and Questions**

NA – Not Applicable or not enough information to form a judgment

1 - Far Below Expectations – needs much improvement, a concern

2 - Below Expectations – needs some improvement to meet standards

3 - Acceptable – meets standards at an average level for practicum/internship students

4 - Above Expectations – performs at above average level for practicum/internship student

5 - Far Above Expectations – a definite strength, performs well beyond average levels for practicum/internship students

### **I. Basic Work Requirements**

- ☐ Arrives on time consistently
- ☐ Uses time effectively
- ☐ Informs supervisor and makes arrangements for absences
- ☐ Reliably completes requested or assigned tasks on time
- ☐ Completes required total number of hours or days on-site
- ☐ Is responsive to norms about clothing, language, etc., while on-site

**Comments:**

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**Suggested areas for further study:**

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### **II. Ethical Awareness and Conduct**

- ☐ Knowledge of general ethical guidelines
- ☐ Knowledge of ethical guidelines of practicum/internship placement
- ☐ Demonstrates awareness and sensitivity to ethical issues
- ☐ Personal behavior is consistent with ethical guidelines
- ☐ Consults with others about ethical issues if necessary

**Comments:**

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**Suggested areas for further study:**

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### **III. Knowledge and Learning**

- ☐ Knowledge level of client population at beginning of practicum/internship
- ☐ Knowledge level of client population at end of practicum/internship
- ☐ Knowledge of treatment approach at the beginning of practicum/internship
- ☐ Knowledge of treatment approach at the end of practicum/internship
- ☐ Knowledge of treatment setting at beginning of practicum/internship
- ☐ Knowledge of treatment setting at the end of practicum/internship
- ☐ Receptive to learning when new information is offered
- ☐ Actively seeks new information from staff or supervisor
- ☐ Ability to learn and understand new information



- \_\_\_\_\_ Understanding of concepts, theories, and information
- \_\_\_\_\_ Ability to apply new information in clinical setting

**Comments:**

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**Suggested areas for further study:**

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#### **IV. Response to Supervision**

- \_\_\_\_\_ Actively seeks supervision when necessary
- \_\_\_\_\_ Receptive to feedback and suggestions from supervisor
- \_\_\_\_\_ Understands information communicated in supervision
- \_\_\_\_\_ Successfully implements suggestions from supervisor
- \_\_\_\_\_ Aware of areas that need improvement
- \_\_\_\_\_ Willingness to explore personal strengths and weaknesses

**Comments:**

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**Suggested areas for further study:**

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#### **V. Interactions with Clients**

- \_\_\_\_\_ Appears comfortable interacting with clients
- \_\_\_\_\_ Initiates interactions with clients
- \_\_\_\_\_ Communicates effectively with clients
- \_\_\_\_\_ Builds rapport and respect with clients
- \_\_\_\_\_ Is sensitive and responsive to client's needs
- \_\_\_\_\_ Is sensitive to cultural differences
- \_\_\_\_\_ Is sensitive to issues of gender differences

**Comments:**

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**Suggested areas for further study:**

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#### **VI. Interactions with Coworkers**

- \_\_\_\_\_ Appears comfortable interacting with other staff members
- \_\_\_\_\_ Initiates interactions with staff

- ☐ Communicates effectively with staff
- ☐ Effectively conveys information and expresses own opinion
- ☐ Effectively receives information and opinions from others

**Comments:**

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**Suggested areas for further study:**

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#### **VII. Work Products**

- ☐ Reliably and accurately keeps records
- ☐ Written or verbal reports are accurate and factually correct
- ☐ Written or verbal reports are presented in professional manner
- ☐ Reports are clinically or administratively useful

**Comments:**

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**Suggested areas for further study:**

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Overall, what would you identify as this student's strong points?

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What would you identify as areas in which this intern could improve?

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Would you recommend this intern for employment at their present level? Please Explain:

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Would you recommend this intern for continued graduate studies? Please Explain:

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**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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### STUDENT EVALUATION OF APSU PRACTICUM/INTERNSHIP SUPERVISOR

0 = not helpful    1 = somewhat helpful    2 = helpful    3 = very helpful    4 = not applicable

- |    |   |   |   |   |   |   |
|----|---|---|---|---|---|---|
| 1. | Assisted me in evaluating my readiness for practicum/internship<br><b>Comments:</b>   | 0 | 1 | 2 | 3 | 4 |
| 2. | Assisted me in selecting a practicum or internship site<br><b>Comments:</b>   | 0 | 1 | 2 | 3 | 4 |
| 3. | Provided me with information regarding expectations and requirements of practicum or internship<br><b>Comments:</b>                                   | 0 | 1 | 2 | 3 | 4 |
| 4. | Provided me with opportunities to consult, on an individual basis, regarding problems or issues concerning practicum/internship<br><b>Comments:</b>   | 0 | 1 | 2 | 3 | 4 |
| 5. | Allowed students to contribute input regarding the emphasis and direction of class discussion<br><b>Comments:</b>                                     | 0 | 1 | 2 | 3 | 4 |
| 6. | Led small group discussions of issues relevant to all practicum or internship students<br><b>Comments:</b>  | 0 | 1 | 2 | 3 | 4 |
| 7. | Provided structure for student-led case presentations<br><b>Comments:</b>   | 0 | 1 | 2 | 3 | 4 |
| 8. | Provided relevant literature and/or other resources relative to current topics of interest to all practicum/internship students<br><b>Comments:</b>   | 0 | 1 | 2 | 3 | 4 |
| 9. | Provided information related to licensure, certification, exams, continuing education, graduation, and professional organizations<br><b>Comments:</b> | 0 | 1 | 2 | 3 | 4 |

