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PURPOSE

The purpose of this Clinical Manual is to introduce students and their supervisors to program expectations and requirements for satisfactory completion of the Counseling Practicum and Clinical Internships in the Master of Science in Clinical Counseling program at Bellevue University.

This program, and the clinical courses, are aligned with CACREP standards. We are submitting our application for CACREP accreditation in June 2016 but cannot guarantee that we will be accredited. Only students who began the program in Summer, 2016 and took all of the CACREP-aligned courses are eligible to be included in the accreditation if and when it is awarded.

The Bellevue University Clinical counseling faculty consider the Counseling Practicum and the Clinical Internships to be some of the most important professional training experiences you will have. These clinical experiences provide the opportunity for you to apply knowledge learned through your academic experiences and to assist you in developing mental health counseling skills under the supervision of a licensed counseling professional.

STUDENT READINESS

Readiness for Counseling Practicum (MCC605): Students must have completed all of the Foundational coursework (24 credit hours) prior to the Counseling Practicum, obtain permission of the Clinical Coordinator or designee, and provide proof of professional liability insurance. The Foundational coursework prepares you for this, your first clinical experience.

Readiness for Clinical Internship I (MCC691): Students must successfully complete MCC605 prior to Clinical Internship, obtain permission of Clinical Coordinator or designee, and provide proof of professional liability insurance. Students must take the Clinical Internship courses in sequence, e.g. MCC691 prior to MCC692, and MCC692 prior to MCC 693.

Readiness for Clinical Internship II (MCC692): Students must successfully complete MCC691 prior to Clinical Internship II, obtain permission of Clinical Coordinator or designee, and provide proof of professional liability insurance. Students must take the Clinical Internship courses in sequence, e.g. MCC691 prior to MCC692 and MCC692 prior to MCC693.

Readiness for Clinical Internship III (MCC693): Students must successfully complete MCC692 prior to Clinical Internship III, obtain permission of Clinical Coordinator or designee, and provide proof of professional liability insurance.

Readiness for Clinical Internship IV(MCC694): Students must successfully complete MCC693 prior to Clinical Internship IV, obtain permission of Clinical Coordinator or designee, and provide proof of professional liability insurance. Please note: this is not a required course for completion of the MSCC degree. It is designed only for those students who plan to become licensed and/or employed in a state that requires extra internship hours.
COUNSELING PRACTICUM – MCC605

Course Description

The Counseling Practicum is a clinical, experiential course designed to strengthen students’ skills and understanding of the practice of clinical mental health counseling through supervised practice. In this initial Clinical Course, students will complete 100 hours of supervised practice, forty-percent of the hours must be direct service with clients/patients/consumers. Additionally, students will attend weekly class led by Program Faculty designed to deepen their learning and growth at the Practicum site.

The Counseling Practicum experience is your entrance into the practice of counseling. During this experience you will spend 100 hours at the site with a minimum of 40% of those hours being Direct client contact hours. Direct hours include activities such as individual counseling, group counseling, intake interviews, crisis telephone calls. Your direct contact with the client can be performed individually or in a co-therapy mode where you and your supervisor or another professional work together to assist the client or group. All other hours you work at your site can be considered Indirect hours. Indirect hours include all the other non-client focused activities such as clinical paperwork, preparation for sessions, supervision, and your MCC 605 class time.

NOTE: During MCC 605 Counseling Practicum, you are required to complete 2 sessions that are supervised either live (two-way mirror or supervisor in the room) or recorded for later supervision. Your site supervisor will complete the Live/Recorded Session Evaluation Form after you have completed both sessions. You will submit the evaluation form in your course as an assignment.

