



Practicum and Internship Manual

Students in the Master of
Science in
Clinical Mental Health
Counseling (MS CMHC)
Program

Summer 2023



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1 – Introduction

Purpose of the Manual

This handbook is designed to introduce students to program expectations and requirements for satisfactory completion of CMHC: COUN 6050 (Practicum) and COUN 6051 & 6052 (Counseling Internship). All Classes are subject to change and availability. For the most up-to-date information please visit NU's Catalog.

This handbook provides information about required paperwork, suggests ways to ensure communication between students and supervisors, and shares background data relative to professional standards and ethics. The intent of this handbook is to concentrate on the mechanics, thereby freeing the student to focus on and maximize the learning that the clinical experiences are intended to provide.





2 – Prerequisites

Practicum

The following courses are prerequisites that must be completed with a grade of B or higher before taking the Practicum.

- COUN 6000 Orientation and Foundations of Clinical Mental Health Counseling
- COUN 6101 Ethical and Legal Issues in Counseling
- COUN 6107 Human Growth and Development
- COUN 6104 Social and Cultural Diversity in Counseling
- COUN 6100 Theories and Models of Counseling
- COUN 6103 Counseling and Psychotherapeutic Techniques
- COUN 6111 Career Development and Counseling
- COUN 6112 Research Methods and Program Evaluation in Counseling
- COUN 6115 Group Counseling
- COUN 6105 Assessment, Tests, and Measurements in Counseling
- COUN 6110 Psychopathology
- COUN 6114 Clinical Assessment, Diagnosis, and Treatment
- COUN 6109 Abuse, Crisis, and Trauma Counseling

Additionally, tasks in Tevera must be completed. This includes pre-application, site vetting, and supervisor vetting tasks. It is recommended that students start the Tevera tasks at least 6 months prior to the anticipated Practicum start date. All Classes are subject to change and availability. For the most up-to-date information please visit NU's Catalog.

Internship

Because Internship is viewed as an integrative experience, participation is allowed only after prerequisite coursework has been completed. Completion of the Practicum is the prerequisite for Internship.

IMPORTANT REMINDER FOR ALL STUDENTS: All students are required to have professional student malpractice insurance when enrolled in Practicum and/or Internship courses. Insurance is available from your professional organization. We have found that ACA or ASCA insurance is the only insurance that adequately meets our program requirements. In addition, all placements require approval by the appropriate placement committee. Students will submit a copy of their active liability insurance in Tevera.



Purposes of the Clinical Experience

Clinical experiences form an important “practice” component of the 2024 Council for Accreditation of Counseling and Related Educational Programs (CACREP) accreditation standards. The Practicum stresses counseling skills. Clinical Mental Health Counseling should be the focus of the major part of the time the CMHC student spends on site. Other activities may be included in the student’s experience, but the majority of the time should be directed toward one’s area of study.

The Internship continues the focus on the development of counseling skills in one’s field, whether that be developing clinical skills in a therapeutic setting. This experience is designed to have interns relate academic and theoretical learning to field experience. The Internship experience also provides interns with evaluative feedback on their knowledge, attitudes, and skills with specific client populations. Since interns already have received training in counseling, the staff and the clientele at the placement site should benefit from the services.

Interns are expected to assume a broad spectrum of counseling roles and functions. The intern is asked to participate in as many activities as feasible in the settings, which are like the responsibilities of an employed counselor. The purpose of an Internship is to provide realistic, relevant, and meaningful experiences related to clinical mental health counseling.

The Practicum and Internship are designed to satisfy requirements for professional training as stipulated by the 2024 CACREP accreditation standards.

Tevera

National University (NU) utilizes Tevera, an electronic clinical tracking software that supports students throughout their educational training experience up until they receive licensure. Students are eligible for Tevera access once they have enrolled in COUN 6103 Counseling and Psychotherapeutic Techniques. At the time of Tevera enrollment, a Tevera guide will be provided to guide students on the tasks that will need to be completed prior to the start of Practicum, including the vetting of a site and supervisor. A more detailed overview of the Tevera vetting process is provided at the end of this handbook. Once students are enrolled in Practicum and Internship, they will continue to utilize Tevera to track their clinical activity hours, have these hours approved by their supervisors, and complete required evaluations. Supervisors and faculty will also have free access to Tevera, as well.

