



MA Counseling Practicum/Internship Handbook

Discover the Counseling Buff in You



Counselor Education Program
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West Texas A & M University
WTAMU Harrington Amarillo Center
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COUNSELOR EDUCATION PROGRAM

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Practicum and Internship Requirements

Students' field experiences are comprised of a 300-hour Practicum and Internship experience in appropriate and approved mental health settings. **Of the 300 hours required, a minimum of 100 must be direct client contact.** Students attend group supervision in their practicum and internship courses and are also **required to receive weekly individual supervision from their on-site supervisors.** It is the student's responsibility to find a site supervisor and a site. Students can start their practicum hours a week before the semester starts and a week after the semester ends.

Selecting a Site

Students planning to enroll in COUN 6398/6399 must seek out appropriate sites to collect experience. They are encouraged to begin networking and searching for their practicum and/or internship sites at least a semester or two prior to enrolling in the courses. While faculties can assist students with necessary referrals, students will ultimately be responsible for obtaining and securing a site. Students may consider the following guidelines while securing a field placement site:

1. Contact the various sites in your area via email or phone calls.
2. On finding a site, be prepared to go through an interview and possible training requested by the site.
3. Once students are able to find a practicum/internship site, students can submit the Practicum and Internship application.
4. The practicum and Internship application is required to enroll in COUN 6398/6399

Selecting a Site Supervisor

As students find a suitable site for them to gain their clinical experience, they also seek out appropriate supervisor. Site supervisors must meet the following requirements as set forth by West Texas A&M university:

5. Site supervisors must also be credentialed as a Licensed Professional Counselor (LPC) or Licensed Clinical Social Worker (LCSW) with two years of experience.
6. Site supervisors must have a minimum of two years of pertinent professional experience in the program area in which the student is enrolled.
7. Be willing to offer in-person or online weekly supervision, observe and evaluate students during the course of practicum and/or internship.

Changing a Counseling Practicum or Internship Site

If at any given point during the semester, the field placement site becomes problematic for the student, they may consider a change in placement. In such situations the following procedures must be followed:

8. The intern discusses the problem(s) with the faculty of record and the program chair, to determine whether a solution can occur within the existing placement. The Intern may be asked to continue with the placement until the end of the semester, and an agreement may be made that a change of placement will occur for the following semester.
9. If a solution is not found, and a change of placement is necessary during the semester, the request for change of site must be completed by submitting a new application to counseloredprogram@wtamu.edu .

Changing a Site Supervisor

If a change in Site Supervisor occurs at any time during Practicum or Internship, the faculty of record and the Internship Coordinator must be consulted immediately. A new supervisor must meet the requirements mentioned above. A new application with complete details must be submitted to counseledprogram@wtamu.edu before any supervised hours have started.

If a supervisor, requests to discontinue supervising a student due to medical or leisure leave, an alternate supervisor must be approved temporarily. The alternate supervisor must also meet the site supervisor requirements set forth for WTAMU site supervisor. Application submission with complete details is required.

One credit course – COUN 6095 - ONLY after the completion of COUN 6399 - practicum and COUN 6398 - internship**:

1. Communicative with course faculty throughout the semester about hours and any struggles
2. For MA Counseling, students can enroll in the one credit hour course ONLY if they have less than 20 direct hours and 40 indirect hours remaining after completing both practicum and internship for MA Counseling. Must have completed tapes in practicum and internship.
3. Students enrolled in the MEd. School Counseling & MEd. School Counseling + LPC are NOT eligible for the 1 credit hour course for the school counseling practicum
4. Students enrolled in the MED. School Counseling + LPC are eligible to enroll in the 1 credit hour course for the clinical internship Only after completing a practicum and internship.

NOTE: **the one credit course is NOT a replacement for the three-credit hour practicum and three credit hour internship as required by the degree plan

**School Counseling practicum hours will not count towards the one credit hour course

**This course is not eligible for financial aid

MA Counseling Program (LPC) Practicum and Internship – Course requirements

Number of hours required for the course:

An LPC track student needs a TOTAL of 300 hours to fulfill the pre-graduation requirements for the LPC in Texas (100 of those are direct client contact and 200 are indirect client contact), ([TAC Code 681.82](#)). We recommend students complete 150 hours in practicum and 150 hours in internship. The practicum and the internship course are the same course for MA counseling program students.

