



PRACTICUM & INTERNSHIP HANDBOOK

Master of Science
Mental Health Counseling Program
The University of Texas at El Paso

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INTRODUCTION

The Mental Health Counseling program requires a practicum that includes a **minimum of 100 hours** and an internship that includes a **minimum of 600 hours** total (internship I = 300 hours; internship II = 300 hours) of clinical experience. The practicum and internship should be completed near the end of the program.

PURPOSE

The practicum and internship (internship I & II) courses provide an opportunity to gain field counseling experiences at sites in the community. Students/interns will apply theoretical and practical knowledge in practice settings under the supervision of a site supervisor and a Faculty Supervisor. These courses contribute primarily to meeting CACREP accreditation standards associated with entry-level professional practice (CACREP 3.A-E) in Practicum (CACREP 3.F-I) and Internship (CACREP 3.J-M). Furthermore, the courses contribute to accreditation standards associated with Program Objectives and Curriculum in the areas of professional orientation (CACREP 2.F.1), social and cultural diversity (CACREP 2.F.2), human growth and development (CACREP 2.F.3), career development (CACREP 2.F.4), helping relationships (CACREP 2.F.5), group work (CACREP 2.F.6), assessment and testing (CACREP 2.F.7), and research and program evaluation (CACREP 2.F.8). Field counseling experiences in settings that provide mental health services are required for students desiring licensure as professional counselors.

PRACTICUM & INTERNSHIP GOALS AND COMPETENCIES

The Practicum and Internship field placements have been proposed and developed toward the goal of training and enhancing the competencies that are consistent with sound professional growth and the practice of professional mental health counseling.

Practicum/Internship Goal: Knowledge, Development and Demonstration of Clinical Mental Health Counseling Skills and Practices

Objectives:

- a. Develop and demonstrate foundational knowledge regarding the provision of mental health treatment services including treatment models, Site operations, and the principles of clinical mental health counseling
- b. Develop and demonstrate skills in addressing issues of diversity and providing advocacy
- c. Develop and demonstrate skills in clinical assessment, evaluation, diagnosis, treatment planning, and intervention

Competencies Expected for these Objectives:

- a. Proficiency in developing counseling relationships, performing culturally competent counseling interventions, advocating for clients, and consulting with other professionals and systems

- b. Proficiency in performing intake interviews and mental status examinations, gathering biopsychosocial histories, assessing clinical information, documenting and reporting clinical information
- c. Proficiency in conceptualizing cases, developing treatment plans, applying evidenced based practices, strategies, and techniques and evaluating treatment outcomes for a variety of mental health issues

PRACTICUM & INTERNSHIP TERMINOLOGY

TERM	DEFINITION
Site	Term used to refer to the mental health practice in which the student has been accepted to complete their practicum and/or internship hours.
Faculty Supervisor	Used interchangeably with “instructor” or “group supervisor.” Faculty Supervisor refers to the faculty member who is the course instructor for EDPC 5371, 5372, or 5373. The Faculty Supervisor provides a minimum of 1.5 hours of weekly group supervision to students throughout the semester.
Site Supervisor	Term used to indicate the licensed mental health counseling professional at the Site that provides oversight of student’s work at their Site. The Site Supervisor provides a minimum of 1-hour of weekly individual or triadic supervision to students throughout entire time (during the semester and between semester breaks) that a student is at the Site. Students should have at least one Site Supervisor for each Site in which they are accruing hours, and may have more than one Site Supervisor at the same site.
Individual Supervision	Refers to any one-on-one supervision session the student has with the Faculty Supervisor and/or the site supervisor. The site supervisor provides a minimum of 1 hour of individual supervision to practicum and/or internship students throughout the semester. The Faculty Supervisor provides individual supervision as needed.
Triadic Supervision	Refers to any supervision session the Site of Faculty Supervisor has with 2 students at a time.
Group Supervision	Refers primarily to the weekly practicum/internship class students have on campus. May also refer to site supervision where more than 2 students participate.

I. CRIMINAL BACKGROUND CHECKS

Mental health care providers are entrusted with the health, safety and welfare of patients, have access to confidential and sensitive information and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student's suitability to function in a clinical setting is imperative to promote the highest standards in mental health care services. Most mental health agencies/facilities are required to conduct background checks for security purposes on individuals who supervise, care, render treatment, and provide services within or for the facility. Furthermore, field based clinical training are an essential element of the Mental Health Counseling curriculum. Students who cannot participate in clinical rotations due to criminal or other adverse activities that are revealed in a background check are unable to fulfill the requirements of a degree program. Therefore, it is in everyone's interest to resolve these issues prior to a commitment of resources by the College or the student. Last, an important rationale for extending these requirements include compliance with UTEP policy (see UTEP Handbook of Operating Procedures, Section V, Chapter 12) that requires students who are in an educational program that requires assignment to a clinical health care facility to pass a criminal background check, including a sex offender registration check.

Policy

Effective Spring Semester 2016, comprehensive criminal background checks are required of all students applying for placement/enrollment in practicum/internship courses. Students who do not pass the background check requirements may be denied approval to be placed at practicum/internship sites and may be unable to complete Mental Health Counseling degree requirements.

Timing of the Background Check

The UTEP required background check must be satisfactorily completed no more than 30 days prior to the expected date of beginning a placement at a clinical training site and the first day of classes of the term in which enrollment in the Mental Health Counseling clinical training course (i.e., practicum/internship) ensues. An offer of placement at a site or enrollment in a clinical course will not be final until the completion of the background check is deemed favorable.

A "HOLD" will be placed on student enrollment in clinical training courses until the background check clearance documentation is received or permission is granted by the Dean of the College of Education in consultation with the Department Chair or an appropriate designee. Individuals who do not give permission for UTEP to review the results of the background check will not be placed at a clinical training site and will be barred from enrollment in clinical training courses.

Identification of Vendors

UTEP will designate the company (or companies) approved to do the background check. Results from any company or government entity other than those designated will not be accepted.

Allocation of the Cost

Students are required to pay the \$22 fee for the background check.

Period of Validity

The background checks will be honored for a five-year period as long as the student has not had a break in enrollment in the clinical course training sequence. A student who has a break in enrollment will be required to complete a new background check.

Student/Applicant Access to Background Check and Report

The background check report provided by the vendor(s) will be available to the student online via a secure, individually password protected web page. Under the Fair Credit Reporting Act, the student will be informed if any adverse decision is based on the report and provided with the name and contact information of the company that issued the report.

Significant Findings in Background Check Report

Students have the right to request that the vendor who performed the check re-verify that the background check is correct. Upon review of the background check, a determination will be made in consultation with a campus licensed law enforcement officer as selected by the UTEP Campus Chief of Police, whether to grant or deny the student continued enrollment or to refer the matter to a review panel appointed by the Dean in consultation with the Department Chair. The decision is based off the Texas State board professional licensing requirements which can be found [here](#). The appointed panel will review the case and determine whether the student: 1) is prohibited from placement at a site and enrollment in the clinical training course; 2) is allowed placement at a site and enrollment in the clinical training course; or 3) is to be interviewed to determine appropriate action. Any student whose case is referred to the review panel may submit information to the panel to contest or explain the negative contents of their background check.

In reviewing the background check and any supplementary information submitted, the following factors may be considered: the nature and seriousness of the offense or event, the circumstances surrounding the offense or event, the relationship between the duties to be performed as part of the educational program and the offense committed, the age of the person when the offense or event occurred, whether the offense or event was an isolated or repeated incident, the length of time that has passed since the offense or event, past employment and history of academic or disciplinary misconduct, evidence of successful rehabilitation, and the accuracy of the information provided by the student application materials, Disclosure Forms or other materials.

