Clinical Experiences Handbook

2019-2020

A Guide to:
COUN 6376 and COUN 6386/6387

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

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The requirements, rules, and provisions stated in this handbook are subject to change or modification at any time.
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I. Purpose of the Handbook
This Clinical Experiences Handbook is designed to provide counselors-in-training guidance in navigating the steps to complete COUN 6376 Supervised Practicum and COUN 6386/6387 (I and II) Internships. This handbook is also a reference for Clinical Experiences faculty, and supervisors. Department of Counselor Education 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. Yvonne Garza-Chaves at ygarza@shsu.edu

Note: Students are responsible for knowing the content of this handbook and are responsible for to comply with all requirements in this handbook to progress through the clinical phase of their program of study.

A. SHSU Department of Counselor Education Mission Statement
The mission of the Sam Houston State University Department of Counselor Education 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 and 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 Clinical Mental Health Counseling (CMHC), Marriage, Couple, and Family Counseling (MCFC), and School Counseling (SC) programs in the Department of Counselor Education are all CACREP approved and therefore, abide by standards set by CACREP. For more information, use the hyperlink in blue. [2016 CACREP Standards](https://www.cacrep.org) | [CACREP](https://www.cacrep.org)
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 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 applying for supervised practicum (COUN 6376).

Note: It is the student’s responsibility to be aware of deadlines to applying for candidacy.

Classroom Structured Group Supervision
COUN 6376
As per CACREP (p.15 2016 standards), 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 students should log 1.5 hours on their logsheet. This part of class time is devoted to for case presentation, consultation, feedback, discussion of counseling issues, and viewing and listening to recordings. Class attendance is mandatory.

Note: Students will be required to see clients and receive individual supervision outside of class time.

COUN 6386/6387
As per CACREP (p.17 2016 standards), 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 faculty member or a doctoral level supervisor who is under the supervision of a counselor education 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. 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 6386/6387. The CEC ensures the application is complete and may intervene when a site fails to abide by items in the Internship Agreement.

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 outline in the table below.

- You can only count hours during the period of the start and end semester dates.
- Drive time cannot be counted as indirect client hours.
<table>
<thead>
<tr>
<th>What qualifies as Direct?</th>
<th>What qualifies as Indirect?</th>
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<td>Direct Contact Hours</td>
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<td>Consultation</td>
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<td>Psychoeducational Interventions</td>
<td>Training to the counselor-in-training</td>
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<td></td>
<td>Writing case notes</td>
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<td></td>
<td>Research related to client care</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. On Tk20 this form is found on line 6a (and referenced as MPRAC1). Look for an email sent via the listserve and at the Important Dates and Deadlines on the Counselor Department website regarding due dates.

**Internship Clinical Site Supervisor**
Regardless of CMHC, MCFC, the CIT will work under the supervision of a professional who has been licensed at least 2 years and 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. See Appendix A for Site Supervisor’s Responsibilities.

For SC, the CIT will work under the supervision of a certified school counselor who has been certified for at least 2 years.

*Note: SHSU faculty cannot serve as clinical supervisors for Internship.*

Professional Counselor State Code can be found by accessing the link in blue 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 CMHC and 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 have opportunities for the CIT to gain 30 direct hours of experience each semester 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 CEC Yvonne Garza-Chaves at ygarza@shsu.edu

For CIT’s in the SC the school counseling setting must be a TEA approved site. TEA APPROVED SCHOOLS can be found by accessing the blue hyperlink.

**Internship Site/Field Instructor**

This term refers to a faculty member in the Department of Counselor Education who will be assigned as the instructor of the course. The internship instructor is the liaison between the university and the site. 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 is to monitor the expiration date of the supervisor’s license and instruct the student to bring in an updated copy for the clinical file. The instructor will also make note of the CIT liability insurance expiration date.

**Internship Site Supervisor**

Regardless of CMHC, SC, or MCFC, 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 supervision of a professional, with a current certificate as a School Counselor, with at least three years of experience.

http://ritter.tea.state.tx.us/sbecrules/tac/chapter228/ch228.html

The site supervisor for MCFC students need 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 COUN 6376 and COUN 6386/6387. Counselors-in-training must provide a copy of their insurance policy in field applications for COUN 6376, COUN 6386/6387 I and COUN 6386/6387 II. There are several professional counseling organizations which offer its members policies.