Practicum/Internship hours: Direct and Indirect

Students, site supervisors, and fieldwork course instructors collaborate to document both the direct counseling and indirect supportive work that students need to successfully complete their Practicum and Internship experiences. Both types of hours are important for students' professional development.

TAC 681.2 (11) **Direct client contact** -Time spent counseling clients.

TAC 681.2 (14) **Indirect hours** - Time spent in management, administration or other aspects of counseling service ancillary to direct client contact.

Document your field experience on the weekly Internship/Practicum logs that you will submit via WTClass during particular weeks. It is the student's responsibility to keep their practicum and internship logs for the end of the program and the LPC board.

Counseling Informal/Formal Observation Typescripts

All candidates in the Counseling practicum are required to complete counseling typescripts (tapes). Counseling typescripts are necessary to allow candidates to gain exposure to the field of counseling while enhancing the candidate's self-awareness, ethical understanding, and skill development. Students will turn in **2** typescripts for evaluation and case conceptualization during Zoom meetings. Permission forms must be signed by the client for taping. (CACREP III. H. 5)

All typescripts submitted to Blackboard Dropbox

- Signed Permission Form
- Reflection Paper on Skill Development- at least one full page in length
 1. What skills am I using in my counseling sessions?
 2. How am I succeeding?
 3. Where are there areas of improvement in my counseling skills?
 4. How am I using my Strengths in my counseling sessions/with my clients?
 5. Any other insights?
 6. Use the questions as headings in your paper
- Typescript with responses identified
 - Typescript must be **7-8 pages**, double-spaced
 - Identified responses come from Young, Learning the Art of Helping from Helping Skills
- SOAP Note
 - This is exactly the same as what you did in Diagnosis and Treatment
- Site Supervisor Evaluation Form

All students are required to keep a copy of their log for the board. It is the student's responsibility to share them with the faculty when required for Licensure.

Insurance Requirements

Counselors are required by law to carry liability/malpractice insurance. As counselors in training are working with clients, practicum students must have insurance coverage in the minimum amount of \$1,000,000 incident/\$3,000,000 aggregate. Students enrolled in Practicum must submit a copy of the first page of their current professional liability insurance policy showing the counselor's name, policy number, and date of coverage. Students can purchase insurance online from Texas Counseling Association, the American Counseling Association, or HPSO.

Practicum and Internship Policies and Procedures for all Students

Applicable to Students in All Programs

The practicum and internship experiences are critical components in the preparation of professional counselors. Following is information that applies to students regardless of their specialty area.

We anticipate that students will have the opportunity to use and apply the skills developed in the degree program at their placement sites. Practicum is designed to help students begin to apply theory to practice. Internship affords this same opportunity at a deeper level and is considered an important transitional step between academic training and the world of professional practice.

Basic Information

A Semester Before Beginning Practicum or Internship,

- Are familiar with approved and potential placement sites.
- Students will submit the practicum/internship application
- The documents students have to submit the following documents to receive permission to register for Practicum and/or internship every semester:
 - Practicum/Internship application (one per class)
- Work with students to make arrangements for interviews with staff at different sites.
- Approve all placements and site supervisors. Students may not make arrangements with any sites or site supervisors without faculty approval.

Students:

- Submit documentation that they have professional liability insurance through [Healthcare Providers Service Organization](#) (HPSO) before they begin their practicum/internship. Students may also obtain such insurance through professional associations such as the [American Counseling Association](#) (ACA), ACA divisions such as the American Mental Health Counselors Association, the American School Counselor Association, or the Texas Counselors Association.

When can I begin my practicum/internship

Practicum and internship can begin the day the courses are available on blackboard. This is generally 5 days before the semester starts. No hours can be completed or accumulated before the semester starts. Please confirm this by emailing counseloredprogram@wtamu.edu

Can I complete hours between semesters

Students can complete their hours between semesters, for example when the Spring semester ends early May and Summer 1 starts in June. This can only be done if:

- The site supervisor/site requires the student to complete the hours between semesters
- The student understands that the University, College, Department, program, program faculty, and the faculty of record are not liable for any issues between semesters
- The faculty of record will not be supervising the students between semesters.
- The supervision needs would fall completely on the site supervisor.
- The hours accumulated between semesters will not count towards the 300 hours, 100 direct or 200 indirect.

