

**WILLIAM PATERSON UNIVERSITY
COLLEGE OF EDUCATION**

**DEPARTMENT OF
SPECIAL EDUCATION AND COUNSELING**

**MENTAL HEALTH COUNSELING
CONCENTRATION**

**SITE SUPERVISOR
PRACTICUM/INTERNSHIP
HANDBOOK**

Prepared April, 2000 by Paula Danzinger, Ph.D.

Revised October, 2008 by Allyson Petsoff, G.A.

Revised June, 2009 by Paula Danzinger, Ph.D. & Karen Decker, M.Ed.

Revised September, 2011 by Paula Danzinger, Ph.D. & Harriet Newman, Grad Assistant

Site Supervisor Practicum/Internship Handbook Table of Contents

Introduction	3
Definitions	3
Selecting and Acquiring Placement Site	5
Liability Insurance	5
Placement Hour Requirements	5
Supervision Requirements	6
Taping Requirements	6
Counseling Procedures	7
Competencies	7
Grading Procedures	8

Sample Forms

Parental Consent Form	10
Taping Permission (Minor Child)	11
Counseling Consent Form	12
Taping Permission (Adult)	13
Mental health Practicum/Internship Weekly Hour Log	14
Mental health Hours Semester Summary Form	15
Site Supervisor Evaluation of Counseling intern	16

WILLIAM PATERSON UNIVERSITY PRACTICUM/INTERNSHIP HANDBOOK

Introduction

Welcome to the field experience component of your training in the Mental Health Counseling Concentration of the Professional Counseling Masters program at William Paterson University. This experience will be your opportunity to put your formal training into practice. This handbook is designed to provide information that will assist you in fulfilling this requirement for your degree.

Definitions

Before beginning, there are a number of terms that need to be defined in order for you to have a clear understanding of the practicum/internship experience.

Counseling intern – The counseling intern is a student, under supervision, who has begun his/her practicum/internship experience and has been placed in a field setting.

Counselor trainee – Another term for counseling intern.

Practicum/Internship Placement Site – The site where the practicum/internship experience takes place. The site must meet WPU training program standards and provide the counseling intern with the opportunity to perform all activities, under supervision, that a regular staff member employed as a mental health counselor would perform. Generally practicum and internship are done at the same placement site, though counseling interns are encouraged to find more than one placement site. While the majority of hours must be spent in a agency or other mental health setting as defined by program faculty, counseling interns may also spend no more than 10% of their placement in a non mental health setting as long as they are doing counseling related activities.

Practicum/Internship Coordinator- The coordinator is a designated University faculty member who is responsible for receiving practicum and internship applications. The coordinator will approve all practicum/internship placements before the course begins. The coordinator will also hold a practicum/internship orientation the semester before the placement begins.

Site Supervisor – The site supervisor is a designated professional staff member at the placement site who is directly responsible for the supervision of the counseling intern. Site supervisors must be either Licensed Professional Counselors (LPC), Licensed Clinical Social Workers (LCSW) or licensed psychologists (school psychologists are not appropriate supervisors). The site supervisor must also hold at least a Master's degree in counseling or a closely related field and have worked as a mental health counselor for at least 3 years. The duties of the site supervisor are as follows:

1. Make provisions for orientation of the counseling intern to the site, including procedures for assigning clients, emergency procedures, safety procedures, and any site-specific limits to confidentiality.
2. Provide space for the counseling intern to perform his/her counseling responsibilities.
3. Make provisions for the counseling intern to audio and/or video tape clients with the client's written consent.
4. Work with the counseling intern to develop practicum/internship goals.
5. Work closely with the University and University supervisor when needed.
6. Maintain responsibility for counseling intern's continuity on site.
7. Assist in the evaluation of the counseling intern's performance relative to the objectives of the experience.
8. Provide regular supervision for the counseling intern not to be less than 1 hour of face to face supervision for every 20 hours the counseling intern is on site.

Course Instructor/University Supervisor – The course instructor/university supervisor is the instructor of the practicum/internship course (CSP 6860 and CSP 6870) and provides the interns with bi-weekly triadic supervision. The duties of the course instructor/university supervisor are as follows:

1. Receive status of placement from counseling intern prior to the start of the semester.
2. Provide group supervision of counseling interns.
3. Provide triadic supervision of counseling interns.
4. Monitor progress of counseling intern during the practicum/internship experience.
5. Maintain bi-weekly communication with site supervisors.
6. Make on-site visits when needed.
7. Initiate resolution of any problem occurring on-site.
8. Review counseling intern's session tapes.
9. Secure evaluations.
10. Assign final grades.

