Adams State University
Department of Counselor Education

Clinical Manual

Pre-Practicum
Practicum
Internship I
Internship II

Make Time for Change
# Table of Contents

Click on page number to go to that page

- **Introduction and Mission Statement** ......................................................... Page 1
- **Role of Clinical Coordinator and Introduction to Pre-Practicum** .......... Page 2
- **Practicum and Internship Registration** .................................................... Page 3
- **Introduction to Practicum** ....................................................................... Page 4
- **CACREP Standards for Practicum** ......................................................... Page 5
- **Practicum Course Requirements** .............................................................. Page 6
- **Practicum Documentation** ...................................................................... Page 7
- **Practicum Responsibilities for University, Site, and Student** ............... Page 8
- **Practicum Checklist** ................................................................................ Page 10
- **Introduction to Internship** ....................................................................... Page 11
- **Internship Course Requirements** ............................................................. Page 12
- **School Counseling Internship Procedures** .......................................... Page 14
- **Internship Documentation** ...................................................................... Page 15
- **Internship Responsibilities for University, Site, and Student** ............... Page 16
- **Internship I Checklist** ............................................................................. Page 17
- **Internship II Checklist** ........................................................................... Page 18
- **Direct/Indirect Experiences** .................................................................... Page 19
INTRODUCTION

Welcome to the beginning of your professional practice experiences! The Department of Counselor Education is committed to the development of counselors-in-training who provide ethical and effective counseling services. Supervised activities are vital to this development. Through completing professional practice coursework, students benefit by receiving supervised practice from both counselor education faculty and practicing counselors in the field.

The Clinical Manual provides an overview of the professional practice experiences in the Clinical Mental Health Counseling and School Counseling specialty areas, which occurs over four sequential courses: (a) Pre-Practicum, (b) Practicum, (c) Internship I, and (d) Internship II. The Council for Accreditation of Counseling and Related Educational Programs (CACREP) describes professional practice as the application of theory and the development of counseling skills under supervision. Furthermore, CACREP states that these experiences will provide opportunities for students to counsel clients who represent ethnic and demographic diversity of their community.

Students need to carefully read the Clinical Manual after acceptance into the program. Once students have become familiar with the material, they should contact their advisor to discuss any questions. Students should continually refer to the Clinical Manual as they move through the program and professional practice sequence and watch for updates in future revisions of this manual and related documents (typically updated every spring/summer). All professional practice documentation can be found on the Department of Counselor Education website.

MISSION STATEMENT OF COUNSELOR EDUCATION MASTER OF ARTS PROGRAMS

The Department of Counselor Education prepares counselors who have developed sound practical skills through experiential learning; who have acquired a comprehensive theoretical knowledge base; who hold a strong counselor identity; and who possess the personal dispositions necessary to work in various professional settings with diverse clientele.
ROLE OF THE CLINICAL COORDINATOR

- Coordinate clinical activities overseeing the management of student clinical files.
- Develop and maintain effective working relationships with sites and supervisors.
- Approve student clinical sites and supervisors.
- Assist students in clinical placement.
- Create and manage site affiliation agreements.
- Conduct on-site evaluations and make site contact to evaluate student performance and ensure quality program objectives are being met.
- Coordinate online counseling supervision training for site supervisors.
- Support, educate and inform students of practicum and internship requirements, upcoming deadlines, placement procedures and paperwork completion.
- Ensure compliance with state, University and CACREP standards regarding supervision and documentation of clinical hours

INTRODUCTION TO PRE-PRACTICUM

Pre-Practicum is the first of four experientially based courses that focus on skill, professional, and personal development. It is the student’s responsibility to read this section of the Clinical Manual carefully upon admittance into the program. If there are further questions, please ask the Pre-Practicum instructor.

The purpose of the Pre-Practicum course is to acquaint students with the counseling experience. Students will also begin the journey of developing a professional counseling identity. Pre-Practicum focuses on the personal qualities needed to develop an authentic and effective counseling relationship. This relationship requires that counselors be in touch with their experience of self as well as their experience of the client. It demands that counselors be able to move outside of their own frame of reference into the client’s frame of reference, in an attempt to see the world as the client sees it.

Students will practice and learn foundational counseling skills through practice in class and/or through recording classmate-client counseling sessions outside of class. Through supervised practice, students will develop the skills necessary to influence the helping process. Additionally, Pre-Practicum focuses on the professional behaviors expected of graduate students in a master’s level program, and the characteristics needed to be successful in the field of counseling. These include such things as punctuality, maturity, openness, and receptivity to feedback.

Instructors and/or supervisors will evaluate students throughout the semester in the three areas of skill development, professional development, and personal development. We recognize that evaluating this development is a subjective process. Our documentation standardizes this process with the following rating system: 3/ Exceeds Expectations, 2/ Meets Expectations, 1/ Below
Expectations, and 0/ Does not meet expectations/ Unsatisfactory. Please discuss this rating system with your instructor and/or supervisor.
Note: If a student consistently receives 1’s or lower on evaluations, he or she may earn a C or lower for the course. For Pre-Practicum, only an A or a B is considered a passing grade. More details about evaluation are included in the Department of Counselor Education Student Handbook.