- Per TAC rule, these hours will NOT count towards the 3000 hours required as an LPC-Associate upon graduation.
- The student and the site supervisor submit the form “Temporary Waiver of Supervision Between Semesters” to the faculty of record and counseloredprogram@wtamu.edu two weeks before the end of the semester.

After Practicum and Internship Begins

- Students who are in field placements are expected to receive a minimum of one hour of individual supervision per week from their site supervisor.
- Students are responsible for submitting appropriate documentation (e.g., logs and supervisor evaluations) in a timely manner as prescribed in their course syllabi.
- Maintain and submit documentation of professional liability insurance. Students cannot accrue direct hours until they can provide proof of liability insurance. Since most insurance policies are in effect for one year, it is critical that students renew their policies before the policies expire and then submit documentation that their policies are in effect through their entire internship.
- Arrange a work schedule with the site supervisors. Students are expected to set their daily and semester schedule to coincide with both their courses and the calendar of their host site (not just the university schedule), including daily work schedule, holidays, vacation days, etc.
- Adhere to all requirements stated in practicum and internship syllabi, attend required class meetings, complete all course assignments, and attend individual and group supervision sessions.
- Perform site responsibilities in a professional manner, as if they were paid staff member.
- Comply with all legal and ethical regulations; bring all potential ethical and legal issues to the attention of their site and university supervisors.

Counseling Practicum/Internship Rights and Responsibilities

Student Intern Professional Responsibilities

Maintain a professional image. As counselors, behavior, attire and attitude reflect upon the department, university and the counseling profession in general. Consequently, it is important to maintain a professional image for the community, clients, peers and professors. There are several things to do to enhance the image projected, including, but not limited to:

1. Dressing appropriately and professionally when seeing clients;
2. NEVER discussing cases outside of class;
3. Not socializing in the client waiting area(s) or outside the office in the walkway;
4. Know and practice within the current ACA Code of Ethics and Texas Administrative Code §681. This includes, but is not limited to:
 5. Maintaining and advocating confidentiality. The privacy of the counseling relationship and material shared therein belong to the client. Cases should not be discussed with anyone other than the supervisors and other practicum students. Other than the legal exceptions to confidentiality, the client is the only one who can direct you to release information. Clients may also request access to their own records (e.g., session recording(s), file). Any request by a client for access to her/his records should be discussed first with your supervisor. A guided access, (i.e., the clinician's interpretations of the information in the records) may be planned. Check with your supervisor before releasing records. Even in the case of a court order, you need to get the opinion of your supervisor.
 6. Never reveal that your client is being seen in the counseling practicum/internship clinic, unless you have written permission from the client. Even with written permission, you can only disclose information agreed upon by you and the client, and only to individuals listed on the consent to release form. At times, you may experience pressure to reveal information from a parent, lawyer, or fellow mental health professional. If this occurs, inform your professor. Also, client files are not to leave the practicum/internship site. Parents who are Legal guardians have a legal right to the records. We have 15 days to send the records upon formal request. Texas Health and Safety Code 611.004, (a) (4)
 7. Files must remain double locked (in a locked file cabinet behind a locked door) at all times in the practicum/internship site.

Reporting Abuse of Children, Elderly, or Disabled Persons

If, during the course of counseling, you suspect that a child, elderly or disabled person is being abused, remind the client of your legal obligation to report. Obtain as much information as you can, including the name, address, birth date (or age) of the person being abused, form & types of injuries, date and time abuse occurred, and the name, address, and telephone number of the alleged perpetrator, if possible. Inform your professor and site supervisor as soon as possible. It is preferable that you and your client report the abuse together. If, however, you are not physically present with the client, and, consequently, cannot be sure that the client has or will report the abuse, you must report it. You are required by law to make the report within 48 hours after learning of the possible abuse. Dept. of Protective & Regulatory Services, (800) 252-5400, DFPS - Report Abuse or Neglect

Assessing and Responding to Suicide

If, during the course of counseling, a client states or suggests suicidal ideation, the client must reach out to their site supervisor and faculty at WTAMU. Should the counselor become suspect that a client may be suicidal; the counselor must immediately shift direction in counseling. This is true regardless of theory. The counselor must direct in order to fulfill the counselor's ethical obligation to preserve the client's well-being (Beneficence). Should a counselor consider a client to be at moderate to high risk for committing/attempting suicide, the student is to notify the site supervisor and call appropriate authorities immediately after completing the assessment interview. Inform your professor and site supervisor as soon as possible.