If the background check uncovers a question which can be cleared by the applicant, placement at a site and enrollment in the clinical training courses can be deferred up to one year while the matter is resolved. However, the student may be granted permission to re-enroll in clinical training courses only if space is available.

The decision to allow a student who has negative findings in their background check to be placed at a site and enrolled in the clinical training course is not a guarantee that any clinical training facility will permit the student to participate in clinical training at its facility, or that a state will accept the individual as a candidate for licensure.

Appeal of Panel Decision

Students or applicants who are denied placement and enrollment may appeal the decision to the Department Chair. If the student is not satisfied with the disposition from the Chair, they may further appeal to the Dean of the College Education.

Falsification of Information

Falsification of information will result in immediate removal of approval for placement at a site and enrollment in clinical training courses and also in removal from the Mental Health Counseling degree program.

Criminal Activity while Placed at a Site and Enrolled in Clinical Training Courses

Criminal activity that occurs while a student is in attendance at the university may result in disciplinary action, including removal from the clinical site and dismissal from the program, and will be addressed through the university's academic or disciplinary policies.

Confidentiality of Records

Background check reports and all records pertaining to the results are considered confidential with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act [FERPA] regulations. Information contained in the reports/records will not be shared with facilities participating in the clinical rotations unless a legitimate need is demonstrated and approved by the Dean in consultation with the Department Chair or his/her designee. Reports and related records (both electronic and paper media) are retained in a secure location and are maintained in the Department for the duration of the student's enrollment or until the applicant is removed from the Mental Health Counseling program. The reports and records will be physically and or digitally destroyed at that time.

II. PROFESSIONAL LIABILITY INSURANCE

All students placed at practicum/internship sites must acquire individual professional liability insurance. Liability insurance policies for students may be purchased through a private insurance company or may be purchased at a discount by joining a professional organization (e.g., Texas Counseling Association (TCA), American Counseling Association (ACA), etc.).

III. PRACTICUM PLACEMENT PROCESS AND TIMELINE

When	What
<p>Deadline of 3 Months Prior to Beginning Practicum May 15th for Fall Oct. 15th for Spring Feb. 15th for Summer</p>	<ol style="list-style-type: none"> 1. Electronically submit the application for counseling practicum. You will be informed by email when the practicum application process opens.
<p>Semester Prior to Beginning Practicum</p>	<ol style="list-style-type: none"> 1. Attend the Practicum & Internship orientation 2. Before orientation, read Practicum/Internship Handbook 3. Before orientation, read the Site Supervisor Orientation Handbook
<p>Between 2-3 Months Prior to Beginning Practicum</p>	<p>Receive Permission to:</p> <ol style="list-style-type: none"> 1. Complete background check required by counseling program 2. Apply to approved site 3. Set up interview 4. Attend interview 5. Provide site supervisor a copy of site supervisor orientation handbook at interview 6. Purchase professional liability insurance
<p>During Registration Period</p>	<ol style="list-style-type: none"> 1. Receive clearance to enroll from administrative assistant 2. Register in EDPC 5371 - practicum class
<p>Once the Site Tentatively Accepts Student</p>	<p>Follow through on background check procedures required by site and all other site requirements for placement including site orientation/training.</p>
<p>First Meeting of EDPC 5371 – Practicum Class</p>	<p>Complete appendices B through G and submit them to your Faculty Supervisor.</p>
<p>Throughout the Practicum/Internship semester</p>	<p>Complete appendix H</p>
<p>At the end of the Semester of the Practicum/Internship Experience</p>	<p>Complete appendices I through L and submit them to your Faculty Supervisor.</p>
<p>Important: If there are no changes of site supervisor and the student continues at the same site for Internship, no new forms are required. Students are required to submit updated copies of each form any time there is a change in supervisor or site.</p>	

IV. THE STRUCTURE OF PRACTICUM AND INTERNSHIP

The Practicum course is the first formal clinical field experience required by the Mental Health Counseling program. It is designed to lead consecutively to the Internship I and II courses. Practicum is offered during the Fall, Spring, and Summer semesters. Internship I & II must be consecutively completed in the next two semesters following the Practicum semester. In Practicum, the primary focus is to gain an initial field experience in direct service (e.g., individual and group counseling) as well as to acquaint the student with a wide variety of other professional activities conducted in clinical mental health settings. The Practicum course should provide the student with a broad orientation to the clinical aspects of the mental health field, allow the student to learn how to interact with Site personnel and community networks, initiate the student into a clinically supervised counseling experience, and prepare the student for the more intensive and demanding responsibilities of the Internship courses which follow.

The EDPC 5371 - Counseling Practicum requires a semester long (approximately 15 weeks in the fall and spring and 10 weeks in the summer) supervised practicum experience totaling a minimum of 100 clinical on-site clock hours. The student will gain both individual and group counseling skills under supervision. The requirements for Practicum are as follows:

- A minimum of 100 clinical site hours.
 - As part of this 100-clock hour requirement, the student must complete a minimum of 40 clock hours of direct service (i.e., face-to-face client contact). Direct service hours can be acquired through individual and group counseling. The student must lead or co-lead a psychotherapeutic group during the practicum and/or internship experience.
- The remaining 60 hours can include non-direct clinical experiences as directed by site.
- One (1) hour per week of face-to-face individual or triadic clinical supervision by the Site Supervisor which is counted toward the indirect hours spent in other counseling-related activities.
- Minimum 1.5 hours per week of faculty/group supervision at UTEP with other practicum students and counseling department faculty.
- Some counseling sessions with clients will be documented via audio and/or video recording. These recordings will be submitted for review during group supervision.

INTERNSHIP I & II

- Internship I and Internship II are the second phase of the clinical field experience. Student Indirect counseling-related activities include the expected 1 hour per week of face-to-face clinical supervision by the student's Site Supervisor.
- The student must successfully complete the requirements for Practicum to be allowed to continue on into Internship which is designed to immediately follow the Practicum. The student may not begin the Internship I experience until the minimum of 40 clock hours of direct service and the total of 100 clock hours required for Practicum are successfully completed according to the expectations of the EDPC 5371 – Practicum syllabus.
- EDPC 5372 – Counseling Internship I and EDPC 5373 – Counseling Internship II each require a semester long (approximately 15 weeks) placement. The student must complete 300 clock-hours under supervision during each internship semester for a total of 600 hours.

The internship requirements are as followed:

- A minimum of 600 clinical clock hours total.
- Out of the 600 clock-hours, **a minimum of 240 clock-hours must be of direct service with clients. (i.e., 120 clock hours each semester of Internship).**
- The remaining 360 clock hours can be indirect services.
- The student must lead or co-lead a psychotherapeutic group during either the practicum or internship experience.
- One (1) hour per week of face-to-face individual or triadic clinical supervision by the Site Supervisor.
- Minimum 1.5 hours per week of faculty/group supervision at UTEP with other practicum students and counseling department faculty.
- All counseling sessions with clients will be documented via audio and/or video recording. These recordings will also be submitted for review during supervision.

Extension of Internship

If a student is in good standing and has successfully completed all the required assignments of the EDPC 5372 – Internship I class, but has not completed the 120 clock hours of direct service and/or the total of 300 clock hours required for EDPC 5372, the student may be allowed to enroll in and begin the Internship II experience with the approval of the Clinical Coordinator, the Mental Health Program Coordinator, or the Department Chair if it is deemed likely that the student will be able to make up the deficit of accrued hours in a timely manner.

- A grade of P (“in progress”) will be submitted for EDPC 5372 which will be changed to a grade of S once the hours are accrued to make up the deficit.