The following CACREP 2016 Core Standards met within the Pre-Practicum course include:

2.F.5.f. Counselor characteristics and behaviors that influence the counseling process
2.F.5.g. Essential interviewing, counseling, and case conceptualization skills

PRACTICUM AND INTERNSHIP REGISTRATION

Four important steps must occur for Practicum and Internship registration. Please read through this information carefully.

1. Review Clinical Manual
2. Secure Practicum/ Internship Site and Site Supervisor
3. Submit Practicum/ Internship Registration by deadline listed
4. Register for Practicum/ Internship course

Review Clinical Manual
Review the Practicum and Internship sections of this manual. It is essential that students understand what is required of the Practicum and Internship experience. Knowing this information will assist students in securing an appropriate site and Site Supervisor. Students may also consult with the Clinical Coordinator before completing the Practicum/ Internship Registration document as the Clinical Coordinator can help students determine which sites will be the best fit for their personal and professional goals. Program faculty are also available for consultation.

Submit Practicum or Internship Registration by Deadline
Students need to submit a completed Practicum or Internship Registration document by the following deadlines, which take place the semester BEFORE the course begins. For example, those students taking Practicum in Spring 2016, must submit the Practicum Registration document to the Clinical Coordinator by November 1st.

Fall semester courses: July 1st
Spring semester courses: November 1st

Steps in the Registration Process
The Practicum or Internship Registration document is located on the Department of Counselor Education website.

- Students complete this document with their Site Supervisor.
- Once completed, students will scan the document and email to the Clinical Coordinator at counseloredcc@adams.edu by the required deadline as noted above. Students should retain a copy of the document for their records.
- The Clinical Coordinator will notify you via email if your site and supervisor are approved for Practicum/Internship

Please note: Students submit an Internship Registration document for Internship I, even if the site and supervisor remain the same from Practicum. Students only submit an Internship Registration document for Internship II if they are changing sites or supervisors from Internship I to Internship II. Finally, failure to successfully complete Practicum or Internship I/II requires you to submit a new Practicum or Internship Registration document when repeating the course during a later semester.

**Register for Practicum or Internship Course**

Students will want to register for the Practicum or Internship course in addition to submitting the Practicum/Internship Registration document. Be sure to look for registration information from your advisor. When preparing for professional practice courses, students should consult with their advisor to ensure they are following their program of study and meeting any required pre-requisite courses, (e.g. Ethics and Professional Issues must be taken before or concurrent with Practicum).

Refer to ASU One Stop Student Services regarding course registration. If you have problems registering, first consult with your advisor. Additionally, On-Campus students can contact Carol Fell at 719/587-7626 and Online Plus students can contact Online Plus staff at 719/587-8138 for assistance.

**INTRODUCTION TO PRACTICUM**

Practicum is the second of the four experientially based courses that focus on skill, professional, and personal development. It is the student’s responsibility to read this section of the Clinical Manual carefully before starting the Practicum course. Please ask the Practicum instructor if there are further questions.

The purpose of the Practicum course is for students to continue gaining skills and knowledge of the counseling experience. Students will continue to practice foundational counseling skills learned in Pre-Practicum, and will have the opportunity to integrate more advanced skills through practice in class, supervised counseling sessions, and direct service at a pre-approved Practicum site. As in Pre-Practicum, Practicum focuses on the personal qualities needed to develop an authentic and effective counseling relationship. This relationship requires that
counselors be in touch with their experience of self as well as their experience of the client. It demands that counselors be able to move outside of their own frame of reference into the client’s frame of reference, in an attempt to see the world as the client sees it.

Students are required to complete a minimum of 100 clock hours at an approved Practicum site. Of these 100 clock hours, a minimum of 40 clock hours must be in direct service with actual clients/students. Students must also receive weekly site supervision with an approved Site Supervisor who has training in counseling supervision. Furthermore, under the supervision of an approved supervisor, each student will record counseling sessions with a client, preferably at the Practicum site. The number of recorded sessions will be determined by the Practicum instructor. The student will meet face-to-face with the supervisor between each session to review the recording and work on skill, professional and personal development.

Instructors and/or supervisors will evaluate students throughout the semester in the three areas of skill development, professional development, and personal development. We recognize that evaluating this development is a subjective process. Our documentation standardizes this process with the following rating system: 3/ Exceeds Expectations, 2/ Meets Expectations, 1/ Below Expectations, and 0/ Does not meet expectations/ Unsatisfactory. Please discuss this rating system with your instructor or supervisor.

Note: If a student consistently receives 1’s or lower on evaluations, he or she may earn a C or lower for the course. For Practicum, only an A or a B is considered a passing grade. More details about evaluation are included in the Department of Counselor Education Student Handbook.

