Department of Counselor Education

Clinical Experiences Handbook

2020-2021

A Guide to:

COUN 6376 and

COUN 6386

A Handbook for Counselors-in-training, Faculty, and Supervisors

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Created 1/19

The requirements, rules, and provisions stated in this handbook are subject to change or modification at any time. All masters specialty programs are CACREP accredited. The Clinical Mental Health Counseling and School Counseling specialties are accredited under the 2009 CACREP Standards until 10/31/2020. The Couples, Marriage and Family specialty is accredited under the 2016 CACREP Standards until 10/31/2021.
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I. Purpose of the Manual

This *Clinical Experiences Handbook* is designed to provide counselors-in-training guidance in navigating the steps to complete **COUN 6376 Supervised Practicum** and **COUN 6386 (I and II) Internships**. This handbook is also a reference for Clinical Experiences faculty, and supervisors. Counseling faculty expect that counselors-in-training familiarize themselves with the information in the handbook. If you have questions regarding material in this handbook, contact the Clinical Experiences Coordinator: Dr. Lauren McLean at llm011@shsu.edu

A. SHSU Department of Counselor Education Mission Statement

The mission of the Sam Houston State University Department of Counselor Education Program is to facilitate the development of professional counseling generalists who play an active role in enhancing individual, family, and community wellness in a diverse and changing world. Within the context of this mission, the goals of the Counseling Program are to:

- **Provide** assistance to qualified counselors-in-training in learning the skills necessary to perform as competent and knowledgeable professionals in the counseling field. This includes encouraging counselors-in-training to develop themselves as well-rounded individuals combining their academic experience, personal values, interests, and individual personalities.
- **Provide** academic coursework and clinical experience that support and enhance the professional development of the counselor-in-training following CACREP standards.
- **Facilitate** the Supervised Counseling Practicum in either the Jack Staggs Counseling Clinic or the Woodlands Community Counseling Clinic primarily for clinical training where advanced graduate counselors-in-training have opportunities for direct client contact, as well as, individual and group supervision from counseling faculty and counselor education doctoral counselors-in-training. Because of the availability of practicum interns, the Supervised Counseling Practicum also provides counseling and testing for the general public in the greater Huntsville region.
- **Promote** an understanding and acceptance of the cultural diversity of our society.
- **Model** the standards of integrity, performance, and concern for clients' welfare.

B. Terms, Abbreviations, and Definitions

**CACREP Standards**

Council for Accreditation of Counseling and Related Programs (CACREP) standards were written with the intention to simplify and clarify the accreditation requirements and to promote a unified counseling profession. The masters programs in the Department of Counselor Education which are CACREP accredited are: The M.A. in Clinical Mental Health Counseling, The M.A. in Marriage, Couples, and Family Counseling. The M.Ed. in School Counseling. For more information, click on this link: [2016 CACREP Standards | CACREP](http://example.com)
Candidacy Status
Receiving candidacy status means the student has successfully completed academic criteria in Block 1 of the study plan. In addition, at the time of the vote, the candidacy application is brought to the faculty for a vote. Candidacy status is given, if the faculty deemed the candidate favorably as having potential for success as a counselor-in-training taking other courses in their plan of study. Students must have met the deadline to submit the application for candidacy prior to being allowed to register for a course in supervised practicum (COUN 6376).

Classroom Structured Group Supervision
COUN 6376
As per CACREP (2016, p.15), practicum students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the practicum. This group supervision will occur during in-class time and you should log 1.5 hours on your time sheet. This part of class time is devoted to case presentation, consultation, feedback, discussion of counseling issues, and viewing and listening to recordings. Class attendance is mandatory. In addition to in-class time, it is important to note that you will be required to participate in course related activities (i.e., counseling clients, receive individual supervision) outside of class time.

COUN 6386
As per CACREP (2016, p.17), internship students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the internship. Group supervision is provided by a Counselor Education program faculty member or a doctoral level supervisor who is under the supervision of a Counselor Education program faculty member. Internship/Field experiences are discussed during group supervision. Counselors-in-training are required to meet during scheduled class time to fulfill their structured group supervision requirement. The counselor-in-training will conduct the actual field experience on his or her own time out in the field at their Internship site. The counselor-in-training and site supervisor agree to the field site hours and schedule. This schedule is documented on the activity plan form.

Clinical Experiences Coordinator (CEC)
The CEC is a faculty member in the Department of Counselor Education whose service role includes assisting counselors-in-training with their applications for COUN 6376 and COUN 6386. The CEC ensures the application is complete and may intervene when a site fails to abide by items in the Internship Agreement. The CEC also conducts regular interaction or oversight of student experiences with site/site supervisor and the site’s interaction with student(s). Students are encouraged to contact the CEC on a regular basis to discuss internship matters and address issues as they present themselves. Consider the CEC has the manager of the overall internship experience and liaison between site and student. The site supervisor operates as the primary point of contact for matters on site. Site policies will be honored as long as they comply with CACREP standards, ACA Code of Ethics, Sam Houston State University policies.
Clinical Hours
Counselors-in-training are required to collect a specific number of direct and indirect client hours. Those hours vary depending on whether they are in practicum or internship and program type. For example, the MCFC students are required to collect 75 hours of relational hours over the span of their clinical experience. Some examples are outlined in the table below.

- You can only count hours during the start and end period of the semester dates.
- Drive time cannot be counted as indirect client hours.

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<thead>
<tr>
<th>What qualifies as Direct?</th>
<th>What qualifies as Indirect?</th>
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<tbody>
<tr>
<td><strong>Direct Contact Hours</strong></td>
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<tr>
<td>(face-to-face or telehealth)</td>
<td>Supervision</td>
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<tr>
<td>Individual Counseling</td>
<td>Consultation</td>
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<td>Couples Counseling</td>
<td>Treatment Planning</td>
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<td>Group Counseling</td>
<td>Review of audio/video sessions</td>
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<td>Family Counseling</td>
<td>Planning and Preparation Supervision</td>
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<td>Intake Session</td>
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<td>Testing and Assessment</td>
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<tr>
<td>Co-therapy</td>
<td>Staffings/meetings</td>
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<tr>
<td>Crisis Counseling</td>
<td>Consultation</td>
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<tr>
<td>Trauma Narratives</td>
<td>Diagnosis and client related reading</td>
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<tr>
<td>Psychoeducational Interventions</td>
<td>Trainings/Workshops attended</td>
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<td></td>
<td>Writing case notes</td>
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Counselor-In-Training (CIT)
For the purpose of this handbook, a counselor-in-training (CIT) is a student enrolled in courses in the Department of Counselor Education.

