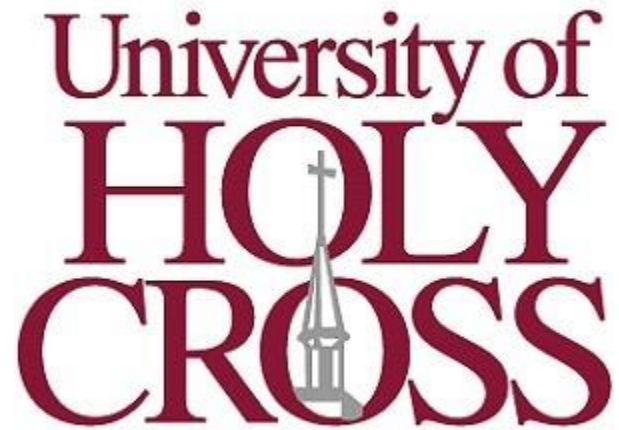


**COUNSELING PhD DEGREE PROGRAM
PRACTICUM AND INTERNSHIP MANUAL
2023-2024**



**University of Holy Cross
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New Orleans, LA 70131
www.uhcno.edu**

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Applications for Practicum and Internship

Students may choose a pre-approved site from the list (See [Approved Internship Site List 21.docx - Google Drive](#)) or may choose to complete their practicum or internship experiences at a new site that meets all of the criteria listed below. In the event the new site is a private practice owned by the PhD student or someone else, the private practice also must meet the criteria listed below.

A site must meet the following criteria in order to be approved:

- Provide an opportunity for the PhD student to provide professional services in one or more of the five doctoral core areas: (1) counseling; (2) teaching; (3) supervision; (4) research and scholarship; and (5) leadership and advocacy.
- Have a qualified professional on-site who is willing to oversee the work of the PhD student while on-site and take responsibility for the work of the PhD student while on-site.
- Triadic supervision is defined as a tutorial and mentoring relationship between a member of the counseling profession and two counseling students. If the on-site supervisor will provide weekly individual or triadic supervision sessions, the on-site supervisor must hold a doctorate in counselor education or hold a master's degree or higher in counseling or a related mental health field and have specialized expertise that can advance the PhD student's knowledge and skills. If the on-site supervisor will provide only administrative supervision and will not provide weekly individual or triadic supervision sessions, individual or triadic supervision will be provided by the PhD student's board-approved LPC supervisor or the university group supervisor.

A separate application must be submitted prior to each academic term for each practicum or internship site where doctoral students plan to earn supervised hours during the academic term. Applications are submitted by completing Qualtrics survey forms. See Appendix A for the information needed to complete the Qualtrics survey form for applications. Applications are due the week before classes begin for each academic term.

If a site where doctoral students plan to earn hours is not on the list of PhD Practicum and Internship Approved Sites, intended site supervisors must complete and submit using a Qualtrics survey the Memorandum of Agreement (MOA; Appendix B) between the site and the University of Holy Cross. The MOA should be completed and submitted well before the academic term begins, but no later than the first day of classes of the academic term.

After applications have been submitted, the Coordinator of Practicum and Internship will confirm with doctoral students that applications have been approved and will confirm supervision arrangements with site supervisors for the academic term.

Sites and Site Supervisors

Sites for practicum and internship must provide students with the opportunity to engage in appropriate professional activities for counselors. Practicum sites must give doctoral students the opportunity to provide direct counseling services to clients.

Site supervisors who provide clinical supervision must have had extensive experience as counselors or mental health practitioners and should have had experience supervising mental health professionals. On-site supervisors must hold a doctorate in counselor education or a master's degree or higher in counseling or a related mental health field and have specialized expertise that can advance the PhD student's knowledge and skills. Site supervisors who provide clinical supervision must hold licenses or certifications appropriate for the site where they are employed. Supervisors with doctoral degrees in counselor education and supervision are preferred but not required. On-site supervisors may also hold degrees and licenses or certifications in

psychology, psychiatry, social work, or a related profession.

Doctoral practicum and internship students may have more than one site where they are earning hours in an academic term. If students have more than one site, they must have a site supervisor who is responsible for their work at each site and must submit an application for each site where they will earn hours.

If counseling clients or master's student supervisees are available, doctoral students may counsel clients or supervise master's students in the Thomas E. Chambers Counseling and Training Center during their practicum or internship.

Supervisors Required For PhD Students Enrolled In Practicum and Internship

PhD practicum and internship students have at least two supervisors each academic term they are enrolled in practicum and internship and often have more than two.

- (1) **Group Supervisor.** Students enroll in a course section taught by a university full-time or part-time faculty member and that faculty member serves as the group supervisor for that student for the academic term. Group supervision takes place for 1½ hours weekly. Supervision groups for practicum do not exceed more than six students in a group.
- (2) **On-Site Supervisor.** The student's on-site supervisor is the individual at the site who is responsible for the student's work when the student is providing services at the site. If the on-site supervisor is a qualified counselor or mental health professional, then that site supervisor usually provides PhD students with the one hour of individual/triadic supervision weekly that is described below.
- (3) **Individual/Triadic Supervisor.** Each PhD student must receive a minimum of one hour of individual/triadic supervision each week. The one hour of individual/triadic supervision may be provided by any of the following individuals:
 - a. If the on-site supervisor is a qualified counselor or mental health professional, then that site supervisor usually provides the PhD student with one hour of individual/triadic supervision weekly.
 - b. If the PhD student has an LPC board-approved supervisor who is supervising the student to become licensed, then that board approved supervisor may provide the PhD student with one hour of individual/triadic supervision weekly.
 - c. If the on-site supervisor cannot provide the PhD student with one hour of individual/triadic supervision weekly and the doctoral student does not have an LPC board-approved supervisor, then the PhD student's group supervisor will provide the weekly individual/triadic supervision for the academic term.

