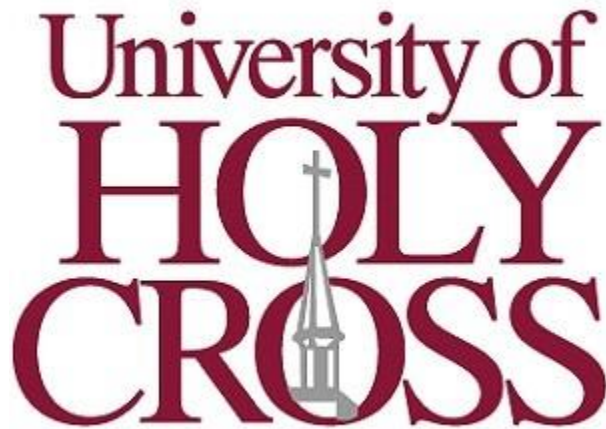


COUNSELING MASTER'S DEGREE PROGRAM PRACTICUM AND INTERNSHIP MANUAL

2026-2027



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Applications for Practicum and Internship

Typically master's degree students complete their practicum at the Thomas E. Chambers Counseling and Training Center located on the campus of the University of Holy Cross. In special circumstances, students will be allowed to complete their practicum at off-campus sites.

Master's degree internship students may choose a pre-approved site from the list (See [Approved Internship Site List](#)) or may choose to complete their internship experiences at a new site that meets all of the criteria listed below.

Master's students must complete their practicum and internship experiences in the following sequence:

Completed first or second term in the program: COU 601: Introduction to Techniques

Completed the immediate term prior to practicum: COU 616: Techniques of Counseling

Completed the immediate term after COU 616 and 3 terms prior to graduation: COU 699: Practicum

Completed the immediate term after Practicum: COU 701: Internship (first one)

Completed the immediate term after the first internship and term of graduation: COU 701: Internship (second one)

Any exception to the sequence above must be approved in advance by the Department Chair Dr. Carolyn White at cwhite@uhcno.edu.

During the fall 2026 semester, the practicum and internship program has replaced Qualtrics forms that have been used in the past with Google Forms. Links to Google Forms are provided to practicum and internship students, faculty members, and supervisors in this manual and in syllabi each term.

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

If a site where master's students plan to earn internship hours is not listed on the list of Practicum and Internship Approved Sites, intended site supervisors must complete and submit the Memorandum of Agreement (MOA; Appendix B) between the site and the University of Holy Cross using a Google survey. 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 master's students that applications have been approved and will confirm supervision arrangements with site supervisors for the academic term.

University Calendar and Time Frame for Practicum and Internship

The University Calendar can be found on the Academic website at <https://uhcno.edu/academics/calendars.php>

Practicum and internship experiences start and stop each semester or summer term according to the dates listed below on the University Calendar. Exceptions (except during breaks between academic terms as outlined below) are possible, but require the permission of the Assistant Coordinator of Practicum and Internship, Dr. Mikayla Norton (mikayla_norton@uhcno.edu).

2026-2027 Academic Year Schedule
For Master's and Doctoral Practicum and Internship Students and Supervisors

Fall Semester 2026

August 17, 2026, Practicum and Internship begins

Site and university supervision begins

October 12, 2026, Mid-term evaluations of students due from site and university supervisors

December 5, 2026, Final Exams End for Fall Semester in the University Calendar

Practicum and Internship students stop attending on-site and university group and individual supervision

Practicum and internship students submit completed logs, supervisor evaluations, and site evaluations

Site and university supervisors submit final evaluations of students

Spring Semester 2027

January 19, 2027, Practicum and Internship begins

Site and university supervision begins

March 16, 2027, Mid-term evaluations of students due from site and university supervisors

May 10, 2027, Final Exams End for Fall Semester in the University Calendar

Practicum and Internship students stop attending on-site and university group and individual supervision

Practicum and internship students submit completed logs, supervisor evaluations, and site evaluations

Site and university supervisors submit final evaluations of students

Summer Session 2027

June 1, 2027, Practicum and Internship begins

Site and university supervision begins

July 6, 2027, Mid-term evaluations of students due from site and university supervisors

August 2, 2027, Practicum and Internship ends

Practicum and Internship students stop attending on-site and university group and individual supervision

Practicum and internship students submit completed logs, supervisor evaluations, and site evaluations

Site and university supervisors submit final evaluations of students

IF UNIVERSITY AND SITE CALENDARS ARE DIFFERENT:

Practicum and internship students must adhere to the calendars of the sites where they are earning practicum or internship hours.

