

**COUNSELING PRACTICUM/INTERNSHIP**

**MANUAL**

**Master of Arts in Counseling Program**

**St. Edward’s University** 3001 S. Congress Avenue Austin, Texas 78704

Revised 3/18 MA, 7/18, 12/18, 6/19, 8/19, 6/20,

9/20, 1/21 MA

9/21 TAS, 8/22 MA

#### MASTER OF ARTS IN COUNSELING PROGRAM

##### St. Edward’s University Austin, Texas

The Master of Arts in Counseling program is dedicated to training counselors who can meet the growing

demand for counseling services. This program is founded on the belief that counseling is a process through which people are empowered to make responsible choices and exercise appropriate control over their lives. The curriculum combines theory and technique courses with a hands-on practicum and internship to give counselors-in-training a broad spectrum of learning experiences in the development of counseling competencies.

#### COUNSELING PRACTICUM/INTERNSHIP (FIELD-BASED) OBJECTIVES

The purpose of the field-based practicum/internship is to give the counselor-in-training an opportunity for supervised practical experiences in counseling. The practicum/internship course is designed to involve students in two kinds of clinical experiences: 1) experience in an approved applied setting, which provides mental health counseling services to individuals, families, and groups; and 2) individual/triadic supervision on site.

A supervised field experience is vital to the professional preparation of counselors. The practicum/internship provides counselors-in-training supervised experiences that will help to develop and hone their counseling skills. A primary objective of the counseling practicum/internship is to provide students the opportunity to integrate and apply of all previous learning. The counselor trainee is expected to function in a role similar to that of a professional counselor and/or marriage and family therapist, yet under the close supervision of an experienced and qualified supervisor. In this manner, the student will become adept at counseling skills, methods, and techniques, gain confidence as a developing professional, develop the ability to evaluate and test ideas related to the counseling process, and ultimately, learn their strengths and limitations as a potential counselor.

#### COUNSELING PRACTICUM/INTERNSHIP REQUIREMENTS

Students will participate in clinical field experience coursework the last three semesters of their graduate program. Field experience coursework does require students to complete supervised counseling experiences at site(s) that provide counseling services in the Austin area. In addition to providing counseling services at the site, students are expected to travel to the St. Edward’s campus to fulfill the university group supervision requirement via the Practicum and Internship coursework.

Prior to approval of a field-based practicum/internship, the student must have completed the majority of coursework for the degree. Students must successfully complete 36 hours (12 courses) prior to the first day of practicum; beginning in the *Summer of 2022* students will be required to successfully complete 39 hours (13 courses) prior to the first day of practicum. This requirement is based on the expectation that in the internship (last two semesters), the student will be applying most of the knowledge and skills learned in the didactic portion of the counseling program. To register for Practicum, students must complete a practicum application, have a cumulative GPA of at least 3.00, gain approval from the Practicum/Internship Coordinator, and be in their last three semesters of the program. All core courses (CNCO) are prerequisites for Practicum, which include the following:

* CNCO 6317 Critical Evaluation of Research in Counseling
* CNCO 6318 Professional Orientation
* CNCO 6351 Counseling Skills and Techniques
* CNCO 6352 Counseling Theories
* **\***CNCO 6354 Abnormal Human Behavior
* CNCO 6355 Counseling Diverse Populations
* CNCO 6356 Human Growth and Development
* CNCO 6363 Legal and Ethical Issues in Counseling
* CNCO 6364 Intro to Systems Theories

At minimum, students must successfully complete the following advanced courses prior to enrollment in field experience coursework:

* **\***CNSL 6355 Psychopathology and DSM-5 (CMHC students only)
* CNSL 6353 Group Counseling
* Additional 3-6 hours of advanced coursework

***\*Beginning Spring 2022 MCFC Students will be required to complete CNCO 6354; MCFC students who successfully completed CNSL 6355 prior to Spring 2022 will not have to take CNCO 6354)***

##### Clinical Mental Health Counseling (CMHC) and Marriage, Couple, and Family Counseling (MCFC) Practicum/Internship

Both of the concentrations in Counseling, CMHC and MCFC are CACREP Accredited. During the last three semesters of the graduate program students are required to participate in Practicum, Internship I, and Internship II. Field experience coursework is more demanding of time and energy than traditional courses. Students who are enrolled in practicum/internship should prepare accordingly to ensure all course assignments and hour requirements can be fulfilled.

Students are required to complete a practicum of at least 100-clock-hours. Starting fall 2022 all students will complete their practicum at the on-campus training clinic unless other arrangements were approved. Of the 100 clock hours, 40 of those hours must be in providing direct counseling services. The 100-clock-hours are to be completed and documented during CNSL 6367 Practicum. Students who accrue more than 100-clock hours may not carry them over into Internship I. Students who are enrolled in practicum should plan on being at the training clinic on campus for about 5 hours per week (dependent on the Fall/Spring and Summer semester length). **During fall 2022 only**, for students completing their practicum off campus hours per week will be dependent on agreement with the site. Note that students must average 4 hours of direct counseling services a week in order to meet the minimum requirements.

After successful completion of the practicum (CNSL 6367) semester, students then enter CNSL 6368 Internship I and CNSL 6369 Internship II for the next two semesters. Students will be responsible for securing an approved site for internship. Most students remain at the same site for Internship I and Internship II. The sites and supervisors invest time in training and orienting students to the clients, environment, and the intricacies of that site so many times this is a requirement. Additionally, internship students and supervisors build a working relationship over this time. Students may at times secure a secondary internship site if both their primary internship site and practicality allows for this additional experience. Typically, a secondary site is only sought when a student would like to add a specific population or environment to their internship experience. Both an internship application and site agreement are required for the secondary site. Each semester of Internship requires a total of 300 clock hours, 120 of those hours must be in providing direct counseling services. Students who accrue more than the required 120 direct hours may carry over up to 25 hours to Internship II. A total of 600 clock hours is required for Internship I and II. Each semester a student is enrolled in Internship, they should expect to spend a minimum of 15 hours per week (dependent on the Fall/Spring and Summer semester length) at the site. For Internship I and Internship II students should average 10 hours of direct counseling experience each week in order to meet the minimum requirements.