Guidelines for Doctoral Students who Supervise Master's Students

- Enjoy the process of supervising master's students and increase your skills as a clinical counselor supervisor.
- Discuss the supervision of master's students you are doing with your group and individual supervisors during the academic term. Otherwise, keep your supervisee relationship information private.
- Contact your assigned supervisee or supervisees as soon as they have been assigned, establish your schedule for meeting each week for supervision, and send them the Zoom link you have created for your meetings.
- Treat your supervisees with the dignity and respect with which you would have wanted to have been treated as a supervisee.

- Be flexible and reasonable in establishing when you and your supervisee will meet each week.
- Be flexible and reasonable if your supervisee needs to reschedule a weekly supervision session
- Spend some time at first getting to know the background of your supervisee, and tell your supervisee about your own professional counseling background and expertise.
- Assess your supervisee’s level of counseling skills and focus on helping your supervisee increase their skills, no matter where their skills are when you begin supervising them.
- Contact the Practicum and Internship Assistant Jacinta Nafzinger at jacinta.nafzinger@uhcno.edu if you encounter problems related to your supervision of a master’s student. If necessary, Jacinta will involve the Practicum and Internship Coordinator, Dr. Ted Remley.
- Submit the Qualtrics mid-term and final evaluations by the due dates.

**Deadlines and Links for Submitting Surveys
for PhD Program Practicum and Internships**

Each term (fall semester, spring semester, and summer term), doctoral students enrolled in practicum and internship courses must submit surveys using Qualtrics. Links for each Qualtrics survey are provided in the tables below. For each survey you or your supervisors must submit, you or your supervisor should review the blank documents in the appendices in this manual prior to clicking on the links. Have all information required in the surveys prepared in a Word document so that you can copy and paste your responses into the Qualtrics surveys.

Each term, you will be provided a syllabus for practicum and internship courses that will include the actual due dates for the semester or term and the Qualtrics links for each required survey.

These are the Qualtrics surveys students must submit:

- Application for practicum or internship (Appendix A)
- Your log of hours for your practicum or internship experience (Appendix C)
- An evaluation for each site where hours were earned (Appendix D)
- An evaluation for each supervisor (on-site, individual/triadic, and group; Appendix E)

These are the Qualtrics surveys supervisors must submit:

- A midterm evaluation of the student’s performance (Appendix F)
- A final evaluation of the student’s performance (Appendix F)

Supervisors will be notified by email and asked to submit evaluations when they are due, but students should help by reminding their supervisors to submit the evaluations twice each term.

Due Dates and Links for Survey Submissions

Required Survey	Date Due (actual dates will be provided in the syllabus provided each academic term)	Qualtrics Link
Student Required Surveys		
Application for practicum or internship for each site where hours will be earned (Appendix B)	A week before classes begin for the semester or summer term	Practicum and Internship Site Application

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Your log of hours for your practicum or internship experience (Appendix C) *If you are enrolled in Doctoral Practicum, you should complete that survey. If you are enrolled in Doctoral Internship, you should complete that survey.	The last day of exams for that semester or summer term	Doctoral Practicum Hour Log Doctoral Internship Hour Log
An evaluation for each site where hours were earned (Appendix D)	The last day of exams for that semester or summer term	Student Evaluations of Sites
An evaluation for each supervisor (on-site, individual/triadic, and group; Appendix E)	The last day of exams for that semester or summer term	Student Evaluation of Supervisors
Supervisor Required Surveys		
A midterm evaluation of the student's performance (Appendix F)	The Monday of the 6 th week of classes for the semester or summer term	Midterm Evaluation
A final evaluation of the student's performance (Appendix F)	The last day of exams for the semester or summer term	Final Evaluation

**Supervision of Master's Degree
Practicum and Internship Students
During Doctoral Practicum and Internship**

Each term doctoral students who are enrolled in doctoral practicum or internship and are qualified provide group or individual supervision (or both) to master's students who are completing their master's-level practicum or internship. To be qualified to provide supervision to master's students, doctoral students must either be concurrently enrolled in COU 835: Counselor Supervision, have already completed COU 835: Counselor Supervision, or be an LPC-S (board approved supervisor who is licensed) in Louisiana or the equivalent in the state in which they are licensed. Doctoral students enrolled in doctoral practicum or internship who are not qualified to supervise master's students are not assigned master's students to supervise and complete the required number of hours in other ways that are outlined in this manual.

Requirements for the PhD Practicum and Internship

Eligibility requirements for doctoral-level practicum and internship include doctoral-level status and approval of the department. Students must provide the required information related to the sites where they will complete hours prior to beginning their doctoral practicum and internship experiences.

COU 845 is the course for doctoral practicum and COU 848 is the course for doctoral internship. COU 845: Doctoral Practicum in Counseling is a 3-semester credit course and requires that students complete a minimum of 100 supervised hours, 40 of which must include direct counseling services. COU 848: Doctoral Internship in Counselor Education and Supervision is a 3-semester credit course and requires that students complete a minimum of 300 supervised hours, 120 of which must include direct service hours in at least three of the five doctoral core areas: (1) counseling; (2) teaching; (3) supervision; (4) research and scholarship; and (5) leadership and advocacy. PhD students must register for two terms of COU 848, which results in students completing 600 hours of supervised practice for their doctoral internship of which 240 include direct service.

Direct Service Definition

Direct service for doctoral students enrolled in practicum is defined as supervised use of counseling, consultation, or related professional skills with actual clients (can be individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation.

For doctoral students enrolled in internship, direct service also includes teaching, supervision, and leadership activities. The following would not be considered direct service: (1) observing others providing counseling or related services, (2) record keeping, (3) administrative duties, (4) clinical and/or administrative supervision.

