



Clinical Mental Health Counseling Clinical Experiences Manual

Guidelines for CMHC Practicum/Internship students

Master of Science in Clinical Mental Health Counseling

5601 19th Street, Suite #111
Lubbock, Texas 79407

Michael Hardin, Ph.D., Chair, The Department of Psychology and Counseling

Behavioral Sciences Building, Rm. 111
Office Telephone (806) 720-7838
michael.hardin@lcu.edu

Ronda Eade, Ph.D., Clinical Mental Health Counseling Clinical Supervisor

Behavioral Sciences Building, Rm. 111 C
Office Telephone (806) 720-7827
ronda.eade@lcu.edu

Sandra Pounds, Academic Coordinator

sandra.pounds@lcu.edu

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MASTER OF SCIENCE IN CLINICAL MENTAL HEALTH COUNSELING

Lubbock Christian University

The Master of Science in Clinical Mental Health Counseling (CMHC) is dedicated to training counselors who can meet the growing demand for counseling services. The mission of this program is to produce academicians and scholars who are solidly grounded in the science of human behavior, the ethics of their chosen profession, and the principles of their faith. CMHC is an innovative program that will allow graduates to obtain licensure as a clinical mental health counselor. The curriculum combines theory and technique courses with a hands-on field experience to give counselors-in-training a broad spectrum of learning experiences in the development of counseling competencies.

CMHC PRACTICUM/INTERNSHIP (FIELD-BASED) OBJECTIVES

The purpose of the field-based courses is to give the counselor-in-training an opportunity for supervised practical experiences in counseling. The courses are designed to involve students in two kinds of clinical experiences:

- 1) Experience in an approved applied setting that provides services to individuals, families, and groups
- 2) individual and group supervision

A supervised field experience is vital to the professional preparation of counselors. The clinical experience provides counselors-in-training supervised experiences that will help to expand and develop their counseling skills. One of the primary objectives of the counseling practicum/internship is to provide an opportunity for the integration and application of all previous learning. The counselor trainee is expected to function in a role similar to that of an employed counselor, while under the close supervision of an experienced and qualified supervisor. In this manner, the student will become proficient in counseling skills, methods, and techniques; gain confidence as a developing professional; develop the ability to evaluate and test ideas related to the counseling process; and ultimately learn her/his strengths and limitations as a potential counselor.

COUNSELING PRACTICUM/INTERNSHIP SITES

Counseling students are encouraged to begin looking for practicum/internship sites during their second year of study. The actual practicum experience is suggested to occur during the sixth or seventh semester of study. Students may begin their practicum experience after their pre-requisites

have been met, students have a GPA of at least 3.0, and all forms submitted by the first day of class for the corresponding semester.

The purpose of Practicum (COU5391), Internship I (COU5392), and Internship II (COU5393) is to give the counselor-in-training an opportunity for supervised practical experiences in counseling. Further, it is designed to provide an opportunity for students to work with different populations of interest, and gain insight into the counselor profession. When the student is eligible to being t

The Practicum (COU5391) is first course in the clinical experience. Practicum is a university based course designed to give the student an opportunity to:

1. Develop assessment techniques as well as treatment planning methods and strategies
2. Synthesize the theories of counseling practice
3. Apply selected theories to specific counseling cases
4. Learn and practice advanced techniques, methods, and strategies
5. Practice counseling skills, techniques and methods under supervision

For Practicum, the minimum clock hour requirement is 150 hours. This will consist of 75 direct contact hours and 75 indirect hours. Of the 75 direct contact hours, a minimum of 57 hours must be individual counseling hours. The remaining 18 hours may consist of either group counseling or psychoeducation. Each student enrolled in Practicum will be required to have a 1-hour weekly supervision with their approved site supervisor. Site supervisor qualifications will be discussed in detail (page 17). Site supervision will consist of 16 clock hours (1 hour each week) for the Fall and Spring Semesters and 15 clock hours for the Summer Session.

Practicum prepares students for the second clinical experience, Internship. For CACREP, Internship consists of 600 hours. Internship is divided into 2 courses, Internship I (COU5392) and Internship II (COU5393). Internship I (COU5392) involves a minimum of 300 clock hours, 150 direct and 150 indirect hours. A minimum of 113 of the direct hours must be individual, couples, or family counseling. The remaining 37 hours can include group counseling and psychoeducation. Each student enrolled in Practicum will be required to have a 1-hour weekly supervision with their approved site supervisor. This supervision may be individual supervision, dyadic, or triadic in nature. Site supervisor qualifications will be discussed under Site Supervisor/Agency Objectives and Responsibilities (page 17). Site supervision will consist of 16 clock hours (1 hour each week) for the Fall and Spring Semesters and 15 clock hours for the Summer Session. If more than 300 hours are completed, the student may carry

over up to 50 direct and 50 indirect hours to Internship II (COU 5393). Hours carried over from Internship I to Internship II must be indicated on Internship II contract submitted by the first day of class.

Internship II (COU 5393) is a continuation of Internship I. Internship II involves a minimum of 300 clock hours, 150 direct and 150 indirect hours. A minimum of 113 hours must be individual counseling. The remaining 37 hours can include group counseling and psychoeducation. Each student enrolled in Practicum will be required to have a 1-hour weekly supervision with their approved site supervisor. Site supervisor qualification will be discussed under Site Supervisor/Agency Objectives and Responsibilities (page 17). Site supervision will consist of 16 clock hours (1 hour each week) for the Fall and Spring Semesters and 15 clock hours for the Summer Session. Students will engage in leading or co-leading a group or psychoeducational group during this semester.

