



Clinical Mental Health Counseling



Field Experience Manual

Academic Year 2024-2025

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Introduction

This manual provides information about field experiences in the clinical mental health counseling program at Clemson University. The first field experience, practicum, is designed to help students develop requisite counseling skills and direct knowledge of mental health agencies and services. The second field experience, internship, provides students with additional experience and opportunities to develop counseling skills relevant to clinical mental health counseling. This handbook provides an overview of these field experiences, including terminology, requirements, and examples of documentation. Many of the forms and other information are available in the clinical mental health workgroup in Canvas.

Many of the practicum and internship requirements are dictated by accrediting bodies or state initiatives. For example, a large number of the assignments are directly connected to CACREP accreditation requirements. Our goal is to align our field experience requirements with the best practice recommendations and to ensure that you gain exposure to experiences that the counseling profession deems important.

Commitment to Diversity: The College of Education is committed to providing all candidates with purposeful, challenging, and diverse experiences. It is through a range of diverse, carefully constructed, and challenging classroom-based instruction and field-based experiences that candidates will recognize the inherent dignity and value of all individuals, promote equity in education, and advocate on behalf of children, families, and communities.

<http://www.clemson.edu/education/about/diversity-plan/index.html>

Throughout the field experiences, students are expected to adhere to the American Counseling Association Code of Ethics:

http://www.counseling.org/docs/default-source/ethics/2014-aca-code-of-ethics.pdf?sfvrsn=fde89426_5 and our program-defined professional expectations outlined in the Professional Fitness Review in the Counselor Education Graduate Programs Handbook. Students also may find useful information on the American Counseling Association (ACA) website: www.counseling.org.

Terminology

Advisor:	Clinical Mental Health program faculty member who is your assigned academic advisor throughout the program.
Direct Client Contact:	Time spent in direct interaction with clients. Direct contact hours include individual counseling, group counseling, intake assessments, and consultation.
Field Experience Coordinator:	The Clemson University faculty member who provides information to sites and students related to placement and nature of field experiences and approves sites.
Group Supervision:	The time spent in the assigned section of the practicum or internship course with peers, reviewing tapes and discussing issues that occur at practicum or internship sites. Group supervision must average one and a half hours per week throughout the semester.
Indirect Client Contact:	Time spent in field-related activities that do not involve direct interaction with clients. Examples of indirect contact hours include observation, site supervision, administering tests, attending staffing meetings, etc. University supervision hours do NOT count toward practicum or internship total hours.
Individual Supervision:	A supervision session in which one supervisor meets with one supervisee.
Site:	This is the physical location (i.e. agency) where you complete your field experience.
Site Supervisor:	This is the counselor at the practicum or internship site who provides individual supervision and oversees your work. Site Supervisors are required to have a minimum of two years of counseling experience, possess a minimum of a master's degree, and possess relevant licensure or certification that permits them to practice independently (i.e. LPC, LISW, Licensed Psychologist, CAC) in the state where they are employed.
Triadic Supervision:	Supervision provided by the University Supervisor in which the supervisor meets with two supervisees at the same time.
University Supervisor:	The faculty member who is the instructor for the practicum or internship course and who provides individual/triadic and/or group supervision.

Practicum Overview

The practicum in clinical mental health counseling is the first formal field experience. The purpose of practicum is to gain practical knowledge of the clinical setting and the role of the mental health counselor as well as to begin to develop skills in individual counseling. The practicum requires students to complete a **minimum of 100 hours over the course of one semester** in an agency under the supervision of a counselor. This requirement equates to approximately one day a week, or two half-days a week, for an entire semester. However, in order to account for unforeseen scheduling issues, it is best to schedule approximately 10 hours a week at your site. Students must be at their site throughout the course of an *entire semester*. Of the total 100 hours, students must accumulate **at least 40 from direct client contact**. All required hours must be completed by the end of exam week. This course is graded on a pass/fail scale, and specific course requirements are outlined in the EDC 8360 syllabus.

During the practicum, students receive supervision from a University Supervisor and a Site Supervisor. Students must engage in a minimum of **one hour per week supervision with their site supervisor**. Also, weekly interaction that **averages one hour per week of individual and/or triadic supervision** throughout the practicum by a program faculty member, a student supervisor, or a site supervisor who is working in consultation on a regular schedule with a program faculty member in accordance with the supervision agreement.

The roles of the student, Site Supervisor, and University Supervisor are clearly articulated in the Practicum/Internship Contract (see Appendix A). In collaboration with their supervisors, students must map out a plan for how they will spend their time at the site and indicate specifically the types of activities in which they will engage. Students must run a group at their site either during their practicum or during one of their internship placements. The group experience should be reflected in your contract and plan if you will run a group during practicum.

Students will be introduced to their advocacy project requirement during practicum, which will be a part of the written final examination in the program. Details of the advocacy project will be covered in practicum class and can be found in Canvas.