Site Supervisor Responsibilities

1. Help the intern develop a work schedule that allows the intern to meet the required internship hours, as well as meet the needs of the organization.
2. Meet with the intern formally at least once per week for an hour for an in-person individual or triadic supervision. Consistently supervise the intern's work and while at the site, assign professional duties that allow the intern to meet the professional activities required by the internship class, as well as by the site itself for professionals working in the area of concentration.
3. Assist the intern in completing all documentation in a professional and timely manner and sign off their weekly logs.
4. At any time when an intern is not meeting the professional responsibilities of the site or demonstrating unsatisfactory, unethical or illegal performance in practicum or internship; notify the faculty of record.

Licensure/Certification

We have designed both our Counseling and School Counseling programs to meet the academic and field experience requirements for licensure and certification in Texas. In addition to submitting logs to their instructors and documenting practicum and internship hours, all students are responsible for keeping copies of these logs, so they can complete the paperwork necessary to obtain their licenses and certifications.

Licensed Professional Counselors

In addition to the academic and clinical experiences, post-degree supervised clinical experience is also required before becoming a Licensed Professional Counselor in the state of Texas (and all other states). Students must a) first graduate with 60 graduate credit hours reflected on their official transcript, b) apply for and pass the National Counseling Exam (NCE), which is offered by the [National Board of Certified Counselors](#) (NBCC) as well as c) pass the [Texas Jurisprudence Exam](#) offered through the [Texas State Board of Examiners of Professional Counselors](#), and finally d) submit their application for licensure to the licensing board. Dr. Malvika Behl, the (Professional Counseling Program Coordinator) can assist with this process.

Students interested in pursuing licensure as a Licensed Professional Counselor in the state of Texas are advised to secure information from: Texas State Board of Examiners of Professional Counselors, Texas Department of State Health Services, Mail Code 1982, and P.O. Box 149347, Austin, Texas 78714-9347. Email: lpc@dshs.texas.gov; Telephone: (512) 834-6658; Fax: (512) 834-6677.

Steps to Apply for licensure – LPC Associate

<https://www.bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/applying-for-a-license/index.html>

LPC-Associate (formerly Intern)

BEFORE accessing the Online Licensing System, you will need to have the following forms completed and scanned into your device to be attached to your electronic application.

Practicum Documentation Form – This form is completed by the appropriate faculty/administration member of your counseling program and returned to you for inclusion in your application.

Jurisprudence Examination Completion Certificate – You must take the Jurisprudence Exam prior to submitting your application for license. Please note, the exam must be completed no earlier than six months prior to submission of your application. Upon completion of the exam you will be issued a certificate.

Supervisory Agreement Form – This form is the agreement between you and your board approved supervisor. It must be completed by you and signed by both you and your supervisor. Both you and your supervisor will need to maintain a copy of this form for the duration of your supervision.

Military Service Members, Veterans, and their Spouses – If you or your spouse have qualifying military service, please complete the Military Supplemental Form.

Additional Documents that must come in from 3rd Parties (cannot be uploaded with app):

NCE/NCMHCE Scores – If you took the NCE/NCMHCE outside of Texas, please contact [NBCC](#) to request a copy of your scores be sent to our office. If you need to schedule an exam, please contact NBCC as the state

licensing board does not administer or schedule the exam. You may register at: <https://www.nbcc.org/licensure/examregistration>.

National Practitioner Data Bank (NPDB) self-query report – Please request a self-query from the NPDB. This will be mailed to you by the NPDB. You will need to mail us the unopened self-query. Information on NPDB self-query is found [here](#).

Fingerprinting – Upon submission of your application you will be sent information on getting fingerprinted. The fingerprinting is done electronically and locations all over the country. There is a fee paid to the fingerprint facility. Typically, it takes approximately 15 minutes to complete the process of getting fingerprinted.

Official Transcripts – The board requires submission of official transcripts. These cannot be uploaded with your application. Instead, they must be submitted directly to the board. The board prefers electronic submission but will accept hardcopy transcripts.