CACREP Standards Met in MCC605

<table>
<thead>
<tr>
<th>Knowledge Standards</th>
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<tbody>
<tr>
<td>II.G.1.i Advocacy processes needed to address institutional and social barriers that impede access, equity, and success for clients.</td>
</tr>
<tr>
<td>II.G.1.e Counseling supervision models, practices, and processes</td>
</tr>
<tr>
<td>II.G.5.c Essential interviewing skills</td>
</tr>
<tr>
<td>III.F.1 Students must complete supervised practicum experiences that total a minimum of 100 clock hours over a minimum of 10 week academic term. Each student’s practicum includes at least 40 hours of direct service with actual clients that contributes to the development of counseling skills.</td>
</tr>
<tr>
<td>III.F.2 Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member, a student supervisor, or a site supervisor who is working in biweekly consultation with a program faculty member in accordance with the supervision contract.</td>
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<tr>
<td>III.F.3 An average of 1.5 hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member or a student supervisor.</td>
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<tr>
<td>III.F.4 The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student’s interactions with clients.</td>
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<tr>
<td>CMHC A.5</td>
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<tr>
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<tr>
<td>CMHC E.4</td>
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<tr>
<td>CMHC F.2</td>
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</tbody>
</table>

**CLINICAL INTERNSHIPS I, II, III, IV (MCC691, 692, 693, 694)**

**Course Description**

The Internship is an advanced clinical, experiential course designed to strengthen student’s skills and understanding of the practice of clinical mental health counseling through supervised practice. In this course, students will complete 200 hours of supervised practice, forty-percent of the hours must be direct service with clients/patients/consumers. A minimum of 10 hours of leading or co-leading group work is required prior to Internship III. Additionally, students will attend weekly class led by Program Faculty designed to deepen their learning and growth at the Internship site.

During MCC 692 Clinical Internship II, you are required to complete 2 sessions that are supervised either live (two-way mirror or supervisor in the room) or recorded for later supervision. Your site supervisor will complete the *Live/Recorded Session Evaluation Form* after you have completed both sessions. You will submit the evaluation form in your course as an assignment.

The Clinical Internship is completed in three sequential terms in which you will complete 600 hours total. Each of the courses (691, 692, 693) require 200 hours per term, with a minimum of 80 hours of Direct service with clients/patients/consumers. At the end of your Clinical Internship experience, you will have accrued a minimum of 240 Direct hours, with 600 hours total.

**NOTE:** It is important, as we have noted since your first term, for you to be aware of the clinical requirements set out by your State Counselor Licensing Board. Most States use the CACREP Standard of 600 hours with a minimum of 40% Direct hours, but a few States require more hours during your Internship. Check your State Licensing Board which can be accessed through ACA’s Webpage ([www.counseling.org](http://www.counseling.org)). Should the state in which you plan to become licensed and/or employed require more than the 600 hours of Internship, you can complete additional hours through MCC694. **MCC694 is an optional course and not required for completion of the MSCC degree.**
### CACREP Standards Met in MCC691/692/693

<table>
<thead>
<tr>
<th>Knowledge Standards</th>
<th>Skill Standards</th>
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<tbody>
<tr>
<td>II.G.5.b</td>
<td>Develop essential interviewing and counseling skills.</td>
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<td></td>
<td>Develop understanding of counselor characteristics and behaviors that influence helping processes.</td>
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<tr>
<td>CMHC B.1</td>
<td>Demonstrates the ability to apply and adhere to ethical and legal standards in clinical mental health counseling.</td>
</tr>
<tr>
<td>CMHC B.2</td>
<td>Applies knowledge of public mental health policy, financing, and regulatory processes to improve service delivery opportunities in clinical mental health.</td>
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<tr>
<td>CMHC C.9</td>
<td>Understands professional issues relevant to the practice of clinical mental health counseling.</td>
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<tr>
<td>CMHC D.3</td>
<td>Promotes optimal human development, wellness, and mental health through prevention, education and advocacy activities.</td>
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<tr>
<td>CMHC D.4</td>
<td>Applies effective strategies to promote client understanding of and access to a variety of community resources.</td>
</tr>
<tr>
<td>CMHC D.5</td>
<td>Demonstrates appropriate use of culturally responsive individual, couple, family, group, and systems modalities for initiating, maintaining, and terminating counseling.</td>
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<tr>
<td>CMHC D.7</td>
<td>Applies current record-keeping standards related to clinical mental health counseling.</td>
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<tr>
<td>CMHC D.9</td>
<td>Demonstrates the ability recognize his or her own limitations as a clinical mental health counselor and to seek supervision or refer clients when appropriate.</td>
</tr>
<tr>
<td>CMHC F.1</td>
<td>Maintains information regarding community resources to make appropriate referrals.</td>
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<tr>
<td>CMHC J.2</td>
<td>Develops measurable outcomes for clinical mental health counseling programs, interventions, and treatments.</td>
</tr>
<tr>
<td>CMHC J.3</td>
<td>Analyzes and uses data to increase the effectiveness of clinical mental health counseling interventions and programs.</td>
</tr>
<tr>
<td>CMHC L.1</td>
<td>Demonstrates appropriate use of diagnostic tools, including the current edition of the <em>DSM</em>, to describe the symptoms and clinical presentation of clients with mental and emotional impairments.</td>
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<tr>
<td>CMHC L.2</td>
<td>Is able to conceptualize an accurate multi-axial diagnosis of disorders presented by a client and discuss the differential diagnosis with collaborating professionals.</td>
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**REGISTRATION, SITES AND SUPERVISORS**