Internship Overview

The internship is the second formal field experience in clinical mental health counseling. The purpose of internship is to further develop skills in individual and group counseling, as well as assessment and consultation. Internship involves students **completing 600 hours in an agency over the course of two semesters**; students must register for two separate six-credit classes of EDC 8460 during back-to-back semesters. During each six-credit class, students are required to accumulate **a minimum of 300 hours** at their sites, with **a minimum of 120 direct client contact hours per semester (240 direct contact hours total across both semesters)**. **A licensed clinical mental health professional must be on site at all times while you are there**. All required hours must be completed by the end of exam week.

The required 300 internship hours equates to approximately three days a week, or five half-days a week, for an entire semester. Students *must be at their site consistently throughout the course of an entire semester*. It is very challenging for students to be employed full-time in a daytime job during internship and successfully complete their internship requirements (See FAQ on p. 11-12). This course is graded on a pass/fail scale, and specific course requirements are outlined in the EDC 8460 syllabus.

During the internship, students receive supervision from a University Supervisor and a Site Supervisor. Students must engage in **an average of one and a half hours per week of group supervision** throughout the semester with the University Supervisor. Additionally, students must meet with the **Site Supervisor for at least one hour per week during internship for individual or triadic supervision**.

The roles of the student, Site Supervisor, and University Supervisor are clearly articulated in the Practicum/Internship Contract (see Appendix A). In collaboration with their supervisors, students must map out a plan for how they will spend their time at the site and indicate specifically the types of activities in which they will engage. Students must run a group at their site either during their practicum or during one of their internship placements. The group experience should be reflected in your contract and plan if you will run a group during your internship.

Identifying Possible Practicum and Internship Sites

An appropriate clinical mental health counseling practicum or internship site is one where the student can become familiar with a variety of professional activities including direct service work. It also allows students to obtain audio or video recordings of their interactions with clients and provides the opportunity for them to gain supervised experience in the use of a variety of professional resources such as assessment instruments, technology, professional literature and research. **A licensed clinical mental health professional must be on site at all times while you are there.**

Clinical mental health counseling students are responsible for securing their own practicum and internship placements. Databases of frequently used sites as well as site evaluations are available in the clinical mental health counseling program workgroup in Canvas. It is highly recommended that students discuss site options with their advisors early in the program. These discussions will assist students in clarifying their professional interests and seeking out appropriate sites for practicum and internship. There are a variety of mental health agencies in the area and discussing preferences for types of populations and/or mental health issues will help in narrowing down desired practicum and internship sites.

Not every site will be approved. Site Supervisors must possess a minimum of a master's degree, two years of experience, and relevant licensure or certification to practice independently (i.e., LPC, LISW, LMFT, Licensed Psychologist, CAC) in the state where they are employed. Additionally, CACREP standards require that all site supervisors have training in supervision and knowledge of our program requirements. Clemson University conducts this training each

semester to ensure all field experience supervisors are officially equipped to work with our students. The Field Experience Coordinator will review information about the site and supervisor (see Appendix B) before approving each site – see next section for more details.

Additionally, the Field Experience Coordinator in the Office of Field and Clinical Partnerships and Outreach (OFCPO) will need to do a site visit to all brand-new sites to ensure that program expectations and requirements are met at the site. If your potential site has not been used in the past, please email Dr. Jennifer Hall (jgh3@clemson.edu) as soon as possible so that a site visit can be scheduled. The site visit needs to occur at least two weeks before the submission deadline for site approval.

Securing Practicum and Internship Sites

It is important that students start searching for sites early so that placements can be finalized by the deadlines (see Practicum and Internship Pre-Enrollment Tasks on page 9). The process of securing a site can move slowly sometimes. Each site has a different process for finalizing a placement, and when we are aware of their approach, we have included instructions in the site database in Canvas. At minimum, students are expected to contact and visit possible sites, meet with relevant personnel, and share the Practicum/Internship FAQ sheets (see Appendices C and D) to ensure they know what is required of you and them. Some sites require students to submit formal applications, some conduct interviews, and some do a combination of both.

Once both the student and the site feel good about the match, students also must have the potential Site Supervisor complete and sign the Site Supervisor Information Sheet (see Appendix B). An electronic version of this form can be found in the Canvas workgroup and is titled *Site Supervisor Information Sheet REV*. All students must submit this form to the portal (*Site Supervisor Information Sheet SUBMISSION*) and complete the *Site Supervisor Information REQUEST* survey in the Canvas workgroup by the required deadline (see Practicum and Internship Pre-Enrollment Tasks on page 10). The OFCPO will review this information to determine whether or not to approve each site. The OFCPO will forward any forms that may need additional review to the Program Faculty. Students will be notified of approval within two weeks of submission of the forms. This completes the process of securing a site.