Intent to Pursue Supervised Practicum Form (located in the forms section)
Counselors-in-training intending to enroll in COUN 6376 Supervised Practicum are required to complete the Intent to Pursue Supervised Practicum form located in Tk20 prior to the department deadline. This form is found online through TK20 and is labeled 6a (and referenced as MPRAC1). Look for an email sent via the listserve regarding due dates. Due dates will also be available on the Department of Counselor Education website.

Internship Clinical Supervisor
Regardless of program focus, the CIT will work under the supervision of a professional who can practice clinical work independently such as a licensed professional counselor (LPC), a licensed marriage and family therapist (LMFT), a licensed clinical social worker (LCSW), a licensed psychologist (LPA), or a licensed psychiatrist. SHSU faculty can no longer serve as clinical supervisors for Internship. Professional Counselor State Code can be found by accessing this link: Texas State Board Examiners for Professional Counselors. The Marriage and Family Therapist State Code can be found by accessing the following link: https://dshs.state.tx.us/mft/default.shtm
Internship Site
For CIT’s in the clinical mental health counseling program (CMHC) and the marriage, couple and family counseling program (MCFC); an appropriate site includes: community mental health agencies, inpatient and outpatient behavioral health hospitals, couples and family counseling centers, crisis and trauma centers, child treatment centers, residential treatment centers, chemical dependency treatment centers, or other approved agencies. However, appropriate MCFC sites should have opportunities for the CIT to gain at least 30 direct hours of experience each semester (75 hours total) with couples or families. A current list of sites may be found by accessing the blue hyperlink APPROVED INTERNSHIP SITES. If you are interested in a site not on the list, you are encouraged to contact the Clinical Experiences Coordinator: Dr. Lauren McLean at llm011@shsu.edu

For School Counselors (SC) the school counseling setting must be a TEA approved site. TEA APPROVED SCHOOLS can be found by accessing the blue hyperlink.

Internship Course Instructor/Field Instructor
This term refers to the instructor who is the assigned teacher of the course. The internship instructor is the liaison between the university and the site. The Internship Course Instructor will be conducting site visits over the course of the semester. SC will have three visits over their two internships and CMHC and MCFC will have a minimum of one site visit per semester. During the visit, the instructor will complete a Site Verification Form. Additionally, the instructor will also make note of the CIT’s liability insurance expiration date in order to keep them current. The instructor will also monitor the expiration date of the supervisor’s license and instruct the student to bring in an updated copy for the clinical file when outdated.

Internship Site Supervisor
Regardless of enrollment in the CMHC, SC, or MCFC program, the CIT will work under the direction of a person in charge of the site. The site supervisor may assign direct and indirect counseling activities and will be available to the CIT for direction and assistance regarding training, clinical duties, procedures and site policies.

- The SC will work under the supervision of a professional, with a current certificate as a School Counselor, and at least three years of experience.
  http://ritter.tea.state.tx.us/sbcrules/tac/chapter228/ch228.html

- The site supervisor for MCFC students needs to have experience and training in working with couples and/or families.

Liability Insurance
Counselors-in-training must purchase and maintain valid liability insurance effective during the semester they take COUN 6376 and COUN 6386. Counselors-in-training must provide a copy of their insurance policy in the applications for COUN 6376, COUN 6386 I and COUN 6386 II.
There are several professional counseling organizations and insurance companies which offer liability insurance for students.

Note: SHSU’s Department of Counselor Education requires CIT’s to purchase professional liability insurance and have copies submitted to the department. The CIT will not be permitted to enroll in the course or allowed to see clients until they meet this requirement. This means counselor interns should apply for their policy the semester prior to COUN 6376. For example: Professional liability insurance may be purchased via Healthcare Providers Service Organization (HPSO) or via the American Counseling Association http://www.counseling.org.

Supervised Practicum Supervisor
Practicum students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum by (1) a Counselor Education program faculty member, (2) a doctoral supervisor who is under the supervision of a Counselor Education program faculty member, or (3) a supervisor who is working in consultation on a regular schedule with a Counselor Education program in accordance with the supervision agreement.

II. Brief Overview of Clinical Experiences
Clinical experience in the Department of Counselor Education consists of three semesters. We understand that many CIT’s have outside commitments and even full-time jobs. It will take some effort, an open mind, and motivation for you to get through the process successfully.

Quick View of Total Required Hours

<table>
<thead>
<tr>
<th>COUN 6376</th>
<th>COUN 6386 I and II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Hours: 40</td>
<td>Direct Hours: 120 per semester (240 total)</td>
</tr>
<tr>
<td>Total 100</td>
<td>Total: 300 per semester (600 total)</td>
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</table>

• COUN 6376-Supervised Practicum (taken prior to 6386)
Counselors-in-training begin their clinical experience with Supervised Practicum (COUN 6376). Counselors-in-training will need to have applied for candidacy status no later than the semester submitting the “INTENT TO PURSUE PRACTICUM” form 6a via TK20. Supervised practicum helps the counselor-in-training to begin to think and feel like a professional counselor while learning common practices and procedures of the SHSU community counseling agency, while participating in clinical activities under supervision of a faculty instructor. Counselors-in-training will complete a total of 100 hours of supervised counseling experiences including:

a. a minimum of 40 direct client contact hours (for MCFC 15 must be relational hours)
b. one hour a week of individual or triadic supervision

c. one and a half hours of group supervision with University Instructor

d. audio/video recordings or live supervision of counseling

e. experience with client assessment, intakes, testing and test interpretation where appropriate

f. submit an example of a professional disclosure statement

g. submit a mid-term and final evaluation by site supervisor

h. complete and submit weekly log of hours and end of term log of hours (this may also include a supervisor log form)

i. submit the TX Practicum Documentation form

• **COUN 6386-Internships** (I and II may not be taken concurrently)
The second clinical experience, covered across two semesters, is Internship. Students will register for COUN 6386 (I) the first semester and upon approval register for COUN 6386 (II) in a second semester. At this point, we expect that the counselor-in-training can begin to assume more responsibilities at a community-counseling site. This may include a larger caseload, co-leading groups, or other new activities.

  *Note:* You are responsible for finding a clinical site(s), which meet your interests and is on our approved list. The area surrounding our University is vast, is a fantastic place to look for your ideal clinical experience, and it is also a competitive market because of all of the local and online universities. As such, you need to take this process seriously, contact several sites, and begin your search early in the process (recommendation is 3-6 months prior to planning on enrolling in Internship).