For MCFC students, **per the Texas State Board of Examiners of Marriage and Family Therapists (TSBEMFT) *Rules and Regulations,* 75 direct system (couples and family counseling) hours must be accrued.** Systems hours should be documented throughout all three internship semesters.

**During either the practicum or internship, students must lead or co-lead a counseling or psychoeducational group.**

## Steps for Practicum/Internship Enrollment

The semester prior to field experience coursework, students must complete a field placement application. The field placement application is for any student who intends to begin their practicum experience or add a secondary site the following semester. Students who seek to continue on at their internship site placement(s) the following semester must complete the site extension process.

All applications and processes for practicum and internship placement will be completed via Tevera. All prerequisites (core curriculum) must be completed prior to enrolling in practicum/internship coursework and students must have a minimum of 36 semester credit hours in the counseling curriculum. Beginning in the *Summer of 2022,* all students must have successfully completed 39 hours prior to enrollment in practicum. Students are only able to complete field experience coursework during the last three semesters of their graduate program. Students entering Internship (last 2 semesters) will complete an updated site agreement for Internship I and Internship II through a site extension process in Tevera. Should a student decide to pause their field experience during/between semesters for one of the 3 field experience courses, they are to notify the Practicum/Internship Coordinator.

Prior to submitting an application for Practicum, students will need to ensure their eligibility (based on minimum course requirements), students are encouraged to work with their faculty advisor to project the semester they plan to start practicum. All practicum students will complete their practicum at the on campus training clinic. Once approved by the practicum/internship coordinator students will be assigned a clinic supervisor and to a practicum section.

For internship, students are able to review a list of previously used sites in Tevera by visiting the Site Placements tab. As a result of technological updates, the processes and/or steps for applying for practicum/internship change occasionally; should changes occur, students will be notified of any significant changes. Should students experience difficulties due to site functionality, they are encouraged to use the Tevera Help feature. Students with specific questions regarding the overall process are encouraged to review the MAC Canvas Course and reach out to their advisor or the Practicum/Internship Coordinator (if needed).

Due dates are due dates and are set for a reason. Student should treat the application process like a deadline for a job or timeline set forth by a governing body (i.e., a licensing board). Deadlines for the field placement application are below- students can begin planning for this process at any time, but will only be able to apply during the application period. The dates listed below are the cut off dates for each semester, should this deadline change students will be notified. Applications submitted past the identified deadline will not be reviewed. The application window will open in September for Spring and January for Summer and Fall. These deadlines are aligned to registration periods.

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| --- | --- |
| **Enrollment Term** | **Due Date** |
| **Fall Semester** | March 20th |
| **Spring Semester** | October 15th |
| **Summer Semester** | March 20th |

Consult with your faculty advisor for questions or assistance regarding the field placement process. You may also contact, Dr. Marcus Folkes, Practicum/Internship Coordinator, at mfolkes@stedwards.edu with questions or concerns not addressed by your faculty advisor.

For internship, once students site placement has been approved, they should begin any background security check (if required), drug screening (if required), or any other preliminary training required by their site placement. Background checks, drug screenings, and trainings do take time so students should complete these items prior to the first-class day of their internship. Delaying these processes may jeopardize students’ ability to obtain the required number of hours for the course. After the site is approved, students should schedule a start date with their site supervisor for the first week of the semester. Students cannot begin to see clients until the first day of the semester. To determine the specific start date, students should defer to the academic calendar provided by the Office of the Registrar.

##### Other Important Notes

For practicum, as long as the student completes the application process by the due date they will have a placement at the on campus training clinic. Late applications will be deferred to the following semester. For internship, sites can fill up quickly and most students who wish to do field experiences seek out sites well in advance. All field sites must be approved by the Practicum/Internship Coordinator and be appropriate to the student’s program concentration. Previously used sites can be found in Tevera and are available for viewing on the MAC Canvas page. Please note, sites and site contacts can change suddenly, and the site information may not be up-to-date. Locating and securing a placement site is the sole responsibility of the student, as is being sure the site and site supervisor is approved. If students wish to suggest a site, they can do so by contacting the Practicum/Internship Coordinator. **Students wishing to suggest a site must do so at least one full semester in advance.**

##### Site and Site Supervisor Requirements

Schools, agencies, and other organizations that are practicum and internship sites for St. Edward’s Masters in Counseling (MAC) program represent a spectrum of counseling delivery programs and services. What they all must have in common is that they meet the requirements for appropriate sites as outlined by the MAC program. These requirements are consistent with those of the Behavioral Health Executive Council (BHEC), Texas State Board of Examiners of Professional Counselors (TSBEPC) and Texas State Board of Marriage and Family Therapist (TSBMFT), and aligned with the Council for Accreditation of Counseling and Related Educational Programs (CACREP), and include:

* availability of necessary counseling learning experiences.
* availability of appropriate supervision.
* agency/organization support of the student’s placement, including allowing the site supervisor sufficient time for student supervision (minimum one hour per week).
* agency/organization non-discriminatory practices (i.e., hiring, acceptance of students or clients).
* site supervisor willingness to participate in including: meeting with practicum/internship instructor, supervisor training.
* agency/organization agreement to inform student’s practicum/internship instructor of any changes in the student’s supervision as soon as possible.
* agency/organization provision of training and/or orientation designed to protect student safety as appropriate to site.
* allow for recording and live faculty observation.
* site supervisors are required to meet all of the following criteria:
	1. at least a Master’s degree, preferably in Counseling, or a closely related field (i.e., psychology, social work),
	2. is fully licensed and/or certified in their field (LPC, LMFT, LCSW, Licensed Psychologist), and
	3. has at least two years of pertinent professional experience (with full license) in the specialty area (clinical mental health counseling/marriage, couples and family counseling) in which the student is enrolled.
* Students may not see clients if their site supervisor or another qualified supervisor is not on the site premises. In the case of prolonged unavailability of the site supervisor (or another qualified person), the student will likely need to seek a secondary site in order to complete direct contact hours.
* Internships that only provide telemental health (online) opportunities are not a suitable placement for students.