Over Accrual of Internship Hours

In the event the student accrues more than 300 hours during the Internship I semester, up to 50 hours from Internship I may be carried over into Internship II even if Internship I and Internship II are not being completed during consecutive semesters. In addition, if Internship I and Internship II are being completed during consecutive semesters, the student may accrue up to 50 clock hours toward the Internship II hours requirements during the interim period between the last day of class of the Internship I semester and the beginning of the first week of classes of the Internship II semester. The student who accrues hours during the interim period must continue to receive supervision from the Site Supervisor during the interim period.

Even though a student may complete the required minimum 240 hours of direct service and the 600 total hours required for the two semesters of Internship before the last week of class for the Internship II semester, the student is expected to continue to provide services at the Internship site, receive supervision, and attend EDPC 5372 – Internship II class until the semester ends.

Examples of Direct and Non-Direct Service Hours

Examples of direct-service and clinical hours are listed below. This list does not cover all situations. If you have a question about a service that is not covered, be sure to ask your UTEP faculty/group supervisor.

Direct Service	Indirect Service
Face-to-Face counseling with one-person Remote/virtual counseling Couples counseling/ Family counseling Group counseling (as leader or co-leader) Crisis counseling by telephone Consultation with clients or families Psychosocial evaluations Intake interviews	On-site supervision Telephone contacts Case stuffing Writing case notes Research (assigned) for client care Treatment planning Attending Site meetings In-service training seminars, conferences Staffing (case presentations) Shadowing Supervision hours provided on campus (practicum/internship class)

Important Restrictions

Students are expected to complete the total number of required direct service hours and non-direct hours only during the semester they are enrolled in EDPC 5371 - Practicum/ EDPC 5372 - Internship. Students may not begin accruing direct service hours before the first week of the EDPC 5371 - Practicum class. However, they may accrue up to 15 non-direct service hours for attending required Site orientations prior to the beginning of the first week of EDPC 5371 - Practicum class.

- 1) If a student is in good standing and has successfully completed all the required assignments of the EDPC 5371 – Practicum class, the student with a deficit in the required hours will receive a grade of P (“in progress”) for EDPC 5371 which will be changed to a grade of S once the hours are accrued to make up the deficit.
- 2) If the student has failed to meet one or more of the academic/clinical performance requirements of the EDPC 5371 Practicum or the EDPC 5372 Internship I course, a grade of “U” or a grade of “I” will be assigned. If the grade of “I” is received, the student may be denied permission to continue with the Internship/Internship II experience until those academic/clinical requirements are satisfactorily completed. If a grade of “U” is received, the student would have to request permission to re-take EDPC 5371/EDPC 5372 which must be successfully completed before enrolling in Internship I/Internship II. Permission to enroll in EDPC 5371/EDPC 5372 again may be denied depending on the nature of the reasons for receiving a grade of “U”.
- 3) The student may not carry over hours from Practicum into Internship I. However, since students are required to complete Practicum, Internship I and II in consecutive semesters, the student who has successfully completed Practicum may accrue up to 50 non-direct and/or direct clock hours toward the Internship I hours requirements during the interim period between the last day of class of the Practicum semester and the beginning of the first week of class of the Internship I semester. The student who accrues hours during the interim period must continue to receive supervision from the Site Supervisor during the interim period.

Students must be officially registered in EDPC 5371 – Practicum, EDPC 5372- Internship I, or EDPC 5373 – Internship II to be able to accrue clock hours to meet the requirements of these courses.

V. SUPERVISION

Supervision is a form of instruction wherein a supervisor is assigned to monitor the student's activities in practicum and internship. The supervisor will help the student to further develop their clinical skill and learning. Evaluation of supervisee's performance will be conducted through a review of case notes, case presentations, recordings, self-assessment, and individual supervision.

Purpose

Clinical Supervision is a tutorial form of counselor training that enhances the professional functioning of the supervisee, monitors the quality of professional services offered to the clients that are seen by the supervisee, and provides the information necessary for the supervisor to serve as a gatekeeper for the counseling profession. It is simultaneously a forum for teaching/learning counseling skills, becoming aware of personal/professional biases and blind spots and developing a proactive habit of self-reflection, and for demonstrating clinical strengths and remediating areas of clinical weakness. As such, the clinical supervisor is in a unique position to assist supervisees to enrich the quality of their counseling. Students are expected to engage fully in the supervision process which can at first be anxiety provoking until a strong supervisory working relationship is established but is usually extremely rewarding as the student realizes their professional growth through the supervision process. Full engagement in the supervision process entails attending all scheduled supervision sessions (on campus and at the site) timely preparation for supervision sessions, open and authentic discussion of skills, attitudes, and personal concerns over professional performance, and a willingness to be influenced by the supervision process so as to be prepared to meet the expectations of Mental Health Counseling program's clinical training requirements.

Process

Clinical supervision hours comprise an essential component of the Practicum and Internship experience. Every student enrolled in Practicum and Internship must receive 1 hour weekly of individual supervision at their site with their assigned site supervisor. Students will also receive a minimum of 1.5 hours of group supervision per week on campus with the class Faculty Supervisor. The class Faculty Supervisor functions as the group supervision supervisor and assigns the grade earned by the Practicum/Internship student. The student is graded on a Satisfactory-Unsatisfactory basis and must earn a grade of Satisfactory in Practicum to be allowed to advance to Internship I, and then must earn a grade of Satisfactory to be allowed to advance to Internship II. The student must successfully pass all three courses and the Counselor Preparation Comprehensive Exam (CPCE) to graduate from the Mental Health Counseling program.

It is the Site Supervisor's responsibility to be available at times that are mutually agreed upon with the Practicum/Internship student. It is the student's responsibility to ensure compliance with these obligatory training functions. Attendance to both site and campus supervision are mandatory. Any missed site supervision must be made up with site supervisor.

VI. PRACTICUM/INTERNSHIP SELECTION OF FIELD PLACEMENT

The Mental Health Counseling Program Clinical Coordinator will review the Applications for Counseling Practicum, determine approval, and attempt to assign Practicum/Internship sites based on the preferences of student and the needs of the affiliated sites. Students will then be notified of approval status and site placement. Practicum/Internship approval must be obtained before initiating any contact with a potential Practicum/Internship site. The Clinical Coordinator typically contacts potential sites to ascertain their willingness and availability to have a student at that site during the intended semester of Practicum. Students may apply and begin to interview at prospective Practicum sites after receiving approval to do so from the Clinical Coordinator.

Students usually complete Practicum, Internship I, and Internship II training at the same site. If a student wishes to remain at an approved Practicum site for the Internship, it is not necessary to obtain additional site approval, unless there would be significant changes in the site experience (e.g., a change in the Site Supervisor or counseling duties). However, students may, upon approval by the Clinical Coordinator, be permitted to complete Practicum and Internship placements at two different sites when this arrangement would be more tailored to meet specific program needs and/or a student's professional aspirations.

Students may apply to complete their Practicum and/or Internship experience at a site in which they are currently employed. When this request is made, the Mental Health Counseling program requires specific conditions as follows:

1. The student's place of employment is subject to evaluation by the Clinical Coordinator to ensure that it is an appropriate counseling setting for the Practicum/Internship field experience.
2. The student is required to obtain a Site Supervisor for Practicum/Internship who is NOT his/her current administrative supervisor.
3. The student is required to conduct work and to be exposed to counseling experiences that are not normally part of his/her regular employment duties, unless these employment duties began no more than 6 months preceding the start of the Practicum or Internship. Exceptions to this requirement can be made only with the permission of the Clinical Coordinator in consultation with Mental Health Counseling Program Coordinator.