Please note that students must secure one site for each field experience. Students are not permitted to be placed at more than one site at a time for any field experience (i.e. splitting the 300 hours between two sites). The student is permitted to remain at their site for practicum and both internships, however, you must still submit the approval paperwork each semester to the OFCPO via Canvas by the deadline.

Preparing for Practicum and Internship

Students' experiences in practicum and internship will vary as a result of external factors (e.g., agency, population, Site Supervisor) and internal factors (e.g., student personality, confidence, experience). We do our best to monitor the experiences that students have and to screen out places where they have not had good experiences. A site that did not work out well for one

student might be a very good match for someone else though. Site Supervisors vary quite a bit in how they approach their roles; some keep you close, observe you frequently, encourage lots of questions, and appreciate your insights about their work, while others are more likely to turn you loose and encourage you to be very independent. We cannot always predict whether or not your personality and that of your Site Supervisor will mesh.

We find that even in situations where the match is not perfect, students who approach the experience with a positive attitude and who convey to their University Supervisor any concerns they have in an effort to alleviate them quickly are likely to learn quite a bit from their experiences. Doing your homework in advance in relation to selecting your preferred sites can help ensure a better match. We strongly encourage you to discuss with your advisor the characteristics you hope to find in a site. Chatting with your peers who have already participated in one or more field experiences also can be helpful in identifying some of the strengths and weaknesses of the site and supervisor.

Similarly, students are encouraged to approach each semester of field experience with a specific plan for what they hope to accomplish as well as with the intent to be curious, assertive, humble, and confident. You should never find yourself bored or without something to do at your site. You can learn a lot by talking with various agency personnel, observing staff, reviewing policies and documents, chatting with office staff, etc. Curiosity about the agency's staff, policies, programs, clientele, and resources will pay off as you gain an appreciation for the greater system and how it works.

There will be times when your Site Supervisors are very busy and not able to arrange things for you or have you shadow them. It is in these instances in particular that having a list of experiences or activities that you would like to accomplish or people you would like to chat with or observe can be of great benefit to you. When you don't have something specific to do, you are more likely to be asked to engage in administrative tasks that are not of benefit to you as an intern. If you approach each day with some possible activities you could accomplish if you have time, then others will be less likely to "take advantage" of you. Being able to assertively share your professional goals will be important. Students who take a passive approach to their internship often leave unfulfilled and frustrated because they were not afforded the opportunities they had hoped to get. Your Site Supervisor may not know what you want or need unless you share that information. It is up to you to let your supervisors know what experiences you want or need to complete so that they can help you brainstorm how and when to make those happen.

Finally, we hope to see you exhibit a balance of confidence and humility. Knowing your strengths is important, but being open to feedback is equally important. You should be able to identify some things that you do well and that you are proud of, but you still should be open to feedback in these areas. Similarly, you should be able to identify areas in which you need more feedback, experience, and assistance. Being able to share your concerns and fears is critical to helping your supervisors understand what is going on in your head and how they can be helpful. Supervisors want to hear some of your best moments as well as some of your worst. You will learn the most by sharing your experiences and being willing to receive both positive

and constructive feedback. We expect you to make mistakes; if you were perfect you would not need to be in this program. All counselors make mistakes, even experienced ones. Rather than get too caught up in what you might have not done so well, we hope that you can focus on identifying things you did do well and then work to build on those strengths as you continue throughout the program. We would not permit you to enroll in practicum or internship if we did not believe you possessed the basic skills to successfully complete those experiences.

Practicum and Internship Pre-Enrollment Tasks

(To be completed before each semester you plan to enroll in practicum and internship)

1. Meet with your Faculty Advisor

Prior to submitting their practicum/internship application (see Appendix E), students should meet with their faculty advisor to ensure they have completed the appropriate courses. Advisors will review the student's progress in the program. If the progress is satisfactory, registration in the practicum/internship will be permitted. If the student has not yet met the course prerequisites, or if there are other concerns, registration may not be permitted.

2. Complete the Practicum/Internship Application (see Appendix E)

This online form sent by the Program Coordinator is to be completed by either **September 1 or February 1** during the semester *before* you intend to take the practicum/internship course. Students who do not complete the application on time will be permitted to enroll in practicum/internship only if space is left in the course after all others are enrolled.

3. Attend the Field Experience Information Session

The field experience orientation will be conducted in conjunction with the EDC 8050 or another course in the fall. Student attendance at this session is mandatory.

4. Secure a Site and Submit the Site Supervisor Information Form

Follow the instructions in the Securing Practicum and Internship Sites section on page 7. Submit the *Site Supervisor information Sheet* and complete the *Site Supervisor Information REQUEST* survey (both found in the CMHC Canvas group) **by May 15 for fall, and December 1 for spring** practicum/internship. Students who do not submit the form by the appropriate deadline may be enrolled in the course once they do so, only if they are approved and space is still left in the course. New sites must have a visit by the OFCPO at least two weeks before the submission deadline. Failure to follow the approval process that has been outlined, may result in having to delay your field experience and delay graduation. Please email Dr. Jennifer Hall (jgh3@clemsun.edu) asap if you are having trouble securing a site by the deadline.

