



Arts, Sciences
& Education

Department of Psychology

Professional Counseling Psychology (PCP) Practicum & Internship Manual Online Program

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STUDENT RESPONSIBILITIES

You are responsible for the material in this handbook.

Most of the counseling program policies and requirements are explained in the Student Handbook –please read all of it; you are responsible for all of it. You will be asked to sign an attestation form, indicating that you have read you have read all the materials and

understand that you are responsible for knowing and complying with program requirements.

This manual is intended to introduce students to the expectations and requirements for satisfactory completion of the practicum and internship experience. It provides information such as forms, as well as guidelines for supervision.

It is the responsibility of the student to:
to be familiar with site policies for clinical placements,
to know program requirements, licensure/certification requirements,
and complete all forms by stated deadlines,
to become very familiar with and follow ethical guidelines outlined by the American Counseling Association (ACA) and the American Psychological Association (APA).

This manual is required reading for all practicum/internship students.

Your supervised field experience is a crucial developmental step in one's professional preparation. These clinical experiences are intended to assist students in the integration of knowledge learned in other academic experiences, as well as to develop their clinical skills.

Additionally, all candidates must purchase and have student liability insurance activated at the onset and throughout the duration of their practicum and internship experiences. Documentation of the current liability insurance must be turned in and maintained in the student file.

Professional Student Liability Insurance can be obtained through, Healthcare Providers Service Organization: www.HPSO.com. The program will reimburse students for liability insurance cost after receiving receipts and proof of coverage.

Important Note: Please keep in mind that when you interview and/or begin working at a Site, you are representing FIU as a whole. It is important that collectively, we sustain a good working relationship with all of our sites to maintain our excellent reputation as a program and university of the highest quality.

FIU DEPARTMENT OF PSYCHOLOGY PCP PROGRAM SAFETY POLICY

ACKNOWLEDGEMENT OF RISK

The practice of counseling involves risks inherent in client contact. Students engaged in a practicum or internship experience should engage in behavior that enhances safety and minimizes risk. To assist students in understanding how to minimize risk and enhance safety, the Site Supervisors will orient students to the safety and risk management procedures of the Practicum or Internship Site at the onset of the placement and regularly during supervision.

I, _____, in consideration of being allowed to participate in a practicum or internship as part of my academic program, hereby acknowledge and agree as follows:

1. I understand and acknowledge that there are certain risks inherent in my participation in counseling practicum or internship, including, but not limited to, risks arising from:

- Commuting to and from the site, or while in the course of activities;
- Providing services to clients or their family members who may become unpredictable, angry, or violent;
- Exposure to communicable or infectious diseases, bodily fluids, medicinal preparations, or toxic substances.

2. I acknowledge and agree that it is my responsibility to understand and follow the practicum or internship site's safety procedures and safety guidelines as described by the practicum or internship site supervisor to minimize risks and enhance my safety while placed at the site. I understand that I will not be forced to engage in assignments in which I feel physically at risk. I agree to report to my site supervisor any incidents in which I am or feel physically threatened or unsafe and to discuss any concerns with my faculty supervisor(s) during supervision.

3. I understand that in connection with my practicum or internship, I must have the ability to interpret, adapt, and apply safety procedures and guidelines. I must be able to react calmly and effectively in emergency situations and have the ability to establish and maintain effective relationships with a variety of client populations, agency or school staff, faculty, other counseling or health care professionals, and the public.

4. I agree to notify my site supervisor and faculty supervisor(s) of any medical conditions that might necessitate an emergency response by the site.

5. It is my responsibility to comply with the standards, policies, and procedures established by the placement site. The site will have the right to take immediate temporary action to correct a situation where my actions endanger client care or are unethical, disruptive, or unprofessional.

HEALTH & SAFETY GUIDELINES FOR PRACTICUM & INTERSHIP SITES

Introduction

The FIU Department of Psychology and PCP program are invested in the safety and well-being of our student interns working in a practicum/internship site. In the event of an

incident or situation that involves a threat to the safety or potential safety of an intern, the site supervisor and student should notify the PCP Program Director immediately.

The PCP program will provide:

An orientation for all practicum/internship students about safety while working at their site.

Copies of this safety policy for all students and site supervisors.

Case material in practicum/internship classes that address issues of safety when working with individuals with mental illness.

The site will provide:

A safety plan of action and to orient all students to the agency's safety policy and plan detailing exactly what to do in case of an emergency. Student interns should also be given assurance that they are not expected to work on their own with potentially violent clients.

The safety plan should include the following:

When and how to attempt de-escalation of aggressive client;

When and how to use non-violent self-defense, physical evasion, force;

When and how to call security or police;

When and how to evacuate the building.

The PCP program will train students in the following:

How to recognize signs of agitation;

What to do at first signs of agitation;

Format for ongoing assessment of a client's level of dangerousness.

SAFETY TIPS FOR STUDENTS IN THE FIELD

Security of Belongings

All students in the field are expected to have a secure place to keep handbags and other belongings while at placement. It is preferable that the space be one that can be locked (e.g., desk drawer or filing cabinet). It is best not to leave handbags and other personal articles visible and unattended, even in an office with the door closed.

Safety Issues Related to Working with Clients

When working with clients, it is important to remember that the treatment process often makes people feel vulnerable and may challenge their usual coping mechanisms.

