



**Southern Connecticut State University**

# **Practicum & Internship Handbook**

**Counseling and School Psychology**

**Clinical Mental Health Counseling**



**Last Revised: 10/20/10**

# ***Clinical Mental Health Counseling***

## **Practicum and Internship Handbook**

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Thank you to all Faculty that assisted in the development of our handbook! A special thanks to the University of West Georgia for sharing their handbook with our program.

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## Introduction

The purpose of this handbook is to provide matriculated students, department faculty and site supervisors with relevant information about the required practicum and internship courses for the Clinical Mental Health Counseling (CMHC) program in the Counseling and School Psychology department at Southern Connecticut State University. This material applies to all students within the Masters program in CMHC, as well as those enrolled in the Sixth Year Professional Diploma program.

The CMHC faculty considers practicum and internship to be the most important experience within each student's professional preparation. The experience provides an opportunity to translate theory into practice, enhance skills learned in the classroom and to develop a professional identity. The faculty will work closely with each student to ensure that all personal and professional goals are met within these experiences.

Following the policies and procedures described herein and maintaining significant close contact with your advisor and supervisors will help you clearly understand what is expected and how you will be evaluated. In addition, your course instructors will provide specific details about each course associated with your practicum and internship experiences.

You are encouraged to read this handbook soon after your acceptance in the CMHC program along with the Graduate Student Handbook (given to every student upon admission). We have found that students who become familiar with all department policies and procedures are better prepared for the requirements of the program. If you have any questions, please meet with your advisor. In addition, as you progress through your program, look for new revisions of department documents. These can be found in the CSP office or online in the MySCSU CSP group files. Please note that you are responsible for knowing the information in this handbook and adhering to all guidelines.

We wish you great success in your experiences. Additionally, we consistently strive to make this handbook effective for your needs as a student.

## Checklist for CMHC Practicum

Expected Semester of Practicum Enrollment:	Student Preparation:
<b>Fall</b>	<ol style="list-style-type: none"> <li>1. Attend the mandatory practicum program meeting and complete the application the previous <u>spring</u> semester</li> <li>2. Complete the application (Appendix A) by June 1<sup>st</sup></li> </ol>
<b>Spring</b>	<ol style="list-style-type: none"> <li>1. Attend the mandatory Practicum program meeting and complete the application the previous <u>fall</u> semester</li> <li>2. Complete the application (Appendix A) by October 1<sup>st</sup></li> </ol>

Date Completed	Task
	Complete all practicum pre-requisites: CSP 540, 550, 568, 595, 656
	Attend Mandatory practicum program Meeting semester BEFORE enrollment in Practicum
	Obtain Professional Liability Insurance
	Submit Practicum Application to CMHC Program Application Form (Appendix A) Verification of Liability Insurance (Appendix B)
	Enroll in Practicum Course 552 & 553 - CMHC Section
	Attend orientation at Practicum site and discuss Practicum goals with site supervisor
	Sign Practicum contract with site supervisor (Appendix C1)
	Submit Weekly Log Sheets (Appendix D) to seminar instructor each week in class
	Site Supervisor & Course Instructor submits site/faculty supervisor Evaluations of student to seminar instructor, Student Evaluations (Appendix F)
	Submit Semester Log Sheet to seminar instructor (Appendix E) at the end of the semester
	Submit Student Evaluation of Site to seminar instructor (Appendix G)

## Checklist for CMHC Internship

Expected Semester of First Internship Enrollment:	Student Preparation:
<b>Fall</b>	<ol style="list-style-type: none"> <li>1. Attend the mandatory Internship program meeting and complete the application the previous <u>spring</u> semester</li> <li>2. Complete the application (Appendix A) by 6/1</li> </ol>
<b>Spring</b>	<ol style="list-style-type: none"> <li>1. Attend the mandatory Internship program meeting and complete the application the previous <u>fall</u> semester</li> <li>2. Complete the application (Appendix A) by 10/1</li> </ol>