**Specifics:** Our program requires completion of a supervised internship (6386 I and II) of 600 hours over two semesters in the student’s designated program area, begun after successful completion of Supervised Practicum. Internship is intended to reflect the comprehensive work experience of a professional counselor appropriate to a counselor identity. Each student’s internship includes the following:

a. at least 240 hours of direct client hours

b. MCFC students need obtain approximately 30 relational hours per Internship in order to meet the 75 relational hours over the entire clinical experience

c. one hour a week of individual or triadic supervision

d. one and a half hours a week of group supervision with University Instructor

e. exposure to a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).

f. audio/video recordings or live supervision of counseling

g. submission of a mid-term and final evaluation by site supervisor

h. submission of weekly log of hours and end of term log of hours

i. submission of Supervision log
j. submission of evaluation of site by counselor-in-training
k. submission of evaluation of supervisor by counselor-in-training
l. submission of evaluation of program by site supervisor
m. submission of TX Internship Documentation form

III. Steps to the Clinical Experience
   A. Program Completion Sequence
   The following format is offered as a suggested structure for completion of clinical experiences. 
   Note: TK20 application submission are date and time stamped. Students who do not submit 
   forms prior to the assigned due dates will not be allowed to proceed with applying for clinical 
   courses and will have to wait until the next semester’s submission process opens to apply. 
   Additionally, in cases where there is limited seating, the date and time stamp is used as 
   consideration for enrollment as enrollment will be on a first-come, first-serve basis.

   Note: Students are placed into class sections. There is no way for students to choose a preferred 
   class location. Students may indicate which section they prefer; however, this will not guarantee 
   that they will be enrolled in that section.

   You may want to consider this self-reference checklist when applying for COUN 6376:
   1. Complete a Plan of Study with your designated faculty advisor upon entry to the 
      program.
      a. Consider courses which teach skills you will want to have for work with your clients.
      b. Keep a copy of the study plan for yourself; ensure one is with the office in your file.
   2. Apply for Candidacy (after a grade is entered for each course in the 1st block)
      a. You must have applied to, and be granted, candidacy prior to enrolling in 6376
   3. Successfully complete prerequisites to COUN 6376
      a. (5397, 5370, 5364, 6374, 5392, 5379, 6363, and Ethics).
   4. Complete Intent to Pursue Supervised Practicum Form 6a in TK20
      a. Meet with your advisor to get a copy of the Advisor Approval Form. You will 
         need to upload this to TK20.
      b. *Wait for the notification from our office that you are approved to complete form 
         6b in TK20
      c. If you are denied for one semester you must wait to submit a new application for 
         the following semester.
   5. Obtain liability insurance and upload proof to form 6b in TK20
   6. Upon receiving office approval to be cleared to enroll, register for the assigned section of 
      COUN 6376
      a. Be patient as you will not receive notification right away
   7. Successfully complete the Counselor Preparation Comprehensive Exam (Comps)
      a. Only students who successfully pass comps are eligible to enroll in 6386
You may want to consider this self-reference checklist when applying for COUN 6386:

1. Successfully Complete COUN 6376 with a grade of A or B
2. Begin considering and contacting sites in your area
3. Investigate steps the site has for applying as an intern
4. Complete Intent to Pursue Internship (COUN 6386 I/II) Form 6c in TK20
   a. If your application is denied you will need to wait until the following semester to reapply
5. Upon receiving an approval email from our office complete Form 6b in TK20
6. Upon receiving office approval, register for your assigned section of COUN 6386 I/II
   a. Be patient as you will not receive notification right away

**B. Prerequisites for Clinical Experiences**

`Clinical Experiences CIT’s must have:`

- Candidacy status
- Good standing with the program, must not be on academic probation
- All prerequisites successfully completed
- Permission from the department to register

*Note:* It is highly encouraged that any emails you send to the Clinical Experiences Coordinator have the appropriate topic in the subject line of the email (ex., COUN 6376 fall term or TK20 Form 6a).

**C. Specific Performance Requirements for Clinical Experience**

1. **Candidacy Status**

   The Department of Counselor Education is committed to continuous and systematic evaluation of its students. When a student is admitted into the Department of Counselor Education, it is an admission into the program but does not constitute Candidacy for a degree. Only when the CIT obtains Candidacy Status are they allowed to pursue Clinical Experiences. A CIT’ s progress and performance in the program will be initially evaluated by a group of faculty, after they have a grade for each course in block one and have submitted the Candidacy Application Form for faculty review. Candidacy is achieved via faculty vote. This is only one component of the student’s review of performance and progress. After approval for Candidacy, the student will continue to be evaluated through formal and informal processes to ensure successful completion of the program.

2. **Grades/GPA**

   Students must be in Good Academic Standing to begin clinical experiences. Good Academic Standing is defined in the SHSU Graduate Catalog as: “In order to achieve and remain in academic good standing at Sam Houston State University, a graduate student must maintain an overall grade point average of at least 3.0 on all graduate coursework attempted.” **Graduate policy for Academic Standing**
3. Completion of Forms

**IF A STUDENT FAILS TO SUBMIT A COMPLETED APPLICATION (ALL DOCUMENTS, SIGNATURES, AND DATES) BY THE DEADLINE, THEY WILL NOT BE ABLE TO ENROLL IN THE CLINICAL EXPERIENCE FOR WHICH THEY APPLIED.**

Forms needed for 6376 application in TK20:
- Advisors Approval Form
- Liability insurance

Forms needed for COUN 6386 application in TK20:
- Advisors Approval Form
- Current professional liability insurance
- Personal Data Form
- Supervisor Data Form
- Supervisor’s license with effective date and expiration date
- Completed and signed Activity Plan
- Internship Agreement: University Policy requires we obtain original/manual signatures on all Internship Agreements (i.e., Educational Agreements). The following must be submitted to the department in their original form (manual signature required) either in person or through mail. **No scans or copies accepted.** Manual signature means a signature handwritten by a person with the intent to sign. Initials, stamps, or substitute signatures of another party are not acceptable manual signatures. Internship Agreement must include student, site supervisor and clinical supervisor signature and date.