With some people, this can contribute to problems with impulse control, and can raise issues of safety for the client and the intern. There may be times when a student works with individuals who have difficulty with reality testing, dealing with overwhelming emotions, and controlling their anger. Some clients may be prone to violence and may possess a weapon. Other clients may be intoxicated, under the influence of drugs, in withdrawal, or may have other medical or neurological disorders. Again, we would like to emphasize that all students should consult with agency supervisors regarding preparation for, and handling of, specific situations that are potentially difficult or threatening, such as medical emergencies, suicide or homicide risks, potential abuse of others, and the presence of weapons.

Students should never keep information about potentially dangerous clients to themselves, even if they believe that they have a good relationship with their client(s). This includes information related to danger to self and others, and/or suspected abuse or neglect. ALWAYS notify your site supervisor immediately. Issues regarding these situations should also be discussed with faculty during supervision.

Safety Tips for Office Meetings

If a student will be meeting with a client with whom the student does not feel safe, it is important to discuss the situation fully with the site supervisor. When considering the location of the meeting, it might be helpful to think about what is in the room, whether there is more than one exit, and where each person might sit. It may also be helpful to think about whether to include someone else in the meeting, and what to wear. When discussing the time of the appointment, it can be helpful to think about whether or not many people are around at the time being considered for the meeting. Also, it is important to discuss the plan for backup and assistance in the event that the client becomes agitated. A student should never see a potentially dangerous client alone without someone else in the agency knowing about the situation.

Safety Tips for Travel by Car

When a student is traveling by car to an agency or to home visits, it is advisable to know clearly where you are going, and to obtain directions before driving to unfamiliar areas and to carry a cell phone if possible. In general, remember to be alert and to lock doors and close windows.

Post-Incident Protocol

If an incident occurs in which a student is personally threatened or hurt, the student should immediately inform the site supervisor and the PCP Program Director.

Health Concerns

It is the responsibility of all internship sites to notify the PCP Program of any known health risks, required or suggested health screenings, immunizations, etc. that students should be aware of.

I have read and understand the risk and safety guidelines outlined above and agree to follow the recommended safety tips for students.

Student Signature: _____ Date: _____

DESCRIPTION OF CLINICAL TRAINING

Students pursuing a professional license as a mental health counselor in the state of Florida must complete a minimum of 700 hours of supervised clinical experience as a part of their graduate training. The PCP program requires 840 hours of clinical experience across the student's practicum and internship. This experience is divided into 240 hours of Clinical Practicum and 600 hours of Clinical Internship over a period of 3 semesters.

To meet the standards and requirements of the State of Florida and Masters in Psychology and Counseling Accreditation Council (MPCAC), the PCP Program requires the following:

1. Hours spent in clinical training must be 40% direct client contact and 60% indirect clinical experience.

Direct Hours- such as individual, couple, family, group counseling, parent training, consultation with parents or teachers, testing/assessment administration, intakes.

Indirect Hours- this includes any work students do in preparation for work with clients, reviewing files, case notes, preparing practicum class or supervision activities, attending workshops, conferences, reading, research and other activities agreed upon by on-site supervisor (on or off site).

2. Audio/video recordings of sessions are to be submitted for use in supervision or site supervisors must conduct live supervision of sessions each semester.
3. Evaluation of students' performance throughout the practicum and internship.
4. Minimum weekly supervision must include:
 - Individual supervision with site supervisor (may be dyadic)
 - 1.0 hour/week
 - Group supervision with faculty supervisor (1:8 ratio)
 - 1.5 hours/week
 - Ongoing collaboration among site and faculty supervisors

CLINICAL PRACTICUM & INTERNSHIP SETTINGS

Practicum Setting

Students are given the opportunity to apply for placement in community sites such as hospitals, community mental health centers, schools, and private practices. Specific information about the available sites will be given during the internship application period (which is typically during the semester preceding the start of Practicum). Students will work with PCP faculty to determine their areas of interest, location of the site(s), and other factors that will influence their placement. Students must receive permission before interviewing with sites, and must be accepted by the site. Depending upon the student's location and the availability of pre-established sites, the student may be directed to identify a site of interest independently. Students are highly encouraged to stay at their practicum setting for their internship experience; however, with explicit permission from PCP faculty may elect to change sites for their internship experience.

Internship Setting

During the second year of clinical training, following the successful completion of the Practicum, students are given the opportunity to apply for placement in off-campus community sites such as hospitals, community mental health centers, schools, and private practice. Specific information about the available sites will be given during the internship application period (Spring and Summer of year 1 of study).

Students will work with PCP faculty to determine their areas of interest, location of the site(s), and other factors that will influence their placement. Students must receive permission before interviewing with sites and must be accepted as an intern by the site. Depending upon the student's location and the availability of pre-established sites, the student may be directed to identify a site of interest independently. Students are required to stay at their internship setting for the entire duration of the two semesters of internship, even if their clinical experience hours are fulfilled prior to the end of the second semester. Some internship sites require a three-semester commitment. It is up to the student to determine whether a three-semester commitment is feasible. Exceptions to these requirements will be made on a case-by-case basis and only under extenuating circumstances.