##### Using Place of Employment

With permission and guidance from the Practicum/Internship Coordinator, students may sometimes use their places of employment for practicum/internship placement. Students should be aware that practicum/internship is intended to broaden and strengthen both skills and experience; thus, responsibilities beyond those regularly practiced in the job setting must be obtained. In addition, the agency/organization must allow the student to obtain experiences appropriate for a masters-prepared employee. Students seeking placement at their work place need to consider potential conflicts of interests, dual relationships, and other ethical implications associated with completing field experience requirements at their workplace.

##### Professionalism

Students are expected to conduct themselves in a professional manner. This includes but is not limited to following the field site’s dress code, setting and maintaining a consistent schedule, being on time, providing adequate notice if unable to be on site as scheduled, maintaining a professional demeanor, treating clients and peers as individuals deserving of respect, and following all relevant Rules and Regulations, including that of the Behavioral Health Executive Council (BHEC), Texas State Board of Examiners of Professional Counselors (TSBEPC) and Texas State Board of Examiners of Marriage and Family Therapists (TSBEMFT) along with the ACA (2014) and AAMFT (2015) *Codes of Ethics*.

Students are required to complete their arrangements with their sites and their clients regardless of whether they have completed the required hours for the particular course in which they are enrolled. Students who are asked to leave a site for unprofessional or unethical behavior may be dropped from the course or receive a failing grade and will be placed on a remediation plan. In addition, such an occurrence may trigger other departmental proceedings.

##### Confidentiality

Students are expected to maintain confidentiality of all information related to clients, as well as all information related to cases presented in practicum/internship classes. This is the student’s responsibility regardless of procedures in place at the site. Students are responsible to know and follow legal and ethical confidentiality practices of the field placement site, as well as applicable codes of ethics. Knowledge of HIPAA and/or FERPA is expected. In addition, students shall not use any client identifying information in any practicum/internship documentation, including recordings.

Students shall secure recordings and other client information that may be necessary for class in a way that is secure, legal, and ethical. Recordings, transcripts, case studies, or other client information used for class shall be destroyed in an appropriate manner (i.e., shredding) as soon as they have been evaluated unless it is the policy of the site to maintain and secure all tapes. Any questions regarding confidentiality must be discussed with the university instructor as well as the site supervisor.

##### In Between Semesters

Due to enrollment and accreditation supervision standards, no hours can be accrued outside of established university semester timeframes. In other words, practicum/internship hours can only be accrued/earned between the first official class day and last class day of each semester. However, some practicum/internship sites may want students to come early for training and/or orientation. Therefore, students may obtain up to 40 indirect hours related to these activities before the semester begins and before the practicum/internship agreement date. Students are discouraged from seeing clients during academic breaks. In the case that the student chooses to volunteer their time during academic breaks the site accepts full liability and responsibility for the student.

##### Student Liability Coverage

Students will need to obtain liability insurance to cover the practicum/internship experience. Student liability coverage is only extended when students are actively participating in their enrolled coursework. Verification of liability insurance is required the first day of class and before practicum/internship direct services begin. This task must be completed before students begin to see clients at their site.

Some choices for liability insurance are through TCA membership with discount, ACA student membership, AAMFT student membership, HPSO, or CPH. **Below are some options but there are various companies that offer student liability insurance and this is left at the discretion of the student.**

TCA- https://mms.txca.org/members/newmem/newmem1.php?mid=4117856175&lid=4040838&sf=A **TCA** master-level student members can purchase **HPSO** liability insurance for just $18 a year. You will need to sign up for a policy once you become a student member of TCA. Total cost is approximately $88 ($70 for annual membership and $18 for insurance through HPSO).

ACA- https://[www.counseling.org/membership/aca-and-you/students](http://www.counseling.org/membership/aca-and-you/students)

Student membership automatically comes with Free liability insurance through HPSO which protects your assets and covers your expenses in the event of a malpractice suit. The free liability insurance is for students pursuing a Masters degree only. Total cost is approximately $105.

AAMFT- https://[www.aamft.org/Membership/Membership.aspx. Student](http://www.aamft.org/Membership/Membership.aspx.Student) memberships come with free liability insurance. Information regarding student insurance can be found here. Cost is approximately

$125.

CPH & Associates https://[www.cphins.com/student-mental-health/. Cost](http://www.cphins.com/student-mental-health/.Cost) is approximately $25 a year, policy only no professional organization membership.

HPSO- [http://www.hpso.com/support/faq/student. Cost](http://www.hpso.com/support/faq/student.Cost) is approximately $35 a year, policy only no professional organization membership.

#### OTHER INFORMATION ABOUT PRACTICUM/INTERNSHIP

Because there are many areas in which practicum/internship students may volunteer, practicum/internship objectives may be as varied as the students and their particular sites. Each practicum/internship student and agency supervisor should develop a set of goals and objectives specific to each student’s interests, the site’s needs, and the site’s mission and purpose. These objectives should be reviewed at mid-semester by the practicum/internship student and the supervisor together, and again at the end of the semester.