D. Internship Tips

1. Finding a Site
The student is responsible for finding an approved site that adheres to department and CACREP requirements. The student is also responsible for being proactive with CEC communication if difficulty finding a site or an additional site is needed. A student may NEVER leave a site, ignore communication with a site, or secure a site without CEC approval. Failure to follow these requirements may result in delayed registration or even dismissal from the program. A list of approved sites can be accessed by going to the Counselor Education webpage and clicking on Resources for Current Students or via the following link
https://www.shsu.edu/academics/counselor-education/resources-for-current-students.html

2. Sample Criteria for Approved Sites
If a CIT finds a potential site currently not on the list, the CIT is encouraged to contact the CEC. The CEC can make contact with and evaluate the potential site. **ALL sites must be approved by the CEC.** The following is partial criteria for site approval. The full description can be found on the Affiliation Agreement.
   1. Site must be a mental health setting (i.e., your primary activity at the site will be individual/family counseling; exposure to diagnosing preferred).
2. Opportunities will be available for a variety of professional activities, including treatment teams, staff meetings and trainings, and management of client records.
3. Site supervisor meets CACREP requirements to be an approved supervisor.

3. Criteria for Clinical Supervisor Qualifications
Clinical supervisors are an integral part of our students’ training, and we partner with our site supervisors to provide the very best training for our counseling students. As part of this process we refer to the 2016 CACREP Standards CACREP standards for Professional Practice Section 3. The basic criteria for site supervisors are the following:
- A minimum of a master’s degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
- The supervisor should be a Licensed Mental Health Professional who can conduct clinical practice independently.
- A minimum of two years of pertinent professional work experience.
- Knowledge of the program’s expectations, requirements, and evaluation procedures for students.
- Relevant training in counseling supervision.

Clinical Supervisor Responsibilities
- Provide opportunities for the CIT to work with diverse clients and populations.
- Provide on hour of individual or triadic supervision per week.
- Make time for at least one meeting with the faculty instructor per semester.
- Submit one midterm and one final evaluation of the CIT.
- Complete two recorded/live observations of CITs counseling sessions.
- Consult with the faculty instructor if an issue with the student arises.
- Review and sign necessary documents.

4. Cover Letters & Resumes
Consider that seeking an internship is similar to finding a job. First impressions are critical. The cover letter and resume (and even the email or phone call that delivers them) are the first impression a student will make to the potential site supervisor or, if one does a fantastic job, an employer. It is important to take this introduction seriously. Do not minimize the negative impact of grammatical mistakes, misspellings, wrong names, or other common mistakes. The Career Center (CAREER SERVICES LINK) on campus can also be a good resource for working on your self-promotion.

5. Visiting a Site & Interviewing
In preparation: familiarize yourself with the site including investigating the website, types of services, hours of operation, population served, and typical diagnoses of clients served.

Initial interactions with the agency’s staff and your interviews with supervisors can make or break a student’s chance at getting an internship. Supervisors and potential employers often ask their office staff for their impressions of a student’s interaction style. It would be a shame to offend the administrative assistant even though you may have impressed the director. Any
interactions with the office or supervisory staff should be completely professional, including professional dress and proper manners. Treat these interactions as job interviews, for indeed that is what they are. There are many stories of students gaining employment from their internship placements. We also recommend that a student write thank you notes to the potential supervisor after the interview. It is a great opportunity to make a third professional impression.

Suggestions: Be prepared to discuss Department requirements to ensure your site can meet all of the requirements. Consider discussing your clinical courses, experiences, interests and goals, including volunteer work. Note any clinical workshops you have attended; be sure to use terms and concepts from your theory of choice during your interview; make use of positive critiques you have received from faculty and peers and highlight those strengths to the interviewer; verbalize your interests as well as areas you wish to gain knowledge; demonstrate competency yet remain humble.

**Prepare for interview at selected site(s).** Counselor-in-trainings should:

a. Prepare curriculum vitae (CV) and present to site interviewer.

b. Take the Clinical Experience Handbook to give to the potential site supervisor.

c. Be prepared to present interests and goals along with the requirements of our program.

d. Make sure the site can meet all of the requirements of Internship.

e. Upon mutual consent, obtain dated signature of site & clinical supervisor on Internship Agreement.

You may want to ask: what is the site requiring prior to you starting to see clients (i.e., a second interview, background check, TB test, 2-week wait process with HR, mandatory training period, etc.). All this things will help you determine if the site is suitable for your needs.

**6. Accepting an Invitation for Internship**

Once you have mutual consent to accept a site, acquire necessary signatures ASAP to secure your site. You do not have a site until signatures are in place. Once an Internship Agreement is in place, you have accepted the internship placement. It is unprofessional to drop that site in favor of another site.

*Note:* If circumstances arise where you are forced to terminate a site, you must obtain a Termination of Internship Agreement form, found at: https://www.shsu.edu/academics/counselor-education/resources-for-current-students.html under the heading *COUN 6386: Internship Resources*, and obtain needed signatures. Additionally you must follow the steps in Section VII of this handbook. Do not submit this form prematurely. It is only needed if and when you need to prematurely terminate an agreement with your site(s).

**7. Professional Affiliations & Liability Insurance**

All counseling students are required to obtain and maintain their own liability insurance throughout the time they are enrolled in clinical courses (COUN 6376, 6386 I and 6386 II). The
purpose of liability coverage is to protect all of the persons involved, the client, the student, the supervisors, and the university.

Students are strongly encouraged to participate in local, state, and/or national professional organizations. Such involvement allows a student many specialized educational opportunities as well as opportunities to network for practicum/internship sites or for jobs. Before students may begin Supervised Practicum, they are encouraged to join the American Counseling Association (ACA). One benefit of a student membership in the ACA is the provision of liability coverage at no additional cost. This benefit applies to students who are at least half-time status within the CMHC/MCFC programs. Because of the significant hour requirement beyond the classroom, the CMHC/MCFC programs and faculty consider a student to be enrolled half-time even if the only class being taken in a given semester is one of the clinical experience classes (practicum or internships). For example, if the student is only enrolled for 3 hours one semester, but it is a practicum or internship course, the student is considered to be enrolled half-time.

Other benefits of ACA include resources, downloadable podcasts, and online journals on the ACA website. The website to enroll is: http://www.counseling.org/Counselors/MemberJoin.aspx

8. Internship Agreements and Registration for Practicum

Students will be assigned to a class section based on the needs of the department to evenly distribute students between sections. The department does not guarantee a student any section at any location.

As a professional, the student is expected to take necessary actions to accommodate the assigned time. Internship Agreements are required for practicum/internship placements and must be signed by the student, the site supervisor, clinical supervisor, Clinical Experiences Coordinator, Department Chair, Dean of the College, and the University Provost. When Internship Agreements are processed and cleared, the student will be notified which class section they may enroll in. It is imperative that all signatures and dates be in place prior to a student being cleared for enrollment. Internship Agreements are not valid without all parties’ signatures. If a student’s Internship Agreements is not cleared before the start of semester, the student may not be allowed to start the clinical experience. You must obtain an Internship Agreement for each semester you are enrolled in Internship even you are staying with the same site(s) and supervisor(s).