**Registration**

Two forms must be completed for registration in MCC605 Counseling Practicum:

- Counseling Practicum Application
- Counseling Practicum Agreement
  
  PLUS: Proof of Professional Liability Insurance

Two forms must be complete for each of the Internship courses:

- Clinical Internship Application
- Clinical Internship Agreement
  
  PLUS: Proof of Professional Liability Insurance

Once the forms are completed and signed and you have your Proof of Professional Liability Insurance, send these via email to the Clinical Coordinator at mscprogram@bellevue.edu The Clinical Coordinator will review, sign and return the signed application to you. Provide a copy to your site supervisor and save one for yourself.

Until these forms are submitted, and the Clinical Coordinator has approved your forms, you will not be allowed to register. The Clinical Coordinator will notify Graduate Advising of approval for registration for Counseling Practicum or Clinical Internship once your site and supervisor have been approved.

It is always a good idea to keep your own copies of all documents submitted to the Clinical Coordinator.

**Site Selection**

A wide variety of counseling sites can qualify as appropriate Counseling Practicum and Clinical Internship sites. The process of locating and securing a site takes time and focused energy. It is best to start early (3-6 months prior to your expected start date) and think of this process as a job search. In some communities, there can be stiff competition for the best CMHC (Community Mental Health Center) practicum/internship sites.
We recommend that you schedule a conversation with your Faculty mentor as you begin to develop a plan for your Counseling Practicum and Clinical Internship. You can explore what kind of site to search for based on your goals, methods for locating a site and the application process.

When making your decision about a site consider the following:

- Client population served at the site
- Services/programs provided
- Facilities/commuting distance
- Availability of licensed counseling staff
- Opportunities available to a practicum/internship student
- Readiness to work with practicum/internship student

In your own community it is important for you to network with local counselors and counseling agencies. Once you hear about the kind of agency and the population you’d like to work with, begin the networking process by asking all of the providers/counselors that you know, who they know in those agencies. Having a referral can be helpful in getting to the decision makers in the agency.

Additional resources include area professional counseling organizations such as your state counseling organization, your fellow students who may be currently working in an internship or work setting, some internship opportunities are posted on the GHS Community webpage, and United Way funded organizations in your area which are typically smaller, specialized counseling service providers. Students in the MSCC program have found a wide array of training opportunities and you are only limited by your imagination, confidence and perseverance.

**Site Supervisor**

CACREP standards III.C.1, C.2, C.3 and C.4 state that a site supervisor must have the following qualifications:

1. A minimum of a master’s degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
2. A minimum of two years of pertinent professional experience in the program area in which the student is enrolled.
3. Knowledge of the program’s expectations, requirements, and evaluation procedures for students.
4. Relevant training in counseling supervision*

* A supervisor can verify training in supervision by submitting a form that outlines his/her experience or they can watch a brief supervision video produced by Bellevue University and complete a quiz that verifies their knowledge of supervision.
Your site supervisor should also be willing to:
1. Verify his/her credentials as an independent practitioner in counseling or related field.
2. Be able/willing to provide you opportunities for counseling practice.
3. Be able/willing to provide you weekly individual or triadic supervision.
4. Be willing to sign the Counseling Practicum or Clinical Internship agreement.
5. Be willing to provide needed data for Counseling Practicum or Clinical Internship Application.
6. Be willing to provide supervision via live or recorded observation of your skills for at least two sessions in Counseling Practicum and two sessions in Internship II.

