Doctoral Program in Counselor Education and Supervision (DPCES)

Practicum & Internship Handbook

School of Psychology & Counseling
Regent University
1000 Regent University Drive
Virginia Beach, Virginia 23464
757-352-4299 (TEL)/757-352-4263 (FAX)
Website: http://www.regent.edu/counseling/CES

May 2011
<table>
<thead>
<tr>
<th>Content</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Introduction to Handbook</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>B. Overview of Practicum &amp; Internship</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>C. Practicum &amp; Internship Processes</strong></td>
<td>7</td>
</tr>
<tr>
<td>1. Requirements for Practicum</td>
<td>7</td>
</tr>
<tr>
<td>2. Requirements for Internship</td>
<td>8</td>
</tr>
<tr>
<td>3. Criminal Background Check</td>
<td>11</td>
</tr>
<tr>
<td>4. Liability Insurance</td>
<td>12</td>
</tr>
<tr>
<td>5. Signed Contract for Practicum/Internship</td>
<td>13</td>
</tr>
<tr>
<td>6. Additional Forms &amp; Processes</td>
<td>13</td>
</tr>
<tr>
<td><strong>D. Forms</strong></td>
<td></td>
</tr>
<tr>
<td>1. Practicum/Internship Contract</td>
<td>17</td>
</tr>
<tr>
<td>2. Local Supervisor’s Information</td>
<td>24</td>
</tr>
<tr>
<td>3. Student Ethical Agreement</td>
<td>23</td>
</tr>
<tr>
<td>4. Waiver of Liability</td>
<td>26</td>
</tr>
<tr>
<td>5. Local Supervisor’s Evaluation of Student</td>
<td>27</td>
</tr>
<tr>
<td>6. Student Evaluation of Supervision</td>
<td>32</td>
</tr>
<tr>
<td>7. Student Self-Evaluation</td>
<td>34</td>
</tr>
</tbody>
</table>
A. Introduction to this Handbook

This handbook provides students with information related to the Doctoral Program in Counselor Education and Supervision (DPCES) Practicum (CES 770, 771, 772) and Internship (CES 801, 802, & 803). It is important for all students to become familiar with the practicum/internship requirements prior to enrollment in the program.

The handbook contains the Practicum and Internship required forms (which are interchangeable). Please feel free to contact the professor for the Practicum and Internship courses with additional questions, concerns, or comments that are not addressed in this handbook (please refer to the section on Forms).

In an effort to continually enhance the process of our Practicum and Internship experience, this handbook may undertake revisions periodically so that current and accurate information is provided to the students. When this occurs, students will be notified.
The practicum and internship processes provide practical experience and supervision in areas consistent with academic and professional goals of the doctoral student in Counselor Education and Supervision. The practicum experience provides for advanced experience with delivery of counseling services, supervision of counselors-in-training, counselor education, or consultation, depending on your licensure status and practicum site determination.

Both the Practicum and Internship courses focus on the experiential learning characteristic of doctoral clinical experience in which you practice skills and attitudes reflective of advanced training and education in the discipline of counseling. You will be given the opportunity to continue to develop competency in the chosen counseling dimension(s) through regular, supervised practice at your approved practicum site (or sites). These courses are designed to prepare students to be leaders in the profession of counseling and/or counselor education in both Christian and secular settings.

Primary Goals of Practicum & Internship Course:
Making a difference in the world requires that counselors who practice from the Christian perspective have well-developed skills. This practicum/internship experience establishes an ongoing advanced-level framework for continuing to develop sound skills in counseling, supervision, counselor education, and consultation that are both clinically and biblically based. The acquisition of these skills is vital to helping the individual, family, church and community. Please note the following objectives:

1. Acquisition of advanced skills in counseling, supervision, counselor education and/or consultation that are informed by both Judeo-Christian principles and empirical research.
2. Demonstration of sensitivity to, respect for, and honoring of differing backgrounds and values of clients, supervisees, counseling students and/or consultees including different faith traditions, ethnicities, gender issues, sexual orientation issues, and values systems.
3. Understanding the use of biblical concepts in thought, word and action in practicum/internship settings.
4. Recognizing the understanding and forgiveness of our Lord in relation to the acceptance and woundedness of others.
5. Knowing, analyzing and synthesizing the ethical codes of the counseling discipline and practicing the ethical behaviors and decision-making that are required of counseling professionals and foundational to the scripture-guided life.
6. Demonstration of proficiency in the use of technology by use of library and electronic databases to accomplish research, use of online technology for discussions and real-time group supervision, and exploration of the Internet to identify resources (e.g., professional organizations, professional writings).
7. Compliance with current legal requirements related to client confidentiality defined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

8. Demonstration of competent and complete record-keeping skills, in charting as required by site requirements, by proper personal log-keeping, by maintaining appropriate grade and assessment records on students, and by maintaining appropriate records related to supervision of supervisees or consultation with consultees.

9. Demonstration of advanced writing skills in professional counseling pursuits, including but not limited to psychosocial histories, diagnoses, assessment, treatment planning, goal setting, and evaluation of outcomes; course syllabi, assessment of student written materials and feedback to counseling students; evaluation of and feedback to supervisees; and professional assistance to consultees.

10. Demonstration of biblically based leadership skills pertinent to the profession of counseling by:
   a) Demonstrating a commitment to personal, professional and spiritual development.
   b) Articulating a personal philosophy about counseling.
   c) Demonstrating multicultural sensitivity and respect for all participants in a setting related to the profession of counseling.
   d) Demonstrating ethical and professional behavior in all aspects of the profession of counseling.

