



PRACTICUM/INTERNSHIP SITE SUPERVISOR MANUAL

**Department of Educational Studies, Leadership, &
Counseling**

Questions about this manual may be directed to
Dr. Rebecca Pender Baum
Practicum/Internship Coordinator
(270) 809-6905; rpender@murraystate.edu

Questions regarding a particular student may be directed to the student's faculty supervisor.

Dear Prospective Supervisor:

Thank you for considering one of our counselors-in-training for a practicum/internship experience in your professional setting. Your willingness to work with this candidate speaks to your interest in supporting the growth and development of a new professional.

The purpose of this manual is to familiarize you with the essential elements of a practicum/internship experience in counseling through Murray State University. This manual provides information regarding the standards for a practicum/internship experience for our students as required by the national accrediting organization, the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The manual also identifies the qualifications required of site supervisors. An orientation/training in supervision is required of all site supervisors and an on-line PowerPoint training is available on our [website](http://www.murraystate.edu/Academics/CollegesDepartments/CollegeOfEducation/EducationalStudiesLeadershipandCounseling/CounselingPrograms/fieldexpsupervisionmaterials/supervisioninformation.aspx) at <http://www.murraystate.edu/Academics/CollegesDepartments/CollegeOfEducation/EducationalStudiesLeadershipandCounseling/CounselingPrograms/fieldexpsupervisionmaterials/supervisioninformation.aspx> under Field Experience and Supervision Materials. Finally, this document will provide information regarding logistical matters such as assessment of the practicum/internship student and the practicum/internship experience, liability insurance requirements, and the formal “memorandum of agreement” utilized by Murray State University.

Should you agree to supervise this counselor-in-training, he/she will contact you in the near future to discuss the university memorandum of agreement and other details regarding the practicum/internship. If you have any questions or desire additional information, please feel free to contact any member of the counseling faculty. Our specialization tracks and contact information are included in Section 1 of this manual.

Sincerely,

www.kyca.org/displaycommon.cfm?an=1&subarticlenbr=16

Kentucky Board of Licensed Professional Counselors

www.lpc.ky.gov

Chi Sigma Iota

www.csi-net.org

Council for the Accreditation of Counseling and Related Educational Programs (CACREP)

www.cacrep.org

Faculty

Department Chair

Dr. Samir Patel, Assistant Professor

Spatel4@murraystate.edu, 270-809-6123)

**Program Coordinator and
Practicum and Internship Coordinator**

Dr. Rebecca Pender, Associate Professor

rpender@murraystate.edu, 270-809-6905)

Dr. Justin Brogan, Associate Professor

jbrogan@murraystate.edu, 270-809-2797)

**Council for Accreditation of Counseling and Related Educational Programs
(CACREP) Standards for Practicum and Internship**

Three credit hours of CNS 790 – Practicum experience must be included in all programs in Counselor Education at Murray State University. Students are required to arrange for a practicum during the semester PRIOR to the semester it is to be taken. Paperwork for the fall placements is due **no later than March 1st** and paperwork for the spring semester is due **no later than October 1st**. There are a limited number of openings for each section and students are assigned on a first come first serve basis. Each student should discuss with his/her placement site if there is a background check required and, if so, what type of background check.

Students must complete a minimum of 150 on-site hours of practicum experience during a semester. The minimum requirements are:

150 on-site hours for three academic credits or an average of 10 hours per week for 15 weeks during a fall or spring semester, 40 hours of these must be in direct services, which includes individual or group counseling. (CACREP Section III F and G)

A minimum of one hour a week of individual or triadic supervision provided by the site supervisor.

5. To gain knowledge of the administration and internal workings of agencies or schools.
6. To gain a working knowledge of community resources available for the coordination of services to clients as well as for the referral of clients.
7. To work with other personnel in a collaborative or consultative manner.
8. To gain self-knowledge and insight as it relates to clients and the process of counseling.