UNIVERSITY HOLIDAYS:

Regularly scheduled individual and group supervision provided by university faculty or doctoral students will not be held on holidays listed in the University Calendar.

However, on-site supervisors may require practicum or internship students to attend supervision on holidays listed in the University Calendar.

EXCEPTION DURING BREAKS BETWEEN ACADEMIC TERMS:

During breaks between academic terms, practicum or internship students may continue to earn hours at their sites if they continue to receive weekly supervision during that period from a qualified on-site clinical supervisor. Hours earned during breaks between academic terms, will be logged for the next academic term or may be logged to remove an incomplete grade if insufficient hours were earned the previous term.

THOMAS E. CHAMBERS COUNSELING AND TRAINING CENTER

Many practicum and internship students have as one of their sites the Thomas E. Chambers Counseling and Training Center.

Client sessions in the Center are scheduled from 11 am until 8 pm Mondays through Thursdays.

The Center will not schedule clients and practicum and internship students cannot earn hours counseling clients when the center is closed.

2026-2027 Academic Year Schedule
For the Thomas E. Chambers Counseling and Training Center

Fall Semester 2026

August 17, 2026, Center opens and client sessions begin

December 5, 2026, Final Exams End for Fall Semester in the University Calendar

December 18, 2026, Center closes and no more client sessions scheduled

Spring Semester 2027

January 19, 2027, Center opens and client sessions begin

May 10, 2027, Final Exams End for Spring Semester in the University Calendar

May 14, 2027, Center closes and no more client sessions scheduled

Summer Session 2027

June 1, 2027, Center opens and client sessions begin

August 2, 2027, Center closes and no more client sessions scheduled

Sites

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

- Provide an opportunity for the master's level internship student to provide professional services that are counseling in nature.
- Allow students to provide audio or video recordings to their clinical supervisors of students' interactions with clients. In the event a site does not allow students to make recordings that can be made available to their university supervisors, students must register a second site at the Thomas E. Chambers Counseling and Training Center, where recordings of client sessions are allowed.
- Have a professional on-site who is willing to oversee the work of the internship student while on-site and take responsibility for the work of the internship student while on-site. The on-site supervisor must meet periodically with the internship student and must monitor the intern's work while at the site. If the on-site supervisor is not a mental health professional, then the student must receive one hour of individual or triadic supervision from a supervisor at the university.
- Triadic supervision is defined as a tutorial and mentoring relationship between a member of the counseling profession and two counseling students.
- If a student continues at their internship site between semesters, the student must confirm that their site will provide additional supervision during this period of time because the university does not offer supervision between semesters. In addition, the student must make sure they continue to have professional liability insurance throughout their practicum and internship experience.

Master's 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.

Supervisors

Master's students enrolled in practicum receive 1½ hours of group supervision each week from the university supervisor and one hour each week of individual or triadic supervision from the university supervisor. In addition, students completing hours at the Chambers Center attend weekly staff meetings provided by the Thomas E. Chambers Training and Counseling Center Director or designee.

Master's students enrolled in internship receive 1½ hours of group supervision each week from the university supervisor who is a faculty member. In addition, internship students receive individual or triadic supervision weekly from a supervisor at the university who is a doctoral student intern who has received supervision training. In addition, the supervisor at the student's internship site must meet periodically with the student to oversee the student's work at the 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 administrative supervisor is not a counselor or mental health professional, then there must be an additional clinical supervisor at the site who has the following qualifications: (1) a minimum of a master's degree, preferably in counseling or a related profession; (2) relevant certifications and/or licenses; (3) a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; (4) knowledge of the program's expectations, requirements, and evaluation procedures for students; and (5) relevant training in counseling supervision.

Master's 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 an additional site supervisor who is responsible for their work at each site and must submit an application for each site where they will earn hours.

Supervisors Required for Master's Degree Students Enrolled in Internship

Master's degree internship students have at least three supervisors each academic term they are enrolled in practicum and internship and often have more than three.