9. Practicum Orientation

Students are required to participate in Supervised Practicum Orientation, which is typically scheduled approximately one month before Practicum would begin. At orientation, several topics will be explained, including expectations for professional behavior, video/audio recording procedures, and information regarding assessment protocol and clinical paperwork.

IV. Clinical Experiences: The Details

Clinical experiences is where the textbook becomes reality. It is an exciting time for CITs who are eager to begin to serve others. It is exciting for faculty as well, who are able to see students grow and integrate their learning, their personal characteristics, and their specialty areas.
Currently the Department of Counselor Education uses two sites/locations for Supervised Practicum (COUN 6376). One location is on main campus at the Jack Staggs Counseling Clinic and the second location is at the Woodlands Center in The Community Counseling Clinic. Counselors-in-training may request a location but ultimately placement is decided by the Clinical Experiences Coordinator, based on various administrative placement considerations.

A. Requirements for the Clinical Experiences

1. Onsite Activity Requirements

Purpose of Supervised Practicum (COUN 6376)

This practicum course includes extended hours which includes group supervision, individual supervision, and direct service to clients seeking mental health services. Approximately 4 hours of class time is devoted to using counseling skills with clients. Counseling sessions may also be scheduled outside of class time based on availability and department and faculty discretion. One and a half hours a week is required for supervision which may entail case presentation, consultation, feedback and discussion of cases. Additionally, the CIT will need to make class time for record keeping, case management activities, and observing colleagues’ counseling sessions.

We believe that it is important for students to try to experience as many opportunities as possible while in their clinical experience (COUN 6376 & 6386). The following is a general list of the many diverse areas in which we would like our CITs to be involved at their clinical sites.

1. Individual psychotherapy (including family and couples)
2. Group psychotherapy
3. Interactive psychoeducational experiences
4. Individual/triadic supervision with a licensed mental health professional
5. Observation and co-therapy opportunities
6. Participation in consultation, treatment teams, and staff meetings
7. Exposure to management of client records, learning confidentiality and HIPAA compliance
8. Participation in informational activities and in-service presentations/activities
9. Exposure to referrals and terminations
10. Practice in administration & interpretation of tests, where appropriate
11. Other activities relevant to your setting

2. Supervision Requirements

The CIT should be familiar with the roles and responsibilities of each type of supervisor throughout the clinical experience.

a. Clinical Supervisor. The clinical supervisor must meet 1 hour a week with the CIT in order to assess the CIT’s progress and provide feedback. For COUN 6376, the supervisor is assigned faculty, or doctoral intern supervised by Counselor Education faculty, and will require the CIT to schedule individual/triadic supervision on a non-class day to accommodate the supervisor’s schedule. An abbreviated list of duties for site supervisors is included below.
• Discuss mission, goals, objectives, and procedures of the clinics and of supervision.
• Develop goals and objectives with the CIT for his/her experience early in the semester.
• Provide one hour of scheduled individual supervision sessions weekly.
• Provide weekly feedback on student’s counseling skills and case documentation.
• Discuss CIT’s training needs.
• Monitor all cases seen by the practicum student.
• Complete formal evaluations of student progress at mid-term and end of each semester.
• Meet with the faculty supervisor at least once during the semester, typically at midterm.
• Contact the faculty supervisor as soon as concerns about the CIT arise.
• Sign forms weekly which document CIT’s completion of hours.
• Observe CIT conducting therapy sessions via recordings, observation, or co-therapy as much as possible, but at least twice per semester.
• Be available to assist the student staffing cases as needed.
• Refrain from charging the student for supervision.
• Incorporate CIT’s understanding of and commitment to the American ACA Code of Ethics.

b. Faculty supervisor/class instructor. In addition to the clinical supervisor, the CIT will also have a SHSU faculty supervisor during 6386 I and II. The SHSU faculty supervisor will visit the site at least once during the semester, will be available to meet more often if appropriate or requested by the clinical supervisor, and will make regular contact with the clinical supervisor via email/phone. The faculty supervisor should be involved with any difficulties that may arise with the CIT at his/her placement. This supervisor will also complete evaluation forms about the CIT’s skills and progress, will review the observations discussed above, and will turn in a grade at the end of the semester.

c. SHSU Supervision Requirement. For Supervised Practicum (COUN 6376), CIT’s are required to meet with their course supervisor one hour a week for supervision and 1.5 hours a week in a group format; additional individual supervision may be requested as needed by the faculty supervisor or student.

3. Observation Requirement
COUN 6386 I and II: Counselors-in-training’s clinical experiences are observed each semester by their course instructor. These observation periods should include one-hour sessions with a client from the internship site. Written consent must be secured from the client for such requirements, and the client must approve prior to observation or audio or video recording. A video session is preferred; however in a case where taping is not available, a Critique of Session Observation form should be completed by the course instructor and submitted by the instructor to the Department office for filing as proof of the observation.

What do CACREP standards say about sites who are reluctant to tape?
Audio/video recordings are an essential part of supervision for a CIT and allow better feedback than self-report. Clinical experiences should involve intensive, direct, observation-based supervision. However, not every site has to allow taping. One option, if a site will not allow
taping, may be for the student to have multiple placements at more than one site with at least one allowing taping. For the purpose of COUN 6386 I and II, students are not allowed to carry clients at either of the campus counseling clinics so that the taping requirement can be met. Another option is, CACREP standards do allow for live supervision by a supervisor. In this case the site supervisor will observe two (2) live sessions and subsequently complete a session critique form for each observation in lieu of taping.

*Of note:* A student will receive a grade of Incomplete for a semester where this requirement is not met; this grade would keep a student from being able to progress to the next clinical experience semester, or graduating, until this requirement is met.

4. Documentation Requirement

Counselors-in-training are to keep a log of their completed hours, using the form provided by the course instructor in the syllabus. Counselors-in-training are also expected to complete any other documentation (HIPAA related or other site-specific documentation) required by the facility. Counselors-in-training will make documents available to be reviewed by the agency site supervisor, clinical supervisor, or faculty supervisor upon request; completion of this requirement is included in the CIT’s final grade. In accordance with ethical and legal requirements, the faculty supervisor at various points throughout the semester will review the CIT’s clinical paperwork in COUN 6376. Such paperwork includes intake paperwork, progress notes, treatment plans, and termination summaries. CIT are encouraged to keep current with their paperwork.

5. Hour Requirements Explained

a. Definitions. CACREP defines direct service 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, 2016). If a student has a question about how to categorize an activity while at the clinical placement, the student should ask the faculty supervisor.