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 10. Provided information about opportunities to participate in community, agency, or school professional development activities | 0 | 1 | 2 | 3 | 4 |
| <i>Comments:</i>  |   |   |   |   |   |

**Additional Comments:**



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### STUDENT EVALUATION OF APSU PRACTICUM/INTERNSHIP FIELD SITE

Note: The information you provide may be shared *in general terms* with the site supervisor

Site/Agency/School Name: \_\_\_\_\_

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

Student Evaluator: \_\_\_\_\_

**Directions:** On the rating scale to the right of each item, please circle the number which best describes your practicum/internship experience

**1 = poor**

**2 = adequate**

**3 = good**

**4 = very good**

**5 = superior**

**Orientation:**

|                                  |   |   |   |   |   |
|----------------------------------|---|---|---|---|---|
| Time provided for orientation    | 1 | 2 | 3 | 4 | 5 |
| Comprehensiveness of orientation | 1 | 2 | 3 | 4 | 5 |
| Overall quality of orientation   | 1 | 2 | 3 | 4 | 5 |

**Comments:**

**Supervision:**

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| Supervision was regularly scheduled                          | 1 | 2 | 3 | 4 | 5 |
| Supervision was appropriate for my needs                     | 1 | 2 | 3 | 4 | 5 |
| Feedback from my supervisor was helpful                      | 1 | 2 | 3 | 4 | 5 |
| Supervisor was accessible (beyond regularly scheduled times) | 1 | 2 | 3 | 4 | 5 |
| Supportiveness of supervisor                                 | 1 | 2 | 3 | 4 | 5 |
| Overall quality of supervision                               | 1 | 2 | 3 | 4 | 5 |

**Comments:**

**Learning Experiences:**

|                            |   |   |   |   |   |
|----------------------------|---|---|---|---|---|
| Availability of clients    | 1 | 2 | 3 | 4 | 5 |
| Appropriateness of clients | 1 | 2 | 3 | 4 | 5 |

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| Suitability of tasks/duties             | 1 | 2 | 3 | 4 | 5 |
| Number of tasks/duties                  | 1 | 2 | 3 | 4 | 5 |
| Overall quality of learning experiences | 1 | 2 | 3 | 4 | 5 |

**Comments:****Professionalism:**

|                                      |   |   |   |   |   |
|--------------------------------------|---|---|---|---|---|
| Treatment as a professional          | 1 | 2 | 3 | 4 | 5 |
| Opportunities for input              | 1 | 2 | 3 | 4 | 5 |
| Inclusion/reception by staff persons | 1 | 2 | 3 | 4 | 5 |
| Overall sense of professionalism     | 1 | 2 | 3 | 4 | 5 |

**Comments:**

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| <b>Global Assessment of Internship</b> | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|

**Would you recommend this site to others?**

**Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

Why? Why not? Please explain below:

**Additional Comment****Please provide information for post-graduation alumni information:**

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

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

(Non-APSU) Email: \_\_\_\_\_



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### FACULTY INTERNSHIP EVALUATION FORM

Student's Name: \_\_\_\_\_

University Supervisor: \_\_\_\_\_

**Directions:** This form is designed to help supervisors provide feedback about the performance of practicum and internship students. This evaluation will become part of the intern's record for this course and may be considered in assigning grades for the internship. Please answer each item using the scale provided.

**1 = Far Below Expectations** – needs much improvement; an area of concern

**2 = Below Expectations** – needs some improvement to meet standards

**3 = Acceptable** – meets standards at average level for practicum/internship students

**4 = Above Expectations** – performs above average level for practicum/internship students

**5 = Far Above Expectations** – a definite strength; performs well beyond average levels for practicum/internship students

**NA Not applicable or not enough information to form a judgment**

| No. | Evaluation Areas   | Item Scale |   |   |   |   |    |
|-----|--|------------|---|---|---|---|----|
|     |  | 1          | 2 | 3 | 4 | 5 | NA |
| 1.  | Reliably completes assignments on time                     |            |   |   |   |   |    |
| 2.  | Student's knowledge of ethical guidelines                  |            |   |   |   |   |    |
| 3.  | Personal Behavior is consistent with ethical guidelines    |            |   |   |   |   |    |
| 4.  | Knowledge level of different client populations            |            |   |   |   |   |    |
| 5.  | Knowledge of different treatment approaches                |            |   |   |   |   |    |
| 6.  | Receptive to learning when new information is offered      |            |   |   |   |   |    |
| 7.  | Actively seeks new information from faculty and supervisor |            |   |   |   |   |    |
| 8.  | Understanding of concepts, theories, and information       |            |   |   |   |   |    |
| 9.  | Ability to apply new information in clinical setting       |            |   |   |   |   |    |
| 10. | Actively seeks supervision when necessary                  |            |   |   |   |   |    |
| 11. | Receptive to feedback and suggestion from supervisor       |            |   |   |   |   |    |
| 12. | Successfully implements suggestions from supervisor        |            |   |   |   |   |    |