- (1) **Group Supervisor.** Students enroll in a course section taught by a faculty member. 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 Administrative 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 not a qualified counselor or mental health professional, then an additional clinical supervisor is required.
- (3) **On-Site Clinical Supervisor.** If the student's on-site administrative supervisor is a qualified counselor or mental health professional, the student must have an additional on-site supervisor who is a qualified counselor or mental health professional. The on-site clinical supervisor must meet periodically with the student to oversee the student's counseling services at the site.
- (4) **Individual/Triadic Supervisor.** Each master's practicum or internship student must receive a minimum of one hour of individual/triadic supervision each week from a doctoral student in counselor education and supervision who is under the supervision of a university faculty member.

Guidelines for Master's Students who are Being Supervised by PhD Students

- Embrace the process of all the supervision you will receive from all of your supervisors during your practicum and internship, including the supervision you will receive from PhD students.
- Keep in mind that your supervisor who are PhD students are being supervised themselves regarding their supervision with you by faculty members within the counselor education and supervision program at the University of Holy Cross.
- Discuss your activities on-site with all of your supervisors during the academic term. Otherwise, keep your relationships with clients and what they say to you confidential.
- When you are contacted by your assigned supervisor, respond immediately or as soon as you can to establish your schedule for meeting each week for supervision.

- Treat your PhD student supervisors with the same dignity and respect with which you treat your other supervisors.
- Be flexible and reasonable in establishing when you and your supervisor will meet each week.
- Be flexible and reasonable if your supervisor needs to reschedule a weekly supervision session.
- Keep in mind that the goal of all of your supervisors is to help you increase your skills as a counselor. Welcome all feedback you receive from your supervisors and do your best to follow their suggestions related to your improvement.
- Contact the Assistant Practicum and Internship Coordinator Dr. Mikayla Norton at mikayla_norton@uhcno.edu if you encounter problems related to your supervision by any of your supervisors. If necessary, Dr. Norton will involve the Practicum and Internship Coordinator, Dr. Ted Remley.
- Submit the Google surveys by the due date at the end of the term that include your log and your evaluations of each of your supervisors and of your site.

Deadlines for Submitting Surveys for Master's Program Practicum and Internships

Each term (fall semester, spring semester, and summer term), master's students enrolled in practicum and internship courses must submit surveys using Google. 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 Google forms.

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

These are the Google forms 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 Google forms 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 for Survey Submissions

Required Survey	Date Due (actual dates will be provided in the syllabus provided each academic term)
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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
Your log of hours for your practicum or internship experience (Appendix C)	The last day of exams for that semester or summer term
An evaluation for each site where hours were earned (Appendix D)	The last day of exams for that semester or summer term
An evaluation for each supervisor (on-site, individual/triadic, and group; Appendix E)	The last day of exams for that semester or summer term
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
A final evaluation of the student's performance (Appendix F)	The last day of exams for the semester or summer term

Requirements for the Master's Practicum and Internship

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

COU 699 is the course for master's practicum and COU 710 is the course for master's internship. COU 699: 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. Master's students must complete the practicum in the Thomas E. Chambers Counseling and Training Center, unless they have been given permission to complete practicum hours at a site off-campus. COU 710: Internship in Counseling 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. Master's students must register for two terms of COU 710, which results in students completing 600 hours of supervised practice for their internship of which 240 include direct service.

Direct Service Definition

Direct service 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. 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.

Requirement to Lead or Co-Lead a Counseling or Psychoeducational Group

During the practicum or internship experience, students must lead or co-lead a counseling or psychoeducational group. Students must record having led or co-led a group on their log during practicum or internship. In the event students have not led or co-led a counseling or psychoeducational group by the time

they enter the second internship course, they should consult with their university group supervisor to develop an opportunity to lead a group at one of their internship sites where they are accumulating hours.

Practicum (COU 699; 3 credits)

The goal of the practicum is for students to gain supervised clinical counseling experience as a counselor. 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. 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 699 is a three-credit course that 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 students are enrolled in practicum they receive one hour of individual and/or triadic supervision by a faculty member. In addition, 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 faculty member. Practicum students are required to develop program-appropriate audio/video recordings for use in supervision of their interactions with clients.

Students must tape a minimum of 10 client sessions during the semester. A minimum of 3 will be reviewed during group supervision session with the group supervisor and peers and a minimum of 7 will be reviewed in individual or triadic supervision with the supervisor. Recorded sessions with clients must be recorded throughout the academic term so that supervisors can evaluate whether students are implementing feedback they receive during supervision.

Evaluation of the counseling performance of students 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 710; 3 credits each course; 2 courses required; total of 6 credits)

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

CACREP requires that students earn the 600 internship hours in roles and settings relevant to their specialty area (clinical mental health counseling; school counseling; or marriage, couple, and family counseling). Students may accumulate internship hours through providing counseling and counseling-related professional services.