You will be able to provide your site supervisor with a “welcome letter” (see forms) that will outline the responsibilities and expectations of the Site Supervisor position.

Faculty Supervisor

CACREP also provides standards to be met by your Faculty Supervisor (Instructor) for Counseling Practicum and Clinical Internship. CACREP standards III.A.1, A.2 and A.3 state the program faculty member serving as individual or group practicum/internship supervisor must have the following:

1. A doctoral degree and/or appropriate counseling preparation, preferably from a CACREP-accredited counselor education program.
2. Relevant experience and appropriate credentials/licensure and/or demonstrated competence in counseling.
3. Relevant supervision training and experience.

Your faculty supervisor will be the instructor assigned to the Counseling Practicum and Clinical Internship courses in which you are enrolled.

**EXPECTATIONS OF STUDENTS**

Interns and Internship instructors are guests of the agencies and clinics where Internship opportunities are authorized. Agency administrators are entrusted with the care and responsibility of clients and site supervisors are responsible for all facets of services provided to clients by the Intern. Thus, Interns are expected to maintain the highest level of professionalism. Interns’ behaviors reflect on the Interns, the clinic or agency in which they are placed, the University, the Clinical Counseling Program, and future Interns.

**Attire** – Dress appropriately and in accordance with existing dress codes within the site setting at all times.

**Attendance and Promptness** – Interns are expected to be at the clinical site according to the schedule designed with the site supervisor. Absences must be limited to medical emergencies, family emergencies, and professional development activities. Should Interns need to be absent or arrive late, Interns are to notify the site supervisor and the Internship instructor. Extensive absences, for whatever reason, will
result in the Internship being postponed or cancelled.

**Expectation of Ethical Conduct** – Interns are expected to know and follow the American Counseling Association’s code of ethics. This includes the standards of informed consent, recordkeeping, mandated reporting, confidentiality and its exceptions, adherence to district policy, and the state statutes related to the mental health statutes. If/when students encounter ethical dilemmas or ethically concerning/conflicting behaviors/practices they are expected to utilize the ethical decision making model and inform their site supervisor. Interns are expected to communicate honestly and effectively with site and University supervisors. Failure of ethical conduct by Interns will result in a failing grade and potential termination of the internship and suspension from the internship program.

**LIABILITY INSURANCE**

Students entering Counseling Practicum (MCC 605) and the Clinical Internships (MCC 691/692/693/694) are required to purchase and provide proof of current Professional Liability Insurance. Student policies can be purchased through the American Counseling Association (ACA) (www.counseling.org) and the American Mental Health Counselors Association (AMHCA) (www.amhca.org), as well as other companies.

Proof of Professional Liability Insurance must be submitted each term with your Application and Agreement. This assures that your liability insurance is current. *If your insurance is scheduled to expire during a term* in which you will be enrolled in Counseling Practicum (MCC 605) or a Clinical Internship (MCC 691/692/693/694), you are required to supply proof of current liability insurance that covers you *throughout the course term*.

**TIPS FROM THE FACULTY**

1. Network and develop a resume to find an Internship supervisor and site. Talk early and often to fellow students, staff colleagues, and members in organizations involving clinical counseling to get to know who is doing what in your community. Never “cold call” agencies. Your supervisor will be your career life-line so the main Internship goal is to identify a supervisor with whom you can establish a mutually beneficial relationship. Take time to build rapport with each contact so you can learn about him/her and his/her role.

2. Focus on the basics of professional and licensure requirements; don’t worry about an exact fit of interests. You and your supervisor can customize goals later; often, unexpected learning will be of more benefit than what you had in mind.

3. Focus on growth in communication skills with clients and professionals; use professional methods which match those of your supervisor. Anxiety often comes from limited skills thus keep conversations open and goal-oriented.

4. Learn the practical standards for ethical behavior of professionals: confidentiality is a top priority; legal requirements to report abuse and the duty to warn are important as well.

5. Be modestly assertive; assume tasks must be done the same day unless instructed otherwise. Your supervisor must gain trust that your intentions are broader than your
personal concerns.

6. Connect observations and insights to relevant scholarly and professional literature. Every insight can be expanded by assessing your own performances (think in terms of many specific performances) by using external guidelines such as rubrics and other reading. Use the library: PsycARTICLES, Proquest, Medline, Cochrane, and Mental Measurement Yearbooks databases are all worth exploring frequently.