Practicum (COU 845; 3 credits)

The goal of the doctoral practicum is for doctoral students to gain additional supervised clinical counseling experience as a counselor. Doctoral students must complete their practicum in a setting in which they render supervised clinical counseling services.

A total of 100 hours of supervised work is required, of which 40 must be in direct counseling services with actual clients. Direct hours require supervised use of counseling, consultation, or related professional skills with actual clients (can be individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation. The following would not be considered direct service: (1) observing others providing counseling or related services, (2) record keeping, (3) administrative duties, (4) clinical and/or administrative supervision.

The practicum experience is a developmental professional process. Students must earn no fewer than 5 hours each week and can count no more than 40 hours each week toward the hours required for practicum. COU 845 is a three-credit course and is the doctoral practicum. The term in which the doctoral practicum is completed extends through the entire 15-week semester and in summer can be no less than 10 weeks in duration.

Each week during the academic term in which doctoral students are enrolled in practicum they receive one hour of individual and/or triadic supervision by a program faculty member. In addition, doctoral practicum students receive an average of 1½ hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member. An on-site supervisor who is responsible for the doctoral student's work at the site is required. Doctoral practicum students are required to develop program-appropriate audio/video recordings for use in supervision or are provided live supervision of their interactions with clients.

Evaluation of the student's counseling performance is completed throughout the practicum experience, and a formal evaluation is completed by each of the student's supervisors (individual or triadic; group; and site) halfway through and at the completion of the practicum experience.

CACREP standards do not allow for extra hours obtained during the practicum to be counted toward the 600-clock hour internship requirement.

Internship (COU 848; 3 credits each course; 2 courses required; total of 6 credits)

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The goal of internship is to give doctoral students the opportunity to demonstrate they are able to apply skills they have learned in their counseling master's degree program and their courses in the doctoral program.

CACREP requires that students earn some of the 600 internship hours in a minimum of three of the following five doctoral core areas: (1) counseling; (2) teaching; (3) supervision; (4) research and scholarship; and (5) leadership and advocacy. By the time students complete the total 600 hours of internship, she must have earned hours in three of the five areas, but they do not have to earn hours in three of the areas in both of their 300 hour internships.

Students may accumulate internship hours through providing counseling and counseling-related professional services, teaching or assisting to teach counseling or counseling-related courses, supervising counselors in training or supervising other counselors, engaging in scholarly activities (including research, writing, making presentations at conference, preparing manuscripts for submission to journals, or writing or administering counseling-related grants), and participating in counseling professional association activities and leadership. The doctoral internship provides students with the opportunity to become familiar with a variety of professional activities and resources in addition to providing direct counseling services.

A total of 600 hours of supervised work is required for the doctoral-level internship, of which 240 must be in direct service to clients, students, supervisees, counselors, or other recipients of professional services. Typically, doctoral students register for internship for two semesters during their doctoral degree programs. The number for both internship courses is the same, COU 848. Students register twice for COU 848, which is a three-credit course. Each of two semesters, doctoral students log a minimum of 300 hours, of which 120 are in direct service to clients, students, supervisees, counselors, or other recipients of professional services.

An on-site supervisor who is responsible for the professional services of doctoral students is required for each site where doctoral students earn hours. If hours are earned at the university providing professional services, the student's group supervisor serves as the student's on-site supervisor for the university site.

Each week during the academic term in which doctoral students are enrolled in internship they receive one hour of individual and/or triadic supervision, usually performed by the onsite supervisor. In the event the on-site supervisor does not provide weekly individual and/or triadic supervision, then the doctoral student's group supervisor will provide that weekly individual and/or triadic supervision. In addition, doctoral internship students receive an average of 1½ hours per week of group supervision that is provided on a regular schedule throughout the internship by a program faculty member. The doctoral internship site provides the opportunity for students to develop program-appropriate audio-video recordings for use in supervision or to receive live supervision of their interactions with clients or counselors.

Evaluation of the performance of students is completed throughout the internship experience, and a formal evaluation is completed by each of the student's supervisors (individual or triadic; group; and site) halfway through and at the completion of the internship experience.

Students in practicum and internship must submit evaluations at the end of each term for each of the sites where they accumulated hours and for each of their supervisors (on-site, individual/triadic, and group).

If doctoral students plan to use the hours they accumulate in their doctoral practicum and internship for applying to become Licensed Professional Counselors or Licensed Marriage and Family Therapists, they must receive supervision from an LPC Board-approved supervisor and must log their hours according to rules of the LPC Board.

Logs of Hours

Students must log all hours spent in practicum or internship and must submit the log at the end of the academic term via Qualtrics survey. Logs are due no later than the last day of exams for each academic term. The form for logging hours can be found in Appendix D.

Students should log all hours they work and provide direct service, not just the minimum hours required. Such logs could be helpful in the future if students apply for certifications or licenses in other states.

Professional Liability Insurance

During the academic terms students are enrolled in practicum and internship, they must have in effect a professional liability insurance policy. Many providers sell professional liability insurance, but most students obtain policies from the Healthcare Providers Service Organization (HPSO), which gives a 10% discount to members of the American Counseling Association (ACA). Doctoral students who are members of ACA are not eligible for the free master's student level professional liability insurance that ACA provides. Information about the ACA professional liability insurance program is available at <http://counseling.org> and <http://www.hpso.com>.

Evaluations

At the midterm and again at the conclusion of each academic term, students must request that each of their supervisors (on-site, individual/triadic, and group) at each of the sites where they are earning hours complete the evaluation survey form. See a copy of the evaluation form to be completed by supervisors in Appendix F. Supervisors must submit their student evaluation forms via Qualtrics survey at the midterm (the Monday of the sixth week of classes of the semester or summer term) and at the end of the term (the last day of exams for the semester or summer term).