Selecting a Site

Each student is responsible for selecting an appropriate site with the approval of appropriate faculty. Selecting the most appropriate site depends on several criteria, and the student is advised to carefully consider the following guidelines:

1. Site supervisors will only be approved for settings that reflect culturally diverse populations. When selecting a site, you may wish to consider the type of clients with whom you will be working. Thus, you may be concerned with the following questions: Will I be exposed to a heterogeneous group of people? Will my clients be of varied socioeconomic and ethnic backgrounds? Will I be able to work with client populations with different presenting problems? Will I be allowed to choose with whom I wish to work, or will I be assigned clients?
2. Facilities also play an important role in site selection. Certain minimum standards must be met. Suitably equipped office space must be available to you to ensure counseling privacy and the ability to tape each session. Ideally, the office should be located within the center or the institution for easy client access. Additional facilities and equipment (such as videotape machines, observation rooms, computer availability) may also be site selection considerations.



3. A major portion of one's evaluation is based upon review of on-site counseling sessions. Therefore, the student is responsible for selecting a site, which ensures that on-site taping may be accomplished.

Once an appropriate site has been selected, the site and choice of site supervisor must be approved by the clinical training team.

Site Supervisor Selection

Site supervisor selection must be approved by the clinical training team. The student needs to request that the potential site supervisor apply to become a site supervisor. This proposal and vetting process will take place in Tevera.

The Practicum or Internship student is ultimately responsible for communicating CMHC expectations and requirements (application procedures, assignments, taping of sessions, etc.) to the site supervisor. The following steps are suggested as a means of assuring effective communication between the student and the site supervisor. Practicum and Internship course expectations are included in this handbook as Appendix A and are to be signed by all stakeholders and returned to the Practicum or Internship faculty.

The student should be prepared to work on several objectives during the Practicum/Internship. These should be communicated to the site supervisor in writing. It is advisable to schedule an early meeting with the site supervisor to discuss these plans.

As a professional courtesy, the student is to provide the site supervisor with a schedule of the beginning and ending dates of the Practicum/Internship as well as dates (holiday and the like) when the student would not expect to be present at the site. In addition, a schedule of the student's week should be submitted to the site supervisor and updated as necessary (see Appendix B for sample schedule).

During practicum, a program representative will liaison with the site to meet with the site supervisor and student. During such communications, the program representative will discuss the student's progress, course expectations, and may wish to observe the student conducting one or more counseling sessions.

The student must spend a minimum of one hour per week with the site supervisor. The content of these sessions is determined jointly by the student and the site supervisor. The format of supervision will vary; some site supervisors will wish to have videos and critiques, while others will wish simply to consult with the student counselor. In any case, the student has the responsibility of making sure that s/he receives the best possible supervision. If concerns arise, the student should first talk with the site supervisor. However, if problems persist, the intern should relate such concerns to the university faculty supervisor.

Evaluations of student counselors should be completed by the site supervisor near termination of the Practicum/Internship. These will be completed electronically in Tevera, but copies of the evaluation forms are provided in Appendix C for students to share with their site supervisor in the beginning of the Internship so that the program expectations are clear.



Activities and General Requirements

Practicum

The Practicum experience is designed and supervised by the course instructor and by the field site supervisor. Students enrolled in the Practicum are required to accumulate a minimum of 100 clock hours. Of these 100 hours, a minimum of 40 hours must be in direct service work with clients appropriate to one's program of study. The Practicum student is to have one hour per week in supervision with the site supervisor, one hour of supervision per week with a program faculty member, and up to 2 hours per week in group supervision. These supervision hours count towards the total number of Practicum hours. All hours will be tracked in Tevera.

Students' progress in the counselor education program is reviewed by the faculty at the time of Practicum completion. If the progress is judged as satisfactory, registration in the Internship will be permitted. If it is judged as unsatisfactory, registration will not be permitted and a conference with the student will be arranged by the student's adviser.

Students are required to keep updated timesheets in Tevera. Students are required to attend all Practicum individual and group supervisory meetings held during the course(s). Students should refer to the course syllabus for the specific requirements of their Practicum.