*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 allowed to see clients unless their policy is in effect and current. This means counselor interns should apply for their policy the semester prior to COUN 6376. As an 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 faculty member, or (2) a doctoral supervisor who is under the supervision of a counselor education 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 Supervised Practicum and Internships
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.

<table>
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<tr>
<th>Quick View of Total Required Hours</th>
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<tbody>
<tr>
<td><strong>COUN 6376</strong></td>
</tr>
<tr>
<td>Direct Hours: 40</td>
</tr>
<tr>
<td>Total 100</td>
</tr>
</tbody>
</table>

- **COUN 6376-Supervised Practicum** (taken prior to 6386/6387)
  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 (See Appendix B for sample). 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
  b. one hour a week of individual or triad supervision (outside of class time)
  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 (outside of class time);
  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

- **COUN 6386/6387-Internships** (I and II may not be taken concurrently)
  The second clinical experience, covered across two semesters, is Internship. Students will register for COUN 6386/6387(I) the first semester and upon approval register for COUN 6386/6387(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, it is also a competitive market because of all of the local and online universities. This is not to scare you, but to motivate you to take this process seriously, contact several sites, and begin your search early in the process.

**Specifics:** Our program requires completion of a supervised internship (6386/6387 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 at approved site
b. students in MCFC must acquire a minimum of 30 hours direct contact with couples and/or families over the span of COUN 6376, COUN 6386/6387 (I), and COUN 6386/6387 (II).
c. one hour a week of individual or triadic supervision with site supervisor
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. collection and submission of weekly log of hours and end of term log of hours
i. submission of evaluation of site by counselor-in-training
j. submission of evaluation of supervisor by counselor-in-training
k. submission of evaluation of program by site supervisor

### 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:** Students who do not submit forms prior to the assigned DUE DATES will not be allowed to proceed with applying for CE courses and will have to wait until the next semester’s submission process opens to apply.

**Note:** Students are placed into class sections. Students cannot make a preference for a location. Students who drop after being placed will be put on the bottom of the list for the next semester.

**To Enroll in Supervised Practicum (COUN 6376):**

- Complete a Plan of Study with your designated faculty advisor
  - Consider courses which teach skills you will want to have for work with your clients.
  - Keep a copy of the study plan for yourself; ensure one is in your Department of Counselor Education academic file.
- Apply for Candidacy (after a grade is entered for each course in the 1st block)
  - *you must have applied to candidacy prior to enrolling in 6376
- Successfully complete prerequisites to COUN 6376 (5397, 5370, 5364, 6374, 5392, 5379, 6363, and ethics).
___ Complete Intent to Pursue Supervised Practicum Form 6a in TK20
*meet with your advisor to get a copy of the Advisor Approval Form. You will need to upload this to TK20.
*wait for the email from CEC that you are approved to complete form 6b in TK20
*if you are denied for one semester you must wait to submit a new application the next semester.

___ Obtain liability insurance upload proof to form 6b in TK20
___ Once receiving Department of Counselor Education approval, register for assigned section COUN 6376
*typically this is a slow process you will not hear something back right away

During Supervised Practicum (COUN 6376):
___ Must complete comprehensive exams during Supervised Practicum
*****only students who successfully pass comps may enroll in 6386

To Enroll in Internship I and II (COUN 6386/6387):
___ Successfully Complete COUN 6376 with a grade of “A or B”
___ Complete Intent to Pursue Internship I (COUN 6386/6387 I) Form 6c in TK20
*if your application is denied wait until the following semester to reapply
___ Once receiving an approval email from CEC complete form 6b in TK20
___ Begin seeking and setting up interviews for an internship site(s)
___ Once receiving Department of Counselor Education approval, register for assigned section of COUN 6386/6387 I
___ Begin COUN 6386/6387 I
___ Successfully complete COUN 6386/6387 I with a grade of “A” or “B”
___ After receiving an approval email from Department of Counselor Education, register for designated section of COUN 6386/6387 II
___ Begin COUN 6386/6387 II

B. Prerequisites for Clinical Experiences
To begin 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 of Counselor Education to register

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 piece 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. It is the student’s responsibility to timely apply for candidacy to be able to enroll in COUN 6386.

