



Southern Connecticut State University

Practicum & Internship Handbook

Counseling and School Psychology Department

Clinical Mental Health Counseling Program



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First Things First

Within their first year in the program, students need to:

1. Review this *Handbook* in its entirety,
2. Consult with their advisor in regard to the fieldwork goals and matching sites, and
3. Watch the online podcast on *Things to Know for Fieldwork* on the Current Students page on the website.

Student Checklist for CMHC Practicum

Task	
	Ensure that you are on track to complete all practicum pre-requisites: CSP 595 and 656.
	Review Approved Fieldwork Sites (on the website) and meet with Program Coordinator to discuss placement options
	Contact LPC supervisors, provide supervisor with handbook, and interview at fieldwork sites
	Enroll in Practicum Courses 552 & 553 [April for fall; November for spring]
	Obtain Professional Liability Insurance through ACA student membership
	Submit Site Agreement to CMHC Program Coordinator by November 1 for Spring Semester and June 1 for Fall Semester. Agreement can be ONLY for the length of the semester.
	Attend orientation at practicum site and discuss fieldwork goals with Site Supervisor
	Complete Weekly Log Sheets electronically
	Student, University Faculty, Program Coordinator, and Site Supervisor are in consistent communication
	Site Supervisor submits Midterm Student Performance Evaluation
	Site Supervisor submits Final Student Performance Evaluation
	Student submits Evaluation of Site

Student Checklist for CMHC Internship

Task	
FIRST SEMESTER	
	Complete all internship pre-requisites: CSP 552/553 and portfolio requirements
	Maintain Professional Liability Insurance
	Enroll in Internship Course CSP 676 [April 3]
	Submit Site Agreement to CMHC Program Coordinator by November 1 for Spring Semester and June 1 for Fall Semester. Agreement can be for the length of the internship, either 1 semester or 2 semesters.
	If new site, attend orientation at internship site and discuss fieldwork goals with Site Supervisor
	Complete Weekly Log Sheets electronically
	Student, University Faculty, Program Coordinator, and Site Supervisor are in consistent communication
	Site Supervisor submits Midterm Student Performance Evaluation
	Site Supervisor submits Final Student Performance Evaluation
	Student submits Evaluation of Site
SECOND SEMESTER	
	Maintain Professional Liability Insurance
	Enroll in Internship Course CSP 676 [April for fall; November for spring]
	Ensure site agreement is current. If changing sites, submit a new site agreement to CMHC Program Coordinator by November 1 for Spring Semester and June 1 for Fall Semester. can be for the length of the internship, either 1 semester or 2 semesters.
	If new site, attend orientation at internship site and discuss fieldwork goals with Site Supervisor
	Complete Weekly Log Sheets electronically
	Student, University Faculty, Program Coordinator, and Site Supervisor are in consistent communication
	Site Supervisor submits Midterm Student Performance Evaluation
	Site Supervisor submits Final Student Performance Evaluation
	Student submits Evaluation of Site

Student Preparation

Select a Site

Selecting and securing a clinical position in practicum/internship is similar to other job-seeking experiences. Students are responsible for contacting a site, applying for a position, and requesting an interview. In addition to your proactive, professional initiative, faculty are involved throughout the placement process as follows.

Many sites for practicum and/or internship have been pre-approved by the faculty. The program has a relationship with some of these sites that allows for a regular number of student placement slots each year. Using these established contacts, the faculty will make recommendations about where students are placed, based on preferred treatment population/setting, geographical location, and other factors such as anticipated student-agency fit or learning needs. You will then be expected to follow up with your recommended agency as advised by the Program Coordinator: make contact, apply, and interview with the agency.

There are some exceptions to this process. You may apply and/or interview for a position, and you or the agency may determine that the particular treatment setting is not a good fit. Even when we make placement recommendations, it is ultimately the agency that determines whether or not you secure the position. In these situations, you should inform the Program Coordinator immediately to develop a secondary plan.

In addition, there may be situations where students have unique professional goals that involve sites that are not listed on the approved list. These may include special populations or treatment settings in areas where you may wish to begin developing your clinical focus. There may also be situations where travel hardships require placements that are not on the approved list. In these situations, students are required to make a special petition to faculty in order to seek a placement that is not on the approved list.

Lastly, there may be situations where student placement slots are full or other opportunities are exhausted. Again, in these situations you are expected to be in close contact with the Program Coordinator, who will help you identify next steps.

Due to unanticipated challenges that may occur in the placement process, the faculty recommend that you contact a minimum of five sites. Note that it is ultimately your responsibility to secure a placement, and the faculty will support you if you proactively seek such help throughout the process.