Selecting and Acquiring a Placement Site

Counseling interns must find their own placement sites. The practicum/internship coordinator will help in any way, but the ultimate responsibility is the counseling intern's. A counseling intern may be able to use his/her work site for both practicum and internship, however this is contingent on the counseling interns' work load and must be approved by the practicum/internship coordinator. All sites must be approved by the University.

Counseling interns are required to have experience in conducting both individual and group counseling and have 1 hour of face to face site supervision per 20 hours of placement. In addition, counseling interns **must** audio or video tape counseling sessions. These requirements should be taken into consideration when selecting a placement site.

Counseling interns should contact the appropriate person at the possible placement site and discuss the requirements of the placement with this person. A qualified site supervisor should be identified at the time of this contact. The site supervisor and any other relevant administrators (school principal or school counseling director) must sign the Practicum/Internship Application and Practicum/Internship contract before a site will be approved by the practicum/internship coordinator (see appendix for application and contract). The practicum/internship coordinator will be available to answer any questions the site supervisor or administrator might have.

Liability Insurance

Counseling interns are required to purchase liability insurance through the American Counseling Association (ACA) while they are taking practicum/internship. Counseling interns need to have their own policy, even if they are covered at the placement site. ACA offers low cost liability insurance for practicum/internship students, however you must be a member of ACA to take advantage of these low rates. Applications for membership in ACA can be obtained from counseling faculty, from the ACA website at www.counseling.org, or by calling ACA at 1-800-347-6647.

Placement Hour Requirements

For the Practicum (CSP 6860) requirement, counseling interns must have a total of 100 clock hours. These hours include a minimum of 40 hours of direct service with clients, with a majority of those hours individual counseling. The counseling intern

may also have group counseling hours to be included in the 40 hours of direct service. The counseling intern is required to have a minimum of three clients for individual counseling. The remaining 60 hours of the placement includes: individual site supervision (at least 5 hours), group supervision, case write ups, peer consultation, and required paperwork as well as other experiences that familiarize the counseling intern with the culture and procedures of their setting.

For the Internship (CSP 6870) requirement, counseling interns must have a total of 600 clock hours. These hours include a minimum of 240 hours of direct service with students, with the majority of those hours individual counseling. The counseling intern may also have group counseling hours to be included in the 240 hours of direct service. The counseling intern is required to have a minimum of four clients for individual counseling. The remaining 360 hours of the placement includes: individual site supervision (at least 1 hour per 20 hours of direct client service), group supervision, case write ups, peer consultation, and required paperwork, as well as other experiences that familiarize the counseling intern with the culture and procedures of their setting.

Taping Requirements

Counseling interns are **required** to provide audio and/or video tapes of individual counseling sessions. These tapes will be reviewed and evaluated by the course instructor, as well as the University Supervisor if needed. A written critique must accompany each tape. A copy of a suggested format for this critique is included in this handbook. The counseling intern is required to provide at least 4 tapes for the practicum (CSP 6860) and at least 6 tapes for internship (CSP 6870).

Consent for Taping forms must be signed by client and/or minor clients' parent or guardian. Minor clients must also sign their assent. The client must be made aware that tapes will be listened to by the course instructor and University supervisors and may be reviewed in class for instruction purposes only. The client should be told that the tapes will be confidential and anonymous. They should also be informed that the tapes will be destroyed after they are reviewed. Some placement sites will have their own taping consent forms. The Consent for Taping form is included in this handbook.

Counseling Procedures

Counseling interns are required (as all counselors are) to make sure their client gives informed consent for counseling. Some sites will have their own Permission to Counsel forms. A University form is included in this handbook. It is required that the counseling intern has a University permission form filled out and signed by each client

and/or client's parent or guardian along with any forms your site may require. Minor clients must also sign their assent. The counseling intern must inform each client that he/she is a counseling intern fulfilling a requirement for a Masters degree in counseling. The client must be informed that the counseling intern is under supervision. When informing the client of confidentiality and the limits of confidentiality, the counseling intern must inform the client that his/her case will be discussed with supervisors, who are under the same obligations of confidentiality as the counseling intern.

Personal Analysis Logs

Counseling interns are required to keep Personal Analysis Logs of their experience in practicum/internship. Specific requirements for these logs will be detailed in the course outline provided at the beginning of the semester. An important component of WPUNJ's Master in Professional Counseling is the counseling intern's self-exploration and self-assessment. These logs help the counseling intern understand his/her reactions to the counseling process.

Competencies

It is essential that the counseling intern acquires certain competencies during the practicum/internship experience. The following lists some of these competencies.