2. Grades/GPA
Students must receive a grade of B or higher in COUN 5385 to be eligible to take COUN 6376. Students must receive a grade of B or higher in COUN 6376 to be eligible to take COUN 6386/6387. Further, students must be in Good Academic Standing to begin the clinical experiences. Good Academic Standing is defined in the SHSU Graduate Catalog: “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
Note: IF A STUDENT FAILS TO SUBMIT A COMPLETED APPLICATION (ALL PAGES, SIGNATURES AND DATES) BY THE DEADLINE, THEY WILL NOT BE ABLE TO ENROLL IN THE CLINICAL EXPERIENCE FOR WHICH THEY APPLIED

Forms needed for COUN 6376 TK20
- Advisors approval form
- Liability insurance

Forms needed for COUN 6386 TK20:
- Advisors approval form
- Current professional liability Insurance
- Personal Data form
- Supervisors Data form
- Supervisors license with effective date and expiration date
- 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). 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
A list of approved sites can be accessed by going to the Department Counselor Education webpage and clicking on Resources or 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 visit 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.

For CMHC and MCFC, the site must be a mental health setting, i.e., your primary activity at the site will be individual/family counseling; exposure to diagnosing preferred.

For SC, the site must be approved by TEA.

Opportunities will be available for a variety of professional activities, including treatment teams, staff meetings and trainings, and management of client records.

Site supervisor meets CACREP requirements as outlined below.

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 our 2016 CACREP Standards CACREP standards for Professional Practice Section 3.

The basic criteria for site supervisors is 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 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.
➢ Consult with the faculty instructor if an issue with the student arises.
➢ Review and sign necessary documents.

4. Cover Letters and 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 and Interviewing
In preparation: familiarize yourself with the site, investigate the website, types of services, hours of operation, population served and typical diagnosis.

Initial interactions with the agency’s staff and your interviews with supervisors can make or break a student’s chance at getting a spot there. 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, 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 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 and 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). 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 as 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 in the packet, and route for signatures. Additionally you must follow the steps in Section VII of this handbook.

**7. Professional Affiliations and Liability Insurance**

All counseling students are required to hold and maintain their own liability insurance throughout the time they are enrolled in clinical courses (COUN 6376, 6386/6387 I and 6386/6387 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 program. Because of the significant hour requirement beyond the classroom, the CMHC program 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, CEC, 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.

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
In clinical experiences is where the textbook becomes reality. It is an exciting time for CIT’s who are eager to begin to serve others in the counseling profession. 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, the second location is at the Woodlands Center in The Community Counseling Clinic. Criteria for site selection will be based on counselor-in-training’s level of preparation appropriate for the site, career goals, and ultimately site availability. Counselor-in-trainings may request a location but ultimately placement is decided by the CEC, based on several factors, most importantly being best interest of clients.
A. Requirements for the Clinical Experiences
1. Onsite Activity Requirements

Purpose of Supervised Practicum
This practicum course includes group supervision, individual supervision, and direct service to clients seeking mental health services. Typically, one and one-half hours of class are devoted to individual or group counseling, couples or family counseling, play therapy, intake assessment, record keeping, case management activities, and observing colleagues counseling sessions. One and one half hours are devoted to group supervision for case presentation, consultation, feedback, discussion of counseling issues, and viewing and listening to recordings.

Note: Supervised Practicum class structure is subject to alternation based upon needs of the clinic with the approval of the Director of Clinics.

We believe that it is important for students to try to experience as many opportunities as possible while in their clinical experience. The following is a general list of the many diverse areas in which we would like our CIT’s to be involved at their clinical sites.
1. Individual psychotherapy (including family and couples).
2. Group psychotherapy.
3. Interactive psychoeducational experiences.
4. Individual/triad supervision with 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 and 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 and will require the CIT to schedule on a non-class day to accommodate the supervisor’s schedule. For COUN 6386/6387, the supervisor is approved by the CEC. An abbreviated list of duties 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 evaluation 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. 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 the faculty supervisor weekly for three hours across the course of the semester in a group format and one hour each week for individual/triad supervision that occurs outside of class time. For Internship I and II, SHSU supervision groups will meet biweekly for three across the course of the semester and meet one hour each week for individual/triad supervision that occurs outside of class time. Follow the course syllabi for meeting schedule.