Electronic transcripts should be emailed to: transcripts@bhec.texas.gov

Hardcopy transcripts should be mailed to:

BHEC LPC Transcripts
1801 Congress Ave, Ste. 7.300
Austin, TX 78701

LPC-Associate Online Application

Once you have all the required documentation saved to your device, proceed to the [Online Licensing System](#).

Instructions for setting up your account can be found [here](#).

The user guide for using the online licensing system to apply for an LPC Associate license can be found [here](#).

Paperwork to be submitted for the course

Practicum and Internship application – to be submitted to register for the practicum/internship course. One application needs to be submitted per course, per semester. The deadline for the practicum/internship application are:

Summer: May 7th

Fall: August 7th

Spring: December 7th

Incomplete applications will be returned to the student. Application can be submitted to counseloredprogram@wtamu.edu

Paperwork below submitted to blackboard ONLY. Please DO NOT submit the paperwork below with the application above. Students can check here when the courses will be available:

Practicum/Internship Agreement form

Site supervision agreement form

Logs – used to complete hours

Informed Consent Forms

Site Supervisor Evaluation

Practicum Hours logs

Practicum Hours Log Summary

West Texas A&M University

LPC Practicum/Internship Application

This form **must** be submitted to counseloredprogram@wtamu.edu

Name Date
 Phone number:
 E-mail: WT ID:
 Total hours completed in program (include current semester)
 Program Advisor:

Practicum/Internship Site

Name of Agency:
 Phone:
 Address:
 Site Supervisor Name:
 Site Supervisor's License Number:
 Number of Years of Supervisors Experience:

Requested Practicum/Internship Class and Due Dates for Application

Each semester and each site require a new application

Deadlines for the semester: Summer: May 7th **Fall:** August 7th **Spring:** December 7th

Registration request for:

| Course | Semester | Year |
|------------------------|----------|------|
| COUN 6399 – Practicum | • Spring | |
| COUN 6398 – Internship | • Summer | |
| | • Fall | |

By signing below, the student and supervisor have discussed the requirements for hours and tapes/typescripts for practicum and internship per the program/practicum internship handbook

Site Supervisor's Signature

Student's Signature

This form **must** be submitted to counseloredprogram@wtamu.edu

LPC Practicum/Internship Paperwork

To be submitted to the course in blackboard ONLY. Please do not email this to anyone.

Site Supervision Agreement

Practicum/Internship Student Agreement form

Practicum/Internship Logs

Informed Consent Forms for recordings

Site Supervisor Evaluation

SOAP Note Template

Practicum Summary Sheet

Program Evaluation

Between Semester Policy

Temporary Waiver of Supervision Between Semesters

WT WEST TEXAS A&M
UNIVERSITY™
West Texas A&M University
Site Supervision Agreement

The Professional Counseling Practicum site, _____ hereby agrees to provide the below mentioned graduate student with a practicum experience in the field of counseling totaling 300 hours. This agreement will be effective for a period from _____ to _____ for _____ hours per week.

West Texas A&M University agrees to provide the field site the following services:

1. To assign a university faculty liaison to facilitate communication between university and site;
2. To notify the student that he or she must adhere to the administrative policies, rules, standards, schedules, and practices of the site;
3. That the faculty liaison shall be available for consultation with both site supervisors and students and shall be immediately contacted should any problem or change in relation to student, site, or university occur; and
4. That the university supervisor is responsible for the assignment of a fieldwork grade.

The Internship site agrees to provide the following:

1. To assign an Internship/Practicum supervisor who has appropriate credentials, time, and interest for training the Practicum/Internship student;
2. To provide opportunities for the student to engage in a variety of counseling activities under supervision and for evaluating the student's performance, including the guidance curriculum, responsive services, individual planning (addressing areas of educational, career, and personal/social development), and system support.
3. To provide at least one hour of weekly, individual supervisory contact that involves some examination of student work using audio/video tapes, observation, or live supervision; (Group supervision may accompany the required individual supervision, which may include case conference or staff meeting.)
4. To provide three written evaluations of the student based on criteria established by the university program.
5. To develop and maintain open lines of communication with the university practicum/internship coordinator. When concerns occur with the intern surrounding possible performance, professionalism, or suitability for site, this will be communicated to the university Internship/Practicum coordinator. Additionally, when concerns occur involving other practicum sites or interns, the supervisor will communicate this with the university Internship/Practicum coordinator.