CACREP STANDARDS FOR PRACTICUM

The Council for Counseling and Related Education Programs (CACREP) is our accrediting organization. In order to (a) maintain CACREP accreditation and (b) follow a best practice model, the Department of Counselor Education developed the Practicum course around the 2009/2016 CACREP standards. CACREP defines Practicum as a distinctly defined, supervised clinical experience in which the student develops basic counseling skills and integrates professional knowledge. The Practicum is completed prior to Internship (and includes):

The following standards apply to Practicum:

A. Students are covered by individual professional counseling liability insurance policies while enrolled in Practicum.
B. Supervision of practicum students includes program-appropriate audio/video recordings and/or live supervision of students’ interactions with clients.
C. Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge are conducted as part of the student’s practicum.
D. Students have the opportunity to become familiar with a variety of professional activities and resources, including technological resources, during their practicum.
E. In addition to the development of individual counseling skills, during either the practicum or internship, students must lead or co-lead a counseling or psychoeducational group.
F. Students complete supervised counseling practicum experience that total a minimum of 100 clock hours over a full academic term.
G. Practicum students complete at least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills.
H. Practicum students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision through the practicum by a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement.
I. Practicum students participate in an average of 1 ½ hours per week of group supervision on a regular schedule throughout the practicum. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member.

The following CACREP 2016 Core Standards met within the Practicum course include:

2.F.5.f. Counselor characteristics and behaviors that influence the counseling process
2.F.5.g. Essential interviewing, counseling, and case conceptualization skills

**PRACTICUM COURSE REQUIREMENTS**

In addition to in-class and academic requirements as directed by your instructor, Practicum students must meet the following requirements.

1. Maintain student liability insurance coverage
2. Accumulate required hours at an approved Practicum site
3. Complete a minimum of four recorded counseling sessions
4. Complete supervision requirements

**Student Liability Insurance**

This is required of all students throughout the program. Failure to maintain and provide evidence of coverage may result in the student failing the Practicum course. Students provide evidence of coverage in the Blackboard course by the following deadlines:

Fall courses: October 1<sup>st</sup>
Spring course: March 1<sup>st</sup>
Summer courses: June 1<sup>st</sup>
Students in the Department of Counselor Education are required to carry student liability ("malpractice") insurance throughout the entire program. As students are required to maintain membership in one of the national professional counseling organizations throughout the counseling program, consistent student liability insurance coverage is guaranteed -- national professional counseling organizations such as ACA, ASCA, and AMHCA provide FREE student liability insurance as part of low-cost, student membership in those organizations.

**Accumulate Required Hours**
For Practicum, students are required to spend **a minimum of 100 clock hours** of supervised experience at an approved site over the full academic semester. **At least 40 of the 100 clock hours** must be in direct service with actual clients/students that contributes to the development of counseling skills. Students may count up to 10 clock hours total for group supervision. These hours are built into the Practicum Final Paperwork document.

**PRACTICUM DOCUMENTATION**
All documentation can be located on the Department of Counselor Education website.

1. **Practicum Registration**
Students complete this document with the Site Supervisor and **submit to the Clinical Coordinator** via email by the specified deadline at counseloredcc@adams.edu. If there is a change in site and/or supervisor once Practicum has begun, this document needs to be resubmitted for approval.

2. **Practicum Recording Supervision Evaluation**
Students complete this document with the Recording Supervisor **between** each of the recorded sessions required for Practicum. For example, a student cannot complete counseling session two without having viewed and discussed the first session counseling session in supervision. This document provides formative feedback to the student on the expectations required of Practicum students (e.g. skill, professional, and personal development). Students submit these documents into the Blackboard course; refer to syllabus for specific dates.

3. **Practicum Midterm Evaluation**
Students complete this document with the Site Supervisor near the middle of the academic semester. This document provides formative feedback to the student on the activities completed by the Practicum student, along with the expectations required of Practicum students (e.g. skill, professional, and personal development). Students also provide information on hours accrued, including time spent in supervision. Students submit this document into the Blackboard course; refer to syllabus for specific date.

4. **Practicum Final Evaluation**
Students complete this document with the Site Supervisor at the end of the academic semester. This document provides summative feedback to the student on the activities completed by the Practicum student, along with the expectations required of Practicum students (e.g. skill,
professional, and personal development). Students also provide information on hours accrued, including time spent in supervision. Students submit this document into the Blackboard course; refer to syllabus for specific date.

5. Practicum Final Paperwork
Students complete this document once all course requirements have been met for Practicum. This document allows students to tally their final hours and to evaluate their Site Supervisor. Students may show this document to their supervisor but are not required to do so. Students submit this document into the Blackboard course; refer to syllabus for specific date.

