



COUNSELING PROGRAM



PRACTICUM AND INTERNSHIP HANDBOOK

SCHOOL OF ALLIED HEALTH

Counseling Program
College of Health Sciences
University of Louisiana at Monroe, LA 71209-0230

Table of Contents

Introduction to Practicum & Internship	4
Practicum Overview	4
<i>What is Practicum?</i>	4
<i>Change in School Counseling Practicum for the 2024-2025 Cohort</i>	5
Internship Overview	5
<i>What is Internship?</i>	5
<i>Internship Requirements:</i>	6
Student Responsibilities During Practicum and Internship	7
Practicum/Internship Site Selection	8
<i>Site Interviews</i>	9
Site Supervisor Selection/Qualifications	10
University Supervisor	12
Practicum/Internship Site Application Process	14
Deadlines	16
Tevera	17
The Practicum & Internship Coordinator	17
The University of Louisiana Monroe Counselor Education Program Telehealth Policy for Practicum & Internship ...	18
FAQs	20
Professional Development	25
Appendix	27
<i>Field Placement Terminology</i>	28
<i>CACREP Standards Related to Practicum & Internship (Section 4)</i>	30
<i>CACREP Standards for Entry Level Specialized Practice Areas (Section 5)</i>	35
<i>Addiction Counseling</i>	35
<i>Clinical Mental Health Counseling</i>	35
<i>School Counseling</i>	36
<i>Between Semesters Supervision Agreement</i>	37



The purpose of this manual is to familiarize students and Site Supervisors with the essential elements of a Practicum/Internship experience in either Clinical Mental Health or School Counseling through the University of Louisiana Monroe. This manual is intended to clarify the roles and responsibilities of the student, the university, the university instructor, and Site Supervisor as required by the national accrediting organization, the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

If you have any questions after reading the Handbook, please contact:

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Introduction to Practicum & Internship

Practicum and Internship courses are one of the primary training experiences received by counseling students in the counseling program. Practicum and Internship courses allow students to apply the knowledge and skills they have gained through academic study and training to the real world as the students develop as effective and professional counselors.

Practicum Overview

What is Practicum?

Practicum is a clinical course taken near the conclusion of a student's master's program. The course is designed to allow students to begin integrating the clinical skills they have developed throughout the program in professional practice. Students will identify and apply to a local practicum site to serve as a student intern. Students will receive regular supervision from both an approved site supervisor and program faculty.

Practicum must include a **minimum of 100 total clock hours** earned over the course of the semester. A **minimum of 40 of these clock hours must be direct**, and the remaining **60 may be indirect**. The Practicum Hours Log in Tevera provides information regarding what types of experiences are considered direct and indirect experiences for Practicum.

Practicum students are required to complete a minimum of 1 hour of individual supervision with their Site Supervisor and 1.5 hours of group supervision with their University Supervisor each week. Students will also participate in a virtual site visit with their Site Supervisor and University Supervisor during the semester.

A required component of ULM's Practicum experience is that students have the opportunity to lead or co-lead a group for 4-5 sessions.

Change in School Counseling Practicum for the 2024-2025 Cohort

Starting in the Fall of 2024, the incoming school counseling cohort will have a new practicum experience. ULM's School Counseling Practicum course will be offered only in the spring, since schools are not in session during the summer.

Practicum will be 100 hours.

- 50 hours will be completed in grades P-6 with 20 direct contact hours.
- 50 hours will be completed in grades 7-12 with 20 direct contact hours.

Students will need to find a site supervisor for each placement. If a student is selecting a school that serves grades K-12, or a middle school that has grades 6-8, they may only need one site supervisor. Check with the Internship Coordinator prior to selecting one of these sites.

Internship Overview

What is Internship?

Internship is a continuation of professional practice experience, taken after the completion of practicum. The course is designed to continue integrating their professional counseling skills at a heightened pace. Students may elect to continue in their practicum site through internship if the site meets the student's specialization experience requirements. Alternatively, students may identify a new local internship site to apply to for varied clinical experience. Students will receive regular supervision from both an approved site supervisor and program faculty. Details of the experience are outlined below.

School Counseling students have the option to choose the grade area (P-6 or 7-12) where they want to complete their internship hours. They can do the full 600 in one grade area, or they can choose to do a combination of hours in each level.

Internship Requirements:

- Internship must include a **minimum of 600 total clock hours** earned over the course of **two semesters** (Internship I & II). A **minimum of 240 of these clock hours must be direct**, and the remaining **360 may be indirect**.
- Internship I includes **300 total clock hours per semester**, with a minimum of **120 direct hours and 180 indirect hours earned each semester**.
- Internship II includes **300 total clock hours per semester**, with a minimum of **120 direct hours and 180 indirect hours earned each semester**
- Students will receive **1.5 hours** of weekly group supervision from a ULM faculty member within their internship course. Internship students **must** be prepared for class with a minimum of 1 weekly video or audio recording of their interactions with clients.
- Students will receive **1 hour** of weekly individual and/or triadic supervision from their approved practicum site supervisor. Site supervision should include a review of the student's audio/video recordings and/or live supervision of student interactions with clients.
- ULM internship faculty supervisors will schedule a minimum of **1 virtual site visit** via Zoom during each individual internship semester. This meeting will be approximately **30- minutes in length**, and include the faculty supervisor, site supervisor, and student. The internship faculty supervisor will use this visit to confirm student and site adherence to ULM policies and evaluate the students' progress through the internship experience.