VII. PRACTICUM/INTERNSHIP SITE AND SITE SUPERVISOR GUIDELINES

As summarized in the Student Practicum/Internship Placement Agreement, the responsibilities pertaining to the Site and the Site Supervisor are as follows:

- a. To provide on-site individual supervision to the student for a *minimum* of one hour per week during the specified period of the practicum/internship placement at the site.
- b. To provide a site supervisor who meets the Mental Health Counseling program's requirement for supervisors. Criteria for supervisors include a master's (or doctoral) degree in Mental Health Counseling or a related field (e.g., counseling, social work,

psychology), a minimum of two years relevant professional counseling experience following completion of the master's degree, and training /experience in counselor supervision.

- c. For supervisors without the required supervisor training in b above, the site is asked to support the Site Supervisor's attendance at a 3-hour continuing education supervision seminar provided by the Mental Health Counseling faculty.
- d. To provide the student with sufficient, appropriate counseling clients to complete the clock hour requirements of the practicum (which includes 40 direct service hours) and/or internship (which includes 120 direct service hours per semester).
- e. To provide suitable workspace to conduct professional activities.
- f. To permit the student to audio record selected counseling sessions for later review by counseling Faculty Supervisors in individual/triadic supervision and in the group supervision class at UTEP. Recordings will be permitted only when clients have signed written consent forms and all recordings will be erased/ destroyed at the conclusion of the Practicum or Internship period in which they are recorded.
- g. The Site Supervisor should be available by phone or email to counseling faculty for regular (e.g., bi-weekly) consultation regarding the practicum/internship student's progress. The practicum/internship class supervisor or a designee of the Mental Health Counseling Program Clinical Coordinator will initiate contact with the Site Supervisor during the practicum/internship. If any problem arises with the student during the field placement, Site Supervisors are requested to contact the practicum/internship student's Faculty Supervisor to request a telephone conference or a site visit with the Faculty Supervisor and/or the Clinical Coordinator when warranted.
- h. To provide timely and ongoing written evaluations of the student's performance to UTEP and to share those evaluations with the student.
- i. The Site Supervisor should complete Clinical Mental Health Counseling Clinical Student Evaluation Form in a timely manner each semester as required by the Mental Health Counseling program. Site Supervisors should review their evaluation forms with each individual supervisee.
- j. It is the responsibility of the Site Supervisor to monitor and provide direct or indirect supervision for ALL CLINICAL WORK conducted at the site. The Site Supervisor and the site maintain legal and professional responsibility for all Site clients served by the Practicum/Internship student.
- k. The Site Supervisor is to provide the Practicum/Internship student with each of the following:
 - 1. Sufficient orientation to the site
 - 2. Healthy professional working alliance/relationship
 - 3. Sufficient clarity regarding site expectations and objectives (i.e., workload, flexibility of hours, mandatory meetings, activities, etc.)

4. Frequent observation or close case review on all counseling sessions conducted by the student.
5. Frequent constructive supervisory feedback
6. Facilitation of student professional growth and learning (i.e., case conceptualization, resources and specific information when necessary)
7. Facilitation of student interface with Site personnel and collateral sources when warranted.
8. Opportunities to become familiar with a broad range of professional activities and resources which might include (but not be limited to) use of professional resources, appraisal instruments, attendance at Site clinical case conferences, in-service trainings, consultations, and access to computers, print media, or other communication technology typically available to clinical employees at the Site.

VIII. PRACTICUM/INTERNSHIP PROGRAM RESPONSIBILITIES

As outlined in the *Student Practicum/Internship Placement Agreement*, the Mental Health Counseling program assumes the following responsibilities:

- a. To provide a Clinical Coordinator to collaborate in the student's training experience and to serve as a liaison for the Site.
- b. To provide consultation to the Site and Site supervisors regarding the student's training when requested.
- c. To provide a concurrent, group supervision class to be held on campus during the specified period of the practicum/internship placement.
- d. To ensure the student is covered by professional liability insurance.
- e. To ensure the student has agreed to abide by the Code of Ethics of the American Counseling Association, State laws (i.e., Texas State Board of Examiners of Professional Counselors Rules of Practice) and HIPAA regulations relevant to the counseling field.
- f. To offer counseling supervision training opportunities for site supervisors.

IX. PRACTICUM/INTERNSHIP FACULTY SUPERVISOR RESPONSIBILITIES

A vital component in clinical Practicum/ Internship training is the Mental Health Counseling program faculty member who serves as the Practicum/Internship class Faculty Supervisor. They meet with students on a regular and prescribed basis to provide clinical guidance and direction, to discuss and review audio recordings of work samples in group supervision (Practicum, Internship I, and Internship II).

The Practicum/Internship Faculty Supervisor's supervision responsibilities may be delineated as follows:

1. Provide students with informal and/or formal/written evaluative feedback regarding their:
 - a. Proficiency in developing counseling relationships, performing culturally competent counseling interventions, advocating for clients, and consulting with other professionals and systems.
 - b. Proficiency in performing intake interviews and mental status examinations, gathering biopsychosocial histories, assessing clinical information, documenting and reporting clinical information.
 - c. Proficiency in conceptualizing cases, developing treatment plans, applying evidenced based practices, strategies, and techniques and evaluating treatment outcomes for a variety of mental health issues.
2. Set up regular one-to-one and/or triadic supervision with the student if needed.
3. At the conclusion of each semester of Practicum/Internship the Faculty Supervisor will complete the Clinical Mental Health Counseling Student Evaluation and will review their evaluation forms with each individual and/or group supervisee as needed.
4. Serve as liaison to the Clinical Coordinator. In this role faculty will provide informal feedback regarding progress and/or problems concerning the Practicum/Internship student.
5. Attend any scheduled group supervision class and Faculty Supervisor meetings.

In performing the duties described above, the Practicum/Internship Faculty Supervisor plays a number of roles, including that of teacher and evaluator, supervisor, counselor, and consultant.

As **teacher and evaluator** Practicum/Internship class Faculty Supervisor helps the student to develop his basic counseling, diagnostic, and case conceptualization skills, as well as gain a more thorough ability to apply his theoretical underpinnings in treatment. The Faculty Supervisor provides a critical evaluation of the student's level of performance relative to his expected level of development and ensures that the student practices according to the ethics and standards expected of a counseling professional.

As **counselor** the Practicum/Internship Faculty Supervisor facilitates the student's exploration of her self-awareness and emotional maturity, especially highlighting the impact of issues concerning transference and counter-transference with clients. In this role the Faculty Supervisor is responsible to help the student identify any needs for remediation and/or personal growth and will refer the student for counseling if indicated.

As **consultant** the Practicum/Internship Faculty Supervisor enables the student to review clinical cases in light of professional and Site standards and discuss and review ethical/legal issues regarding clients and agencies. The Faculty Supervisor may also provide a professional point of view that helps the student to crystallize his/her professional aspirations as he/she begins a career as a mental health professional.

X. PRACTICUM/INTERNSHIP STUDENT RESPONSIBILITIES

1. **Academic Coursework** - It is the responsibility of each Practicum/Internship student to meet in a timely manner the Mental Health Counseling program's academic and clinical performance requirements as specified in the relevant syllabi for EDPC 5371 – Practicum, EDPC 5372 – Internship I and EDPC 5373 – Internship II while enrolled in these courses. Students will be expected to complete various learning activities related to

the application of clinical knowledge to the practice of mental health counseling (e.g., intake interviewing, case documentation, report writing, clinical assessment, treatment planning, counseling interventions, client advocacy, inter Site consultation, etc.) and will be evaluated on their performance so as to offer feedback and learning opportunities to further develop these skills.