6. Consent Form(s)
Clients/students who enter into the counseling process have the right to certain information and must consent for treatment. Clients/students who participate in the recorded counseling sessions, must complete our Consent Form in addition to forms used on-site (e.g. agency consent form). In addition to consenting to treatment, our Consent Form document includes a consent to record section as clients/students must be made aware of the recording, how it will be used, who will see it, and what will happen to it. Students review this form with the client at the beginning of the first recorded session. Before the session, students must fill in the blanks on the Consent Form and print two copies. One copy will be submitted into Blackboard for secure storage and one copy should be given to the client/student. If students work with more than one client, students must complete and submit additional Consent Forms.

Note: There are two forms available, one for Clinical Mental Health Counseling and one for School Counseling. Be sure to use the correct version. Spanish versions of these forms are also available, contact the Clinical Coordinator for the document. However, the recorded sessions must be conducted in English.

Students submit these documents into the Blackboard course; refer to syllabus for specific dates. When possible, a copy of this form should also be included in the client’s clinical record. Check with your Site Supervisor for further information on storing confidential documents on-site.

Back to Table of Contents

PRACTICUM RESPONSIBILITIES FOR UNIVERSITY, SITE AND STUDENT

The University Agrees:

● to assign a Faculty Instructor to facilitate communication between the University and the Site;
● to provide students who are not receiving payment of any form with coverage under the Colorado Workers’ Compensation Act [more information can be provided on section 8-40-302, sub-section (7)(a), and (b)]:


● to notify the student that he or she must adhere to the administrative policies, rules, standards, schedules, and practices of the Site;
● to provide training in supervision as required by accreditation standards;
● that the Faculty Instructor shall be available for consultation with both Site Supervisor and student and shall be immediately contacted should any problem or change in relation to the student, Site, or University occur;
● that the Faculty Instructor is responsible for the assignment of the Practicum grade with consideration of feedback provided by the Site Supervisor; and
● that the University will maintain the security of the recorded sessions after the sessions are uploaded into MediaSpace and will delete the sessions once the student successfully completes Practicum.

The Practicum Site Agrees:

● to assign a Site Supervisor who has the time and interest for training a student as well as the appropriate credentials for the work setting (Site Supervisors must be certified/licensed in their state);
● to assign a Site Supervisor who has appropriate training in supervision before the Practicum experience begins (Site supervisors can access a free training on supervision through ASU);
● to provide opportunities for the student to engage in a variety of counseling activities under supervision and for evaluating the student’s performance;
● to provide the student with adequate work space, telephone, office supplies, and staff to conduct professional activities;
● to provide the opportunity for live supervision or for audio/video recording throughout the duration of Practicum;
● to provide the opportunity for the student to digitally record individual counseling sessions (not necessarily the equipment necessary for recording) and to supervise these sessions. If digital recording cannot be done on site, the Site Supervisor agrees to supervise sessions completed off-site as arranged by student and Faculty Instructor and/or assist the student with securing another Recording Supervisor to do so;
● to provide the opportunity for live supervision of the student’s interactions with clients/students;
● to participate in biweekly consultation with the Clinical Coordinator (in consultation with the Faculty Instructor) via email or telephone as initiated by the Clinical Coordinator;
● to alert the Clinical Coordinator or Practicum instructor of unsatisfactory performance or misconduct of student and provide documentation of any concern;
● to provide an average of 1 clock hour of individual or triadic supervision per week;
● to assume legal responsibility for the welfare of clients/students seen by the supervisee as part of the Practicum experience; and
● to provide timely formative and summative evaluation of student performance and completing all required documentation.

The Practicum Student Agrees:
to read and understand the ACA Code of Ethics and/or ASCA’s Ethical Standards for School Counselors and practice in accordance to these standards;
● to keep Faculty Instructor and Site Supervisor informed regarding Practicum experiences;
● to demonstrate a minimal level of competency in specified counseling knowledge, skills and attitudes in order to receive a passing grade;
● to digitally record a minimum number of counseling sessions at site and have these sessions supervised by an approved Recording Supervisor (or ASU counselor education faculty member for On-campus students);
● to view the digital recordings before supervision as well as develop goals for supervision to maximize the supervision session;
● to receive supervision on each recorded session before the next recorded session occurs;
● to maintain the security of their recorded sessions. Recorded sessions are never to be sent to anyone electronically nor viewed in settings where others can see or hear the session. After the sessions are uploaded into MediaSpace, the student must delete the recorded session from the recording device;
● to make arrangements with Faculty Instructor and Site Supervisor if digital recordings cannot be completed at site, including supervision of the recorded sessions;
● to engage in individual or triadic supervision with Site Supervisor a minimum of one hour per week;
● to attend classes and supervisory sessions fully prepared as outlined by the course requirements and supervisors’ expectations;
● to develop a work schedule with Site Supervisor that will be most conducive to student learning;
● to maintain their commitment to the site throughout the academic semester;
● to complete any documentation as required by Site and University;
● to maintain student liability insurance coverage throughout Practicum;
● to comply with any other requests of the Site, such as completing HIPAA training, background checks, or drug testing; and to contact and consult with the Site Supervisor in case of emergency.