The CACREP 2024 Standards Guidance Document states, "Internship must be completed in a student's specialized practice area. For example, an internship in school-based mental health, working with a mental health agency that contracts with a school district to provide on-site services would align with the Clinical Mental Health Counseling specialized practice area but not the School Counseling specialized practice area" p. 176.

Students who are enrolled in the Clinical Mental Health (CMH) specialization, can select a school as their internship site. CMH students who intern at a school MUST provide mental health counseling in the school, not school counseling. This means only hours which can be counted as direct (face-to-face with student/family) are:

- Individual counseling sessions with students
- Group counseling sessions (e.g., social skills, grief, anger management)
- Crisis intervention (supporting a student in emotional distress)

Other duties which would NOT count as direct hours are:

- Classroom guidance lessons
- Consulting with teachers, administrators, or outside providers without the student present
- Attending IEP/504 or student support team meetings
- Professional development or supervision sessions
- Scheduling, emails, and administrative tasks

A total of 600 hours of supervised work is required for the internship, of which 240 must be in direct service. Typically, students register for internship for two semesters during their degree programs. The number for both internship courses is the same, COU 710. Students register twice for COU 710, which is a three-credit course. Each of two semesters, students log a minimum of 300 hours, of which 120 are in direct service. See the definition of direct service above.

An on-site clinical supervisor who is responsible for the professional services of internship students is required for each site where students earn hours. If hours are earned at the Thomas E. Chambers Counseling and Training Center, the director of the center or a designee serves as the student's on-site administrative supervisor for the university center site.

Each week during the academic term in which students are enrolled in internship they receive one hour of individual and/or triadic supervision from a doctoral student in counselor education and supervision who is under the supervision of a full-time or part-time faculty member. In addition, 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. Students also receive supervision of their work on-site from their on-site administrative and clinical supervisor (who can be the same person).

Students must tape a minimum of 5 client or supervision sessions during the semester. A minimum of 2 will be reviewed during group supervision sessions with the group supervisor and peers and a minimum of 3 will be reviewed in individual or triadic supervision with the supervisor.

During the internship at least one site must provide the opportunity for students to develop program-appropriate audio-video recordings for use in 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) half way 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).

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 Google 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 provides insurance to members of the American Counseling Association (ACA). Master's students who are members of ACA are 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 mid-term 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 G. Supervisors must submit their student evaluation forms by Google surveys at the mid-term (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 Satisfactory (S) or Unsatisfactory (U). Students who earn an unsatisfactory grade must repeat the course until a grade of satisfactory is earned.

Individual/Triadic, Group, and Site Supervisor Responsibilities

Individual/Triadic supervisors on-site or at the university who are supervising the master's student are responsible for the following:

- Meets weekly for one hour for supervision with the student individually or with one other practicum or internship student (triadic).
- Completes the evaluation form at midterm and at the end of the academic term and submits the evaluation via the Google survey.

Group supervisors at the university are responsible for the following:

- Consults with the student's site supervisor during the academic term regarding the student's experiences at the site. If the group supervisor has never visited the site before either in person or virtually or has never co-supervised a practicum or internship student in the past with the student's site supervisor, communicates with site supervisor by telephone, Zoom, or email early in the semester.
- Meets weekly for 1 ½ hours for supervision with the student with a group of other practicum or internship students.
- Completes the evaluation form at midterm and at the end of the academic term and submits the evaluation via the Google survey.

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

- Meets with the student prior to the beginning of the academic term and agrees to supervise the student.
- Meets with the student for one hour (individually or with one other professional) on a weekly basis for supervision.
- Contacts the student's university group supervisor if any problems arise with the student's performance.
- Completes the evaluation form at midterm and at the end of the academic term and submits the evaluation via the Google survey.
- Arranges a suitable work environment for the practicum or internship student.
- Provides an orientation to the site.
- Includes the student in staff meetings to the extent possible.
- Ensures the student is treated like employed counselors are treated at the site.
- Provides information on how the student should handle crisis situations at the site.
- Informs the student about services provided at the site outside the normal counseling duties.
- Provides the student with opportunities to engage in professional activities appropriate for counselors during the academic term.
- If necessary, consults with the student's group supervisor at the university during the academic term regarding the student's experiences at the site.
- Ensures the student has the opportunity to accumulate the agreed upon number of direct service hours and indirect hours.
- If possible at the site, assists 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:

- Meets with the student prior to the beginning of the academic term and agrees to supervise the student.
- Contacts the student's university group supervisor if any problems arise with the student's performance.
- Completes the evaluation form at midterm and at the end of the academic term and submits the evaluation via the Google survey.
- Arranges a suitable work environment for the practicum or internship student.
- Provides an orientation to the site.
- Includes the student in staff meetings to the extent possible.
- Ensures the student is treated like employed counselors are treated at the site.
- Provides information on how the student should handle crisis situations at the site.
- Informs the student about services provided at the site outside the normal counseling duties.
- Provides the student with opportunities to engage in professional activities appropriate for counselors during the academic term.
- If necessary, consults with the student's group supervisor at the university during the academic term regarding the student's experiences at the site.
- Ensures the student has the opportunity to accumulate the agreed upon number of direct service hours and indirect hours.
- If possible at the site, assists 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

Dr. Mikayla Norton
Assistant Coordinator of Practicum and Internship
mikayla_norton@uhcno.edu

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 Google Form

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>.

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

Each term doctoral students who are enrolled in doctoral practicum or internship 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.

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)

Please indicate if this is your final semester of internship. (Note: A minimum of 600 internship hours are required on-site and a minimum of 240 of those 600 hours must be spent providing direct service to clients.)

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 at the following link: [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.
- 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:

☐ 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 (GoogleGoogle Form)

Link for Master's Log: Click [here](#) for the Google form

Practicum and 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 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.

Appendix D

Site Evaluation Completed by Student at End of the Academic Term

Link: Click [here](#) for the Google form

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

Link: Click [here](#) for the Google form

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?

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

Link for Midterm Evaluation: Click [here](#) for the Google form

Link for Final Evaluation: Click [here](#) for the Google form

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?

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.

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

Master's 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 key performance indicators for that particular standard in that particular course are listed.

Course	CACREP Standard	Course Requirement in Which Standard is Primarily Addressed	Key Performance Indicators for This Standard in This Course
	<i>Section 3: Professional Practice</i>		
	<i>Entry-Level Professional Practice</i>		
COU 699: Practicum in Counseling and COU 710: Internship in Counseling	A. Students are covered by individual professional counseling liability insurance policies while enrolled in practicum and internship.	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.	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 in Appendix A.
COU 699: Practicum in Counseling and COU 710: Internship in Counseling	B. Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students' interactions with clients.	See the section of this manual entitled “Sites” in which it is explained that sites must allow students to be supervised using audio/video recordings or using live supervision of students' interactions with clients. Also see the section of this manual entitled “Practicum (COU 699; 3 credits)” in which students are informed that	Students are required to provide audio/video recordings or live supervision of students' interactions with clients.

		they are required to develop appropriate audio/video recordings for use in supervision or are provided live supervision of their interactions with clients.	
COU 699: Practicum in Counseling and COU 710: Internship in Counseling	C. Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge are conducted as part of the student's practicum and internship.	All supervisors of students (site, individual/triadic, and group) submit mid-term and final evaluations of student performance and ability to integrate and apply knowledge. See the section of this manual entitled "Deadlines and Links for Submitting Surveys for Master's Program Practicum and Internship" in which it is stated that supervisors must submit mid-term and final evaluations of the performance of students. Also see "Appendix F" which is the form supervisors submit twice evaluating the performance of students.	Supervisors of practicum and internship students submit mid-term and final evaluations of the performance of students. An example of midterm and final evaluations of student performance by superiors is included.
COU 699: Practicum in Counseling and COU 710: Internship in Counseling	D. Students have the opportunity to become familiar with a variety of professional activities and resources, including technological resources, during their practicum and internship.	In each practicum and internship site, students have the opportunity to become familiar with a variety of professional activities, including technological resources. See the sections of this manual entitled "On-site supervisors who are qualified mental health professionals are responsible for the following:" and entitled "On-site supervisors who are administrators but who are not mental health professionals are responsible for the following:" in which supervisors are informed that they must provide	The site supervisors of students accept the obligation to provide students with a variety of professional activities and resources, including technological resources, during their practicum and internship.