Counselors-in-training are required to collect a specific number of direct and indirect client hours. Those hours vary depending whether they are a practicum or internship counselor-in-training.
<table>
<thead>
<tr>
<th>What qualifies as Direct? Direct Service/Contact Hours (DSH)</th>
<th>What qualifies as indirect? Indirect Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Counseling</td>
<td>Supervision</td>
</tr>
<tr>
<td>Couples Counseling</td>
<td>Consultation</td>
</tr>
<tr>
<td>Group Counseling</td>
<td>Treatment Planning</td>
</tr>
<tr>
<td>Family Counseling</td>
<td>Review of audio/video sessions</td>
</tr>
<tr>
<td>Intake Session</td>
<td>Planning and Preparation</td>
</tr>
<tr>
<td>Testing and Assessment</td>
<td>Staffings/meetings</td>
</tr>
<tr>
<td>Co-therapy</td>
<td>Consultation</td>
</tr>
<tr>
<td>Crisis Counseling</td>
<td>Education/Trainings attended</td>
</tr>
<tr>
<td>Trauma Narratives</td>
<td></td>
</tr>
<tr>
<td>Psychoeducational Interventions</td>
<td></td>
</tr>
</tbody>
</table>

**Direct Service Hours (DSH)**

Direct service hours are defined as direct client care (face to face or telehealth) with the student as the primary therapist/facilitator, with individual clients, couples, families or in a group experience. Students are encouraged to accumulate as many hours with individuals, couples, and families as possible. DSH may be gained outside of the counseling “office” (i.e. home-based counseling) if students are in a therapeutic interaction with a client or potential client in a different setting. For any of the categories below, if the student uses play therapy, sandtray or expressive arts techniques, the student should log those hours under play therapy/expressive arts.

- **Individual counseling**
  
  A counseling session between the student and one client.
  
  - A **reflecting team** is one or more additional CITs who observe a therapy session and then have a conversation and/or consultation about what they noticed about the session.
  
  Sometimes, **reflecting teams** are utilized on a one-time basis, as a way for a therapist and client to obtain consultation on a case. Typically, the reflection is strengths-based, brief, and done at the end of the session. In order for this experience to be considered direct hours, the student must be part of the direct treatment of the client(s).

- **Couples counseling**
  
  A counseling session between the student and a dating, co-habitating, or married couple.

- **Family counseling**
  
  A counseling session between the student, the client, **and at least one other member of the client’s family**. The client may or may not be present.

- **Co-counseling**
  
  A counseling session where the student is assisting another counselor conduct the session with any number of clients or clients’ family members. The student must actively participate in order to count this as a direct hour.
• **Coordinate Community Resources**
  A session or meeting in which the client or a representative of the client (e.g., parent, caregiver) is present and the student is assisting in coordinating resources on the client’s behalf. (e.g., IEP meeting, consultation with a different provider, community outreach, etc.)

• **Crisis intervention**
  A counseling session or situation in which the student is providing intervention to any number of clients in crisis. (e.g., suicidal or homicidal ideation intervention, disaster response)

• **Intake/structured interview**
  A session or situation in which the student is gathering information in a structured format. (e.g., administering psychological tests, initial session with a client)

• **Group counseling**
  A session in which the student facilitates or co-facilitates counseling with two or more non-related clients.

• **Psychoeducational group/workshop**
  A session or meeting in which the student presents or co-presents psychoeducational information with minimal interaction from participants.

• **Play therapy/expressive arts**
  A counseling session in which the student utilizes traditional play therapy, sandtray, or expressive arts techniques with any client or family members.

• **Group play therapy**
  A session in which the student utilizes traditional play therapy, sandtray, or expressive arts techniques to facilitate or co-facilitate counseling with two or more non-related clients.

• **Integrated Behavioral Health**
  A counseling session or situation in which the student interacts directly with the client in a setting that utilizes inter-professional and team-based care to integrate counseling and medical care.

**Indirect Service Hours (ISH)** - Indirect service (site) hours are hours spent in support of the Direct Service Hours. Examples of ISH are listed below. If a site requires the student to be involved in community outreach as part of the clinical experience, then no more than 10% of the total practicum/internship time should be spent in outreach activities, unless the student is also able to receive direct service hours as a part of the community outreach.

• **Faculty Supervision**
  Faculty – individual/triadic: A clinically-related meeting between an assigned SHSU faculty member and no more than two students.
Faculty – **group**: A clinically-related meeting between an assigned SHSU faculty member and three or more students.

Faculty – **play therapy supervision**: A clinically-related meeting between an assigned SHSU faculty member and any number of students in which traditional play therapy, sandtray, or expressive arts techniques are used and/or discussed. This faculty member may or may not be an RPT-S.

- **Site Supervision**
  Site – **individual/triad**: A clinically-related meeting between a licensed mental health professional at the student’s internship site and no more than two students.
  Site – **group**: A clinically-related meeting between a licensed mental health professional at the student’s internship site and three or more students.
  Site – **play therapy supervision**: A clinically-related meeting between a licensed mental health professional at the student’s internship site and any number of students in which traditional play therapy, sandtray, or expressive arts techniques are used and/or discussed. This licensed professional may or may not be an RPT-S.

- **Client Advocacy**
  A situation in which the client is not present and the student takes action to assist the client in making changes in his or her social environment (e.g., making a DCS report, locating referral sources, researching social services for which the client may be eligible).

- **Workshops/professional development**
  Training on or off site (e.g., staff meetings, orientation training, play therapy conference, any training held online).

- **Reviewing session recordings**
  This is time spent reviewing your own audio/video session recordings.

- **Observing others**
  A counseling session where the student is doing a live observation of another counselor conducting a session with any number of clients or clients’ family members. The student is not engaged in the session but simply observing.

- **Program development**
  A situation where the student is assisting the clinical site develop programming (typically psychoeducational programming).

- **Reading/research/preparation**
  Preparation for client sessions (e.g., reading counseling related books, researching evidenced-based interventions, preparing for your next session, intervention planning).
• Writing clinical reports
  Producing a written case conceptualization, writing a treatment summary, referral, progress notes or other written notes.

• Administration/Clerical duties
  This can include front desk coverage, filing, replying to emails, cleaning duties, etc.

**By the end of clinical experiences students are required to complete the entire 600 hours, which includes 240 hours of direct service, and for MCFC students, 75 hours should be relational hours.**

During the clinical year (over the entire clinical experience), a student must lead/co-lead a minimum of 10 group hours; a student is strongly encouraged to actively seek, or even proactively create, group experiences in which to participate, even if not at the primary internship site.