Special emphasis will be placed on critiquing counseling skills, either observed or video recorded. The internship is primarily a tutorial form of instruction consisting of common core requirements yet is highly individualized. Internship should symbolize the culmination of your program. It will allow you the opportunity to utilize your previous knowledge and course work by putting into practical application what you have learned. The emphasis will be on you as a helper who can provide the necessary conditions, skills, and knowledge to bring about better adjustment and functioning of those whom you serve. This will require a considerable amount of time and a true commitment on your part. Hopefully, you will participate not just on "tasks to be performed for a grade," but truly as learning experiences which will further help you in your own self-evaluation, exploration, and development. **Please note: completion of internship is contingent upon completing all necessary requirements at the clinical/school site including but not limited to case notes, treatment plans, assessment reports etc.**

Practicum/Internship Field Selection

The purpose of the counseling practicum/internship is to provide students with closely supervised counseling experiences that will facilitate their continued development as professional counselors. It is essential that students select field settings consistent with their professional goals and objectives and that a Memorandum of Agreement (CACREP Section III R) between MSU's Counseling Program and the field setting is in place (See Appendix A for forms). These forms must be submitted to the Practicum and Internship Coordinator prior to **seeing clients in this setting**. Students must meet with the Practicum and Internship Coordinator to discuss the practicum/internship field setting before initial contact is made **with the field setting**. Note: Your entire internship **MUST** be completed in your specialization area (School counseling students must work in a school setting and mental health students must work in an agency setting). For school counselors seeking licensure, you are eligible to complete additional coursework and will have to complete a 600 hour internship in an agency setting. *Please Note: If you have previously been a client at a clinical site, you may not be eligible to complete clinical experiences at that site.*

When selecting practicum and internship field settings, students are strongly encouraged to consider the following:

What type of supervision is offered?

Is the supervision provided by a qualified supervisor?

7. Increase their ability to discern clients' problems and implement appropriate intervention strategies.
8. Increase confidence in their ability to perform the counselor role.
9. Learn how to write effective case notes and reports.
10. Meet other objectives that are required by the faculty and field supervisor.

Practicum/Internship Application/Approval Process

Students are required to submit all of their paperwork the semester PRIOR to the semester in which they

4. Meet with the practicum/internship student at the beginning of the practicum to provide assistance in the development of the practicum/internship student's plan, to provide and discuss the agency, and to provide an overview of working relationships in the agency.
5. Encourage the practicum/internship student to seek information by asking questions of the field supervisor and other members of the staff, to schedule time for meeting with administrative staff, and for counseling supervision.

Planning

1. Provide opportunity for the practicum/internship student to engage in structured observation of counseling activities by counselors in the agency (if appropriate).
2. Explain how counseling activities are provided and how they relate to the counseling program and the agency.
3. Participate in the development, refinement, and implementation of the practicum student's plan for the semester.
4. Arrange regular times to meet with the practicum/internship students to provide supervision, to answer questions, to make suggestions, and to facilitate the execution of the practicum student's plan.
5. Plan with the faculty supervisor concerning the practicum/internship student's program and the evaluation of performance.
6. Act as a resource for the practicum/internship student concerning theory, techniques, and materials.

Counseling Activities

- 1.

Evaluation / Supervision

1. Provide a minimum of one hour per week individual supervision.
2. Conduct at least two (mid-term and end-of-term) written appraisals of the practicum/internship student's performance.
3. Maintain regular contact with the faculty supervisor to discuss the practicum/internship student's performance and progress.

Responsibilities of the Practicum/Internship Student

The practicum student agrees to complete 150 clock hours, with a minimum of 40 hours being in direct client service. The internship student agrees to complete 600 clock hours, with a minimum of 240 being direct client services.

Orientation

1. The student is responsible for making arrangements necessary to insure appropriate placement. The practicum/internship student will meet with the field supervisor prior to the beginning of the practicum/internship and formally sign practicum/internship agreements. If the site does not currently have a Memorandum of Agreement with the Counseling Program, the Practicum and Internship Coordinator will meet with the site to make sure the necessary requirements are in place and will complete the Memorandum of Agreement with the Site.
2. The practicum/internship should prepare a tentative plan with the faculty supervisor and the field supervisor preceding the placement. practicum BT/F28t2.

4. As a practicum/internship student, you are expected to perform your duties in the same manner as a counselor under contract. It is essential that you become familiar with the policies, practices, and procedures related to the agency or school to which you have been assigned.