Internship

The Internship is 2 required three (3) semester hour supervised opportunity for the student to perform all the activities that a regularly employed counselor in one's chosen field would be expected to perform. Students enrolled in the Internship are required to spend a minimum of 600 clock hours in a setting where one can perform all the activities that a regularly employed professional in the setting would be expected to perform. Of the 600 hours, 240 hours are to be spent in direct service work with clients appropriate to one's program of study.

As Internship covers a total of 24 weeks, students are expected to accrue about 300 clock hours with approximately 120 direct contact hours each course. The Internship students are to have one hour per week in supervision with the site supervisor, and one and one-half hours per week of group supervision. These supervision hours count towards the total number of hours accrued in Internship.

Supervision

Practicum

The Practicum student is to have one hour per week in supervision with the site supervisor, one hour supervision per week with a program faculty member or student supervisor working under the supervision of a program faculty member, and up to two hours per week in group supervision.

The Practicum experience is designed and supervised by the course instructor and by the site supervisor. Site supervisors for CMHC are required to have a minimum of a master's degree, licensure as an LPC counselor, (LPC-S; Supervisory licensure is preferred), membership in professional organizations (e.g., ACA) is preferred and a minimum of two years of counseling experience at the appropriate level.



The site supervisor is expected to acquaint the student with the site and its activities, meet weekly with the student to discuss progress, participate in an evaluation of the student, and consult with the university supervisor about the student's progress.

The university supervisor is expected to provide weekly individual and group supervision with other students in similar field experiences, consult with the site supervisor about the student's progress, assure that all required field experience forms are submitted, assure that all students complete all Practicum requirements, assess student counselor competencies, and submit grades for the students at the end of the course.

Internship

Internship students are to have one hour per week in supervision with the site supervisor, and up to two hours per week in group supervision. Students should refer to the syllabus for specific requirements of their practicum, as group supervision hours vary between tracks.

The Internship site supervisor is expected to assist in acquainting the student with the site and its personnel, facilitate the student's accomplishment of the course requirements, meet once a week with the student to discuss progress, participate in a midterm and final evaluation of the student and consult with the university supervisor about the student's progress.

The university supervisor is expected to provide individual supervision for each student, conduct group supervision with students in similar field experiences, critique audio or video counseling tapes for each student, consult with the host about the student's progress, assure that all required Internship forms are submitted, attend all university meetings of supervisors, assure that students complete all Internship requirements, assess student counselor competencies, and submit grades for the students and the student logs documenting and chronicling their Internship experiences at the end of the course.

Well-Being of the Counselor

Working with clients is emotionally taxing. Even when clinicians are operating at their best, clinical work can lead to outcomes like compassion fatigue, vicarious traumatization, and burnout. As a student at NU, you have **free access to TimelyCare**, a virtual mental health and well-being program. TimelyCare provides access to 24/7 virtual mental healthcare from anywhere in the US, at no cost to you! You can access TimelyCare by entering your student email address followed by your SSO information at www.timelycare.com/nationaluniversity or downloading the TimelyCare app.

Whether you're anxious or overwhelmed, you'll be able to talk to licensed providers who are available to offer mental health support via phone or secure video visits. As a student, you have 12 free individual therapy sessions each academic year (August 1st - July 31st), unlimited access to 24/7 support, and unlimited access to self-care videos (yoga classes, guided meditations, etc.). If you are currently struggling, you don't have to go through it alone. Here is the link to register: www.timelycare.com/nationaluniversity.

If you have any questions or encounter any difficulties, please reach out to the Student Wellness department at studentwellness@nu.edu.



Procedures and Steps (Summary)

Step 1

Complete all tasks in Tevera. ALL tasks must be completed prior to the beginning of COUN 6050. Here is an overview of the tasks required.