DESCRIPTION OF CLINICAL PRACTICUM (240 Hours over 1 Semester)

Semester 1: CLP 6945 Clinical Practicum (240 Hours)

Clinical Practicum is the first supervised professional experience that the counseling student will engage in. This first experience will allow students to apply knowledge about basic interviewing, assessment, and counseling skills and techniques to work with clients. The emphasis of clinical practicum focuses on students practicing assessment, individual and group counseling skills under supervision. Students are also expected to expand their knowledge of indirect counseling-related professional activities such as administrative tasks, note taking, staffing, trainings, and other related activities. Students must complete 240 hours and accumulate at least 96 of these hours in direct service from the beginning of their practicum experience.

Semester 1: CLP 6943 Advanced Practicum

Advanced Practicum is taken during the first semester in tandem with the first semester Clinical Practicum. This class is a complement to the Clinical Practicum and allows for the direct instruction of and practiced rehearsal of basic skills and techniques in counseling and assessment under the guidance of the Faculty Supervisor.

Student must pass both Clinical and Advanced Practicum courses successfully to continue onto internship. An “F” grade in any practicum course is grounds for remediation and potential dismissal from the PCP program.

PRACTICUM OUTCOMES AND OBJECTIVES

Training Outcomes

Counselors in training need to acquire proficiency and gain confidence by applying their emerging skills under the supervision of experienced counselors.

Practicum students will participate in **direct service** and demonstrate appropriate skill-level competence **in at least 2 of following areas:**

1. Intake/Assessment
2. Individual counseling
3. Group counseling
4. Couple/Family Counseling
5. Parent /Teacher training/Consultation
6. Development and implementation of behavior plan
7. Social skills training
8. Implementation of treatment manual/protocols

Students will participate in **non-direct professional activities** and demonstrate appropriate skill-level competence **in at least 3 of the following areas:**

1. Case notes
2. Formulation of treatment goals
3. Development of treatment plans
4. Conduct treatment plan reviews
5. Develop discharge summaries
6. Make recommendations and referrals
7. Participation in supervision
8. Case staffing/Training
9. Administrative duties
10. Outreach

Learning Objectives

At the completion of the 240 hours of practicum experience students will be able to:

1. Demonstrate the ability to establish rapport and maintain a working alliance with clients while maintaining appropriate boundaries;
2. Assess clients from a multicultural perspective to understand their worldview, values, family structure and behavioral norms;

3. Demonstrate sensitivity for legal and ethical dilemmas and conduct themselves in a professional and ethical manner as outlined by the ACA and APA code of ethics;
4. Demonstrate verbal communications that are clear and concise in daily interactions with clients, co-workers and other professionals;
5. Demonstrate effective communication skills with clients that includes an ability to maintain appropriate boundaries with clients; understand content and context of information;
6. Engage in consultation with professionals and during interdisciplinary team meetings;
7. Educate clients on such issues as self-care, daily living skills, parenting, education and other support services;
8. Demonstrate effective referral and collaboration skills;
9. Demonstrate an openness to feedback and supervision;
10. Demonstrate appropriate interpersonal skills.

DESCRIPTION OF CLINICAL INTERNSHIP (600 Hours over 2 Semesters)

Clinical internship is taken after the successful completion of clinical practicum/advanced clinical practicum.

Semester 1: CLP 6948 Internship

The internship experience will allow students to apply more advanced knowledge and skills such as interviewing, testing, assessment, and counseling skills and techniques to work with clients. The internship focuses on allowing the student to become familiar with and engage in a variety of activities related to those of a professional counselor practicing assessment, individual and group counseling skills under supervision. Students are also expected to expand their knowledge of indirect counseling-related professional activities such as administrative tasks, insurance reimbursement, note taking, treatment planning and discharge, staffing, trainings, and other related activities.

Semester 2: CLP 6949 Advanced Internship (300 Hours)

Advanced Internship is taken as the second semester of internship. It is expected that students will continue applying advanced skills and techniques in counseling under supervision. It is expected that students will continue working at their site under supervision. During the first semester of internship, students should work with the site supervisor to begin to identify a client for their Case Conceptualization project, which will require the student to complete a course of treatment with the client, along with pre and post assessment, to measure treatment outcome to be written up and presented in a formal presentation during the Case Conceptualization course. Student must complete at least **300 hours with 120 of the hours in direct client contact.**

INTERNSHIP OUTCOMES AND OBJECTIVES

Training Outcomes

Counselors in training need to acquire proficiency and gain confidence by applying clinical skills under the supervision of experienced counselors. Internship students will participate in **direct service** and demonstrate appropriate skill-level competence **in at least 3 of following areas with completion of at least one complete course of treatment with an individual client:**

1. Intake/Assessment
2. Individual counseling
3. Group counseling
4. Couple/Family counseling
5. Parent /Teacher Training/Consultation
6. Development and implementation of behavior plan
7. Social skills training
8. Implementation of treatment manual/protocols

Students will participate in **indirect professional activities** and demonstrate appropriate skill-level competence **in at least 6 of the following areas:**

1. Case notes
2. Formulation of treatment goals
3. Development of treatment plans
4. Conduct treatment plan reviews
5. Develop discharge summaries
6. Make recommendations and referrals
7. Participation in supervision
8. Case staffing/Training
9. Administrative duties
10. Outreach

Learning Objectives

At the completion of the 600 hours of Internship experience students will be able to:

1. Develop and refine counseling and interviewing skills used as clinical intervention or techniques;
2. Demonstrate skills in developing and maintaining a counseling relationship while maintaining appropriate boundaries;
3. Accurately conceptualize client concerns and issues;
4. Assess clients from a multicultural perspective to understand their worldview, values, family structure and behavioral norms;
5. Demonstrate the appropriate use of assessment instruments based on a familiarity with the validity and reliability of these instruments;
6. Interpret data about clients regarding diagnosis and treatment planning and demonstrate familiarity with the DSM-5-TR classification of disorders;
7. Provide individual and group counseling services;

8. Demonstrate sensitivity for legal and ethical dilemmas and conduct themselves in a professional and ethical manner as outline by the ACA and APA code of ethics;
9. Demonstrate verbal communications that are clear and concise in daily interactions with clients, co-workers and other professionals;
10. Engage in consultation with professionals and during interdisciplinary team meetings;
11. Educate clients on such issues as self care, daily living skills, parenting, education and other support services;
12. Demonstrate effective referral and collaboration skills;
13. Write reports required by the site supervisor including progress notes and written client records;
14. Communicate with other professionals using appropriate terminology pertaining to counseling, psychopathology, special services and psychotropic medication.

MPCAC STANDARDS ADDRESSED DURING CLINICAL TRAINING

MPCAC outlines program and course standards needed for accreditation. The MPCAC standards introduced, developed and/or mastered over the course of practicum and internship are outlined below. Please refer to the PCP program curriculum map in the Student Handbook for specifics. It is expected that students master these standards by the end of their clinical training.

a. Ethical and professional standards

- i. *Ethical/Legal Standards, Policy, and Practice*: Demonstrates knowledge and application of ethical concepts, and awareness of legal issues regarding professional activities with individuals, groups, and organizations
 1. Knowledge of ethical, legal and professional standards and guidelines: Demonstrates knowledge and understanding of relevant ethical/professional codes, standards and guidelines, laws, statutes, rules, and regulations.
 2. Awareness and application of ethical decision making: Recognizes situations that challenge adherence to professional values and demonstrates the application of an ethical decision-making model by applying it to ethical dilemmas.
 3. Ethical conduct: Demonstrates integration of ethical values in professional conduct.
- ii. *Professional Values and Attitudes*: Exhibits behavior and comporment that reflect the professional values and attitudes of counseling and psychology.
 1. Demonstrates understanding of counseling and psychological practice as an applied behavioral science.
 2. Demonstrates knowledge and awareness of professional identities relevant to counseling and psychology.
 3. Maintains professionally appropriate communication and conduct

across different settings.

4. Demonstrates personal accountability and accepts responsibility for own actions.

iii. *Understanding and use of supervision during applied experiences*

1. Demonstrates understanding of the role and practice of supervision.
2. Demonstrates knowledge of the critical role of reflective practice.
3. Demonstrates knowledge of the impact of self-care on professional practice.
4. Responds appropriately to supervision.

b. **Evidence-based theories and practice of counseling and psychotherapy**

i. *Knowledge:*

1. Demonstrates knowledge of individual and group theories of counseling and psychotherapy.
2. Demonstrates knowledge of theories regarding the impact of trauma on individuals, groups and communities.

ii. *Skills*

1. *Relationships:* Relates effectively with individuals, groups, and communities.
 - a. Forms and maintains productive and respectful relationships with clients, peers/colleagues, supervisors, and professionals from within and across disciplines.
 - b. Negotiates differences and handles conflict satisfactorily.
 - c. Provides effective feedback to others, receives feedback non-defensively, and integrates feedback appropriately.
 - d. Communicates clearly using verbal, nonverbal, and written skills in a professional context; demonstrates clear understanding and use of professional language.
2. *Conceptualization and Intervention:* Applies evidence-based intervention and prevention strategies designed to alleviate suffering and to promote health and well-being of individuals, groups, communities, and/or systems.
 - a. Formulates and conceptualizes cases.
 - b. Plans and implements interventions utilizing at least one consistent theoretical orientation.
 - c. Displays skills in developing the therapeutic alliance.
 - d. Displays skills in crisis intervention.
 - e. Evaluates intervention progress and modifies intervention or prevention strategies on the basis of evaluation of clients' or groups' progress and/or client feedback.

c. **Multiculturalism and diversity**

Demonstrates knowledge, self-awareness, and skills in working with individuals, groups, and communities who represent various cultural and personal backgrounds and characteristics (e.g., cultural, individual, and role differences, including those based on age, gender, gender identity, race,

ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status) and context.

- i. *Knowledge and Self-Awareness:*
 1. Demonstrates knowledge and awareness of self, as shaped by individual and group diverse identities.
 2. Demonstrates knowledge and awareness of others, as shaped by individual and group diverse identities.
 3. Demonstrates knowledge of the intersection between self and others as shaped by individual and group diverse identities.
- ii. *Skills:*
 1. Applies knowledge of self as a cultural being in assessment, treatment, consultation, and all other professional interactions.
 2. Applies knowledge of others as cultural beings in assessment, treatment, consultation, and all other professional interactions.
 3. Applies knowledge of the intersection of self and others as cultural beings in assessment, treatment, consultation, and all other professional interactions.
 4. Is able to work effectively with diverse individuals in assessment, treatment, and consultation.