1. Counseling skills including:
 - a. The ability to obtain a psychosocial history.
 - b. The ability to use interviewing skills such as observing and active listening.
 - c. The ability to ascertain present mental status.
 - d. The ability to make tentative impressions and recommendations based upon interview.

2. Evaluation skills including:
 - a. The ability to understand results of frequently used assessment tools such as intelligence tests, achievement and aptitude tests, and depression and anxiety scales.
 - b. The ability to conceptualize client issues based on intake information and information obtained in counseling sessions.
 - c. The ability to understand ramifications of DSM IV diagnosis.
 - d. The ability to read and understand client records in terms of medications used and identified problems.

3. Treatment skills including:

- a. The ability to provide appropriate counseling sessions.
 - b. The ability to implement treatment plans.
 - c. The awareness of how client's cultural and/or ethnic background can impact case conceptualization, test interpretation, and diagnosis.
 - d. The ability to work with other professionals in a joint treatment effort.
4. Case management skills including:
- a. Knowledge of the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit.
 - b. The ability to manage or assist in the management of individual cases including service coordinating and referral services.
 - c. The ability to advocate for the client.
 - d. The ability to keep appropriate records and case reports.
5. Knowledge of Agency Administration including:
- a. Knowledge of the administrative and operative structure of the agency.
 - b. The philosophy of the agency in regards to counseling.
 - c. Understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources.
 - d. Knowledge and understanding of activities the agency requires of regularly employed staff in the position that the counseling intern holds.
6. Professional Behavior including:
- a. Knowledge of and adherence to the professional ethics and standards as outlined in the Standards and Practices and Ethical Codes of the American Counseling Association.
 - b. Knowledge of and adherence to the professional legal responsibilities in accordance with the standards of local, state and national government.
 - c. Knowledge of counselor preparation standards and state licensure and national certification requirements.
 - d. Knowledge of and adherence to the mental health's professional standards and quality assurance policies, including policies on client-counselor relationship, record keeping, referral policies, and peer review process.

Grading Procedures

Practicum (CSP 6860) and Internship (CSP 6870) are pass/fail courses. If the course instructor, University supervisor or the site supervisor has any concerns about the counseling intern's progress, the course instructor will meet with the counseling intern and the site supervisor to discuss these concerns and to determine the appropriate

course of action. All requirements of the course must be met before a pass grade will be given.

PRACTICUM/INTERNSHIP HANDBOOK

SAMPLE FORMS

Parental Consent Form

Child's Name _____

Parent's Name _____

Phone # _____

I agree that a counseling intern in the Mental health Counseling Concentration at William Paterson University may counsel my child. I understand that the counseling intern has completed Masters course work in counseling. The counseling intern will be supervised by _____, a faculty member at William Paterson University and by _____, a site supervisor. Information gathered in the counseling will be held strictly confidential according to the American Counseling Association Code of Ethics. Exceptions to this confidentiality occur when there is suspected child abuse or imminent danger to the child or to others.

If for any reason you have questions about the counseling or are dissatisfied, you have the right to meet with the counseling intern and/or the supervisors named above.

I have read the above and understand the nature of the supervisory procedures. All my questions have been answered to my satisfaction.

Parent/Guardian Signature

Date

Child's Signature

Date

Counseling intern Signature

Date

William Paterson University
Department of Special Education and Counseling
Taping Permission

I understand that the counseling sessions that _____ (counseling intern) will have with my child _____ will be tape recorded for evaluation of the counseling intern. I further understand that confidentiality will be maintained and only the counseling intern and the counseling intern's supervisor will have access to these tapes. I understand that these tapes might be reviewed by other counselors in training for training purposes.

Understood and agreed to by the undersigned:

Parent/Guardian signature **Date**

Child's signature **Date**

Counseling intern signature **Date**

Counseling Consent Form

Client Name _____

Phone # _____

I agree that a counseling intern in the Mental health Counseling Concentration at William Paterson University will counsel me. I understand that the counseling intern has completed Masters course work in counseling. The counseling intern will be supervised by _____, a faculty member at William Paterson University and by _____, a site supervisor. Information gathered in the counseling will be held strictly confidential according to the American Counseling Association Code of Ethics. Exceptions to this confidentiality occur when there is suspected child abuse or imminent danger to the client or to others.

If for any reason you have questions about the counseling or are dissatisfied, you have the right to meet with the counseling intern and/or the supervisors named above.

I have read the above and understand the nature of the supervisory procedures. All my questions have been answered to my satisfaction.