Pre-Application Vetting	
Task	Explanation
CMHC Resource Acknowledgement	Student will sign in Tevera to acknowledge that they have reviewed all resource documents. These resources include the handbooks, welcome letter, student informed consent, technology information, and preparation checklist.
CMHC Pre-Requisite Course Review	Student fills in grade earned and date of course completion for all identified courses.
HIPAA Compliance Quiz	Student will upload email that shows they received 100%.
Clinical Readiness Orientation	Student will view video that provides further information on what will occur once Practicum begins.
Confirmation of Background Check	Student will upload the CastleBranch background check confirmation PDF.
Re-Acknowledgement Related to Criminal & Mental Health History	Student re-acknowledges what confirmed before admitted to program.
Site Vetting Tasks	
Task	Explanation
Site Proposal	Completed by student and requests contact information pertaining to site. Including site name, address, point of contact, etc.
CMHC Site Agreement	Student either sends the document or indicates that site has own agreement. Contract negotiations can take a minimum of 60-90 days to complete. If the student needs to start their placement within 90 days of submitting this to the clinical training team, it is recommended that the student explores another site that can be used as a "back-up." This is also advised, as it is possible that NU's Legal team and the site will not be able to come to terms.
Site Profile	Student emails through Tevera to site contact for <u>NEW sites ONLY</u> .
Site Walkthrough	Student uploads images of site for program review <u>NEW sites ONLY</u> .
Supervisor Vetting Tasks	
Task	Explanation
Supervisor Proposal	Completed by student for ALL SUPERVISORS and requests supervisor contact info and credential identification.
Supervisor Profile	Student emails through Tevera to supervisor for NEW supervisors ONLY
Supervisor Documents	FOR ALL SUPERVISORS Student emails the task through Tevera to the supervisor so that the supervisor can upload documentation of the following: - Their active license in the state student is practicing in - Documentation of at least a master's degree in counseling or related profession - Resume that shows minimum of two years post-master's professional experience in clinical mental health counseling - Documentation of training related to in-person and/or distance counseling supervision - Their active liability insurance (if they are under the site's liability insurance, a letter is needed from the site representative indicating this).
Supervisor Orientation	Student will share the video in Tevera with their supervisor.
Student's Liability Insurance	Student will upload a copy of their active COI. It is recommended that students go through American Counseling Association (ACA; aca.org) or American Mental Health Counselors Association (AMHCA; amhca.org).
Clinical Placement Agreement	This will be started by student who will fill out their section and then sign, and then be sent to the site representative to fill out their section and then sign, and then to the site supervisor to fill out their section and sign, and then come to Program Leadership to sign.
Offsite Agreement (if applicable)	This will be started by student who will fill out their section and then sign, and then be sent to the site representative to fill out their section and then sign, and then to the supervisor to fill out their section and sign, and then come to Approvers to approve.
Add the University Time Track	Task that allows students to track hours.



Step 2

You may visit your site prior to the first week of class. You may participate in staff orientation, training and other "non-direct" service activities. However, you cannot begin to see clients until the first week of class.

Step 3

Become familiar with your responsibilities and assist your site supervisor in understanding their responsibilities, as described in this handbook. Review the documents in Appendix D.

Step 4

If you have an emergency, which makes it impossible to proceed with the Practicum or Internship, notify the coordinator **immediately**.





3 – Appendix A

COUN 6050: PRACTICUM

Roles & Responsibilities

All courses are subject to change and availability.

For the most up-to-date information please visit NU's Catalog.

Student's responsibilities:

1. To commit 100 clock hours to a site, including at least 40 hours spent in direct service, involving marriage, couples, or family counseling, individual or group counseling or consultation. The 60 hours that can be devoted to other than direct service include all other relevant professional activity on site. Examples of appropriate activity are: in-service training, participation in staff meetings, educational activities at the Practicum site, preventive interventions, consultation, observation, supervision, etc.
2. To audiotape (or videotape) the direct service hours for the purpose of supervision.
3. To attend weekly group supervision seminars with the NU instructor.
4. To write case notes on all clients and complete all other paperwork connected to Practicum.
5. To meet all other course requirements.
6. To meet any additional requirements as determined by the site supervisor.

Faculty supervisor's responsibilities:

1. To meet with the site supervisor via Zoom or other communication medium
2. To conduct weekly group supervision seminars on campus.
3. To offer the student individual supervision of taped or five counseling sessions.
4. To communicate with the site supervisor regarding the clinical ability of the student as determined through supervision.
5. To read all case notes turned in by student.
6. To seek records of all Practicum activity engaged in by the student.
7. To seek evaluation from the site supervisor.
8. To assign a grade at the end of the course based on the student's performance.



