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SITE SUPERVISOR HANDBOOK

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

Last Updated: August 2021

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Welcome

The faculty of the UTEP Masters of Science (M.S.) program in Mental Health Counseling (MHC) extends to you our appreciation for your willingness to serve in the capacity of site supervisor for the clinical practicum and/or internship training of the students in the Mental Health Counseling program.

Your dedication to the training of professional counselors is greatly appreciated. Without your commitment to this valuable endeavor, it would be impossible for our students to gain the necessary experience to complete their degree program in Mental Health Counseling. We believe that the students, the community, and the counseling profession benefit substantially from the collaborative partnership we form with our site supervisors and their sites. To assist site supervisors to more fully understand and execute their supervisory role with our students, we created this *Site Supervisor Handbook*.

The MHC program is a practitioner-oriented training program designed for students who want to be engaged in professional clinical mental health counseling practice in a variety of settings. As such, an essential component of the program is to conform to national guidelines and standards for the professional training of counselors. Specifically, the program seeks to adhere and conform to the standards established by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). CACREP sets standards for the academic preparation and the clinical training of graduate counseling students and specifies the responsibilities of faculty supervisors and site supervisors who undertake teaching and mentoring students during the clinical training component of the program. The MHC program is committed to the establishment of an ongoing compliance with these standards and seeks your assistance in this endeavor

We thank you in advance for your careful reading of this material and for your generous time and effort expended on behalf of our MHC students and future professional counselors.

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INTRODUCTION

The following guidelines are presented to you in a form adapted specifically for your task as a site supervisor. Please feel free to contact the MHC Clinical Coordinator (Dr. Johana Rocha at jrocha10@utep.edu) for more information or to clarify your understanding of the Practicum/Internship placement, training, and supervision process. We hope you find the following guidelines to be both clear and helpful as a site supervisor.

I. 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

II. THE STRUCTURE OF PRACTICUM AND INTERNSHIP

The Practicum is the first formal clinical field experience required by the program. It is designed to lead consecutively to the Internship I and II courses. Practicum is offered during the Fall,

Spring, and Summer semesters. The Internship courses are completed in the next two semesters directly following the Practicum semester. During 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 Internship courses.

Practicum

EDPC 5371 – Counseling Practicum requires a semester long (approximately 15 weeks in the fall and spring and 10 weeks in the summer) placement at which time the student must complete a total of 100 clinical on-site clock hours 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 (e.g., site supervision meetings, case staffing, site staff meetings, in-service training seminars, the site orientation process, observation of clinical work, interactions with site personnel and networking, and paperwork such as case notes, progress notes, record keeping, report writing).
- 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 I 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 in the fall and spring and 10 weeks in the summer) 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 follows:

- A minimum of 600 clinical clock hours total (300 hours during Internship I and 300 hours during Internship II).
- 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 provided by the site supervisor.
- Minimum 1.5 hours per week of faculty/group supervision at UTEP with other practicum students and counseling department faculty.

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. Also, 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. **Only a total of 50 hours can be transferred to Internship II either from additional hours collected during Internship I or from the interim period between Internship I & II.** 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 the UTEP faculty/group supervisor or clinical coordinator.

Direct Service	Indirect Service
<ul style="list-style-type: none"> • Face-to-Face counseling with one-person • Remote/virtual counseling • Couples counseling/ Family counseling • Group counseling (as leader or co-leader) 	<ul style="list-style-type: none"> • On-site supervision • Telephone contacts • Case staffing • Writing case notes

<p>Crisis counseling by telephone Consultation with clients or families' Psychosocial evaluations</p> <ul style="list-style-type: none"> • Intake interviews 	<ul style="list-style-type: none"> • 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)
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III. 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.

IV. 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 skills 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, developing a proactive habit of self-reflection, and for demonstrating clinical strengths and remediating areas that necessitate improvement. 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. Supervision can be a very rewarding experience as the student realizes their professional growth. 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 comprises 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 Faculty Supervisor. The 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 all required supervision and training meetings. Attendance to both site and campus supervision are mandatory. Any missed site supervision must be made up with the site supervisor or another designated clinical staff with appropriate experience.

V. 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:

1. 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.
2. 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.
3. For supervisors without the required 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 Mental Health Counseling faculty.
4. 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).
5. To provide suitable workspace to conduct professional activities.
6. To permit the student to video or 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.
7. 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.
8. 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.
9. 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.

10. 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) the 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.

VI. PRACTICUM/INTERNSHIP FACULTY SUPERVISOR RESPONSIBILITIES

A vital component in clinical Practicum/ Internship training is the Mental Health Counseling program faculty member or instructor 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, and 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**, the Practicum/Internship class faculty supervisor helps the student to develop their basic counseling, diagnostic, and case conceptualization skills, as well as gain a more thorough ability to apply their theoretical orientation in treatment. The faculty supervisor provides a critical evaluation of the student's level of performance relative to their 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 their 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 discusses and reviews ethical/legal issues regarding clients and sites. The faculty supervisor may also provide a professional point of view that helps the student to crystallize their professional aspirations as they begin a career as a mental health professional.