Client Signature

Date

Counseling intern Signature

Date

William Paterson University
Mental health Counseling Practicum/Internship Weekly Log

Counseling intern _____

Week #: _____

Dates: _____ to _____

Activity	Number of Hours		Activity	Number of Hours	
1. Individual Counseling			14.Site group supervision		
2. Group Counseling			15.University group supervision		
3. Family/Marriage Counseling			16. Individual University supervision		
4. Consultation			17. Individual site supervision		
5. Prevention					
6. Crisis intervention					
7. Record Keeping (Report writing)					
8. Tape review					
9. Professional Development (inservice)					
10.Clinical meetings or other agency meetings			Total hours:		
11. Contact with interested parties			Direct service hours (1-6)		
12. Other (explain below)			Non-direct service hours (7-12)		
13. Peer supervision			Supervision hours		

			(13-17)		
--	--	--	---------	--	--

Site Supervisor _____ **Date** _____
William Paterson University
Mental health Practicum/Internship Hours Semester Summary Form

Counseling intern _____ **Semester** _____
Site _____
Site Supervisor _____
University Supervisor _____
Total of weekly hours for:

Individual Counseling _____ **Consultation** _____

Group Counseling _____ **Prevention** _____

Family/Marriage _____ **Crisis intervention** _____

TOTAL DIRECT SERVICE HOURS FOR SEMESTER _____

Total of weekly hours for:

Record Keeping (Report writing) _____ **Clinical meetings** _____

Tape review _____ **Contact with interested parties** _____

Professional development _____

Other _____

TOTAL NON-DIRECT SERVICE HOURS FOR SEMESTER _____

Total of weekly hours for:

Peer supervision _____

Site group supervision _____

Individual university supervision _____

University group supervision _____

Individual site supervision _____

TOTAL SUPERVISION HOURS FOR SEMESTER _____

Counseling intern signature _____
Date _____

Mental Health Practicum/Internship Evaluations
Site Supervisor

Name _____ Date _____ Semester/year _____ Supervisor Name _____

Below is a list of behavioral objectives pertinent to the counseling profession. Using the 3 point scale provided, please tell us how competent you feel this counseling intern is in each of these areas. Target is defined as going past what would be expected for a counseling intern in practicum or internship. Please use a pencil or pen and completely fill in one circle for each objective.

	1 = Unsatisfactory	2 = Satisfactory	3 = Target	0 = N/A (not observed)
1. Demonstrates a personal commitment in developing professional competencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Appropriately receives and uses feedback from supervisors and professional peers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Engages in open, comfortable and clear communication with peers and supervisors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Demonstrates an understanding of how the counselor trainee's cultural and ethnic background affects the counseling process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Demonstrates skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Shows good non-verbal skills, e.g. eye contact, body language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Is aware of own feelings in the counseling session and is perceptive in evaluating the effects of own counseling techniques	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Is perceptive in evaluation the effects of own counseling techniques	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Demonstrates effective use of individual counseling strategies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Demonstrates competence in providing group leadership, develops interventions appropriate to group settings, and is aware of factors influencing group dynamics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Demonstrates an ability to utilize preventive and crisis intervention strategies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Provides appropriate counseling strategies when working with clients with addiction and co-occurring disorders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Promotes optimum human development and wellness through prevention activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Can differentiate between diagnosis and developmentally appropriate reactions during crises and trauma-causing events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Applies the assessment of a client's stage of dependence, change, or recovery to determine the appropriate treatment modality and placement criteria within the continuum of care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Is able to deal with issues related to termination, e.g. referrals, timing, and resistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Is able to understand and develop a five-axis diagnosis based on the DSM as well as a differential diagnosis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Applies current record-keeping standards related to clinical mental health counseling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Demonstrates knowledge of and adherence to agency programs, policies, and procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Applies effective strategies to promote client understanding of and access to a variety of community resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Demonstrates an awareness of how client's cultural and/or ethnic background can impact case conceptualization, appropriate counseling strategies and assessments, and differential diagnosis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Demonstrates knowledge of agency programs and policies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. Is able to advocate for the client	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. Is able to affectively participate in consultation with family members and other professionals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. Demonstrates an ability to utilize preventive and crisis intervention strategies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. Demonstrates an understanding of agency counselor preparation standards (CACREP) and national and state licensure and certification requirements as well as the Code of Ethics of the American Counseling Association (ACA) and the American Mental Health Counseling Association (AMHCA)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please give a statement of your judgment of the counseling intern as a prospective mental health counselor. You may wish to note specific strengths or weaknesses that may not be sufficiently explained in the preceding items. Please feel free to add an additional page if you feel it is necessary.

Signature of Counseling Intern

Date

Signature of Site Supervisor

Date