Requirements/Expectations for the Field Site

For a site to be approved, key agency personnel must:

- Give the student adequate opportunity to accrue direct and indirect hours providing **diagnosis and treatment of psychological disorders** and other related professional counseling activities. Activities cannot be limited to group or family counseling and must include sufficient number of individual psychotherapy hours to meet training needs.
- Be familiar with and follow ACA and other pertinent ethical codes. View the ACA Code at <http://www.counseling.org/knowledge-center/ethics>.
- Understand Connecticut State requirements for Licensure as a Professional Counselor. View the Connecticut state requirements at http://www.ct.gov/dph/cwp/view.asp?a=3121&q=396906&dphNav_GID=1821.
- Provide an opportunity to make audio or video recordings of client sessions.

- Offer a designated area for student work, confidential for phone calls and counseling sessions.
- Provide training needed for students to follow the policies and procedures of the agency.

Special Note: SCSU Counseling Services

If you are a current or former client of SCSU Counseling Services, you cannot use Counseling Services as your fieldwork for either practicum or internship. Regardless of fieldwork plans, all students can contact SCSU Counseling Services for referrals to off-campus counseling services. For more information you can access the Counseling Services website at <http://www.southernct.edu/counseling/>.

Selecting a Site at which you are already employed

In rare cases, some students might already be working at a mental health facility during their graduate coursework. In these situations, the student may wish to choose their place of employment as their fieldwork site. Special permission is required to select a place of employment as a fieldwork site.

The following are also required:

- The student must clearly separate fieldwork hours and work hours for appropriate logging of required hours.
- The student must be performing master's level clinical mental health counseling duties.
- The student must be acquiring new counseling and counseling-related skills during their fieldwork hours.
- The student must have a different site supervisor that is not their primary supervisor for work-related issues.

Requirements/Expectations for the Site Supervisor:

The agency must provide a **clinical supervisor** who meets the following SCSU requirements:

- Must be a Licensed Professional Counselor.
- Have a minimum of 2 years of experience as a Professional Counselor.
- As of September 2019, has 1) completed the *CSP Supervision 101 Online Training* and 2) provided evidence of site supervisor's training in supervision (i.e., continuing education certificate on the topic of supervision, academic transcripts with coursework in supervision; attach evidence to this agreement).
- Has prior experience as a clinical supervisor.
- Has been given the CMHC Practicum and Internship Handbook and is aware of CMHC program's expectations, requirements and evaluation procedures for students as presented in Practicum and Internship Handbook.
- Provides student with a minimum of one hour per week of regularly scheduled individual clinical supervision.
- Review and sign all relevant documents and complete Student Performance Evaluations at both midterm and end of the semester for each semester of the placement. Generally, final student evaluations are submitted electronically via the Tk-20 data management system. Supervisors will receive email regarding processes/procedures for submitting evaluations on Tk-20.
- Communicate regularly with University faculty and meet with the student and a CSP faculty member on scheduled site visits (1 per semester).

Tips for Student Contact with Sites:

Make Contact

Students may use the following guidelines when securing a practicum or internship site.

- After developing a plan with the CMHC program coordinator, students will contact sites to identify open positions.
- Attempt to speak directly to the site's master's level internship coordinator or clinical supervisor. If immediate contact is made, inquire about next steps and/or request to have an interview. If you have been sent to the site as a direct recommendation by faculty, be sure to inform the agency's internship coordinator immediately.
- If the internship coordinator is not reached immediately, compose a personal cover letter, attach a resume, references and the CMHC Brief Fieldwork Overview Handout (at the end of this Handbook) and email and/or send the packet to the site internship coordinator.
- Follow up the mailing with an email and/or telephone call to request an interview.
- SCSU faculty suggest contacting a minimum of five potential sites. You will want to experience the interview process as much as possible to help determine student-agency fit and give you confidence in your interviewing skills as you seek a counseling position post-graduation.

Tips for Interviewing at a Site:

Students should approach the practicum or internship site interview as a regular job interview and gather or prepare the following:

- A resume and list of references.
- CMHC Brief Fieldwork Overview Handout.
- A list of ideas and questions related to how this placement might prove mutually beneficial to the student and the site.
- A list of goals the student wishes to accomplish through this experience.
- You may also email the site supervisor a link to the online Prac/Internship Handbook and/or bring a Field Site A along with you to the interview, to be sure the site understands SCSU requirements.

Complete/Submit the Field Site Agreement

Once a student has been offered a fieldwork position, the student should immediately inform the Program Coordinator. You will then email a copy of the CMHC Field Site Agreement to the Site Supervisor for them to complete and return to you. You will then submit the agreement to the Program Coordinator who will consider formal approval of the placement.

Students may not begin working at the site until all required documents have been submitted and the student has received notification that the placement is approved. Students may never see clients prior to site approval and/or the first class meeting of the semester.