| | | | |
|----------------------------|-------|-----------------|-------|
| Site Supervisor Name: | _____ | Date: | _____ |
| Site Supervisor Signature: | _____ | License # | _____ |
| Licensed/Credentialed as | _____ | Field of Study: | _____ |
| Highest Degree Earned | _____ | Date: | _____ |
| Student Signature | _____ | Date: | _____ |
| Field Supervisor Signature | _____ | | |



Practicum/Internship Student Agreement form

Page 1 of 2

Student Name: _____

Student ID: _____

Responsibilities of the Student:

- I have read and understood the American Counseling Association's ethical standards and will practice my counseling in accordance with these standards. Any breach of these ethics or any unethical behavior on my part will result in my removal from Internship and a failing grade, and documentation of such behavior will become part of my permanent record.
- I agree to adhere to the administrative policies, rules, standards, and practices of the Internship site.
- I understand that my responsibilities include keeping my Internship/Practicum supervisor(s) informed regarding my Internship/Practicum experiences.
- I understand that accurate logs will be kept of my time at the Internship/Practicum site. This includes an accurate accounting of counseling time and as well as other activities. I must keep originals and or copies of all logs/documents and will not hold the university responsible for any misplaced or damaged documents.
- I agree to hold all information discussed in class confidential. Class information regarding clients should not be disclosed to spouses, family members or friends. Additionally, no identifiable information regarding another student's clients should be communicated to your supervisors. If you have concerns about another student in class, speak to the university supervisor and not your on-site supervisor.
- I understand that I will not be issued a passing grade in Internship/Practicum unless I demonstrate the specified minimal level of counseling skills, knowledge, and competence and complete requirements as required.

Responsibilities of the University Supervisor

The University Supervisor will also serve as consultant and supervisor for the Counselor-in-Training. The University Supervisor will be responsible for:

1. providing the prospective On-Site Supervisor with information about the requirements and expectations for the internship experience;
2. notifying the Counselor-in-Training that he or she must adhere to the administrative policies, rules, standards, schedules, and practices of the Work site.
3. being available for consultation with both the On-Site Supervisor and the Counselor-in-Training, and contacting the On-Site Supervisor if any problems or changes occur that are related to the Counselor-in-Training's progress;
4. providing a minimum of one and one-half hours per week of group supervision which will include assistance with case conceptualization and additional instruction as needed. The University Supervisor will provide an additional 1 (one) hour per week of individual supervision for practicum students which will include observation and feedback about the student's basic counseling skills and further assistance as needed. This supervision is in addition to the 1(one) hour per week provided by the Site Supervisor.
5. assigning a course grade for the Counselor-in-Training.

By signing this agreement, the parties agree that they have read, understood, and accepted the terms and conditions of this agreement.

Counselor-in-Training: _____ . Date: _____

On-Site-Supervisor: _____ Date: _____

On-Site-Administrator: _____ Date: _____

University Supervisor: _____ . Date: _____



Practicum/Internship Hour Logs

Student Name: _____

Practicum Site Location: _____

| Date | Description of Activities | Direct Hours | Indirect Hours |
|-------|---------------------------|--------------|----------------|
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| Total | | | |

Student Signature: _____

Date: _____

Site Supervisor: _____

Date: _____



Practicum – Informed Consent Form

You have established a therapeutic relationship with a Practicum student from West Texas A&M University. As part of the student's training, an audio/video must be collected to demonstrate adequate skills in the profession. You have been selected as a client to participate in this project. Before you begin, we would like you be aware of the following. You must have a clear understanding that:

- You are establishing a counseling relationship with a counseling student in training from West Texas A&M University who is under Dr. Stephen L. Jennings' supervision.
- Your participation in counseling may be audio or video taped. In such cases, the video or audiotape may be shown to Dr. Jennings, and *current* students in the class.
- Your taped session will be held completely confidential. If identifiable information is discussed beyond the scope addressed above, you may report this violation to the State Board of Examiners. *Your student counselor or student-counselor's supervisor may disclose information about your session to the proper authorities under the following conditions:*
 - a) Intended physical harm to an identifiable person or groups of persons.
 - b) The reporting of suspected child or elder abuse.
 - c) Where your life is *believed* to be at risk.
 - d) The court subpoena of records or testimony.
- The video/audio tapes will be erased no later than the conclusion of the current academic semester.
- You are a volunteer and can choose not to be involved in this process. You will receive no negative consequences for refusing to be taped.
- In some cases, you may be referred to a counselor, psychologist, or psychiatrist who either specializes in a given area or who may better serve your financial needs.
- By signing below, you are also providing consent for your current counselor/therapist/psychologist/psychiatrist to provide permission for your work with your student counselor.