Date Completed	Task
<b>FIRST SEMESTER</b>	
	Complete all internship pre-requisites: CSP 552/553, 578, 691
	Attend mandatory internship program meeting semester BEFORE enrollment in first semester of internship
	Obtain Professional Liability Insurance
	Submit Internship Application to CMHC Program Application Form (Appendix A) Verification of Liability Insurance (Appendix B)
	Enroll in Internship course 676 - CMHC Section
	Attend orientation at Internship site and discuss Internship goals with site supervisor
	Sign Internship contract with site supervisor (Appendix C2)
	Submit Weekly Log Sheets to seminar instructor (Appendix D) each week in class
	Submit site/faculty supervisor evaluations of student to seminar instructor (Appendix F)
	Submit Semester Log Sheet to seminar instructor (Appendix E) at the end of the semester
	Submit Student Evaluation of Site to seminar instructor (Appendix G)
<b>SECOND SEMESTER</b>	
	Enroll in Internship course 676 – CMHC Section
	Attend orientation at Internship site and discuss Internship goals with site supervisor
	Sign Internship contract with site supervisor (Appendix C)
	Submit Weekly Log Sheets (Appendix D) to seminar instructor each week in class
	Site and Internship Course Instructor submit Student Evaluations to Seminar instructor (Appendix F)

	Submit Semester Log Sheet to seminar instructor (Appendix E) at the end of the semester
	Submit Student Evaluation of Site to seminar instructor (Appendix G)

## Preparation

The Counseling and School Psychology Department has developed specific guidelines to help prepare you for success in your practicum and internship experiences. It is expected that each student will follow each of these guidelines. If you have any questions, please contact your advisor immediately.

### ***Pre-requisites:***

The following courses are required for practicum and internship.

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#### **Clinical Mental Health Counseling Practicum (CSP 552 / CSP 553)**

**CSP 540 Understanding Individual Psychological Testing and Evaluation**

**CSP 550 Counseling Procedures (Pre-req.: CSP 569)**

**CSP 568 Counseling and Life Span Development**

**CSP 595 Professional Orientation and Ethical Issues in Counseling**

**CSP 656 Group Counseling (Pre-req.: CSP 550 & departmental permission)**

**Departmental Permission**

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#### **Clinical Mental Health Counseling Internship (CSP 676)**

**CSP 552 Counseling Practicum**

**CSP 553 Counseling Practicum Seminar**

**CSP 578 Counseling and Assessment of Culturally Diverse Population**

**CSP 691 Research and Evaluation in Schools and Community Agencies**

**Departmental Permission**

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### ***Enrollment in Courses:***

Enrollment in Practicum or Internship is a 4-step process.

1. The semester before enrollment, you are expected to attend a mandatory practicum or internship meeting. The exact date for this meeting can be found by checking the CSP MySCSU group calendar. This date is also typically posted on the program's bulletin board and the deadlines sheet available in the CSP office.
2. You must complete and submit the appropriate application, along with supportive materials (Unofficial Transcript and Liability Insurance) to the CMHC Program Coordinator by the required deadline.
3. Request departmental permission for the course by listing your name in the appropriate folder in the CSP office.

4. Register early for the appropriate courses, as designated on your planned program and approved by your advisor.

### ***Site Selection:***

Selecting your Practicum and/or Internship sites is one of the most important stages involved in the development of your counseling skills and clinical experiences. Refer to the following guidelines when choosing an appropriate site. Also, you can find a list of currently recommended sites in Appendix I.