Enroll in Courses

- Register early for the appropriate courses as designated on the student's course sequence and approved by the student's advisor. For Practicum: CSP 552 (3 credits) and CSP 553 (4 credits). For Internship: CSP 676 (4 credits).
- **If a student does not have a site agreement on file with all of the required paperwork and signatures, they cannot start fieldwork at any site and they will need to drop the fieldwork courses after the first week of the course.**

Start Practicum / Internship

Students are expected to attend the field site's regular employee or intern orientation. NOTE: Students must begin and end their practicum/internship according to the CSP 553 or CSP 676 course dates listed on Banner.

Accordingly, there are periods where students are on university break and therefore prohibited from working on their site (i.e., the dates not included on the Banner course listing). This means that you may have a 1-2 week break prior to Fall semester and a 1-2 week break prior to Spring semester. There is no break between Spring and Summer terms. You should inform your site supervisor of this stipulation immediately so that the agency can plan accordingly.

Direct Service and Indirect Activities

Fieldwork will be a combination of work with clients and related activities, as well as learning administrative tasks. Direct services are defined as contact with clients during which the student directly conducts or participates in the provision of counseling. Indirect hours include services or professional activities performed while at one's field site that do not require direct client contact. Supervision hours are composed of faculty or on-site supervision.

The student is responsible for documenting their direct and indirect service hours. A spreadsheet is available to students on the CSP 553 Blackboard site. At the end of the semester, the Site Supervisor is required to sign the bottom of the completed spreadsheet, indicating approval of the documented fieldwork.

DIRECT SERVICES

- **Individual counseling** Performing client sessions involving the assessment and/or treatment of specific mental and emotional disorders.
- **Family/couples counseling** Performing family or couples sessions involving the assessment and/or treatment of specific mental and emotional disorders.
- **Group Counseling** Co-leading or independently leading a psychotherapy group.
- **Diagnostic Interviewing** Use of specific assessment tools and clinical skills to identify an appropriate DSM-5 diagnosis and identify a client's initial needs.
- **Testing and Assessment** Administration and/or interpretation of counseling assessments; Includes provision of interpretive summaries to clients.
- **Career Counseling** Counseling that includes client career or vocational development.
- **Co-Therapy** Actively participating in co-therapy with individuals or groups (not simply observing).

INDIRECT ACTIVITIES

- **Observation** Observing on-site staff member performing psychotherapy.
- **Telephone or Email Contacts** Making direct contact with clients that is not face to face.
- **Referrals** Linking client to supplemental or supportive services.
- **Clinical Documentation** Writing case notes, treatment plans, and treatment summaries or other written reports for the formal medical record.
- **Case Consultation** Working directly with other mental health professionals regarding clients.
- **Staff Meetings** Attending clinical and/or administrative meetings with agency staff.
- **Professional Development Activities** Attending professional counseling trainings, workshops or conferences.

Clinical Supervision (counted as indirect):

- **On-site Individual Clinical Supervision** Weekly, face-to-face regularly scheduled supervision regarding skills development and client care; Provided by the Site Supervisor.
- **On-site Group Supervision** All formal group supervision provided at the field site.
- **University Supervision** Individual supervision with faculty supervisor (Only Practicum) and field work seminar (Both Practicum and Internship)

Faculty Support

Expectations for CMHC Program Coordinator

The CMHC Program Coordinator is expected to:

- Coordinate and facilitate student placements as described above, using the approved placements list and assisting student in contacting and securing agencies.
- Ensure all standards are upheld and required documentation is collected.
- Respond to inquiries and facilitate communication between SCSU and the field placement site.
- Consult with both SCSU faculty, Site Supervisors and students as needed.
- Formally approve the fieldsite placement.
- Ensure all client information is kept confidential.

Group Seminar Instructor (CSP 553 or CSP 676)

The Group Seminar Instructor is expected to:

- Conduct group supervision meetings weekly on campus throughout the semester.
- Make contact with Site Supervisor and maintain consistent communication.
- Visit the Site Supervisor and the student at the internship site at least once during the semester and have phone contact during the semester as needed.
- Evaluate the student and discuss that evaluation with the student.
- Ensure all client information is kept confidential.

Expectations for Practicum Faculty Supervisors (CSP 552)

The Practicum Faculty Supervisor is expected to:

- Conduct individual supervision meeting weekly on campus throughout the semester.
- Focus on student counseling skills development such as microskills and interviewing strategies (in contrast, clinical diagnostic and treatment issues are the main focus of on-site supervision).
- Immediately contact the SCSU Field Site Coordinator should any problems or changes in relation to the student, site, or University occur.
- Evaluate the student and discuss that evaluation with the student.
- Ensure all client information is kept confidential

Evaluation of Instructors and Field Sites

Students will complete SCSU teaching evaluations for instructors of CSP 552/553 and 676. They will also evaluate their Field Site and Site Supervisors. Results of Field Site evaluations will have an impact on the continued use of a site and/or site supervisor.