|     |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|
| 13. | Aware of areas that need improvement                     |  |  |  |  |  |  |
| 14. | Willingness to explore personal strengths and weaknesses |  |  |  |  |  |  |
| 15. | Appears comfortable interacting with clients             |  |  |  |  |  |  |
| 16. | Communicates effectively with clients                    |  |  |  |  |  |  |
| 17. | Builds rapport and respect with clients                  |  |  |  |  |  |  |
| 18. | Is sensitive and responsive to client's needs            |  |  |  |  |  |  |
| 19. | Is sensitive to cultural differences                     |  |  |  |  |  |  |
| 20. | Is sensitive to issues of gender differences             |  |  |  |  |  |  |
| 21. | Shows the ability to grow from constructive criticism    |  |  |  |  |  |  |
| 22. | Shows genuine interest in other students                 |  |  |  |  |  |  |
| 23. | Ability to empathize with students                       |  |  |  |  |  |  |
| 24. | Ability to conceptualize a case                          |  |  |  |  |  |  |
| 25. | Ability to make appropriate referrals                    |  |  |  |  |  |  |
|     |  |  |  |  |  |  |  |

**Total Grade:**     /100







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### **Waiver of Supervision**

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

\_\_\_\_\_, a graduate student in the M.S. in Counselor Program at  
Austin Peay State University will be allowed to provide clinical counseling services at  
\_\_\_\_\_ under the following conditions:

- A. Permission is for the period: \_\_\_\_\_ through \_\_\_\_\_.
- B. Approved terms: **mid-December to early-January** or **May/June** or **August**
- C. All counseling supervision will be the full responsibility of the site supervisor.
- D. Counseling supervision by Austin Peay State University will not be available for the above period.
- E. The above-named trainee will adhere to all American Counseling Association ethical standards.

Special questions may be directed to the individuals listed below:

|  |                        |                  |
|--|------------------------|------------------|
| _____<br>Internship Site Supervisor    | _____<br>Email Address | _____<br>Phone # |
| _____<br>Internship Faculty Supervisor | _____<br>Email Address | _____<br>Phone # |
| _____<br>Graduate Student Trainee      | _____<br>Email Address | _____<br>Phone # |



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**CLINICAL EXPERIENCE RECOMMENDATION FORM**

University Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Student: \_\_\_\_\_ Date: \_\_\_\_\_  
\*Please indicate if this is the midterm or final evaluation: \_\_\_\_\_

Reviewed Evaluation? YES \_\_\_\_\_ NO \_\_\_\_\_

Discussed Progress? YES \_\_\_\_\_ NO \_\_\_\_\_

Major topics that emerged during Evaluation review:

Note strengths demonstrated by student:

Note concerns or areas of needed growth discussed during evaluation review:

List any potential goals, action plans or recommendations that emerged during the review:

I understand the purpose of this document is to demonstrate personal and professional development as a future counselor. As I continue through the program and execute the terms outlined in this review, I am responsible to attend weekly supervision meetings with my university supervisor to monitor my progress and fulfill the requirements of this plan. This plan is designed to improve overall performance in practicum or internship; however, it does not guarantee the successful completion of the course. Furthermore, this form will become part of my record and may be considered in assigning grades for practicum or internship.

My university supervisor and I agree to meet a minimum of \_\_\_\_\_ times this semester to review goals and action plans. Our first scheduled appointment will be \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ am/pm.

\_\_\_\_\_  
University Supervisor

\_\_\_\_\_  
Student

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

This plan was prepared by:

University Supervisor  
Clinical Coordinator of Clinical Mental Health Counseling  
Academic Advisor



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### **GRIEVANCE FORM**

This form is used to provide students the opportunity to give a formal complaint about their counseling practicum or internship site throughout the semester. You can use this form to submit experiences that you believe need additional review by the faculty. **This form is confidential, but not anonymous.**

**Site:**

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**Student Name:**

**Description of Issue:**

(Please include explanations of instances occurring at the site along with the date(s) of these occurrences and those present when the events happened: be as specific as possible)

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**Have You Contacted Your Site Supervisor?** \_\_\_Yes \_\_\_No

**If Yes, Was There a Resolution?** \_\_\_Yes \_\_\_No

**Describe The Conversation with Your Site Supervisor:**

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**If You Have Not Contacted Your Site Supervisor, Please Describe your Reservations Below:**

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**What Do You Hope with This Grievance Form?**

- A. Internship Coordinator Meeting (i.e., face to face conversation with coordinator)
- B. Internship Coordinator Intervention (i.e., coordinate contacts the site supervisor)
- C. Other: \_\_\_\_\_

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**Any Additional Information You Would Like the Internship Coordinator to Know:**

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