Student Responsibilities During Practicum and Internship

1. The counseling student is responsible for working with the Practicum/Internship placement coordinator and following the counseling program's procedures regarding contacting sites and securing a Practicum/Internship site.
2. The counseling student is responsible for securing professional counseling liability insurance that will remain in effect for the duration of the Practicum and Internship experiences. The student is responsible for updating their insurance in Tevera prior to the start of each term. Students who allow their insurance to lapse during Practicum or Internship will not be able to count uninsured hours.
3. The student will be at the agreed upon location at times scheduled by the Site Supervisor and student.
4. The student will fulfill assigned duties and responsibilities as agreed on by the student, Site Supervisor, and the University Supervisor.
5. The student will attend an average of 1.5 hours of weekly group supervision meetings with the University Supervisor.
6. The student will attend minimum of one hour of weekly supervision with Site Supervisor.
7. The student will ensure that protocol for maintaining privacy and confidentiality both at the site and in supervision.
8. The student will read and use the ACA and ASCA Codes of Ethics as guides for ethical and professional practice.
9. The student will participate in a site visit each semester with their site supervisor and university supervisor to monitor their learning and performance in accordance with the supervision agreement.
10. The student will consult with the site supervisor to familiarize themselves with the specific clinic or school policies and procedures for handling emergencies. If the student encounters a client who they believe is in immediate danger to themselves, others or have other concerns, they should seek immediate consultation.
11. The student will complete an evaluation of their site and Site Supervisor at the end of Practicum and Internship.
12. If the student wishes to provide telehealth services at their site, they must meet all ULM

requirements.

13. Students will ensure that all audio/video recordings of live interactions with clients that are in compliance with applicable institutional, state, federal, and international privacy requirements.

Practicum/Internship Site Selection

Students are responsible for identifying sites to complete their practicum and internship experiences. When selecting a site, students must confirm that the site is able to meet all requirements outlined in this handbook. Students can ask these questions during a site interview. Students will begin to identify potential sites during the first semester of their ULM program.

For CMHC students, ideal sites would be community mental health agencies, university affiliated clinics & counseling centers, some government agencies (ex. Department of Veterans Affairs), substance abuse treatment centers, specialized clinics (ex. eating disorders, family therapy), and telehealth platforms.

School Counseling students should seek placements in local school districts, charter schools, virtual schools, and alternative schools.

See the ULM Telehealth Practicum & Internship Policy for specific information on selecting telehealth sites.

Note: ULM does not allow students to select sites in individual private practices. An individual private practice is a counseling practice that is run by one practitioner. Students can select a site in a group practice, where several counselors are working together. Individual practices are not able to provide some of the experiences that are required by CACREP.

Site Interviews

Students should schedule appointments for interviews with the appropriate contact persons at potential counseling sites. Students are encouraged to approach this as a professional interview and to present themselves accordingly. During the interview students should:

- Be prepared to talk about their preparation for participation in the practicum or internship. For example, students could provide a list of courses they have completed or are completing.
- Provide a resume listing their academic preparation as well as other pertinent information about themselves.
- Inquire about the practitioner's personal counseling theory and, in turn, articulate and discuss their own counseling model.
- Explain the diverse range of direct counseling activities (individual, group, family, intakes, interviews, assessments) and indirect counseling experiences (staffing, in-service, workshops, conferences, treatment planning, etc.) that are required for practicum and internship, including the number of direct and indirect hours.
- Share the responsibilities of the site and site supervisor listed below.
- Ensure that the potential site supervisor meets the necessary qualifications.

Note: A required component of ULM's Practicum experience is that students have the opportunity to lead or co-lead a group for 4-5 sessions. Students should ensure that their site be able to meet this requirement.

Responsibilities of the Site

1. The site can provide clinical experiences within the student's specialty area (CMHC, School, Addictions).
2. The site shall provide orientation for the student regarding site's purpose, function, and administrative procedures.
3. The site shall provide a HIPAA compliant environment in which student can

provide counseling in a private and confidential setting.

4. The site will allow students to have the opportunity to lead or co-lead a group during their practicum experience.
5. The site shall be responsible for the assignment and administrative supervision of tasks within the student's capabilities which allows him/her to use and further develop her/his counseling knowledge, attitudes, values, and skills. This may include direct work with clients, relationships with staff and other agencies or schools, and attendance at staff meetings.
6. The site will provide space, equipment, and supplies as needed by the student to carry out site assignments.
7. The site will allow the student to gain a variety of supervised experiences.
8. With written permission of the site and the clients involved, the site will allow the student to obtain audio and/or videotapes for supervision of the student's interactions with clients. If the site does not permit recordings, contact the Practicum & Internship coordinator to discuss possible alternate arrangements.
9. Sites will ensure that all audio/video recordings of live interactions with clients that are in compliance with applicable institutional, state, federal, and international privacy requirements.
10. The site will provide adequate informed consent documents to clients regarding their treatment related to student interns.

Site Supervisor Selection/Qualifications

Clinical Mental Health Counseling Site Supervisors:

- Hold a minimum of a master's degree in counseling or related field
- Hold relevant certifications and/or licenses. All supervisors must be licensed within the discipline they are working in, e.g., Licensed Professional Counselor, Licensed Psychologist, Licensed Marriage and Family Therapist, Licensed Social Worker, Licensed Addictions Counselor, etc.)
- Have a minimum of two years of pertinent professional experience in the specialty area and is currently practicing in that specialty area.