d. Theories of psychopathology and relevant classification systems

- i. *Knowledge:*
 1. Demonstrates knowledge of theories of psychopathology, including but not limited to biological and sociocultural theories.
 2. Demonstrates knowledge of classification systems of behavior and limitations of those systems.
- ii. *Skills:* Applies concepts of normal/abnormal behavior to case formulation, diagnosis, and treatment planning in the context of stages of human development and diversity.

e. Methods of evaluation of individuals

- i. *Knowledge:*
 1. Demonstrates knowledge of content, reliability and validity, and purposes of assessment measures.
 2. Demonstrates awareness of strengths and limitations (including diversity-related limitations) of administration, scoring, and interpretation of assessment measures.
- ii. *Skills:*
 1. Selects and utilizes appropriate methods of evaluation.
 2. Engages in effective clinical interviewing.
 3. Engages in effective progress monitoring.

Research methods

- i. *Knowledge:*
 1. Demonstrates knowledge of scientific methods used by counselors and psychology practitioners in their clinical work.
 2. Demonstrates knowledge of use of scientific methods to add to the knowledge base of counseling and psychology.

3. Demonstrates knowledge of application of scientific methods to evaluate practices and interventions.
 4. Demonstrates knowledge of program evaluation methods.
- j. **Systems basis of behavior**
- i. Demonstrates knowledge of individuals in the context of their environment and how the environment (e.g., geographical, ideological, demographic, familial, institutional) affects functioning.
 - ii. Demonstrates understanding of the use of systems changes (whether prevention or intervention) to enhance the functioning of individuals, families, groups, organizations, and/or institutions.

CLINICAL PRACTICUM & CLINICAL INTERNSHIP COURSE REQUIREMENTS

Students must complete all assignments, turn in paperwork in the required time frame, and participate in evaluations throughout the clinical training. More detailed information is presented in course syllabi.

Specific assignments and paperwork are as follows:

Assignments

- Participation in supervision
- Assigned reading
- Case presentations (as scheduled)
- Trainings (as scheduled)

Evaluations

- Mid-semester
- End of semester
- Student feedback of supervision
- Student evaluation of site
- Formal evaluation of practicum (end of practicum only)
- Formal evaluation of internship (end of internship only)

Paperwork

- Site supervisor agreement form (only beginning at a site)
- Supervision plan (goals)
- Hours record (signed by site supervisor)
- Practicum/Internship semester contract

CLINICAL EXPERIENCE RECORD

All Students are responsible for maintaining a **Clinical Experience Record**. The Clinical Experience Record is a record of **all** the clinical training experience that the student was involved in throughout the program (including clinical practicum/internship). The PCP program utilizes an online record management system, which students must maintain. It is highly advised that students independently maintain a personal record of their clinical experiences, which should include:

- A. Clinical experience hours logs
- B. Student and supervisor feedback forms
- C. Formal evaluations
- D. Semester contracts
- E. All course syllabi
- F. Certificate(s) of completion for any trainings
- G. Copies of liability insurance coverage policies

The Clinical Experience Record will be reviewed at the end of each semester of clinical practicum/internship as part of the requirements for successful course completion. It is recommended that students download their individual records at the end of each semester to maintain their own personal record of training needed for subsequent licensure. The PCP program will maintain records in accordance with the State of Florida's General Records Schedule for Public Universities.

CONFIDENTIALITY AGREEMENT

I understand that participation in the clinical practicum and clinical internship supervision courses will require me to review client sessions, present cases, and discuss information about my clients, myself, my site, and my supervisor. I understand that I must not use any identifying information when discussing clients, and that any and all information discussed about myself and/or my classmates is strictly confidential. If ever required, all recordings of sessions must be destroyed following presentation in supervision.

Student Name

Student Signature & Date

FIU DEPARTMENT OF PSYCHOLOGY PCP PRACTICUM/INTERNSHIP CONTRACT

(Sample; This form is available electronically)

Circle One: Practicum Internship

Semester: _____ Year: _____

Student Name: _____ Phone: _____

Email: _____

Hours needed for the semester: (Direct) _____ (Indirect) _____

Site/Agency name: _____

Address: _____

Site Supervisor Name: _____

Phone _____ Email: _____

Faculty Supervisor Name: _____

Phone _____ Email: _____

Emergency Contact

Name: _____ Phone: _____

Student Work Schedule

(Days and Times) _____

Individual Supervision: Day _____ Time _____

Group Supervision: Day _____ Time _____

SITE SUPERVISOR AGREEMENT FORM

(Sample; This form is available electronically)

___The site supervisor will provide clinical training to the Student under the joint supervision of the faculty supervisor with regular ongoing consultation.

___The site supervisor will provide the Student with a minimum of 1-hour of individual face-to-face supervision that shall occur at least one time per week.

___The site supervisor agrees to provide live or recorded supervision along with performance feedback to the Student at least once during the practicum and/or internship experience.

___The site supervisor agrees that 40% of the Student's clinical experience will be direct hours.

___The facility and its licensed site supervisor shall maintain ultimate responsibility and authority regarding client care and will ultimately sign off as the responsible clinician on each case, noting the Student's involvement.

___The site supervisor will inform the faculty supervisor immediately when a Student is not performing satisfactorily or is demonstrating behavior that is detrimental or disruptive to the site and participate in the remediation plan of the Student (if one is implemented).