VII. PRACTICUM/INTERNSHIP STUDENT RESPONSIBILITIES

Academic Coursework - It is the responsibility of each Practicum/Internship student to meet 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.

Professionalism - Students will be expected to demonstrate a high degree of personal maturity, ethically sound performance, decision making, and respect in their relationships with fellow students, site and university supervisors, administrative and professional colleagues, public contacts, and 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 found [here](#), the 2020 American Mental Health Counselors Association Code of Ethics found [here](#) and the Texas State Board of Examiners of Professional Counselors Rules of Practice located [here](#).

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 sites 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.

1. 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.
2. 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.
3. 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.
4. 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.

Student Responsibility to Adhere to on Site 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:

1. Discuss the issue(s) with the site supervisor to seek solutions, clarity, and resolution.
2. If step (1) 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.
3. 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.

VIII. PRACTICUM/INTERNSHIP DOCUMENTATION

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 original hard copies of all forms that require a site supervisor signature to their group supervision seminar instructor. It is highly recommended that students always make and retain a photocopy in their personal files of any forms submitted to the Mental Health Counseling program.

For the present purposes only 5 forms need to be highlighted as pertinent to the site supervisor. It is the responsibility of the Practicum/Internship student to make these forms available to the site supervisor to return them to the MHC program in a timely manner.

1. Student Practicum/Internship Placement Agreement

This form is to be completed by the Site Administrative Director or Designee (e.g., the site supervisor) and the MHC program prior to the start date for Practicum or Internship. The form consists of a written memorandum of agreement between the MHC program and the Practicum or Internship placement site, in which the duties and responsibilities of each party are stipulated regarding a specific student's placement (See Appendix A).

2. Practicum/Internship Supervisor Credential Form

This form is to be completed by the site supervisor prior to the start date for Practicum or Internship. This form provides the MHC program detailed information describing the Supervisor's professional credentials and contact information and should be accompanied by a copy of the site supervisor's resume/vita when returned to the MHC program (See Appendix B).

3. Practicum/Internship Site Memorandum of Agreement Form

This form must be completed and signed by the site supervisor (See Appendix C).

4. Clinical Mental Health Counseling Clinical Student Evaluation Form

This form is to be completed by the site supervisor at the end of the Practicum and each Internship semester. Practicum/Internship students are rated on a number of standards relevant to the practice of clinical mental health counseling. By adding the student email on the form, the students will get a copy of the evaluation (**link emailed to site supervisors at the end of every semester**). In addition to this form, the MHC program and/or the faculty supervisor may also ask for additional evaluation rubrics relative to the personal characteristics and professional performance of a student to assist with formative feedback.

5. Semester Summary Hours Log for Practicum/Internship

This form is a summary statement of the Practicum/Internship Weekly Hours Log which is kept by the student 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. The Student must present this form to the site supervisor for review and signature attesting to the Students direct and indirect Service hours at the site during that semester. The student will turn it in to the MHC group supervision seminar instructor at the end of each semester. (See Appendix D)

6. Practicum/Internship Supervision Hours Completion Form

This form is to be completed by the student and signed by the student, the site supervisor and the group supervision seminar instructor at the end of the Practicum semester and each semester of Internship. It is an additional verification of total hours completed and verifies number of supervision hours completed which is often requested by credentialing and licensing bodies. (See Appendix E)

Appendix A – Student Practicum/Internship Placement Agreement



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 B – 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 SITESUPERVISOR’S RESUME

Appendix C - 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

1. 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.
2. 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.
3. For supervisors without the required 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.
4. 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).

5. To provide suitable work space to conduct professional activities.
6. 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.
7. 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.
8. 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"/> Case Assessment/Diagnosis	<input type="checkbox"/> Site Supervision
<input type="checkbox"/> Group Counseling	<input type="checkbox"/> Case Conceptualization	<input type="checkbox"/> Staff Meetings
<input type="checkbox"/> Family Counseling	<input type="checkbox"/> Treatment Planning	<input type="checkbox"/> Prof. Development & Training
<input type="checkbox"/> Marital Counseling	<input type="checkbox"/> Case Documentation	<input type="checkbox"/> Consultation
<input type="checkbox"/> Intake Interviews		<input type="checkbox"/> Scoring Instruments
<input type="checkbox"/> Crisis Intervention		<input type="checkbox"/> Other Specify:
<input type="checkbox"/> Psycho-therapeutic Groups		
<input type="checkbox"/> Admin./Interp. of Tests to Clients		

Site Administrative Director or Designee: _____

(Please Print)

Signature _____ **Date:** _____

Appendix D – Semester Summary Hours Log for Practicum/Internship



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 Hrs.

Appendix E – 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** _____