		students with opportunities to engage in professional activities appropriate for counselors during the academic term.	
COU 699: Practicum in Counseling and COU 710: Internship in Counseling	E. In addition to the development of individual counseling skills, during <i>either</i> the practicum or internship, students must lead or co-lead a counseling or psychoeducational group.	Sometime during their practicum or internship experiences, students are required to lead or co-lead a counseling or psychoeducational group. In this manual, see the section entitled, “Requirements for the Master’s Practicum and Internship” in which students are informed of this requirement.	Students must document in their logs that they have led or co-led a counseling or psychoeducational group during their practicum or internship. At the end of the second term of internship, university supervisors verify that students led or co-led a counseling or psychoeducational group during practicum or internship.
	<i>Practicum</i>		
COU 699: Practicum in Counseling	F. Students complete supervised practicum experiences that total a minimum of 100 clock hours over a full academic term that is a minimum of 10 weeks.	Students are required to complete their practicum experiences that include a minimum of 100 clock hours over a full academic term. Semester terms are 15 weeks and the summer term is 10 weeks at the University of Holy Cross. In this manual, see the sections entitled, “Practicum (COU 699; 3 credits)” in which students are informed that their practicum experience must include 100 hours and that they must earn no fewer than 5 hours each week and no more than 40 hours each week and that they must be enrolled over the entire semester of 15 weeks or summer term of 10 weeks.	The logs of students enrolled in practicum are reviewed to determine that they completed a minimum of 100 hours over an entire academic term.
COU 699: Practicum in Counseling	G. Practicum students complete at least 40 clock hours of direct service with actual clients that	Students are required to complete their practicum experiences that include a minimum of 40 clock	The logs of students enrolled in practicum are reviewed to determine that they completed a

	contributes to the development of counseling skills.	hours of direct service. In this manual, see the sections entitled, “Practicum (COU 699; 3 credits)” in which students are informed that their practicum experience must include a minimum of 40 hours of direct service.	minimum of 40 hours of direct service.
COU 699: Practicum in Counseling	H. Practicum students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum by (1) a counselor education program faculty member, (2) a student supervisor who is under the supervision of a counselor education program faculty member, or (3) a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement.	Practicum students receive one hour of individual or triadic supervision each week by a counselor educator program faculty member. Students and site supervisors do not provide the one hour each week of individual or triadic supervision for practicum students. In this manual, see the section entitled, “Supervisors” in which it is explained that master’s students enrolled in practicum receive one hour each week of individual or triadic supervision from the university supervisor. Also in this manual see the section entitled, “Practicum (COU 699; 3 credits)” in which it is explained that each week practicum students receive one hour of individual or triadic supervision by a program faculty member.	University group supervisors meet with students in their practicum group for 1½ hours of group supervision each week and for one hour of individual or triadic supervision each week as a part of their teaching duties each term.
COU 699: Practicum in Counseling	I. Practicum students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the practicum. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor	Practicum students receive 1½ hours of group supervision each week by a counselor educator program faculty member. In this manual, see the section entitled, “Supervisors” in which it is explained that master’s students enrolled in practicum receive 1½ hours of group	University group supervisors meet with students in their practicum group for 1½ hours of group supervision each week as a part of their teaching duties each term.

	education program faculty member.	supervision each week from the university supervisor. Also see the section entitled, “Practicum (COU 699; 3 credits)” in which it is explained that each week practicum students receive 1½ hours of group supervision by a program faculty member.	
	<i>Internship</i>		
COU 710: Internship in Counseling	J. After successful completion of the practicum, students complete 600 clock hours of supervised counseling internship in roles and settings with clients relevant to their specialty area.	Students are required to complete their internship experiences that include a minimum of 600 clock hours in roles and settings with clients relevant to their specialty area. In this manual, see the sections entitled, “Internship (COU 848; 3 credits each course; 2 courses required; total of 6 credits)” in which students are informed that their internship experience must include 600 hours.	The logs of students enrolled in internship are reviewed to determine that they completed a minimum of 600 hours total (300 hours each of two academic terms).
COU 710: Internship in Counseling	K. Internship students complete at least 240 clock hours of direct service.	Students are required to complete a minimum of 240 clock hours of direct service during their internship experiences. In this manual, see the sections entitled, “Internship (COU 848; 3 credits each course; 2 courses required; total of 6 credits)” in which students are informed that their internship experience must include a minimum of 240 hours of direct service.	The logs of students enrolled in internship are reviewed to determine that they completed a minimum of 240 hours of direct service.
COU 710: Internship in Counseling	L. Internship students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the	Internship students receive one hour of individual or triadic supervision each week by the site supervisor or a counselor educator program faculty	As verified in this manual, internship students receive one hour per week of individual or triadic supervision from their site supervisor or