**Student Objectives of Practicum & Internship Course:**

1. To provide competent behavioral health services to the clientele of the counseling practicum. The fundamental ethic of any counselor is to do no harm. Therefore it is the responsibility of the professor, and practicum/internship students to function as a team regarding methods of treatment, planning, implementation, and documentation of interventions, discuss the range of therapeutic techniques consistent with a student’s skill and appropriate for a presenting problem, and observe/document the nuances of client behavior.

2. To determine the skill and comfort level within the full range of professional behavior, and to assist the doctoral student toward comprehensive professional functioning.

3. To create an atmosphere where a theoretical basis for therapy can be established. The research on therapeutic methods indicates that there are multiple ways to achieve counseling goals. This experience will require you to articulate and demonstrate a plurality of theoretical interventions as you identify those which are most consistent with your personality.
Student Competencies

1. The student will evaluate his/her level of professional competencies in working with individuals, couples, families, students, supervisees, experiencing the full range of client and professional concerns. This will be accomplished through:

   a) The identification of your goals for the course based on your assessment of your skills.
   b) The communication of those goals to the professor in order to develop educational interventions.
   c) Midterm evaluation of professional competencies, and the formation of new goals and interventions.
   d) Final evaluation of professional competencies.

2. The student will increase their level of professional competencies through the following activities:

   a) Practice counseling, teaching and supervisory skills with clients.
   b) Review client, teaching and supervisory sessions through audio/video recordings and prepare a written treatment plan for the subsequent sessions based on the events.
   c) Research and demonstrate new skills relevant to the specific need of the client.
   d) Observe and review the work of peers and give feedback.
   e) Demonstrate the ability to act therapeutically.

3. The student will grow in their self-perceptions as a professional counselor and develop an identity as a professional counselor.

   a) Contribute to others by being active in the observation and discussion of the work of your colleagues.
   b) Receive individual supervision weekly, including faculty group supervision throughHW.
   c) Read and discuss readings relevant to your work with clients and developmental goals.

4. The student will be able to identify ethical issues, discuss them, and act appropriately.

   a) Identify and discuss ethical issues and DSM-IV-TR diagnostic issues pertinent to their cases.
   b) Research material concerning ethical issues as they arise.
   c) Establish and monitor policies and procedures that promote ethical behavior.
C. Practicum & Internship Processes

The Doctoral Program in Counselor Education and Supervision (DPCES) has been developed to meet or exceed the 2001 Doctoral Standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP). As such, the doctoral level Practicum and Internship is required to complete the program.

A. Requirements for Practicum

During the practicum course, you must receive weekly individual and/or triadic (no more than two supervisees to one supervisor) supervision provided by a licensed, approved local supervisor; per CACREP standards (CACREP, 2001), “this supervision is usually performed by a supervisor with a doctorate in counselor education or a related profession.” It is important that you seek out a supervisor with an earned doctorate; otherwise, you will essentially be receiving supervision from a peer who holds a master’s degree, as you do. You may have to pay for this supervision, and this is a cost you are expected to bear. Your supervisor must hold an appropriate license (e.g., LPC, LCSW, LCP) and advanced coursework in supervision. The supervisor does not need to be physically at the site of your practicum. Each potential supervisor must complete standardized School of Psychology & Counseling (SPC) paperwork (found in the Practicum/Internship handbook) to receive formal approval prior to becoming a local supervisor. You will interact regularly with your local supervisor for guidance and planning related to your practicum activities, and especially if any emergent situations arise that requires immediate attention by you and/or the supervisor (e.g., suspected suicidal ideation of a client). The instructor will contact your supervisor by telephone two times during the semester; one at midterm and one towards the end of the course to consult with them concerning your overall progress, etc.

Clinical Practicum Activities

A clinical practicum will include face-to-face sessions with clients either in individual, group or family setting, including providing guidance and counseling in schools. Students will choose one of the below indicated modalities:

Breakdown of Clinical Modality

Individual Therapy: Three clients per week, 10 week minimum at 30 contact hours
Group Therapy: Three to six clients per group, 10 week minimum. 10 contact hours
Family Therapy: Two families per week, 10 week minimum, 20 contact hours
The practicum includes most of the activities of a regularly employed professional in the setting. To this end, your practicum site(s) may be your regular counseling-related workplace setting. CACREP standards also indicate that “the hours can be allocated at the discretion of the doctoral advisor and student, based on experience and training.” The DPCES practicum experience includes a minimum of 40% direct client contact hours (please note aforementioned breakdown) will be required over the course of the term, with the balance of clock hours comprised of administrative or indirect hours (e.g., writing clinical case notes, attending staff meetings, preparing class teaching materials, researching consultation materials). One DVD or upload CTL will be required during this semester.

Your instructor will be communicating with your local supervisor(s) on a regular basis, in order to coordinate supervision and provide the most meaningful and helpful supervision experience to you. Nonetheless, your local supervisor(s) will provide the greater part of your supervision during this term of practicum, so it is critical that you seek out and obtain the services of well-trained and highly qualified local supervisors.

B. Requirements for Internship

The Doctoral Program in Counselor Education and Supervision (DPCES) has been developed to meet or exceed the 2001 Doctoral Standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP). As such, you will be required to complete a doctoral-level counseling internship that totals a minimum of 900 clock hours. The 900 clock hours can include supervised experiences in clinical settings (which include school counseling settings), teaching, supervision, and/or consultation, based on certain criteria (see below). You will be expected to complete at least 300 clock hours during the respective semesters of Internship. If you did not complete 300 clock hours during the respective semester, you will be required to complete the balance of the hours during the next semester. You may not complete more than 300 hours of Internship in one semester because it is the faculty’s belief that advanced doctoral-level skills, regardless of internship site selection, are developed over a period of time.