PRACTICUM CHECKLIST

________ Locate site and supervisor to complete Practicum requirements

________ Complete and email your Practicum Registration to the Clinical Coordinator by deadline

________ Enroll in Practicum class

________ If applicable, renew student liability insurance coverage
Submit evidence of liability insurance coverage into Blackboard course by deadline

Accrue a minimum of 100 clock hours at site (40 clock hours must be direct service with actual clients/students)

Obtain an average of 1 clock hour of supervision every week at site

Complete and submit Practicum Midterm Evaluation with Site Supervisor into Blackboard as directed by your instructor

Conduct recorded counseling sessions, meet with Recording Supervisor between each session, and complete Recording Supervision Evaluation with supervisor

Complete and submit Practicum Final Evaluation with Site Supervisor into Blackboard as directed by your instructor

Upload and publish recorded counseling sessions into MediaSpace by the deadlines in the course syllabus

Delete recorded counseling sessions from recording device, if applicable

Complete and submit Practicum Final Paperwork into Blackboard course by the last day of the semester, or earlier if required by your instructor

Submit copies of all Consent Forms for recorded counseling sessions Blackboard course as directed by your instructor

Ensure all client paperwork is kept securely on site or shredded as appropriate to site

INTRODUCTION TO INTERNSHIP

Internship I and II are the final experientially based courses that focus on skill, professional, and personal development. It is the student’s responsibility to read this section of the Clinical Manual carefully before starting the Internship courses. Please ask the Internship instructor if there are further questions.

The purpose of the Internship course is for students to integrate the skills and knowledge of the counseling experience through placement at a program-appropriate Internship site. Students will integrate all skills learned in the Pre-Practicum and Practicum courses. As in the previous experientially based courses, Internship focuses on the self-awareness and skills needed to
develop a counseling relationship. This relationship requires that counselors be in touch with their experience of self as well as their experience of the client. It demands that counselors be able to move outside of their own frame of reference into the client’s frame of reference, in an attempt to see the world as the client sees it.

Students are required to complete a minimum of 600 clock hours at a pre-approved Internship site, of which 240 clock hours must be in direct service with clients/students, over the course of Internship I and Internship II. In addition, a minimum of 10 clock hours must be spent leading or co-leading groups and a minimum of 40 clock hours must be spent providing individual counseling. Under the direction of an approved supervisor, each student will carry out the counseling and professional duties appropriate to the site placement and specialty program area. The student will meet face-to-face with the Site Supervisor on a weekly basis to review skill, professional, and personal growth. Students must be evaluated throughout the semester by their supervisor(s) and instructor.

Instructors and/or supervisors will evaluate students throughout the semester in the three areas of skill development, professional development, and personal development. We recognize that evaluating this development is a subjective process. Our documentation standardizes this process with the following rating system: 3/ Exceeds Expectations, 2/ Meets Expectations, 1/ Below Expectations, and 0/ Does not meet expectations/ Unsatisfactory. Please discuss this rating system with your instructor or supervisor.

Note: If a student consistently receives 1’s or lower on evaluations, he or she may earn a C or lower for the course. For Internship I/II, only an A or a B is considered a passing grade. More details about evaluation are included in the Department of Counselor Education Student Handbook.

**INTERNERSHIP COURSE REQUIREMENTS**

In addition to in-class and academic requirements as directed by your instructor, Internship students must meet the following requirements.

1. Maintain student liability insurance coverage
2. Accumulate required hours at an approved Internship site
3. Complete supervision requirements

**Student Liability Insurance**

This is required of all students throughout the program. Failure to maintain and provide evidence of coverage may result in the student failing the Practicum course. Students provide evidence of coverage in the Blackboard course by the following deadlines:

Fall courses: October 1st
Spring course: March 1st
Summer courses: June 1st

Students in the Department of Counselor Education are required to carry student liability ("malpractice") insurance throughout the entire program. As students are required to maintain membership in one of the national professional counseling organizations throughout the counseling program, consistent student liability insurance coverage is guaranteed -- national professional counseling organizations such as ACA, ASCA, and AMHCA provide FREE student liability insurance as part of low-cost, student membership in those organizations.

**Accumulate Required Hours**
For Internship I and II, students are required to spend a **minimum of 600 clock hours** of supervised experience at an approved site over two consecutive academic semesters. This site must meet the learning needs for the student’s designated program area (e.g. clinical mental health or school counseling). **At least 240 of the 600 clock hours** must be in direct service with actual clients/students. In addition, a minimum of 10 hours must be spent leading/co-leading group work. Students should **aim** to complete 300 hours each semester, including direct service hours; however, this is not required. Students may only count up to 10 clock hours for group supervision, each semester of Internship. These first 10 clock hours are built into the Internship I Final Paperwork document and the final 10 clock hours are built into the Internship II Final Paperwork document.