Practicum Required Hours

CMHC Counseling Practicum provides an opportunity to demonstrate counseling skills under close supervision in a clinical mental health setting. The primary goal of practicum is to develop skills in individual, group or family counseling in a professional setting. This is accomplished by combining a student's counseling skills and personal style into an effective therapeutic approach and enhancing the student's growth as a person and as a professional counselor. Students should also be willing to engage with diverse clients, including all demographic backgrounds including age, ethnicity, affectional orientation, gender and gender identity, religion/spirituality, ability level, and socio-economic status.

Students are required to spend a minimum of 100 hours on site during practicum. Forty of these hours should be considered direct service hours (e.g., face-to-face counseling/psychotherapy) and the remaining 60 indirect hours (e.g., staff meetings, clinical documentation, other activities at the field site). These hours are MINIMUM requirements. All activities must be documented in order to receive credit for field site work and meet licensure standards.

<u>Practicum Experiences:</u>	<u>Minimum Time Requirement</u>
DIRECT SERVICE	40 hours total
INDIRECT ACTIVITIES	60 hours total

Grading

In Practicum, the student is enrolled in two courses (CSP 552 and 553) and therefore receives two Pass/Fail grades. The final grade, as assigned by the course instructor, will be based on:

- The student fulfilling the required service hours
- The Site Supervisor's evaluation
- Completion of any other course requirements, as indicated on course syllabi

Internship Required Hours

Following the practicum and pre-requisite courses, students will pursue an internship. The goal of the internship is to further develop and refine the skills developed during practicum. Moreover, the internship should provide the student with the full range of counselor responsibilities appropriate to the setting. During internship, students assume increasing levels of responsibility for a range of counseling activities. Students should also be willing to engage with diverse clients, including all demographic backgrounds including age, ethnicity, affectional orientation, gender and gender identity, religion/spirituality, ability level, and socio-economic status.

Students are required to spend a minimum of 600 hours on site during the entire two–semester internship. Two hundred and forty of these hours should be considered direct service hours (e.g., counseling individuals and groups) and the remaining indirect hours (e.g., faculty/staff meetings). These hours are typically part-time (approximately 20 hours a week) across two semesters.

Please remember that these hours are the MINIMUM requirements that you must perform. In many situations, you will go well over these requirements. However, you must document all activities in order to receive class credit, as well as provide proof for the NCC and LPC.

<u>Internship Experiences:</u>	<u>Minimum Time Requirement</u>
DIRECT SERVICE	240 hours total
INDIRECT ACTIVITIES	360 hours total

Grading

In Internship, the student is enrolled in one course over two separate semesters (CSP 676) and therefore receives two Pass/Fail grades. The final grade, as assigned by the course instructor, will be based on:

- The student fulfilling the required service hours
- The Site Supervisor's evaluation
- Completion of any other course requirements, as indicated on course syllabi

Professional Considerations

Ethical Guidelines:

As a student and professional in Counseling, students are required to follow a professional code of ethics. Students must read, understand, and use these ethical guidelines. Additionally, students must adhere to state and federal laws and the regulations of the host agency. However, because the resolution of many ethical dilemmas is not always clear, students should consult faculty and Site Supervisors about any ethically unclear situations that arise at the site. If the situation is urgent, students should immediately contact the Site Supervisor and faculty supervisor or seminar instructor. If it is a non-urgent ethical question, students should bring the question to supervision meetings.

Selected Ethics Codes:

American Counseling Association:

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

American Mental Health Counselors Association:

<http://www.amhca.org/?page=codeofethics>

National Board of Certified Counselors:

<http://www.nbcc.org/Assets/Ethics/NBCCCodeofEthics.pdf>

Confidentiality:

In accordance with the ethical principles of ACA, state and federal law and field site regulations, students must maintain strict client confidentiality at all times. Students are required to read, understand and sign the confidentiality clauses within the Field Site Agreement. When video or audio-recording, students are required to submit adult or minor Recording Consent Forms as well as other additional recording releases required by the field site.

Note that confidentiality is a part of the informed consent process. Students are responsible for informing clients of procedures in counseling and the role of the professional counselor (including one's status as a practicum or internship student) at or before the first counseling session. Limits to confidentiality should be addressed and defined in a developmentally appropriate manner. This confidentiality also involves the use of client initials or pseudonyms for all CMHC coursework. Other key aspects of confidentiality are located in the ethical codes listed above. As a reminder, students should NEVER discuss clients with unauthorized personnel.

Audio and Video-Recording:

Audio and/or video-recordings of counseling sessions during field experience are for the sole purpose of development, review, reflection and refinement of professional counseling skills. These audio and/or video-recordings are for graduate level instructional purposes only.