- 5-Report Writing
- 6-Consultation
- 7-Psycheducation

The student will be provided with adequate workspace, telephone, office supplies, and staff to conduct professional activities

Orientation

I will provide an orientation to the practicum or internship site/position. This orientation will include general information about the site, an overview of the administrative structure, and the role of the counseling office within the overall helping community. I will also make sure to introduce the practicum or internship student to other staff at the site and individuals in other areas with whom the student will interact.

Supervision

I hold the appropriate credentials necessary for providing supervision, including a Master's level degree and appropriate licensing or certification. I will spend a minimum of one hour a week per 3 credit hours of internship or practicum in direct supervision of the practicum or internship student. Initially, sessions may cover such topics as review of the practicum or internship agreement, orientation to the workplace, and start-up work on outlined activities. As the clinical

Contact

I recognize that communication with the University is required regarding all practicum/internship students. I will meet with the instructor to review student performance and any concerns. As a practicum or internship site, I realize contact may be by phone or a site visit, to be determined, based on need, by the university course instructor. I may contact the University Supervisor if there is any need to discuss

an ethical and effective teaching technique, and if the client's permission is obtained, the counseling is rarely, if ever, impeded.

Please provide guidance to the student for developing a realistic, well-balanced plan or learning contract, which will meet the course requirements as closely as possible. She/he will share the course syllabus describing those requirements. After you and the university supervisor have approved the student's contract, a copy will be provided to you.

Please observe the student at regular intervals as he/she counsels with clients individually and in groups, and performs the various other counselor functions. In addition, please provide feedback and suggestions to the student for improving her/his professional knowledge and skills.

Please set aside time to meet weekly with your student to review and critique videotapes of individual and group counseling sessions he/she has conducted. Your feedback in this activity will be highly beneficial.

Please expect the student to conduct her/himself in a highly professional, ethical manner. Should any problems arise regarding this or any other aspect of the practicum or internship, discuss the issue with the student. If the issue of concern to you is not satisfactorily resolved, please feel free to contact the university supervisor as soon as possible so that we may work together to settle the problem.

Please encourage the student to take advantage of professional development activities for counselors of which you may be aware, such as meetings of professional associations, conferences, workshops, and seminars.

Please be sure that co-workers and clients (in agencies) or principal, teachers, staff, students, and parents (in schools) are informed that you are supervising a practicum student / intern and are aware that he/she will be providing counseling and related services under your supervision and that of the university supervisor.

Your help as a facilitator in providing the student with access to clients, facilities, and materials is essential and will be appreciated.

Role of the MSU Counseling Faculty

The Faculty as a Whole

Prior to seeking a practicum or internship placement, the counseling program faculty will consider each student's application, with attention to successful completion of prerequisite coursework and overall readiness to begin the field experience. A member of the faculty will

Group Supervision

During practicum and internship, students are required to meet for dyadic and/or group supervision class at one of the MSU campuses. A member of the counseling program faculty conducts this supervision. The practicum and internship courses require that students meet in dyadic and/or group supervision for a minimum of one and one half hours per week, scheduled weekly throughout the semester. Students receive credit for hours attended in group supervision towards their required clock hours.

The faculty supervisor will be in contact with the site supervisor on a regular basis through email or by phone. In the event that the site supervisor has concerns about the performance or behavior of a practicum or internship student, the faculty supervisor should be contacted immediately. Faculty contact information is included on page seven of this handbook.

Internship Site Visits

A university faculty member will visit each student's practicum or internship site at least one time. The faculty member will meet with the site supervisor to discuss the student's experiences

**PRACTICUM
&
INTERNSHIP FORMS**

A. The Clinical Facility shall be responsible for and retain absolute control over the organization, administration, operation, and financing of its services and including ultimate responsibility for patient/client care and welfare.

B. The University shall be informed regarding additional research or educational programs, accreditation or other changes in the Clinical Facility that may affect the University.

C. No reduction of staff may be made by the Clinical Facility due to the presence of students and/or University faculty. The Clinical Facility shall retain full responsibility for the care of patients/clients.

D. Available space in the building(s) specified by the Clinical Facility may be established and made accessible to the University faculty and students for classroom instruction, conferences, and library purposes undertaken pursuant to this agreement.