7. Assess your own performances (think in terms of many specific performances) by using external guidelines such as rubrics and other documents provided by the academic instructor. Expect that it will take multiple learning opportunities before substantial growth will occur.

8. Practice self-care in order to keep client problems from feeling overwhelming – the “boundary” issue; make it a priority to eat nutritious food, get enough sleep, exercise, and save a little time for relaxation.

9. Stay connected with internship peers who may have insight about how to handle unexpected issues.

10. Attend scheduled once week online group supervision with your Internship Instructor. Complete all assignments noted in the course syllabus. Communicate in a professional manner with site supervisors, Interns and University professors.

FREQUENTLY ASKED QUESTIONS

Does the Bellevue University MSCC program maintain a list of practicum and internship sites? The University does not maintain such a list because it is important for the student to go through the process of securing a site that will work well for them. The faculty stay aware of many popular sites and will certainly assist you in seeking out the best possible placement to meet your needs but the task of securing an acceptable placement belongs to the student.

I can’t afford to quit my job. Will I be able to find an internship and still remain employed? Some students are able to work full time and complete their practicum/internship hours by securing training sites that provide evening and weekend counseling experiences.

Are there paid internships? Some students have been able to find internships that pay a small stipend but typically internships do not include a salary.

What if I begin in a practicum or internship site and it doesn’t provide what they promised or what I expected? You will first be encouraged to raise your concerns with your site supervisor. If you are dissatisfied with his/her response, the faculty supervisor will assist you in deciding whether or not you are able to work through your concerns or if you need to find another site.

Can I remain in the same site for my practicum and all three internship sites? The majority of students remain in the same site for their practicum and internships because they report building up strong relationships with the staff and clients and being given an increasing amount.
of responsibility. Some students have chosen to try different sites for their practicum and
internships to obtain a wide variety of experiences but this takes a great deal of work to negotiate
what is needed in many different settings.

Is it possible to complete my practicum and internship where I am currently employed?
This is possible if your current employer meets the criteria for an acceptable site and can also
provide the required supervision. However, if you perform your Counseling Practicum or
Clinical Internship at your current place or work, you will need to develop a plan to expand your
skills as a CMH counselor through new experiences and an expansion of your duties.

What if my Site Supervisor isn’t willing or able to provide me the required supervision? If
you experience any difficulties with your site supervisor that you are unable to negotiate, please
inform your faculty supervisor immediately and they will try to help you negotiate what you
need from your practicum and/or internship supervisor.

What if my Practicum or Internship site goes out of business or is shut down before I have
completed my hours? What if my supervisor leaves and there isn’t an immediate
qualified replacement? Social service agencies, particularly smaller ones can change with very little
notice. You will not be penalized for circumstances outside of your control and the faculty supervisor will
advise you how to proceed. You may be required to take an incomplete if the required supervised hours
cannot be completed.

What happens if I am unable to complete all of the required hours during my practicum
or internship course? If you are unable to complete the required hours you must take an
Incomplete for the course until you reach the required number of hours. At that point you
inform the instructor of the course where you have the Incomplete and the grade will be
changed to a Pass. You must complete the required number of hours before the end of the next
academic session or your Incomplete will be changed to a No Pass grade.

TERMINOLOGY
This section provides the student and site supervisor a list of commonly used terms and phrases:

Agency – Bellevue University has close working relationships with many community agencies
and professionals. Students are encouraged to consult with the Internship Instructor about
potential contacts as well as with peers who are involved in Internships. Before contacting
agencies, it is essential to identify a professional who may be interested in doing supervision. If
a student is currently employed with a Community agency and wishes to do his or her
Internship at that site, all regular approval requirements must be met. The Internship
experience must expand and enhance professional skills, even if a current employment site is
used. The internship site supervisor cannot be the same as your direct supervisor for your job.

Direct Hours – Hours in face-to-face contact with a client (can include therapeutic phone
calls). These hours do not include client or case staffing where the client is not present.
Graduate Intern – A student in good academic standing who is enrolled in an Internship course, possessed professional liability insurance and has executed an Internship agreement with a site or sites.