	internship by (1) the site supervisor, (2) counselor education program faculty, or (3) a student supervisor who is under the supervision of a counselor education program faculty member.	member. Students do not provide the one hour each week of individual or triadic supervision for practicum students. In this manual, see the section entitled, “Supervisors” in which it is explained that master’s students enrolled in internship receive one hour each week of individual or triadic supervision from the site or university supervisor. Also see the section entitled, “Internship (COU 848; 3 credits each course; 2 courses required; total of 6 credits)” in which it is explained that each week internship students receive one hour of individual or triadic supervision by a site supervisor or program faculty member.	from their university group supervisor.
COU 710: Internship in Counseling	M. Internship students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the internship. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member.	Internship students receive 1½ hours of group supervision each week by a counselor educator program faculty member. In this manual, see the section entitled, “Supervisors” in which it is explained that master’s students enrolled in internship receive 1½ hours of group supervision each week from the university supervisor. Also see the section entitled, “Internship (COU 848; 3 credits each course; 2 courses required; total of 6 credits)” in which it is explained that each week internship students receive 1½ hours of group supervision by a program faculty member.	As verified in this manual, internship students receive 1½ hours per week of group supervision from their university group supervisor who is a program faculty member.

	<i>Supervisor Qualifications</i>		
COU 699: Practicum in Counseling and COU 710: Internship in Counseling	N. Counselor education program faculty members serving as individual/triadic or group practicum/internship supervisors for students in entry-level programs have (1) relevant experience, (2) professional credentials, and (3) counseling supervision training and experience.	Counselor education program faculty members who provide individual or triadic or group practicum or internship supervision have relevant experience, professional credentials, and counseling supervision training and experience. The vitae of the core and adjunct faculty members in the counseling graduate program demonstrate that they have relevant experience all professional credentials. All have completed either a graduate course in supervision or have completed at least 25 hours of continuing education in supervision. Most have the LPC-S designation which means they are recognized by the Louisiana LPC board as supervisors.	The vitae of faculty members verify that they meet the requirements of this standard.
COU 699: Practicum in Counseling and COU 710: Internship in Counseling	O. Students serving as individual/triadic or group practicum/internship supervisors for students in entry-level programs must (1) have completed CACREP entry-level counseling degree requirements, (2) have completed or are receiving preparation in counseling supervision, and (3) be under supervision from counselor education program faculty.	Doctoral students do not serve as individual or triadic supervisors of entry level students enrolled in practicum or internship.	N/A
COU 699: Practicum in Counseling and	P. Site supervisors have (1) a minimum of a master's degree, preferably in counseling or a related profession; (2) relevant certifications and/or	Site supervisors meet the criteria listed in this standard. The practicum and internship applications spreadsheet for Fall 2021	The practicum and internship applications from students verify that site supervisors meet requirements. Supervisors are informed

COU 710: Internship in Counseling	licenses; (3) a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; (4) knowledge of the program's expectations, requirements, and evaluation procedures for students; and (5) relevant training in counseling supervision.	demonstrates that site supervisors for entry level students have a graduate degree in counseling or a related field; hold licenses and certifications appropriate to their fields; have a minimum of two years of professional experience. See Applications Fall 2021 Practicum & Internship Master's & PhD.	of program's requirements at an orientation held each academic term.
COU 699: Practicum in Counseling and COU 710: Internship in Counseling	Q. Orientation, consultation, and professional development opportunities are provided by counselor education program faculty to site supervisors.	Site supervisors are provided a copy of this manual and attend an orientation held each academic term in which they are informed of the program's expectations, requirements, and evaluation procedures for students. Site supervisors have previous training in supervision and each academic term the counseling graduate program offers 25 hours of free continuing education training for site supervisors who wish to participate.	The orientation meetings for supervisors held each academic term and the 25 hours of supervision continuing education offered to supervisors each term demonstrate that orientation, consultation, and professional development opportunities are provided by counselor education program faculty to site supervisors.
COU 699: Practicum in Counseling and COU 710: Internship in Counseling	R. Written supervision agreements define the roles and responsibilities of the faculty supervisor, site supervisor, and student during practicum and internship. When individual/triadic practicum supervision is conducted by a site supervisor in consultation with counselor education program faculty, the supervision agreement must detail the format and frequency of consultation and monitor student learning.	All practicum students are assigned to the Thomas E. Chambers Counseling and Training Center on campus which is administered by the Counseling Graduate Program. Individual/triadic practicum supervision is conducted only by program faculty members. All internship sites sign a written agreement and a copy of the agreement. In this manual, see Appendix B for a copy of the agreement.	The written agreement must be signed by an internship site representative and a copy is found in Appendix B .