Students in their Practicum and Internship are to follow the guidelines and procedures outlined in this CMHC Clinical Experiences Manual. Students are encouraged to explore sites that meet their values and counseling interests. The exploration and eventual approval is to be coordinated with the CMHC Clinical Supervisor. The site must meet the criteria discussed under Site Supervisor/Agency Objectives and Responsibilities (page 17).

Throughout the clinical experience, the student will meet with an LCU faculty member either in person or via GoToTraining. This supervision will be in a group setting consisting of other students at the same level of clinical experience. The group supervision experience is intended to focus less on individual clients, but rather intended to expand discussion on specific theories, topics, ethical considerations, multi-cultural considerations, and other areas seen as beneficial to the students. Additionally, group supervision will address other clinical practice considerations such as dual relationships, transference, counter-transference, and other relevant issues.

CMHC PRACTICUM/INTERNSHIP REQUIREMENTS

Prior to registration of a field-based practicum/internship, the student must:

1. Have a cumulative GPA of at least 3.00.
2. Be in good standing with the university.
3. Have completed and passed an approved background check.
4. Lack no more than 3 courses (not including the practicum/internship courses) for the degree. It is recommended for optimal success in both didactic and practicum/internship courses that

the student should complete all course work before beginning practicum/internship. This requirement is based on the expectation that in the practicum the student will be applying most of the knowledge and skills learned in the didactic portion of the counseling program.

5. Have completed the following **pre-requisite** courses with a grade of **B** or higher:
 - COU5314 Assessment of Individuals and Families
 - COU5340 Professional Issues, Ethics, and Law
 - COU5353 Psychopathology of Individuals and Families
 - COU5355 Advanced Psychopathology
 - COU5360 Counseling Theory and Practice
 - COU5361 Techniques of Individual and Family Counseling
 - COU5363 Group Psychotherapy
 - COU5365 Advanced Techniques
 - COU5383 Counseling Children, Adolescents, & Their Families
6. Have signed the Intent to Pursue Practicum. It is only after this form is signed each semester that the student will be authorized to register.
7. Have submitted all other paperwork in COU Pre-Practicum **no later than the first day of class** by 5:00pm Central Standard Time (CST), for the semester in which the student is enrolled. No late forms will be accepted.

Co-requisites for Practicum and Internship include:

- COU5310 Individual and Family Lifespan and Development
- COU5320 Research in Counseling
- COU5362 Career Counseling
- COU5381 Foundations of Marital and Family Therapy
- COU5382 Multicultural Counseling

Once a student becomes eligible for Practicum, the Clinical Experience Advisor will become their new advisor. The Clinical Experience Advisor will replace the student's previous faculty advisor. The Clinical Experience Advisor will authorize registration (only after the Intent to Pursue Practicum has been signed), answer general advising questions, and answer questions related to Practicum and Internship.

Practicum and Internship courses must be taken in consecutive semesters, unless pre-approved. No hours obtained during the practicum can be counted toward the 600 hour internship requirements. Students should lead or co-lead a counseling or psycho-educational group at least once during their

practicum/internship experience. The required clock-hours are to be completed and documented weekly during the semester of the course in which the student is enrolled. Such hours must be submitted by the Tuesday of the week following the accumulation of the hours. A week is from Monday morning through Sunday night. The exception to this will be the last week of the semester. Deadlines for that paperwork will be the last day of the Semester at 5:00 pm Central Standard Time (CST). Only hours which have been supervised by both a site supervisor and a university supervisor will count towards the required hours for each course; COU5391, COU5392, and COU5393.

Prior to the first day of Practicum, Internship I, and Internship II, the student must obtain and submit written proof of liability insurance and submit proof into Dynamic Forms. A criminal background check is a requirement for the Clinical Mental Health Counseling program. Specifically, one must be completed **before** the first day of Practicum. Should the student have any concerns regarding the criminal background check, please contact the CMHC Clinical Supervisor. Practicum and Internship students are expected to dress and conduct themselves in a manner acceptable and appropriate to that site and to observe the work schedules and holidays of that site.

PROFESSIONAL LIABILITY INSURANCE INFORMATION

Each practicum/internship student must secure professional liability insurance. Professional liability insurance coverage **must start on or before** the start of practicum/internship and provide coverage for the duration of class enrollment. Students must still purchase their own liability insurance even in cases where a site provides liability insurance coverage for the student. The following are options for liability insurance:

1. American Counseling Association: 1-800-545-2223. Application forms are available on the ACA website. As a student member of ACA, you are then eligible for discounted liability insurance through the ACA Insurance Trust.
2. Healthcare Providers Service Organization (HPSO): 1-800-982-9491 or <http://www.hpso.com>
3. American Association of Christian Counselors (AACC): 1-800-526-8673
4. Students should also check with their state counseling association.

COMMUNICATION WITHIN CMHC PRACTICUM/INTERNSHIP

CACREP requires that the CMHC program and the site supervisor have regular communication. Such communication will consist of the following:

1. An initial phone call or email by the CMHC Clinical Supervisor

2. An initial phone call or email from the Practicum or Internship faculty professor
3. A mid-term evaluation of the student
4. A final evaluation of the student

The mid-term and final evaluation of the student will be submitted through Dynamic Forms, by the site supervisor. The student will have to initiate the evaluation form, so that the site supervisor can be completed.

