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Introduction to MA in Counseling Professional Clinical Field Experience

The MA in Counseling program is designed to prepare individuals for a career in clinical mental health counseling. The curriculum is designed to provide students with the necessary knowledge, self-awareness, and interpersonal and clinical counseling skills to work with individuals, couples, children and adolescents, families, and to facilitate mental health related groups in a variety of mental health settings.

This degree requires the successful completion of a comprehensive clinical field experience. The field experience is completed at local counseling agencies surrounding campuses that teach the MA in Counseling. It is supervised by the counseling faculty at each campus, with assistance from supervision by licensed professional counselors at the clinical field site.

The clinical counseling field experience consists of two terms of 1.5 credit hours of COUN 6100/6200 Practicum (only COUN 6000 required at the Geneva campus); and four terms (six terms in Florida) of 1.5 credit hours of COUN 6500 Internship. The field experience (combining Practicum and Internship) total nine (12 in FL) credit hours when completed. The field experience takes six consecutive (nine-week) terms (eight in FL)--no more or less--to complete. Students are required to be at their field experience site for approximately 20 hours per week in order to complete a comprehensive counseling experience in each term. Students should be clear that they attend their site to learn the operations and workings of a counseling agency and network among local clinicians in addition to the hours they are required to complete for the class. Hence, students should be clear that Practicum and Internship consist of direct hours, during which the student meets one on one with clients and provides counseling services face to face, AND indirect hours each week, which consist of tasks necessary of a counselor functioning at an agency, including assessments, conferences, workshops, and research pertaining to clients the student is working with, and other counseling and agency-related work.

This degree is a professional degree that is regulated by the state licensure boards, the ACA Code of Ethics (2014), and professional standards for the field of counselor education. As such, students will be required to commit to the above mentioned academic, interpersonal, and counseling skill development as well as openness to supervision through various coursework including the clinical field experience. It is imperative that students understand the time commitment, requirement of evidencing progressive skill development, openness to supervision, and academic success as completion requirements to this degree. Grades of Incomplete are not provided. If Clinical hours are not completed in a term, regardless of reason for the lack of completion, students will have to repeat the term at their own expense. Hence, students must ensure that they have the personal time, availability, and mental health status to complete the required hours in a term; and ensure that they have discussed the required hours with the site at which they will be serving in order to not incur extra time and tuition for hours that were not completed.
**Student Handbook & Field Experience Agreement - Signature Required**

All students admitted to Practicum are required to review and sign the Clinical Handbook Student Acknowledgment as well as Field Experience Agreement Student Acknowledgment pages as a requirement of admission to field experience. Students are required to tear out page 14: Appendix C & page 27: Appendix I and sign both, which implies student understanding of and agreement with this handbook. Students are required to bring the signed copies of the handbook to the Field Experience Orientation. This Handbook is not exclusive of the Professional Counseling Department Student Handbook or the University Handbook found on the University website. All conditions of the Department and University handbooks also apply to all students in the counseling degree and preparation program.

**Steps through Clinical Field Experience**

The first step toward field experience is a strong academic standing in the program. Once students have completed at least 4 of their required prerequisite courses successfully, they can apply to Practicum by submitting the Petition form (Appendix XX) attached to this Handbook to the Clinical Coordinator (or designee) at least one semester (unless otherwise advised) prior to the term in which the Practicum begins. The Clinical Coordinator will review the petition and collect feedback from faculty regarding the student’s readiness for Field Experience. After a thorough review of all feedback and PSEs, the Clinical Coordinator will invite students who have been approved to attend the mandatory Field Experience Orientation. Students will make an appointment with their advisor to go over their plan of study and academic success track to make sure this is the best time for them to start Practicum.

Student must attend the mandatory Field Experience (FE) Orientation provided by department faculty prior to making any contact with any potential field site. Students are not to begin interviewing or making contact with field sites until they have completed attendance, including being signed in, at the Field Experience Orientation (Instructors: see Canvas Professional Counseling Admin/Faculty course for FE orientation presentation).

At the FE Orientation, students will learn of the local sites available for field experience, components of a successful clinical field interview, components of the course requirements, grading and assessment features of the field experience, hours and commitment required, and other information critical to the field experience.

After attendance at the FE Orientation, students are encouraged to begin interviewing with local agencies to procure a site for completion of their field experience. Note: “local” means agencies within 30-50 miles (see your Practicum instructor) of the campus. Each student will be responsible for obtaining his/her field experience site following attendance at the Field Experience Orientation.

Once a student has been offered and accepts a placement, the student is to contact the Practicum instructor and provide signed versions of Appendices B, C, D, and a copy of the site supervisor’s license in order to be enrolled in Practicum (see Appendix F, Professional Field Experience Agreement, for Agreement appendices B, C, D). Students are required to submit all documentation to their faculty
instructor in preparation for start of field experience. If students miss the deadline for paperwork submission they will need to wait to reapply for the next semester. If a student finds a site that is not on the list of approved clinical sites, the student should get approval from the Practicum instructor for this site to be included in the list prior to accepting the site’s offer for placement.

Professional clinical counseling settings are the only acceptable field experience sites. School settings may not be used for field experience unless the student is enrolled in the school counseling emphasis, offered only at the Webster Groves campus. Students in the Clinical Mental Health Counseling program are not allowed to perform in-home counseling. If such requests are brought up by site supervisors, please, immediately refer to the faculty supervisor or Clinical Coordinator.

**Affiliated (Field Experience) Courses and Requirements**

Practicum and Internship courses are organized in a **semester based** format with the exception of summer Internship (which is a semester of activities condensed to a nine-week term); hence, activities and evaluations are spread over 18 weeks. (Instructors: see Canvas Professional Counseling Admin/Faculty course for syllabi).

**COUN 6100/6200 Practicum** (COUN 6000 in Geneva) is the introduction to clinical experience during which students will demonstrate basic skills including active listening and alliance building; intake, referral and termination skills; and (case) note writing skills. Students will also evidence ability to assess substance abuse, client self-harm and harm of others; barriers to communication; openness to supervision; and conduct mandated reporting procedures.

Practicum is completed in two terms of 1.5 credit hours each (COUN 6100 and 6200), during which students will complete **100 total clinical hours** (40 direct and 60 indirect client hours).

Grades of Incomplete are **not provided** in field courses for purposes of professional liability insurance coverage and ethical code compliance (ACA, 2014).

Note that there are only 40 direct hours required out of the 100 total clinical hours in Practicum—this is key. It means that students are required to provide face-to-face comprehensive counseling services to clients for 40 direct hours in their Practicum, which equates to approximately 20 direct hours per nine-week term for the two terms of Practicum.

**Practicum course requirements:**

- Minimum of 90 minutes of weekly group supervision utilizing observation of students’ skill development (recorded session); most Practicum classes may be longer depending on faculty approach and the number of students in the section
- Minimum of 60 consecutive minutes of weekly individual or triadic supervision with site supervisor utilizing observation of students’ skill development (a recorded session and a live supervision, if possible), etc.
- Regular and ongoing communications between faculty supervisor and site supervisor with written documentation of skill development at least twice per term
• Written evaluation and documentation of counseling skill development, openness to supervision, professional identity development, academic development, and general fit for profession as evidenced by development of counseling related skills, interpersonal skills with all others in the counseling program, and advocacy for the field
• 40 direct client hours and 60 indirect hours totaling 100 clinical hours (completed in two terms);
• Record of Weekly Activity Logs
• Observation of student skill development (minimum of two taped sessions per semester)
• Regular evaluation and documentation of student skill development.

Students must obtain the Practicum instructor’s approval to enroll in Internship. Prior to the end of the semester, the Practicum instructor will provide notice of those students who are prepared to pass into Internship to the individual who enrolls the students. Practicum students cannot enroll themselves in COUN 6100/6200 Practicum or COUN 6500 Internship. The individual responsible for enrolling field students will do so when the Practicum instructor has approved each student’s documents to enter Practicum, and again when the Practicum instructor has passed the student in the second and final term of Practicum.

NOTE: Students whom the faculty assesses as requiring extra, outside-of-class, supervision to enhance skills are required to make the time to meet with the faculty or they may face dismissal from the course and/or program. Instructors train students under their own clinical licenses.

COUN 6500 Internship is the capstone of the clinical experience during which students will conduct activities typical of a practicing counselor including, but not limited to: continuation of all skills learned in Practicum; theory application, treatment planning, case conceptualization, and proper documentation; as well as advanced skills including, but not limited to, co-construction of client goals and achievement of goals.

Internship is completed in four terms (six in FL) of 1.5 credit hours each, during which students will complete 600 total hours (240 direct and 360 indirect client hours) of field experience. Grades of Incomplete are not accepted.

Note that there are only 240 direct hours for the 600 hour Internship (more in FL)--this is key. It means that students are required to provide face-to-face comprehensive counseling services to clients for 240 direct hours in their Internship, which equates to approximately 60 hours per nine-week term for those pursuing Internship within four terms. Also note that a minimum of 10 of those 240 direct hours is required to be in a group setting.