6. Additional Practicum and Internship Information

a. No Carryover of Hours between Practicum & Internship I. Students often ask if their hours from COUN 6376 can count for COUN 6386; for example, can extra Practicum hours count as Internship I hours? **No, students cannot use hours from practicum to benefit internship.**

b. Carryover between Internship I & II. In order to complete the 600 hours required during Internship I & II, we recommend that students split the hours evenly (300 hours each semester) so that the pace of hours/week is even at the internship site. However, there are situations where hours may come more easily one semester than the other or one semester is a shorter summer term. For these reasons, Internship I & II hours are allowed to “blend.” Blending Internship I & II hours can look one of two ways:

1. Smaller Internship I/Larger Internship II. A student may complete a minimum of half of the recommended Internship I hours, i.e., 150 total hours, which includes 60 direct service hours. A student may receive a grade for Internship I if these requirements are met. We would expect that the remaining hours would be earned during Internship II. By the end of Internship II, students are required to complete the entire 600 hours for Internship I & II, which includes 240 direct service hours, of which 75 hours for MCFC should be family/couple client hours.

2. What if I don’t complete all my 300 hours, including 120 direct hours, by the end of the semester?

It is sometimes difficult to get all 300 hours completed during your first Internship semester as it takes time to build up clientele, especially if your first semester is during the summer semester, which is only about 10 weeks long. If you do not complete all 300 hours, you will be given a grade of “X” and then continue on to your second semester of Internship*. Once you have completed the 300 hours, you will need to notify the professor of your first Internship so he or she can change the “X” to a grade. You must have completed all 600 hours by the end of your
second semester of Internship in order to receive a passing grade and graduate. It is imperative
that students be proactive and diligent regarding hours. The CEC and internship instructor must
be informed early and often to address potential issues.

If a student finishes the Internship II hours early, the student is expected to continue working at
the site until the academic semester ends. A student may decrease the number of hours worked
per week in Internship II, if the site approves. However, the Counseling faculty encourage
students to gain as much experience (i.e., direct service hours) as possible while at their sites.
Precise documentation of practicum and internship hours is required by every student. Faculty
supervisors will review all documentation carefully to ensure that the student has completed the
hours. Note: Misrepresentation of logged hours is an ethical violation.

Option of Internship Continuation
Some students may reach the end of Internship II and find that they will not be able to complete
the total 600 Internship I & II hours due to client flow issues at their sites. Students who are able
to finish Internship II hours by the end of the first week of classes of the next semester may do so
with an ‘In Progress’ (IP) grade. This grade allows a student to continue working on that course
with no penalty to the GPA. Students will need to complete a Between Semesters Agreement
form. By extending the due date until the end of the first week of the next semester, it typically
gives the student about 3 additional weeks to work on the hour requirement. When the hour
requirements are met at the end of the first week of the next semester, a grade can then be
entered by the Faculty supervisor. Graduation would occur at the end of the next semester after
Internship II, assuming all other requirements have been met.

Failure of Practicum and Internship
It is possible to complete all assignments successfully in Practicum and Internship but still fail
the course. If skills proficiencies are not met in Practicum or a counselor-in-training receives a
score of a 1 or 2 on any category on their Final Evaluation for Internship, the student may have
to retake the course or it’s possible that a failure grade will be assigned. If concerning issues are
present, the student will meet with the instructor and/or the CEC to review and determine future
action by the course and department. Additionally, if minimum required hours are not met for
Internship, the student will fail the course and have to retake that section of Internship.

V. Documentation of the Clinical Experience

Guidelines for Audio/Video Recording COUN 6376
Our clinics are part of our SHSU training system; therefore, sessions may be audio and video
recorded for training and supervision purposes. In addition, supervision sessions may be video
recorded and viewed during a doctoral student’s class. Taped sessions should never leave the
clinic property. The development of program-appropriate audio/video recordings recording may
occur:

1. for use in supervision of the CIT’s interactions with clients.
2. for use in the supervision of doctoral supervisors conducting supervision and in teaching
   internships.
3. for use in assessing CIT’s performance skills (e.g., in-session behavior, facilitative skills, procedural skills, theoretically-based techniques).

4. for use in class case presentations.

Confidentiality of client information applies to all CIT’s, faculty and supervisors.

COUN 6386 I and II

For the purpose of SHSU CIT training, sessions may be audio and video-recorded for supervision purposes. The development of program-appropriate audio/video recordings recording may occur for presentation of video/audio recording to internship class and/or evaluation of live supervision by clinical supervisor and/or internship faculty supervisor. Confidentiality of client information applies to all CIT’s, faculty, and supervisors and must be safeguarded.

VI. Clinical Experiences and Ethics

a. Background Checks and Other Requirements

Counselors-in-training should be informed that agencies may require background checks prior to accepting an intern. The agency has the final word as to whether to accept or deny the intern. Additionally, some sites may have other requirements that involve fees (ex., TB test). It is unethical to provide misleading or incorrect information about your background. At a minimum any student who falsifies information may be reprimanded and at worst may be expelled from the program.

The CIT should inquire whether any specific fees apply to the internship prior to accepting the position. Any fees related to the site’s requirement(s) is the responsibility of the counselor-in-training and not reimbursable by the University. The CIT should ask the site whether this process may delay the start date of the Internship.

b. Interim or Semester Break Periods

Counseling faculty are not typically at their workplaces during breaks (between semesters). Thus, faculty are typically not available or on-call during breaks between or during terms. Therefore, on-site supervisors MUST understand that if they allow counselor interns to begin prior to terms of enrollment, to work during term breaks, or to work beyond the end of the term, they assume responsibility for counselor-in-trainings during those times.

The on-site supervisor is under no obligation to assume that responsibility. Allowing counselor interns to begin prior to enrollment, work during breaks, or work beyond the end of the term are not common experiences. One example of when this may occur relates to continuity of care, which might be considered a valid reason to allow counselor-in-trainings to continue seeing clients during breaks. In order for counselors-in-training to receive approval to intern during breaks, the counselor interns and supervision site must complete and submit the Between Semesters Form. Counselor interns are responsible for completing the appropriate documentation in a timely fashion and must receive approval by the CEC prior to earning hours. The counselor-in-training should ensure that 1) their liability insurance covers their internship work during a
break when they are not registered for a class and 2) the on-site supervisor is willing to cover the counselor-in-training.

c. Expectation for Ethical and Professional Behavior
The Department of Counselor Education expects CIT’s to be familiar with and follow the procedures of COUN 6376 Supervised Practicum and COUN 6386 Internship. Additionally, CIT’s will be expected to know and follow rules and regulations pertaining to their site. Faculty and site administrators are great teachers and mentors; however, it is the responsibility of the CIT to develop professional habits of responsibility, accountability, personal appearance, social media presentation, and self-management. It is the obligation of counselor educators and site supervisors to address inabilities of a CIT who fails to achieve counseling competencies that might impede performance. In addition, CIT’s are expected to demonstrate a willingness and openness to work in an affirming way with all clients, regardless of clinical issues, client identity, or value differences.