- Determine your specific professional goals and needs, which will help you focus your choice of sites.
- Aim for a site placement that represents a good fit with your personal and professional needs, interests, program requirements and licensure requirements.
- Refer to the practicum and internship sites information folder in the main CSP office
- Conduct general search at area agencies and providers using United Way, 211 or internet searches
- Review the recommended sites listed in this handbook.
- Review evaluations of sites available in the Coordinator of Field Placement and Supervision's office.
- Speak to your advisor and/or the CMHC Program Coordinator for advice on choosing sites.
- For a site to be approved, key personnel must:
  - Give the student adequate opportunity to accrue hours providing diagnosis treatment of mental and emotional disorders and related professional counseling activities.
  - Understand Connecticut State requirements for Licensure as a Professional Counselor. You can view the Connecticut state requirements at [http://www.ct.gov/dph/cwp/view.asp?a=3121&q=396906&dphNav\\_GID=1821](http://www.ct.gov/dph/cwp/view.asp?a=3121&q=396906&dphNav_GID=1821) and other states' requirements at <http://www.counseling.org/Counselors/LicensureAndCert/TP/StateRequirements/CT2.aspx>.
  - Be familiar with and follow ACA and other pertinent ethical codes (see page 13).
  - Become familiar with all of the guidelines and expectations for your site experiences, as described in the Practicum and Internship Handbook.
  - Provide an opportunity to make audio or video recordings of client sessions (required in practicum, preferred in internship).
  - Offer a designated area for intern work, confidential for phone calls and counseling sessions.

- Provide consistent and appropriate supervision – Requirements of a Site Clinical Supervisor :
  - Minimum of a Masters degree in counseling or a related profession and is Licensed by the State of Connecticut as a Licensed Professional Counselor (LPC), licensed clinical social worker (LCSW), licensed marital and family therapist (LMFT), licensed physician certified in psychiatry by the American Board of Psychiatry and Neurology, licensed psychologist, or licensed advanced practice registered nurse certified as a clinical specialist in adult psychiatric and mental health nursing with the American Nurses Credentialing Center.
  - Minimum of 2 years experience as a Professional Counselor or mental health clinician.
  - Relevant training or coursework in counseling supervision.
  - Provides student with a minimum of one hour per week of regularly scheduled clinical supervision. This one designated hour must involve one supervisor and a maximum of two supervisees.
  - Knowledge of the CMHC program’s expectations, requirements and evaluation procedures for students as presented in Practicum and Internship Handbook.
  - Provides training needed for students to follow the policies and procedures of the agency.
  - Communicate with University faculty and meets with CSP faculty on scheduled visits.
  - Reviews and signs all relevant paperwork and completes relevant evaluations

### ***Securing a Site***

You may use the following suggestions for securing a practicum or internship site:

- Contact sites to identify open positions.
- Attempt to speak directly to the site’s internship coordinator or supervisor. If you make immediate contact, inquire about next steps and/or request to have an interview.
- If you do not immediately reach the internship coordinator, compose a personal cover letter, attach your resume and references and send the packet to the site internship coordinator.
- Follow up the mailing with a telephone call approximately one week afterward to request an interview.

### ***Interviewing at a Site:***

- Approach this internship site interview as you would a job interview by preparing the following:
  - Dress professionally.
  - Take a copy of your resume and list of your references.
  - If you would like, you may take a small professional portfolio.
  - Develop your own list of ideas and questions related to how this placement might prove mutually beneficial to you and the site.
  - Begin to formulate the goals that you want to accomplish within this experience.
  - Be thoroughly familiar with this handbook so that you can be clear about expectations, especially those affecting the site supervisor.
  - Be prepared to clarify and obtain agreement about the site requirements and expectations (Appendix C).

### ***Site Approval:***

Once you have found a site that you believe is the best fit, contact the CMHC Program Coordinator to get program approval. You may not begin working at your site until you have received written notification that the placement is approved.

### ***Site Orientation:***

You are expected to attend your specific site's regular orientation. Request that your site supervisor completes all relevant CSP paperwork (submitting their credentials, reviewing and signing the supervision contract, etc.) before the semester begins.

### ***Starting your Practicum / Internship:***

All students should begin and end their practicum and internship experiences following SCSU's academic calendar. If you are given permission by the site to practice between semesters you must complete the Academic Recess Contract prior to the semester break. (See appendix J).