Any concerns/issues/suggestions regarding practicum or internship should be communicated to the site supervisor immediately. If necessary, the student should then contact the faculty professor, who will reach out to the site supervisor. All concerns/issues/suggestions brought to the attention of the faculty professor will be documented through email so that all parties involved (student, instructor, and directors) have documentation of the communication and any outcomes. If the concern/issue/suggestion needs additional attention, the CMHC Clinical Supervisor and the Department Chair will become involved. Students are expected to be professional, respectful, and courteous in all communication throughout the program, including practicum and internship. Any communication deemed unprofessional, disrespectful, or discourteous will not be tolerated and will result in implementation of a Personal Improvement Plan (see program handbook), remediation, and/or possible dismissal from the program.

CMHC PRACTICUM/INTERNSHIP APPLICATION PROCEDURE

All students who will enroll in practicum/internship are required to attend the practicum/internship information meeting. Meetings will be held at the end of each academic semester for the upcoming semester for face-to-face students, and during residency for online students. A degree audit by advisors and Practicum Instructors will be conducted for each student the preceding semester of enrollment in practicum. This will ensure that all students have completed the required prerequisite courses. The student will be informed if he/she does NOT meet the requirements for the course and will be required to drop practicum. Each student will be responsible for dropping the course so that no expenses are incurred.

Upon approval, students will be required to complete the Intent to Pursue Practicum form. After the form as been signed, the student will be authorized to register for classes. Students who are ready to begin Practicum will need to request the Pre-Prac course from Sandra Pounds (sandra.pounds@lcu.edu). All students will be required to complete the forms in the Pre-Prac course, and all forms must be submitted no later than 5:00 pm Central Standard Time (CST) on the first day of

class. The Pre-Prac course will be added to your Moodle after all appropriate courses have been completed and requirements met. Additionally, the student must complete the CMHC Practicum/Internship Contract and Affiliation Agreement prior to registration. Final approval will require completion and approval of the Practicum/Internship Contract and proof of liability insurance. Approval of the practicum/internship site does not constitute enrollment or registration in the practicum/internship.

To ensure that all the necessary forms have been returned, please use the Practicum/Internship Application Checklist that is provided. Students are not allowed to begin field placements until the Intent to Pursue Practicum is signed, their course audit is approved, they have provided proof of their liability insurance, and the Practicum/Internship Contract is signed by the site supervisor. In addition, students may not begin counting practicum hours until the first class day of the semester that they have enrolled in the respective class. Any hours accumulated before the beginning of the enrolled course will be considered volunteer hours and will not be counted towards the 750-clock-hour requirement. The same is true for hours completed after the last day of the semester. It is important to note that your malpractice insurance does not cover you between semesters. Since you have student insurance, you are not an enrolled student between semesters, and thus, your insurance is not valid.

CHECKLIST FOR PREPARING FOR CMHC PRACTICUM/INTERNSHIP

You must complete all the following steps:

- ____ 1. Have Candidacy status per the CMHC Program Handbook.
- ____ 2. Obtain and sign the Intent to Pursue Practicum Form.
- ____ 3. Obtain the CMHC Practicum and Internship Manual and read thoroughly.
- ____ 4. Complete the Intent to Begin Practicum Form.
- ____ 5. Gain access to the Pre-Prac Informational Course (This is added to your account free of charge once the Intent Form has been submitted and permission has been granted.)
- ____ 6. Identify approximately *THREE (3)* potential field experience sites that meet program requirements.
- ____ 7. Make an appointment with your three identified potential sites and complete an interview with an on-site supervisor.
- ____ 8. Ensure that potential on-site supervisor meets program requirements by completing the Supervisor Qualification Form located in Moodle in Pre-Prac Information Course.

- ____ 9. Once a site has been chosen, obtain preliminary confirmation of site placement and on-site supervisor.
- ____ 10. Submit an Affiliation Agreement.
- ____ 11. Submit a Practicum/Internship Contract.
- ____ 12. Submit a Supervisor Qualification Form.
- ____ 13. Complete a Criminal Background Check.

GUIDELINES FOR OBTAINING A FIELD SITE

It is the students' responsibility to research possibilities for a potential practicum/internship site. This process should be initiated early in the program. Site interviews should begin at least a semester before enrolling in the practicum course. Begin by identifying contacts who work in desired settings. Typical sources for these contacts may be individuals known from volunteer work, community engagement, church attendance, or educational experiences. Ask professionals in counseling or related fields in your location for suggestions on potential sites. Volunteering throughout the program may open doors to practicum/internship opportunities for those with limited community contacts. If the student has been unable to obtain a field site after several interviews, he or she should contact the faculty for further assistance. The student is responsible for contacting the university faculty for guidance as needed.

Specific guidelines for prospective counselor practicum and internship students trying to obtain a field site are listed below:

- A. Identify three sites where you wish to interview for a field placement.
 - To be eligible to be a site supervisor, the supervisor must have
 - i. minimum of a master's degree in counseling or a related profession
 - ii. relevant certifications and/or licenses
 - iii. a minimum of two years of pertinent professional experience in the program area in which the student is enrolled (i.e., Clinical Mental Health Counseling)
 - iv. knowledge of the program's expectations, requirements, and evaluation procedures for students
 - v. relevant training in counseling supervision.
 - The supervisor must be available to supervise the intern a minimum of one hour/week in individual supervision. Additionally, the Supervisor Qualification Form must be completed by the supervisor via the link provided in the Pre-Prac Informational Course.