Students are expected to perform as professional employees in the areas in which they are appropriately trained. Students are expected to conduct themselves in a professional manner at all times at the practicum/internship site. There are some responsibilities that each practicum/internship student is expected to fulfill, regardless of where the student is placed. These general responsibilities include the following:

1. The student is expected to adhere to the Ethical Standards for Counselors.
2. The student is expected to inform all clients of his/her/their status as a student counselor-in- training under the supervision of a licensed professional. Students must also inform clients that information about their cases may be discussed with the supervisors, and that the same rules of confidentiality apply.
3. The student is expected to learn/adhere to the organizational structure, processes, rules, and working conditions of his/her/their particular site.
4. The student is expected to work within the appropriate chain of command.
5. Students are to complete a **site agreement for each practicum/internship site via Tevera.**
6. Provide proof of liability insurance, original copy to the practicum/internship instructor during the first week of classes.
7. The student is expected to read the Counseling Practicum/Internship Manual and have a thorough knowledge of all requirements related to successful completion of the field-based practicum/internship. These requirements include: 1) submitting all necessary paperwork prior to practicum/internship placement; and 2) maintaining logs with appropriate signatures, supervision hours, and total number of hours. A student who is interning at multiple sites is required to use separate log sheets for each site. Instructions regarding logging of practicum/internship hours will be provided by the practicum/internship instructor.
8. The student will be evaluated by their/her/his site supervisor **twice** during the practicum/internship, once at mid-term and again near the completion of the practicum/internship semester. The student will initiate evaluation forms in Tevera. It is also the responsibility of each student to complete his\her\their own **self-evaluation** during the semester, and discuss them with their supervisor, as well as to request any additional evaluations.
9. During either the practicum or internship, students must lead or co-lead a counseling or psychoeducational group.

The practicum/internship instructor will incorporate the site supervisor’s evaluations into the final assessment of the student’s performance. CNSL 6367 Practicum, CNSL 6368 Internship I, and CNSL 6369 Internship II are graded Pass/Fail. Additional information regarding specific expectations is outlined in the Practicum/Internship course syllabus.

#### SUGGESTIONS FOR A SUCCESSFUL FIELD-BASED PRACTICUM/INTERNSHIP

1. Begin looking for an internship site at least one semester prior to the semester you plan to begin internship. If you have difficulty locating a site, feel free to review the list of previously reviewed sites and/or reach out to the Practicum/Internship Coordinator.
2. Obtain liability insurance with a start date of the semester you begin your practicum/internship. Maintain coverage throughout your field experience.
3. View your practicum/internship as a real job. Take it seriously and always be prepared. Remember that your site supervisor is a valuable source for a future recommendation.
4. Always keep a copy of everything related to your practicum/internship experience (i.e., log sheets, application, contract, evaluations). Beginning Fall 2019 all forms, logs, and evaluations will be kept within Tevera. Students will have lifetime access to their information in Tevera.
5. View your practicum/internship experience as a terrific opportunity to learn more about yourself and others.
6. Stay in frequent contact with your site supervisor. A minimum of 1-hour individual or triadic supervision per week is **required** and must be documented on your log accordingly. Discuss with your university supervisor if this requirement is not being met.

#### LPC LICENSURE INFORMATION

As set forth in the graduate catalog, the counseling area of specialization meets the 48-60 semester hour academic coursework requirement of the Texas State Board of Examiners of Professional Counselors. It is imperative that each student in the MAC program understands that a degree in counseling does not mean licensure as a licensed professional counselor (LPC). The LPC requirements also mandate a post-master’s 3,000-clock hour supervised experience/internship and the successful completion of the state licensure examination.

LPC Requirements:

1. A 48-60-hour planned program (see TAC 681.82 for additional information) of Graduate Studies with:
	1. A specified curriculum
	2. A 300-clock-hour internship or 700-clock-hour p racticum/internship
2. Master’s or Doctoral Degree in Counseling or a Counseling related field
3. A 3000-clock-hour post-master’s supervised experience/internship:
	1. Must have an Associate license
	2. Must have an approved LPC supervisor
4. Successful completion of the state licensure examination (NCE or NCMHCE)
5. Successful completion of the Jurisprudence Exam
6. Appropriate fingerprinting/background check
7. Completion of required human trafficking training

Counseling programs within universities simply provide a means through which the required academic course work can be met. Upon earning the MAC degree and completing the required 48-60-hour planned program of studies, a person interested in becoming a licensed professional counselor in Texas should contact the board and obtain a packet, which contains all the information necessary to apply for a temporary LPC Associate license and eventually the LPC License.

Texas State Board of Examiners of Professional Counselors 333 Guadalupe St, Tower 3, Room 900

Austin, Texas 78701

(512) 305-7700

https://[www.bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/index.html](http://www.bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/index.html)

#### LMFT LICENSURE INFORMATION

In order to become a Licensed Marriage and Family Therapist or Licensed Marriage and Family Therapist Associate in Texas, a person must demonstrate having met one of the following categories of qualifying academic achievement.

* A master’s degree or doctoral degree in marriage and family therapy from an institution or program accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE)
* A master’s degree or doctoral degree in marriage and family therapy from an institution or program accredited by accrediting bodies that are recognized by the Council for Higher Education Accreditation (CHEA), but which are not accredited by COAMFTE, provided that the internship is at least 9 credit hours or 12 months. If the internship is not at least 9 credit hours or 12 months, an applicant may be approved to take the licensing examination and may be issued an associate license upon successfully passing the examination. Prior to receiving a license as a marriage and family therapist, the applicant shall complete the pre-graduation internship deficit in addition to the post- graduate supervised experience requirements consistent with the requirements in §801.142
* A master’s or doctoral degree in a related mental health field with a planned course of study in marriage and family therapy as described in 801.113(d) and (e) with minimum course content as described in §801.114.