ARTICLE III JOINT RESPONSIBILITIES

A. The Clinical Facility and the University shall provide liaison for services and educational staffs for regular meetings to assure systematic planning and the exchange of information regarding policy changes, problems, and new developments. The Clinical Facility shall evaluate the student's clinical performance in consultation with University. The final decision as to grades will be that of the faculty of the University.

1. For Practicum Students: Each student must complete 150 hours with the Clinical Facility, of which 40 hours must be direct contact with patients/clients (individual or group counseling).
2. For Internship Students: Each student must complete 300 hours of which 120 hours must be direct contact with patients/clients (individual or group counseling).

B. The Clinical Facility shall retain the right to control access to its facilities by students and faculty members. In the event the behavior of student(s) or faculty should become disruptive to Clinical Facility, is a violation of Clinical Facility's Policy or Procedure or its standing in the community, the action shall be reported immediately, in writing, to the appropriate individual of the University as follows:

Point of Contact Name: Dr. Rebecca Pender
Position: Associate Professor/Practicum/Internship Coordinator
Address: 3217 Alexander Hall
Murray State University
Murray, KY 42071
Phone: 270-809-6095

The Clinical Facility may immediately remove any student. However, prior to dismissal of any student from the Clinical Experience the student shall be given an opportunity to be heard.

C. Each party agrees to cooperate in the other party's investigation of any incident or accident arisTf1 0 s00912 0 61

**MURRAY STATE UNIVERSITY COUNSELING PROGRAM
PRACTICUM/INTERNSHIP FIELD SETTING APPROVAL FORM**

STUDENT NAME: _____

SEMESTER AND YEAR: _____

CNS 790 _____ **CNS 794** _____ **CNS 795** _____ **CNS 796*** _____ **CNS 797*** _____

PREVIOUS SETTING: _____

FIELD SETTING: _____

FIELD SUPERVISOR: _____

TITLE, DEGREE, CERTIFICATES, LICENSES: _____

CHECKLIST: Please initial

___ 1. The field setting provides an appropriate private setting for counseling with videotaping capabilities.

___ 2. The field setting provides a sufficient number of client hours to meet the departmental requirements for practicum (150 total and 40 direct) and internship (300 total and 120 direct for each internship).

**MURRAY STATE UNIVERSITY COUNSELING PROGRAM
PRACTICUM/INTERNSHIP FIELD SETTING INFORMATION FORM**

*The information you provide on this form will help to ensure that MSU has an affiliation agreement with your field setting; if not the process of an affiliation agreement will be initiated by the department. It is **your** responsibility to follow this process to ensure that an affiliation agreement is in place. In addition, a letter will be sent to your field supervisor transmitting pages from the Program Handbook and thanking him/her for their cooperation.*

Please include **complete** address.

Please print the following information.

CNS 790 - PRACTICUM APPLICATION

This form must be completed and Submitted by October 1st for Spring Practicum or by March 1st for Fall Practicum. Completion of this form does not guarantee admittance to a practicum section. Once this application has been received and accepted and the section is still open, faculty supervisors will e-mail you to let you know that the registration hold has been removed and you will be allowed to register for practicum. Return to: Dr. Pender, Murray State University, Alexander Hall, Murray, KY 42071 or fax to (270) 809-3799

Name _____ Date _____

Program: _____ Expected Graduation _____

Address: _____

Phone #: _____ E-mail: _____

Intended gto(e)4meistea

6

COUNSELING, PREVENTION, & INTERVENTION

	plans, ARCs, transition programs, college admissions, etc.).					
17	Demonstrates the ability to assess for and manage suicide risk.	0	1	2	3	*
18	Understands the role of the counselor during crisis, disasters, or other trauma-causing events.	0	1	2	3	*
19*	Demonstrates and adheres to ethical and legal considerations as a professional counselor. [CMHC B1; SC B1]	0	1	2	3	*

DIVERSITY & ADVOCACY

Item	Does not Meet Standard	Developing Standard	Meets Standard	Exceeds Standard	NA
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DIAGNOSIS, ASSESSMENT, & EVALUATION

Grading Rubric for Supervisor Evaluation of Supervisee
(for faculty supervisor use)

Evaluation grades will be assessed given several criteria: (a) percentage quotient from total points earned and total points possible; (b) clinical level of supervisee (i.e., Practicum, Internship I; Internship II); and (c) supervisor setting (i.e., site supervisor, faculty supervisor).