2. **Professionalism** - In addition, students will be expected to demonstrate a high degree of personal maturity, ethically sound performance and decision making, and exceptional professionalism in their relationships with fellow students, administrative and professional colleagues at their sites, Site Supervisors, university supervisors, public contacts, and their clients. Students are held accountable to the ethical standards of the counseling profession as identified in the 2014 American Counseling Association (ACA) Code of Ethics of the ([ACA Code of Ethics](#)), the 2020 American Mental Health Counselors Association Code of Ethics of the ([AMHCA Code of Ethics](#)), and the Texas State Board of Examiners of Professional Counselors Rules of Practice located [here](#).
3. **Student Role at the Site Placement** - Practicum/Internship student site placements will vary in the nature of their purpose, scope, size, target population, client diversity, and specific function/role in the local community. Because of these Site variations, it is imperative that Practicum/Internship students receive a comprehensive orientation to the practices of the Site in which they are placed. The Practicum/Internship students request and attend to the specific expectations and objectives outlined for them by their agencies in general and by their Site Supervisors in particular. These expectations will be uniquely influenced by the nature of the Site and the professional expertise of the Site Supervisor. It is the responsibility of each student to ensure that Site and Site Supervisor expectations are clearly communicated and understood.
 - a. Students should adhere to all Site policies regarding dress, time of arrival and departure, Site paperwork and procedures, mandatory meetings, rules of privacy/confidentiality, office space usage, and so forth.
 - b. Students should consider themselves as a "regular staff/employee" of their Site for the duration of their field work and arrange their work schedule in accord with Site protocol and requirements.
 - c. Students are expected to engage in a broad range of professional activities afforded them by their Site and/or Site Supervisor, but at a level commensurate with their education and clinical experience.
 - d. Students work under the supervision of their Site Supervisors, and the Site and Site Supervisor maintain the final responsibility for clients assigned to their Practicum/Internship students, client terminations, transfers and referrals affecting those clients, and the overall disposition of each client case. All clinical decisions made by Practicum/Internship students must be done in consultation with the appropriate Site Supervisor.
4. **Student Responsibility to Adhere on Site to Clinical Training Requirements**
Students have a responsibility to respond appropriately and ethically should it become apparent that any of the requirements of the Mental Health Counseling program are not being met by the site or the Site Supervisor. If the student is having difficulties with any of the required activities or any other problems or issues at site, then they are directed to proceed as follows:

- a. Discuss the issue(s) with the Site Supervisor to seek solutions, clarity, and resolution.
- b. If Step (a) is not successful, the student is to inform their campus Practicum/Internship class Faculty Supervisor of their concerns, who, if appropriate, will intervene in a timely and fitting manner.
- c. If no resolution can be agreed upon, the Practicum/Internship Faculty Supervisor is to notify the Clinical Coordinator for assistance and intervention.

It is imperative for all involved to seek to resolve issues that affect the student's ability to fulfill the Practicum and/or Internship requirements in as timely a manner as possible.

XI. PRACTICUM/INTERNSHIP APPLICATION, DOCUMENTATION, AND EVALUATION FORMS

Clear and consistent documentation of the Practicum/Internship experience comprises a vital communication link between the site and the Mental Health Counseling program. Faculty and Site Supervisors are required to complete evaluation forms and record-keeping data throughout the period of the Practicum/Internship. Students must submit copies of all forms that require a site supervisor signature to their faculty supervisor. It is highly recommended that students make and retain a copy in their personal files of any forms submitted to the MHC program.

Required forms and completion deadlines are delineated as follows:

1. **Application for Counseling Practicum Form (Appendix A - Filled out online)**
2. **Practicum/Internship Student Informed Consent Form (Appendix B)**
 - Any student applying for the Practicum/Internship must submit these two forms online for review and approval prior to enrollment in the EDPC 5371 – Practicum course. Typically, these forms must be turned in approximately three months before Practicum/Internship semester begins.
3. **Practicum/Internship Student and Site Agreement Form (Appendix C)**
4. **Practicum/Internship Student Memorandum of Agreement Form (Appendix D)**
 - This form must be completed by the student and signed by the student and Faculty Supervisor.
5. **Practicum/Internship Site Memorandum of Agreement Form (Appendix E)**
 - This form must be completed and signed by the site supervisor.
6. **Practicum/Internship Supervisor Credential Form (with attached Supervisor Resume) (Appendix F)**
 - These forms must be completed and signed by the appropriate parties (i.e., student and/or Site Supervisor (or appropriate Site representative)) after the student has been

accepted by a site for the Practicum and/or Internship. A copy of each form should be given to the Site Supervisor and the original signed copy of each form is to be submitted to Faculty Supervisor on the first night of class following the student's initial meeting at the site with their site supervisor.

7. Practicum/Internship Weekly Hours Log (Appendix G)

- This log is to be kept by the student and signed weekly by the student and the appropriate supervisors who met with the student that week. The form documents direct and non-direct service hours (including site supervision hours and group supervision class) completed under the supervision of the Site Supervisor. This form is for record keeping purposes and should be kept by the student as back up documentation should such be needed to verify contact hours. It is not required to be submitted to the Mental Health Counseling program unless requested by the program.

8. Practicum/Internship Semester Summary Hours Log (Appendix H)

- This form is a summary statement of the Practicum/Internship Weekly Hours Log and is completed by the student at the end of the Practicum and each semester of Internship. This form requires the signature of the student and the Site Supervisor. It is submitted to the Practicum/Internship Faculty Supervisor who also signs the form.

9. Practicum/Internship Supervision Hours Completion Form (Appendix I)

- This form is to be completed by the student and signed by the student, the Site Supervisor and the Practicum/Internship Faculty Supervisor at the end of the Practicum semester and each semester of Internship. It is an additional verification of total hours completed and number of supervision hours completed which is often requested by credentialing and licensing bodies.

10. Student Evaluations of Site and Site Supervisor Form (Appendix J)

- This form is completed by the student at the completion of each semester of Practicum/Internship. It is submitted to the Practicum/Internship Faculty Supervisor.

11. Student Evaluation of Faculty Supervisor in Individual/Triadic and Group Supervision (Appendix K)

- This form is completed by the student at the completion of each semester of Practicum/Internship. It is submitted to the Practicum/Internship Faculty Supervisor.

12. LPC Associate Practicum/Graduate Internship Form

- This form is completed at the end of the internship II experience only

Appendix A - Application for Counseling Practicum Form

Department of Educational Psychology and Special Services Application for Mental Health Counseling Practicum**

Application Deadlines:

Fall Placement: May 15th Spring Placement: Oct. 15th Summer Placement: Feb 15th

Date: _____

Last Name: _____ First Name: _____ UTEP ID # _____

Other surname (if any) at UTEP: _____

Home Phone: _____ Cell: _____ Email: _____

Address: _____

City: _____ State: _____ Country: _____ Zip Code: _____

Best phone number to reach you and leave a message: _____

Are you fluent in Spanish and able to conduct counseling sessions in Spanish? ___ Yes ___ No

Please check mark below your top 3 preferences for each category: *

Age Group

- Children
- Adolescents
- Young Adults
- Adults
- Senior Adults

Types of Issues

- Process Addictions
- Substance Addictions
- Trauma/PTSD
- Educational/Career/Vocational
- Chronic Mental Illness
- Grief/Loss
- Anger Management
- Health and Wellness
- Marriage & Family Problems
- Behavioral Problems/Special Needs
- Immigration/Displacement
- Victim Services (e.g., domestic violence, crime victims)
- General Mental Health (e.g., anxiety, depression, etc.)
- Former Prisoners
- Veterans
- Other: _____

(Specify)

Site

- El Paso Child Guidance Center
- Family Service of El Paso
- El Paso Mental Health
- Emergence Health Network
- EHN Veteran's Clinic
- EHN TCOOMMI
- CASFV

*The program will try, however, cannot guarantee that you will receive a placement that matches your preferences.