The Coordinator of Practicum and Internship determines and enters the grades for all practicum and internship students after reviewing evaluations submitted for each student by the student's supervisors. Grades for practicum and internship are either Pass (P) or Fail (F). Students who earn an F grade must repeat the course until a grade of P is earned.

Individual/Triadic, Group, and Site Supervisor Responsibilities

Individual/Triadic supervisors at the university or who are supervising the PhD student for LPC post-master's experience are responsible for the following:

- Consult with the student's site supervisor during the academic term regarding the student's experiences at the site. If the individual/triadic supervisor has never visited the site before in person or virtually or has never co-supervised a practicum or internship student in the past with the student's site supervisor, visit the site and site supervisor early in the semester either in person or virtually.
- Meet weekly for one hour for supervision with the student individually or with one other practicum or internship student (triadic).
- Complete the evaluation form at midterm and at the end of the academic term and submit the evaluation via the Qualtrics survey.

Group supervisors at the university are responsible for the following:

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- Consult with the student's site supervisor during the academic term regarding the student's experiences at the site. If the individual/triadic supervisor has never visited the site before in person or virtually or has never co-supervised a practicum or internship student in the past with the student's site supervisor, visit the site and site supervisor early in the semester either in person or virtually.
- Meet weekly for 1½ hours for supervision with the student with a group of other doctoral practicum or internship students.
- Complete the evaluation form at midterm and at the end of the academic term and submit the evaluation via the Qualtrics survey.

On-site supervisors who are qualified mental health professionals are responsible for the following:

- Meet with the doctoral student prior to the beginning of the academic term and agree to supervise the student.
- Meet with the student for one hour (individually or with one other professional) on a weekly basis for supervision.
- Contact the student's university group supervisor if any problems arise with the student's performance.
- Complete the evaluation form at midterm and at the end of the academic term and submit the evaluation via the Qualtrics survey.
- Arrange a suitable work environment for the practicum or internship student.
- Provide an orientation to the site.
- Include the student in staff meetings to the extent possible.
- Ensure the student is treated like employed counselors are treated at the site.
- Provide information on how the student should handle crisis situations at the site.
- Inform the student about services provided at the site outside the normal counseling duties.
- Provide the student with opportunities to engage in professional activities appropriate for counselors during the academic term.
- If necessary, consult with the student's group supervisor at the university during the academic term regarding the student's experiences at the site.
- Ensure the student has the opportunity to accumulate the agreed-upon number of direct service hours and indirect hours.
- If possible at the site, assist the student in audio or video taping some counseling sessions during the term for the university supervisor to review.

On-site supervisors who are administrators but who are not mental health professionals are responsible for the following:

- Meet with the doctoral student prior to the beginning of the academic term and agree to supervise the student.
- Contact the student's group supervisor if any problems arise with the student's performance.
- Complete the evaluation form at midterm and at the end of the academic term and submit the evaluation via the Qualtrics survey.
- Arrange a suitable work environment for the practicum or internship student.
- Provide an orientation to the site.
- Include the student in staff meetings to the extent possible.
- Ensure the student is treated like employed counselors are treated at the site.
- Provide information on how the student should handle crisis situations at the site.
- Inform the student about services provided at the site outside the normal counseling duties.

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- Provide the student with opportunities to engage in professional activities appropriate for counselors during the academic term.
- If necessary, consult with the student's group supervisor at the university during the academic term regarding the student's experiences at the site.
- Ensure the student has the opportunity to accumulate the agreed-upon number of direct service hours and indirect hours.
- If possible at the site, assist the student in audio or video taping some counseling sessions during the term for the university supervisor to review.

Questions?

If you have questions that are not addressed in this manual, please contact

Jacinta Nafzinger
Graduate Assistant and Doctoral Student
jnafzinger@uhcno.edu
Cell: 419-551-2113

Dr. Ted Remley
Professor of Counseling
Coordinator of Practicum and Internship
tremley@uhcno.edu
Cell: 504-944-1133

Appendix A

Application for Practicum or Internship

Link: Click [here](#) for the Qualtrics Survey

Practicum and Internship Site Application

This survey will take the place of Practicum or Internship placement site applications. There will be opportunity for you to input multiple sites if need be. The contact information you provide for your supervisors will be used to send them evaluations. Please be sure this information is accurate before submitting.

Please enter your full name:

Please enter your UHC email:

Please enter your cell phone number:

Please enter the name of your university group supervisor: (If you don't know yet, please put "N/A")

Please enter today's date:

Please enter the academic semester you are completing this for. Ex: (Spring 2021)

Please read the following statement and check "verified" or "not verified".

“I verify that I have in effect a professional liability insurance policy.”

PhD Students: PhD students who are members of ACA are not eligible for the free master's student level professional liability insurance that ACA provides through the Healthcare Providers Service Organization (HPSO), but ACA does give a 10% discount to members of the American Counseling Association (ACA). Information about joining ACA and about the ACA professional liability insurance program is available at <http://counseling.org> and <http://www.hpso.com>.

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Please select one of the following options:

- I am enrolled in Masters/Doctoral Practicum. I am only seeing clients through the Thomas E. Chambers Counseling and Training Center under the administrative supervision of Dr. Ryan White. I am finished with this survey. (1)
- I am enrolled in Masters/Doctoral Internship. I am only seeing clients through the Thomas E. Chambers Counseling and Training Center under the administrative supervision of Dr. Ryan White. I am finished with this survey. (2)
- I am enrolled in Masters/Doctoral Internship. I am seeing clients through the Thomas E. Chambers Counseling and Training Center as well as an off-site location(s). I will need to provide the information for this/these additional internship location(s). (3)
- I am enrolled in Master/Doctoral Internship. I am not seeing clients through the Thomas E. Chambers Counseling and Training Center. I need to provide information for my internship site. (4)

Site 1: Please enter your off-site's name:

Please enter your off-site's location (address):

Please enter your site's web address:
(if not available, enter "no web address")

Please enter your onsite supervisor's name:

Please enter your onsite supervisor's email address:

Please enter your onsite supervisor's phone number:

Please enter your onsite supervisor's job or position title:

Please enter the highest degree held by your onsite supervisor and major:

Please enter your supervisor's licenses and certifications (LPC, MCSW, etc):

Please enter your supervisor's years of experience in counseling or mental health:

Please select an option below:

- I have submitted the information for all internship sites I will be working at this semester. I am finished with this survey. (1)
- I need to submit information for additional sites. (2)

Site 2: Please enter your additional site name:

Items above are repeated for Site 2.