**Complete Supervision Requirements**

**A. Site Supervision**
Site Supervision is a tutorial and mentoring form of instruction in which a supervisor monitors the student’s activities in Internship, facilitates the associated learning and skill development experiences, and monitors and evaluates the work of the student while monitoring the quality of services offered to clients/students. All students must contract with an approved Site Supervisor to oversee the 600 clock hours of service. Students will meet with the Site Supervisor for an average of 1 clock hour per week to discuss direct service and other professional activities. Site Supervisors are expected to provide formative feedback on the student’s counseling skills in addition to personal and professional dispositions. It is the student’s responsibility to ensure that he/she meets for supervision throughout the full academic semester. Note: This supervision can be either individual supervision or triadic supervision, a tutorial and mentoring relationship between a supervisor and two supervisees.

**B. Recording/Live Supervision for Internship I**
In addition to the weekly site supervision, students will need to be directly observed and evaluated by the Site Supervisor at least two times during the academic semester. This meets CACREP Standard 3.B (Supervision of practicum and internship students include program-appropriate audio/video and/or live supervision of students’ interactions with clients) and provides students with the opportunity to receive feedback from the Site Supervisor on his/her counseling skills when interacting with clients/students. **Ideally, students should be directly observed by the Site Supervisor throughout the Internship experience.**
To meet this requirement, Site Supervisors will observe students in action (either via audio/video recording and/or via live supervision, e.g. watching live) a minimum of two times over the academic semester. Utilizing the Recording/Live Supervision Evaluation document, Site Supervisors provide the following information and feedback: date of observation, type of session, observed strengths, areas for growth, and openness to the feedback provided. Please note: No identifying client/student information should be included within this letter. Sessions (recorded or live) should run at a length appropriate for the site.

C. Group Supervision

Group supervision is a tutorial and mentoring relationship between a counselor education program faculty member and more than two counseling students. CACREP standards require that group supervision does not exceed a 12:1 ratio. Group Supervision is provided weekly for On-Campus students (face-to-face on the Alamosa campus) and for the Online Plus students (face-to-face on Collaborate).

SCHOOL COUNSELING INTERNSHIP PROCEDURES

This section applies only to students in the school counseling specialty program. The Colorado Department of Education licenses school counselors as K-12 school counselors; students must complete “a 600-clock hour Internship, supervised by a licensed school counselor, in a school setting, and at the appropriate grade level(s) for the endorsement being sought.” Thus, school counseling students need to complete Internship hours at multiple grade levels.

- The Department of Counselor Education requires that students select one level (e.g. elementary school) as their “major” level. Students will complete 400 clock hours at this major level. The remaining 200 clock hours will be completed at another level, referred to as the “minor” level. Students who wish to gain experience at all grade levels can further break down the 200 clock hours into 100 clock hours at each level. Doing so may enhance the student’s job potential after graduation. For example, both of the following students would meet the requirement:
  A: 400 clock hours at high school grade level, 200 clock hours at middle school grade level
  B: 400 clock hours at middle school grade level, 100 clock hours at high school grade level, 100 clock hours at elementary school grade level

- Students can divide up the direct hours/other professional activities any way across these levels but should strive to have a variety of direct and other related duties at each level. Additionally, we define high school as grades 9-12, middle school as grades 6-8, and elementary school as grades K-5. Students who intern at a K-12 school or a K-8 school automatically meet this requirement if they provide services to all grade levels.
Supervision for school counselors is a bit complicated as students have “multiple sites.” Students have a choice in how to set up their supervision experience.

Option A. Students have one person be the Site Supervisor for the entire school counseling Internship experience. Additionally, students should have at least one contact person (e.g. school counselor, principal, school social worker) at the minor level(s). It is the student’s responsibility to work with the Site Supervisor and the contact persons to determine how evaluations, etc. will be completed. Students who have concerns about locating a contact person should address this with their Site Supervisor and faculty instructor in that order.

Option B. Students have multiple Site Supervisors at each of the grade levels. This requires the student fill out two or more Internship Registration documents as well as ALL other required paperwork (e.g. two or more final evaluations).

If a student lives outside of Colorado, they are required to comply with the 400/200 split and to meet any other regulations required by their state. The following website provides access to state school counseling licensure/certification agencies. It is the student's responsibility to make sure they are meeting any additional requirements in their state.

State School Counselor Certification and Licensure Agencies

INTERNship DOCUMENTATION

All documentation can be located on the Department of Counselor Education website.

1. Internship Registration
Students complete this document with their Site Supervisor and submit to the Clinical Coordinator via email by the specified deadline at counseloredcc@adams.edu. If there is a change in site and/or supervisor once Internship has begun, this document needs to be resubmitted for approval. A new Internship Registration is needed for Internship II ONLY if there is a change or addition to the approved site/supervisor from Internship I.