**Mental health counseling students must complete their practicum in a setting that provides mental health counseling services.

Appendix B - Practicum/Internship Student Informed Consent Form



Counseling Program

Practicum/Internship Student Informed Consent

I agree to participate in the on-site counseling practicum/internship experiences according to the guidelines and procedures described in the syllabi for each course.

I hereby attest that I have read and understand the American Counseling Association Code of Ethics (available at www.counseling.org) and will practice my counseling in accordance with these standards. Any breach of these ethics or any unethical behavior on my part could result in my removal from practicum/internship and a failing grade.

I agree to adhere to the administrative policies, rules, standards and practices of the practicum/internship site(s) at which I am placed.

I understand that my responsibilities include keeping my practicum/internship supervisor(s) informed regarding my practicum/internship experiences.

I agree to contact my practicum/internship group supervision course professor anytime that ethical issues arise during my practicum/internship due to:

- (a) Breach of client confidentiality based on a danger to self or others*
- (b) Participation in a dual relationship with a client*
- (c) Inadequate or lack of individual supervision time with my site supervisor*

I understand that neither the University of Texas at El Paso nor the Department of Educational Psychology and Special Services will provide or pay for my legal counsel in the event I am sued for malpractice during the course of my practicum/internship. I understand that the university will not compensate me in the event I am found liable.

I understand that I will not be issued a passing grade in practicum/internship unless I demonstrate the specified minimal level of counseling skill, knowledge, and competence and complete course requirements as required.

Student Name _____

(Please Print)

Student
Signature _____ Date: _____

Appendix C - Practicum/Internship Student and Site Agreement Form



Counseling Program

Practicum/ Internship Student and Site Agreement

Student Information

Date _____

Last Name _____ First Name _____

Approved Site Information

Site Name _____ Telephone _____

Street Address _____

City _____ State _____ Zip Code _____

Mailing Address _____

City _____ State _____ Zip Code _____

Administrative Director of Site

Last Name _____ First Name _____

Telephone _____ Email _____ Title _____

Degree _____ Field of Study _____ Credentials _____

Site Supervisor

Last Name _____ First Name _____

Telephone _____ Email _____ Title _____

Degree _____ Field of Study _____ Credentials _____

**Appendix D - Practicum/Internship Student Memorandum of Agreement
Form**

Memorandum of Agreement by Student

I, _____ agree to
(Please Print Student Name)

be placed at the above-named site for completion of my practicum and/or internship field placement hours.

I will adhere to the following conditions as the terms of my placement at the site and agree to:

- 1) To attend all mandatory practicum/internship orientation meetings at UTEP.
- 2) To abide by the Ethical Code of the American Counseling Association, all applicable state laws regarding counseling work, and maintain HIPAA compliance concerning all Protected Health Information for transporting and storing Site data.
- 3) To work under the supervision of site supervisor and to ensure that ALL clinical decisions regarding “high-risk” clients are done in consultation with the site supervisor.
- 4) To attend and adhere to all site and site supervisor specific expectations and objectives.
- 5) To ensure that the site supervisor’s expectations have been clearly communicated and to seek clarity if not understood.
- 6) To adhere to all Site policies regarding dress, time of arrival and departure, paperwork, documentation, record-keeping procedures, mandatory meetings, rules of privacy/confidentiality, office space usage and other relevant Site requirements and protocol as expected of any “regular staff/employee”.
- 7) To address issues of not receiving: sufficient numbers of clients, flexible access to site supervisor(s) and/or permission to audio record counseling sessions.
- 9) To attend regularly scheduled supervision sessions with the site supervisor and the Faculty Supervisor (one-to-one and/or triadic supervision format), and to attend the group supervision class at UTEP throughout the course of the field placement.
- 10) To complete all paperwork, forms and assignments associated with on-going site, faculty and group supervision in a timely manner.
- 11) To maintain appropriate professionalism and manifest good work habits (i.e., use organization skills, be punctual, act responsibility, be dependable, check email messages and phone messages frequently, etc.).
- 12) To maintain respectful and appropriate decorum, boundaries and professional relationships with faculty, clients, peers, colleagues and supervisors.

Signature _____ Date: _____
(Student)

Signature _____ Date: _____
(Practicum/Internship Faculty Supervisor)

Appendix E - Practicum/Internship Site Memorandum of Agreement Form

Memorandum of Agreement by Site

Length of Site Placement

The identified approved site agrees to accept the identified CMHC Student to be placed at the site for the following Practicum and/or Internship field placement hours and time periods:
(Check All that Apply)

___ 100 clock hours (Practicum) Time period: ___/___ through ___/___ (1 semester)
(Month/Yr.) (Month/Yr.)

___ 300 clock hours (Internship I) Time period: ___/___ through ___/___ (1 semesters)
(Month/Yr.) (Month/Yr.)

___ 300 clock hours (Internship II) Time period: ___/___ through ___/___ (1 semesters)
(Month/Yr.) (Month/Yr.)

___ ___ clock hours (Partial Practicum or Internship) Time period: ___/___ through ___/___
(Specify #) (Circle) (Month/Yr.) (Month/Yr.)

The identified approved site hereby also agrees adhere to the following training obligations and site activities as conditions of placement and training of the student at the site.

Site Training Obligations

- l. To provide on-site individual supervision to the student for a *minimum* of one hour per week during the specified period of the practicum/internship placement at the site.
- m. To provide a credentialed site supervisor who meets the Counseling Program's requirement for supervisors. Criteria for supervisors include a master's or doctoral degree in a mental health related field (e.g., counseling, social work, psychology) a minimum of two years relevant professional counseling experience following completion of the master's degree, and training /experience in counselor supervision.
- n. For supervisors without the requisite supervisor training in 2 above, the Site is asked to support the Site Supervisor's attendance at a 3-hour continuing education supervision seminar provided by the MHC faculty.
- o. To provide the student with sufficient, appropriate counseling clients to complete the clock hour requirements of the practicum (which includes 40 direct service hours) and/or internship (which includes 240 direct service hours).
- p. To provide suitable work space to conduct professional activities.
- q. To permit the student to audio record selected counseling sessions for later review by

counseling Faculty Supervisors in individual/triadic supervision and in the group supervision class at UTEP.

- r. The Site Supervisor should be available by phone or email to counseling faculty for regular (e.g., bi-weekly) consultation regarding the practicum/internship student's progress. The practicum/internship class supervisor or a designee of the Counseling Program clinical coordinator will initiate contact with the Site Supervisor during the practicum/internship. If any problem arises with the student during the field placement, Site Supervisors are requested to contact the practicum/internship student's Group Supervision class Supervisor to request a telephone conference or a site visit from the Group Supervision class Supervisor and/or the Clinical Coordinator when warranted.
- s. To provide timely and ongoing written evaluations of the student's performance to UTEP and to share those evaluations with the student.