B. Interviews and Site Visits

The student should make interview appointments with the appropriate contact persons in the field sites you selected. General instructions for the interview follow:

- The student should be prepared to discuss preparation for participation in practicum/internship. For example, the student should take a list of courses that have already completed or are in the process of being completed. A description of counseling or related experiences should be included. Further, the student should include other pertinent information.
- First Impressions are extremely important. The cover letter, resume/vita, phone call, or email comprise such first impressions. It is important to take every interaction seriously, from the beginning. Interactions with Administrative Staff is equally important, as potential site supervisors may confer with the staff to see what initial impressions the student made.
- The student needs to remember that any in-person meeting or interview is a professional interaction. It is important to present yourself accordingly.
- Be certain to check cover letter and resumes/vitae for misspelled word, grammatical errors, or other common mistakes.

C. Before attending the interview, the student should read and become familiar with all the information in the CMHC Manual. The student should note that during the visit with the site supervisor, that the majority of the direct hours must come from individual counseling (see specifications page 7). Leading or co-leading group therapy, psychoeducation, or counseling intakes may constitute the remaining direct hours (as noted on page 20).

D. It is recommended that students hand write a thank you note immediately following the site interview. This, again, indicates professionalism.

E. The student may receive and tentatively accept an internship appointment at the time of an interview, or the field site interviewer may provide the student with a specific time for feedback to be provided. If neither occur, the student should wait about one week to hear from the site(s), and then initiate a follow-up phone call regarding the decision.

F. Once the student has received oral confirmation from the contact person at the field site, the student will have the potential supervisor complete the Supervisor Qualification Form, found in

the Pre-Prac Information Course on Moodle, and the supervisor will submit it through Dynamic Forms.

- G. The student should know and inform the site supervisor that the Supervisor Qualification must be submitted prior to 5:00 Central Standard Time on the first day of the corresponding semester. The student will receive a notification when site supervisor is approved.
- H. Remember, it is the student's responsibility to verify that all forms have been completed by the deadline.
- I. Should the student have questions, concerns, or difficulties during the above process contact Sandra Pounds (Sandra.pounds@lcu.edu), the university instructor, or the CMHC Clinical Supervisor should be sought.

THE CLINICAL EXPERIENCE

Prospective practicum/internship students may use this summary as a quick information guide in their interview with a field site contact person. This summary represents only an excerpt of all requirements and guidelines, which students should read thoroughly.

Preferably, interns will work at one site for both semesters of their internship. This enables them to eventually work as a regular staff member and develop ongoing client contact. The specific requirements are as follows:

- A. After adequate orientation and training, students should be involved in the full range of activities and services offered by the site. The University recognizes that the service will vary depending on the philosophy and goals of the site and the clients served; typically, these services include:
 - Individual counseling
 - Group/Family counseling
 - Career development
 - Appraisal and assessment
 - Information dissemination
 - Staff meetings
 - In-service training
 - Consulting
 - Referral
 - Program development and evaluation
 - Maintaining records

- B. Each practicum/internship experience requires both direct and indirect counseling experiences. Direct counseling contact refers to face-to-face contact with actual clients in the provision of individual, marital, family, or group therapy, and conducting intakes. Some psychoeducation may be counted as direct hours (see page 20). Indirect counseling experiences are those outside of direct client contact including the following: observation of counseling and other counseling-related activities, clinical supervision, staff meetings, counseling-related administrative work, writing clinical notes, consultation, professional development, telephoning clients and preparation for client sessions.
- C. During the semester the student is enrolled in practicum, he/she must spend at least 150 hours in practicum experiences. This includes time spent at the site (about 10-12 hours per week, 5-6 of these hours being direct client hours) and time spent in the classroom seminar and university supervision sessions. No more than 5 direct client hours may be acquired on any given day. Any additional hours must be counted as indirect hours.
- D. During the two semesters the student is enrolled in internship, he/she must spend a minimum of 600 hours (300 each semester) at the internship. This includes time spent at the site (about 20 hours per week, 10 of these hours being direct client hours) and time spent in the classroom and university supervision sessions. During enrollment in internship, 300 hours must be in direct counseling with the remaining 300 in indirect counseling.
- E. Each student may acquire up to 5 hours of Direct Hours each day. Any more than 5 Direct Hours may be counted and Indirect Hours.
- F. All students must receive a minimum of one hour per week of individual supervision from their site supervisor. The site supervisor must have at least a master's degree in counseling, or a related field such as psychology or social work or, an appropriate license or certification, and at least two years of professional experience.
- G. The on-site supervisor is asked to complete an evaluation form for the student in the middle and at the end of each semester.
- H. The student is asked to complete an evaluation form on the field supervisor at the end of each term.
- I. The instructor of the course will stay in contact with the field site supervisor as necessary and desirable.
- J. Students will maintain a weekly log that outlines all practicum/internship activities. The site supervisor will review and sign the weekly logs during the semester to verify that the logs are accurate. The weekly logs will be submitted by the student on the Tuesday of the week

following the log. The exception to this rule will be the final week of the semester. For the final week of the semester, weekly logs will be due by 5:00 pm Central Standard Time (CST) on the final day of the semester. Please note that a week is defined as Monday-Sunday.