Client's Signature _____

Date _____

Parent/Guardian's Signature _____

Date _____

(If under 18 years of age)

(Wards of the state must have paperwork signed by the child's caseworker)

Student Counselor's Signature _____

Date _____

Site Supervisor's Signature _____

Date _____

(If under the care of another counselor)



Supervisor Evaluation of Student

Student's Name: _____ Site: _____

Site Supervisors' Name: _____

Date Form Completed: _____ Semester/Year: _____

Counseling Skills

Please use the following evaluation scales to rate your practicum/internship student:

"U" (Unsatisfactory) the student does not currently meet the criteria

"N" (Needs Improvement) the student has a weakness in this area

"S" (Satisfactory) the student consistently meets the criteria for what is expected at the student's level of training.

"E" (Excellent) the student demonstrated outstanding skills

Please only give a rating for the therapeutic communication skill that the student demonstrates below:

| | E | S | N | U | NA |
|--|---|---|---|---|----|
| The student demonstrates the ability to establish relationships in such a manner that a therapeutic working alliance can be created. | | | | | |
| <i>Creating an appropriate structure</i> - setting the boundaries of helping frame and maintaining boundaries throughout the work such as setting parameters for meeting time and place, maintaining time limits, etc. | | | | | |
| <i>Understanding content</i> - understanding the primary elements of the client's story. | | | | | |
| <i>Understanding context</i> - understanding the uniqueness of the story elements and their underlying meanings | | | | | |
| <i>Responding to feelings</i> - identifying client affect and addressing those feelings in a therapeutic manner | | | | | |
| <i>Congruence</i> - genuineness; external behavior consistent with internal affect | | | | | |
| <i>Establishing and communicating empathy</i> - communicating an understanding of caring to the client that reflects the client's stated or implied feelings without over-identifying with the client. | | | | | |
| <i>Non-verbal communication</i> - demonstrates an effective use of head, eyes, hands, feet posture, voice, attire, etc. | | | | | |
| <i>Immediacy</i> - staying in the here-and-now | | | | | |
| <i>Timing</i> - responding (or refraining from responding) at the optimal moment | | | | | |
| <i>Confrontation</i> - provides clear and effective feedback when the client's actions are divergent from the client's goals. | | | | | |
| <i>Self-disclosure</i> - carefully considered and skillful disclosure for a specific therapeutic purpose. | | | | | |
| The student demonstrates an awareness of power issues in the therapeutic relationship and manages these differences therapeutically. | | | | | |
| The student collaborates with the client to establish clear therapeutic goals | | | | | |
| The student facilitates movement toward client goals. | | | | | |
| The student demonstrates an adequate understanding of psychological theory | | | | | |



SOAP Note Template

Date _____ Submitted by _____

Client Name _____

S – Subjective. What the client said:

O – Objective. What you observed about the client’s affect, appearance, posture, behavior, etc.:

A – Assessment. List the signs of distress and symptoms of mental disorder(s) Be specific when listing DSM-V criteria

P – PLAN What are your plans for the next session, what do you need to do to prepare for the session?

• **Long Term Goals** (Six months)

- 1.
- 2.
- 3.

• **Short Term Objectives/Measurable Outcome** (Specific plans and time frame)

Objective:

Completion Date:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. 2. 3. | <ol style="list-style-type: none"> 1. 2. 3. |
|--|--|



Page 1 of 2

MASTER OF ARTS – COUNSELING
Between Semester Policy

Department of Education
Terry Rogers College of Education and Social Sciences

It is possible for counselor trainees to continue to work at their practicum sites after the semester officially ends and before another semester begins. This contract cannot be used to start hours early before the beginning of the first internship/practicum. This in fact may be required as a condition of placement at some sites by the site director or site supervisor so that clients needing services are not left without support between academic terms.