Site supervisor's responsibilities:

1. To organize the Practicum experience and assure that the student will have an opportunity to work with appropriate clients.
2. To help orient the student to the site.
3. To provide an appropriate space for the student to meet with clients.
4. To monitor the Practicum generally to determine that the student's needs and the client's needs are being met.
5. To provide the faculty supervisor with an evaluation of the student's overall performance and professionalism during the Practicum.
6. To be available to the student in case of emergency.
7. To provide any additional supervision for reasons of necessity or preference. (In other words, the university faculty welcome the site supervisor's involvement in supervision above and beyond the minimum expectations listed above.)

COUN 6051 & 6052: INTERNSHIP Roles & Responsibilities

Student's responsibilities:

1. To commit 600 hours to a site, including 240 hours spent in direct service involving individual or group counseling or consultation. All other Internship hours will involve relevant professional activity including in-service training, participation in staff meetings, individual and group supervision, etc.
2. To meet all requirements of the site supervisor for the purpose of supervision, e.g., completing case notes, audio taping, etc.
3. To attend weekly group supervision seminars with NU instructor.
4. To meet all course requirements.
5. To meet all additional requirements of the site.

Faculty supervisor's responsibilities:

1. To meet with the site supervisor via Zoom or other communication medium.
2. To conduct weekly group supervision seminars on campus.
3. To keep records of the student's Internship activity safely secured.
4. To seek evaluation of the student from the site supervisor.
5. To be available to the site supervisor should supervision difficulties arise.
6. To assign a grade at the end of the Internship experience.

Site supervisor's responsibilities:

1. To organize the Internship experience and assure that the student will have an opportunity to engage in Clinical Mental Health Counseling, as well as other appropriate professional activities.
2. To help orient the student to the site.
3. To provide appropriate space for the student to meet with clients and engage in other professional activities.
4. To meet with the student for a minimum of one hour per week for purposes of individual supervision, based primarily on taped sessions of counseling.
5. To provide the faculty supervisor with an evaluation of the student's overall performance and professionalism during the Internship.
6. To be available to the student in case of emergency.



Appendix B

Student Schedule - EXAMPLE

Student's Name _____

Student's Address _____
Street City State Zip

Student's Home Phone _____

Site Supervisor's Name _____

Site Address _____
Street City State Zip

Site Phone _____ Email Address _____

Site Schedule

Day	Time
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____

On-campus supervision:

Day	M	T	W	Th	F
Time	_____	_____	_____	_____	_____

On-Site Supervision:

Day	M	T	W	Th	F
Time	_____	_____	_____	_____	_____



Appendix C

UNIVERSITY EVALUATION OF PRACTICUM COMPETENCIES IN CLINICAL MENTAL HEALTH COUNSELING

Student's Name _____

Directions: Rate the student's demonstration of the following **entry-level** competencies using the following four criteria:

a) Not Observed; **b)** Fails to Meet Expectations; **c)** Meets Expectations; **d)** Exceeds Expectations.

Mid-Term Evaluation _____ Final Evaluation _____

Competency/ Rating	Not Observed	Fails to Meet Expectations	Meets Expectations	Exceeds Expectations	Comments
Case Conceptualization					
Diagnosis/Treatment					
Use of Developmental Theory					
Use of Clinical Diagnosis					
Considering Relevant Cultural Factors in Case Conceptualization					
Considering Relevant Cultural Factors in Counseling Service					
Attend to Relevant Ethical, Legal and Professional Issues					
Using Suitable CMHC Interventions					
Assessing Clinical Efficacy					
Effective Use of Clinical Supervision					
Column Totals					



STUDENT EVALUATION OF SUPERVISOR

University Supervisor's Name _____

Start Month/Year _____

Circle One: CMHC COUN 6050 COUN 6051 COUN 6052

Directions: The following list of items provides descriptions of behaviors, which contribute to effectiveness in supervising counselor education students. Please rate your supervisor on the following items according to how accurately each item describes the supervisor's actual behavior during the placement, which has just ended. All classes are subject to change and availability. For the most up-to-date information please visit NU's Catalog.

Do not sign your name on this form; the ratings are to remain anonymous.

