



**School of Psychology & Counseling**  
**Site Supervisors "Quick" Reference**  
**For Masters in Counseling Practicum & Internship**

**What is a practicum? An internship?**

Practicum and Internship are planned field-based clinical experiences. Students serve clients under the supervision of a site supervisor. CACREP provides the following definitions:

Practicum – a distinctly defined, supervised clinical experience in which the student develops basic counseling skills and integrates professional knowledge. The practicum is completed prior to internship.

Internship – a distinctly defined, post-practicum, supervised “capstone” clinical experience in which the student refines and enhances basic counseling or student development knowledge and skills, and integrates and authenticates professional knowledge and skills appropriate to his or her program and initial postgraduate professional placement.

**When are these experiences offered?**

- Practicum is offered in all three semesters (Spring: January – April/May; Summer: May – August; Fall: August – December).
- Internship is offered in all three semesters and students do two consecutive semesters, with the only exception being those Certificates of Graduate Studies who earned a master’s degree at another institution of higher education.

**What are the requirements and hours?**

**A Practicum student is in the second year of the M.A. in Counseling program.**

They must complete 100 clock hours:

Direct service: a minimum of 40 hours of direct service to clients which may include any combination of face-to-face contact, individual, and group counseling. Practicum students are expected to generally observe and co-facilitate in counseling situations using their basic attending skills and questioning techniques.

Indirect service: the remainder of the 100 hours, to include supervision, professional development, staff meetings, in-services, etc.

**NOTE: Practicum students are NOT allowed to provide in-home counseling services.**

**Interns are M.A. students in the 2<sup>nd</sup> – 3<sup>rd</sup> year of their program OR are Certificate of Graduate Studies students.**

➤ **Clinical Mental Health Counseling Interns**

CMHC interns will complete two semesters of internship with at least 600 clock hours. These hours are comprised of the following:

Direct service: a minimum of 240 hours over both semesters of face-to-face individual and group counseling (interns are required to lead, or co-lead, at least one group counseling session during internship), testing, consulting, etc.

Indirect service: the remainder of the 600 hours, to include report writing, agency meetings, supervision, professional development, staff meetings and in-services.

Supervision: included in indirect service hours. Interns will have approximately 22.5 hours of faculty group supervision each semester (class meets for 1.5 hours each week). Interns must have a minimum of 20 hours of individual/triadic site supervision throughout both semesters (approximately one hour per week).

**NOTE: In-home services MAY be considered for interns but will require approval before the internship begins. Interns should consult their handbook for details on how to seek approval.**

➤ **Marriage, Couple, & Family Counseling Interns**

MCF interns will complete two semesters of internship with at least 600 clock hours. These hours are comprised of the following:

Direct service: a minimum of 240 hours over both semesters of face-to-face couples, family, individual, and group counseling (interns are required to lead, or co-lead, at least one group counseling session during internship), testing,

consulting, etc. **MCF interns are required to have a minimum of 200 direct service hours working with couples and families over both semesters of internship.**

Indirect service: the remainder of the 600 hours, to include report writing, agency meetings, supervision, professional development, staff meetings and in-services.

Supervision: see explanation for the CMHC degree program internship.

**NOTE: In-home services MAY be considered for interns but will require approval before the internship begins. Interns should consult their handbook for details on how to seek approval.**

*Direct hours for MCF interns include family and couples counseling and co-parenting sessions. In addition, individual sessions with one family member (e.g., child or adolescent) with systemic focus (e.g., overall goals include improved family functioning, improved co-parenting, and increased family communication, etc.), may be counted as direct service hours. For example, this is common in adolescent counseling, in which a counselor works with a teenager individually, however, also engages in treatment frequently with parents and/or additional family members to improve family relationships, discipline, and behavior.*

#### ➤ **School Counseling Interns**

School Counseling interns will complete two semesters of internship with at least 600 clock hours; one with Pre-K – 6<sup>th</sup> grades (elementary school) and one with 7<sup>th</sup> – 12<sup>th</sup> grades (high school). These hours are comprised of the following:

Direct Service: a minimum of 240 hours (120 per semester) of face-to-face individual and group counseling (interns are required to lead, or co-lead, at least one group counseling session during internship), testing, guidance, consulting, etc.

Indirect Service: the remainder of the 600 hours, to include report writing, school meetings, supervision, professional development, staff meetings, in-services, etc.

Supervision: see explanation for the CMHC degree program internship.