Internship course requirements:
• Observation of student skill development
• Regular evaluation and documentation of student skill development
• Minimum of 90 minutes of weekly group supervision utilizing observation of students’ skill development (recorded session) and written evaluations of skill development by instructor; some Internship classes may last up to 4 hours depending on faculty approach and class size
• Minimum of 60 consecutive minutes of weekly individual or triadic supervision with site supervisor and minimum of 60 consecutive minutes of individual or triadic supervision with faculty supervisor per term utilizing observation of students’ skill development (recorded session) and written evaluations of skill development by site and faculty supervisor
• Regular and ongoing communication between faculty supervisor and site supervisor with written documentation of skill development at least twice per term
• Weekly written evaluation and documentation of counseling skill development, openness to supervision, professional identity development, academic development, and general fit for profession as evidenced by development of counseling related skills, interpersonal skills with all others in the counseling program, and advocacy for the field
• 240 direct and 360 indirect client hours totaling 600 clinical hours completed in four terms (more hours required in FL)
• Participation in facilitation of group counseling and treatment planning
• Record of Weekly Activity Logs.

Internship students are to be enrolled in terms of Internship at the end of each term by the individual who enrolls students. Students have to evidence skills and provide documentation of completed hours in order to pass to a new term of Internship (Instructors: see Counseling Coordinator at your campus or contact Director of Clinical Program for questions/concerns).

Orientations

Field Experience Student Orientation
Students are required to attend the Field Experience Orientation PRIOR to making contact with any site. This orientation will provide information on how to interview with a potential site, on course requirements that have to be communicated to the potential site, on the Professional Field Experience Agreement, on delineation of clinical hours and course requirements, on appendices to the field experience, and on a list of acceptable local field sites (Instructors: see Canvas Professional Counseling Admin/Faculty course for presentation).

Site Supervisor Orientation
The purpose of the Site Supervisor Orientation is to orient the site supervisors to the Clinical Counseling program, requirements, standards, assessment procedures and forms, field experience students’ roles and expectations, as well as site supervisors’ roles and expectations. This orientation is organized once a year with additional sessions offered as needed. The coordinator of the site supervisor orientation sends out emails to all supervisors inviting them to the orientation which is hosted by the Department of Professional Counseling. During the orientation, the clinical team of the department presents the field experience process step-by-step and provides handouts. This orientation also provides a space for site supervisors to ask questions and clarify any confusing information. It also strengthens the relationship and communication between the program and sites. The clinical team presents any professional development opportunities offered by the department during the upcoming academic year.
At the end of the orientation, an evaluation is distributed to site supervisors to rate the presentation they attended. It includes questions regarding site supervisors’ experience with the orientation and materials presented, and provides an opportunity for constructive criticism. The results are collected into an annual report and discussed in both clinical team meetings and faculty meetings to make decisions for improvement based on provided feedback (Instructors: see Professional Counseling Admin/Faculty course for presentation).

The following are the minimum requirements for site supervisors per CACREP standards:

**Site supervisors have (1) a minimum of a master’s degree, preferably in counseling, or a related profession; (2) relevant certifications and/or licenses; (3) a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; (4) knowledge of the program’s expectations, requirements, and evaluation procedures for students; and (5) relevant training in counseling supervision.**

**Affiliated Site Supervisor Survey**
The site supervisor survey is distributed to all site supervisors annually by the department’s Director of Assessment. This survey collects information regarding Webster students’ academic and clinical preparation and quality in field experience as well as their ability to receive and respond to constructive criticism. (Instructors: see Canvas Professional Counseling Admin/Faculty course for the survey form.)

**Agreements**

Each student is required to have a *Professional Field Experience Agreement* (see Appendix F) for their field experience. This Agreement is to be reviewed in detail by the student and reviewed and discussed with the site supervisor by the student prior to accepting a site placement. Once the student is offered a site and agrees to the placement, the student is required to have Appendices B, C, and D signed and submitted to the Practicum instructor along with a copy of the site supervisor’s license. These documents are required to be in the hands of the Practicum instructor *prior to and in order to enroll in Practicum*. Once the Practicum instructor has the required items, s/he may provide approval for the campus administrative personell to enroll the student in Practicum.

Some sites may require a *special affiliation agreement* with Webster University to accept interns at their site. When this is required, the campus will send the site-proposed affiliation agreement to the Director of Clinical Programs who will review; make recommended changes per the department policies, field experience protocol, and ethical code; and forward to the Office of Procurement for review. Once approved by the office of Procurement, the Director of Clinical Programs will the revised agreement to the campus to propose to the site. This process will continue until an agreement is reached. At that time, the agreed upon affiliation agreement will go on file with the Office of Procurement and the department. This will serve as the agreement for all students serving field experiences at that site (Campuses: see your campus director and Director of Clinical Programs re affiliation agreements).
Responsibilities of Field Experience Affiliated Staff

**Practicum Instructors**
Practicum instructors are to approve sites for entering Practicum students; teach Practicum group supervision; conduct one site visit for each student during the semester of Practicum (COUN 6100/6200); complete all required forms (PSE, STE, etc.) of the Practicum; collaborate with the Internship instructors to provide the site supervisor orientation each June and the Field Experience Orientation to students each spring and fall; and collect surveys of sites and site supervisors from students when they change sites within, or at the end of, the Practicum semester.

**Internship Instructors**
Internship instructors teach Internship group supervision and complete all accompanying activities as listed on department syllabus; conduct one site visit for each student during each 18 week period (two terms) of Internship; complete all required forms; collaborate with the Practicum instructors to provide the Site Supervisor Orientation each year and the Field Experience Orientation for students each spring and fall; and collect surveys of sites and site supervisors from students when they change sites and/or complete Internship.

*Communications between site supervisors and field experience course faculty:* Instructors of Practicum and Internship are required to communicate with site supervisors enough to be able to state the current skills and adequacy of each student at any given time. This amount of communication requires a minimum of bi-monthly (every two months) phone contact with site supervisors, in addition to review of all tape and student evaluations throughout the semester. One site visit will occur for each student in Practicum and two site visits will occur during Internship. The site visits and communications are documented and placed in the student’s clinical file by the instructor of the course (See Appendix B for Site Supervisor Communications form).

**Clinical Coordinators**
At campuses that have a designated clinical coordinator, they will: approve sites, collaborate to assign appropriate faculty to field courses, create relationships with new sites when necessary, appropriately terminate relationships with sites that no longer meet the requirements of the Webster Counseling Program field experience, and hold meetings/communications with all clinical faculty on a regular basis. The latter is to ensure all faculty are practicing according to protocol and students are receiving a fluid experience; these meetings also enable faculty to consult on challenged students and appropriate next steps.

Campuses that do not have a clinical coordinator will rely on the Director of Clinical Programs for guidance and will engage Practicum and Internship faculty in conducting Field Experience orientations and site visits. Coordination of new sites will occur through the field experience faculty and/or campus director under guidance of the Director of Clinical Programs.

**Director of Clinical Programs**
The Director of Clinical Programs coordinates and oversees the clinical field experience with all campuses and communicates with Clinical Coordinators on a regular basis. The Director assists campuses in managing field experience situations that require a licensed supervised experience.
Examples include, but are not limited to: coordination of new affiliation agreements, student grievances in field experience courses, requests for exceptions regarding field experience courses, remediation processes that relate to clinical experience, and most items relating to the field experience that do not require opinion of the department chair.

**Site Supervisors**

All site supervisors must be licensed mental health professionals with one of the following licenses: LPC, LMHC, or a licensed Psychologist. LCSW (not LSW) is acceptable following phone contact with the site supervisor by the instructor regarding requirement of student to be doing clinical counseling (and not social work). Once this is confirmed, an LCSW may supervise the student. Site supervisors must have supervision experience.

For a student to accept a field site, the site supervisor must complete Appendix D attached to the Professional Field Experience Agreement and make a copy of their current license for the student to turn in to Practicum instructor in order to enroll in course. Both the Appendix D and supervisor license are required for the field experience instructor to approve the site for either Practicum or Internship.

**Site Visit Guidelines**

The instructors of Practicum and Internship are required to visit their students’ sites once per semester. Mileage should be tracked and turned into the campus director or department chair for reimbursement. Approved sites should be within a 30 mile radius of the campus; when sites are 31-50 miles from campus, special permission is required from the faculty instructor who will conduct the site visit. Sites that are further than 50 miles from the campus are not encouraged.

The following are the guidelines for a site visit:

1. Introduce self to Site Supervisor
   - Introduce other faculty teaching in field experience courses that semester
2. Name the Practicum/Internship student(s) with the site at that time
   - Define/Distinguish between Practicum and Internship
3. Tour facilities with Site Supervisor (if you have not previously toured)
4. Review Site Supervisor Orientation
5. Scan Field Experience Agreement
   - Instruct that the Professional Skills Evaluation (PSE) need only be completed via hard copy and not entered into any system
6. Review current students’ progress
   - Use revised “Site Supervisor Contact Form”
   - Confirm weekly 60 consecutive minute supervision session
   - Confirm review of audio tapes
   - Confirm regular review of Weekly Activity Logs
7. Mention dates of next: Site Supervisor Orientation and Professional Development Series offerings
8. Ask for feedback for program
Format and Frequency of Site contact: In addition to providing per semester site visits, instructors of Practicum and Internship are required to communicate by phone or email with the site supervisor at least bi-monthly in addition to timely review and feedback to students of all skill evaluations. Students who are not progressing at an acceptable pace to enter Internship or progress through Internship, should receive early feedback regarding such. Field experience faculty should be reviewing students’ skills on a regular basis and meeting outside of class with students of concern regarding their developing skills. This is done via review of client session recordings and/or other observation by the faculty and the student in outside sessions.