Your clinical licensure status at the time you began the Internship course in the Spring term will determine the alternative(s) from which you may select your internship orientation over the course of this Spring term. Please see Table 1 below:
Table 1

<table>
<thead>
<tr>
<th>CATEGORY I</th>
<th>CATEGORY II</th>
<th>CATEGORY III</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are a licensed mental health professional and have been licensed by a state (or states) for a total of three (3) or more years, you have the following option(s) to fulfill your internship requirement:</td>
<td>If you are a licensed mental health professional but have been licensed by a state (or states) less than three (3) years, you have the following option(s) to fulfill your internship requirement:</td>
<td>If you are not a licensed mental health professional (this includes being in a residency or intern status of licensure), you have only the following option to fulfill your internship requirement:</td>
</tr>
<tr>
<td>1. 100% (600 clock hours) providing counseling services to clients (a clinical internship) OR 2. 100% (600 clock hours) teaching in a postsecondary counseling or related educational program OR 3. 100% (600 clock hours) providing supervision to a counselor-in-training or a post-master’s graduate seeking state licensure. 4. You may also choose to do 50% (300 clock hours) in one of the above categories, and 50% (300 clock hours) in one of the other categories, meeting the total 600 clock hour requirement for the internship. 5. You may also choose to do 25% (150 clock hours) in counseling-related consultation services and the remaining 75% (450 clock hours) in an approved representation from among the above categories (e.g., 50% or 300 clock hours providing counseling services to</td>
<td>1. 100% (600 clock hours) providing counseling services to clients (a clinical internship). OR 2. A mandatory 50% (300 clock hours) providing counseling services to clients (a clinical internship) AND either a. 50% (300 clock hours) teaching in a postsecondary counseling or related educational program OR b. 50% (300 clock hours) providing supervision to a counselor-in-training or a post-master’s graduate seeking state licensure. 3. A mandatory 50% (300 clock hours) providing counseling services to clients (a clinical internship) AND a. 25% (150 clock hours) teaching in a postsecondary counseling or related educational program or</td>
<td>1. A mandatory 100% (600 clock hours) providing counseling services to clients (a clinical internship) OR 2. 75% (450 clock hours) providing counseling services to clients AND a. 25% (150 hours) teaching in a postsecondary counseling or related educational program.</td>
</tr>
</tbody>
</table>
Because this is the first semester for this course, you are required to submit paperwork related to site, supervisor, etc., per the Internship Handbook. Failure to submit completed paperwork related to any changes may result in a delay in approval, and thus a delay in your ability to earn hours. Any changes must fall under the guidelines of the category into which you fall, based on the above chart.

A clinical internship will include face-to-face sessions with clients in individual or group settings, including providing guidance and counseling in schools. A supervision internship will include providing professional supervision to master’s level counseling students or to individuals who are in the process of earning hours toward licensure. A teaching internship will include either face-to-face or online teaching of counseling or related educational program courses at the graduate level. A consultation internship will include providing professional consultation services to stakeholders requiring assistance in a counseling-related area.

During the internship course, you must receive weekly individual and/or triadic (no more than two supervisees to one supervisor) supervision provided by a licensed, approved local supervisor; per CACREP standards, “this supervision is usually performed by a supervisor with a doctorate in counselor education or a related profession.” As during the Fall term, it is important that you seek out a supervisor with an earned doctorate preferably, yet a supervisor at the master’s level, appropriately licensed, will suffice. You may have to pay for this supervision, and this is a cost you are expected to bear. Your supervisor must hold an appropriate license (e.g., LPC, LCSW, LCP) (unless you are doing a teaching internship orientation for which your supervisor must hold an earned doctorate), advanced coursework in supervision OR a minimum of three years of pertinent professional experience in the area in which you are completing your internship (e.g., having taught at the graduate level for a minimum of three years). The supervisor does not need to be physically at the site of your internship. You will interact regularly with your local supervisor for guidance and
planning related to your internship activities, and especially if any emergent situations arise that requires immediate attention by you and/or the supervisor (e.g., suspected suicidal ideation of a client).

During this Internship experience, you will also participate in at least four scheduled online group supervision with your faculty instructor, around the midterm of the course. Group supervision will be accomplished using Wimba. You will be assigned to one of two supervision groups after we determine the best days and times to hold the group supervision. This term, supervision will be heavily focused with your local site supervisor. Your instructors will provide the date of the group chats (one with each group) when a day and time are finalized for each group. We will make every effort to work around all students’ schedules, but if a day and time must be selected that interfere with a previous commitment on your part such as your job, you will be required to make arrangements to be present during the chat time (e.g., take vacation time, take a long lunch, etc.) There are very few instances in the DPCES when real-time chat requires your presence at specific times; the group supervision requirement during internship is one of them. This requirement is part of our program’s commitment to meeting or exceeding the CACREP doctoral standards and guidelines and must be upheld.

IMPORTANT: If any reference to individual, group, or family clients, supervisees, students or consultees is made during any posted commentary during the chat, you must ensure that client/group/family/supervisee/student/consultee identity is kept confidential. This can most easily be accomplished by avoiding the use of individuals’ names, or by indicating that individuals’ names are fictitious. This is an important compliance issue with HIPAA regulations. This goes beyond what HIPAA requires (e.g., not using student or consultee names), but we as your instructors believe it is the best practice to preserve anonymity, nonetheless.