The CSP department highly values audio or video-recording at all practicum and internship sites. While we understand that video recording is not always possible, audio recording is acceptable. All recordings will be maintained with strict HIPAA compliance. Therefore, students:

- Will purchase an encrypted video/voice recorder or use a recording device used solely for fieldwork recordings that will be double-locked when not in use.
- Will complete recordings only with the full knowledge and approval of the client(s), Site Supervisor and agency administration.

- Will not label audio/video recording with any client identifying information.
- Will keep audio/video recorder in a locked location where others cannot access it and if applicable, will keep narratives/ digital recordings on a secure server with dual password protection.
- Will only share the recording, transcripts, and narratives with approved educational personnel, in the context of individual and group supervision.
- Will under no circumstance share client audio/video recording with anyone other than designated field site employees or SCSU faculty.
- Understand that if they fail to comply with the above standards ensuring client confidentiality, they will be subject to consequences, which may include termination of the fieldwork placement or expulsion from the Clinical Mental Health Counseling program.
- Will erase all recordings immediately after completion of supervisory review.

Personal Challenges:

Because personal issues may impact one's clinical work, many counselors in training choose to seek their own counseling. Students at SCSU are eligible for counseling through SCSU Counseling Services: (203) 392-5475. Note that if a student chooses to use SCSU Counseling Services as a field site, they must seek counseling services elsewhere. In this circumstance, Counseling Services will provide a referral to other local counseling practitioners.

Supervision and Feedback:

A crucial component of the practicum and internship process is constructive feedback. Students will receive extensive feedback from peers, site supervisors and faculty supervisors. Because personal qualities, including openness and flexibility, impact one's counseling effectiveness, there will be times when feedback addresses personal as well as professional skills. Students must understand and monitor personal reactions to criticism and develop a healthy and constructive way to deal with potentially negative feedback.

Supervision Preparation:

Students must take an active role in supervision sessions. Students must come to each supervision session fully prepared. This includes completing all requisite paperwork and/or assignments (e.g., readings, research), preparing a list of specific questions for the supervisor, and reviewing video and/or audio recordings of sessions prior to supervision.

Special Note to Supervisors

We deeply appreciate the time and energy that you have dedicated to our students. Should you have additional questions or need for support, please feel free to contact the CMHC Program Coordinator or any of the CMHC faculty at any time. It is our pleasure to help you in any way possible.



Clinical Mental Health Counseling Field Site Agreement

This agreement is made on _____ between _____ and the CSP Department at
(date) (field site)
Southern Connecticut State University. The agreement verifies that _____ will be working
(student)
starting _____ to _____ for approximately _____ per week for _____.
(date) (date) (# hrs) (practicum or internship)

This agreement indicates an agreement on behalf of a site supervisor, site, University CMHC faculty, and student in regard to their fieldwork experience. **No client contact (face to face or phone/email) can begin until the first day of the academic term in which the student is enrolled.** As part of this experience, students need:

DIRECT SERVICES

- **Individual counseling** Performing client sessions involving the assessment and/or treatment of specific mental and emotional disorders.
- **Family/couples counseling** Performing family or couples sessions involving the assessment and/or treatment of specific mental and emotional disorders.
- **Group Counseling** Co-leading or independently leading a psychotherapy group.
- **Diagnostic Interviewing** Use of specific assessment tools and clinical skills to identify an appropriate DSM-5 diagnosis and identify a client's initial needs.
- **Testing and Assessment** Administration and/or interpretation of counseling assessments; Includes provision of interpretive summaries to clients.
- **Career Counseling** Counseling that includes client career or vocational development.
- **Co-Therapy** Actively participating in co-therapy with individuals or groups (not simply observing).

INDIRECT SERVICES

- **Observation** Observing on-site staff member performing psychotherapy.
- **Telephone or Email Contacts** Making direct contact with clients that is not face to face.
- **Referrals** Linking client to supplemental or supportive services.
- **Clinical Documentation** Writing case notes, treatment plans, and treatment summaries or other written reports for the formal medical record.
- **Case Consultation** Working directly with other mental health professionals regarding clients.
- **Staff Meetings** Attending clinical and/or administrative meetings with agency staff.
- **Professional Development Activities** Attending professional counseling trainings, workshops or conferences.

Clinical Supervision (counts as indirect):

- **On-site individual clinical supervision** Weekly, face-to-face regularly scheduled supervision regarding skills development and client care; Provided by the Site Supervisor.
- **On-site group supervision** All formal group supervision provided at the field site.
- **University Supervision** Individual supervision with faculty supervisor (Only Practicum) and field work seminar (Both Practicum and Internship).

Prohibited Activities

Students may not perform physical restraint.

Students may not participate in the collection of medical specimens, including urine samples.

Students may not transport clients.

Students may not perform in-home counseling without an accompanying clinician.

Students may not engage in activities which would not be part of a master's level clinician job description, such as regular secretarial, administrative or client reception support.

- ☐ Check if student currently works at field site as an employee. If this is checked, student will additionally need to complete an Internship Proposal as described in the Practicum-Internship Handbook.