Please check all the opportunities the Site offers to student interns		
Client Contact Activities at the Site	Case Conceptualization/Documentation Activities	Site Related Administrative Activities
<input type="checkbox"/> Individual Counseling <input type="checkbox"/> Group Counseling <input type="checkbox"/> Family Counseling <input type="checkbox"/> Marital Counseling <input type="checkbox"/> Intake Interviews <input type="checkbox"/> Crisis Intervention <input type="checkbox"/> Psycho-therapeutic Groups <input type="checkbox"/> Admin./Interp. of Tests to Clients	<input type="checkbox"/> Case Assessment/Diagnosis <input type="checkbox"/> Case Conceptualization <input type="checkbox"/> Treatment Planning <input type="checkbox"/> Case Documentation	<input type="checkbox"/> Site Supervision <input type="checkbox"/> Staff Meetings <input type="checkbox"/> Prof. Development & Training <input type="checkbox"/> Consultation <input type="checkbox"/> Scoring Instruments <input type="checkbox"/> Other Specify:

Site Administrative Director or Designee: _____
 (Please Print)

Signature _____ Date: _____

Appendix F - Practicum/Internship Supervisor Credential Form



Counseling Program

Practicum/Internship Supervisor Credential Form

Student Information

Date _____

Last Name _____ First Name _____

Approved Site Information

Site Name _____

Supervisor Information

First and Last Name _____

Specialty _____

Credentials/Certifications _____

Licensure _____ License Number _____ State _____

Licensure _____ License Number _____ State _____

Licensure _____ License Number _____ State _____

Current Employment Position _____

Supervisor Experience/Training

1. Number of years of post-masters counseling experience _____
2. Number of years of post-master’s clinical supervisory experience:
 - a) supervising mental health professional staff _____
 - b) supervising counseling interns _____
3. Number of Graduate Courses completed in Counselor Supervision _____
4. Number of CEUs with specific focus on “clinical supervision” in the past 10 years: _____
5. Would you be willing to attend a CMHC Program supervision training workshop presented at UTEP for CEUs at no cost as part of the program’s compliance with the CACREP Accreditation Standards? ___ Yes ___ No

I have received a copy of the Site Supervisor Orientation Handbook ___ Yes ___ No

Site Supervisor’s Signature _____ Date: _____

PLEASE ATTACH SITE SUPERVISOR’S RESUME

Appendix G - Practicum/Internship Weekly Hours Log



Counseling Program

Weekly Hours Log for Practicum/Internship _____

(Site Name)

Print Student Name: _____

Print Site Supervisor Name: _____

A. Site Direct Client Contact Hours	Su	Mo	Tu	We	Th	Fr	Sa	Wk. Hrs. Total
1. Individual Counseling								
2. Group Counseling								
3. Family Counseling								
4. Marital Counseling								
5. Crisis Intervention								
6. Intake/Diagnostic Interview								
7. Didactic/Psycho-educational Presentations to Client								
8. Administration and/or Interpretation of Tests to Clients								
9. Other (Specify):								
								A. Total Direct Client Hours
B. Site Non-direct Service Hours	Su	Mo	Tu	We	Th	Fr	Sa	Wk. Hrs. Total
1. Site functions (e.g. in-service training, staff meetings, orientation...)								
2. Administrative (e.g. paperwork, case notes, report writing, review of cases...)								
3. Observation (e.g. tape review, non-participatory observation, etc.)								
4. Consultation								
5. Scoring/Review of Assessment Instruments								
6. Conference Attendance (Specify):								
7. Other (Specify):								
8. Site Supervision Hours: Individual/Triadic Supervision with Site Supervisors								
9. Site Supervision Hours: Group Supervision with Site Supervisors								
								B. Total Site Non-Direct Hours
								C. TOTAL SERVICE HOURS (A+B)

Student Signature* _____ **Date** _____

Site Supervisor Signature** _____ **Date** _____

D. UTEP Faculty Supervision Hours	Su	Mo	Tu	We	Th	Fr	Sa	Wk. Hrs. Total
1. Individual/Triadic Supervision with Faculty Supervisors								
2. Group Supervision Seminar								
								D. Total Faculty Supervision Hours

Print UTEP Faculty Supervisor Name _____

UTEP Faculty Supervisor Signature*** _____ **Date** _____

* Verifies All Service Hours, **Verifies Site Service Hours, ***Verifies Faculty Supervision Hours



Counseling Program

Semester Summary Hours Log for Practicum/Internship by Week

Student Initials: _____

Site Name: _____

Term/Year: _____

Fall/ _____

Spring/ _____

Summer/ _____

Type of Placement: _____

Practicum _____

Internship I _____

Internship II _____

Service Categories	Weekly Hours Totals																Sem. Hrs. Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
A. Site Direct Client Contact Hours																	
1. Individual Counseling																	
2. Group Counseling																	
3. Family Counseling																	
4. Marital Counseling																	
5. Crisis Intervention																	
6. Intake/Diagnostic Interview																	
7. Didactic/Psycho-educational Presentations to Client																	
8. Administration and/or Interpretation of Tests to Clients																	
9. Other (Specify):																	
A. Total Direct Client Hours																	
B. Site Non-direct Service Hours																	
1. Site functions (e.g. in-service training, staff meetings, orientation...)																	
2. Administrative (e.g. paperwork, case notes, report writing, review of cases...)																	
3. Observation (e.g. tape review, non-participatory observation, etc.)																	
4. Consultation																	
5. Scoring/Review of Assessment Instruments																	
6. Conference Attendance (Specify):																	
7. Other (Specify):																	
8. Site Supervision Hours: Individual/Triadic Supervision -Site Supervisors																	
9. Site Supervision Hours: Group Supervision with Site Supervisors																	
B. Total Site Non-Direct Hours																	
C. TOTAL SERVICE HOURS (A+B)																	
D. UTEP Faculty Supervision Hours																	
1. Individual/Triadic Supervision with Faculty Supervisors																	
2. Group Supervision Seminar																	
D. Total Faculty Supervision Hours																	

Appendix H – Practicum/Internship Semester Summary Hours Log



Counseling Program

Semester Summary Hours Log for Practicum/Internship

Student Name _____

Site Name _____

Term/Year: Fall/____ Spring/____ Summer/____

Type of Placement: ____ Practicum ____ Internship I ____ Internship II

A. Site Direct Client Contact Hours	<i>Sem. Hours Total</i>
1. Individual Counseling	
2. Group Counseling	
3. Family Counseling	
4. Marital Counseling	
5. Crisis Intervention	
6. Intake/Diagnostic Interview	
7. Didactic/Psycho-educational Presentations to Client	
8. Administration and/or Interpretation of Tests to Clients	
9. Other (Specify):	
A. Total Direct Client Hours	

B. Site Non-direct Service Hours	<i>Sem. Hours Total</i>
1. Site functions (e.g. in-service training, staff meetings, orientation...)	
2. Administrative (e.g. paperwork, case notes, report writing, review of cases...)	
3. Observation (e.g. tape review, non-participatory observation, etc.)	
4. Consultation	
5. Scoring/Review of Assessment Instruments	
6. Conference Attendance (Specify):	
7. Other (Specify):	
8. Site Supervision Hours: Individual/Triadic Supervision with Site Supervisors	
9. Site Supervision Hours: Group Supervision with Site Supervisors	
B. Total Non-Direct Hours	

C. TOTAL SERVICE HOURS (A+B)

Student Signature* _____ Date _____

Site Supervisor Name _____

Site Supervisor Signature** _____ Date _____

D. UTEP Faculty Supervision Hours	<i>Sem. Hours Total</i>
1. Individual/Triadic Supervision with Faculty Supervisors	
2. Group Supervision Seminar	
D. Total Faculty Supervision Hours	

Print UTEP Faculty Supervisor Name _____

UTEP Faculty Supervisor Signature*** _____ Date _____

* Verifies All Service Hrs. **Verifies Site Service Hrs. ***Verifies Faculty Supervision Hr

Appendix I - Practicum/Internship Supervision Hours Completion Form

 **Counseling Program**

Practicum/Internship Supervision Hours Completion Form

(To be completed by student)

Term/Year: Fall/ _____ Spring/ _____ Summer/ _____

Type of Placement: ___ Practicum ___ Internship I ___ Internship II

Student Information

Last Name _____ First Name _____

Completion Date _____

Student Signature _____ **Date** _____

Site Hours Completion Verification

Site Name _____

Site Supervisor First and Last Name _____

For the type of placement and term/year listed above, I certify that the student identified above has completed _____ total clock hours of experience under my supervision and _____ total clock hours of supervision with me. This information is accurate as of the date of my signature.