Your instructors will be communicating with your local supervisor(s) on a regular basis, in order to coordinate supervision and provide the most meaningful and helpful supervision experience to you. Nonetheless, your local supervisor(s) will provide the greater part of your supervision during this term of internship, so it is critical that you seek out and obtain the services of well-trained and highly qualified local supervisors.

CACREP’s Doctoral Standards state that “the internship includes most of the activities of a regularly employed professional in the setting.” To this end, (based on the restrictions in Table 1) your internship site(s) may be your regular counseling-related workplace setting. The DPCES internship experience will mirror the master’s level standards requirements: a minimum of 380 direct
client contact hours will be required over the course of the three terms of internship, with the balance of clock hours comprised of administrative or indirect hours (e.g., writing clinical case notes, attending staff meetings, preparing class teaching materials, researching consultation materials). **Two Videotapes/Audiotapes will be required during the first semester of the Internship sequence.**

If, for any reason, you should need to send any material to your professors during the term that relates to clients, to comply with HIPAA regulations, you must send the material via a secure mail service through which the progressive location of material can be tracked, such as Federal Express, DHL, or a US Postal Service tracked mail system such as Express or Priority Mail. **Certified Mail is insufficient.** The material **must include a disclosure statement** attached stating the following:

“This package and its contents are confidential and private. The contents are for the intended recipient ONLY. If received in error, please call (your name and phone) and return this package to (your address) and postage will be paid by addressee.”

There are significant pieces of paperwork that must be on file in the student’s practicum/internship folder located at Regent University. It is the student’s responsibility to make sure the paperwork gets to the site supervisor and back to the Practicum or Internship instructor, in a timely manner. As with any program, there are administrative requirements as part of your preparation for entering our program. The School of Psychology & Counseling (SPC) requires critical paperwork such as Nationwide Criminal Background Checks and Malpractice Insurance coverage for every student during the duration of their program. Please make note of the following processes and submit information as requested below:

**C. Criminal Background Check**

SPC has a criminal background check for all of its students that are implemented through each program. For DPCES students, there is a one time fee assessed through the Practicum in Individual, Group or Family Counseling courses that cover this comprehensive background check. The background check is standardized and mandatory for all students. Any student who has a criminal offense documented through this procedure will have to address this on a case-by-case basis with the program chair.

All students will sign a release form during the DPCES Residency in July. Background checks will be initiated through a company called **HireRight.** Areas of concern shall include, but are not limited to, felony convictions, especially those involving harm to others, theft or fraud convictions, and patterns of misdemeanors other than
moving traffic violations. International students will be responsible for the normal fee (assessed in the Practicum courses), and any amount over $100. Students will be notified by the Field Placement Coordinator should the fee exceed $100 and will then arrange for payment of the balance. For more information, students should speak with the Director of Clinical Training of the Doctoral program in CES.

All criminal background records will be retained by the DPCES in confidential files during the student’s program tenure. Upon program completion, records will be retained by the Office of the Dean. All such records will be destroyed after ten years, unless their retention is required by accreditation agencies or by law. Only the student, the Vice-President for Academic Affairs, the Dean of the School of Psychology & Counseling, the CES Clinical Director, and the DPCES Program Chair will have the right to examine the contents of these confidential files, unless their disclosure is necessitated in the context of an appeal, their release is ordered by a court or other legal authority, or their release is otherwise authorized by the student.

D. Liability Insurance

*Verification to be submitted to the PhD program at or near the beginning of your program and at each renewal policy period*

It is also the policy of the PhD program to require current students to obtain malpractice liability insurance. This insurance is a safeguard and must be maintained throughout the duration of the program. For those students completing their clinical work in the Commonwealth of Virginia, a minimum amount of two million dollars incidental coverage with a four million dollar aggregate is needed for annual liability coverage ($2,000,000/$4,000,000). For students whose clinical work is done outside of the Commonwealth of Virginia, the state’s minimum requirement for coverage must be met, which is typically $1,000,000/$3,000,000, although it may be higher. During a student’s tenure, proof of coverage will be required at or near the beginning of the program and at each policy renewal period. Students must show evidence of insurance liability coverage prior to arranging a field placement experience. If the student cannot show proof of insurance, he or she will not be permitted to begin field placement experiences. The student is responsible for renewing this coverage each year in the program and for turning in a copy of the insurance face sheet to the Director of Clinical Training.

Students are encouraged to consider various insurance programs. Generally, premiums range from $30-50 per year of coverage, and membership to a premier counseling/psychology organization may be required. Though membership in a professional organization is highly encouraged by the School of Psychology & Counseling, it is not required. Just for comparison, a low premium
for a licensed professional with the same amount of coverage would exceed several hundred dollars.

To help students get started, here listed are some carriers that have been used by previous cohorts. If you have any questions about any of these companies, please contact the Director of Clinical Training.

- American Professional Agency
  
  www.americanprofessional.com
  
  800-421-6694 or 631-691-6400

- Lockton Risk Services, Inc.
  
  http://ahc.lockton-ins.com/pl
  
  800-253-5486

- American Psychological Association
  
  www.apait.com
  
  877-637-9700
  
  Offers $2 million/$6 million for students in Virginia
  
  All other students can only receive a lower rate through APA

- American Counseling Association Insurance Trust, Inc
  
  www.hpso.com
  
  800-347-6647

Once coverage and a face sheet are obtained, a copy can be faxed to 757-352-4263, email to johnflo@regent.edu, submitted in person to CRB 232A, or mailed to the following address:

John Flowers, MA

Field Placement Coordinator

Regent University School of Psychology and Counseling

1000 Regent University Dr., CRB 221

Virginia Beach VA 23464

Be sure to keep a copy of your insurance face sheet for yourself as you will need it often. Again, you will be presenting a copy of your coverage to the Field Placement Coordinator prior to arranging a field placement.