The Site Supervisor for this site will be: _____. Their LPC¹ license number is: _____. **The Site Supervisor should carefully read and initial the agreements below.**

The Site:	Initial
Will give the student adequate opportunity to provide the required number of direct and indirect hours of clinical mental health counseling, as described on the previous page.	
Is familiar with and follow ACA and other pertinent ethical codes.	
Is familiar with all guidelines and expectations for site experiences, as well as requirements for Connecticut Licensure as a Professional Counselor.	
Will provide an opportunity to make <u>audio or video recordings</u> of client sessions.	
Provides student with a <u>private area</u> for counseling sessions and client contact.	
Will orient student to the policies and procedures of the agency.	

The Site Supervisor:	Initial
Has an independent license as a Licensed Professional Counselor or served as a CMHC Supervisor prior to December 2015.	
Has been a counselor for over two years. <u>Attach resume to this document.</u>	
Has completed coursework or training in counseling supervision. <u>As of September 2019, has 1) completed the CSP Supervision 101 Online Training and 2) provided evidence of site supervisor's training in supervision (i.e., continuing education certificate on the topic of supervision, academic transcripts with coursework in supervision; attach evidence to this agreement).</u>	

¹ Supervisor must have an LPC unless they served as a CMHC supervisor for SCSU prior to December 2015. Contact Program Coordinator with questions about other licenses.

Has prior experience supervising interns or other clinicians.	
Has been given the SCSU CMHC Practicum & Internship Handbook and is aware of CSP policies and procedures.	
Will provide the student with a minimum of one hour per week of regularly scheduled, uninterrupted individual supervision sessions.	
Will complete all necessary fieldwork paperwork for the intern, including periodic evaluations.	
Will communicate consistently and regularly with University Faculty and participate in scheduled site visits (1 per semester).	

The SCSU Department of Counseling and School Psychology agrees to provide field site coordination through the Program Coordinator. Communication with the fieldsite and general oversight of the student's performance will be provided by the group seminar instructor. For practicum students, individual faculty supervision will be provided by the faculty supervisor. Their responsibilities will be:

Primary Contact for Student Placement:

CMHC Program Coordinator (both Practicum and Internship): Dr. Louisa Foss-Kelly, fossil1@southernct.edu

- Coordinate and facilitate student placements as described above, using the approved placements list and assisting student in contacting and securing agencies.
- Ensure all standards are upheld and required documentation is collected.
- Respond to inquiries and facilitate communication between SCSU and the field placement site.
- Consult with both SCSU faculty, Site Supervisors and students as needed.
- Formally approve the fieldsite placement.
- Ensure all client information is kept confidential.

Group Seminar Instructor (both Practicum and Internship)

- Conduct group supervision meetings weekly on campus throughout the semester.
- Make contact with Site Supervisor and maintain consistent communication.
- Visit the Site Supervisor and the student at the internship site at least once during the semester and have phone/email contact during the semester as needed.
- Evaluate the student and discuss that evaluation with the student.
- Ensure all client information is kept confidential.

Faculty Supervisor (only for Practicum – CSP 552)

- Conduct individual supervision meeting weekly on campus throughout the semester.
- Focus on student counseling skills development such as microskills and interviewing techniques (in contrast, clinical issues are the main focus of on-site supervision).
- Immediately contact the CMHC Program Coordinator should any problems or changes in relation to the student, site or University occur.
- Evaluate the student and discuss that evaluation with the student.
- Ensure all client information is kept confidential.

The **Fieldwork Student** agrees to the following procedures to ensure confidentiality and protection of all clients. The student should carefully read and initial the agreements below.

The Student:	Initial
Will abide by American Counseling Association Code of Ethics, state law, and HIPAA regulations and follow all standards covering client audio and/or video recordings.	
Will maintain professional liability insurance during fieldwork. <u>Attach copy of student professional liability insurance to this agreement.</u>	
Will purchase an encrypted video/voice recorder or use a recording device used solely for fieldwork recordings that will be double-locked when not in use.	
Will not label audio/video recording with any client identifying information.	
Will know where the audio/video recording is at all times.	
Will keep the audio/video recorder in a locked location where others cannot access it and if applicable, any narratives/ digital recordings will be kept on a secure server with dual password protection.	
Will only share the recording, transcripts, and narratives with approved educational personnel, in the context of individual and group supervision.	
Will under no circumstance share client audio/video recording with <u>anyone</u> other than designated field site employees or SCSU faculty.	
Will erase all recordings immediately after completion of supervisory review.	
Understands that if they fail to comply with the above standards ensuring client confidentiality, they understand that they will be subject to consequences, which may include termination of the internship or expulsion from the Clinical Mental Health Counseling program.	

All parties agree to the terms set forth in this document.