	<i>Practicum and Internship Course Loads</i>		
COU 699: Practicum in Counseling and COU 710: Internship in Counseling	S. When individual/triadic supervision is provided by the counselor education program faculty or a student under supervision, practicum and internship courses should not exceed a 1:6 faculty:student ratio. This is equivalent to teaching one 3-semester credit hour or equivalent quarter credit hour course of a faculty member's teaching load assignment.	Individual/triadic supervision of entry-level practicum students always is provided by a counselor education faculty member and courses do not exceed a 1:6 faculty:student ratio. The supervision groups are equivalent to teaching a one 3-semester credit hour course of a faculty member's teaching load assignment.	Individual/triadic supervision of entry-level practicum students always is provided by a counselor education faculty member and courses do not exceed a 1:6 faculty:student ratio.
COU 699: Practicum in Counseling and COU 710: Internship in Counseling	T. When individual/triadic supervision is provided solely by a site supervisor, and the counselor education program faculty or student under supervision only provides group supervision, practicum and internship courses should not exceed a 1:12 faculty:student ratio. This is equivalent to teaching one 3-semester credit hour or equivalent quarter credit hour course of a faculty member's teaching load assignment.	In many instances, site supervisors do provide individual or triadic for entry-level internship students. Even though standards allow for internship supervision groups to be as large as 1:12 faculty-student ratios when internship students receive individual or triadic supervision from site supervisors, to ensure high quality group supervision, internship groups to do not exceed a 1:6 faculty-student ratio. with 6 students.	Rosters of group supervisors and students in each group demonstrate that this standard is met.
COU 699: Practicum in Counseling and COU 710: Internship in Counseling	U. Group supervision of practicum and internship students should not exceed a 1:12 faculty:student ratio.	Individual/triadic supervision of entry-level practicum and internship students always is provided by a counselor education faculty member and courses do not exceed a 1:6 faculty:student ratio. In many instances, site supervisors do provide individual or triadic for entry-level internship students. Even though standards allow for practicum or internship supervision groups to be	Each academic term a roster is created showing the ratio is not exceeded. Group supervision of practicum and internship students do not exceed a 1:6 faculty:student ratio, which is well below the maximum ratio allowed by this standard of a 1:12 faculty:student ratio.

		as large as a 1:12 faculty-student ratio when internship students receive individual or triadic supervision from site supervisors, to ensure high quality group supervision, internship groups to do not exceed a 1:6 faculty-student ratio..	
COU 699: Practicum in Counseling and COU 710: Internship in Counseling	V. When counselor education program faculty provide supervision of students who are providing supervision, a 1:6 faculty:student ratio should not be exceeded. This is equivalent to teaching one 3-semester credit hour or equivalent quarter credit hour course of a faculty member's teaching load assignment.	Doctoral students do not provide supervision to entry-level practicum or internship students. As a result counselor education faculty members do not provide supervision of students who are providing supervision.	N/A
	<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 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.	Direct service is defined in this manual using the exact words of this definition provided by CACREP. In this manual, see the section entitled "Master's Program Practicum & Internship" in which direct service is defined.	The minimum number of direct service hours are required for each practicum and internship that students complete.
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 manual, see the section entitled "Practicum (COU 699; 3 credits)" that explains that group and individual/triadic	Group and individual/triadic supervision are both provided weekly for students enrolled in practicum and internship.

		supervision occur weekly.	
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 site supervisors related to the counseling supervision training they have received (see appendix A). In addition, site supervisors are offered 25 hours of free supervision continuing education by program faculty members each academic term.	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.
Triadic supervision	a tutorial and mentoring relationship between a member of the counseling profession and two counseling students.	Triadic supervision is defined in this manual using the exact words of this definition provided by CACREP. In this manual, see the section entitled, “Supervisors” for the definition of triadic supervision.	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 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.	See the section of this manual entitled “Practicum (COU 699; 3 credits)” 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 been ended is reviewed.	Students are not allowed to count hours accumulated in practicum over the 100 minimum hours toward the 600 hours for the internship. Exceptions were allowed during the beginning of the COVID pandemic but have now been ended.