### ***Liability Insurance:***

As part of the application process for each site experience, students must show proof of appropriate liability insurance. You should complete the form in Appendix B and return it with your application. Many professional organizations offer special low rates for liability insurance. The American Counseling Association is an example of an appropriate organization to use. Please see <http://www.acait.com/> to learn more.

Know that there may be times that you may be asked to review your insurance policy for specific information relevant to your practicum or internship work. The CSP department does not make recommendations as to how much coverage you should obtain.

### ***Expectations for Site Supervisors***

The activities of the Site Supervisor are crucial to the development of each student's professional competence. Below is a list of expectations that each Site Supervisor will complete when supervising a CMHC practicum or internship student.

- Minimum of a Masters degree in counseling or a related profession and is Licensed by the State of Connecticut as a Licensed Professional Counselor (LPC), licensed clinical social worker (LCSW), licensed marital and family therapist (LMFT), licensed physician certified in psychiatry by the American Board of Psychiatry and Neurology, licensed psychologist, or licensed advanced practice registered nurse certified as a clinical specialist in adult psychiatric and mental health nursing with the American Nurses Credentialing Center.
- Minimum of 2 years experience as a Professional Counselor or mental health clinician.
- Relevant training or coursework in counseling supervision.
- Provides student with a minimum of one hour per week of regularly scheduled clinical supervision. This one designated hour must involve one supervisor and a maximum of two supervisees.
- Knowledge of the CMHC program's expectations, requirements and evaluation procedures for students as presented in Practicum and Internship Handbook.
- Provides training needed for students to follow the policies and procedures of the agency.
- Communicate with University faculty and meets with CSP faculty on scheduled visits.
- Reviews and signs all relevant paperwork and completes relevant evaluations

### ***Expectations for Field Site Supervisor***

The CMHC Field Site Supervisor is a Faculty member assigned to coordinating and supervising practicum and internship sites through the Clinical Mental Health Counseling Program. Below is a list of expectations for the Field Site Supervisor when supervising a CMHC practicum or internship student.

- Conduct an introductory meeting and orientation with the site supervisor.
- Facilitate communication between University and field placement site.
- Notify students that they must adhere to the administrative policies, rules and standards of the field placement site.

- Be available for consultation with both site supervisors and students.
- Visit the site supervisor and the student at the internship site at least once during the semester and have at least one phone contact during the semester.

### ***Expectations for Practicum Faculty Supervisors***

The faculty supervisor is expected to:

- Conduct class meeting every week throughout the semester.
- Establish course requirements via the course syllabus.
- Focus on student counseling skills development such as microskills and interviewing strategies (in contrast, clinical issues are the main focus of on-site supervision).
- Assist students to integrate their experiences with theory and research.
- Immediately contact the Program Coordinator should any problems or changes in relation to the student, site or University occur.
- Evaluate the student and discuss that evaluation with him/her.
- Be responsible for the Field Work grade for CSP 552.

### ***Expectations for Practicum and Internship Seminar Instructors***

The practicum or internship seminar instructor is expected to:

- Conduct class meeting or seminars every week throughout the semester.
- Establish course requirements via the course syllabus.
- Assist students in processing their new knowledge.
- Assist students to integrate their experiences with theory and research.
- Shall immediately contact the Program Coordinator should any problems or changes in relation to the student, site or University occur.
- Evaluate the student and discuss that evaluation with him/her.
- Be responsible for the assignment of Field Work grade for CSP 553 or CSP 676.

## **Helpful Hints**

- Consult with your advisor regularly!
- Follow your planned program!
- Be sure you have met all practicum and internship pre-requisites.
- Mark your calendar for all deadline dates (Practicum and Internship Mandatory meetings).
- Complete and submit application forms BEFORE the application date.
- Obtain liability insurance well BEFORE the semester begins.

- ❑ Make extra copies of the blank application forms in this book.
- ❑ Make copies of all paperwork for your records before you submit them
- ❑ Do not see clients before the semester begins, before obtaining signatures on contract forms or before obtaining liability insurance.