2. Internship I/II Midterm Evaluation
Students complete this document with the Site Supervisor near the middle of the academic semester. This document provides formative feedback to the student on the activities completed by the Internship student, along with the expectations required of Internship students (e.g. skill, professional, and personal development). Students also provide information on hours accrued, including time spent in supervision. Students submit this document into the Blackboard course; refer to syllabus for specific date.

3. Internship I Live/Recording Supervision Evaluation
This document is only completed during Internship I. Students provide their Site Supervisors with this document and when completed, submit this document into the Blackboard course; refer to syllabus for specific date.

4. Internship I/II Final Evaluation
Students complete this document with the Site Supervisor at the end of the academic semester. This document provides summative feedback to the student on the activities completed by the Internship student, along with the expectations required of Internship students (e.g. skill, professional, and personal development). Students also provide information on hours accrued, including time spent in supervision. Students submit this document into the Blackboard course; refer to syllabus for specific date.

5. Internship I or II Final Paperwork
Students complete this document once all course requirements have been met for Internship. This document allows for students to tally their final hours and to evaluate their Site Supervisor. Students may show this document to their supervisor but are not required to do so. Students submit this document into the Blackboard course; refer to syllabus for specific date.

INTERNSHIP RESPONSIBILITIES FOR UNIVERSITY, SITE, AND STUDENT

The University Agrees:

- to assign a Faculty Instructor to facilitate communication between the University and the Site;
- to provide students who are not receiving payment of any form with coverage under the Colorado Workers’ Compensation Act [more information can be provided on section 8-40-302, sub-section (7)(a), and (b)];
- to notify the student that he or she must adhere to the administrative policies, rules, standards, schedules, and practices of the Site;
- to provide training in supervision as required by accreditation standards;
- that the Faculty Instructor shall be available for consultation with both Site Supervisor and student and shall be immediately contacted should any problem or change in relation to the student, Site, or University occur; and
- that the Faculty Instructor is responsible for the assignment of the Internship grade with consideration of feedback provided by the Site Supervisor.

The Internship Site Agrees:

- to assign a Site Supervisor who has the time and interest for training a student as well as the appropriate credentials for the work setting (Site Supervisors must be certified/licensed in their state);
● to assign a Site Supervisor who has appropriate training in supervision before the Internship experience begins (Site Supervisors can access a free training on supervision through ASU);
● to provide opportunities for the student to engage in a variety of counseling activities under supervision and for evaluating the student’s performance;
● to provide the student with adequate work space, telephone, office supplies, and staff to conduct professional activities;
● to provide the opportunity for audio/video recordings for use in supervision or to provide live supervision of the student’s interactions with clients/students;
● to evaluate the student’s strengths, areas for growth, and openness to feedback through observation of audio/video recordings and/or live supervision;
● to alert the Clinical Coordinator or Internship instructor of unsatisfactory performance or misconduct of student and provide documentation of any concern;
● to participate in a site visit, when requested, with the Internship I and/or Internship II instructor (or designee) to discuss the student’s areas of growth via email or face-to-face as initiated by the instructor;
● to alert the Clinical Coordinator or Internship instructor of unsatisfactory performance or misconduct of student and provide documentation of any concern;
● to provide an average of 1 clock hour of individual or triadic supervision per week;
● to assume legal responsibility for the welfare of clients/students seen by the supervisee as part of the Internship experience; and
● to provide timely formative and summative evaluation of student performance and completing all required documentation.

The Internship Student Agrees:

● to read and understand the ACA Code of Ethics and/or ASCA’s Ethical Standards for School Counselors and practice in accordance to these standards;
● to keep Faculty Instructor and Site Supervisor informed regarding Internship experiences;
● to demonstrate a minimal level of competency in specified counseling knowledge, skills and attitudes in order to receive a passing grade;
● to receive live supervision and/or review audio/video recorded sessions with Site Supervisor as outlined on the Internship I syllabus;
● to engage in individual or triadic supervision with Site Supervisor a minimum of one hour per week;
● to attend classes and supervisory sessions fully prepared as outlined by the course requirements and supervisors’ expectations;
● to develop a work schedule with Site Supervisor that will be most conducive to student learning;
● to maintain their commitment to the site throughout the academic semester;
● to complete documentation as required by Site and University;
● to maintain student liability insurance coverage throughout Internship;
● to comply with any other requests of the Site, such as completing HIPAA training, background checks, or drug testing; and
● to contact and consult with the Site Supervisor in case of emergency.
INTERNSHIP I CHECKLIST

Locate site(s) and supervisor(s) to complete Internship requirements

Meet with Site Supervisor(s) to determine duties and responsibilities at the site(s), as well as your needs as a student in the counselor education program

Complete and email Internship Registration to Clinical Coordinator by deadline

Enroll in Internship I (ensure you register for the correct specialty program!)