##### Licensing Examination Required for Licensure

In order to become a Licensed Marriage and Family Therapist or Licensed Marriage and Family Therapist Associate in Texas, a person must have passed the national licensing examination available through the Association of Marital and Family Regulatory Boards. Persons, must request approval from the TSBEMFT prior to registering for the exam. More information on the examination is available on the Association of Marital and Family Regulatory Boards' website at: [http://www.amftrb.org/.](http://www.amftrb.org/)

Texas State Board of Examiners of Marriage and Family Therapists 333 Guadalupe St, Tower 3, Room 900

Austin, Texas 78701

(512) 305-7700

https://[www.bhec.texas.gov/texas-state-board-of-examiners-of-marriage-and-family-therapists/index.html](http://www.bhec.texas.gov/texas-state-board-of-examiners-of-marriage-and-family-therapists/index.html)

## FREQUENTLY ASKED QUESTIONS

Some of the most frequently asked questions by practicum/internship students along with the answers are printed below to help clarify areas that may be in question.

##### Q. How do I find a site?

A. Here are a couple of ways to find a site. Review the previously used sites in Tevera and/or by using the site list in the MAC Canvas page. Think of this process as a job search. Make contact with the site contact from the list, send a cover letter or write a professional email. If there is a site that is not listed yet fits your interests, please use the suggest a site option in Tevera and contact the Practicum/Internship Coordinator. The site has to meet the criteria listed in the Counseling Practicum/Internship Manual, and approval must be obtained prior to making a commitment to any new site.

##### Q. How do I begin counseling at the practicum/internship site? How do I get cases, and do I need to bring any materials to the practicum/internship site from my courses?

A. You begin counseling at the site when your site supervisor says you are ready to do so. However, this should not be any earlier than the first day of the semester. Usually, the site supervisor or an intake coordinator determines who gets cases and when they are ready to begin. Ask the site supervisor how cases are assigned. The practicum/internship site will usually provide you with intake forms, informed consent, progress note forms, etc. If the site does not have any of these forms, discuss this with your site supervisor and your practicum/internship instructor, and see if you can suggest or develop clinical forms as needed for your counseling practice. Always make sure you are in good communication with your clinical site supervisor about this.

##### Q. What if I start the field-based practicum/internship and determine it is not a site I want?

A. Discuss this with your course instructor and/or Practicum/Internship Coordinator. He/she/they will discuss with you the reasons you wish to change sites. Each case will be handled on an individual basis.

##### Q. Who do I talk to about my client?

A. Your site supervisor and any other clinical supervisors approved at your site. You can also discuss your cases without disclosing identifying information with your university practicum/internship instructor.

##### Q. Will the Practicum/Internship Coordinator come to any site and observe me with clients?

A. No, unless they are your course instructor. However, your university practicum or internship instructor may.

##### Q. How precise do I need to be in counting hours for the log?

A. Do not count anything less than 15 minutes. Using 15-minute blocks of time, round to the nearest quarter hour. (1, .75, .5, .25).

##### Q. When do I have to submit proof of insurance?

A. Prior to beginning your practicum/internship each semester. You must have evidence of this at the start of the semester. No student should see clients until proof of insurance is provided. This should be uploaded in Tevera.

##### Q. What do I do if I am not getting enough direct client contact hours?

A. Seek assistance from your site supervisor, ask for more client referrals, and inform your university instructor. Reach out to your instructor or Practicum/Internship Coordinator for additional information.

##### Q. Can I start accruing hours before the semester begins?

A. You may attend any training sessions that the site requires of you and can count up to 40 hours of indirect hours related to this. The first day you may begin accruing direct hours is the first day of classes for the semester in which you are registered for practicum/internship. Refer to the academic calendar.

##### Q. What paperwork do I need to submit if I decide to add a secondary site?

A. A site agreement should be submitted completed via Tevera. You must discuss this with your university supervisor prior.

##### Q. Can I accrue hours in between semesters?

A. Due to enrollment and accreditation supervision standards, no hours can be accrued outside of established university semester timeframes. In other words, practicum/internship hours can only be accrued/earned between the first official class day and last class day of each semester. However, some internship sites may want students to come early for training, background checks, and orientation. Therefore, students may obtain up to 40 indirect hours related to these activities before the semester begins and before the practicum/internship agreement date.

Students are discouraged from seeing clients during academic breaks. In the case that the student chooses to volunteer their time during academic breaks the site accepts full liability and responsibility for the student intern. Note: Student Liability Insurance only provides coverage for time periods in which the student is actively participating in coursework.

##### Q. Do I start with a new total every semester or do my hours carry over?

A. You will need to have a separate log for practicum. For Internship, you do not have to start over. Tevera will maintain a running log.

##### Q. Can I enroll in two internships at the same time?

A. No, students are required to have two separate semesters of Internship. However, you may have two internship sites.

##### Q. Can I do Internship I at one site and then Internship II at a different site?

A. Yes. However, some sites do require a commitment of two semesters.

##### Q. Can I do practicum/internship where I work?

A. It is possible to do practicum/internship at one’s workplace if the responsibilities are completely separate from the student’s current work. Approval must be obtained from the Practicum/Internship Coordinator as well as the student’s supervisor. A description of the duties must be sent via email to the Practicum/Internship Coordinator for approval. The student’s site supervisor will be required to meet all site supervisor requirements and cannot be their employment supervisor. This process must be completed during the practicum application process and/or extension process. Be advised, while this may be more convenient for some counseling students, students will have to navigate additional challenges as a result of navigating dual working relationships and interactions with others. These considerations include but are not limited to: employee v. volunteer, differentiation of roles (ex, case manager v. counselor), relationships with/between work supervisor v. site supervisor, etc.