___The site supervisor agrees to report on the Student's performance and provide an evaluation of such on forms provided by the University.

___The site supervisor will develop a supervision plan each semester with the Student to outline specific goals and objectives for the semester.

___The site supervisor will sign the student's clinical experience hour's log each week.

___The site supervisor will always be accessible while the Student is engaged with clients in case of emergency.

___The site supervisor will provide the Student an orientation to the site and specific instruction on protocols for managing crisis situations that may arise along with a safety plan of action to orient all students to the site's safety policy and plan detailing exactly what to do in case of an emergency.

STUDENT CLINICIAN AGREEMENT FORM

(Sample; This form is available electronically)

___The Student shall handle all confidential information in a professional and ethical manner; under no circumstance will the Student discuss a patient or client with anyone other than the appropriate supervisors.

___The Student shall adhere to all rules, policies, and procedures of the site to which they are assigned.

___Students will adhere to all program policies and follow ACA ethics codes while at the site.

___The Student shall be responsible for obtaining student liability insurance prior to beginning clinical training at the site.

___The Student will provide and share with supervisors a formal evaluation of site and feedback to supervisor.

___The Student will keep an electronic log of all activities, hours, and supervision in the clinical experience record and present to the site supervisor and faculty supervisor each week for signature.

___The Student will discuss with the site supervisor a plan for live observation or recording at least one client session each semester to be reviewed in supervision with the site supervisor.

___The Student understands that they must inform all clients that they are a student clinician working under supervision, the limitations of confidentiality, and how long the Student will be working at the site. The Student will discuss with the site supervisor how this should be communicated to clients.

FACULTY SUPERVISOR AGREEMENT

(The following are a list of activities provided to Student by their faculty supervisor)

- The faculty supervisor will conduct a minimum of 1.5 hours per week of group supervision.
- The faculty supervisor will work in collaboration with the site supervisor and maintain regular ongoing contact and site visits to monitor and evaluate Student's progress.

- The faculty supervisor will be available to the Student for individual supervision and emergencies as needed.
- The faculty supervisor will review case presentations and provide feedback.
- The faculty supervisor will review and sign the electronic clinical experience hours log during mid- and end-of-semester evaluations.
- The faculty supervisor collects and monitors paperwork with a formal review of the clinical experience record at the end of each semester.
- The faculty supervisor, in collaboration with the site supervisor, will provide a formal evaluation of the Student at the end of the advanced clinical practicum and advanced clinical internship.

SUPERVISION PLAN

(Sample; This form is available electronically for Student and site supervisor to collaboratively develop at the beginning of each semester)

Focus area(s) (counselor skills & competencies to be developed):

Goals/Objectives

Modality

Progress toward goals

Goal 1
Goal 2
Goal 3
Goal 4

The supervision plan should be developed between the Student, site supervisor, and reviewed by the faculty supervisor at the beginning of the semester. Progress toward each goal/objective will be reviewed at the end of the semester.

The signatures below bear agreement to all the terms above.

Site Supervisor: _____ Date: _____

Faculty Supervisor: _____ Date: _____

APPLYING FOR CLINICAL INTERNSHIP

Prerequisite: Successful completion of Clinical Practicum.

Step 1: Applying to and Selecting a Site

- Fill out the Internship Interest Survey provided electronically during the Internship Application Period.
- Schedule a meeting with the Program Director and/or Field Placement Coordinator to discuss your area of interest and identify possible sites for placement.

Step 2: Interview with site

- Once the Field Placement Coordinator has contacted the site(s) that you are interested in and confirmed availability for placement, you should arrange an interview with the site supervisor.

Step 3: Notify Field Placement Coordinator of Outcome

- Once the Student has interviewed with the selected site supervisor, the Program Director and/or Field Placement Coordinator should be notified of the outcome of the interview.

Step 4: Renew Student Liability Insurance

- Renew **student** liability insurance and provide a copy to the Field Placement Coordinator and/or faculty supervisor during the first week of the semester (can be obtained through ACA or HPSO).

PRACTICUM/INTERNSHIP EVALUATION FORMS

Professional Counseling Psychology Master's Program
SITE SUPERVISOR'S EVALUATION OF STUDENT INTERN
 (Sample; This form is available electronically)