## **Professional Considerations**

### ***Ethical Guidelines:***

As a student and professional in Counseling, you are required to follow a code of ethics. You must familiarize yourself with these ethical guidelines and refer to them whenever necessary. Additionally, you must adhere to state and federal laws and the regulations of your agency. However, because the resolution of many ethical dilemmas is not always clear, you should consult your faculty and site supervisors about any ethically unclear situations that arise at your site. If the situation is urgent or an emergency, you should immediately contact your site supervisor and faculty supervisor. If it is a non-emergency ethical question, you should bring the questions to your supervision meetings.

Selected Ethics Codes:

American Counseling Association:

<http://www.counseling.org/Resources/CodeOfEthics/TP/Home/CT2.aspx>

American Mental Health Counselors Association:

[http://www.amhca.org/assets/content/AMHCA\\_Code\\_of\\_Ethics\\_11\\_30\\_09b1.pdf](http://www.amhca.org/assets/content/AMHCA_Code_of_Ethics_11_30_09b1.pdf)

National Board of Certified Counselors:

<http://www.nbcc.org/AssetManagerFiles/ethics/nbcc-codeofethics.pdf>

### ***Confidentiality:***

In accordance with the ethical principles of ACA, state and federal law and your agency sites, you must maintain confidentiality requirements in your work as a counselor-in-training. When writing about your client for coursework, you should use initials or a pseudonym only. Additionally, you should not discuss your clients in any identifying way with unauthorized personnel.

Note that confidentiality is a part of the informed consent process. You will be responsible for informing your client of the purposes, goals, techniques and procedures. This should occur at or before the time of the counseling relationship. In addition, the limits to confidentiality should be addressed and defined in a developmentally appropriate manner. Other key aspects of confidentiality are located in the ethical codes listed above. If you have any question regarding ethics, please contact your site supervisor or a CMHC faculty member.

### ***Audio and Video- Recording:***

Audio and/or video-recordings of counseling sessions during your field experiences is for the sole purpose of development, review, reflection and refinement of professional counseling skills. These audio and/or video-recordings are for graduate level instructional purposes only.

The CSP department highly values and strongly encourages audio or video-recording at all practicum and internship sites. While we understand that recording is not always possible, recording is generally **required in practicum and preferred in internship**. For those sites where recording is possible, the CSP department has developed the following guidelines for the audio and/or video-recording of individual and group sessions by graduate Practicum and Internship students:

- Any recording of counseling sessions by graduate practicum and internship students is to be used for supervision purposes only.
- Such recordings are to be used for review by the site supervisor and/or SCSU faculty supervisor only.
- All recordings and recording transcripts should be treated as personal health information (per HIPAA Privacy Rule) and should be kept locked and secure at the field site when not under review.
- Recordings can only be transported (from site to SCSU) when they are coded and no identifying information is present on the recording or case.
- All recordings are to be erased immediately after completion of supervisory review.
- Such audio and/or video-recording will be completed only with the full knowledge and approval of the client(s), site supervisor and agency administration.

A signed permission form (Appendix H) must be on file with the site supervisor prior to any audio and/or video-recording of student counseling sessions.

In addition, students must sign the Field Site Confidentiality Agreement (Appendix I) which further outlines obligations and responsibilities around confidentiality during field site placement.

### ***Personal Challenges:***

During your experiences, you will likely encounter clients and supervisors that will *push your buttons*. This is an expected and desirable process that challenges you to grow and recognize obstacles that block your effectiveness as a counselor. Although this process will be uncomfortable, it is a necessary part of your development as a counselor. It is imperative that you be open to this process and discuss your feelings appropriately with your supervisors. As part of the Program Evaluation Continuation Criteria (See Student Handbook), you are evaluated on your ability to accept and learn from experiences and feedback, as well as to behave professionally.

It is equally important to understand your own biases, stereotypes and prejudices that you may have. These beliefs will impact you as the counselor, your counseling techniques and your development as a counselor. Rigidity in these areas can seriously inhibit your effectiveness as a counselor. Acknowledging and accepting your deeply ingrained viewpoints and the limitations that they pose is a critical aspect of your development.