*Face Sheet includes all coverage items – your name, address, the companies name & address, the amount of coverage, the start and end date of coverage, and policy number. Application printouts/copies are not acceptable; it must be a copy of the face sheet of your actual policy.

**All guidelines are subject to changes and updates. Students will be notified in the event of any change in these guidelines.
E. Signed Contract for Practicum or Internship

Before a student can begin serving at the practicum or internship site, he/she must have a signed contract. Essentially, the contract is an agreement between the licensed supervisor and the student, reflecting all of the clinical activities to be conducted. For doctoral students, it is preferred that the supervisor maintains a doctoral degree and licensed at the highest level, yet it is permissible for the supervisor to maintain a master’s degree in counseling or social work, with the appropriate independent license at the highest level.

F. Additional Forms/Processes

In addition to the aforementioned documents, each student will need to submit the following documents:

1. Supervisor Evaluations
2. Video and/or audiotape
3. Student Evaluations of Supervisor
4. Supervision Logs
5. Student Self-Evaluation

If, for any reason, there is a need to send any material to your professors during the term that relates to clients, to comply with HIPAA regulations, the material should be sent via a secure mail service through which the progressive location of material can be tracked, such as Federal Express, DHL, or a US Postal Service tracked mail system such as Express or Priority Mail. **Certified Mail is insufficient.** The material must include a disclosure statement attached stating the following:

“This package and its contents are confidential and private. The contents are for the intended recipient ONLY. If received in error, please call (your name and phone) and return this package to (your address) and postage will be paid by addressee.”
D. Forms
The purpose of this agreement is to provide a qualified student enrolled in the Doctoral Program in Counselor Education and Supervision (DPCES) with advanced experiences in providing counseling services, teaching in postsecondary counseling or related educational programs, providing supervision to a counselor-in-training or a post-master’s graduate seeking state licensure, and/or providing counseling-related consultation services.

Doctoral students are required to complete doctoral-level counseling internships that total a minimum of 900 clock hours. The 900 hours include supervised experiences in clinical settings, teaching, and supervision. The internship includes most of the activities of a regularly employed professional in the setting. The 900 hours can be allocated at the discretion of the doctoral advisor and student, based on experience and training. The student and internship professor will create an individualized internship to meet the student’s learning needs to include components of clinical counseling, teaching and supervision. The internship includes weekly site supervision for every 20 hours of service.

Students are required to video tape a minimum of two sessions and mail these tapes to the faculty for review and provide feedback. If a student was not allowed to video tape at their site, they were required to have live site supervision of at least two of their internship experiences. Students are required to attend regularly scheduled three hours of online faculty small group supervision during various times within the semester via the live classroom of Wimba. The faculty would also contact the site supervisors twice a semester for a phone conference regarding the student’s internship performance. The student and site supervisors complete the mid-term and final internship evaluations. Students should be given the opportunity to participate in additional supervised practica or internships that are appropriate to their career objectives.

**Direct and Indirect Internship Clock Hours**

The clock hours required for the Doctoral Practicum and Internship should consist of the following breakdown:

<table>
<thead>
<tr>
<th>Practicum</th>
<th>Three clients per week, 10 week minimum at 30 contact hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Therapy:</td>
<td>Three to six clients per group, 10 week minimum. 10 contact hours</td>
</tr>
<tr>
<td>Group Therapy:</td>
<td>Two families per week, 10 week minimum, 20 contact hours</td>
</tr>
</tbody>
</table>
Internship
The 900 clock hours required for the Doctoral Internship should consist of 380 direct hours and 520 in-direct hours.

The following are examples of direct hours:

- **Counseling Services**: Any face-to-face contact with a client or clients that involves counseling; reviewing a treatment plan with a client; medication education to the client; family counseling; administering a test or assessment to a client. You must be providing counseling services directly to the client in order to count hours in this category.

- **Teaching in a Postsecondary Counseling or Related Educational Program**: Facilitating the teaching of a class, large group, or small group; 1:1 mentoring and tutoring; meeting with a student about any course-related issues; dialoguing with students in Blackboard on course-related topics; emailing to respond to students’ course-related questions (especially in a course being taught online).

- **Supervision to a Counselor-in-Training or a Post-Master’s Graduate Seeking State Licensure**: a face-to-face supervision feedback session with the counselor trainee; reviewing a supervisee’s videotape; periodic telephone conversations to answer supervisee’s questions; with supervisee, evaluation of and recommendation about potential crisis presentation of supervisee’s client(s).

- **Counseling-Related Consultation Services**: Face-to-face discussions, meetings, and work sessions with the person/agency acquiring the consultation services; interviewing individuals in the organization to gain further knowledge of the organization and its operations; presentation of work product, findings and/or recommendations to stakeholders and/or boards of directors.

The following are examples of indirect hours:

- **Counseling Services**: Writing a case note of a client that was counseled; reading records of a client that will be seen; participating in a client case/team conference; reading articles related to your client population; attending a seminar on a particular client clinical population; writing a report based on a test or assessment given to a client.
• **Teaching in a Postsecondary Counseling or Related Educational Program:** Researching the topic of discussion or teaching unit; writing a syllabus; developing course competencies; researching and reading about course topics; reviewing potential texts to select required or recommended texts for a course; grading student papers and tests; consulting with colleagues regarding course ideas and tools.

• **Supervision to a Counselor-in-Training or a Post-Master’s Graduate Seeking State Licensure:** reading texts and articles to assist with supervision of supervisee; consulting with peers on alternative guiding theories to assist supervisee who presents with a guiding theory different from your own; attending continuing education on counselor supervision.