Student Name: _____ Site: _____

Circle one: Mid-semester **End of Semester**

- | | | | | | | | |
|-----|--|---|---|----|---|---------|--------------|
| 1. | Demonstrates a personal commitment in developing professional competencies. | 1 | 2 | 3 | 4 | 5 | |
| 2. | Accepts and uses constructive criticism to enhance self-development and counseling skills. | 1 | 2 | 3 | 4 | 5 | |
| 3. | Engages in open, clear and comfortable communication with peers and supervisors. | 1 | 2 | 3 | 4 | 5 | |
| 4. | Recognizes own deficiencies and actively works to overcome with peers & supervisors. | 1 | 2 | 3 | 4 | 5 | |
| 5. | Completes paperwork on time. | 1 | 2 | 3 | 4 | 5 | |
| 6. | Quality of paperwork. | 1 | 2 | 3 | 4 | 5 | |
| 7. | Arrives to site on time and is prepared. | 1 | 2 | 3 | 4 | 5 | |
| 8. | Presents self in a professional manner with peers, supervisors, and clients. | 1 | 2 | 3 | 4 | 5 | |
| 9. | Demonstrates ethical behavior. | 1 | 2 | 3 | 4 | 5 | |
| 10. | Participates actively supervision sessions. | 1 | 2 | 3 | 4 | 5 | |
| 11. | Participates actively in team meetings. | 1 | 2 | 3 | 4 | 5 | |
| 12. | Demonstrates sound clinical judgment. | 1 | 2 | 3 | 4 | 5 | |
| 13. | Seeks out supervision when necessary and appropriate. | 1 | 2 | 3 | 4 | 5 | |
| 14. | Demonstrates knowledge of DSM-5 and is able to accurately diagnose. | 1 | 2 | 3 | 4 | 5 | |
| 15. | Demonstrates comfort and confidence in working with clients. | 1 | 2 | 3 | 4 | 5 | |
| 16. | Demonstrates a willingness to engage in new experiences to improve skill level. | 1 | 2 | 3 | 4 | 5 | |
| 17. | Comments/Suggestions | | | to | | improve | performance: |
| | _____ | | | | | | |
| | _____ | | | | | | |
| | _____ | | | | | | |

Supervisor's Signature & Date

Student's Signature & Date

Rating scale: 5-Exceptional Performance 4- Acceptable Performance 3-Requires Assistance 2-Needs Improvement 1- Unable to assess

FIU Department of Psychology
Professional Counseling Psychology Master's Program
STUDENT FEEDBACK FOR SITE SUPERVISOR
(Sample; This form is available electronically)

Student name: _____

Site: _____

Circle one: Mid-semester

End of Semester

- | | | |
|-----|---|---|
| 1. | I was clear about what to present during supervision sessions. | |
| 1 | 2 | 3 |
| 2. | My supervisor was clear about the criteria for evaluating my work. | |
| 1 | 2 | 3 |
| 3. | The feedback I received from my supervisor was clear and constructive. | |
| 1 | 2 | 3 |
| 4. | The lines of communication were always open with my supervisor. | |
| 1 | 2 | 3 |
| 5. | I felt comfortable bringing up issues about my clients and the site with my supervisor. | |
| 1 | 2 | 3 |
| 6. | I felt as though my supervisor was available to me when needed. | |
| 1 | 2 | 3 |
| 7. | I was satisfied with the quality of my supervision sessions. | |
| 1 | 2 | 3 |
| 8. | My supervisor allowed me some autonomy in my work with clients. | |
| 1 | 2 | 3 |
| 9. | When instructed to use a new technique, I was given clear instructions on how to implement the technique and the criteria for evaluation. | |
| 1 | 2 | 3 |
| 10. | I felt that my supervisor provided me opportunities for personal and professional growth. | |
| 1 | 2 | 3 |
| 11. | I felt comfortable disagreeing with my supervisor. | |
| 1 | 2 | 3 |

Comments: _____

Student Signature & Date

Supervisor Signature & Date

Rating scale: 3- Strongly agree 2- Agree 1- Would like to improve this area of supervision

FORMAL EVALUATION OF STUDENT'S PRACTICUM/INTERNSHIP
(Sample; This form is available electronically)

Student Name: _____ Date: _____

Site: _____

The Student participated in **direct service** and demonstrated appropriate skill-level competence in the following areas. **Competence in at least 2 areas is required for practicum and at least 3 areas required for internship.**

Please rate the Student on each on the items below using the following scale:

A. **Outstanding** B. **Acceptable** C. **Needs Improvement** D. **Unable to assess**

Site Supervisor Faculty Supervisor

_____	_____	Intake/Assessment
_____	_____	Individual Counseling
_____	_____	Development & Implementation of Behavior Plan
_____	_____	Social Skills Training
_____	_____	Implementation of treatment manual/protocols
_____	_____	Group Counseling
_____	_____	Couple/Family Counseling
_____	_____	Parent /Teacher Training/Consultation

The Student participated in **indirect professional activities** and demonstrated appropriate skill-level competence in the following areas. **Competence in at least 3 areas is required for practicum and at least 6 areas required for internship.**

Please rate the Student on each on the items below using the following scale:

A. **Outstanding** B. **Acceptable** C. **Needs Improvement** D. **Unable to assess**

Site Supervisor Faculty Supervisor

_____	_____	Case notes
_____	_____	Formulation of treatment goals
_____	_____	Development of treatment plans
_____	_____	Conduct treatment plan reviews
_____	_____	Develop discharge summaries
_____	_____	Make recommendations and referrals
_____	_____	Participation in supervision
_____	_____	Case Staffing
_____	_____	Administrative duties
_____	_____	Outreach

Comments:

(form continues on next page)

Practicum/Internship Learning Outcomes

Please rate the Student on each on the items below using the following scale:

A. Outstanding B. Acceptable C. Needs Improvement D. Unable to assess

Site Supervisor Faculty Supervisor

_____	_____	Demonstrates active listening skills
_____	_____	Avoids giving advice or imposing personal values
_____ onto	_____	clients
_____	_____	Assesses clients from a multicultural perspective to understand their worldview, values, family structure and behavioral norms
_____	_____	Demonstrates sensitivity for legal and ethical
_____ dilemmas	_____	and conducts self in a professional and ethical manner as outlined by the ACA and APA code of ethics
_____	_____	Demonstrates verbal communications that are clear
_____ and	_____	concise in daily interactions with co-workers and
_____ other	_____	professionals
_____	_____	Educates clients on such issues as self care, daily
_____ living	_____	skills, parenting, education and other support
_____ services	_____	
_____	_____	Demonstrate effective referral and collaboration
_____ skills	_____	
_____	_____	Demonstrate openness to feedback and supervision
_____	_____	Demonstrates proficiency in applying their emerging
_____ counselors	_____	skills under the supervision of experienced
_____	_____	Demonstrates a reasonable amount of confidence in

self

as a developing counselor

(form continues on next page)

Based on your observation and experience with the Student, please provide a brief comment on each of the following areas (each supervisor should initial comment):

The Student expresses a clear understanding of personal needs, values, strengths, weaknesses, feelings, and motivations that affect him/her as a counselor.