5. Obtain or Renew Professional Liability Insurance

Students must have professional liability insurance in place before beginning any practicum or internship experience, and it must be *maintained throughout the duration* of those experiences. Liability insurance is available at student rates from various

insurance carriers (See Appendix F), and students may choose whichever carrier they prefer, but evidence of holding a policy must be provided – turned in to your University Supervisor. Students should note that all student members of the American Counseling Association (ACA) receive liability insurance as part of their membership.

Practicum/Internship End of Course Tasks

The counselor education program is required to maintain documentation of students' practicum and internship experiences for accreditation purposes.

At the end of each semester of practicum or internship, all students must complete an evaluation of the site and Site Supervisor. These evaluations will be completed via an online survey that can be found in your practicum/internship Canvas course. Students will receive a final grade in the practicum or internship course only upon completion of this survey and submission of the items listed below.

- Proof of Liability Insurance
- Field Experience Contract (see Appendix A), with all signatures
- Field Experience Mid-term and Final evaluations (completed by the Site Supervisor and given to the student), with all signatures
- Practicum/Internship Log
- Practicum/Internship University Supervision Log
- Summary of Practicum/Internship Form, with all signatures

Students must upload all documents into Anthology (formerly Chalk & Wire). Documents in Word, Excel, or other electronic formats can be uploaded directly into Anthology. All documents requiring signatures must be scanned and saved with signatures before being uploaded. Multiple page documents should be scanned into one file when possible, rather than as separate pages. Assignments related to each specific document will be loaded into the EDC 8360 or 8460 course and students will be responsible for ensuring that each document is uploaded into the corresponding assignment by the deadlines provided by their University Supervisor.

Frequently Asked Questions

1. How am I graded for these courses?

Practicum and internship courses are graded on a “Pass/Fail” scale, meaning that students will receive either a “P” or “F” on their final grade report. The credit hours for these courses will be included on your transcripts as part of the program’s total hour requirements; however, the final grades are not calculated into your overall GPA.

2. Can I work during my internship?

Internship must be completed over the course of two semesters, with a **minimum of 300 hours** (120 direct) being accrued each semester (unless carryover hours are pre-approved). Many students hold part-time jobs while enrolled in internship. The important thing is to ensure that **20 hours a week** are available to devote to internship. Most internship sites require students be available during daytime hours, so holding a fulltime, 9-5 job usually is not possible.

3. What books or materials do I need for practicum and internship?

Your University Supervisor will provide information in the course syllabus regarding specific requirements. Some University Supervisors require a textbook or other materials. Students are expected to be familiar with and have access to the ACA Code of Ethics. Students must have some method of audio or videotaping their counseling sessions (see question below - How Do I Record my Counseling Sessions?) Students are required to have an **encrypted flash drive** to transport and store recorded counseling sessions.

4. Am I expected to audiotape or videotape all of my counseling sessions?

Recordings on a HIPAA approved device are required for both practicum and internship. A minimum of five (5) recordings and two (2) direct supervisor observations of counseling skills are required during practicum. A minimum of six (6) recordings and two (2) direct supervisor observations of counseling skills are required per semester during internship. Your University Supervisor could require more recordings or observations. Also, recording all sessions with permission to record is recommended to increase comfort levels with recording. There may be instances that arise in sessions that require supervision and support, so it is best to have the recording available just in case. Videos are preferred so that nonverbal communication can be assessed, but any format is acceptable. Students must receive clients’ written permission (and parent/guardian permission if a minor) to audiotape or videotape counseling sessions (See Appendix G).

5. How do I record my counseling sessions?

Digital recording devices that are HIPAA compliant must be used. The device is required to be **password protected** and kept in a **storage area with double-lock protection**. All recordings should be **encrypted**. See Appendix H for comprehensive information on appropriate procedures for recorded counseling sessions. Recordings must never be shared via email or other non-secure cloud sharing platforms and should be deleted immediately after use to protect confidentiality.

6. When can I start accumulating hours at my site?

The practicum and internship courses align with the semester start and end dates outlined in Clemson's academic calendar. Students can start working on their sites as early as two weeks before the official first day of classes, but they **cannot engage in direct client contact hours** due to the fact Clemson's liability coverage begins on the first day of the semester. Indirect hours that may be accumulated during this time include opportunities such as trainings, orientation, observation, and team meetings. Clemson's official first day of class is the first day students can accumulate direct client contact hours, and the last day of exam week is the last day students can accumulate hours.

7. Am I able to run a group at my site?

Students must run a group at their site either during their practicum or during one of their internship placements. The group experience should be reflected in your contract and plan for the semester in which you plan to run the group(s). You can facilitate as many groups as you are able/would like to during your field placement courses but everyone must run at least one group.