The rating scale is as follows:

- 5 = Almost always descriptive of my supervisor's behavior
- 4 = Frequently descriptive of my supervisor's behavior
- 3 = Generally descriptive of my supervisor's behavior
- 2 = Infrequently descriptive of my supervisor's behavior
- 1 = Almost never descriptive of my supervisor's behavior

DESCRIPTION OF MY SUPERVISORY BEHAVIOR

SCALE RATINGS

This supervisor...

	5	4	3	2	1
1. Gives appropriate feedback to supervisees about positive counseling behaviors.	5	4	3	2	1
2. Gives appropriate feedback to supervisees about negative counseling behaviors.	5	4	3	2	1
3. Labels counselor behaviors as effective or ineffective.	5	4	3	2	1
4. Gives direct suggestions to supervisees when appropriate.	5	4	3	2	1
5. Confronts supervisees when appropriate.	5	4	3	2	1
6. Helps supervisees assess their own strengths.	5	4	3	2	1
7. Helps supervisees assess their own weaknesses.	5	4	3	2	1
8. Establishes clear goals conjointly with supervisees against which progress in supervision can be measured.	5	4	3	2	1
9. Evaluates supervisees at mid-placement.	5	4	3	2	1
10. Helps supervisees develop self-confidence as emerging counselors.	5	4	3	2	1



DESCRIPTION OF MY SUPERVISORY BEHAVIOR

SCALE RATINGS

This supervisor...

11. Shares professional experiences with supervisees.	5	4	3	2	1
12. Establishes good rapport with supervisees.	5	4	3	2	1
13. Demonstrates an openness to address professional issues which arise from experiences in practicum/internship setting.	5	4	3	2	1
14. Models within the supervision session good task-oriented skills.	5	4	3	2	1
15. Provides more structure during the initial sessions than during later sessions of supervision.	5	4	3	2	1
16. Helps supervisees realize that trying new skills usually seems awkward at first.	5	4	3	2	1
17. Helps supervisees to conceptualize cases. Works with supervisees to evolve a joint conceptualization.	5	4	3	2	1
18. Helps supervisees define and maintain ethical behavior in counseling and case management.	5	4	3	2	1
19. Encourages supervisees to experiment with different assessment and intervention techniques to discover their personal style.	5	4	3	2	1
20. Offers resource information when requested.	5	4	3	2	1

FURTHER COMMENTS: (Attach additional sheets if necessary)



EVALUATION OF INTERNSHIP COMPETENCIES IN CLINICAL MENTAL HEALTH COUNSELING (CMHC)

Student's Name _____

Directions: Rate the student's demonstration of the following **advanced-level** competencies using the following four criteria:

a) Not Observed; **b)** Fails to Meet Expectations; **c)** Meets Expectations; **d)** Exceeds Expectations.

Mid-Term Evaluation _____ Final Evaluation _____

Competency/ Rating	Not Observed	Fails to Meet Expectations	Meets Expectations	Exceeds Expectations	Comments
Case Conceptualization					
Diagnosis/Treatment					
Use of Developmental Theory					
Use of Clinical Diagnosis					
Considering Relevant Cultural Factors in Case Conceptualization					
Considering Relevant Cultural Factors in Counseling Service					
Attend to Relevant Ethical, Legal and Professional Issues					
Using Suitable CMHC Interventions					
Assessing Clinical Efficacy					
Effective Use of Clinical Supervision					
Column Totals					



SITE SUPERVISION EVALUATION

Site Supervisor _____

Site _____

Start Month/Year _____

Circle One: CMHC COUN 6050 COUN 6051 COUN 6052

Directions: Please evaluate your supervisory experience in the following areas by circling your answer, using this code:

- SA** = Strongly Agree
- A** = Agree
- N** = No Opinion
- D** = Disagree
- SD** = Strongly Disagree

DESCRIPTION OF MY SUPERVISORY BEHAVIOR	SCALE RATINGS				
1. My supervisor was genuinely interested in my growth as a professional counselor.	SA	A	N	D	SD
2. My supervisor was very professional in his/her dealings with me.	SA	A	N	D	SD
3. My supervisor made suggestions regarding my taped sessions that were beneficial.	SA	A	N	D	SD
4. My supervisor created a setting of support.	SA	A	N	D	SD
5. I was treated as a professional by my supervisor.	SA	A	N	D	SD
6. My supervisor was dependable regarding his/her meetings with me and my colleagues.	SA	A	N	D	SD
7. The supervisor offered me constructive criticism that assisted in improving my counseling skills.	SA	A	N	D	SD
8. The requirements made of me by the supervisor were fair and challenging.	SA	A	N	D	SD