Many counselors in training choose to invest in their future occupations by obtaining personal counseling themselves. As a student at SCSU, you are eligible for counseling services through the Counseling Center. They can be contacted at (203) 392-5475, Monday through Friday, 8:30 to 4:30 during regular business days. However if you intend to use the SCSU Counseling Center as a potential field site, you should seek counseling services elsewhere. In this circumstance, you may use the Counseling Center for a referral to other local counseling services practitioners.

### ***Supervision and Feedback:***

A crucial component of the practicum and internship process is constructive feedback. You will be receiving extensive feedback from your peers, site supervisors and faculty supervisors. Because your personal qualities, including openness and flexibility, impact your counseling effectiveness, there will be times when you receive feedback on your personal as well as professional skills. It is imperative that you prepare yourself, physically and emotionally, for this type of feedback. You also need to allow ample time in your supervision sessions for this. Equally important you must understand how you react to criticism, monitor these reactions and develop a healthy and constructive way to deal with potentially negative feedback.

### ***Supervision Preparation:***

In order to get the most effective training for your future profession as a counselor, you must take an active role in your supervision sessions. The best way for you as a student to reap the benefits of supervision is to come to each session fully prepared. First, you should have completed all requisite paperwork and/or assignments (e.g., readings) for that scheduled session. Also bring specific questions that you may have for your supervisor to receive feedback and guidance. Another important part of your preparation will be to review your video and audio recordings of sessions. Although your supervisor will be reviewing and critiquing your recordings, you should be active in this process as well. After your counseling sessions, you should review the recordings yourself, critiquing them even before you come to supervision. Review each recording as necessary throughout the supervision process.

## **Self Care**

As a student in this department, you have found yourself in several roles: student, professional, counselor-in-training, spouse/ significant other, parent, family member, employee and leader. With all of these roles, it is easy to forget to take care of yourself, first and foremost. If you do not take care of yourself, physically, socially, emotionally, spiritually and recreationally, you will not be able to help others in a significant way. To be an effective counselor, you must understand your individual needs in all of these areas and continually attend to those needs. Success in your practicum and internship sites (as well as in your future profession) depends on your ability to balance your many roles, while still making your work of significant importance. Consider the following areas and tailor the information to best aid you in caring for yourself.

### ***Physical:***

Although every individual is different, good nutrition, adequate rest and moderate exercise are important for your physical and mental health. With a busy schedule, you may find yourself forgetting to eat, eating on the run and generally not paying attention to your body's needs. This is not self care. You must continually remind yourself to pay attention to your body's needs, including when and what you need to eat.

You are likely to experience high levels of stress in your current role as a student, as well as your role as professional counselor-in-training in practicum and internship. These levels of stress will impact you physically. Stress can cause a variety of physical responses, including headaches, stomachaches, difficulty sleeping and increased blood pressure. In order to manage the stress that you will face, it is imperative that you find healthy coping skills. You will be very tempted to use quick and possibly unhealthy ways to deal with your stress. However, the best way to manage your stress level is to be proactive. By learning relaxation skills, cognitive self-

talk and other strategies that meet your needs (e.g., yoga, meditation, light exercise) you will find that you will not need to use more unhealthy methods of stress management.

### ***Social:***

Social support, including your friends and family, are crucial to your success. It is important to create a wide social support system; this will include your peers from your program and your sites. This not only creates a network of future opportunities, it allows you to have positive peer relations which may directly aid in your stress management and success in your program. Graduate students often forget how important their social lives really are. You may find yourself cancelling engagements with friends and family in order to work or to just vegetate on your couch. However tempting cancelling these social activities may be, you need to remind yourself that your social life is as important as your academic life. Balancing your social needs with the rest of your life is an important life skill.