Site and/or Site Supervisor Changes: If a student changes sites while enrolled in a field experience course, the student is to:

1. Notify the faculty prior to notifying the site
2. Provide adequate notice (per instructor) to the site that they are terminating. Adequate notice is typically 2-4 weeks (no less than 2 weeks)
3. Complete proper termination and/or referral sessions with clients
4. Locate a new site
5. Once approved by the faculty of the field experience course, provide a copy of the new site supervisor’s license in addition to the site supervisor contact information to the faculty of the field experience course prior to beginning with the new site (paperwork will be placed in the student’s clinical file)

Clinical File and Documentation

• The campus will maintain a clinical file on each student entering Practicum. This file will be initiated by the Counseling Coordinator when s/he approves the student and site for enrollment in Practicum.
• The Coordinator will begin the file by stapling a copy of the Clinical File Checklist to the inside left leaf of the clinical file.
• To enroll in Practicum, the student must apply by submitting the Petition form, obtain approval, attend the FE Orientation, interview with sites, and when hired by a site, complete Appendices B, C, and D with the site supervisor; receive a copy of the site supervisor’s license, and retain professional liability insurance.
• The student will provide Appendices B, C, and D; copy of the site supervisor’s license, and evidence of professional liability insurance to the Practicum instructor for that term.
• At the time these documents are received, and the Practicum instructor confirms that the site meets the requirements of the field experience courses, the Practicum instructor will provide permission to the student to enroll in Practicum.
• The Practicum instructor will place the signed Appendices B, C, and D; copy of the site supervisor’s license, and evidence of student professional liability insurance in the student’s clinical file.
• The Practicum instructor will, throughout the term/semester, add: Weekly Activity Logs for Practicum, site supervisor and instructor PSEs, site supervisor and instructor Skills Tape Evaluations, other evaluations, evidence of communications with site supervisors (notes from site visits and
regular phone or email communications with a site supervisor), and other observation/evaluation notes and forms.

- The Practicum instructor will check off those items on the Clinical File Checklist that the instructor has added to the file.
- The Practicum instructor will pass the file to the Internship instructor who will add: Weekly Activity Logs for Internship, site supervisor and instructor PSEs, site supervisor and instructor Skills Tape Evaluations, other evaluations, evidence of communications with site supervisors (notes from site visits and regular phone or email communications with a site supervisor), and other observation or evaluation notes and forms.
- When the student has completed all field experience courses and requirements, the Internship instructor provides the clinical file to the campus to maintain for 7 years.
  *Per ethical supervision practices, FE course instructors are recommended to maintain copies of evaluations and logs in their own file for 7 years.

Students are responsible for maintaining copies of Weekly Activity Logs, all course syllabi, program planners, Student Handbooks, and professional skills evaluations (PSE) for various state licensure requirements and general program adherence. It is recommended that students maintain these copies at all times as they may have to provide these documents when applying for licensure. Also, if students relocate to a different state and choose to practice and apply for licensure in that state, they will likely have to supply copies of weekly activity logs, course syllabi, and evaluations for state licensure requirements in that state. Therefore, MAINTAINING COPIES OF THESE DOCUMENTS IN A SAFE LOCATION IS ESSENTIAL.

Students in the MA in Counseling program are required to understand and follow the ACA Code of Ethics (2014) and adhere to applicable state laws, regulatory policies, and rules and policies governing professional staff behavior at the field placement setting. Students have the same ethical and professional obligation to clients as those required of professional counselors (ACA, 2014).

**Evaluations**

Student evaluation of Site and Site Supervisor
At the end of a student’s field experience, he or she will complete the Student Evaluation of Site and Site Supervisor form. This form provides the field experience student an opportunity to give feedback to the site supervisor on his/ her performance, as well as feedback about the site itself. This information will be reviewed by the clinical faculty at each campus to help provide a list of possible sites for future students. Students are encouraged, but not required, to share the evaluation with their site supervisor following the completion of the final Professional Skills Evaluation (See Appendix XX for evaluation).

Professional Skills Evaluation
Each term, site supervisors and faculty supervisors will complete the Professional Skills Evaluation (PSE) form to evaluate students in field experience. Students will be assessed on their level of aptitude, participation, clinical skill, professionalism, and openness to supervision via a 4-point Likert scale (See Appendix C for evaluation).
Skills Tape Evaluation
Each term, students, in coordination with their site supervisor, will complete at least one client session tape evaluation. Students should reflect upon their own perceptions of their skill and aptitude in counseling before sharing it with their site supervisor. The site supervisor will also complete this session tape evaluation after reviewing the recorded session. Both of these forms should be provided to the faculty supervisor (See Appendix XX for evaluation).
Appendix A: Petition to Apply for Clinical Mental Health Practicum & Process for Applying for Field Experience

Petition to Apply for Practicum
(This form will be filed in student clinical file after request is approved)

This application must be filled out completely and returned to the Counseling Program Clinical Coordinator (or designee) at least one semester (unless otherwise advised) prior to the term in which the Practicum begins. Once approval is granted, students will be invited to attend the Field Experience Orientation.

Indicate the starting term and year of beginning Practicum:

Spring I _______ Spring 2 _______ Fall I _______ Fall 2 _______ Summer _______

Student Name:____________________________________ Phone:____________________________

Practicum pre-requisite courses completed (check):

___COUN 5020  ___COUN 5050  ___COUN 5100  ___COUN 5200  ___COUN5600  ___COUN 5800
___COUN 5150  ___COUN 5610

If a site provides a specialty service like substance abuse counseling or working with families/couples, students may need to also complete COUN 5630 Techniques in Substance Abuse Counseling or COUN 5540 Family Systems Theory:

Check if applicable: ___COUN 5630  ___COUN 5540

1. Please describe your readiness to move onto Practicum (staple extra paper if needed).

2. Please describe your ability to receive feedback (staple extra paper if needed).

3. Briefly describe your special practice areas of interest in the field of counseling.
4. Is there any other information (e.g., previous experience) you believe may be beneficial to the Clinical Coordinator’s decision? (staple extra paper if needed).

Student Signature: ___________________________________________ Date: ________________________

Status: _____Approved   _____Not Approved

Clinical Coordinator/Designee: __________________________________________________________

Clinical Coordinator/Designee Signature: __________________________ Date: ______________________
Process for Applying for Clinical Mental Health Field Experience

- Students have to complete or be in the process of completing all the core counseling courses which are prerequisites to field experience admission (COUN 5020, COUN 5050, COUN 5100, COUN 5200, COUN 5600, COUN 5800, COUN 5150, COUN 5610)

- Students must submit the Petition to Apply for Practicum to the Clinical Coordinator at least one semester prior to the term Practicum begins. Due dates will be posted. *(For the main campus, the deadlines to submit applications are September 1 for Spring Practicum and May 1 for Fall Practicum. Field Orientations will be held the last week of January for fall Practicum and the first week of July for spring Practicum)*

- The Clinical Coordinator then will review the petition and collect feedback from faculty regarding the student’s readiness for Field Experience. After a thorough review of all feedback and PSEs, the Clinical Coordinator will invite students who have been approved to attend the mandatory Field Experience Orientation.

- Students will make appointment with their advisors to review their plan of study and academic success track to make sure this is the best time for them to start Practicum.

- After Field Experience Orientation, students are required to submit all documentation to their faculty instructor in preparation for start of field experience. If students miss the deadline for paperwork submission they will need to wait to reapply for the next semester.
Appendix B: Student Field Experience Proposal

(Complete and submit to the Counseling Program Coordinator or Practicum Instructor at least one term prior to the term in which the Practicum begins unless otherwise advised)

(This form will be filed in the student’s clinical file after the site has been approved)

This application must be filled out completely and returned to the Counseling Program Coordinator or Practicum Instructor (or designee) at least one term (unless otherwise advised) prior to the term in which the Practicum begins. Indicate starting term and year of beginning Practicum:

Spring I ________  Spring 2 ________  Fall I ________  Fall 2 ________  Summer ________

Student Name:_____________________________ Phone:________________ Email:______________________
Address:___________________________________________________________________________________

Briefly describe your special areas of interest in the field of Counseling. What would you like to accomplish in the field experience?

Is there a particular agency or setting in which you want to do your field experience? If so, where?

Are you currently employed in the agency, institution, or setting mentioned above?

Is there any other information (e.g., previous experience), which you believe may be beneficial to the On-site Supervisor?

Field Experience Site:__________________________________ Phone:________________________________
Address:___________________________________________________________________________________
Site Supervisor:_______________________________________ Contact Phone:_________________________
Site Supervisor Email Address:  _______________________________________________________________
Appendix C: Student Acknowledgement

(Complete and submit to Practicum instructor before start of term)

(A) I hereby attest that I have read and understand the American Counseling Association (ACA) Code of Ethics (2014) and will practice my counseling in accordance with these standards. I further understand that any breach of this Code or any unethical behavior on my part will result in my receipt of a failing grade in the Practicum and written notification of such behavior will be placed in my permanent record. www.counseling.org/Resources/CodeOfEthics/TP/Home/CT2.aspx?..

(B) I understand that all students must carry professional liability insurance and such insurance is available through the Healthcare Providers Service Organization found on the website for the American Counseling Association or on their website www.acait.com/students/index.cfm or www.hpso.com/students/studentindex.php3. I will provide a photocopy of my professional liability insurance (PLI) prior to seeing clients and understand that I may not participate or observe any type of counseling until I have secured and provided proof of PLI.

(C) I understand that it is my responsibility to keep my Practicum supervisors (On-site Supervisor and Webster University Faculty Supervisor/Instructor) fully informed regarding my Practicum experience.

(D) I understand that I will not be awarded a passing grade until I have demonstrated in the Practicum a specific minimal level of counseling knowledge, skills, and attitudes, and all requirements of the syllabus.