Appendix B

Memorandum of Agreement Between the University of Holy Cross And Practicum and Internship Sites

Complete this form, secure signature from on-site supervisor and submit no later than a week before classes begin for the academic term. The form is found on the following Qualtrics survey link: [University of Holy Cross Memorandum of Agreement](#)

University of Holy Cross Memorandum of Agreement (MOA)

Instructions

This is the Memorandum of Agreement (MOA) form that you need to complete to add your agency, facility, or school as an internship site for students in the Graduate Counseling Program at the University of Holy Cross. Please read carefully and fill in the following survey for your site. By completing and submitting this form, you are providing your electronic signature that verifies your agreement.

Please enter the name of you site below: AGREEMENT BETWEEN UNIVERSITY OF HOLY CROSS
(Counseling) AND

This agreement, dated is made by and between the UNIVERSITY OF HOLY CROSS (Department of Counseling and Behavioral Sciences), hereinafter referred to as the "University," and the site indicated below, hereinafter referred to as the "Internship Site." The University shall use the clinical facilities of the Internship Site as one of the resources to be utilized in the clinical teaching of graduate students in the Counseling Graduate Program from the University for the purposes of promoting the education of graduate students and delivering mental health care and for reciprocal services to be exchanged between the parties to the agreement.

ENTER DATE HERE (1) _____

ENTER SITE NAME HERE (2) _____

The University agrees to:

- a. Accept full responsibility for the instruction of students.
- b. Make available to the Internship Site, in advance of the assignment of graduate students to the clinical program, the name of each student.
- c. Accept full responsibility for students during their clinical experience and for the supervision of these students during their internship.
- d. Provide guidance and counseling to students and take administrative action in all matters pertaining to personal conduct or discipline.

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- e. Require students to carry malpractice insurance.
- f. Comply with policies and procedures.
- g. Remove the student, at the request of the Internship Site, if the Internship Site has determined that the student is not appropriate for the program.

The Internship Site agrees to:

- a. Make available to the University the clinical facilities of the Internship Site for students in the graduate program for the period of time mutually agreed upon in advance.
- b. Provide on-site qualified supervision on a regular basis (minimum of one hour per week of individual supervision).
- c. Provide a supervisor that meets the following criteria:
 - i. Master's degree in counseling or closely related field;
 - ii. Appropriately licensed by their state examining board;
 - iii. At least two years of pertinent professional experience;
 - iv. Knowledge of the program's expectations, requirements, and evaluation procedures for students.

It is **mutually agreed** that:

- a. The Internship Site will contact the University in the event problems arise related to the internship study, and the University will do the same. If contacted, the University and the Internship Site will confer with each other to resolve the problems.
- b. The responsibility for the care of the clients in the area to which students are assigned rests with the Internship Site.
- c. The University and the Internship Site agree to indemnify, defend, and hold each other harmless from and against any and all loss, damages, expenses, or other liability, including attorneys' fees, court costs, and related costs of defense, arising out of or in any way connected with claims for personal injury, death, property damage, or contractual liability that may be asserted against the University and/or said Internship Site by any parties, which arise or allegedly arise from the action, inaction, or breach in the performance of their respective duties and this agreement.
- d. The Internship Site will assess no fees to the University or the graduate students for the use of clinical resources in connection with the educational program; likewise, the students will receive no remuneration for their clinical experience (unless specified at the onset of the internship experience).
- e. Both parties agree that they shall maintain the confidentiality of all client and Internship Site records in compliance with all laws, including, but not limited to HIPAA, as well as the policies of the Internship Site.
- f. Both parties agree that interns shall comply with all policies and procedures of the Internship Site including, but not limited to policies regarding client care, training, counseling methods and ideology.

Term of the agreement:

- a. Either party to the agreement may, upon giving a thirty (30) day written notice, terminate this agreement by mutual consent.

By submitting this information below, I am providing my agreement and electronic signature:

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Enter your **full name** with **credentials**: (1) _____

Enter your Position Title: (2) _____

Enter Today's Date: (3) _____

Enter Your Email Address: (4) _____

Enter Your Contact Telephone Number: (5)

Appendix C

Log of Hours Submitted by Student at End of Term (Qualtrics Survey Form)

Link for Doctoral Practicum: Click [here](#) for the Qualtrics Survey

Link for Doctoral Internship: Click [here](#) for the Qualtrics Survey

Doctoral Practicum Hour Log

This form will be used to document hours earned at each practicum/internship site you have worked at during the past academic semester. Hours will be collected for each week of the semester. If you have accrued hours at more than one site, you will be given the option to input hours for additional sites at the end of the first hour log.

I verify that all information I am providing on this survey is true and correct.

Please enter your full name:

Please enter the first site for which you will be entering hours.

Please enter today's date:

Please enter the academic semester you are completing this for (Ex: Spring 2021).

Week 1

Total number of direct hours: (1) _____

Total number of indirect hours: (2) _____

Repeat items for Weeks 2-17.

Please choose an option below:

I need to input hours for an additional site. (1)

I have entered all hours accrued. I am finished with this survey. (2)

Please enter the additional site for which you will be entering hours.

Repeat items above for additional site.