School Counseling Site Supervisors:

- Hold a master's degree in counseling
- Hold a School Counseling Certificate
- Have at least three years of experience as a School Counselor and currently practicing as a school counselor.

Responsibilities of the Site Supervisor

1. The Site Supervisor provides proof of active, and unencumbered professional licenses and/or professional certifications, a copy of active malpractice insurance, and current resume/CV.
2. The Site Supervisor will orient the student to the site and specific duties as well as include protocol for maintaining privacy and confidentiality at the site.
3. The Site Supervisor will demonstrate knowledge of the ULM Counseling Program's expectations, requirements, and evaluation procedures.
4. The Site Supervisor will meet with the student one hour weekly, supervise the student's performance, and sign the student's weekly log.
5. The Site Supervisor will provide a mid-term and final written evaluation (CCS-R) of the student's knowledge, skills, and personal and professional development during each term of the Practicum and Internship experience, using forms located in Tevera. The Practicum or Internship grade will reflect the evaluation of both the on-site and University Supervisor, with the University Supervisor having the final responsibility for grade assignment.
6. If the Site Supervisor provides telehealth services and wishes to supervise a practicum or internship student in telehealth, they must meet all ULM requirements.
7. The Site Supervisor will provide students with the opportunity to lead or co-lead a counseling or psychoeducational group during their practicum experience.
8. The Site Supervisor will review recordings of the student's individual, small group/ and large group and complete evaluations.

9. The Site Supervisor is expected to initiate contact with the university instructor, or Practicum and Internship Coordinator as soon as there are any questions or concerns regarding the student, expectations, or responsibilities.
10. The Site Supervisor must be on site when the student is seeing clients. If the supervisor is off site, there must be another licensed or responsible individual who can be available for the student if needed.
11. The Site Supervisor will complete Site Supervisor Orientation and any additional required training for in-person and/or distance counseling supervision.
12. The Site Supervisor will complete relevant training in the technology used for supervision, including Tevera and Zoom.
13. Site Supervisors will ensure that all audio/video recordings of live interactions with clients that are in compliance with applicable institutional, state, federal, and international privacy requirements.
14. The Site Supervisor will familiarize students with the specific clinic or school policies and procedures for handling emergencies.
15. The Site Supervisor will participate in a site visit each semester with the student and their University Supervisor to monitor student learning and performance in accordance with the supervision agreement.

At the end of the Practicum/Internship site selection process, the student will complete an evaluation of their experience with the Practicum/ Internship placement process.

If you have questions about the suitability of your potential site or site supervisor, contact the Internship Coordinator at internship@ulm.edu. Please do this before you start the site process in Tevera.

University Supervisor

The University Supervisor is the ULM faculty member that teaches the practicum or internship course. They are responsible for providing you with 1.5 hours of group supervision each week.

Prior to the start of practicum or internship, check the options of dates and times for these courses (ex. Tuesdays from 5-6:30). Enroll in the class that best fits your schedule.

Responsibilities of the University & University Supervisor

1. Provide a handbook describing the specific Practicum/Internship requirements.
2. Provide additional experiences and resources including professional seminars, audio/videotaping, live supervision, and referral source information for client and student intern needs as appropriate.
3. Provide students with the opportunity to incorporate technology into their counseling practice.
4. Review and discuss mid-term and final evaluations completed by Site Supervisor.
5. Provide opportunities for supervision training for Site Supervisors.
6. Maintain periodic contact with the Site Supervisor to discuss the student's progress, each term by a university Practicum and Internship supervisor for the purpose of meeting with the Site Supervisor.
7. Ensure students are covered by professional liability insurance and have completed the any necessary verified background check required for students in the program.
8. Be available to meet with Site Supervisors via phone or Zoom when they have concerns.
9. Provide CEU trainings for Site Supervisors relating to common supervision issues.
10. Provide a certificate to Site Supervisors when they complete the university training/orientation.
11. Schedule a site visit each semester with the student and their site supervisor to monitor student learning and performance in accordance with the supervision agreement.
12. Provide ongoing support to help students find fieldwork sites that are sufficient to provide the quality, quantity, and variety of expected experiences to prepare students for their roles and responsibilities as professional counselors within their CACREP specialized practice areas. This will begin during COUN 5010 (Methods of Counseling)

and will continue in CO 5011 (Advanced Techniques in Counseling), COUN 6063 (Law and Ethics in Counseling), and during Summer Workshop.

13. Provide students with the opportunity to learn about technology in the field of counseling, including preparation on using technology ethically and effectively in their future professional roles. This includes using technology for counseling services, record keeping, communication, and staying updated with professional resources.

Practicum/Internship Site Application Process

Practicum: Before enrolling in practicum, students must submit a practicum application via Tevera (ulm.tevera.app). Tevera is an online program that ULM uses to house practicum & internship documents. ULM will have videos that will guide you through the process step by step. If you need assistance entering your site and supervisor in Tevera or have general questions, send an email to the P & I Coordinator at internship@ulm.edu.