(E) I further understand that it is my responsibility to attend all classes and supervisory sessions fully prepared as outlined in the Practicum course requirements. If any sessions are not attended, or attended without my full preparation, they will not be counted toward the fulfillment of the minimal Practicum requirements.

Student Name: ________________________________
Student Signature: ____________________________ Date: ________________

APPROVAL OF PROPOSAL:

Counseling Coordinator/Practicum Instructor: ____________________ Date:______________

(Signature)
Appendix D: Site Supervisor Agreement to Supervise

(Complete and submit to Practicum/Internship instructor prior to classes beginning)

Date:____________________

Field Experience Start Date:_________________ Field Experience End Date:____________________

I,__________________________________, agree to supervise _______________________________,
counselor in training (student) at Webster University, _________________________________ (name of
campus & location).

I have read the attached Field Experience Agreement. I understand and agree to carry out the role and
responsibilities of the On-Site Supervisor for this experience as listed within.

I agree to meet with the counselor in training a minimum of one 60 consecutive minute session per week.
That meeting will take place on _______________ (day of the week) at _________________ (time) at
______________________________________________________ (location of supervision). I have
attached a copy of my license as an LPC, LMHC, LP, or MD (psychiatrist).

Please check the appropriate boxes below.

_____ I agree to supervise this student according to the ACA Code of Ethics (2014).

_____ I have completed training in clinical supervision of counselors in training

_____ I am at least two years post professional licensure

____________________________________________________________________  _____________
Name and Signature of Site Supervisor providing weekly supervision                                Date

Appendix E: Request for Certificate of University Insurance

In addition to student individual professional liability insurance through HPSO, some Practicum/Internship
sites may require evidence of University professional liability insurance. To request a copy of Webster
University’s certificate of insurance (COI), complete the form and return to [not sure who is in this role—Jason Reynolds? Can we make it more generic?).

**Student Information**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>First:</th>
<th>Last:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student IDs:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
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</tr>
</tbody>
</table>

**Request for COI for Course:**

- COUN 6000
- COUN 6100
- COUN 6200
- COUN 6500

<table>
<thead>
<tr>
<th>Spring I</th>
<th>Spring 2</th>
<th>Fall I</th>
<th>Fall 2</th>
<th>Summer</th>
</tr>
</thead>
</table>

**Campus:** *(For example, St. Louis, Greenville, Columbia)*

**Student Practicum Start Date:**

**Student Practicum End Date:**

**Practicum Site Information**

<table>
<thead>
<tr>
<th>Name of Practicum site requesting COI:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name/Attention</td>
</tr>
<tr>
<td>Practicum site Street Address</td>
</tr>
<tr>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
<tr>
<td>Fax Number</td>
</tr>
<tr>
<td>Email address</td>
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</tbody>
</table>
Appendix F: Professional Field Experience Agreement

Department of Professional Counseling

Professional Field Experience Agreement

(Practicum and Internship)
Introduction

Practicum is a non-paid position because the student is expected to be in a trainee role with minimal responsibilities.

Internship can be paid but if paid, must be according to the following:

1. Logged hours for Internship must be new experiences for the student intern, i.e., a student cannot use her/his daily job to complete hours for Internship, as the definition of internship is that it is a mentored experience in which the student is developing NEW skills and habits. If the student requests to complete Internship hours at her/his place of employment, the following has to occur: a) the student has to receive approval from the Practicum instructor for the term of Practicum; b) the instructor will contact the supervisor of the student to ensure that the student is doing comprehensive counseling in the field experience hours AND the student is not doing the same thing he/she does for the regular job; and c) the student will be required to document that Internship hours are separate from the hours worked for a paycheck; if student works 9-5 M-F, student will be required to log the completed Internship hours after 5pm and/or before 9am.

2. In most states, “interns” (and students) cannot accept fee for services because they are in training. Therefore, if an intern is paid, it must be clearly documented that the pay is not for hourly counseling services rendered to a client.

3. Labor laws are different per state. If a paid internship is arranged, it is the student’s responsibility to understand fair practice according to the labor laws in their state.

Terms
“Site supervisor” herein refers to the licensed mental health professional who is conducting the weekly supervision (observation, evaluation, and documentation) with the student and reporting to the university instructor.

“University Instructor” or “faculty supervisor” herein refers to the instructor of record for the COUN 6000, 6100, 6200, and 6500 courses.

“Intern” herein refers to the student enrolled in the COUN 6500 course and participating in the internship activities.

Note: Interns and Practicum students cannot call themselves or have anyone else call them counselors due to not having a license. They can be called counselor trainees, student counselors, or counselors in training.

General Information and Procedures

- The student is responsible for correctly handling this document.
- The student is required to attend the Field Experience Orientation held 6-8 months prior to the Practicum term;
- Students are required to be approved for transitioning into Practicum: see Petition to Apply for Practicum.
- Students are not to interview or make contact with any sites until they have attended
the Field Experience Orientation and were granted approval to begin interviewing for field experience.

- Students are required to locate their own clinical site. The Department of Professional Counseling will provide a list of active sites that the program is working with, however, students are responsible for contacting and successfully interviewing with sites. The interview process with a site is something that the program does not interfere with due to the personal nature of a site hiring an intern similar to a job interview.

- The Student Field Experience Proposal must be filled out completely and given to the Practicum instructor prior to the start of Practicum. Deadlines for submission of all documents will be announced.

- All field experience students are required to carry professional liability insurance (PLI). Professional liability insurance can be purchased through Healthcare Provider Services Organization (www.hpspo.com) and other private insurance carriers. Also, student membership in the American Counseling Association (www.counseling.org) includes PLI. This document needs to be submitted to Practicum instructor by the first night of class.

- Students are not allowed to counsel or observe counseling of a client prior to receiving PLI and/or prior to the start of the term.

- Some field experience sites require proof of University insurance in addition to student insurance. If the site requires this, contact your counseling program coordinator or fax the Request for Certificate of Insurance (Appendix E) found on page 22 of this document, to the Procurement Office at the home campus in Webster Groves, MO, with a request to be completed and returned to you.

- Students are required to know and abide by the American Counseling Association Code of Ethics (2014) while participating in the MA in Counseling program at Webster University.

- Students are required to read this Agreement and abide by the contents.

- Students will use required consent forms (see instructor) with all clients and file copies of the consent forms with the site supervisor in a secure location.
  - Note that even in cases where students are completing field experiences with minor clients, consent forms must be on file with the site prior to the student counseling the client, i.e., the client’s parent or guardian must have provided consent for the student to counsel the minor.

- The Practicum is an initial, introductory clinical field experience comprised of two 1.5 credit hour Practicums completed in two 9-week terms.
  - For students enrolled in the Community Counseling track (offered in Geneva, Switzerland only), one 3 credit hour Practicum (COUN 6000) completed in one 9-week term is required.

- Practicum students are required to attend a minimum of 90 minutes per week of group supervision on campus with the Practicum instructor AND a minimum of 60 minutes of individual or triadic supervision once per week with the site supervisor.

- In Practicum, students provide 100 hours of onsite counseling services, 40 hours of which are considered direct service, e.g., face-to-face counseling services with individuals, couples, families, minors, and/or groups.

- The Internship is a capstone clinical field experience in which the student provides 600
(900 if pursuing LMHC licensure in FL) total hours of services related to the overall internship experience; 240 (360 if pursuing licensure in FL) hours of the 600 (potentially 900 in FL) total hours are to be direct client service, e.g., face to face counseling services with individuals, couples, families, children, and/or groups. The Internship begins after successful completion of the Practicum (COUN 6000 or 6100/6200). The Internship is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area and with appropriate weekly clinical hours for a student intern. Each student’s Internship includes:

- A minimum of 90 minutes per week of group supervision on campus with the Internship instructor and other interns;
- A minimum of 60 consecutive minutes of individual or triadic supervision per week with the site supervisor; and
- The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).

- The field experience is required to be supervised by a licensed professional counselor (LPC); licensed mental health counselor (LMHC); licensed psychiatrist; or licensed psychologist (LSCW and Psychiatrists have to be approved by Faculty Supervisor).
- Students are training under the licenses of their site and faculty supervisors. Therefore, it is critical that the students accept supervision/feedback/guidance in a professional manner. The supervisors have the right to deny a student supervision for any reason. If this occurs, the student will be required to drop the course and may be dismissed from the program depending on cause.
- The site supervisor is required to retain appropriate and related credentials approved by the state licensure board and provide copies of those credentials (licensure and/or certification) to the faculty instructor of the course.
- Group supervision (on campus) attendance is a requirement. Absences from group supervision or individual supervision will result in arrest of all clinical counseling sessions by the student until the student receives supervision for that week. In other words, if students are absent from group or individual supervision, they must cancel counseling sessions until they have attended group or individual supervision for the week. This will slow the accumulation of clinical hours.
- Some Webster University campuses utilize the “Course Completion Record.” See your Practicum instructor for more information and requirements regarding such.
- Any disregard for any component of this Agreement may lead to dismissal from the field experience and from the MA in Counseling program with Webster. Any associated loss of tuition is the responsibility of the student.
- Some sites require that the student provide a letter of preparation (prepared for field experience) to be accepted into a position. If your site requires this, see your campus Counseling Coordinator, who will request the PSEs from appropriate courses and will make the decision regarding development of the letter. Do not wait until past the enrollment deadline.
- Some sites require background checks of field experience applicants. If the selected site requires a background check, it is the student’s responsibility to coordinate this with the
site and to coordinate any associated fees.