Doctoral Internship Hour Log

This form will be used to document hours earned at each practicum/internship site you have worked at during the past academic term. Hours will be collected for each week of the semester. If you have accrued hours at more than one site, you will be given the option to input hours for additional sites at the end of the first hour log.

I verify that all information I am providing on this survey is true and correct.

Please enter your full name:

Please enter the first site for which you will be entering hours.

Please enter today's date:

Please enter the academic semester you are completing this for (Ex: Spring 2021).

Week 1

Total number of hours at site: (1) _____

Of the total above, number of direct hours: (2)

List Primary Professional Activities during the week: (3)

Repeat items for Weeks 2-17

Please choose an option below:

I need to input hours for an additional site. (1)

I have entered all hours accrued. I am finished with this survey. (2)

Please enter the additional site for which you will be documenting hours:

Repeat items above for additional site.

Appendix D

Site Evaluation Completed by Student at End of the Academic Term (Qualtrics Survey Form)

Link: Click [here](#) for the Qualtrics Survey

Student Evaluations of Sites

Please use this survey to submit your evaluation(s) of any sites that you have worked at during the past academic semester. You will be able to enter as many as three site evaluations.

Please provide your full name:

Please enter today's date:

Please enter the academic semester you are completing this for (Ex: Spring 2021).

Please provide the name of the first site you wish to evaluate:

What were the positive aspects of your site this past academic semester?

In what ways could your site be improved?

What additional comments do you have regarding your site?

Please choose an option below:

- I need to submit an evaluation for an additional site. (1)
- This was the only site that I worked at this semester. I am finished with the survey. (2)

Please provide the name of the second site you wish to evaluate:

Items above are repeated for the second site.

Appendix E

Supervisor Evaluation Completed by Student at End of the Academic Term (Qualtrics Survey Form)

Link: Click [here](#) for the Qualtrics Survey -

Student Evaluation of Supervisors

University of Holy Cross
New Orleans, Louisiana
Student Evaluation of Supervisors

Please enter your full name:

Please enter today's date:

Please enter the academic semester you are completing this for (Ex: Spring 2021).

The following questions will pertain to your "off-site" or administrative supervisor who oversees your work at your internship site.

Please enter the name of your administrative supervisor who oversees your work at your internship site.

Please enter the name of the organization where your supervisor is employed:

What were the strengths of your supervisor in providing supervision to you this past academic term?

In what ways could your supervisor have been more effective in providing supervision to you this past academic term?

What additional comments do you have regarding your supervisor?

Please choose an option below:

- I work at an additional internship site (Thomas E. Chambers or other) and need to evaluate another administrative supervisor. (You will be prompted to evaluate your clinical/triadic supervision after doing so.)
- I do not work at an additional internship site but need to evaluate my clinical/triadic supervisor. (2)

The following question pertain to your clinical, "university", or triadic supervisor who provides your weekly supervision on your clients.

Please enter your clinical/triadic supervisor's name:

Please enter your clinical/triadic supervisor's employer:

What were the strengths of your supervisor in providing supervision to you this past academic term?

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In what ways could your supervisor have been more effective in providing supervision to you this past academic term?

The following questions pertain to your additional internship site's supervisor. You will be prompted to evaluate your clinical/triadic supervisor after these questions.

Please enter your supervisor's name:

Please enter the name of the organization where your supervisor is employed:

What were the strengths of your supervisor in providing supervision to you this past academic term?

In what ways could your supervisor have been more effective in providing supervision to you this past academic term?

What additional comments do you have regarding your supervisor?

You will now be directed to evaluate your clinical/triadic supervisor.

Items above are repeated.

Appendix F

Student Evaluation Submitted by Supervisor at Midterm and at End of the Academic Term (Qualtrics Survey Form)

Link for Midterm Evaluation: Click [here](#) for the Qualtrics Survey -

Link for Final Evaluation: Click [here](#) for the Qualtrics Survey

Midterm & Final Evaluations

University of Holy Cross

New Orleans, Louisiana, Midterm Evaluation of Practicum, or Internship Student

Please enter the full name of the student you are evaluating:

Please enter your full name:

Please enter today's date:

Please enter the academic semester you are completing this for (Ex: Spring 2021).

Please choose one of the following options:

- If you are the student's administrative supervisor and you are not providing an hour of clinical supervision each week at the site where the student is earning practicum or internship hours this academic term, please click here. (1)
- If you are the student's administrative supervisor and you are also providing an hour of clinical supervision each week at the site where the student is earning practicum or internship hours this academic term, please click here. (2)
- If someone else is this student's administrative supervisor but you are providing an hour of clinical supervision each week related to the services the student is providing at the site or sites where the student is earning practicum or internship hours this academic term, please click here. (3)
- If you are this student's university group supervisor and you also are providing weekly individual or triadic supervision for this student, please click here. (4)
- If you are this student's university group supervisor but you not providing weekly individual or triadic supervision for this student, please click here. (5)

Items for Administrative Site Supervisors:

Please comment on the student's work performance.

Has the student been professional in performing duties at the site?

Has the student performed duties as assigned?

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Is the overall performance of the student satisfactory?

What are the strengths of this student?

If there are areas where the student needs to improve, please comment. If not, indicate “none.”

Would you like to be contacted by a faculty member at the University of Holy Cross regarding this student's practicum or internship placement?

- No, I do not need to be contacted by a faculty member. (1)
- Yes, I need to speak with a faculty member. (You will be prompted to provide email address and phone number.) (2)

Please provide your email address:

Please provide your preferred phone number:

Items for site supervisors who are administrative and clinical.

Please comment on the student's work performance.

Has the student been professional in performing duties at the site?

Has the student performed duties as assigned?

Is the overall performance of the student satisfactory?

Please comment on the student's counseling skill development.

At this stage of the student's academic program, are the student's counseling skills what you would expect them to be?

Is the student receptive to learning to improve his or her counseling skills?