Practicum application requirements are as follows:

1. Students must have attended and successfully completed the online, synchronous, **summer workshop**.
2. Students must demonstrate successful completion (B or higher) of **all prerequisite courses** listed below by providing a university transcript:
 - COUN 5001: Intro to Professional Counseling
 - COUN 5005: Counseling Theories **OR** COUN 5002: Theories of School Counseling
 - COUN 5010: Methods of Counseling
 - COUN 5011: Advanced Techniques in Counseling
 - COUN 5022: Lifespan Development
 - COUN 6052: Multicultural Counseling
 - COUN 6063: Law and Ethics in Counseling

- COUN 6067: Group Counseling **OR** COUN 6061: Group Counseling in Schools
- COUN 5062: Clinical Assessment and Psychometrics **OR** COUN 5049:
School Assessment and Psychometrics
- COUN 5021: Diagnostics in Counseling

No exceptions to these prerequisites will be made.

3. Students will submit a **background check and drug screen**. The link to complete the screening process is: <https://mycb.castlebranch.com/> ; Package Code UH46: Further instructions will be found in the Tevera application process.
4. Students will submit **proof of student liability insurance** that is active upon the start of their practicum experience. The [American Counseling Association](#) and the [American School Counselor Association](#) provides masters student members with complimentary liability insurance to utilize. More information can be found on their websites.

Note: Students are responsible for keeping up to date liability insurance documents in Tevera for both themselves & their site supervisor(s). Practicum and internship hours cannot be counted if the student or site supervisor's insurance has lapsed.

5. Students will send the following documents to their proposed site/site supervisor through Tevera and coordinate with their site to ensure all documents are completed.
 - Site Information Form
 - Supervisor Information Form
 - Supervisor Proof of Insurance
 - Supervisor Resume
 - Supervisor Orientation Manual
 - Field Site Agreement

6. Students completing their Practicum at a site that has not previously worked with ULM must confirm that a **Memorandum of Understanding (MOU)** has been completed for their site before enrolling in Practicum.

The MOU is a legal document between ULM and the site that allows students to practice at the site. It is a lengthy process to complete the MOU, as it must be examined by the site's legal team and be signed by the CEO/Superintendent of the site. In addition, the MOU must be signed by a series of administrators at ULM. This process can take several months to complete. The MOU will be constructed and sent to the site by the P&I Coordinator once a student's application is fully completed in Tevera, and all aforementioned documents are signed by the and proposed site/site supervisor.

Internship: Internship should be taken directly following the successful completion of practicum. Before enrolling in internship, students must decide if they will be continuing with their practicum site and supervisor or proposing a new site or supervisor for their internship experience. If the student chooses to select a new site, a new application must be submitted and approved via Tevera (ulm.tevera.app) and a new MOU must be completed before the student may begin at a new site. **All previously noted site requirements continue to apply.**

Deadlines

Students must have their site and site supervisor approved in Tevera by the last day of the semester preceding the start of practicum. If a student is changing to a new internship site, the same rule applies.

Students who do not have their site or site supervisor approved by the final date will be dropped from the class. There are **no exceptions** to this deadline.

For paperwork to be processed on time, it is recommended that students:

- Have sites and supervisors selected and confirmed by the 1st week of the semester

prior to the start of practicum/internship.

- Start the site placement process in Tevera by the 4th week of the semester prior to the start of practicum/internship.

Tevera

Tevera is the online software program ULM uses to track Practicum & Internship paperwork. You will purchase your Tevera account during your first semester at ULM.

Click here for an introduction to the [Tevera Student Environment](#).

The Practicum & Internship Coordinator

The role of the Practicum/Internship (P & I) Coordinator is to organize all matters related to the Practicum and Internship courses. This includes supporting students in identifying practicum and internship sites, creating Memorandums of Understanding (MOU) with sites, and resolving problems students may have with their site or site supervisor. Other specific responsibilities are as follows:

- Receives and responds to inquiries from students and potential students regarding master's-level practicum and internship experiences
- Works with students and the university to ensure the MOUs are completed by the time students begin Practicum/Internship
- Reviews and approves student Practicum and Internship applications and all required paperwork
- Reviews and updates documentation required for Practicum and Internship courses and sites
- Ensures instructor/supervisor adherence to program policies regarding client care, supervision of student counselors, and supervision of student supervisors
- Oversees supervisor training for supervisors, found on the program website and in the Site Supervisor & University Supervisor Orientation Manual
- Ensures instructor and site supervisor adherence to program policies regarding

Practicum and Internship experiences

- Oversees the overall clinical training process in collaboration with Counseling faculty at ULM from Counseling Methods to Advanced Techniques in Counseling, Summer Workshop, Practicum, and Internship.

To contact the P & I Coordinator, please email internship@ulm.edu

The current P & I Faculty Coordinator is Dr. Poppy Moon. Please email her at moon@ulm.edu if you have questions about Practicum and Internship that are not addressed in this document.

The University of Louisiana Monroe Counselor Education Program Telehealth Policy for Practicum & Internship

This policy aims to ensure that both students and site supervisors are adequately prepared to engage in telehealth counseling within the ULM Counselor Education Graduate Program. It prioritizes competency, ethical practice, and compliance with legal standards to uphold the highest standards of care and professionalism.

Prerequisite Telehealth Course:

- Students intending to utilize telehealth in their practicum or internship must complete a mandatory 1-credit hour course.
- The course will comprehensively cover all aspects of utilizing telehealth formats in counseling settings.
- The aim is to equip students with the necessary competencies, ethical understanding, and legal knowledge to practice telehealth effectively.
- Tuition for this course is set at \$500 plus tax and any fees from the Graduate School.
- This course will be available each semester, and students must complete it before commencing their practicum or internship involving telehealth.

- Students who do not intend to incorporate telehealth into their practicum or internship are exempt from taking this course.