### ***Emotional:***

High levels of stress not only impact you physically, it will have impacts on you psychologically and emotionally. The above-mentioned stress management techniques will improve your emotional functioning as well. In addition, another proven method of stress management can be utilized to improve your overall quality of life. Using humor and laughter have been shown to yield positive outcomes for individual's physical and mental health. Remember to see the lighter side of things and not take yourself too seriously.

You will also need to learn to separate yourself from your clients and their situations. You will not be able to "fix" your client or help to make a positive change in every client's life. Learning to let go and live gently will be a key to maintaining not only positive relations with your clients, but also achieving happiness in your personal life. You will discuss these skills in supervision, seminar, and a variety of other learning opportunities in field placement.

### ***Spiritual:***

Nurturing your spirit is a positive way to care for your needs. This can be done in a variety of ways, including using your faith, religious beliefs, spirituality or inner self. Regardless of your specific beliefs, research supports the role of spirit in physical and emotional wellness.

### ***Recreational:***

Playing and having fun is not just for children. It is an important aspect of a complete life for individuals at any developmental stage. Remember to allow yourself the time to relax and enjoy life's simple pleasures.

## Helpful Hints

- Read and know the ACA ethical code guidelines
- Become familiar with critical state and federal laws regulations impacting your work as a counselor trainee.
- Become familiar with all site policies and procedures.
- Commit to adding openness and flexibility into your life.
- Consider using an appropriate therapeutic method (e.g., personal counseling, yoga, meditation) as a way to explore your unresolved issues, biases, stereotypes and negative behaviors that may become an obstacle in your counselor education.
- Work on your ability to give and receive accurate and sensitive feedback.
- Be proactive in preparing for your Practicum, Internship and supervision experiences.
- Don't forget to love and care for yourself.

# Counseling Practicum

The practicum required of CMHC Counseling students provides an opportunity to demonstrate counseling skills under close supervision in a community setting. The primary goal of practicum is to develop the expertise to do individual, group or family counseling in a professional setting. This is accomplished by combining a student's counseling skills and personal style into an effective therapeutic approach, enhancing the student's growth as a person and as a professional counselor. Practicum offers students the opportunity to develop, sharpen and demonstrate individual and group counseling skills. Students should also make a concerted effort to engage clients of various ethnic populations, both genders and different age groups.

## ***Format and Content of Practicum***

1. CSP 552 – The practicum provides an opportunity for the student to perform some of the professional counseling activities of a regularly employed staff member in a community setting. One hour individual or dyadic **supervision** by a program faculty member is required. Pre-requisites: CSP 540, 550, 568, 595 and departmental permission. Schedule fall and spring semesters. 3 credits.

The student is required to meet one hour per week for one semester with a faculty member to process client sessions and group counseling sessions. The focus of CSP 552 supervision is on student counseling skills development such as microskills and interviewing strategies. (In contrast, clinical issues are the focus of on-site supervision). Additionally, the student and faculty member will discuss overall adjustment to the practicum setting and their new role as a counselor. See instructor syllabi for additional requirements.

2. CSP 553 –The **seminar** provides an opportunity for practicum students to meet together weekly in a group supervision setting, to integrate field experiences and discuss topics of professional interest. Pre-requisites: CSP 540, 550, 568, 595 and departmental permission. Schedule fall and spring semesters. 3 credits.

Within this seminar, students will discuss issues occurring in their practicum, consult with each other concerning problem solving strategies and review legal and ethical standards in counseling. See instructor syllabi for additional requirements.

## ***Required Hours for Practicum***

Students are required to spend a minimum of 100 hours on site during practicum. Forty of these hours should be considered direct service hours (e.g., counseling individuals and groups) and the remaining 60 indirect hours (e.g., staff meetings, clinical documentation).

## ***Practicum Objectives***

As part of your practicum experience, there are general skills that you will be learning. Individual instructors may modify, delete or add to this list.