BE AWARE: Field site administrators, site supervisors, sites, and site administration. **MUST** understand the Counseling Program at West Texas A&M University has no legal/supervisory responsibility for the trainee during this time (when trainee is not enrolled in the practicum/internship class).

Procedures:

1. The students are required to be enrolled for practicum/internship for the following semester.
2. This is only between semesters, not a contract to start early or stay longer at a site.
3. You cannot find a new site or site supervisor to complete hours between semesters.
4. Trainee should discuss the arrangements for scheduling between-semester hours with the field site supervisor and receive permission from the field site administrator by having the “Temporary Waiver of Supervision Between Semesters” completed and signed, submitted to the
 - course in blackboard and signed AND
 - Counseloredprogram@wtamu.edu a minimum of 2 weeks before the last day of class.
5. Hours logged should cannot be counted toward hours accrued with either practicum and internship. **Trainee can keep a copy of Log for personal records.**

Temporary Waiver of Supervision Between Semesters

This form must be signed by all parties no later than two weeks prior to the last day of class of a temporary waiver of campus supervision would be active.

Date:

_____, a graduate student in the MA Counseling program at West Texas A&M University will be allowed to provide clinical counseling services at _____ under the clinical supervision of _____ (State license number: _____)

under the following conditions:

1. Permission is for the period: _____ through _____.
2. All counseling supervision will be the full responsibility of the site and site supervisor who must hold an active license and be credentialed as a supervisor by the State Board of Counseling.
3. A licensed mental health professional must be on site and available for all direct hours obtained during this period of time.
4. **Counseling supervision by West Texas A&M University and its faculty will not be available for the above period of time under any conditions**
5. The hours accrued between semesters do not count towards the total hours.
6. The student named above will
 1. adhere to all American Counseling Association ethical standards.
 2. to carry their liability insurance during this time.
 3. enrolled for practicum/internship for the following semester.
 4. is not graduating in the current semester.

Site Supervisor Name/Credentials

Site Supervisor email address:

Site Supervisor phone number

Student Name

Student email

Student phone number

By signing below, the site supervisor and student understand the conditions mentioned on Page 1 & 2:

Site Supervisor Signature

Student signature

Faculty Supervisor Signature



Department of Education

Practicum Summary Sheet

| |
|---|
| Dates of Practicum: |
| Name: |
| WT ID# |
| Permanent Address: |
| Phone number(s): |
| Email: |
| Expected Graduation Date: |
| Name of internship site: |
| Name of supervisor: |
| Final Direct contact hours: |
| Final supervision hours: |
| Final clock-hours awarded: |
| Specialization (e.g., depressed clients, hospice, drugs/alcohol). |
| Population you would like to work with: |
| Place of future practice (Amarillo, Dalhart, etc.) |

In your in-school clinical setting(s), which of the following apply (check all appropriate types)

General: Marriage & Family: Group: Drug & Alcohol Abuse: Individual:
 Rehabilitation: Career & Vocational: Academic: Child & Adolescent:

Setting(s) of practicum: (check all appropriate settings) Private practice: School:
 Hospital: Univ. Counseling Center: Volunteer: Nonprofit organization:

Program Evaluation

WTAMU M.A. & M.Ed. Programs in Counseling

| | | | |
|--|-----|--------|------------|
| Student's Name: | | | |
| Year Admitted: | | | |
| Graduation year: | | | |
| Internship/Practicum Site: | | | |
| Number of semester hours completed: | | | |
| Degree program: | LPC | School | School+LPC |

| | | | | | |
|---|-------------|---|---|---|---------------|
| The level of difficulty in your program | Too easy | | | | Too Difficult |
| | 1 | 2 | 3 | 4 | 5 |
| The amount of structure in your academic program | Flexible | | | | Rigid |
| | 1 | 2 | 3 | 4 | 5 |
| Department admission standards | Too low | | | | Too high |
| | 1 | 2 | 3 | 4 | 5 |
| The orientation of most of your course work | Too General | | | | Too Detailed |
| | 1 | 2 | 3 | 4 | 5 |
| The extent to which you are challenged by your course of study | Low | | | | High |
| | 1 | 2 | 3 | 4 | 5 |

| | |
|---|--|
| What the major strengths of the program? | |
| What are the major weaknesses? | |
| How has the department met your needs? | |
| What changes, if any, would you suggest in either courses or curriculum? | |
| Additional comments? | |