- K. In addition to the on-site activities, students meet as specified in class under the direction of the course instructor where cases and various topics related to client interaction are discussed.
- L. Specific requirements are outlined each semester in the course syllabus. It is important to note that absence in the course results in hours accrued for that week not being counted toward required course direct or indirect hours. Further, more than 2 absences results in an 'F' in the course for an automatic fail.
- M. If a student fails a Practicum or Internship course, the student must retake the course and all hours accumulated during the failed course will be lost.
- N. Internship II students must pass the CPCE Exam. Students may have 2 attempts to pass the exam. A third attempt may be granted by permission obtained by the Dean, Dr. Susan Blassingame. Permission will be based, in part, on the students plan for study and success for passing the exam. If the exam is failed for a third time, the student will graduate with a non-clinical Master's degree.

APPLICATION GUIDELINES FOR CMHC PRACTICUM/INTERNSHIP

CMHC graduate students should carefully read and follow the guidelines described herein. Failure to follow these guidelines may result in delays in enrolling for practicum/internship and/or a less than satisfactory practicum/internship experience.

Preparation Steps for Practicum/Internship:

1. Have Candidacy status.
2. Obtain a copy of this manual. Familiarize yourself with the information.
3. Complete and submit the Statement of Understanding of Professionalism and Limitations of Supervision in COU Pre-Prac.
4. Attend the clinical information practicum/internship meeting prior to the first day of practicum/internship.
5. Registration: Students should register for COU5391 Counseling Practicum for the first field experience. After successful completion of COU5391, students should register for COU5392 Counseling Internship I. Upon completion of COU5392, students should register for COU5393 Counseling Internship II.

6. After choosing a clinical site, the Supervisor Qualification Form must be completed by the site supervisor and submitted through Dynamic Forms. If all qualifications are met, the site supervisor will be approved by the CMHC Clinical Supervisor.
7. Once the site and supervisor are approved, students must complete the Affiliation Agreement and Practicum/Internship contract with their site supervisor. This form should be submitted through Dynamic Forms.
8. All CMHC students are required to complete a background check while in the program and prior to enrollment in Practicum.

SUGGESTIONS FOR A SUCCESSFUL FIELD-BASED PRACTICUM/INTERNSHIP

1. Begin looking for a site at least a semester prior to the semester you wish to begin the practicum/internship.
2. View your practicum/internship as a real job. Take it seriously and always be prepared. Remember, your site supervisor is a valuable source for a recommendation further down the road.
3. Always keep a copy of everything related to your practicum/internship experience (weekly clinical log sheets, contract, etc.).
4. View your practicum/internship experience as a terrific opportunity to learn more about yourself and others.
5. Stay in frequent contact with your site supervisor. A minimum of **1-hour individual or triadic supervision** per week is required and should be documented on your weekly clinical log.
6. All students are encouraged to stay in contact with their course instructor regarding their practicum/internship experience and ask any questions that are appropriate to her/his role.

STUDENT'S OBJECTIVES, RESPONSIBILITIES, AND EVALUATION

Because there are many areas in which practicum/internship students may work, field objectives may be as varied as the students and their particular sites. Each practicum/internship student and site supervisor should develop a set of goals and objectives specific to the student's interests, the site's needs, and the site's mission and purpose. These objectives should be reviewed at mid-semester by the practicum/internship student and the supervisor together, and again at the end of the semester. Students are expected to perform as professional employees in the areas and level in which they are appropriately trained. Students are expected to always conduct themselves in a professional manner at the site. There are some responsibilities that each practicum student is

expected to fulfill, regardless of where the student is placed. These general responsibilities include the following:

- A. The student is expected to adhere to the ACA Ethical Standards for Counselors.
- B. The student is expected to inform all clients of his/her status as a student Practicum or Intern student under the supervision of a licensed professional. Students must also inform clients that information about their cases may be discussed with supervisors and that the same rules of confidentiality apply.
- C. The student is expected to learn/adhere to the organizational structure, processes, rules, and working conditions of his/her particular site.
- D. The student is expected to work within the appropriate chain of command.
- E. Students are to complete a Practicum/Internship Contract for **each practicum/ internship site** and provide proof of insurance coverage each semester they are enrolled in practicum/internship prior to beginning their work.
- F. The student is expected to read the Practicum/Internship Manual and have a thorough knowledge of all requirements related to successful completion of the field-based practicum/internship. These requirements include: 1) turning in all required forms by the specified deadlines; and 2) having the appropriate signature, supervision hours, and total number of hours on each log sheet before submitting. A student who is working at multiple sites is required to use separate log sheets for each site.
- G. The student will be evaluated by his/her site supervisor **twice** during each of the practicum and internships, once at mid-term (during week 8) and again at the completion of the each of the courses (last week of class). The evaluation forms will be provided in practicum/internship courses through Dynamic Forms. The student must initiate the evaluations for both the site supervisor and the faculty supervisor. It is the responsibility of each student to complete his/her own **self-evaluation**, once at midterm and that the end of the semester and discuss them with their supervisor, as well as to request any additional evaluations.

Instructors will incorporate the site supervisor's evaluations into the final assessment of the student's performance. Practicum (COU5391), Internship I (COU5392) and Internship II (COU5393) are graded Pass/Fail. Additional information regarding specific expectations is outlined in the course syllabus.