*Note: Supervisees may be asked to meet for additional supervision as needed.*

### 3. Observation Requirement

COUN 6386/6387: Counselors-in-training are observed *each semester* of a clinical experience 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 of Counselor Education 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 CIT and allow better feedback than self-report. Clinical experiences should definitely involve intensive, direct observation-based supervision. Not every site; however, has to allow taping. If a site will not allow taping, it may be acceptable for the student to have placements at more than one site with at least one allowing taping. For the purpose of COUN 6386/6387, **students are not allowed to carry clients** at either of the counseling clinics so that the taping requirement can be met. CACREP standards do allow for live supervision by a supervisor. In this case the site supervisor will observe 2 live sessions and subsequently complete a session critique form for each observation.

*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 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. Such paperwork includes intake paperwork, progress notes, treatment plans, and termination summaries.
5. Hour Requirements

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, 2009). 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 on 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>
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<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>
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<td>Testing and Assessment</td>
<td>Supervision</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>
</tr>
<tr>
<td>Trauma Narratives</td>
<td>Education/Training attended by the CIT</td>
</tr>
<tr>
<td>Psychoeducational Interventions</td>
<td>Counseling Research</td>
</tr>
</tbody>
</table>

Direct Service Hours (DSH)

Direct service 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 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” 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.

- **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.
• **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.

• **Phone session**
  A session that occurs with the client or the client’s representative (e.g., parent or caregiver) with the purpose of providing counseling related services, e.g., phone intakes, speaking with clients or parents over the phone. Phone session time is limited to no more than 10% of the total direct hours per semester.

• **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**: 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**: 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**
  E.g., front desk coverage, filing, replying to emails, cleaning duties

6. **Additional Internship Information**

   a. **No Carryover of Hours between Practicum and 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 and II.** In order to complete the 600 hours required during Internship I and 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 and II hours are allowed to “blend.” Blending Internship I and 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. The same percentage requirements for individual v. group hours is strongly suggested (i.e., 40% (24 hours) of the 60 are individual/couple/family). 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 and II, which includes 240 direct service hours, of which 96 hours should be individual/family/couple client hours.

c. 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 graduate.

However, 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 late 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 and can result in the student failing a clinical course and/or dismissal from the program.

d. 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 and 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. 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.

IV. 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 supervision purposes. In addition, supervision sessions may be video recorded and viewed during 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, staff, and supervisors.

COUN 6386/6387
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.

V. 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). 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, 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 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 counselor-in-trainings to receive approval to intern during breaks, the counselor interns and supervision site must complete 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 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 6386/6387 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 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 problems 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.
Note: Cause for dismissal from Supervised Practicum or Internship may result in student being terminated from the Department of Counselor Education.

VI. Protocols Specific to Faculty Related to Clinical Courses

1. Pursuant to the ACA Code of Ethics, faculty will not use the supervisory relationship to further personal interests of any kind.

2. Faculty will submit all required paperwork to the CEC prior to entering grades for COUN 6376 and COUN 6386/6387.

3. If the CEC makes a decision about a clinical experiences matter, instructors and students will follow this decision.

   Not following these protocols may result in faculty losing their privileges to teach clinical courses.

VII. Procedures for Resolving COUN 6376 and 6386 Issues

CIT has an issue with the Supervisor:

Issue with Supervisor

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

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

Last: Contact CEC
VIII. Master Student Clinical Course Progression

To Enroll in COUN 6376
- Must receive a B or above in Prepracticum (COUN 5385)
- Must have completed all required coursework*
- Must have been approved for candidacy**
- Must complete all required forms***
- Must meet all required deadlines***
- Must have Advisor and Clinical Experiences Coordinator Approval

During COUN 6376
- Must take Comprehensive Exams while enrolled in Supervised Practicum (COUN 6376)****

To Enroll in COUN 6386
- Must receive a B or above in supervised practicum (COUN 6376)
- Must have successfully passed comprehensive exams.
- Must have completed all required coursework.*
- Must complete all required forms.***
- Must meet all required deadlines.***
- Must have Advisor and Clinical Experiences Coordinator Approval

*Work with your assigned advisor to formulate a plan of study to meet this requirement. It is important you do not deviate from the Plan of Study.