List of Appendices

- A. Practicum/Internship Contract
- B. Site Supervisor Information Form
- C. Practicum FAQ Sheet
- D. Internship FAQ Sheet
- E. Practicum/Internship Application
- F. Student Insurance Carriers
- G. Sample Consent to Audio or Video Tape
- H. Taping and Recording Information
- I. Student Field Experience Agreement

Appendix A

**Clinical Mental Health
Practicum/Internship Contract**

The faculty members of Clemson University’s Counselor Education Program have designed the following contract and guidelines for students, Site Supervisors, and University Supervisors who will be participating in the practicum and internship experiences. We view Site Supervisors as partners in our effort to train skilled counselors. We believe that practicum and internship placements are mutually beneficial, and we hope the following guidelines will be informative and useful. Questions regarding these guidelines may be addressed to the practicum or internship student’s University Supervisor (the individual serving as the course instructor and leading peer group supervision) _____ via phone: _____ or email: _____. Questions also may be addressed to the Field Placement Coordinator, Dr. Jennifer Hall, at jgh3@clemson.edu.

Each individual (Site Supervisor [SS], practicum or internship student [PI], or University Supervisor [US]) must initial to the left of each item under his/her section, then sign and date the final page. Site Supervisors and University Supervisors also must initial beside each student requirement.

Responsibilities of the Clinical Mental Health Site Supervisor

SS Sig.	Expectation
	Provide appropriate physical facilities for the counselor education practicum/internship student, including adequate workspace, access to telephone and computer as relevant, and necessary supplies and equipment;
	Orient the practicum/internship student to the mission, goals, and objectives of the agency, relevant policies and procedures, and the staff with whom they will interact;
	Provide a minimum of 1 hour per week of individual or triadic supervision during practicum and internship;
	Provide opportunities for a full range of professional experiences;
	Provide opportunities for students to lead or co-lead a psychoeducational or counseling group (during either practicum or internship);
	Observe the student’s counseling (including a minimum of 2 formal direct observations per semester) to the extent that you will be able to provide concrete feedback and respond to all items on the evaluation form;
	Make available to the practicum/internship student in-service and training opportunities;
	Assist the practicum/internship student in acquiring permission to audio/videotape counseling sessions to be reviewed by the University Supervisor and peer group;
	Respond in a timely manner to inquiries from the University Supervisor;
	Inform the University Supervisor of the practicum/internship student’s performance

	through the completion of a mid-term and a final written evaluation as well as possible bi-weekly consultation by telephone, in person, or email contact over the course of the practicum/internship. University and site supervisor will determine bi-weekly consultation.
	After talking with the student, notify the University Supervisor and OFCPO immediately if there are issues with the student’s performance related to professionalism, ethical behavior, or other site-specific or course expectations.
	Verify attendance at Clemson University’s site supervisor training/orientation within the past two (3) years, or plan to attend the current semester session

Responsibilities of the Clinical Mental Health Practicum/Internship Student

PI Sig.	SS Sig.	US Sig.	Expectation
			Become aware of and adhere to the policies, procedures, and expectations of the site;
			Attend all orientation programs required by your site;
			Be present at your site weekly throughout the entire academic semester and adhere to the plan developed by you and your Site Supervisor (to be outlined below) regarding days and times you will be present and the activities in which you will engage;
			Maintain liability insurance throughout the practicum and internship experience;
			For practicum, complete a minimum of 100 on-site hours (including 40 direct contact hours) and engage in a minimum of 1 hour per week of supervision with your site supervisor. Also, weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member, a student supervisor, or a site supervisor who is working in biweekly consultation with a program faculty member
			For internship complete a minimum of 300 clock hours at your site (including 120 direct contact hours), engage in a minimum of 1 hour per week of supervision with your Site Supervisor, and participate in university-based supervision to be acquired throughout the entire semester with an average of 1.5 hours per week of group supervision;
			Complete all required recordings, assignments, and documentation as outlined in the course syllabus;
			Maintain an electronic log (using template provided) and submit it WEEKLY to your Site Supervisor and University Supervisor so they can monitor your activities and your hours;
			Ensure that the Site Supervisor is kept fully informed about your activities and especially about your client contact;
			Abide by the ethical standards established by the American Counseling Association (ACA);

			Maintain appropriate professional behavior (see the Professional Fitness Review form in the Counselor Education program handbook), wear appropriate attire, be punctual, and adhere to site expectations. Cell phones should be turned OFF while at your sites (if you have an emergency, please provide the phone number or make arrangements with your Site Supervisor regarding an acceptable approach). Laptops should be left at home unless they are specifically needed for your work on site. Students are NOT to browse the Internet, use Facebook or similar sites, or work on homework or projects for other classes while at their sites. <i>Site Supervisors (see above) are to immediately address issues of professionalism with students and to inform the University Supervisor and OFCPO;</i>
			If you have concerns at your site, you should talk first with your Site Supervisor. If problems still cannot be resolved, then inform your University Supervisor.