2. Special Summer Offering:

- Current ULM students have a one-time opportunity to enroll in the telehealth course during Summer 2 of 2024 at no cost.
- Instead of receiving academic credit, students will obtain 10 Continuing Education Units (CEUs) through the National Board of Certified Counselors (NBCC).
- Starting in Fall 2024, regular tuition charges will apply for the course.

For Site Supervisors:

1. Telehealth Site Supervisor Eligibility:

- Site Supervisors who have been offering telehealth services at their site for a minimum of one (1) year are eligible to become Telehealth Site Supervisors.

2. Documentation and Training Requirement:

- Potential Site Supervisors must provide documented evidence of their training in telehealth counseling and supervision.
- If a Potential Site Supervisor lacks adequate training despite having one (1) year of telehealth experience, ULM will offer a specialized training program.
- The training program will provide three (3) NBCC CEUs and focus on telehealth best practices, supervision techniques, and ethical considerations. This training will satisfy 1.5 ethics and 3 supervision hours. For more information on the training, contact the Internship Coordinator at internship@ulm.edu
- Completion of this training is mandatory before a supervisor can oversee

telehealth sessions for students if they cannot provide documentation or a credential in telehealth.

For Students and Site Supervisors - Liability Insurance Coverage for Telehealth:

- Both students engaging in telehealth practicum or internship activities and Site Supervisors overseeing such sessions must ensure that their liability insurance policies cover telehealth services.
- It is essential to verify coverage, as requirements may vary from state to state.
- Adequate liability insurance coverage is crucial to protect all parties involved in telehealth sessions from potential risks and liabilities.
- Students and Site Supervisors are responsible for understanding the specific terms and conditions of their insurance policies related to telehealth services.
- Any discrepancies in coverage should be addressed and resolved promptly to ensure compliance with legal and ethical standards. This must be done prior to engaging in telehealth counseling.

FAQs

What counts as direct or indirect hours?

- **Direct hours** are defined as those in which students are providing services directly to clients. Examples include one-on-one or group sessions, parent consultation sessions, administering clinical assessments, providing psychoeducational content/guidance lessons. In schools, individual counseling, small group counseling, and large group classroom guidance count as direct contact hours.
- **Indirect hours** are defined as those in which students are engaged in an activity that contributes to their clinical work outside of providing services. Examples include completing progress notes/clinical documentation, attending conference

sessions/supplemental clinical trainings, workshops, and attending supervision. If you are uncertain if an hour should be logged as direct or indirect, follow up with your university supervisor.

What if I am dual-track (School/CMHC; School/Addictions; Addictions/CMHC)?

- Dual track students are required to complete a minimum of **one additional internship semester** in their supplemental specialty area, for a minimum of **three internship semesters total** (Internship I, II, & III). This involves earning an additional 300 total clock hours across the course of a semester, to include a minimum 120 direct hours and 180 indirect hours.

School/CMHC dual track:

- Students should complete 2 internship semesters at a School site, and 1 internship semester at a CMHC site*
- Practicum semester must be completed at a CMHC site

Addictions/CMHC dual track:

- Students should complete 2 internship semesters at an Addiction site and 1 internship semester at a CMHC site*
- Practicum semester must be completed at a CMHC site

Addictions/School dual track:

- Students should complete 2 internship semesters at a School site, and 1 internship semester at Addiction site*
- Practicum semester must be completed at an Addiction site

** Each state has individual internship requirements for licensure and certifications you may be seeking. Be sure to review requirements specific to your state and consult with your advisor before finalizing your internship sequence.*

What should I expect in terms of audio/video recording at my site?

- All internship sites should allow students to do video and/or audio recording to ensure adequate supervision. If video or audio recording is not allowed by the site, the student should notify the ULM Internship Coordinator prior to starting the practicum or internship placement process. Arrangements can possibly be made for other opportunities for students to be evaluated in their work with clients. Not allowing audio or video recordings, while not ideal, does not mean a site is excluded from being a student's Practicum or Internship site.

The student should collaborate with their site to ensure clients are provided with adequate informed consent regarding this process and have signed a release to be recorded.

If a student is working at a school, recording may not be a possibility. If this is the case, the site supervisor will need to personally evaluate individual, small group, and large group counseling sessions.

Do I have to record every session with clients?

No, students are not required to record every session. However, students must have a session recording available to review in each class and a minimum of two unique clients to present throughout the semester. All ULM faculty and fellow practicum and internship students are beholden to the same professional ethics regarding client confidentiality.

Can I have more than one internship site?

- Yes. Students may hold a secondary internship site to support them in reaching their required hours and gaining varied experiences. Secondary sites must meet all previously outlined requirements. Students are responsible for ensuring that commitments made at secondary internship sites do not impact their ability to fulfill commitments made at primary internship sites.

Does ULM support telehealth counseling in Practicum & Internship?

- Yes. Review the Telehealth section in the handbook.

Am I able to continue seeing clients between semesters?

- Students have the option to continue engaging in direct services between Internship semesters. Students must attend alternative University Supervision and continue to meet with their site supervisor for one hour per week.
- Alternative University Supervision provides students with the required university supervision hours needed when working with clients over the break. The dates and times of this supervision will be posted prior to the break.
- Students who plan to continue hours between semesters need to notify the P & I Coordinator at least two weeks before the end of the term and complete the Between Semesters Supervision Agreement.
- Students cannot obtain between semester hours between the end of Practicum and the start of Internship.

What happens to my clients if I cannot see them between semesters?