- In cases where the proposed field site requires an affiliation agreement with Webster University, separate from this Agreement, the affiliation agreement will operate in addition to this Agreement and will not serve as a replacement for it.

Participation in a clinical field experience requires a professional and personal commitment on the part of the student. Webster University faculty and staff commit to the highest standards in counselor education training and supervision. Grades of Incomplete will not be provided. Students who do not complete the required clinical hours for each term of Practicum and Internship within the appropriate time frame will be required to register for an additional term of Practicum or Internship and participate fully in that Practicum or Internship until the required clinical hours are completed.

**The Practicum Experience**

- Once approved to begin interviewing with sites for field experience, the student makes contact with sites of interest. After initial contacts have narrowed the list of possible sites, the student arranges interviews with those sites with which the student has interests (and the program has approved).
  - In this interview, the student will provide this Field Experience Professional Agreement for review with the site supervisor and provide one copy to the site supervisor. The following are terms that have to be met for the site to be acceptable:
    - The site supervisor (or another licensed professional) should be on site while the student is seeing clients;
    - The site is required to provide the opportunity to tape (audio or video) 2-3 client sessions per semester (more may be required for students experiencing difficulty);
    - The site is required to provide appropriate clinical hours;
    - Group work and intake activities cannot make up more than 60% of total direct hours;
    - The individual providing the weekly supervision has to be an LPC or licensed psychologist with experience in clinical supervision; the department prefers an LPC as students will get some of their developing professional identity from the site supervisor. LCSWs and psychiatrists are accepted but only after they have been interviewed by the faculty supervisor of the course to ensure the student will be doing counseling and receiving adequate supervision hours.
    - Students may not sit with clients (observation or not) until the week that Practicum or Internship class has begun although students may do other training with the agency.
  - The student will also provide a resume to the site supervisor.
  - Students may not ‘carry’ more than 15% of hours between terms, i.e., students can only go over or under total hours (direct or indirect) by no more than 15% of total of those hours (approx. 9 direct hours, 13 indirect hours and/or 22 total). Students who are short on hours will be required to pay for an additional term of field experience to complete their hours.
- Providing the student and the Practicum site supervisor agreed upon the specifics of this
The student must submit copies of the signed Appendix D and a copy of the site supervisor’s license together with Appendices B and C to the Practicum faculty supervisor/instructor in order to enroll in the Practicum; proof of PLI must be provided to the faculty supervisor the first night of class in order to counsel or observe counseling with actual clients.

The Internship Experience

- It is the student’s responsibility to secure an Internship site; it is recommended that this site be the same as the Practicum site.
- The following are requirements for the Internship:
  - The site supervisor (or another licensed professional) should be on site while the student is seeing clients;
  - The site is required to provide the opportunity to tape (audio or video) 2-3 client sessions per semester (more may be required);
  - The site is required to provide appropriate and adequate client hours;
  - Group work and intake activities cannot make up more than 60% of total direct hours and a minimum of 10 hours of those 240 must be in group counseling;
  - The individual providing weekly supervision must be an LPC or licensed psychologist with experience in clinical supervision; the department prefers LPC as students will get some of their developing professional identity from the site supervisor; LCSWs and psychiatrists are accepted but only after they have been interviewed by the faculty supervisor of the course to ensure the student will be doing counseling and receiving adequate supervision hours.
  - Students may not ‘carry’ more than 15% of hours between terms, i.e., students can only go over or under total hours (direct or indirect) by no more than 15% of total of those hours (approx. nine direct hours, 13 indirect hours and/or 22 total). Students who are short on hours will be required to pay for an additional term of field experience to complete their hours.

Roles and Responsibilities of the Counseling Degree Program/Faculty Supervisor

The following pertains to the Webster Department of Professional Counseling and the roles and responsibilities of the faculty instructor/supervisor:

1. Webster University faculty and staff commit to the highest standards in counselor education training and supervision. The training field experience is aligned with professional standards and ACA Code of Ethics (2014).
2. FE faculty/instructors will not provide grades of incomplete.
3. Evaluations are a required component to the field experience. The Professional Skills Evaluation (Appendix III) is to be reviewed by the student and site supervisor at the beginning of the term and completed at the end of each nine week term of Practicum and Internship for immediate submission/return to the faculty; all Professional Skills Evaluations (PSEs) completed by faculty and site supervisors are to be reviewed with the student in person and the student is to sign acceptance/review of the PSE. This provides due process for the student. The instructor may also provide blank copies of any other evaluations to be used within the field experience (Skills Tape Evaluation) at the beginning of the term and completed copies to the student at the end of the term at
the student’s request.

4. The faculty instructor is **required to contact the site supervisor** during the term to attain updated supervisory comments/notes on the skill development of each student and to document such notes for each student (Site Supervisor Contact Form). The instructor will communicate any concerns to the student at the time that the concern is voiced by the site agency to the instructor.

5. Practicum and Internship faculty are required to be in contact with the site supervisor on a regular basis. Regular basis is defined as having enough critical knowledge of the students’ skills to be able to speak fluently and in detail about the students’ skills and demeanor at any given time throughout the field experience.

6. Webster University provides **professional development** for site supervisors in the form of the supervisor orientation and other professional development meetings. (See the Professional counseling department for upcoming dates and topics.)

7. Program faculty members serving as individual or group Practicum/Internship supervisors must have a doctoral degree and/or appropriate counselor education related degree and training in clinical supervision of counselors, relevant experience and appropriate credentials/licensure in counseling.

8. The Practicum instructor will **approve students** for placement in the Practicum setting.

9. The instructor agrees to provide a minimum of **90 minutes of group supervision per week** during the field experience including all constructs and Standard Learning Outcomes listed on the corresponding syllabi. Instructors agree to integrate the site supervisor’s comments regarding each student into the 90 minutes of group supervision. Certain aspects of confidentiality should be treated accordingly.

10. The faculty supervisor/instructor agrees to make available **consent forms**, and instruction on such, for the field experience and collaborate with field experience site supervisors regarding securing of consent forms. Consent forms and other client documentation (case notes) will remain in a secure setting at the field experience site.

11. The faculty instructor agrees to oversee **adherence to ACA Code of Ethics (2014)** by field experience students through the PSE.

12. The instructor agrees to inform each student of her/his **right to terminate supervision** with due notice. Students and instructors are advised to work out personal differences before moving to termination of the relationship as termination may lead to dismissal for the student and may require additional terms in field experience to complete the required hours. Due process through regular feedback and evaluation throughout the term will occur.

13. The instructor agrees to provide **additional individual supervision** for students who experience difficulty in development of counseling skills, interpersonal skills, openness to supervision, and/or other skills related on the skills evaluation form. If the student does not improve enough during the term to advance to the next term of training, the student will be required to repeat the term of field experience.

14. The instructor agrees to provide **personal contact information** to the student and site supervisor for occasions when the student or supervisor may need immediate consultation.

15. The instructor agrees to **assign grades** after consultation/review of evaluations with the on-site supervisor.
Overall, the university is responsible for orienting the site supervisor to the Webster University counselor preparation/training program, training the student on necessary skill development, observing and evaluating each student’s skill development, documenting evaluations and client consent forms, communicating regularly with the site supervisor, practicing/training according to the ACA Code of Ethics (2014), and maintaining relationships with area field experience sites.

Roles and Responsibilities of the Counseling Student
The student is required to:

1. Complete the eight prerequisites (COUN 5020, 5200, 5050, 5600, 5800, 5100, 5610, 5150 or 5230) before registering for Practicum
2. Attend Field Experience Orientation and obtain approval to begin the search for a field experience site.
3. Use counseling and interpersonal skills when interacting with peers, faculty, and site supervisors, as well as clients while pursuing clinical field experience hours
4. Abide by the rules and procedures as practiced at the field experience site unless those practices clearly constitute unethical practice (should the student suspect the latter, the student is required to immediately contact the faculty instructor for further professional guidance)
5. Provide the Site Supervisor with a copy of the Site Supervisor Agreement to Supervise (Appendix D) and review this Professional Field Experience Agreement with the site supervisor and submit to the Practicum instructor at the designated date
6. Submit Appendices B & C to the Practicum instructor prior to the start of Practicum by the deadline (copies to be maintained in student clinical file)
7. Commit to pursue the required hours within the appropriate time frame
8. Complete the Weekly Activity Log (Appendix VI) and provide weekly to the site supervisor for signature (It is the student’s responsibility to retain all logs throughout FE and beyond graduation for licensure requirements)
9. Review the Evaluation of On-site Supervisor and Site by Student form(s) (Appendix VII) to be familiar with those aspects on which students will evaluate the supervisor and the site.
10. Alert the faculty instructor to any interpersonal difficulties with site supervisors as soon as they arise (It is the intern’s responsibility to maintain good interpersonal skills and relationships with the site supervisor and those persons on site.)
11. Meet with on-site supervisor for a minimum of 60 consecutive minutes per week; these hours may be individual or triadic (two interns and one supervisor) supervision unless otherwise required by state licensure educational requirements
12. Contact the on-site supervisor with any client emergency (or any suspicion of client emergency) and contact the faculty instructor with a verbal report on the client emergency after contacting the on-site supervisor
13. Maintain openness to supervision (by the on-site supervisor, faculty instructor, and group supervision) during the field experience
14. Meet with the faculty instructor for evaluation outside of group supervision when requested
15. Understand that the faculty instructor, after review of the on-site supervisor’s
evaluations and per-term evaluations, will determine if the Practicum student is prepared for Internship (COUN 6500) or needs further skills training prior to moving into Internship.