PROFESSIONAL COMPETENCY EXPECTATIONS, SITE DISMISSAL, AND REMEDIATION PROCESS

LCU faculty and site supervisors have a professional and ethical duty to evaluate students on the following: counseling skills competency, professional behaviors, ethical competency, and personal and professional dispositions. Therefore, LCU faculty will not approve program completion for students who demonstrate deficits that may interfere with professional competency. Students enrolled in practicum/internship May be dismissed from the program or a Personal Improvement Plan implemented if any of the following apply:

- Violation of LCU's honor code
- Unprofessional or unethical conduct in interactions at the practicum/internship site or with LCU faculty and staff.
- Verifiable complaints regarding the student from site supervisor or director.
- Threat of lawsuits toward the site, supervisor, LCU, or any employee of LCU.
- Site supervisor or faculty deems the student's current emotional, mental or physical state compromises the integrity of the practicum/internship experience, or puts the student or others in a compromised position.
- Failure to meet practicum/internship course requirements; failure to demonstrate the required skills for the course (resulting in a failing evaluation); or dismissal from a site.

Should any of the above conditions exist, the instructor will write an incident report and send it to the CMHC Clinical Supervisor. The incident report will be reviewed by the CMHC Clinical Supervisor and Chair of the Department. The student will receive a grade of "F" and may have to reapply for the program or may result in complete dismissal without the possibility of continuation or the program, based on evaluation of the deficit and/or violation.

Should readmission be granted, a Personal Improvement Plan (the PIP is contained in the CMHC Program Handbook) will also be developed to address and resolve the deficits. The Personal Improvement Plan is designed to assist the student in correcting any deficits in the counseling skills or personal, interpersonal, or ethical problems so the student may continue in the program. The Personal Improvement Plan may include requiring the student to retake certain courses or additional assignments, seek personal counseling, and/or obtain additional supervision. Students may also be required to take a leave of absence while Personal Improvement Plan is occurring. If a student is unable to correct the deficits identified in the Personal Improvement Plan, the CMHC Clinical Supervisor and Department Chair will meet to decide the best course of action for the student and

may include removal from the program. The student has the option to appeal this decision. Steps to appeal a decision are located in Lubbock Christian University Student Handbook.

If a student withdraws from a practicum/internship course, they will forfeit all hours earned for the semester and will need to reregister for the course in a future semester.

SITE SUPERVISOR/AGENCY OBJECTIVES AND RESPONSIBILITIES

The site supervisor/agency is expected to provide adequate professional supervision for the practicum/internship student. For purposes of Practicum and Internship I and Internship II, site supervisors are to be licensed mental health professionals, holding at least a master's degree and valid state license at an independent level of practice. Additionally, supervisors must be licensed to practice without being under supervision. The supervisor must be in good standing in the profession. For any potential supervisor with a listed disciplinary action against their license (current or past), Lubbock Christian University reserves the right to approve or deny the potential supervisor based on the nature of the violation and the disciplinary action taken by the board. The license must qualify the individual to provide clinical supervision. Examples of potential supervisors include:

- Licensed Psychologists,
- Licensed Professional Counselors
- Licensed Marriage and Family Therapists
- Licensed Clinical Social Workers

Licensed Chemical Dependency Counselors (LCDC) cannot fulfill the role of a practicum/internship student's supervisor. **NOTE:** Students who plan to seek state licensure in a state other than Texas upon graduation are responsible to know and understand any unique requirements of the state licensure board where the student plans to apply for licensure. Go to National Board of Certified Counselors (NBCC) state directory for additional information: <http://nbcc.org/directory>.

The role of the Site Supervisor is important in the development of the Practicum/Internship Student. Site Supervisors should be familiar with the requirements and duties listed on the Supervisor Agreement Form, which is signed by all supervisors through Dynamic Forms. An abbreviated list of duties is included below:

- A. Orient the student to the mission, goals, objectives, and procedures of the site.
- B. Develop goals and objectives with the student for his/her experience early in the semester.
- C. Provide the student with a realistic experience of the duties performed by a full time professional in that agency.

- D. Insure that practicum/internship students receive the agency form(s) for written informed consent and limits of confidentiality to all clients; insure that students inform clients of their status as trainees, and insure that the proper informed consent is signed by both client and student counselor.
- E. Provide one hour of scheduled weekly individual, dyadic, or triadic supervision sessions.
- F. Provide weekly feedback on the student's counseling skills and case documentation to the student.
- G. Create an appropriate caseload for the student based on the course and site requirements and the student's training needs.
- H. Monitor all cases seen by the Practicum/Internship students.
- I. Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of student's interactions with clients.
- J. Complete the formal evaluation of the student's progress at mid-term and at the end of each semester.
- K. Contact the Faculty supervisor as soon as possible, if the concerns about the student arise.
- L. Sign weekly forms documenting the student's completion of hours.
- M. Be available to assist the student in case of emergencies with clients.
- N. Staff cases as needed.
- O. Refrain from charging the student for on-site supervision.

LCU CLINICAL FACULTY OBJECTIVES AND RESPONSIBILITIES

The Graduate Practicum and Internship CMHC Clinical Supervisor and practicum/internship instructors will be in regular contact with the site supervisor and the student in order to provide necessary assistance. The faculty instructor of each practicum/internship will:

- A. Provide the student with a syllabus, which includes the course requirements, student role expectations, and means of evaluation.
- B. Maintain regular contact with the site supervisor through email or phone communication as outlined (see page 7).
- C. Consult with the student and the site supervisor as needed regarding the student's performance.
- D. Help supervise the student in an efficient and effective way by being available to the site supervisor.

- E. Complete the mid-term and final evaluation.
- F. Meet in weekly 1.5 hours of group supervision during the semester.