Please comment on the following:

9. What do you feel you gained as a result of working with your supervisor?



10. What could have been done differently by your supervisor to make your experience more profitable?

11. If you were grading your supervisor experience, **A B C D F**
how would you grade it?

12. Were the physical facilities at your site appropriate? **A B C D F**
Please be specific regarding problems or strengths like
having your own space for counseling. If the site were to
be graded, I would rate it:

Additional comments: (Please include these)



Appendix D

Additional Practicum and Internship Documents

MS CMHC SUPERVISION CONTRACT: COUN 6050: PRACTICUM CLINICAL SUPERVISION

Student's Name _____

Term _____

This contract is intended to focus the supervision sessions both on site and in class presentations. This focus will be derived through identification of theoretically specific constructs by the student. Attention to the therapeutic enactment of these two constructs, regardless of client, will begin the shift from intervention to assessment of outcome. This focus can be either on fostering client insight or facilitating client change but must be construct specific.

As a current internship student, my two main theoretical models of choice are:

1. _____

2. _____

From my identified two models, the two constructs that I believe are vital to client change, and on which I would like to focus my supervision this term are:

1. _____

2. _____

Student Signature *Date*

Site Supervisor Signature *Date*

Instructor Signature *Date*



**CMHC/MCFC SUPERVISION CONTRACT:
COUN 6051 & 6052: INTERNSHIP CLINICAL SUPERVISION**

Student's Name _____

Term _____

This contract is intended to focus the supervision sessions both on site and in class presentations. This focus will be derived through identification of theoretically specific constructs by the student. Attention to the therapeutic enactment of these two constructs, regardless of client, will begin the shift from intervention to assessment of outcome. This focus can be either on fostering client insight or facilitating client change but must be construct specific.

As a current internship student, my two main theoretical models of choice are:

1. _____

2. _____

From my identified two models, the two constructs that I believe are vital to client change, and on which I would like to focus my supervision this term are:

1. _____

2. _____

Student Signature *Date*

Site Supervisor Signature *Date*

Instructor Signature *Date*



CONSENT FOR COUNSELING OF A MINOR CHILD AND RECORDING RELEASE FORM

I (we) give permission for my (our) child to participate in counseling with _____,
a graduate student at National University, who is enrolled in the course COUN _____
starting on _____, 20____.

It is understood that the counseling sessions will be electronically recorded and played in class with
both the instructor and class members present. These recordings will be used for educational purposes
and erased at the end of the course.

It is understood that my (our) child is entitled to confidentiality and that information regarding communications
made in the counseling sessions will be limited only to those directly involved in receiving, providing, or
sharing the educational process and any professional consultants. I (we) do also release and forever
discharge the NU its officers, agents, employees, and students from any and all suits, claims, damages,
demands, liabilities, costs and expenses, including reasonable counsel fees, which may result from
participation in counseling.

Parent or Guardian

Date

Witness

Date

NU Student

Date

NU Faculty Member

Date

NOTE: The parent or guardian, NU Student and NU Faculty Member are to be given copies of this form
after it is signed by all parties.



CONSENT FOR COUNSELING AND RECORDING RELEASE FORM

I (we) give permission for my (our) child to participate in counseling with _____,
a graduate student at National University, who is enrolled in the course EDCE _____
starting on _____, 20_____.

It is understood that the counseling sessions may be electronically recorded and played in class with
both the instructor and class members present. These recordings will be used for educational purposes
to evaluate the skills of the counselor/therapist and erased at the end of the course.

It is understood that we are entitled to confidentiality and that information regarding communications
made in the counseling sessions will be limited only to those directly involved in receiving, providing,
or sharing the educational process and any professional consultants. We do also release and forever
discharge National University, its officers, agents, employees, and students from any and all suits, claims,
damages, demands, liabilities, costs, and expenses, including reasonable counsel fees, which may result
from participation in counseling.

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Witness

Date

NU Student

Date

NU Faculty Member

Date

NOTE: The clients, NU Student and NU Faculty Member are to be given copies of this form after it is
signed by all parties.





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