- To support continuity in care, it is important for students to coordinate with their site to ensure the level of need of their assigned clients are a fit for the gap in services that will occur between semesters, or that there are alternate services/providers in place for clients to support during semester breaks.

If I complete my hours requirement before the semester ends, do I still have to attend my internship class/site?

- Yes, practicum and internship experiences span the entirety of the semester, regardless of if the student accrues the required hours prior to the end of the semester.

Can I leave my site mid-semester to attend another site?

- No. Students make a commitment to their site and the clients they serve through this site. Leaving a site mid-semester will disrupt hours and have other consequences.

If a student anticipates that extenuating circumstances necessitate leaving a site mid-semester, they must notify their site supervisor, university supervisor, and the P & I Coordinator immediately.

What if I am fired from/asked to leave my site?

- Students who are fired or asked to leave their site must notify both their university supervisor and P&I Coordinator immediately. ULM faculty will thoroughly investigate the circumstances of the termination. The outcome of an investigation may result in formal remediation of the student and a failing grade in the practicum/internship course. If remediation is required, the student will be unable to return to Practicum or Internship until the remediation is successfully completed.

What if my potential site doesn't allow groups? Do I have to record a group setting?

- All sites must provide the student with the opportunity to lead or co-lead a group for at least 4-5 sessions during Practicum. It is important for students to ask when interviewing potential sites if they can provide this experience. Group sessions do not have to be recorded. If a site does not allow a group experience, a student may consider a second site that can provide this opportunity.

What is the difference between Site Supervision and University Supervision?

- Site Supervision is provided on-site with the student's site supervisor. Students will meet with them at least one hour a week to discuss your progress and experiences. The hour does not need to be completed in one entire session. This can be accumulated over the course of the week.
- University Supervision is a part of the practicum or internship class. It is provided by the university faculty member. Times for University Supervision

vary depending on the class. Prior to enrolling in a class, students can check to make sure the supervision time works for their schedule.

Where does University Supervision occur?

- University supervision is held on Zoom. The University Supervisor will send you a link to the supervision sessions. If you are unfamiliar with Zoom and how to attend meetings, review this short training tutorial: https://youtu.be/pAMDxH_H_Cs?si=8hC0JIYzTJOIEEQP

What would the hours breakdown look like for practicum & internship?

- Practicum (summer) – 100 hours over 9/10 weeks (approx. 8-10 hours per week)
- Practicum (fall/spring) – 100 hours over 14 weeks (approx. 7 hours per week)
- Internship (summer) – 300 hours over 10 weeks (approx. 30 hours per week)
- Internship (fall/spring) – 300 hours over 14 weeks (approx. 20 hours per week)

Professional Development

Students are encouraged to join and maintain membership in a variety of professional counseling organizations. Such memberships offer students additional learning opportunities and allows the students to be introduced to the professional world of counseling.

ULM encourages students in a variety of courses, including Practicum & Internship, to seek out professional development activities and resources (especially those that include technology) from these organizations.

Through engagement with professional counseling organizations, students will be exposed to professional issues and leaders in the counseling profession. Membership in some professional counseling organizations offer students the opportunity to join a list serv that provide access to job postings as well as access to job fairs and/or interviews at annual conferences.

Below is a list of names and websites of different professional counseling organizations:

American Association for Counselor Education and Supervision (<http://acesonline.net/>)

American Association for Marriage and Family Therapy (<https://www.aamft.org/>)

American Counseling Association (<http://www.counseling.org/>)

American Mental Health Counseling Association (<http://www.amhca.org>)

American Rehabilitation Counseling Association (<http://www.arcaweb.org/>)

American School Counseling Association (<http://www.schoolcounselor.org/>)

NAADAC The Association for Addiction Professionals (<https://www.naadac.org/>)

Southern Association of Counselor Education and Supervision (<http://www.saces.org/>)

Each state has its own counseling association. It is recommended that counseling students join the professional counseling association of the state they intend to pursue certification/licensure.

Appendix

Field Placement Terminology

Practicum – A supervised field experience course in which the counseling student develops basic individual counseling and case conceptual skills and integrates professional knowledge under close supervision.

Internship – A distinctly defined, post-practicum, supervised “capstone” clinical experience in which the student refines and enhances basic counseling or student development knowledge and skills, and integrates and authenticates professional knowledge and skills appropriate to his or her program and initial postgraduate professional placement.

P & I Coordinator – Counseling Program individual responsible for coordinating experiences in practicum & internship courses, including site placements for practicum/internship in conjunction with students and sites.

Practicum Student – Counseling Program student seeking or fulfilling practicum experiences.

Internship Student - Counseling Program student seeking or fulfilling Internship experiences.

University Supervisor – the faculty member or instructor who is responsible for the student’s overall learning and growth in practicum/internship and the person who teaches the student’s practicum/internship course.

Site Placement– Human service and counseling agencies where counseling students provide counseling and counseling-related services to clients under supervision from both the field site supervisor and the Counseling Program.

Hours – The activities making up practicum/internship experiences are counted as direct or indirect hours. With parental and client permission, some of the direct hours must be recorded (video or audio recording). Recordings are accordance with site rules.

Direct Service – Involves hours of actual clock time of face-to-face client and/or student contact in individual or group counseling.

Supervision – A tutorial and mentoring form of instruction in which the supervisor monitors

Site Supervisor – An experienced mental health professional familiar with the particular agency in which the student is working. The site supervisor must be readily accessible to the Practicum/Internship student.