Group Supervision – Students are required by CACREP standards to attend group supervision with the Internship Instructor (1 to 1 ½ hours per week). Attendance at group supervision is mandatory. Individual supervision with the University supervisor cannot be substituted for group supervision.

Indirect Hours – Hours completed that contribute to the client’s treatment (record keeping, case staffing, supervision, consultation with other providers, paperwork) and to graduate Intern development (workshops, staff development, staff meetings, readings related to client needs). Your 1.5 hour per week class session can be included in your Indirect hours.

Individual Clinical Supervision – The weekly one-on-one supervision with the site supervisor of record. Students must receive an hour a week of formal individual supervision by the site supervisor. Students may also engage in group or triadic supervision to add to, but not replace individual supervision. Supervision is logged as an indirect hour or hours.

Internships – Internships are intensive field-based experiences for students in the Clinical Counseling master’s degree program at Bellevue University. Interns integrate advanced competencies and knowledge with professional supervision while placed in a community agency, and receive the opportunity to perform, under supervision, a variety of activities that a professional counselor would be expected to perform. Application for Internships and approval for placements are required prior to class registration. Registration is completed by submitting an application, agency agreement, and proof of liability insurance to the Internship Director.

Internship Agreement – A formal, legal document that is executed between the University, the graduate Intern and the Internship site. This document enumerates the duties and expectations of all parties and institutions. This document is the formal agreement for the services to be provided by the graduate Intern and the site and the Internship Instructors.

Internship Instructor – A Bellevue University faculty member who is the primary contact for the student and site supervisor. The Internship instructor is the instructor of record for the student Internship and will determine the student’s final grade. The Internship instructor will maintain regular contact with the site supervisor during the Internship through biweekly communication. Instructions are provided in a Blackboard course for each Internship class. All internship classes are offered each term. Students will be expected to meet online or residentially in groups of no more than six one weekly to mirror clinical supervision in the classroom setting.

Internship Prerequisites – Identified courses within the academic program that must be completed prior to engaging in the Internship experience.

Site Supervisor – The site supervisor is a counseling professional who is responsible for the oversight of a student’s Internship and the progression of the student’s counseling skills through consultation and example. A qualified site supervisor for the MSCC program must be fully, independently licensed by his/her state in a related mental health field such as counseling, social work psychology or psychiatry. The site supervisor is a significant part of the educational process as student interns learn to integrate theoretical knowledge and practical experience. Site supervisors are expected to provide one hour of face-to-face individual supervision each week of the Internship. An assessment form is provided near the end of this manual for
supervisor and interns to identify areas of performance that may need additional attention. The final evaluation is a grading requirement. Site supervisors may use the “End-of-term” email to the Instructor that addresses strengths/areas of growth, areas of concern, and recommendations. The site supervisor’s evaluation validates the clock hours by the student as well as his/her performance.

**FORMS**

All required forms are included at the end of this manual.
Counseling Practicum and Clinical Internship Forms

Counseling Practicum MCC 605

STUDENTS USE TO OBTAIN SITE AND SUPERVISOR

- Welcome Letter

SUBMIT TO CLINICAL COORDINATOR

- Counseling Practicum Application
- Counseling Practicum Agreement

DOCUMENTS USED IN THE COURSE:

- Site Supervisor Contact Information Form – submit in course
- Live/Recorded Session Evaluation Form
- Counseling Practicum Evaluation Form
- Student Evaluation of Site – Counseling Practicum
- Professional and Personal Disposition Form
- Faculty Evaluation - Counseling Practicum
- Consent to Record
- Counseling Practicum Log

Clinical Internship I, II and III – MCC 691/2/3

STUDENTS USE TO OBTAIN SITE AND SUPERVISOR

- Welcome Letter

SUBMIT TO CLINICAL COORDINATOR

- Clinical Internship Application
- Clinical Internship Agreement

DOCUMENTS USED IN THE COURSE:

- Site Supervisor Contact Information Form – submit in course
- Live/Recorded Session Evaluation Form
- Clinical Internship Evaluation Form
- Student Evaluation of Site – Clinical Internship
- Professional and Personal Disposition Form
- Faculty Evaluation – Clinical Internship
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- Clinical Internship Log