16. Check the course syllabus for pertinent details (It is the student’s responsibility to complete all of the requirements that are listed in the course syllabus.)

17. Provide a copy of the signed client Informed Consent and Statement of Confidentiality (Appendix II) to each client and maintain a copy for own records in a secured location at the site. The Student Counselor Trainee, client, and on-site supervisor are required to sign the consent form. In regard to work with minor clients, the student will verbalize all consents (informed and confidentiality) to the client and require the guardian of the client to sign the consent forms. The on-site supervisor may coordinate and require the guardian’s signature, which relieves the student of doing so, yet the student must still verbalize to the minor client an informed consent and a statement of confidentiality in age appropriate language. All consent forms relating to a minor at a school setting will be maintained by the site supervisor.

18. Complete the Evaluation of On-site Supervisor and Program by Student form (Appendix VII) at the end of the term.

19. Grades of Incomplete will not be provided for field experience. Students who do not complete the required hours within the time frame will be required to register for an additional term of field experience and participate fully in that term until the term is completed.

It is the student’s responsibility to follow all instructions outlined in this packet and to communicate this information to the site supervisor. Students must ensure that they fully understand all of their responsibilities at the onset and if clarification is necessary they will contact the ClinicalCoordinator and/or the course instructor as soon as possible.

Overall, the student is responsible for: locating the field site in a timely manner, providing this Agreement to site supervisors in a timely manner, evidencing an appropriate development of counseling and interpersonal skills and an openness to supervision during the field experience, regularly attending group and individual supervision, practicing according to the ACA Code of Ethics (2014), and sharing self-growth experiences with peers in group supervision. Students are required to follow the deadlines for completion of portions of this packet at the time that their campus requires the documents.

Roles and Responsibilities of the On-Site Supervisor
The following guidelines provide useful information to students and supervisors about the intended nature of the field experience and about the responsibilities of the professional personnel who are directly involved, especially the on-site supervisor.

The on-site supervisor is responsible for providing the student with the individualized supervision consistent with the requirements/responsibilities that are outlined in this agreement. The on-site supervisor is responsible for reporting the student’s performance to the Webster University faculty instructor.

On-site supervisors must have the following qualifications:

1. A minimum of a Master’s degree in counseling or a related profession (psychology or
psychiatry; clinical social work and marriage and family therapy, depending on state requirements) with equivalent qualifications, including appropriate certifications and/or licenses (e.g. LPC, LMHC, LP, MD/P; LMFT and/or LCSW in permitting states)

2. A minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled (i.e., clinical mental health counseling)

3. Knowledge of the expectations, requirements, and evaluation procedures of the Webster University MA in Counseling program (A Site Supervisor Orientation will be provided each year)

4. Relevant training in clinical counseling supervision. Regular supervision is essential to the success of the field experience. Ongoing contact with the FE faculty is essential for the successful completion of this experience:
   a. The Webster University Practicum and Internship instructors will maintain regular contact with each on-site supervisor by phone, email (without identifying client information), personal visits, or a combination of contact formats.
   b. The Webster University Site Supervisor Agreement to Supervise (Appendix D) must be completed, signed, and provided to the Practicum instructor before the student begins the Practicum or at a date designated by the Webster campus. A copy of the on-site supervisor’s license is also required to be in the student’s file prior to the Practicum beginning.
   c. The Practicum or Faculty instructor is available upon request at any time should the need arise. Please call the local campus for the phone number.
   d. Each student will participate in weekly group supervision with the Webster University faculty instructor and 60 consecutive minutes of individual or triadic supervision with the on-site supervisor.

The on-site supervisor signing this Agreement understands and agrees to the following:

1. Provide the student with the required hours of clinical experience on site
2. Provide the student with the opportunity to practice counseling in order to demonstrate developing counseling skills and to receive feedback on his or her performance
3. Communicate regularly with the university Practicum and Internship instructors regarding the student’s skill development
4. Train the student according to this Agreement and including but not limited to use of appropriate consent forms (Appendix II) per the site requirements and adherence to the ACA Code of Ethics (2014)
5. Provide a secured location for retaining client records and maintain records according to state legal requirements
6. Provide a secured and confidential location for students to counsel clients
7. Observe the student’s counseling skills regularly through live supervision, co-therapy, and video/audio recording of a session (Use of observation must be mentioned in the informed consent.)
8. Evaluate the student’s skills in weekly supervision and provide direct and clear communication regarding skill improvement
9. Regularly document the student’s skill development and share those documents with the student and the instructor (due process)
10. **Provide the student with** the policies, professional activities and procedures, and legal responsibilities of the site
11. Complete per **term evaluations using the Professional Skills Evaluation** (Appendix III) of the student’s performance
12. **Provide input** to the Department of Professional Counseling at Webster University when requested (Input may include, but is not limited to, feedback regarding the program, instructor, and/or student)
13. **Provide evidence (copy) of appropriate license** (LPC, LMHC, LP, or MD; LCSW when acceptable by state licensure board) when requested by the student
14. **Provide emergency contact information** to the field experience student for occasions when the student needs immediate consultation such as potential client harm to self or others
15. **Avoid exposing** the field experience student to clients and situations known to be outside the level of competence of the student
16. **Avoid exposing** the field experience student to clients known to be a danger to self or others
17. **Avoid exposing** the field experience student to clients known to have infectious disease(s) or place them in a setting that may expose them to infectious disease
18. **Sign** the field experience student’s **Weekly Activity Log** (Appendix VI) confirming student's log of direct and indirect hours and work at the site
19. **Review** the **Evaluation of On-site Supervisor and Site by Student** (Appendix VII) to be familiar with those aspects on which the student will be evaluating the site and supervisor.
20. Carefully review this document and complete the **Site Supervisor Agreement to Supervise** (Appendix D) and give to the student/supervisee to submit to the Practicum/Internship instructor
21. Be on site (or designate another LPC to be on site) while the student is seeing clients
22. Permit taping (audio or video) of 2-3 client sessions per semester (more may be required)

**Overall, the site supervisor is responsible for:** collaborating training efforts with the university faculty instructor, communicating regularly with the faculty instructor, training the student in clinical counseling on site, and adhering to the ACA **Code of Ethics** (2014) while training the student.

The Department of Professional Counseling at Webster University greatly appreciates the professional input and participation of on-site supervisors in the training of its students. The ultimate success of that training is assured when the on-site supervisor’s input and participation is maximized. We thank all our site supervisors in advance for cooperation and collaboration.
Appendix I: Student Acknowledgement
(Sign this document and turn in at Field Experience Orientation)

I, ________________________________, a student at Webster University in pursuit of a MA in Counseling, acknowledge that I have read and understood the contents of this MA in Counseling Clinical Handbook: Field Experience Agreement. By signing in the space below, I agree to abide by the practices described in this document while enrolled in the Counseling program. I agree to adhere to and abide by the ACA Code of Ethics (2014) while enrolled as a student in the graduate professional counseling degree program at Webster University, and at any time while practicing as a counselor in the field of counseling. I agree to contact the Counseling Coordinator and Campus Director at the Webster University campus that I attend and/or the department chair and director of clinical programs should I have difficulties with students, faculty, and/or staff within the program. I agree to demonstrate openness to clinical supervision and transparency in my practices as a counselor in training while enrolled as a student in Webster University.

I understand that the contents of this Handbook/FE Agreement are subject to revision.

Sign, date, and turn in at Field Experience Orientation prior to beginning Practicum.

________________________________________________________________________
Student Signature                                Print Name                                Date

Given to (name of faculty): __________________________ on (date): _________________
Appendix II: Informed Consent and Statement of Confidentiality

(To be copied and provided to each client with original signed & placed in client file on site)

Informed Consent

I, ____________________________, (client/Parent/Legal Guardian) understand that this form is intended to help explain the process of receiving counseling services. I understand that ____________________________, a counseling student at Webster University is a counselor in training (herein referred to as Student Counselor). This Student Counselor is working under the direct supervision of ____________________________, a faculty member for Webster University and ____________________________, a licensed supervisor for ____________________________(name of site). By signing at the bottom of the page, I agree to the following.

It has been explained to me that counseling services and psychotherapy have benefits and risks. Research has evidenced that receiving counseling services in times of emotional distress is more beneficial than receiving no counseling at all. Yet, there are no guarantees regarding treatment outcomes.

I understand that video or audio taping or live supervision may be used in counseling sessions. These tapes may be shared with other counseling students for purposes of training only. Tapes pertaining to counseling sessions will be maintained in a secured location and will be destroyed by the end of the Practicum term or these counseling sessions.

I understand that I have the right to ask about any aspect of counseling or to terminate counseling sessions at any time.

I understand that I have the right to an explanation of any test/questionnaire I may be given, to decline participation in any such test or questionnaire, and to a summary, either verbal or written, of any test results/conclusions.

I understand that if I find myself in an emergency emotional situation (I feel like hurting myself or another), I agree to contact ____________________________ (phone number of the nearest hospital emergency room) before I take any other action and ask for the mental health professional on call. I may contact my counselor in training or the named supervisor above after I contact the emergency room.

Statement of Confidentiality

I understand that there are specific situations in which my confidentiality may be broken and in which the Student Counselor and or supervisor is legally obligated to take actions that may be necessary to protect me or others from harm. If such a situation arises, it will be discussed with me before any action takes place.