Signature of Practicum/Internship Student

Date

Signature of Site Supervisor

Date

SCSU CMHC Program Coordinator

Date

ATTACH THE FOLLOWING DOCUMENTS, AS APPLICABLE:

1. Site Supervisor's resume	2. As of September 2019, evidence of site supervisor's training in supervision (i.e., continuing education certificate on the topic of supervision, academic transcripts with coursework in supervision).
3. Student professional liability insurance	4. If site is same as student's place of employment, a proposal outlining how placement will meet requirements described above



Southern Connecticut State University

DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY

Final Student Performance Evaluation for CMHC Practicum and Internship

Directions: This form is to be completed and submitted by the Site Supervisor at the end of every semester.

Name of Graduate Student: _____ Date: _____

Practicum or Internship: _____

Name of Site Supervisor: _____

Name of Field Site: _____

Rating Scale			
1 – Beginning	2 – Developing	3 – Proficient	4 – Exemplary

Intra/Interpersonal Professional Behavior	1	2	3	4
1. Openness to new ideas and flexibility				
2. Cooperative with others				
3. Demonstrates ability to accept and use feedback				
4. Demonstrates ability to deal with conflict				
5. Demonstrates ability to accept personal responsibility				
6. Demonstrates ability to express feelings effectively and appropriately				
Ethics	1	2	3	4
1. Demonstrates ability to apply and adhere to ethical and legal standards in clinical mental health counseling				
2. Demonstrates ability to recognize their own limitations as a counselor and seek supervision or refer clients when appropriate				
3. Provides only those services and applies only those techniques for which the student is qualified by education, training and experience				
Administration	1	2	3	4
1. Applies knowledge of public mental health policy, financing (i.e., third party reimbursement), and regulatory processes				
2. Applies current record-keeping standards related to clinical mental health counseling				
3. Submits clinical documentation in a timely manner				

Assessment	1	2	3	4
1. Demonstrates the ability to use procedures for assessing and managing suicide/homicide risk				
2. Demonstrates skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management				
3. Screens for addiction, aggression, and danger to self and/or others, as well as co-occurring mental disorders				
4. Demonstrates appropriate use of diagnostic tools, including the DSM, to describe the symptoms and clinical presentation of clients with mental and emotional impairments				
5. Effectively conceptualizes client symptoms and explain the differential diagnosis with collaborating professionals				
Counseling Skills	1	2	3	4
1. Establishes relationships in such a manner that a therapeutic working alliance can be formed				
2. Creates appropriate structure and maintains professional boundaries				
3. Responds to client's feelings in a therapeutic manner				
4. Evidences congruence and genuineness				
5. Communicates empathy				
6. Evidences effective non-verbal communication				
7. Provides therapeutic responses that are well-timed and responds to client with clinical intention				
8. Carefully considers and provides appropriate self-disclosure for a specific therapeutic purpose				
Referral and Advocacy	1	2	3	4
1. Makes appropriate community referrals				
2. Uses psychoeducation and empowerment strategies with clients				
3. Advocates for clients and services that are equitable and responsive				
Multicultural Competence	1	2	3	4
1. Applies multicultural competencies to clinical mental health counseling involving case conceptualization, diagnosis, treatment, referral, and prevention of psychological disorders				
2. Demonstrates appropriate use of culturally responsive counseling techniques				
Research and Evaluation	1	2	3	4
1. Uses evidence-based or best practice techniques with clients				
2. Develops appropriate, measurable outcomes for counseling treatment plans				

Site Supervisor Comments:

Student Comments:

Signature of Student

Date

Signature of Site Supervisor

Date



Southern Connecticut State University

DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY

Clinical Mental Health Counseling

Student Evaluation of Site and Supervisor

Directions: This form is to be completed at the end of the semester then forwarded to the SCSU Field Site Coordinator.

Name/Location of Site: _____

Semester/Year: _____

Practicum or Internship: _____

Rating Scale			
1 – Poor or Inconsistent	2 – Limited Opportunities	3 – Met Expectations	4 – Excellent Experiences

Site	1	2	3	4
1. Availability of on-site supervision provided by Site Supervisor				
2. On-site audio/video-recording and/or live supervision provided by Site Supervisor				
3. Feedback and evaluation by Site Supervisor				
4. Overall quality and usefulness of on-site supervision				
5. Relevance of practicum / internship experience to counseling				
6. Orientation training relevant and helpful				
7. Adequacy of site facilities				
8. Counseling experience included work with diverse populations				
Experiences	1	2	3	4
1. Individual counseling				
2. Family/couples counseling				
3. Group counseling				
4. Diagnostic interviewing				
5. Testing and assessment				
6. Career counseling				
7. Co-therapy/observation				
8. Case consultation				
9. Referrals/case management				
10. Clinical documentation/treatment plans				
11. Staff meetings/professional development				