Responsibilities of Clinical Mental Health University Supervisor

US Sig.	Expectation
	Contact each Site Supervisor via email or phone by the end of the first week of classes;
	Provide orientation, assistance, and consultation to Site Supervisors throughout the semester as needed;
	Respond in a timely manner to questions from practicum/internship students and Site Supervisors;
	Monitor student performance and progress via direct observation, audio/video recording of counseling skills, and/or written materials and provide relevant and timely feedback;
	For practicum students, provide an average of one and one-half hours per week of group supervision. Also provide 1 hour per week of individual/triadic supervision throughout the entire semester either by the university supervisor or engage in consultation on a regular schedule with the site supervisor by telephone, email or in-person contact in accordance with the supervision agreement;
	For internship students, provide an average of 1.5 hours per week of group supervision throughout the entire semester;
	Address skill or behavior deficits concretely and in a timely manner, and follow student remediation plan guidelines (see Counselor Education Program Handbook) as necessary;
	Abide by the ethical standards established by the American Counseling Association (ACA);
	Submit rubric scores via Anthology for all required documents and assignments;
	Review student’s submitted materials for required documentation;
	Submit a grade for each student.

Concisely outline the proposed field experience. The outline should make clear the chief responsibilities of the student and the approximate allocation of time. You may take advantage, however, of new opportunities, when they arise, after consulting with your instructor.

1. Time: Indicate dates (months, year) and hours per week. (*On average internship students should plan to be present 20-25 hrs/week, accruing 10 direct hrs/week with clients; Practicum students should plan to be present 8-10 hrs/week, accruing 3-5 direct hrs/week*)

2. Host: In addition to the Site Supervisor, indicate names, positions, and a brief background of each person to be involved in the daily oversight of the student and the approximate weekly time to be devoted to these interactions.

3. Experience: List the various duties you will perform. Indicate approximate time devoted to each. *During either Practicum or Internship students must be able to lead or co-lead a psychoeducational or counseling group.*

Student signature: _____ Date: _____

Site Supervisor signature: _____ Date: _____

University Supervisor signature: _____ Date: _____

**Appendix B
Site Supervisor Information Sheet**

(Please check: _____ *Practicum* _____ *Internship*)

Student Name _____

Official Name of Site _____

Site Address _____

Name of Supervisor _____

Phone # _____

E-mail address _____

Degree Obtained and Major Area of Study _____

Relevant Certification(s) and/or License(s) _____

Years of Experience as a counselor _____

Years of experience as a counselor at this agency _____

Supervision Training (please provide the year they completed the Clemson University clinical counseling supervision training and/or when they completed clinical supervision training and where it was completed). If they do not have any formal training in counseling supervision, please indicate NONE. _____

I have read the Practicum/Internship FAQ sheet, have a basic understanding of my responsibilities, and I agree to accept _____ as a practicum/internship student for the following time period ___/___ to ___/___ . I understand that I will be signing a formal contract to this regard in the future.

Site Supervisor

Date

After the site supervisor has signed this information sheet, you will need to upload it to the CMHC Canvas workgroup (Site Supervisor Information and Approval Form portal) and complete the online version of this form in the CMHC Canvas workgroup. Once both are received and processed by the Office of Field and Clinical Partnerships and Outreach (OFCPO, Old Main 100), an email message will be sent to you (your supervisor will be copied) indicating approval or denial of the placement. Please contact the Counselor Education Program Field Placement Coordinator, Dr. Jennifer Geddes Hall (jgh3@clemson.edu) if you have any questions about this form or the field placement process.

Appendix C

Clemson University Clinical Mental Health Counseling Practicum FAQ

Clemson University clinical mental health counseling students typically complete their practicum during their 2nd semester in the program (or if part-time, after completing approximately 24 credit hours). They have completed coursework covering an introduction of clinical mental health counseling, lifespan development, counseling theories, counseling skills, diagnosis, and multicultural considerations. They are usually concurrently enrolled in courses covering group work and couples and family counseling. They are ready to provide counseling and to conduct intake sessions with support, mentoring, and supervision. They might start by observing you, co-counseling with you, or being observed by you at first until you and they feel comfortable working more independently. We expect that students would be given lots of time to observe you and other agency staff as well as to be observed by you. Practicum students will follow Clemson's academic calendar, so in the spring from early January through early May. You can see specific dates in Clemson's academic calendar at <https://www.clemson.edu/registrar/academic-calendars/>.