I understand that the reasons for which my confidentiality may be broken include the following:

1. If it is suspect that a child or a vulnerable adult is being neglected and or abused.
2. If it is suspect that I, the client, present a clear and substantial danger to myself or other(s).
3. If there is a court order regarding the contents of my case.
Resulting actions may include contacting family members, seeking hospitalization, notifying potential targets, and notifying the police.

I understand that these counseling sessions may be terminated by me at any time and that the Student Counselor may, with advanced notice, refer me to another counselor. I also understand that the Student Counselor will end his/her relationship with this site at a set time and that I have been notified that sessions may not occur with this Student Counselor beyond __________ (date of end of field experience).

I understand that this summary is designed to provide an overview of confidentiality and the limits of professional counseling. I understand that this form is required to be signed by me before professional counseling services can be provided.

I have read and understand the above and have had the opportunity to ask questions regarding the counseling process before revealing personal information about myself.

Client/Parent/Legal Guardian Signature  Printed Name  Date

Counselor (Student) in Training Signature  Printed Name  Date

Licensed Supervisor Signature  Printed Name  Date
# Appendix III: Professional Skills Evaluation Form

**Student:** __________________________  **Student ID Number:** __________________________

**Faculty/Site Supervisor Name:** __________________________  **Course Number:** __________________________  **Section:** __________________________

**Campus:** __________________________  **Term:** __________________________  Circle One: Faculty/Supervisor Evaluation  Self-Evaluation

**Rating Scale:**
- N – No opportunity to observe
- 0 – Does not meet criteria for program level
- 1 – Meets criteria minimally or inconsistently for program level
- 2 – Meets criteria consistently at this program level
- 3 – Exceeds criteria for program level competency

This form is to be used in the following courses:
- COUN 5020 Foundations of Counseling
- COUN 5100 Social and Cultural Foundations of Counseling
- COUN 5600 Techniques of Group Counseling
- COUN 5610 Techniques of Counseling
- COUN 6000/6100/6200 Practicum; and
- COUN 6500 Internship

<table>
<thead>
<tr>
<th>I. Aptitude, Personality Traits, and Behaviors Appropriate for Counseling Students</th>
<th>N</th>
<th>0</th>
<th>1</th>
<th>2</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrates cognitive and sensory capacities to effectively and professionally interact with fellow students, faculty, supervisor, and staff</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>2. Demonstrates interpersonal skills* necessary to effectively and professionally interact with fellow students, faculty, supervisor, and staff</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>3. Demonstrates interpersonal skills* necessary to enhance interactions with fellow students, faculty, supervisor, and staff (*Interpersonal skills include but are not limited to positive regard for others, mood and affect regulation, openness, genuineness, empathy, and appropriate verbal and non-verbal communication skills)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>4. Overall Assessment of Student’s skills related to Aptitude, Personality Traits, and Behaviors Appropriate for Counseling Students (Note: If providing a rating of 0 or 1 on this “overall” rating, please ensure you have assessed any of the above skills that you have observed)</td>
<td>☐</td>
<td>☐</td>
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</table>

Comments:

<table>
<thead>
<tr>
<th>II. Learning Attitudes and Behaviors</th>
<th>N</th>
<th>0</th>
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</thead>
<tbody>
<tr>
<td>1. Participates every week in class discussions and activities</td>
<td>☐</td>
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<td>2. Demonstrates professionalism in discussion of conflict or concern</td>
<td>☐</td>
<td>☐</td>
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<td>3. Demonstrates appropriate self-care</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>4. Demonstrates appropriate self-disclosure</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>5. Demonstrates awareness of effect on others</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>6. Provides feedback appropriately to other students</td>
<td>☐</td>
<td>☐</td>
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<td>7. Demonstrates appropriate self-control (e.g., frustration, anger and impulse)</td>
<td>☐</td>
<td>☐</td>
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<td>☐</td>
</tr>
<tr>
<td>8. Overall Assessment of student’s skills related to Learning Attitudes and Behaviors (Note: If providing a rating of 0 or 1 on this “overall” rating, please ensure you have assessed any of the above skills that you have observed)</td>
<td>☐</td>
<td>☐</td>
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Comments:
### III. Basic Counseling Skills

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<tbody>
<tr>
<td>1.</td>
<td>Demonstrates awareness of own belief system, values, needs, and biases</td>
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<td>2.</td>
<td>Demonstrates awareness of own cultural, ethnic, racial identity</td>
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<td>3.</td>
<td>Respects cultural, individual and role differences, including but not limited to those related to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and SEC status</td>
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<td>4.</td>
<td>Demonstrates unconditional positive regard, warmth, and empathy toward clients and others</td>
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<td>5.</td>
<td>Demonstrates capacity to listen reflectively, summarize, and paraphrase</td>
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<td>6.</td>
<td>Demonstrates capacity to use therapeutic silence</td>
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<td>7.</td>
<td>Demonstrates ability to determine underlying meaning and unstated values of the client’s story</td>
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<td>8.</td>
<td>Recognizes, respects, and maintains appropriate boundaries in all professional relationships</td>
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<td>9.</td>
<td>Demonstrates ability to elicit information from others in a therapeutic manner (with open-ended questions, avoidance of double questions, and not answering questions for others)</td>
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<td>10.</td>
<td>Demonstrates awareness of theories of counseling</td>
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<tr>
<td>11.</td>
<td>Demonstrates understanding of informed consent and the limits of confidentiality</td>
<td></td>
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<tr>
<td>12.</td>
<td>Overall Assessment of student’s skills related to Basic Counseling Skills (Note: if providing a rating of 0 or 1 on this “overall” rating, please ensure you have assessed any of the above skills that you have observed)</td>
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Comments:

### IV: Fitness for Counseling

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<tbody>
<tr>
<td>1.</td>
<td>Demonstrates ability to establish a counseling relationship</td>
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<td>2.</td>
<td>Demonstrates ability to conceptualize a case and develop a treatment plan</td>
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<td>3.</td>
<td>Demonstrates practicing within one’s level of training</td>
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<td>4.</td>
<td>Demonstrates appropriate use of confrontation, re-direction, interruption</td>
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<td>5.</td>
<td>Demonstrates understanding of the DSM and clinical application</td>
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<td>6.</td>
<td>Demonstrates risk management skills for suicidal or homicidal ideation</td>
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<td>7.</td>
<td>Demonstrates ability to identify and respond to various forms of abuse</td>
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<td>8.</td>
<td>Understands treatment protocol for chemical addiction</td>
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<td>9.</td>
<td>Demonstrates multicultural awareness and sensitivity</td>
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<td>10.</td>
<td>Demonstrates ability to write appropriate case notes</td>
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<td>11.</td>
<td>Demonstrates understanding of referral and termination processes</td>
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<td>12.</td>
<td>Demonstrates adherence to ACA Code of Ethics</td>
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<td>13.</td>
<td>Maintains appropriate boundaries in clinical practice</td>
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<tr>
<td>14.</td>
<td>Overall Assessment of student’s skills related to Fitness for Counseling (Note: if providing a rating of 0 or 1 on this “overall” rating, please ensure you have assessed any of the above skills that you have observed)</td>
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Comments:
### V. Integration of Theory and Practice

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</thead>
<tbody>
<tr>
<td>1. Demonstrates ability to integrate selected theory with practice</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>2. Demonstrates ability to present case studies consistent with theory</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>3. Demonstrates ability to measure outcomes based on theory</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>4. Demonstrates appreciation of a variety of counseling theories</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>5. Overall Assessment of student’s skills related to Integration of Theory and Practice (Note: If providing a rating of 0 or 1 on this “overall” rating, please ensure you have assessed any of the above skills that you have observed)</td>
<td>☐</td>
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Comments:

### VI. Openness to Clinical Supervision

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<th>0</th>
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<tbody>
<tr>
<td>1. Actively participates in learning activities</td>
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<tr>
<td>2. Responds appropriately to peer, instructor, and supervisor feedback</td>
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<tr>
<td>3. Demonstrates preparedness for supervision</td>
<td>☐</td>
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<tr>
<td>4. Demonstrates professionalism in all interactions with agency and program</td>
<td>☐</td>
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<tr>
<td>5. Is compliant and cooperative with agency rules and expectations</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>6. Overall Assessment of student’s skills related to Openness to Clinical Supervision (Note: If providing a rating of 0 or 1 on this “overall” rating, please ensure you have assessed any of the above skills that you have observed)</td>
<td>☐</td>
<td>☐</td>
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</table>

Comments:

Summary of student strengths:

Summary of areas that need more attention for this student:

---

Faculty/Supervisor Signature (circle: Faculty or Site Supervisor) ____________________________ Date __________

*I acknowledge that I have been provided with and understand the above evaluation.*

Student Signature ____________________________ Date __________
Note: The PSE is REQUIRED to be filled out by site and faculty supervisor twice per SEMESTER equating to a midterm at 9 weeks and a final at week 18 of each semester. The summer term receives only one final PSE in week 7. Any students facing challenges enough to potentially not pass the course, should receive weekly supervision from the faculty supervisor until the student is prepared to pass the term. Should the student not show enough progress to pass the term, he/she will fail the course for that term. The PSE should be filled out online by instructors but in paper form by site supervisors. See your campus director for online instructions.
Appendix IV: Skills Tape Evaluation

To be completed by Site & Faculty Supervisor as well as Student (session self-evaluation). Copies of this document should be maintained by each individual.