**Work with your advisor to timely complete the Candidacy Application and submit it to Department office by the deadline (October 1 for Spring enrollment; April 1 for Summer and Fall enrollment).

***Review Department Important Dates and Department page for current student on website and look for e-mails from the Department listserv. Questions contact the Clinical Experiences Coordinator.

****Review Department Important Dates and Department page for current student on website and look for e-mails from the Department listserv. Questions contact the Testing and Accreditation Coordinator.
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 at for at least an hour a week for supervision. Additionally, be available/flexible if any additional supervisory needs come up 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 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 contact and supervision logs.
Appendix B

Sample Intent to Pursue Supervised Practicum: What to expect from form 6a in TK20

6a) COUNSELOR EDUCATION - INTENT TO PURSUE SUPERVISED PRACTICUM (COUN 6276)

General Information    Custom Form    Preview

MPRAC 1

Today’s Date – date you are completing form 6a also called MPRAC 1

Semester and year you intend to Register for 6376:

☐ Spring 2020
☐ Summer 2020
☐ Fall 2020

Please choose your program specific area:

☐ School Counseling (SC)
☐ Marriage, Couple and Family Counseling (MCFC)
☐ Clinical Mental Health Counseling (CMHC)

☐ Yes, I agree.

I understand that AGCA is one avenue for obtaining my proof of liability insurance. I understand I will need to upload proof of my liability insurance when I am approved to complete form 6b also called MPRAC 2.

☐ Yes, I agree.

I understand that attending supervised practicum orientation is mandatory not an option.

☐ Yes, I agree.

I understand that practicum includes additional time outside of scheduled class to attend individual supervisions and counseling sessions with clients.

☐ Yes, I agree.

By filling out and submitting this form, 6a also called MPRAC 1, you are letting our department know you are planning to take COUN 6376, will have the courses completed to do so, and are aware that you will need to take comprehensive exams during the same semester as 6376. You have been told that only by passing Comprehensive exams will you be allowed to apply to take COUN 6386.

☐ Yes, I agree.

I am aware that (due to the nature of this course) I will not be able to choose my preferred location. I may be assigned to either main campus or the Woodlands location based on availability.

☐ Yes, I agree.

I have taken COUN 6299 Basics of Play Therapy

☐ yes
☐ no

I understand that if I have not passed candidacy by the time my packet is reviewed I will not be allowed to register for 6376. I understand it is the student’s obligation to follow up on the status of my candidacy. If I am unsure I should contact my advisor.
Appendix C

Sample Department Approval Form: What to expect from form 6b in TK20
Appendix D

Sample Intent to Pursue Internship: What to expect from form 6c in TK20

6C) COUN EDUCATION INTENT TO PURSUE INTERNSHIP (COUN 6386)

1. BASIC INFORMATION

Title:

6c) COUN Education Intent to Pursue Internship (COUN 6386)

Description:

Instructions:
Open date range:

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Allow submission after due date?
- Yes
- No

Do you want to be able to review this application or send feedback at any stage?
- Yes
- No

Organization(s):

Select

Prev  Next  Save  Close
Appendix E
Sample Department Approval Form: what to expect from form 6d in TK20

## 6D) COUN DEPARTMENT APPROVAL FORM FOR INTERNSHIP (COUN 6386)

### 1. BASIC INFORMATION

<table>
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<th>Title*</th>
<th>6D) COUN Department Approval Form for Internship (COUN 6386)</th>
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| Description: | |

| Instructions: | |

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Allow submission after due date?
- Yes
- No

Do you want to be able to review this application or send feedback at any stage?
- Yes
- No

Organization(s):
- Select