What are the strengths of this student?

If there are areas where the student needs to improve, please comment. If not, indicate “none.”

Would you like to be contacted by a faculty member at the University of Holy Cross regarding this student's practicum or internship placement?

- No, I do not need to be contacted by a faculty member. (1)
- Yes, I need to speak with a faculty member. (You will be prompted to provide email address and phone number.) (2)

Items for individual or triadic supervisors.

Please comment on the student's counseling skill development.

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At this stage of the student's academic program, are the student's counseling skills what you would expect them to be?

Is the student receptive to learning to improve his or her counseling skills?

What are the strengths of this student?

If there are areas where the student needs to improve, please comment. If not, indicate "none."

Would you like to be contacted by a faculty member at the University of Holy Cross regarding this student's practicum or internship placement?

No, I do not need to be contacted by a faculty member. (1)

Yes, I need to speak with a faculty member. (You will be prompted to provide email address and phone number.) (2)

Items for group supervisors.

Please comment on how this student is performing as a member of group supervision.

Is he or she attending regularly and participating?

Is he or she providing the required tapes of sessions for you to review?

Please comment on the student's counseling skill development.

At this stage of the student's academic program, are the student's counseling skills what you would expect them to be?

Is the student receptive to learning to improve his or her counseling skills?

What are the strengths of this student?

If there are areas where the student needs to improve, please comment. If not, indicate "none."

Please comment on how this student is performing as a member of group supervision.

Is he or she attending regularly and participating?

Is he or she providing the required tapes of sessions for you to review?

Please comment on the student's counseling skill development.

At this stage of the student's academic program, are the student's counseling skills what you would expect them to be?

Is the student receptive to learning to improve his or her counseling skills?

What are the strengths of this student?

If there are areas where the student needs to improve, please comment. If not, indicate "none."

Appendix G

**PhD Program Practicum & Internship
2016 Standards
from the Council on Accreditation
of Counseling and Related Educational Programs (CACREP)**

**Practicum and Internship Courses in Which
CACREP Standards are Met**

Course Requirements that Address CACREP Standards

Key Performance Indicators for CACREP Standards

For each CACREP standard, the course in which the content is primarily taught, the specific course requirement in which that standard is primarily addressed, and the assessment of learning for that particular standard in that particular course are listed.

Course	CACREP Standard	Course Requirement in Which Standard is Primarily Addressed	Assessment of Learning for This Standard in This Course
	<i>Doctoral Standards: Counselor Education and Supervision</i>		
	<i>C. Practicum and Internship</i>		
	<i>Practicum</i>		
COU 845: Doctoral Practicum in Counseling	6.C.1. Doctoral students participate in a supervised doctoral-level practicum of a minimum of 100 hours, of which 40 hours must be providing direct counseling services. The nature of the doctoral-level practicum is to be determined in consultation with counselor education program faculty and/or a doctoral committee.	See the section in this manual entitled “Practicum” in which students are informed that the practicum must include a minimum of 100 hours, of which 40 must be providing direct counseling services.	After being supervised by two or more supervisors during the academic term, students are evaluated on their performance at midterm and at the end of the term.

<p>COU 845: Doctoral Practicum in Counseling</p>	<p>6.C.2. During the doctoral student’s practicum, supervision is provided by a counselor education program faculty member or an individual with a graduate degree (preferably doctoral) in counseling or a related mental health profession with specialized expertise to advance the student’s knowledge and skills.</p>	<p>See the section in this manual entitled “Internship” which explains that students enroll in a course section taught by a university full-time or part-time faculty member and that faculty member serves as the group supervisor for that student for the academic term. Also see the section in this manual entitled, “Sites and Site Supervisors.” All of the faculty members in the program at the University of Holy Cross hold CACREP-accredited doctoral degrees in counselor education or supervision except two who were grandfathered as faculty members. One holds a PhD in clinical psychology and the other one holds a PhD in marriage and family therapy.</p>	<p>The credentials of supervisors are verified to ensure each supervisor meets the criteria listed in this standard.</p>
<p>COU 845: Doctoral Practicum in Counseling</p>	<p>6.C.3. Individuals serving as practicum supervisors have (1) relevant certifications and/or licenses, (2) knowledge of the program’s expectations, requirements, and evaluation procedures for students, and (3) relevant training in counseling supervision.</p>	<p>See the section of this manual entitled “Sites and Site Supervisors” in which the requirements for supervisors of doctoral students enrolled in practicum are listed and include the requirements listed in this standard.</p>	<p>The credentials of supervisors are verified to ensure each supervisor meets the criteria listed in this standard and the program’s expectations of supervisors, and evaluation procedures for students are specified.</p>
<p>COU 845: Doctoral Practicum in Counseling</p>	<p>6.C.4. Doctoral students participate in an average of one hour per week of individual and/or triadic supervision throughout the practicum. When individual/triadic supervision is performed by the counselor education program faculty, practicum courses should not exceed a 1:6 faculty:student ratio.</p>	<p>Individual/triadic supervision of doctoral practicum students always is provided by a counselor education faculty member and courses do not exceed a 1:6 faculty:student ratio.</p>	<p>Each academic term a roster is created showing the ratio is not exceeded. Each practicum student receives an hour or individual/triadic supervision each week and practicum supervision groups do not exceed 6 students in each group.</p>