Begin to accrue 600 clock hours at site with 240 clock hours in direct service with clients/ students. Hours are spread out over Internship I and II with 300 hours each semester as the suggested guideline

If applicable, renew student liability insurance coverage

Submit evidence of liability insurance coverage into Blackboard course by deadline

Obtain an average of 1 clock hour of site supervision every week

Complete Internship I Midterm Evaluation with Site Supervisor

Submit Internship I Midterm Evaluation into Blackboard as directed by your instructor

Complete recordings and/ or live supervision with Site Supervisor as outlined in the Internship I syllabus and submit Internship I Recording/Live Supervision Evaluation into Blackboard as directed by your instructor

Complete Internship I Final Evaluation with Site Supervisor

Submit Internship I Final Evaluation into Blackboard as directed by your instructor

Complete and submit Internship I Final Paperwork into Blackboard course by the last day of the semester, or earlier if required by your instructor

Ensure client paperwork is kept securely on site or shredded as appropriate to site
INTERNSHIP II CHECKLIST

________ Complete and email a new Internship Registration document to Clinical Coordinator if you are starting at a new site or with a new supervisor

________ Enroll in Internship II (ensure you register for the correct specialty program!)

________ If applicable, renew student liability insurance coverage

________ Submit evidence of liability insurance coverage into Blackboard course by deadline

________ Finish accruing 600 clock hours at site with 240 clock hours in direct service with clients/ students. Hours are spread out over Internship I and II with 300 hours each semester as the suggested guideline

________ Obtain an average of 1 clock hour of site supervision every week

________ Complete Internship II Midterm Evaluation with Site Supervisor

________ Submit Internship II Midterm Evaluation into Blackboard as directed by your instructor

________ Complete Internship II Final Evaluation with Site Supervisor

________ Submit Internship II Final Evaluation into Blackboard as directed by your instructor

________ Complete and submit Internship II Final Paperwork into Blackboard course by the last day of the semester, or earlier if required by your instructor

________ Ensure client paperwork is kept securely on site or shredded as appropriate to site

DIRECT/INDIRECT EXPERIENCES

The following tables provide examples of direct and other professional activities for the two program specialty areas. Essentially, direct hours are time spent with clients/ students that contributes to the development of counseling skills. Please note that other professional activities (also known as “indirect” hours) are activities that contribute to the care of the client/ student,
utilizing the specialized skill set as a counselor. If students have questions about specific duties or assignments at the Practicum site, ask the Practicum instructor and Site Supervisor.

Clinical Mental Health Counseling, examples include, but are not limited to:

<table>
<thead>
<tr>
<th>Direct Service</th>
<th>Other Professional Activities or “Indirect” Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conducting individual, couple, family, or group counseling sessions</td>
<td>Completing paperwork, documentation</td>
</tr>
<tr>
<td>Conducting intake interviews and discharge planning</td>
<td>Attending staff meetings, site trainings, etc.</td>
</tr>
<tr>
<td>Participating in staffing with client (or family) present</td>
<td>Data collection, analysis, etc.</td>
</tr>
<tr>
<td>Speaking on phone with client or non-professional significant others</td>
<td>Preparing or planning for sessions and activities</td>
</tr>
<tr>
<td>Delivering prevention services to clients, families, and/or the community</td>
<td>Professional development (off site; not to exceed 5 hours)</td>
</tr>
<tr>
<td>Co-leading/ facilitating individual, family, couple or group counseling sessions</td>
<td>Making referrals, developing resource lists for client</td>
</tr>
<tr>
<td></td>
<td>Attending weekly supervision at Practicum site and completing ASU group supervision (e.g. face-to-face classes and/or live classroom supervision), including preparation (e.g. reviewing recorded sessions)</td>
</tr>
</tbody>
</table>

School Counseling, examples include, but are not limited to:

<table>
<thead>
<tr>
<th>Direct Service</th>
<th>Other Professional Activities or “Indirect” Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conducting individual, family, or group sessions</td>
<td>Completing paperwork, documentation</td>
</tr>
<tr>
<td>Delivering school guidance curriculum</td>
<td>Attending staff meetings, trainings, workshops, etc.</td>
</tr>
<tr>
<td>Individual student planning</td>
<td>Data collection, analysis, etc.</td>
</tr>
<tr>
<td>Speaking on phone with student or non-professional significant others; consultation with parent/ guardian</td>
<td>Preparing or planning for sessions and activities</td>
</tr>
<tr>
<td>Co-leading/ facilitating individual, family, group sessions</td>
<td>Attending weekly supervision at Practicum site and completing ASU group supervision (e.g. face-to-face classes and/or live classroom supervision), including preparation (e.g. reviewing recorded sessions)</td>
</tr>
<tr>
<td>Activity</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Contributing to student meetings with student and/or parent/guardian present</td>
<td>Professional development (off site; not to exceed 5 hours)</td>
</tr>
<tr>
<td>Consulting and collaborating on behalf of the student/ parent/ guardian with teachers, staff, etc.</td>
<td>Making referrals, developing resource lists for student/ parent/ guardian</td>
</tr>
<tr>
<td></td>
<td>System support, e.g. Response to Intervention preparation</td>
</tr>
</tbody>
</table>