##### Q. How is practicum/internship graded?

A. Practicum/internship is graded on a pass/no pass basis only. A student’s practicum/internship

instructor will have primary input on a student’s grade in practicum/internship. Note, students are graded on the quality of work submitted as aligned with professional standards and completion of field requirements.

##### Q. Who sets my work hours for the practicum/internship?

A. The hours the student will be on the field site is agreed upon by the student and the site supervisor. Students should consider the following factors when discussing “working hours” with their site supervisors: the university group supervision time, meeting times of the student’s other courses, availability of the supervisor to oversee the student, etc.

##### Q. When do practicum/internship classes meet?

A. Practicum/internship classes otherwise known as university group supervision are scheduled to occur on Monday. The dates will be posted on the web schedule once they are determined. Students are expected to travel to campus and attend all scheduled university group supervision meetings. Students are asked not to schedule any clients on the days they are scheduled to meet for class. If a client is scheduled, students need to schedule clients with enough time to leave the practicum/internship site and arrive to class on time. Leaving early to meet a client is not allowed.

##### Q. How many hours are required for practicum/internship?

A. For CACREP, students must accrue a total of 700 hours of practicum/internship experience, with 280 hours being direct contact with clients, and 420 hours being indirect (administrative). By the end of Internship II, students must lead or co-lead a counseling or psychoeducational group and document the hours on the logs accordingly.

##### Q. Where do I obtain liability insurance?

A. We want you to be protected in your practicum/internship. Students who do not provide proof of insurance to the Practicum/Internship Coordinator and their instructor will not be allowed to start their practicum/internship and will possibly be dropped from their course. Students can obtain insurance from various sources. See page 9 of the manual for additional information.

##### Q. Can I get paid for my practicum/internship?

A. It is extremely rare to get paid for practicum/internship. Very few agencies have extra monies available to pay students, and those that do are usually advanced internship sites. Even then, the funds may not be available in any given year due to the economy and funding streams. But it can definitely happen! Better yet sometimes your internship can turn into a paid position.

##### Q. If I have accumulated all necessary hours to complete practicum/internship, may I leave my site early?

A. Practicum/internship sites require that you be on site for the entire semester. They depend on you to carry a client load and fulfill your commitment set forth at the beginning of the semester.



**Commonly Used Forms and Other Info**

# Starting Fall 2019- All forms required for field experience will be completed electronically via Tevera. Exceptions include the Consent for Recording form.



**PRACTICUM/INTERNSHIP MEMORANDUM OF AGREEMENT**

This agreement is made on by and between

(Date) (Field site)

and St. Edward’s UniversityMAC program . The agreement will be effective for a period

(University program)

from to for per week for .

(semester start date) (semester end date) (No. of hours) (Student name)

**Purpose**

The purpose of this agreement is to establish the terms of the off-site practicum/internship experience in the field of counseling for the student named above.

**The university program agrees**

1. to assign a university faculty liaison to facilitate communication between university and site;
2. to provide the site prior to placement of the student the following information
	1. an academic calendar that shall include dates for periods of field experience,
	2. a copy of the Field Site Supervisor's Manual
	3. a copy of various ethical codes (ACA, TX LPC, TX LMFT)
3. to notify the student that he/she must adhere to the administrative policies, rules, standards, schedules, and practices of the site;
4. that the university instructor/supervisor shall be available for consultation with both site supervisors and students and shall be immediately contacted should any problem or change in relation to student, site, or university occur; and
5. that the university instructor/supervisor is responsible for the assignment of a fieldwork grade.

**The practicum/internship site agrees**

1. to assign a practicum/internship supervisor who has appropriate credentials, time, and interest for training the practicum/internship student, including
	1. a minimum of a master’s degree in counseling or closely related field with equivalent qualifications, including appropriate certifications and/or licenses (i.e. LPC, LMFT. LCSW, Licensed Psychologist)

b.a minimum of two (2) years of pertinent professional experiences in the program area in which the student is completing clinical instruction

c. counseling supervision training and experience.

d.knowledge of the program’s expectations, requirements, and evaluation procedures for students

1. to provide opportunities for the student to engage in a variety of counseling activities under supervision and for evaluating the student’s performance (suggested counseling experiences are included in the “Practicum/Internship Activities” section);
2. to provide the student with adequate work space and materials to conduct professional activities;
3. to provide individual/triadic supervisory contact (1 hour per week);
4. Allow for audio/visual tapes recording;
5. to review the Field Site Supervisor's Manual and provide written midterm and final evaluations of student based on criteria established by the university program.

*Students may not see clients if their site supervisors are absent unless there is another qualified supervisor on site.*

Within the specified time frame, (site supervisor) will be the primary practicum/internship site supervisor. The training activities (checked below) will be provided for the student in sufficient amounts to allow an adequate evaluation of the student’s level of competence in



each activity. (university instructor/supervisor) will be the faculty liaison with whom the student and practicum/internship site supervisor will communicate regarding progress, problems, and performance evaluations.

**The Student Agrees**

1. Be at the agreed upon location at times scheduled with site supervisor throughout the duration of the practicum/internship placement.
2. Attend one hour of weekly individual/triadic supervision with the site supervisor and group supervision meetings as scheduled by their university instructor at St. Edward’s University to consist of approximately 1.5 hours per week throughout the semester.
3. Complete assignments as described in the course syllabus.
4. Arrange to have some counseling sessions audio/video taped.
5. Keep a weekly log of time spent that will be reviewed and signed by internship site supervisor and university instructor.

1. Read the ACA Code of Ethics and other codes and use as a guide for ethical and professional practice.
2. Obtain and maintain student liability insurance
3. Abide by all site policies, rules, and regulations.