<p>COU 845: Doctoral Practicum in Counseling</p>	<p>6.C.5. Group supervision is provided on a regular schedule with other students throughout the practicum and must be performed by a counselor education program faculty member. Group supervision of practicum students should not exceed a 1:12 faculty:student ratio.</p>	<p>See the section of this manual entitled, “Supervisors Required For PhD Students Enrolled In Practicum and Internship.” The supervision requirements include 1½ hours each week of group supervision, and supervision groups for practicum and internship must not exceed 6 students in each group, less than the 12 maximum number allowed in this standard.</p>	<p>Each academic term a roster is created showing the ratio is not exceeded. Students receive 1½ hours of group supervision each week performed by a counselor education program faculty member each academic term. Groups do not exceed 6 members even though this standard allows groups to include up to 12 students.</p>
<p>COU 845: Doctoral Practicum in Counseling</p>	<p>6.C.6. Doctoral students are covered by individual professional counseling liability policies while enrolled in practicum.</p>	<p>See the section of this manual entitled “Professional Liability Insurance” in which students are informed that they must have professional liability insurance during their practicum and internship experiences.</p>	<p>Students are required to verify in their practicum and internship applications that they have a professional liability insurance policy in effect. In this manual, see the application Appendix B.</p>
	<p><i>Internship</i></p>		
<p>COU 848: Doctoral Internship in Counselor Education and Supervision</p>	<p>6.C.7. Doctoral students are required to complete internships that total a minimum of 600 clock hours. The 600 hours must include supervised experiences in at least three of the five doctoral core areas (counseling; teaching; supervision; research and scholarship; and leadership and advocacy). Doctoral students are covered by individual counseling liability insurance policies while enrolled in a counseling or supervision internship.</p>	<p>See the section in this manual entitled, “Internship” in which students are informed that the internship must include a minimum of 600 hours in at least three of the five doctoral core areas (counseling, teaching, supervision, research and scholarship). Also see the section of this manual entitled “Professional Liability Insurance” in which students are informed that they must have professional liability</p>	<p>Students verify on their practicum and internship applications each academic term that they have an active professional liability insurance policy. Students indicate on their logs of hours that they completed a minimum of 600 hours and indicate the types of activities in which they have been involved to verify that over two semesters of internship, they have had supervised experience in at least three of the five</p>

		insurance during their practicum and internship experiences.	doctoral core areas (counseling; teaching; supervision; research and scholarship; and leadership and advocacy).
COU 848: Doctoral Internship in Counselor Education and Supervision	6.C.8. During internships, the student receives an average of one hour per week of individual and/or triadic supervision performed by a supervisor with a doctorate in counselor education or an individual with a graduate degree and specialized expertise to advance the student’s knowledge and skills.	See the section in this manual entitled, “Internship” in which students are informed that the supervision requirements include one hour each week of individual/triadic supervision. Faculty members in the program at the University of Holy Cross hold doctoral degrees in counseling or related mental health professions and on-site supervisors who provide individual/triadic supervision hold graduate degrees and have the specialized expertise to advance the students’ knowledge and skills.	Each internship student receives an hour or individual/triadic supervision each week. Doctoral students receive one hour of individual or triadic supervision each week from a qualified site supervisor, an LPC supervisor, or their university group supervisor.
COU 848: Doctoral Internship in Counselor Education and Supervision	6.C.9. Group supervision is provided on a regular schedule with other students throughout the internship and must be performed by a counselor education program faculty member.	See the section of this manual entitled “Sites and Site Supervisors.” The supervision requirements include 1½ hours each week of group supervision, and the supervision is provided by a counselor education program faculty member.	Students receive 1 ½ hours of group supervision each week performed by a counselor education program faculty member each academic term. A roster is created verifying that supervisors are counselor education faculty members.
	<i>Glossary</i>		
Direct service	Supervised use of counseling, consultation, or related professional skills with actual clients (can be individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities	See the section in this manual entitled “Practicum,” in which direct service is defined using the exact words of this definition provided by CACREP.	The minimum number of direct service hours are required for each practicum and internship that students complete. In the Log found in Appendix D that students

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	must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation. The following would not be considered direct service: (1) observing others providing counseling or related services, (2) record keeping, (3) administrative duties, (4) clinical and/or administrative supervision.		complete and submit each academic term, direct service hours are verified by students.
Regular schedule	Specified timeframe and frequency to be determined by the program; must be educationally sound and justifiable.	Regular schedule is defined as weekly in this graduate program. See the section in this manual entitled “Supervisors Required For PhD Students Enrolled In Practicum and Internship” that explains that group and individual/triadic supervision occurs weekly.	Group and individual/triadic supervision are both provided weekly for students enrolled in practicum and internship.
Relevant training in counseling supervision	Training in counseling supervision to be determined by the program (e.g., workshop offered by the institution, graduate supervision course, possession of supervisory credential, etc.).	Program faculty members who supervise have had extensive training in counseling supervision. Information is collected for all new on-site supervisors related to the counseling supervision training they have received (see appendix B) to verify they have had some supervision training.	Information is collected on the practicum and internship application (see Appendix B) each term related to the amount of supervision training on-site supervisors have had, and the program verifies that all on-site supervisors have had some supervision training.
Triadic supervision	A tutorial and mentoring relationship between a member of the counseling profession and two counseling students.	See the section of this manual entitled “Applications for Practicum and Internship” in which triadic supervision is defined using the exact words of this definition provided by CACREP.	All students in practicum or internship receive one hour each week of individual or triadic supervision provided by an on-site, LPC board-approved, or counseling program faculty member.
	<i>CACREP Policies</i>		
Duration of Practicum	1.h. The duration of a student’s	See the section of this manual entitled	Students are not allowed to count hours

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	<p>supervised practicum experience is to extend across a full academic term to allow for the development of basic counseling skills and the integration of knowledge. Practicum is completed prior to internship. Therefore, CACREP standards do not allow for extra hours obtained during the practicum to be counted toward the 600 clock hour requirement internship requirements.</p>	<p>“Practicum” in which this policy is explained to students and the COVID pandemic exception that was allowed at the beginning of the COVID pandemic but has now ended is reviewed.</p>	<p>accumulated in practicum over the 100 minimum hours toward the 600 hours of internship. Exceptions were allowed during the beginning of the COVID pandemic but this practice has now ended.</p>
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