DOCUMENTATION REQUIREMENTS FOR HOURS

Students are required to document their Practicum and Internship experience through Dynamic Forms. Signed weekly logs **MUST** be submitted by the Tuesday at 5:00 Central Standard Time following the week of the documented hours. Only the final log date may vary. If logs are not submitted by the required dates, the hours accumulated during that time period may not be counted towards the required hours.

CARRYOVER HOURS

No hours may be carried over from Practicum to Internship I. A maximum of 50 direct hours and 50 indirect hours may be carried over from Internship I to Internship II. These hours **must** be reflected on the Practicum/Internship Contract Form submitted at the beginning of the semester the hours are being transferred. Additionally, the Carryover Form must be completed and submitted through Dynamic Forms.

DIRECT HOURS

Direct service is defined as, "interaction with clients that includes the application of counseling, consultation, or human development skills. In general, the term is used in these standards to refer to time spent by practicum or internship students working directly with clients" (CACREP Standards, 2009).

Direct hours are defined as direct client care (face-to-face) with the student as the primary therapist/facilitator, with individual clients, couples, families, or in a group. Students are required to accumulate a minimum of 113 hours that consist be individual, couples, or family counseling. The remaining 37 hours can include group counseling and psychoeducation. Direct hours may be gained outside the formal counseling office if the students are in a therapeutic interaction with a client or potential client in a different setting (e.g., while conducting community outreach with the site agency or speaking one-on-one with a potential client about current stressors in that person's life and the usefulness of counseling at the site). The following list gives examples of possible Direct Hours:

- Individual counseling
- Couples' counseling
- Family counseling

- Play therapy
- Parent/teacher consultation
- Group counseling (see limitations listed above)
- Psychoeducation
- Co-therapy experiences with the supervisor or more experienced student in which the Practicum/Internship student has an active role
- Any activity with the client present (e.g., researching resources, consultation with other professionals) that is supportive, therapeutic, reflective, relationship building, or leads to client insight

INDIRECT HOURS

Indirect hours are hours spent in support of the Direct Hours. The following list includes examples of Indirect Hours:

- Supervision – the required individual, dyadic, or triadic supervision provided by the site supervisor
- Group supervision – any additional group supervision offered by the site
- Faculty supervision – a separate form is required (see form link in your Pre-Prac Course)
- Trainings, workshops, conferences
- Consultation with other professionals
- Observation of another Professional's or advanced student's client session/intake for training purposes
- Conversations regarding client issues
- Reading literature related to practicum/internship
- Client-related paperwork
- Other activities related to clinical skill improvement

OPTION OF INTERNSHIP EXTENSION COURSES

If a student is unable to complete the total hours (75 direct and 75 indirect) during the Practicum course, the student will receive an "In Progress" (IP) grade if he/she has no less than 50 Direct Hours and have completed the other course requirements. The student may then enroll in a Practicum Extension Course (COU 5091) to complete their hours. Only one (1) extension is allowed for Practicum. The Extension Course does contain an additional cost to the student and is a zero (0) credit course.

If a student is unable to complete the total 300 hours (150 Direct and 150 Indirect) during an Internship course, will receive an 'In Progress' (IP) grade if they have accrued no less than 100 Direct Hours and have completed the other course requirements. The student may then enroll in an Internship Extension Course (COU 5092 or COU 5093) to complete their hours. The Extension Course does contain an additional cost to the student and is a zero (0) credit course. If the extension course is for the completion of Internship I, the student may carry over up to 50 direct and 50 indirect hours into the Internship II course. If the Extension Course is for the completion of Internship II hours, graduation will remain during the semester they applied to graduate, however the diploma will be issued following the completion of the Extension Course (pending all other requirements have been met).

The Extension Course is only available for students who have met site and university expectations for the Internship I or Internship II. If the student has more than 50 hours left to meet the required 150 Direct Hours in Internship I or Internship II, the student will fail the course, and have to retake the course. All hours acquired during the failed course will be lost and the student will be required to start over in hour accumulation. Only one (1) Extension Course is allowed for Internship I and one (1) Extension Course is allowed for internship II.

ETHICS FOR CLINICAL EXPERIENCE

A. Ethical Standards

Students are expected to behave in a manner that is representative of the profession, Lubbock, Christian University, the counseling program, themselves, and most importantly, Christ. This ethical behavior is a must both at the site and during course supervision.

Students are required to read, understand, and apply the professional ethical code of the counseling profession, the American Counseling Association Code of Ethics. The Ethics course is a prerequisite for Practicum. Students are bound by this code during the entire clinical experience. Any breach of the ethical code will be treated seriously and may result in a Personal Improvement Plan, retaking the clinical course, expulsion from the program, or some other disciplinary actions. It is highly recommended that the student familiarize him/herself with these ethical standards. The ACA Code of ethics can be found at the following web address:

<http://www.counseling.org/knowledge-center/ethics>

B. Confidentiality

Students must be careful to protect the confidentiality of clients and to also inform the client of the limits to this confidentiality. Discussing the limits of the client's confidentiality should occur during the first session. Such limitations include:

- Acknowledgement of the position of being a student and the necessity of discussing the case with the site supervisor.
- Determination that the client is a threat to his/herself or someone else.
- If abuse, neglect, or exploitation of a child, elder, or disabled adult by yourself or someone is disclosed, it is required by law that a report to the Department of Human Services and possibly law enforcement be made.
- If required by a court order, the appropriate records will be released.
- If a written release of records is signed by the clients, information directed by the client may be released.