- Practicum students must complete a total of 100 hours at their site - which averages to approximately 1 day or 2 half days a week. Of those 100 hours, they must complete a minimum of **40 direct contact hours** – being involved in activities where they are working directly with clients (i.e., individual and group counseling, intake sessions, etc.). If students are actively engaging with the client throughout the session, that can be counted as a direct hour. ***They are required to lead or co-lead at least one counseling or psychoeducational group either during practicum or internship.*
- Students are expected to be at their sites consistently and weekly throughout the entire semester.
- Students should be exposed to the variety of responsibilities that counselors in your agency engage in, including counseling, consultation, staffings, administrative tasks, etc.
- Students must be able to audio- or video-record at least 5 counseling sessions, and it is important that you help them gain access to clients quickly.
- Site Supervisors (you) must agree to provide 1 hour per week of supervision. Ideally this would be a formal sit-down session, but we realize that sometimes an end of the day check-in or chatting after individual sessions are useful ways to approach this requirement.
- Site Supervisors must observe the student's counseling (including a minimum of 2 formal direct observations per semester) to the extent that they will be able to provide concrete feedback and respond to all items on the evaluation form.
- Site Supervisors are expected to complete mid-semester and end-of semester evaluations of the practicum student, to contact the University Supervisor at any time with concerns or questions, and to respond promptly to emails or phone calls from the University Supervisor.
- Students receive weekly individual/triadic and group supervision from University Supervisors throughout the practicum, and they typically are concurrently enrolled in 2-3 courses. Thus, they have very busy schedules but tend to be most enthusiastic about practicum.
- We expect students to act professionally, ethically, and responsibly in your agencies. Please notify us immediately if you have any concerns.

Appendix D

Clemson University Clinical Mental Health Counseling Internship FAQ

Clemson University clinical mental health counseling students complete their two separate internships typically during their 2nd year – fall and spring semesters (or if part-time, after completing approximately half of their coursework). They are ready to provide individual and group counseling, and conduct intake sessions with support and supervision. They might start by observing you, co-counseling with you, or being observed by you at first until you and they feel comfortable working more independently. We expect they would eventually be able to take on their own small caseload and responsibilities over time. Internship students will follow Clemson’s academic calendar, so in the fall they would start mid-August and end early December, and in the spring from early January through early May. You can see specific dates in Clemson’s academic calendar at <https://www.clemson.edu/registrar/academic-calendars/>.

- Each semester students must complete a total of 300 hours at their site – which averages 20-25 hours, or 2 ½ days per week. Of those 300 hours, they must complete a minimum of **120 direct contact hours** – being involved in activities where they are working directly with clients (i.e., individual and group counseling, intake sessions, etc.). If students are actively engaging with the client throughout the session, that can be counted as a direct hour. ***They are required to lead or co-lead at least one counseling or psychoeducational group either during practicum or internship.*
- Students are expected to be at their sites consistently and weekly throughout the entire semester.
- Students should be exposed to the variety of responsibilities that counselors in your agency engage in, including counseling, consultation, staffings, administrative tasks, etc. We want you to challenge them, and it is important that you help them gain access to clients quickly.
- Students must be able to audio- or video-record at least 6 counseling sessions. We hope you can help them obtain client permission.
- Site Supervisors (you) must agree to provide 1 hour per week of individual or triadic supervision. Ideally this would be a formal sit-down hour-long session, but we realize that sometimes an end of the day check-in or chatting after individual sessions are useful ways to approach this requirement.
- Site Supervisors must observe the student’s counseling (including a minimum of 2 formal direct observations per semester) to the extent that they will be able to provide concrete feedback and respond to all items on the evaluation form.
- Site Supervisors are expected to complete mid-semester and end-of semester evaluations of the internship student, to contact the University Supervisor at any time with concerns or questions, and to respond promptly to emails or phone calls from the University Supervisor.
- Students receive bi-weekly group supervision from University Supervisors throughout the internship, and they are often concurrently enrolled in 2-3 courses. Thus, they have very busy schedules but tend to be most enthusiastic about internship.
- We expect students to act professionally, ethically, and responsibly in your agencies. Please notify us immediately if you have any concerns.

Appendix E

Practicum/Internship Application

*****A link to this online form will be emailed to you to complete and submit**

See following pages

Application for Practicum or Internship: Clinical Mental Health Counseling

* Required

1. **Last name ***
2. **First name ***
3. **Clemson University ID ***
4. **Clemson email***
5. **Address ***
6. **City, State, Zip Code ***
7. **Local Phone Number ***
8. **Advisor ***
9. **Indicate Courses for Spring ***
 - a. EDC 836 CMH Practicum
 - b. EDC 846 CMH Internship
 - c. Neither
10. **Indicate Courses for Fall 2018***
 - a. EDC 836 CMH Practicum
 - b. EDC 846 CMH Internship
 - c. Neither
11. **Practicum Course Prerequisites** If you are enrolling in practicum, please indicate the semester and year in which you took or plan to take the following courses (or the equivalent if you transferred credit in). Also indicate the grade you received in each course.
 - **EDC 8050 Intro to Clinical Mental Health Counseling**
 - **EDC 8100 Counseling Theories**
 - **EDC 8140 Counseling Skills**
 - **EDC 8150 Group Counseling (Pre/Corequisite)**
12. **Internship Course Prerequisites** If you are enrolling in internship, please indicate the semester and year in which you took or plan to take the following courses (or equivalent if you transferred credit). Also indicate the grade you received in each course.
 - **EDC 8360 CMH Practicum**
 - **EDC 8110 Multicultural Counseling**
 - **EDC 8210 Diagnostics of Psychopathology**