Similar to expectations throughout the graduate program, CIT’s have a responsibility to understand and follow the ACA Code of Ethics and adhere to applicable laws, regulatory policies, and rules and policies governing professional staff behavior at the agency or placement setting. Furthermore, they should refrain from offering or providing counseling services when their physical, mental, or emotional capacities are likely to harm a client or others.

The counseling profession demands the highest level of individual integrity as well as demonstration of professional expertise in developing knowledge and skills appropriate to effective counseling. The Faculty regularly review counselor-in-trainings’ academic performance as well as monitor counselor-in-trainings’ professional behavior. Counselor-in-trainings who do not demonstrate the qualities and skills associated with effective counseling may be advised to complete a remediation plan to address specific deficiencies, delay, or even withdraw from the program.

Counselors-in-training are expected to behave in a responsible and professional manner while functioning in practicum and internship. Failure to conform one’s behavior to acceptable standards of practice shall be considered cause for dismissal from practicum/internship or the program. Cause for dismissal from either Practicum or Internship shall consist of, but not be limited to:

1. Any activity that is prohibited under the ethical standards and practices of ACA.

2. Malicious disrespect toward instructors, supervisors, or fellow CIT; failure to follow reasonable instructions; use of profanity or verbal or physical intimidation toward others.

3. The use of fraud or deceit to obtain admission to the department, a course, a practicum, or an internship.
4. Soliciting or accepting a personal fee, monetary gift, or other form of remuneration or compensation for counseling or other services while functioning as a practicum or internship counselor-in-training.

5. Use of alcohol or other drugs to the extent that it impairs the counselor-in-training’s ability to perform properly or adequately, or which may pose a threat to the welfare or safety of potential or actual clients.

6. Conviction of an offense involving the sale, possession, or consumption of a controlled substance.

7. Conviction of an offense that is a felony.

8. Conviction of an offense involving moral turpitude.

9. Conviction for a misdemeanor offense committed during the practice of any counseling activity.

10. Any behavior, activity, procedure, or practice that is prohibited under the state of Texas LPC guidelines.

11. Terminating an Internship without following procedures.

VII. Procedures for Resolving COUN 6376 and 6386 Issues

CIT has an issue with the Supervisor:

First:
Attempt to resolve the issue with the supervisor
(document your attempt)

Second:
If not remedied, discuss the issue with the class instructor
(document your attempt)

Last:
Contact CEC

Appendix A
Summary of Site Supervisor’s Responsibilities

• Watch SHSU Department of Counselor Education supervisor training video.
• Effectively communicate your expectations of the counselor-in-training.
• Actively mentor the counselor-in-training by introducing him or her to the policies and procedures of your organization.
• Meet with the counselor-in-training for at least an hour a week for supervision. Additionally, be available/flexible if any additional supervisory needs occur outside of the weekly hour supervision.
• Assess the goals for the counselor-in-training in terms of the realities of your site.
• Develop an Individualized Plan to meet agreed upon goals.
• Allow the counselor-in-training to observe your work with clients.
• Guide the counselor-in-training’s individual and group interactions with clients.
• Observe the intern providing individual and group counseling.
• Provide ongoing feedback to the counselor-in-training.
• Contact the university faculty supervisor if problems arise.
• Complete Midterm Evaluation and Final Evaluation of the counselor-in-training.
• Complete the Evaluation of Program form.
• Verify and sign all weekly hour and supervision logs.
Appendix B

Sample Intent to Pursue Supervised Practicum: What to expect from Form 6a in TK20
Appendix C

Creating and Completing Application 6b (Application to Supervised Practicum) in Tk20

0. Before starting this Application, make sure you have a scanned copy of your PROOF OF LIABILITY INSURANCE. This is very important. If necessary, scan this form and have a PDF (or phone JPG) file available.

1. Log in to https://tk20.shsu.edu with your SHSU Username and Password.
2. Click on the Applications tab, on the left
3. Click the green + Create New Application button.
4. From the dropdown, choose Application 6b - Application to Supervised Practicum. If it is not on the list, then you are not permitted to apply at this time.
5. When done, click the green Submit button at the bottom.
6. This completes the application. You will be contacted by the Department from here.
Sample Department Approval Form: What to expect from Form 6b in TK20
Appendix D

Creating and Completing Application 6c (Education Intent to Pursue Internship) in Tk20

0. Before starting this Application, make sure you have a scanned copy of your ADVISOR APPROVAL FORM and CURRENT LIABILITY INSURANCE. This is very important. If necessary, scan these forms and have a PDF (or phone JPG) file available.

1. Log in to https://tk20.shsu.edu with your SHSU Username and Password.
2. Click on the Applications tab, on the left. If you have any existing Applications, they will be listed here.
3. Click the green + Create New Application button.
4. From the dropdown, choose Application 6c COUN Education Intent to Pursue Internship. If it is not on the list, then you are not permitted to apply at this time.
5. Complete the Application (see below); red arrows are required fields, blue arrows are optional fields.
6. When done, click the green Submit button at the bottom.
7. This completes the application. You will be contacted by the Department from here.
Appendix E

Creating and Completing Application 6d (Department Approval Form for Internship) in Tk20

0. **Before starting this Application, make sure you have a scanned copy of WAIVER OF LIABILITY, PERSONAL DATA FORM, SUPERVISOR DATA FORM, SUPERVISOR’S CURRENT LICENSE, and COMPLETED AND SIGNED ACTIVITY PLAN. This is very important. If necessary, scan these forms and have a PDF (or phone JPG) file available.**

7. Log in to [https://tk20.shsu.edu](https://tk20.shsu.edu) with your SHSU Username and Password.

8. Click on the Applications tab, on the left. If you have any existing Applications, they will be listed here.

9. Click the green + Create New Application button.

10. From the dropdown, choose Application 6c COUN Education Intent to Pursue Internship. If it is not on the list, then you are not permitted to apply at this time.

11. Complete the Application (see below); red arrows are required fields, blue arrows are optional fields.

12. When done, click the green Submit button at the bottom.
13. This completes the application. You will be contacted by the Department from here.