Practicum/Internship Counselor in Training: ___________________________ Date: ________________

Person completing form: ___________________________ (Site/Faculty Supervisor) or Student (Self-Evaluation)

Session # with this CL: ___________________________ Supervision Session #: __________

Rating Scale:

- **N/D**  Skill *Not Demonstrated* in this session (also can be not necessary)
- **Emerging 1**  Attempted to demonstrate skill *but lacked intentionality*
- **Emerging 2**  Demonstrated skill *some of the time with intentionality*
- **Proficient**  Demonstrated skill in *appropriate areas with intentionality most of the time*
- **Mastery**  Consistently demonstrated appropriate skill with *intentionality* resulting in therapeutic movement

<table>
<thead>
<tr>
<th>SKILL</th>
<th>N/D</th>
<th>Emerging 1</th>
<th>Emerging 2</th>
<th>Proficient</th>
<th>Mastery</th>
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<tbody>
<tr>
<td><strong>Opening Session/Informed Consent</strong></td>
<td></td>
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<tr>
<td>Initial Assessment of CL &amp; Opening Questions</td>
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<tr>
<td>Discussed Confidentiality (supervision, taping, storing of recordings, reporting)</td>
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<tr>
<td>Provided Informed Consent (nature of counseling, supervision, CT approach and status, anticipated process, etc)</td>
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<tr>
<td><strong>Building Therapeutic Alliance &amp; Exploration Phase (sessions 1-3/4)</strong></td>
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<tr>
<td>Attending &amp; Listening</td>
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<td>Minimal Encouragers</td>
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<tr>
<td>Paraphrasing</td>
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<thead>
<tr>
<th>SKILL</th>
<th>N/D</th>
<th>Emerging 1</th>
<th>Emerging 2</th>
<th>Proficient</th>
<th>Mastery</th>
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<tbody>
<tr>
<td>Reflection of Feelings</td>
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<td>Reflection of Content &amp; Meaning</td>
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<td>Use of Open Ended questions</td>
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<td>Explores Support Systems</td>
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<td>End Session Summarization</td>
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<td>Therapeutic Silence</td>
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<tr>
<td>Appropriately Interprets CL Meaning</td>
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<td>Use of Self-Disclosure when Appropriate</td>
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<tr>
<td>CT/CL Co-identify Specific Issue</td>
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<td>CT/CL Co-identify therapeutic goals</td>
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<td>CT/CL Co-design treatment plan</td>
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<tr>
<td>Confront Incongruities &amp; Inconsistencies</td>
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<td>Emotional Engagement w/CL</td>
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<tr>
<td>Cultural Awareness</td>
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**Mid-treatment Skills (sessions 3/4 - 6/7)**

| Identify & Discuss CL Values |   |   |   |   |
| Interpretation of CL underlying meaning |   |   |   |   |
| Self-Disclosure |   |   |   |   |
| Immediacy/Use of here and now |   |   |   |   |
| Integration of Theory (tools) |   |   |   |   |
| CT/CL Co-identify Specific Issue |   |   |   |   |
| Explore Action regarding Issue |   |   |   |   |
| Assess Previous Change Attempts |   |   |   |   |
| Co-Create Commitment to Change |   |   |   |   |

**SKILL**

<table>
<thead>
<tr>
<th>Brainstorm Options</th>
<th>N/D</th>
<th>Emerging1</th>
<th>Emerging2</th>
<th>Proficient</th>
<th>Mastery</th>
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<tbody>
<tr>
<td>Choose Action Options</td>
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<tr>
<td>Check on Progress and Modify Treatment and/or Assignments</td>
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<tr>
<td><strong>Termination Skills (sessions 6/7-9)</strong></td>
<td>Only filled out when CT has conducted a termination session</td>
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<tr>
<td>Co-Create Tasks to Transition Change to Life outside of counseling</td>
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<tr>
<td>Check on Progress and Modify Treatment and/or Assignments</td>
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<tr>
<td>Allow CL opportunity to evaluate session</td>
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<tr>
<td>Closing Session</td>
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</tbody>
</table>

**CT Skills and Attitudes**

**Professionalism**

- Approp. Writing/completion of case notes
- Professional Attitude, Conduct, and Attire
- Scheduling of/and Timeliness w/CLs
- Provides CLs *researched* referral source

Please, check ND if CT is not engaging in any of these:

- Barriers to Communication
- Giving advice
- Offering solutions
- Moralizing/Preaching
- Analyzing/diagnosing
- Judging
- Praising or non-therapeutic agreeing
- Non-therapeutic Reassurance

**Supervision and Growth**

<table>
<thead>
<tr>
<th>SKILL</th>
<th>N/D</th>
<th>Emerging1</th>
<th>Emerging2</th>
<th>Proficient</th>
<th>Mastery</th>
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<tbody>
<tr>
<td>Openness to Supervision</td>
<td></td>
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<td>Understands impact on others</td>
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<td>Understands impact on client</td>
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</table>
Receives constructive criticism non-defensively

Applies constructive criticism

Overall CT growth

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<thead>
<tr>
<th></th>
<th>ND</th>
<th>Emerging 1</th>
<th>Emerging 2</th>
<th>Proficient</th>
<th>Mastery</th>
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</table>

CT Strengths (Skills to Continue):

CT Skills Goals for Next Week’s Sessions (Areas Needing Improvement):

Use of Theory (Is CT using theory this week? If so, which and how?): ________________________________

Person Completing this Form: Faculty or Site Supervisor (circle one) ________________________________

                                      Name

                                      ________________________________  ________________________________

                                      Signature                           Date
Appendix V: Site Supervisor Contact Form

Date: _________________________________

Type of Contact (Circle one): Email Phone In Person

Student Counselor Trainee (CT): ______________________________________________________

Faculty Supervisor (Person making contact): ____________________________________________

Site Supervisor (Person being contacted): _____________________________________________

Site Name: ______________________________________________________________________

Comments regarding student intern by site supervisor:

Interpersonal skills development:

Counseling skills development:

Openness to supervision:

Other:

Faculty Signature: ____________________________________________________________________
Appendix VI: Weekly Clinical Hours Log

Weekly Clinical Hours Log

COUN 6100/6200 Practicum and COUN 6500 Internship

Complete one log each week during your field experience. Provide a copy of each log to your faculty supervisor and maintain a copy of each weekly log for licensure purposes.

Student Name: ___________________________ Campus: ___________________________

Faculty Supervisor Name: ___________________________ Course Number: ___________________________

Site: __________________________________________________________

Site Supervisor Name and Phone Number: ___________________________

Week Start Date: ________________ Week End Date: ________________

Direct Hours (list total hours for the week in each category)

- Individual counseling (adult) __________________
- Individual counseling (child/adolescent) ____________
- Group counseling __________________
- Couple counseling __________________
- Family counseling __________________
- Intake evaluation __________________
- Testing or other assessment __________________
- Other (please describe) __________________

Total Direct Hours for Week: ____________ Total Direct Hours to Date: ____________

Indirect Hours (list total hours for the week in each category):

- Preparation for class __________________
- Reviewing audio or video tape sessions __________________
- Preparation for direct work with clients __________________
- Preparing records for client contact __________________
- Staffing/Meetings __________________
- Receiving/Providing consultation __________________
- Trainings/Workshops related to counseling __________________
- Individual supervision with site supervisor __________________
  (minimum of 1 hour per week)
- Group supervision with class __________________
  (minimum 1.5 hours per week)
- Other (please describe) __________________

Total Indirect Hours for Week: ____________ Total Indirect Hours to Date: ____________

_____________________________________________________
Student’s Signature                                     Date

_____________________________________________________
Site Supervisor’s Signature                             Date

_____________________________________________________
Faculty Supervisor’s Signature                          Date
Appendix VII: Evaluation of On-Site Supervisor and Site By Student

(Complete this and turn in to Practicum/Internship instructor by last week of course)

NOTE: This form should be completed by the student and given to the Counseling coordinator/Faculty supervisor at the conclusion of the Practicum and/or Internship experience at a given setting.

Student Initials:___________________________________________ Term & Year:___________________

Name of Practicum/Internship Facility and Site Supervisor:_______________________________________
_________________________________________________________________________________________

For the following items circle the number that best represents your experience where 1 equals never, 2 equals rarely, 3 equals mostly, and 4 equals always.

Describe the setting and the type of clients with whom you worked and the problems they experienced.

1. You experienced and participated in all activities expected of a practicing counselor including but not limited to direct client hours, note taking and documentation, case conceptualization and treatment planning, referral process, intake, assessment, termination, staffing, and both individual and group counseling. _____________________________________________________ 1 2 3 4

If not, list those you did not participate in:  ___________________________________________________

2. The site provided necessary facilities and resources to perform your responsibilities while in the role of Practicum student. ___________________________ 1 2 3 4

3. The site supervisor used a theoretical approach and supervisory practices that were clear and consistent. ___________________________ 1 2 3 4

4. The site supervisor regularly referenced professional identity as a professional counselor. 1 2 3 4

5. This experience increased your professional development. ___________________________ 1 2 3 4

6. This supervisor increased your knowledge of and or exposure to ethical practice. 1 2 3 4

7. Your supervisor was always available and responsive during sessions and for immediate (crisis) consultation. ___________________________ 1 2 3 4

8. The site supervisor met with you weekly for at least 60 consecutive minutes and reviewed your counseling and interpersonal skills. ___________________________ 1 2 3 4

9. An official evaluation form was followed and presented weekly and at mid- and end-term (including PSE, Skills Tape Evaluation, etc.). ___________________________ 1 2 3 4

10. Please provide any additional comments (e.g., on the advantages and/or disadvantages of this particular setting): __________________________________________

_______________________________________________________________________________