• **Counseling-Related Consultation Services:** Researching the topic on which you are being consulted via reading articles and texts; preparing documents and/or report summaries for stakeholders; reviewing organization documents to make your assessment of the environment.

**The University Doctoral Program Agrees:**

1. To assign a University Faculty Practicum/Internship Supervisor to facilitate communication between the University (School of Psychology & Counseling) and the student’s local supervisor;

2. To provide assistance and consultation to the local supervisor;

3. The Faculty Practicum/Internship Supervisor should be immediately contacted should any problem or change in relation to student, local supervisor, or University occur; and

4. To ensure that the Faculty Practicum/Internship Supervisor is responsible for assigning a grade upon the student’s completion of the practicum/internship.

5. The Faculty Practicum/Internship Supervisor will provide small group supervision two and a half hours per week for nor more than seven students.
The Local Supervisor Agrees:

1. To attest to and/or provide documentation of an earned doctorate if possible (mandatory if student’s practicum/internship orientation is teaching), or a minimum of a master’s degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or license (e.g., LPC, LCSW, LCP—mandatory if student is completing a clinical or counselor supervision practicum/internship orientation); a minimum of three years of pertinent professional experience in the area in which the student is completing the practicum/internship orientation (i.e., a clinical practicum/internship; teaching; counselor supervision; and/or counseling-related consultation); and if possible (mandatory if student is completing a clinical or counselor supervision practicum/internship orientation) successful completion of graduate level course work in counselor (or related) supervision;

2. That he/she has the time for and interest in supervising the practicum/internship student;

3. To provide opportunities for the student to engage in the activities that meet the objectives in the designated practicum/internship orientation (see 1. above);

4. To provide necessary and appropriate technology that assists with learning;

5. To provide one-to-one and/or triadic (no more than two supervisees per one supervisor) supervision, which involves some examination of student work using audio/video tapes (as allowed by site), observation, and/or live supervision (Note: Supervision should include weekly face-to-face interaction with an average of one hour per week) and;

6. To complete the Regent University School of Psychology &Counseling’s evaluation forms.
The Practicum/Internship Student Agrees:

1. To submit a résumé and any necessary documentation to the local supervisor;

2. To adhere to the administrative policies, rules, standards, schedules, and practices of the site of the practicum/internship orientation (e.g., clinic, community agency, university);

3. To be punctual and present at the scheduled times of the student’s practicum/internship responsibilities; and complete the necessary evaluations, including a midterm and final practicum/internship orientation evaluation for each semester of practicum/internship to be discussed with the local supervisor, a self-evaluation at the end of each semester, and a midterm and final evaluation of the local supervisor for each semester.

Within the specified time frame (see below), ________________________________ (Name of Local Supervisor) will serve as the primary local practicum/internship supervisor for ____________________________ (Name of Practicum/Internship Student). The student will participate in the practicum/internship activities (generally described in the section, Direct and Indirect Practicum/Internship Clock Hours, above) in sufficient amounts as to allow an adequate evaluation of the student’s level of competence in activities pertinent to the student’s practicum/internship orientation.

_________________________ (Name of Faculty Supervisor) will be the faculty practicum/internship supervisor.

The faculty supervisor will facilitate communication between the student, the local supervisor, and the school regarding the student’s progress, any problems, and performance evaluations.
This agreement is made on ____________ (date) by and between
______________________________ (Name of Practicum/Internship Local Supervisor)
And __________________________ (Name of Student)

And Regent University School of Psychology & Counseling.

This agreement will be effective
from ______ (Mo.) ______ (Day) ______ (Yr.) to ______ (Mo.) ______ (Day) ______ (Yr.)

For ________ hours per week for an estimated total of ________ clock hours of experience for
______________________________ (print name of student), including provision of face-to-face, individual and/or triadic supervision on a weekly basis.

The selected practicum/internship orientation for which this contract is being completed is (check only one):

- Counseling services (clinical rotation)  
  - Teaching  (Internship Only)
- Counselor Supervision  (Internship Only)
- Counseling-related Consultation  (Internship Only)

**Signatures**

______________________________________________________ Date: _____________
(Practicum/Internship Local Supervisor)

_________________________________________ Date: _____________
(Faculty Practicum/Internship Supervisor)

______________________________________________________ Date: _____________
(Practicum/Internship Student)
LOCAL SUPERVISOR INFORMATION

Practicum/Internship Site Name: _____________________________________________________

Site Address, City, State, Zip: ______________________________________________________

Phone: ( ) __________________________ Email: _______________________________________

Practicum/Internship Local Supervisor Name: _______________________________________

Title: _________________________________________________________________________

Highest educational degree earned: Master’s □    Ed.S. □    Doctorate □

Degree discipline: Counseling □    Psychology □    Social Work □    Other □

If Other, please specify: _______________________________________________________________________

Practicum/Internship Local Supervisor Licensure Information (if appropriate):

Type of License(s) (e.g., LPC, LCSW, LCP, etc., or N/A if none): _________________________

If licensed, license number(s): __________________________________________________________

If licensed, date first licensed: __________________________________________________________

If licensed, license(s) expiration date(s): _________________________________________________

If appropriate, years of experience as a counselor (or related field) supervisor: __________

If appropriate, years of experience as a counselor (or related field) educator: __________

If appropriate, years of experience as a counseling consultant: _____________________________

Completed graduate coursework in counselor (or related field) supervision?
Yes □    No □

If yes, please indicate the title of the course, where the course was taken, and the date the course was completed:

_____________________________________________________________________________________

Local supervisor: Please attach a copy of your licensure wallet card to this form, if licensed.
I hereby attest that I have read and will adhere to American Counseling Association (ACA) Ethical Standards, which can be found at http://aca.convio.net/site/PageServer?pagename=resources_ethics, to the ACA Standards of Practice, which can be found at http://www.counseling.org/site/PageServer?pagename=resources_ethics#sp, and to the standards of practice or ethical standards of the jurisdiction of the practicum/internship site.