#### ➤ **Certificate of Graduate Studies in Marriage, Couple, & Family Counseling Interns**

CGS in MCF interns will complete one 300 clock hour internship, with all hours spent working with couples and families. These hours are comprised of the following:

Direct Service: a minimum of 200 hours of face-to-face couples and family counseling.

Indirect Service: the remainder of the 300 hours, to include report writing, agency meetings, supervision, professional development, staff meetings, in-services, etc.

Supervision: weekly interaction with an average of one hour per week of individual supervision. Interns are required to complete a minimum of 10 hours of supervision with their on-site supervisor during the internship.

**NOTE: In-home services MAY be considered for interns but will require approval before the internship begins. Interns should consult their handbook for details on how to seek approval.**

*Direct hours for CGS in MCF interns include family and couples counseling and co-parenting sessions. In addition, individual sessions with one family member (e.g., child or adolescent) with systemic focus (e.g., overall goals include improved family functioning, improved co-parenting, and increased family communication, etc.), may be counted as direct service hours. For example, this is common in adolescent counseling, in which a counselor works with a teenager individually, however, also engages in treatment frequently with parents and/or additional family members to improve family relationships, discipline, and behavior.*

#### ➤ **Certificate of Graduate Studies in Trauma Counseling Interns**

CGS in Trauma Counseling Interns will complete one 300 clock hour internship comprised of the following:

Direct Service: a minimum of 120 hours of face-to-face individual and group counseling (interns are required to lead, or co-lead, at least one group counseling session during internship) , testing, consulting, etc. At least 60% of the clients the intern works with must have experienced some sort of trauma.

Indirect Service: the remainder of the 300 hours to include report writing, agency meetings, supervision, professional development, staff meetings, in-services, etc.

Supervision: see explanation for the CGS in MCF program internship.

**NOTE: In-home services MAY be considered for interns but will require approval before the internship begins. Interns should consult their handbook for details on how to seek approval.**

➤ **Certificate of Graduate Studies in School Counseling Interns**

CGS in School Counseling interns will complete one 300 clock hour internship in a middle school setting, which is defined as a school that houses students in 6<sup>th</sup> – 8<sup>th</sup> grades. These hours are comprised of the following:

Direct Service: a minimum of 200 hours - 100 hours with 6th grade students AND 100 hours with 7th & 8th grade students. This will include face-to-face individual and group counseling (interns are required to lead, or co-lead, at least one group counseling session during internship), testing, guidance, consulting, etc.

Indirect Service: the remainder of the 300 hours to include report writing, school meetings, supervision, professional development, staff meetings, in-services, etc.

Supervision: see explanation for the CGS in MCF program internship.

**What are my responsibilities as a site supervisor?**

The site supervisor must have a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses; and a minimum of two years of pertinent professional experience in the program area in which the student is completing clinical instruction. Supervisors must have relevant training in supervision (e.g., coursework, professional development, or certifications). If a supervisor does not have this training, they will be required to watch at least two program developed supervision training videos. Links to those videos will be sent via e-mail before the semester in which the field placement will occur.

**Practicum Site Supervisors:**

- The site supervisor must have the time for and interest in supervising the Practicum student.
- The site supervisor will provide individual and/or triadic supervision, which involves some examination of student work using audio/video recordings (as allowed by site), observation, and/or live supervision. (Note: Supervision should include weekly interaction with an average of one hour per week of individual and/or triadic [no more than two students at a time] supervision.)
- The site supervisor does not have to be physically present at the site at all times although this is ideal. The key is that the practicum student should never be alone on site with clients (if the supervisor is unavailable, another employee of the site should be present).
- To make supervision more effective, we ask that the site supervisor allow our students to video or audio record sessions with consenting clients. These recordings will further the effectiveness of the evaluation of students' work in Practicum. Consent forms for clients are available on the Regent University School of Psychology & Counseling website. We recognize that not all sites and/or clients will consent to recording. In these situations, we ask that the site supervisor complete a Live Observation Evaluation Form to be submitted in the place of that recording. This form is available on the SPC website.
- The site supervisor is responsible for completing the Regent University School of Psychology & Counseling's evaluation forms, which are located in Tevera, an online platform.
- The site supervisor will afford the student opportunities to engage in a variety of counseling activities under supervision and will evaluate the student's performance in these activities.
- The site supervisor will also provide settings for the practicum student to conduct individual and/or group counseling sessions with assured privacy and sufficient space for appropriate equipment and will provide necessary and appropriate technology that assists with learning.