Comment:

Student demonstrates ability to apply theoretical concepts to counseling situations.

Comment:

Student demonstrates ability to engage clients in a counseling relationship and develop a collaborative plan of action.

Comment:

Student works as a team player in cooperation with others remaining open to others' values, attitudes, and feelings.

Comments:

Student demonstrates comfort in giving and receiving both positive and constructive feedback.

Comments:

This section is to be completed by the Site Supervisor.

Overall evaluation of Student's readiness

(An overall evaluation of B or better is required to receive a passing grade)

A. Outstanding B. Acceptable C. Needs Improvement

Site Supervisor

Faculty Supervisor

Signatures below indicate that the evaluation was a collaborative effort between the site supervisor and faculty supervisor and was thoroughly explained to the Student.

Student: _____ Date: _____

Site Supervisor: _____ Date: _____

Faculty Supervisor: _____ Date: _____

STUDENT'S EVALUATION OF SITE
(Sample; This form is available electronically)

Directions: Student completes this form at the end of the Practicum and Internship.

Name (Optional) _____ Site _____

Dates of placement _____

Site supervisor _____

Faculty supervisor _____

Rate the following questions about your site and experiences with the following scale:

A. Very satisfied B. Moderately satisfied C. Slightly satisfied D. Not at all satisfied

1. _____ Amount of on-site supervision
2. _____ Quality and usefulness of on-site supervision
3. _____ Usefulness and helpfulness of faculty supervisor
4. _____ Relevance of experience to career goals
5. _____ Exposure to and communication of school/agency procedures
6. _____ Exposure to professional roles and functions within the agency
7. Rate satisfaction with all applicable experiences that you had at your site:
 - _____ Report writing
 - _____ Intake interviewing
 - _____ Administration and interpretation of tests
 - _____ Staff presentation/case conferences
 - _____ Individual counseling
 - _____ Group counseling
 - _____ Family/couple counseling
 - _____ Psychoeducational activities
 - _____ Consultation
 - _____ Career counseling
 - _____ Other _____
8. _____ Overall evaluation of the site

Comments: Include any suggestions for improvements in the experiences you have rated as slightly satisfied (C) or not at all satisfied (D).

BANKING HOURS DURING SEMESTER BREAKS

(Sample; This form is available electronically)

Students may continue practicum or internship at their sites during semester breaks and bank the hours towards practicum or internship in the following semester as long as the following criteria are met:

- You are continuing at the same site that you did your clinical practicum or clinical internship at during the semester.
- You are receiving supervision from your site supervisor for a minimum of one hour each week.
- You have made prior arrangements with your faculty supervisor to be in contact with them for supervision on an as needed basis.
- You will continue to track your clinical experience hours in the electronic clinical experience hours log.
- Your personal professional liability policy is active.

I have discussed banking hours during the semester break with my site supervisor. We have agreed to continue meeting for weekly supervision. I have made arrangements with my faculty supervisor to be available for supervision on an as needed basis.

Signatures

Student: _____ Date: _____

Site Supervisor: _____ Date: _____

Faculty Supervisor: _____ Date: _____

ACA CODE OF ETHICS AND STANDARDS OF PRACTICE

Students are expected to conduct themselves in a professional manner at all times in the classroom and at your Clinical Practicum or Internship Site, and to follow the guidelines for ethical behavior as outlined by the American Counseling Association.

Please be sure to arrive on time to your site and dress in a professional manner. It is your responsibility to arrange for time off and notify your site supervisor immediately if there are any interruptions in your schedule that may affect your time at the site or continuity of care to your clients.

About ACA

The American Counseling Association (ACA) is a nonprofit professional and educational organization dedicated to the growth and enhancement of the counseling profession. Founded in 1952, ACA is the world's largest association representing professional counselors in various practice settings. By providing professional development, leadership training, publications, continuing education opportunities, and advocacy services to nearly 45,000 members, ACA helps counseling professionals develop their skills and expand their knowledge base.

ACA is instrumental in setting professional and ethical standards for the counseling profession. The Association has also made considerable strides in accreditation, licensure, and national certification. In addition, ACA represents the interests of the profession before Congress and federal agencies and strives to promote recognition of professional counselors to the public and the media.

It is strongly encouraged that all students become members of the ACA. You can find more information on the [ACA website](#).

ACA members agree to abide by the rules, regulations, and enforcement of the terms of the ACA Code of Ethics.

It is the student's responsibilities to know and follow the ACA Code of Ethics as a standard for professional behavior.

You can find the Code of Ethics [here](#).