Site Supervisor Signature _____ **Date** _____

Supervision Hours Completion Verification

This is to certify that the following clock hours of supervision have been successfully completed by the above listed student.

Individual/Triadic Supervision by Site Supervisor	_____ hours
Individual/Triadic Supervision by Faculty Supervisor	_____ hours
Group Supervision by Faculty Supervisor (class)	_____ hours
Supervision Hours Total	_____ hours

The accuracy of the report information has been verified through student contact and an examination of the student's practicum/internship hour logs.

Faculty Supervisor: _____

(Please Print)

Faculty Supervisor Signature _____ **Date** _____

Appendix J - Student Evaluations of Site and Site Supervisor Form



Counseling Program

Student Evaluations of Site and Site Supervision

Evaluation of Site

Student Information

Date _____

Last Name _____ First Name _____

Site Information

Site Name _____

Term/Year: Fall/ _____ Spring/ _____ Summer/ _____

Type of Placement: _____ Practicum _____ Internship I _____ Internship II

Site Evaluation Rating Scale: 1 Poor 2 Fair 3 Average 4 Very Good 5 Excellent	Rating
1. Availability of sufficient client contact hours to fulfill the Direct Contact Service clock hour requirement of the course.	
2. Adequate orientation to the Site	
3. Availability of private office space for counseling	
4. Permission to audio record counseling sessions	
5. Flexibility of working hours	
Rate the opportunities you had to experience each of the following	
<i>Client Contact Activities at the Site</i>	
6. Individual Counseling	
7. Group Counseling	
8. Family Counseling	
9. Marital Counseling	
10. Intake Interviews	
11. Crisis Intervention	
12. Psycho-educational Group	
13. Admin./Interp. of Tests	
<i>Case Conceptualization/Documentation Activities</i>	
14. Case Assessment/Diagnosis	
15. Case Conceptualization	
16. Treatment Planning	
17. Case Documentation	
<i>Site Related Administrative Activities</i>	
18. Site Supervision	

19. Staff Meetings	
20. Prof. Development and Training	
21. Consultation	
22. Scoring Instruments	
<i>Others</i>	
23. Overall evaluation of this site	
24. Would you recommend this site for future practicum/internship placements? Circle Yes No	
Reasons for your answer to 24 above regarding recommending the site:	

Evaluation of Site Supervisor

Site Supervisor Information

First and Last Name _____

Site Supervisor Evaluation Rating Scale: 1 Poor 2 Fair 3 Average 4 Very Good 5 Excellent	Rating
1. Consistently provided the one hour of face-to-face individual/triadic supervision each week	
2. Established good rapport and maintained a good working relationship with student	
3. Was available to address specific university needs of student (i.e., signing weekly logs, providing necessary evaluations)	
4. Provided constructive feedback and suggestions to enhance student performance of counseling duties	
5. Demonstrated sufficient knowledge of counseling-related activities (e.g., specific techniques, theory, etc.)	
6. Facilitated relationships with other Site personnel and outside/collateral contacts	
7. Facilitated student integration of theory and practice, (e.g., case conceptualization, resources and specific information when necessary)	
8. Was available to observe student's work (in person, or through audio/video taping)	
9. Overall quality of the Site supervision	
10. Would you recommend this supervisor to future practicum/internship students (circle)	
Reasons for your answer to 10 above regarding recommending the site supervisor:	

Appendix K - Student Evaluation of Faculty Supervisor in Individual/Triadic and Group Supervision Form



Counseling Program

Student Evaluation of Faculty Supervisor and Group Supervision

Student Information

Date _____

Last Name _____ First Name _____

Faculty Supervisor Information

First and Last Name _____

Term/Year: Fall/____ Spring/____ Summer/____

Type of Placement: ____ Practicum ____ Internship I ____ Internship II

Evaluation of Faculty Supervisor in Individual/Triadic Supervision
(if applicable)

1 Poor 2 Fair 3 Average 4 Very Good 5 Excellent	Rating
1. Developed and maintained a good working relationship	
2. Provided clear and consistent feedback on student progress	
3. Provided valuable suggestions, advice, and guidance in supervision	
4. Demonstrated sensitivity to ethical/legal concerns	
5. Maintained reasonable expectations	
6. Demonstrated interest and commitment to the supervisory process	
7. Presented a positive role model	
8. Assisted in the conceptualization of cases	
9. Assisted in translating theory into practice	
10. Demonstrated sensitivity to student needs and concerns	
11. Overall quality of individual/triadic supervision	
<p>Please suggest ways the Faculty Supervisor could improve the <u>individual/triadic</u> supervision process:</p> 	

Evaluation of Group Supervision
(Practicum/Internship Class)

1 Poor 2 Fair 3 Average 4 Very Good 5 Excellent	Rating
1. Developed and maintained good class atmosphere and rapport	
2. Provided appropriate feedback in classroom setting	
3. Provided valuable suggestions, advice, and guidance in group supervision	
4. Demonstrated sensitivity to ethical/legal concerns	
5. Maintained expectations consistent with generic course syllabus	
6. Demonstrated interest and commitment to the group supervisory process	
7. Provided a consistent positive role model	
8. Discussed cases in terms of conceptualization, strategies and techniques	
9. Explored cases in terms of counseling theories	
10. Demonstrated sensitivity to student needs and concerns	
11. Overall quality of group supervision	
<p>Please suggest ways the group supervision Faculty Supervisor could improve the <u>group supervision process</u>:</p>	

TEXAS BEHAVIORAL HEALTH EXECUTIVE COUNCIL
TEXAS STATE BOARD OF EXAMINERS OF PROFESSIONAL COUNSELORS
Practicum Documentation Form



**PRACTICUM/GRADUATE INTERNSHIP
DOCUMENTATION**

Please type or print legibly.

Name of Applicant: _____
(Last) (First) (M.I.)

Applicant's Social Security Number: _____ — _____ — _____ DOB: _____

Name of agency or organization where practicum was completed: (One form per site)

Course number of practicum/internship [as it appears on the graduate transcript] _____

University arranging practicum: _____

Date of counseling practicum/internship: From: _____ To: _____
(mm/dd/yyyy) (mm/dd/yyyy)

1. Number of clock-hours of direct client counseling contact during practicum/internship: _____
2. Number of clock-hours of indirect client counseling contact during practicum/internship: _____
3. Total number of clock-hours awarded for referenced practicum/internship: _____

➤ **Type(s) of counseling:(check all appropriate types)**

General ___ Marriage & Family ___ Group ___ Individual ___ Drug & Alcohol Abuse ___

Career & Vocational ___ Rehabilitation ___ Academic ___ Child & Adolescent ___

➤ **Setting(s):(check all appropriate settings)**

Private Practice ___ School ___ Hospital ___ Volunteer ___ Univ. Counseling Center ___

Non-profit organization ___

Practicum/Internship Supervisor Name (print): _____

Supervisor Credentials/Title: _____ City, State: _____

I CERTIFY THE APPLICANT ABOVE SUCCESSFULLY COMPLETED THE COUNSELING PRACTICUM LISTED ABOVE, AND I AFFIRM THE INFORMATION GIVEN ON THIS FORM IS TRUE AND CORRECT.

Practicum/Internship Supervisor or School Official Signature /Credentials, Title **Date**

Mail to: TX BHEC TSBEPC, 333 Guadalupe, Ste. 3-900, Austin, TX 78701

Applicant Name: _____

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Practicum Documentation Form