**Internship Site Supervisors:**

- The site supervisor is responsible for providing opportunities for the student to engage in a variety of counseling activities under supervision and to evaluate the student's performance.
- The site supervisor is responsible for providing settings for the intern to conduct individual and/or group counseling sessions with assured privacy and sufficient space for appropriate equipment and will provide necessary and appropriate technology that assists with learning.

- The site supervisor is responsible for providing individual and/or triadic supervision, which involves some examination of student work using audio/video recordings (as allowed by site), observation, and/or live supervision (Note: Supervision should include weekly interaction with an average of one hour per week and a **minimum of 20 hours of individual supervision throughout both semesters of internship**).
- The site supervisor does not have to be physically present on site all times although this is ideal. The key is that the intern should never be alone on site with clients (if the supervisor is employee of the site should be present).
- To make supervision more effective, we ask that the site supervisor allow our students to video or audio record sessions with consenting clients. These recordings will further the effectiveness of the evaluation of students' work in Internship. Consent forms for clients are available on the Regent University School of Psychology & Counseling website. We recognize that not all sites and/or clients will consent to recording. In these situations, we ask that the site supervisor complete a Live Observation Evaluation Form to be submitted in the place of that recording. This form is available on the SPC website.
- The site supervisor is responsible for completing the Regent University School of Psychology & Counseling's evaluation forms, which are located in Tevera, an online platform.

### **What should I expect from the Practicum or Internship student at my site?**

#### **Student Responsibilities:**

- The student is responsible for securing a Practicum or Internship site interview.
- The student is responsible for notifying the faculty supervisor, site supervisor, and Field Placement Liaison of any changes of address (street, city and state), phone numbers, or schedules affecting on-site contact hours, etc.
- The student is responsible, upon assignment at a Practicum or Internship site, for asking the site supervisor about the format, guidelines and procedures staff use for client record keeping. The student is expected to abide by the procedures and requirements of the site.
- The student is responsible for providing clients with a quality experience.
- The student is responsible for promptly keeping appointments with clients. In the event of illness or emergency, the student must notify the client, the site supervisor, and the faculty supervisor of any change in appointments.
- The student is responsible for informing the faculty supervisor and site supervisor of any problems with cases or client emergencies.
- The student is responsible for seeking supervisory help with cases where the student questions his or her own effectiveness. For instance, the student may recognize that the presenting problem, values, race, sexual preference, etc. of the client is impacting his or her ability to be helpful and request supervision to address this difficulty.
- The student is responsible for requesting additional supervision if needed.
- The student is responsible for following any directives given by the faculty or site supervisor regarding interventions with a client. The instructor should advise the student when an intervention is not optional but must be performed to insure the client's well-being.
- According to Section B.6 of the Ethical Standards (ACA, 2014):
  - “Counselors create and maintain records and documentation necessary for rendering professional services. Counselors ensure that records and documentation kept in any medium are secure and that only authorized persons have access to them. Counselors obtain permission from clients prior to recording sessions through electronic or other means.”
  - The student may be expected to video/audio record the counseling session for review and presentation to the faculty supervisor and his or her peers. These recordings must be kept secure to protect the client's confidentiality. Any recording left open on a computer violates the client's right to privacy and may result in disciplinary action.
- According to Section A.2 of the Ethical Standards (ACA, 2014):
  - “Clients have the freedom to choose whether to enter into or remain in a counseling relationship and need adequate information about the counseling process and the counselor. When counseling minors, incapacitated adults, or other persons unable to give voluntary consent, counselors seek the assent of clients to services and include them in decision making as appropriate.”

In compliance with this ethical standard, the student is expected to explain the nature of the counseling relationship. It is essential that the client understand that the student is a Practicum student or Intern, not a licensed professional. The student should inform the client that there will be a limited number of sessions. The student must also explain the audio/video recording procedure, supervision, and any other conditions under which the student is working.

- The student is responsible for adhering to the Ethical Standards of the American Counseling Association (ACA) (available online at <http://www.counseling.org/knowledge-center/ethics>) and/or the Ethical Standards of the American School Counseling Association (ASCA) (available online at <https://www.schoolcounselor.org/school-counselors-members/legal-ethical>).
- The student is responsible for awareness of legal and ethical issues related to counseling (e.g., confidentiality and privilege, duty to warn, malpractice, negligence).