University Supervisor – The instructor for the practicum/internship course. All faculty members teaching and supervising practicum/internship hold appropriate licenses and certification for the relevant fields. The university faculty instructor or supervisor leads group supervision in class.

Orientation - Orientation for new students is held in fall and spring semesters. Training will be provided by the faculty supervisor or other counseling faculty members to convey and clarify

expectations in the practicum/internship requirements. Site supervisors will be trained online in models of supervision when necessary. Other supervisory information will be available periodically to site supervisors. Faculty maintain open communication with site supervisors in order to offer support and to address any questions or concerns the field site supervisor may have.

CACREP Standards Related to Practicum & Internship (Section 4)

The following standards apply to entry-level programs for which accreditation is being sought. Professional practice, which includes practicum and internship, provides for the application of theory and the development of counseling skills under supervision. Fieldwork experiences will provide opportunities for students to counsel diverse clients.

ENTRY-LEVEL PROFESSIONAL PRACTICE

- A. The counselor education program provides ongoing support to help students find fieldwork sites that are sufficient to provide the quality, quantity, and variety of expected experiences to prepare students for their roles and responsibilities as professional counselors within their CACREP specialized practice areas.
- B. Students are covered by individual professional counseling liability insurance while enrolled in practicum and internship.
- C. Supervision of practicum and internship students includes secure audio or video recordings and/or live supervision of students' interactions with clients that are in compliance with applicable institutional, state, federal, and international privacy requirements for all program delivery types.
- D. Students have the opportunity to become familiar with a variety of professional activities and resources, including technology, as part of their practicum and internship.
- 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. 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 and internship.

- G. Programs provide a fieldwork handbook to all students and fieldwork site supervisors, for all program delivery types, detailing requirements, expectations, policies, and procedures, including:
 - 1. CACREP standards and definitions related to supervised practicum and internship;
 - 2. supervision agreement;
 - 3. evaluation procedures and requirements; and
 - 4. policy for student retention, remediation, and dismissal from the program.
- H. Written supervision agreements:
 - 1. define the roles and responsibilities of the faculty supervisor, field experience site supervisor, and student during practicum and internship;
 - 2. include emergency procedures; and
 - 3. detail the format and frequency of consultation between the counselor education program and the site to monitor student learning.

The counselor education program provides orientation to fieldwork site supervisors regarding program requirements and expectations.

- I. During entry-level professional practice experiences, the counselor education program engages in consultation with the fieldwork site supervisor to monitor student learning and performance in accordance with the supervision agreement.
- J. The counselor education program provides professional development opportunities to fieldwork site supervisors for all program delivery types.
- K. Students have opportunities to evaluate their experience with the practicum and internship placement process.
- L. Students have regular, systematic opportunities to evaluate practicum and internship fieldwork sites and site supervisors.

SUPERVISOR QUALIFICATIONS

- M. Counselor education program core or affiliate faculty members serving as individual/triadic or group practicum/internship supervisors for students in entry-level programs have:
 - 1. relevant certifications and/or licenses,

2. relevant training for in-person and/or distance counseling supervision, and
3. relevant training in the technology utilized for supervision.

N. Doctoral students serving as individual/triadic or group practicum/internship supervisors for students in entry-level programs must:

1. have completed entry-level counseling degree requirements consistent with CACREP standards;
2. have completed or are receiving preparation in counseling supervision, including instruction for in-person and/or distance supervision; and
3. be under supervision on a regular schedule that averages one hour a week from a qualified core or affiliate counselor education program faculty supervisor.

O. Fieldwork site supervisors have:

1. a minimum of a master's degree, preferably in counseling or a related profession;
2. active certifications and/or licenses in the geographic location where the student is placed, preferably in counseling or a related profession;
3. a minimum of two years post-master's professional experience relevant to the CACREP specialized practice area in which the student is enrolled;
4. relevant training for in-person and/or distance counseling supervision;
5. relevant training in the technology utilized for supervision; and
6. knowledge of the program's expectations, requirements, and evaluation procedures for students.

PRACTICUM

P. Students complete supervised counseling practicum experiences that total a minimum of 100 hours over a full academic term that is a minimum of eight weeks consistent with the institution's academic calendar.

Q. Practicum students complete at least 40 hours of direct service with actual clients that contributes to the development of counseling skills.

PRACTICUM SUPERVISION

R. Throughout the duration of the practicum, each student receives individual and/or triadic supervision on a regular schedule that averages one hour a week and is provided by at least one of the following:

1. a counselor education program core or affiliate faculty member, or
 2. a doctoral student supervisor who is under the supervision of a qualified core or affiliate counselor education program faculty member, or
 3. a fieldwork site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement.
- S. Throughout the duration of the practicum, each student receives group supervision on a regular schedule that averages 1½ hours per week and is provided by at least one of the following:
1. a counselor education program faculty member or
 2. a doctoral student supervisor who is under the supervision of a qualified core or affiliate counselor education program faculty member.

INTERNSHIP

- T. After successful completion of the practicum, students complete 600 hours of supervised counseling internship in roles and settings with actual clients relevant to their CACREP specialized practice area.
- U. Internship students complete a minimum of 240 hours of direct service with actual clients.