**Practicum/Internship Activities**

*Site Supervisor: Please initial next to each activity to indicate which activities the student will be engaged in under your supervision. Individual supervision is required.*

Direct Hours

 Individual Counseling Group Counseling

 Family Counseling Assessment/Intake

 Consultation Psychoeducation

Other:

Indirect Hours

 Recordkeeping Individual Supervision (**REQUIRED**)

 Group Supervision Staff Meetings

 Training/Workshops Research

Other:

**Signatures**

Practicum/Internship Site Supervisor Date

Student Name Date

University Instructor/Supervisor Name Date

*\*Original goes on file with University, students and site supervisor make copies for your records and submit original to University instructor.*



# CONSENT FOR RECORDING

The Masters in Counseling (MAC) Program aids in the professional development of counselors in training through a site based internship experience at the end of their graduate counseling program. This form is to be used if the internship site does not have a consent form. Completed forms will be placed in the client’s file at the supervision site, and the university professor will retain a copy.

As required by the University, your counselor will audio or video record counseling sessions for the purposes of clinical supervision and their own professional development. The counseling intern will only refer to you by first name or initial when discussing the case in supervision. The recorded session is not considered part of the client record, as it will only be used for supervision and evaluation purposes under the direction of the university professor.These recordings will be treated with professional respect, courtesy, and confidentiality, and will be erased/destroyed before the end of the semester.

This agreement will remain in effect until the end of the semester: (date)

**With an understanding of the above requirements, I consent to recording, and release the counseling intern and the MAC Program from liability.**

**Client Signature Date**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**If the client is a minor, the legal guardian must sign below:**

**I affirm that I am the legal guardian of**

**(Child’s name and date of birth)**

**With an understanding of the above requirements, I do grant permission for my child’s counseling session to be recorded, and release the counseling intern and the MAC program from liability.**

**Guardian Signature Date**

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## Clinical Ethics Agreement

### Please read and sign this form. The original is to be returned to the instructor, and the student should retain a copy.

1. I hereby attest that I have read and understood the ethical standards set forth by the American Counseling Association, the Texas State Board of Examiners of Licensed Professional Counselors, the American Association of Marriage and Family Therapy, Texas State Board of Examiners of Licensed Marriage and Family Therapists and any other ethical codes pertaining to counseling and/or therapy.
2. I will practice my counseling in accordance with these standards. Any breach of these ethics or any unethical behavior on my part may result in my removal from practicum/internship and a failing grade, and documentation of such behavior will become part of my permanent record. Disciplinary action for violation of ethical conduct in practicum/internship will be determined by the MAC Faculty
3. I agree to adhere to the administrative policies, rules, standards, and practices of the practicum/internship site. If I am asked to leave my practicum/internship site due to a breach of ethics or any unethical behavior it could result in being dropped from the course and no credit.
4. I understand that my responsibilities include keeping my practicum/internship instructor informed regarding my practicum/internship experiences.
5. I will make sure that I am identified as a *Counseling Intern* throughout the internship experience.
6. I understand that I will not be issued a passing grade in practicum/internship unless I demonstrate the specified minimal level of counseling skill, knowledge, and competence and complete course requirements as required.

### Student Counseling Intern Signature Date



#### GUIDELINES FOR DIRECT/INDIRECT SERVICES

##### Direct Services Intakes/Interviews with clients

Completing intakes over the phone and/or in person.

##### Individual, Family, & Couples Counseling

Counseling individual, families, and couples. Students work with the on-site supervisor to create treatment plans and facilitate ideas. Co-counseling is also included.

##### Family/Parent Consultation

Communication with family and/or parents of an individual client for assessment and treatment progress.

##### Group Counseling

Counsel multiple clients with a specific goal and/or support in mind.

##### Testing/Assessment

The intern may do suicide risk assessments or various other personality and/or clinical assessments.

##### Psychoeducation Outreach/Advocacy must involve clients or potential clients

##### Indirect Services

**Case Consultation (different forms appear in direct and indirect)**

Working with the on-site supervisor to gain ideas, discuss any dilemmas and/or progress, and facilitate a treatment plan.

##### Training/Workshops/Research

Attendance to training/workshops relevant to counseling. Research relevant related to specific client cases.

##### Case Notes/Recordkeeping

The intern is to keep updated case notes on clients, which includes progresses, diagnoses and treatment plans.

##### Case Management

The intern will help in assessing need of services, care planning, implementation of treatment plans and scheduling of clients with clinic receptionist.

##### Creating activities for clients

Creating activities that are original and relevant to the client and finding activities from creditable and relevant sources (ex. Workbooks).

##### Other

Other activities may include filing paperwork, relevant research, helping with other clients and other activities that are relevant to the practicum/internship objectives.



##### Practicum/Internship Recording of Sessions Information

Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students’ interactions with clients. All students will be expected to submit a recording (audio or video) for evaluation by faculty as part of their class requirement. At minimum one recording is required each semester. In the case that a recording is not attainable a live observation must be conducted at the field site by faculty. In rare cases where recording is not allowed nor is live observation, an alternate assignment can be developed in collaboration with the university supervisor, site supervisor, and internship coordinator. Clients must consent to session recording. The document titled, Consent for Recording which can be found in the practicum/internship manual is to be used by the student if the site does not have their own. Check with your site prior to using the one provided.

##### Use of Acceptable Technology:

Students should abide by ethical and best practice when using technology to record sessions. Smart devices (i.e. phones, tablets) are not considered as safe means for recording and should not be used. Students are encouraged to use desktop computers, laptops, and/or standalone camera/recording equipment. In the case, that the student or site does not own such equipment the student can check out cameras from the department and or the digital media center on campus.