C. HIPPA and Other Federal Laws

HIPPA requires that express written consent be required for information to be requested or released. If the written consent is provided, the consent is maintained in the client's file. Exceptions to this are primarily when the client harms or threatens to harm him/herself or others.

HIPPA also requires that all client records be kept under a minimum of two locks. Any client information brought to faculty supervision should be thoroughly redacted while the student is at the site and kept under a minimum of two locks (e.g., in a locked bag, in the trunk of a car). Students are expected to follow all HIPPA and other federal laws at all times.

D. E-Counseling

While E-Counseling may be permitted by some site, no Practicum or Internship student at Lubbock Christian University may engage in any online counseling at any site, for any reason. If a student is asked to conduct online counseling at the Practicum or Internship site, the student should inform the site of the LCU policy. Should questions arise, the faculty supervisor or CMHC Supervisor can clarify the policy with the site supervisor.

E. Social Media

Practicum/Internship students should never accept a client as a “friend” on his/her social media account(s). To expose a client to pictures, posts, tweets or other similar information constitutes a threat to confidentiality and issues with respect to boundaries.

EXPECTATIONS FOR PROFESSIONALISM AT SITE

As a representative of yourself, LCU, and the Graduate Counseling Program, exhibiting professional behavior is a must. Professional behaviors include compliance with the dress code of the site, compliance with all site policies, being punctual for duties, and using appropriate language at the site. Practicum/Internship professional behavior also includes only missing days at your site for legitimate reasons. In such instances, the student is required to notify the site supervisor as soon as possible and before the shift is to begin. It is also important for the student to display a positive attitude, display a willingness to learn and try new things, be flexible to changes that occur at the site, receive feedback appropriately, and strive to be a beneficial part of the team at the site.

A. Professional Dress

Dress professionally and appropriately at your site and during group supervision. Any clothing that is low-cut, too short, or too tight is inappropriate. Be wary of dressing in a manner that is distracting to your clients, colleagues, or supervisors.

B. Site Policies

Each site will have its own specific policies and procedures. It is the student's responsibility to obtain and understand these policies.

POLICY REGARDING SOCIAL MEDIA AND SOCIAL NETWORKING

Students who use social media site (e.g., Facebook, Instagram, Twitter, etc.) and other forms of electronic media should be mindful of how their communication might be perceived by clients, potential clients, site supervisors, colleagues, faculty, and other mental health professionals. Thus, every effort should be made to minimize all visual or printed material that may be deemed inappropriate for a professional counselor. Students should avoid posting information, photos, or using language that could jeopardize their professional image. Students should consider setting all security setting to “private” and consider limiting the amount of personal information posted on such sites.

PAYMENT DURING PRACTICUM OR INTERNSHIP

While not prohibited, traditionally, students are not paid during Practicum or Internship. If a student is being paid at his/her current place of employment (employment prior to Practicum/Internship), it is important that the division of work/employee duties and Practicum/Internship duties be specified and clearly delineated prior to the student beginning the practicum or internship.

SAFETY IN THE WORKPLACE

In an effort to maintain student and client safety, no student should conduct a counseling session while alone at the practicum/internship site. Students must schedule clients when at least one staff member is present at the site. If the site supervisor is not on location at all times the student is on site, a formal crisis plan must be written. The crisis plan must include how the student is to reach the site supervisor should a crisis arise. Further, the staff member at the site should be informed that he/she might be needed in case of an emergency (to make phone calls, etc.).

Some practicum/internship sites provide in-home therapy services. LCU discourages students from conducting counseling services alone in the home. A student may see clients in-home as long as another site employee is also in the home.

SUCCESSFUL COMPLETION OF PRACTICUM AND INTERNSHIP

In addition to completing the required hours for Practicum and Internship, students are required to attend all class meetings (either face-to-face or through Go-To-Meeting), complete all assignments or discussions, conduct him/herself in a professional manner with site supervisors, faculty supervisors, and peers, adhere to all ethical and legal standards, and submit forms and weekly documentation by appropriate deadlines.

The Practicum/Internship experience is designed to develop the professional and personal growth of the student. The Practicum/Internship student is expected to be willing to examine his/her own skill development and counseling interaction, while also being open to their own self-exploration. Further, the student is expected to be open to the process of supervision. Integration of theoretical knowledge and practical experience is expected to be utilized.

If the student does not progress through the Practicum/Internship as expected, site supervisors are expected to communicate such concerns with both the student and faculty supervisor. The faculty

supervisor may communicate concerns to the CMHC Clinical Supervisor and a Personal Improvement Plan may be deemed necessary.

It is the goal and desire of Lubbock Christian University CMHC Program to help develop skilled and successful professional counselors. In so doing Practicum/Internship Coursework and Clinical Experience are designed to work together to expose the student to a vast array of clinical information. It is also noted that students be an integral part of their own growth and development. The Practicum/Internship student should be an active participant in their learning experience.

*A special thank you to the Department of Psychology at Lipscomb University for permission to use portions of the department's CMHC Clinical manual.

FORMS AND SUPPORTING DOCUMENTS

The following forms are required for Practicum and Internship:

Intent to Pursue Practicum

Statement of Understanding

Affiliation Agreement

Practicum Contract

Supervisor Qualification Form

Faculty Mid-Term Evaluation

Faculty Final Evaluation

Site Supervisor Evaluation

Self-Evaluation

Weekly Logs

***All forms must be turned in by the required deadlines in order to pass (P) Practicum and/or Internship.