Printed Name of Student

Date



Southern Connecticut State University

DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY

Recording Consent Form for Adult Clients

Counselor-in-training supervision requires audio-recording and/or video-recording of counseling sessions and assessment of my work with clients in order to evaluate my skills. The recordings may be reviewed by my Faculty Supervisor, Site Supervisor or a small number of graduate students also enrolled in field work. All recordings will be erased or destroyed after reviewing. These procedures require your consent. Information from the recordings is confidential given the above described supervision and learning experiences. Additional exceptions to confidentiality are:

1. You direct me in writing to disclose your information to someone else.
1. You have been determined to be in danger of harming yourself or others.
2. I am ordered by a court to disclose information.
3. There is an indication of child/elder abuse or neglect that I am legally required to report.

CONSENT

I, _____, agreed to be audio or video-recorded for training purposes. I understand the
(print full name)

above conditions and have resolved any questions or concerns.

Client Signature

Date

Practicum / Internship Student

Date

Site Supervisor

Date

Practicum/Internship Seminar Instructor

Date



Southern Connecticut State University

DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY

Recording Consent Form for Minor Client

Counselor-in-training supervision requires audio-recording and/or video-recording of counseling sessions and assessment of my work with clients in order to evaluate my skills. The recordings may be reviewed by my Faculty Supervisor, Site Supervisor or graduate students also enrolled in my field work class. All recordings will be erased or destroyed after reviewing. These procedures require your consent. Information from the recordings is confidential given the above described supervision and learning experiences. Additional exceptions to confidentiality are:

4. You direct me in writing to disclose your child's information to someone else.
2. You or your child has been determined to be in danger of harming yourself or others.
5. I am ordered by a court to disclose information.
6. There is an indication of child/elder abuse or neglect that I am legally required to report.

CONSENT

I, _____, parent or guardian of _____, agree to allow this
(print parent/guardian full name) (print child's full name)

minor child to be audio or video-recorded for training purposes. I understand the above conditions and have resolved any questions or concerns.

Parent or Guardian Signature

Date

Client Signature

Date

Practicum / Internship Student

Date

Site Supervisor

Date

Practicum/Internship Seminar Instructor

Date



DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY

Clinical Mental Health Counseling Program

CMHC FIELDWORK OVERVIEW

The SCSU CMHC program is a 60-credit hour master's program designed to meet requirements for licensure in Connecticut as a Licensed Professional Counselor (LPC) and board certification as a National Certified Counselor (NCC). The CMHC program is accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), the premier independent accrediting agency in counselor education.

ABOUT FIELDWORK

Fieldwork in the CMHC program generally begins after the student has completed a minimum of three semesters of relevant coursework. The student is required to provide individual/family and group counseling, including the diagnosis and treatment of psychological disorders and related clinical documentation. CMHC students must complete fieldwork during the final three semesters of their program:

- First Semester: Practicum: 100 total hours, 40 of which must be face-to-face direct client counseling
- Second Semester: Internship I: 300 total hours, 120 of which must be face-to-face direct client counseling
- Third Semester: Internship II: 300 total hours, 120 of which must be face-to-face direct client counseling

BASIC REQUIREMENTS OF THE FIELD SITE

In order to finalize a field site placement, the site must:

- Give the student adequate opportunity to accrue direct and indirect hours providing diagnosis and treatment of psychological disorders and other related counseling activities. Activities cannot be limited to group or family counseling and must include sufficient number of individual psychotherapy hours to meet training needs.
- Be familiar with and follow American Counseling Association (ACA) and other pertinent ethical codes.
- Offer a designated area for student work, confidential for phone calls and counseling sessions.
- Provide training or orientation needed for students to follow the policies and procedures of the agency.
- Provide an opportunity to make audio or video recordings of selected individual client sessions (Required in Practicum).
- Provide a clinical supervisor who meets the following requirements:
 - Must be a Licensed Professional Counselor or otherwise approved by SCSU faculty.
 - Must have a minimum of 2 years of experience as a master's level clinician.
 - As of September 2019, has 1) completed the *CSP Supervision 101 Online Training* and 2) provided evidence of site supervisor's training in supervision
 - Is willing to meet the CMHC program's expectations, including requirements and evaluation procedures for students as outlined in the Practicum/Internship Handbook.
 - Provide student with a minimum of one hour per week of regularly scheduled individual clinical supervision.
 - Review, complete and sign all relevant fieldwork and evaluation documents, communicate regularly with University faculty and meet with the student and CSP faculty member on scheduled site visits (1 per semester).

FOR MORE INFORMATION

- Refer to the *CMHC Practicum and Internship Handbook* here: http://www.southernct.edu/academics/schools/education/departments/counseling/CMHC/currentstudents_CMHC.html
- CMHC Program Coordinator, Dr. Louisa Foss-Kelly at fossl1@southernct.edu