Supervision Setting	Site Supervisor Evaluation of Supervisee				Faculty Supervisor Evaluation of Supervisee
Point Distribution	Exceeds Standards (10 points)	Meets Standards (8 – 9 points)	Developing Standards (6 – 7 points)		

PRACTICUM/INTERNSHIP LOG SHEET

Please see your Canvas Site or the [Field Work and Supervision Materials](#) page for the Log Sheet.

MURRAY STATE UNIVERSITY COUNSELING PROGRAM

INFORMED CONSENT TO VIDEOTAPE COUNSELING SESSIONS

_____ (name of the practicum/internship agency or setting) provides a variety of services to individuals and their families. It also supports the teaching and training mission of the counseling programs at the Murray State University. Because the agency provides a teaching-training function, permission is frequently requested of its clients to videotape the interviews that are conducted by the professionals-in-training. Video recording the sessions is a significant component of counselor training. However, no recording is ever completed unless the client has given permission to do so. Therefore, we use this consent form to obtain your permission to videotape. Feel free to ask your counselor any questions about the purpose of taping and use of the tapes.

Your signature below indicates that you give _____ (name of your counselor-in-training) permission to videotape your session and that you understand the following:

1. I can request that the recording device be turned off at any time and may request that the tape or any portion thereof be erased. I may terminate this permission to tape at any time.
2. The purpose of taping is for use in training and supervision. This will allow the above referenced counselor-in-training to consult with his or her assigned supervisor(s) in an individual or group supervision format, who may watch the tape alone or in the presence of other counselors-in-training involved in direct supervision.
3. The contents of these taped sessions are confidential and the information will not be shared outside the context of individual and group supervision.
4. The tapes will be stored in a secure location and will not be used for any other purpose without my explicit written permission.
5. The tapes will be erased after they have served their purpose.

Name of Client (Please print)

Signature

Date

Witness

Date

MURRAY STATE UNIVERSITY COUNSELING PROGRAM

**MURRAY STATE UNIVERSITY COUNSELING PROGRAM
COUNSE**

Name of Supervisee: _____

Name of Placement Site: _____

Name of Site Supervisor: _____

Period of Site Placement: _____

Please respond with a “Y” for “yes” or an “N” for “no” to the following statements regarding the placement site.

___ There was a formal orientation or introduction to training at this site.

___ I received adequate introduction to the site’s policies and procedures and my duties at this site.

___ I received adequate physical space to provide counseling with appropriate confidentiality at this site.

___ I was regularly assigned clients at this site.

___ I had difficulty getting sufficient clients at this site to complete my direct hours requirement.

___ I had difficulty getting opportunities to participate as a co-leader or a leader of counseling groups at this site.

___ I had difficulty getting the necessary equipment and physical arrangements to video tape at this site.

___ I was made a member of the regular staff at this site.

___ I was treated with professional respect by all staff members at this site.

___ I received adequate management and supervision at this site so I never felt unsupported in my decision making.

___ This site provided me with adequate resources to continue my professional development.

___ This

MURRAY STATE UNIVERSITY COUNSELING PROGRAM

-SUPERVISOR

Name of Supervisee: _____

Name of Placement Site: _____

Name of Site Supervisor: _____

Period of Site Placement: _____

Please use the following scale to respond to the statements below:

Highly Unsatisfactory (unethical or illegal)	Unsatisfactory	Adequate	Satisfactory	Highly Satisfactory (good)
1	2	3	4	5

____ This supervisor met with me in a timely manner when I requested it.

____ This supervisor kept regularly scheduled weekly supervision appointments with me.

____ This supervisor helped me identify appropriate learning goals for my clinical experience.

____ This supervisor provided a supportive atmosphere where I felt I could be open about challenges I faced.

____ This supervisor provided helpful information about specific techniques.

____ This supervisor was open to my trying different theoretical approaches.

____ I felt confident of this supervisor's level of skills.

Other comments I would like to make about this site include:

Signature of Student

Date

Student exhibits skill in:

17. individual and group counseling theories	0	1	2	3	4
18. assessment/appraisal processes	0	1	2	3	4
19.					