INTERNSHIP SUPERVISION

- V. Throughout the duration of the internship, each student receives individual and/or triadic supervision on a regular schedule that averages one hour a week and is provided by at least one of the following:
1. a counselor education program faculty member, or
 2. a doctoral student supervisor who is under the supervision of a qualified core or affiliate counselor education program faculty member, or
 3. a fieldwork site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement.
- W. Throughout the duration of the internship, each student receives group supervision on a regular schedule that averages 1½ hours per week and is provided by at least one of the following:
1. a counselor education program faculty member or
 2. a doctoral student supervisor who is under the supervision of a qualified core or affiliate counselor education program faculty member.

PRACTICUM AND INTERNSHIP COURSE LOADS AND RATIOS

- X. When individual/triadic supervision is provided by the counselor education program faculty or a doctoral student under supervision, each practicum and internship course should not exceed a 1:6 faculty:student ratio. This is equivalent to the teaching of one 3-semester credit hour or equivalent quarter credit hour course of a faculty member's teaching load assignment.

- Y. When individual/triadic supervision is provided solely by a fieldwork site supervisor, and the counselor education program faculty or doctoral student under supervision only provides group supervision, each practicum and internship course should not exceed a 1:12 faculty:student ratio. This is equivalent to the teaching of one 3-semester credit hour or equivalent quarter credit hour course of a faculty member's teaching load assignment.
- Z. Practicum and internship students are not combined for group supervision.
- AA. Group supervision for practicum or internship students should not exceed 12 students per group.

CACREP Standards for Entry Level Specialized Practice Areas (Section 5)

All entry-level students are enrolled in at least one specialized practice area. Students are expected to develop and demonstrate the knowledge and skills necessary to address a wide range of issues in their specialized practice area in consideration of culturally sustaining practices across service delivery modalities. Counselor education programs must document where and in what manner each of the numbered standards listed for that specialized practice area is covered in the curriculum. The standards may be addressed in the foundational curriculum or in experiences specifically designed for each specialized practice area.

Addiction Counseling

1. neurological, behavioral, psychological, physical, and social effects of psychoactive substances and addictive disorders on the user and significant others
2. risk and protective factors for substance use disorders
3. assessment for symptoms of psychoactive substance toxicity, intoxication, and withdrawal
4. strategies for enhancing client motivation to change, managing cravings, and preventing relapse
5. abstinence and harm reduction models of addiction recovery
6. evaluating and identifying individualized strategies and treatment modalities relative to substance use disorder severity, stages of change, or recovery
7. pharmacological interventions used to address substance use withdrawal, craving, and relapse prevention
8. substance use recovery service delivery modalities and networks within the continuum of care, such as primary care, outpatient, partial treatment, inpatient, integrated behavioral healthcare, and aftercare
9. recovery support tools and systems, to include vocation, family, social networks, and community systems in the addiction treatment and recovery process
10. culturally and developmentally relevant education programs that raise awareness and support addiction and substance use prevention and the recovery process
11. regulatory processes, continuum of care, and service delivery in addiction counseling
12. strategies for interfacing with the legal system and working with court-referred clients
13. third-party reimbursement and other practice and management issues in addictions counseling

Clinical Mental Health Counseling

1. etiology, nomenclature, diagnosis, treatment, referral, and prevention of mental, behavioral, and neurodevelopmental disorders
2. mental health service delivery modalities and networks within the continuum of care, such as primary care, outpatient, partial treatment, inpatient, integrated behavioral healthcare, and aftercare
3. legislation, government policy, and regulatory processes relevant to clinical mental health counseling
4. intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management
5. techniques and interventions for prevention and treatment of a broad range of mental health issues
6. strategies for interfacing with the legal system regarding court-referred clients

7. strategies for interfacing with integrated behavioral healthcare professionals
8. strategies to advocate for people with mental, behavioral, and neurodevelopmental conditions
9. third-party reimbursement and other practice and management issues in clinical mental health counseling

School Counseling

1. models of school counseling programs
2. models of PK-12 comprehensive career development
3. models of school-based collaboration and consultation
4. development of school counseling program mission statements and objectives
5. design and evaluation of school counseling curriculum, lesson plan development, diverse classroom management strategies, and differentiated instructional strategies
6. school counselor roles as leaders, advocates, and systems change agents in PK-12 schools
7. qualities and styles of effective leadership in schools
8. advocacy for comprehensive school counseling programs and associated school counselor roles
9. school counselor roles and responsibilities in relation to the school crisis and management plans



Between Semesters Supervision Agreement
 College of Health Sciences
 Counseling Program

Name:	Semester/Year:
Field Site:	Site Supervisor:

This agreement, made between _____ (name of field site/site supervisor) and _____ (name of student intern) permits the student counselor to accumulate between-semester supervised direct and indirect counseling service hours at the field site.

This only applies to students who are continuing at their current internship site with the same site supervisor. It does not include new sites & supervisors that will begin in the next term.

It is understood that the University of Louisiana Monroe and the counseling program faculty will provide no regular supervision services during this time period. ULM will provide alternative University Supervision during this time.

Alternative University Supervision provides students with the required university supervision hours needed when working with clients over the break. The dates and times of this supervision will be posted prior to the break.

It is understood that the field site supervisor will provide supervision services on average of one hour per week during the between-semester weeks where the student is actively accruing hours.

The Counseling Internship student will continue documenting direct and indirect hours in Tevera that will be applied to the subsequent Internship course.

The time period covered by this agreement begins on ___/___/___ and ends on ___/___/___.

The ULM Internship Coordinator will be available to handle emergencies.

Signatures	Date
Counseling Intern:	
Field Site Supervisor:	
ULM Internship Coordinator:	