* For department check out contact the Practicum/Internship Coordinator
* For media center checkout visit the Digital Media Center webpage at https://support.stedwards.edu/customer/en/portal/articles/2615617-digital-media-center.

Students should save their files using password encryption whether it is to their recording device (i.e. laptop, computer) or an external device (i.e. USB). In addition, the following safeguards are recommended: using anit-virus protection, strong passwords, and disabling cache.

##### Transfer to University Supervisor Recommendations:

Instructors can create a separate Google Drive (a HIPAA compliant storage system) file for each student or use Box. Doing so will allow the student to upload the recording in their folder for the instructor review. Once they have uploaded the file and the instructor receives it, students should delete/destroy any files saved on their device.

If the student brings a USB for transfer, instructors will save the file to their device using password protection and/or upload directly into their Google drive stedwards account in a non-shared folder.

Alternately, instructors can choose to keep the USB drive and view the file directly from the external source. Instructors like students should use best practice in securing, in keeping recordings confidential, and in using safeguards as recommended above.

##### Office of Information Technology Support: support@stedwards.edu

(512) 448-8443

**https://support.stedwards.edu/**



**Other Helpful Tips:**

* As a student you should inform your clients that you are in training and a current student in the St. Edward’s MAC program under supervision. (THIS SHOULD BE DONE WITH ALL CLIENTS AT THE ONSET OF THE RELATIONSHIP)
* At the start of the semester, when you provide your informed consent, you will want to tell the client that at some point during your work together you may ask them if you can record a session to fulfill training requirements. Ensure them that it is for evaluation of your skills only and that it is their choice to consent or not. (MOST CLIENTS ACTUALLY WANT TO HELP YOU!)
* Record a couple of sessions so you can have options for your assignment, just make sure to secure and delete all files.
* The easiest and secure way to save files would be to upload to your University Box/Google Drive which is password protected.
* Transcribing your session is tedious and can take a LONG time, but students always say how much they learned from the assignment!
* Plan for recording well in advance, if you need an extension just ask your instructor.
* Observation via recorded or live sessions is a HUGE part in the training of clinical mental health professionals. So much so the ACA Code of Ethics (2014) addresses it.
	+ **B.6.c. Permission to Record** Counselors obtain permission from clients prior to recording sessions through electronic or other means.
	+ **B.6.d. Permission to Observe** Counselors obtain permission from clients prior to allowing any person to observe counseling sessions, review session transcripts, or view recordings of sessions with supervisors, faculty, peers, or others within the training environment.
* Talk with your site supervisor, university supervisor, and/or internship coordinator if you have any concerns and/or need any additional assistance.
* Other recommendations for video recording counseling sessions <http://onlinelibrary.wiley.com/doi/10.1002/9781119268499.app3/pdf>



***All logs will be completed in Tevera***

|  |
| --- |
| Master of Arts in Counseling Counseling Internship Log - Week:Copy and submit original signed copy to your Internship Instructor at every class. |
| Student Name |  | Student ID |  |
| Internship Site |  | Instructor |  |
| Course |  | Supervisor |  |
| Primary | Secondary |  | Semester |  |
| **Activity / Objective Date:** |  |  |  |  |  |  |  | **Direct****Hours This** | **Non Direct Hours****This** | **Tota l Direct Hours****to** | **Total Non****Direct Hours to****Date** |
| Individual counseling |  |  |  |  |  |  |  | 0 |  | 0 |  |
| Group Counseling |  |  |  |  |  |  |  | 0 | 0 |
| Couple/family counseling |  |  |  |  |  |  |  | 0 | 0 |
| Conduct psychoeducational workshop |  |  |  |  |  |  |  | 0 | 0 |
| Conduct clinical assessment |  |  |  |  |  |  |  | 0 | 0 |
| Administer, score, interpret onsite testing with |  |  |  |  |  |  |  | 0 | 0 |
| Develop treatment plan with client |  |  |  |  |  |  |  | 0 | 0 |
| Conduct suicide/lethality assessment |  |  |  |  |  |  |  | 0 | 0 |
| Offer crisis-related counseling when needed |  |  |  |  |  |  |  | 0 | 0 |
| Conduct thorough and detailed intake |  |  |  |  |  |  |  | 0 | 0 |
| Make referrals with client present |  |  |  |  |  |  |  | 0 | 0 |
| Develop discharge summary with client |  |  |  |  |  |  |  | 0 | 0 |
| Other direct |  |  |  |  |  |  |  | 0 | 0 |
| Non-clinical group (yoga, meditation) |  |  |  |  |  |  |  |  | 0 |  | 0 |
| Research and readings |  |  |  |  |  |  |  | 0 | 0 |
| Documentation, clinical notes, intakes |  |  |  |  |  |  |  | 0 | 0 |
| Participate in clinical staff meetings |  |  |  |  |  |  |  | 0 | 0 |
| Attend workshops, conferences, trainings |  |  |  |  |  |  |  | 0 | 0 |
| Conduct program evaluation/outcome study |  |  |  |  |  |  |  | 0 | 0 |
| Scheduling |  |  |  |  |  |  |  | 0 | 0 |
| Conduct demographic/baseline informational |  |  |  |  |  |  |  | 0 | 0 |
| Individual supervision (minimum 1 hour) |  |  |  |  |  |  |  | 0 | 0 |
| Group supervision |  |  |  |  |  |  |  | 0 | 0 |
| Other indirect |  |  |  |  |  |  |  | 0 | 0 |
| **Total Hours** |  | **0** | **0** | **0** | **0** |
| **Grand Total Hours To Date** | **0** |
| **Student Signature:** Date:**Supervisor's original signature verifies above entries****Supervisor Signature**  Date:**SEU MAC Office Use: Okay to File:** |  |
|   |