I understand that any breach of these professional ethics will result in my removal from the practicum/internship, a failing grade, and documentation in my permanent record.

I agree to adhere to the administrative policies, rules, standards, practices, and program requirements of the practicum/internship and of Regent University’s School of Psychology &Counseling.

Practicum/Internship Student Name (please print): ____________________________________________

Practicum/Internship Student Signature: __________________________________________________

Date: ______________________________________________________________________________

Term/Year: __________________________________________________________________________
School of Psychology & Counseling

Doctoral Program in Counselor Education and Supervision (DPCES)

DOCTORAL INTERNSHIP CES 801, 802, 803
DOCTORAL PRACTICUM CES 770, 771, 772

WAIVER OF LIABILITY

Students are advised that they can be held liable for malpractice in counseling-related activities. Thus, counseling students are required to obtain and maintain liability insurance.

Regent University assumes no responsibility to defend, hold harmless, or indemnify any counseling student sued for malpractice.

Practicum/Internship Student Name (please print): ________________________________

Practicum/Internship Student Signature: ________________________________

Date: ________________________________

Term/Year: ________________________________
The purpose of this evaluation is to help the practicum/internship student and Regent University assess the student’s progress to date in developing the knowledge, values, and skills necessary to be an effective counseling professional. This form is intended as a guide only. Feel free to include additional comments on this form or on a separate page that you think would help the student develop his or her counseling‐related abilities.

Practicum/Internship Student Name: ________________________________

Practicum/Internship Location: ______________________________________

Local Supervisor Name: __________________________ Date: __________

Term/Year: _____________________________________________________

**Rating Scale:**
1 = Area of strength; continue to work on it
2 = Potential for development; needs further training
3 = Area of weakness; needs considerable improvement
4 = Major weakness; lack of training and skill
N/A = Not applicable
Personal and Professional Responsibilities:

- Punctuality/attendance during practicum/internship responsibilities
- Ability to follow through and complete tasks
- Ability to meet deadlines
- Takes responsibility for actions
- Shows initiative; willing to be involved
- Adheres to ethical practices
- Practices sensitivity to diversity issues
- Presents a favorable appearance
- Keeps appropriate records
- Cooperates with other staff and co-workers

Supervision-related:

- Consistently meets with supervisor
- Open to new ideas and techniques
- Handles constructive criticism well
- Shows appropriate insight into own behaviors
- Able to organize material into written reports/communications
- Able to make clear oral presentations and verbally express self well

Please check all types of supervision used:

- written reports
- audiotapes
- direct observation
- videotapes
- student self-report

Skills-related assessments:

Supervisor: Please check the one practicum/internship orientation of the student you are supervising and complete that section of the skills-related assessment:

☐ Counseling Orientation
- Appropriately uses support and empathy skills
- Displays good non-verbal attending skills
- Able to identify present and root problems of client(s)
- Uses silence effectively
- Self-discloses appropriately
- Confronts client(s) effectively when necessary
- Manages initiation and termination of client sessions
- Begins and ends each session appropriately
- Establishes and maintains appropriate boundaries with client(s)
Facilitates establishment of realistic client goals
Conceptualizes problems theoretically
Manages emergent events professionally
Acts as social advocate for client(s)
Manages transference and countertransference issues
Knowledgeable of referral procedures and requirements
Possesses current knowledge of issues, trends and techniques in the field of counseling
Acts ethically in all aspects and requirements of counseling responsibilities
Demonstrates sensitivity to diversity issues
Is knowledgeable and competent in computer technology associated with counseling
Other noteworthy skills (please list)

Teaching Orientation

Sufficiently researches course topics to develop comprehensive course content
Develops appropriate course competencies
Researches and selects suitable texts for courses
Develops bibliographies and resource lists for students
Develops comprehensive, informative, and understandable course syllabi
Develops, administers, and grades tests and assessments of student knowledge
Displays competent pedagogical skills
Develops and maintains effective working relationships with students
Establishes and maintains appropriate boundaries with students
Develops and maintains effective working relationships with colleagues
Responds in a timely manner to student inquiries
Reflects on and responds appropriately to student evaluations and feedback
Acts ethically in all aspects and requirements of teaching responsibilities
Demonstrates sensitivity to diversity issues
Is knowledgeable and competent in computer technology associated with teaching
Other noteworthy skills (please list)

Supervision Orientation

Achieves congruency between supervisor behaviors and adopted supervision theory
Demonstrates knowledge of all counseling theories to develop supervisee’s personal theoretical approach
 Appropriately uses support and empathy skills with supervisee(s)
Displays good non-verbal attending skills with supervisee(s)
Uses silence effectively with supervisee(s)
____ Self-discloses appropriately
____ Confronts supervisee(s) effectively when necessary
____ Begins and ends each supervision session appropriately
____ Establishes and maintains appropriate boundaries with supervisee(s)
____ Facilitates establishment of realistic supervision goals
____ Assists supervisee(s) with exploration of self-awareness and self-exploration
____ Manages transference and countertransference issues with supervisee(s)
____ Acts ethically in all aspects and requirements of supervision responsibilities
____ Demonstrates sensitivity to diversity issues
____ Possesses current knowledge of issues, trends and techniques in the field of counseling supervision
____ Is knowledgeable and competent in computer technology associated with supervision
____ Other noteworthy skills (please list) ____________________________________________