Submit

Appendix F
Student Insurance Carriers

Organizations	Website Address
Allied Healthcare Professionals Insurance	http://ahc.lockton-ins.com/ahc/pl/coveredProfessions.html
American Counseling Association	http://www.counseling.org/
CPH & Associates- Professional Liability Insurance	http://www.cphins.com/
Healthcare Providers Service Organization (HPSO) – Professional Liability Insurance	http://www.hpso.com/

Appendix G

Sample Consent to Audio or Video Record

I, _____ give my consent for my counseling sessions to be audio/video- recorded for supervisory and educational purposes. I understand the recordings may be reviewed in individual and/or small peer group supervision sessions. The policies of the audio/video-recording procedure, supervision, and confidentiality have been explained to me. I understand that the audio/video-recordings will be erased or destroyed upon completion of supervision.

The counselor who is providing services, _____, is a clinical mental health counselor-in-training at Clemson University. As part of the training, s/he is required to tape some sessions. S/he is being supervised by _____, who can be reached at _____ (phone) or _____ (email).

Client Name Date

Counselor Name Date

_____ **Parent/Guardian Signature Date (If client is a minor)**

_____ **Site Supervisor Signature/Date**

***Note:** If your site has a consent form for audio/video recording, you may use that one. This form can be used a guide if your site does not have a consent form.

Appendix H

Audio and Video Recording Information

As part of practicum and internship, it is necessary for students to obtain recordings of sessions with clients. Students must also carefully follow the guidelines of the host agency regarding recorded sessions. To comply with Health Insurance Portability and Accountability Act (HIPAA) and HITECH, the clinical mental health program provides the following guidelines for students in this process.

- Counseling sessions may be recorded only for the purpose of supervision, intern application of practice theory, and skill competence.
- The client must consent both verbally and in writing. The written consent should be added to the client file at the applicable agency.
- The client is informed that the therapy session is being recorded and the client consents to the recording. Ideally, consent to the recording should be given verbally on the recording.
- The recording device is not to be concealed from the client during the session.
- The recording is kept separate from the patient's medical record. All recordings will be kept in lockable files and password protected on an encrypted device prior to deletion.
- It is the students' responsibility to keep sensitive client information double locked and password protected at all times.
- Students are required to delete recordings from their devices immediately following supervision.

Acceptable Recording/Storage Devices

- Before purchasing any sort of recording device, the student should first consult their specific site. Their site supervisor will inform students of any specific agency requirements involving recording.
- Any recording device must be digital.
- Passwords are required on any device.
- Encryption must be turned on.
- Recordings are transferred to an encrypted flash drive for storage and transporting to university supervision. Students are required to purchase an encrypted drive during practicum, such as this from Amazon:
<http://www.amazon.com/Kingston-8GB-Traveler-Encrypted-DTVP30/dp/B00G31OPB0>
- All client documents (including recordings) must be double locked at all times.

Transporting a recording to and from practicum, internship or other classroom sites represents a potentially challenging situation. In addition to passwords and encryption, recordings must be double locked at all times. For example, a video in a locked car (lock 1) does not constitute double lock security. Ways of creating a double lock security situation include storing the recording in the locked glove compartment, a locked portable file cabinet or brief case within the car (lock 2).

Students are responsible for ensuring the privacy and confidentiality of their recorded sessions. If you have questions or concerns about requirements for recording counseling sessions, please contact the Field Placement Coordinator Dr. Jennifer Hall (jgh3@clemsom.edu).

Appendix I
Student Field Experience Agreement

As a graduate student in the Counselor Education program, I hereby certify that I:

1. Have read the Field Experience Manual in its entirety and understand the procedure for securing a field placement each semester.
2. Understand my professional responsibility regarding recording sessions and will abide by the recording policy and be proactive in protecting client confidentiality.
3. Will ask my university supervisor or field experience coordinator any questions that I have regarding appropriate recording procedures and devices.
4. Will abide by the American Counseling Association's Code of Ethics as well as other professional standards of practice.
5. Will inform my university supervisor and/or the field experience coordinator of any site related issues that occur.

Student Signature: _____ Date: _____

****Please upload this form to the CMHC Canvas workgroup under Assignments after you have signed – this must be done for practicum and fall internship****