**Consultation Orientation**

____ Demonstrates knowledge and skills pertinent to area(s) of consultation being offered
____ Displays good non-verbal attending skills with consultees
____ Able to assess and identify problems and needs of consultees
____ Able to establish and maintain a systems approach to consultation services
____ Develops and maintains effective working relationships with all consultation stakeholders
____ Possesses and utilizes good problem-solving skills
____ Examines thoroughly the conditions surrounding problems presented by consultee(s)
____ Demonstrates abilities to dissent with, persuade, and provide objective feedback to consultee(s)
____ Facilitates establishment of realistic assignment goals
____ Acts ethically in all aspects and requirements of consultation responsibilities
____ Demonstrates sensitivity to diversity issues
____ Possesses current knowledge of issues, trends and techniques in the field of counseling consultation
____ Is knowledgeable and competent in computer technology associated with counseling consultation
____ Demonstrates good report-writing skills
____ Demonstrates good presentations skills to a variety of stakeholders
____ Other noteworthy skills (please list) ____________________________________________
THANK YOU for your assistance as a local supervisor for our Doctoral Program in Counselor Education and Supervision practicum/internship student. We appreciate your time and commitment.

The practicum/internship student is responsible for returning this evaluation form to the faculty supervisor.
DOCTORAL INTERNSHIP CES 801, 802, 803
DOCTORAL PRACTICUM CES 770, 771, 772

STUDENT EVALUATION OF SUPERVISION

_______ Midterm OR _______ Final

Practicum/Internship Student Name: __________________________________________

Faculty Supervisor Name: ____________________________________________________

Local Supervisor Name: ______________________________________________________

Term/Year: __________________________________________________________________

Please answer the following questions about your practicum supervision:

1. Who is your local supervisor? ____________________________________________

2. How much time do you receive in weekly one-to-one or triadic supervision? ______

3. Please describe the content and manner of your supervision sessions to date:
   (i.e., content = what’s covered; manner = feedback, how given)
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

4. How would you describe your satisfaction with your supervision to date?
   □ excellent  □ fair  □ poor
If, on question #4 you answered “fair” or "poor", explain why you answered this way and provide some reasonable recommendations that would be useful to the local supervisor and the Doctoral Program in Counselor Education and Supervision and the School of Psychology and Counseling:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5. Have you discussed your level of satisfaction regarding your supervision with:

Local Supervisor: ☐ yes ☐ no          Faculty Supervisor: ☐ yes ☐ no

_______________________________________  ____________________________
(Practicum/Internship Student Signature)    (Date)
**Student Final Self-Evaluation**

_____ Midterm OR _____ Final

Practicum/Internship Student Name: ____________________________________________

Date of Evaluation: __________________________________________________________

Term/Year: ________________________________________________________________

Location of practicum/internship site: __________________________________________

Address of practicum/internship site: __________________________________________

Circle the number that you feel best evaluates your performance in your practicum/internship.

<table>
<thead>
<tr>
<th>Overall:</th>
<th>Poor</th>
<th>Satisfactory</th>
<th>Good</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrates a personal commitment in developing professional competencies</td>
<td>1 2 3 4 5 6 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Invests time and energy in becoming a counselor with advanced clinical skills</td>
<td>1 2 3 4 5 6 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Accepts and incorporates constructive criticism to enhance self-development and counseling skills</td>
<td>1 2 3 4 5 6 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Poor</td>
<td>Satisfactory</td>
<td>Good</td>
</tr>
<tr>
<td>---</td>
<td>------</td>
<td>-------------</td>
<td>------</td>
</tr>
<tr>
<td>4</td>
<td>Engages in open, comfortable, and clear communication with peers and supervisors</td>
<td>1 2 3 4 5 6 N/A</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Recognizes own competencies and skills and shares this with peers and supervisors</td>
<td>1 2 3 4 5 6 N/A</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Recognizes own deficiencies and actively works to overcome them with help of peers and supervisors</td>
<td>1 2 3 4 5 6 N/A</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Completes any case reports and records punctually and conscientiously</td>
<td>1 2 3 4 5 6 N/A</td>
<td></td>
</tr>
</tbody>
</table>

**Counseling Skills:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Starts and ends group sessions on time</td>
<td>1 2 3 4 5 6 N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Begins the group sessions smoothly</td>
<td>1 2 3 4 5 6 N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Explains the nature and objectives of the group counseling process to group members</td>
<td>1 2 3 4 5 6 N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Communicates interest in and acceptance of the group members</td>
<td>1 2 3 4 5 6 N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Facilitates group member expression of concerns and feelings</td>
<td>1 2 3 4 5 6 N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Recognizes and resists manipulation by group members</td>
<td>1 2 3 4 5 6 N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Poor</td>
<td>Satisfactory</td>
<td>Good</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------</td>
<td>--------------</td>
<td>------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Is spontaneous in the group sessions</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>15. Uses silence effectively</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>16. Is aware of own feelings in the group counseling sessions</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>17. Self-discloses to the group members when appropriate</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>18. Recognizes and skillfully interprets group members’ covert messages</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>19. Facilitates realistic goal-setting with the group</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>20. Employs judgment in the timing and use of different group counseling techniques</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>21. Terminates the group sessions smoothly</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>22. Competent knowledge of computer technology associated with counseling activities</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

**Additional Comments:**

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

(Practicum/Internship Student Signature) (Date)