### General Skills:

**To experiment** with a variety of counseling techniques

**To examine** your own style of interpersonal interactions

**Practice skills** learned in previous courses, including diagnosis, treatment, and documentation

**Relate** theory to practice

**Become effective** in a helping relationship, under close supervision

**Discuss your experience** with others in a supportive setting

**Learn** what problems others are encountering and what solutions could be considered

**Discuss techniques** that are successful

**Research** areas of individual interest

**Work** with a variety of clients

**Experience** those forces that are unique to different settings

**Evaluate** your professional growth

### Specific Skills:

1. Develop procedures for meeting with clients
  - a. Arrange counseling sessions (time, duration and place)
2. Establish a safe and accepting environment by establishing rapport with the client
  - a. Recognize inhibitions that the client may have about counseling or you as the counselor, as well as inhibitions you as the counselor may have about working with a particular client
  - b. Assist the client in overcoming inhibitions
3. Elicit information from the client
  - a. Obtain basic biographical data
  - b. Communicate the client's reason for being there
  - c. Ascertain the attitudes, feelings and expectations of the client towards the counseling process and the counselor
4. Recognize and understand the content presented by the client
  - a. Listen to the details (who, what, when, where, why) of what client is saying
  - b. Develop the ability to integrate facets of the counseling process
  - c. Recognize and understand the affect of the client
  - d. Recognize and understand change and extremes in the client's affect
5. Articulate the client's problems, diagnostic formulation and case conceptualization
  - a. Identify the general area of the client's problem
  - b. Identify the underlying problems for each client
  - c. Specify problems in order of priority of client's needs
  - d. Determine the external and internal resources available to the client

- e. Determine if the problem is within the range of the counselor's training and experiences and, if not, define referral procedures
6. Distinguish the discrepancies in the cognitive and affective messages of the client
7. Transmit understanding of the affective and cognitive messages to the client
  - a. Paraphrase/restate, when appropriate, what has been communicated
  - b. Verbally demonstrate understanding of client content and feeling
8. Distinguish the client's needs from your needs as a counselor in training
  - a. Know your own inhibitions
  - b. Know yourself, including your limitations and strengths
  - c. Recognize similarities and differences between yourself and the client
  - d. Avoid bringing your own problems into the counseling session
9. Utilize appropriate therapeutic techniques
  - a. Identify a personal theoretical background
  - b. Learn different therapeutic approaches consistent with a client's presenting concern
  - c. Formulate comprehensive treatment approach, as articulated in a formal treatment plan
  - d. Modify techniques to be appropriate for your style and each client
10. Describe key state and federal laws, policies, procedures and regulations as they affect clients
  - a. Describe statutes concerning client rights and responsibilities
  - b. Describe regulations regarding confidentiality of client information, including limits of confidentiality (harm to self or others, suspected dependent abuse, court order, etc). Understand best practices related to HIPAA regulations.

### ***Practicum Site***

Your practicum work must be performed at a community site where a site supervisor can provide consistent supervision.

***Refer to the preparation part of this handbook to get more information regarding choosing a site.***

#### **Site supervisors must have:**

- Minimum of a Masters degree in counseling or a related profession with CT state Licensure as an independent mental health clinician (LPC, LCSW, LMFT, etc)
- Minimum of 2 years experience as a mental health clinician
- Knowledge of the program's expectations, requirements and evaluation procedures for students
- Relevant training in counseling supervision

## ***Direct and Indirect Services***

Your practicum experience will be a combination of work with clients and related activities, as well as learning administrative tasks. Direct services are defined as contact with clients where you, as the counselor-in-training directly assist in the provision of some counseling service. Supervision hours are any hours that you participate in faculty or on-site supervision regarding your performance. Indirect hours are any other services that you provide while in your position that do not require direct client contact.

A list of the category of practicum activities with the minimum required hours for each area is located below. Please remember that these hours are the MINIMUM requirements that you must perform. In many situations, you will go well over these requirements. However, you must document all activities in order to receive credit for your work. This is required for your class and your eventual licensure.

<u>Practicum Experiences:</u>	<u>Minimum Time Requirement</u>
<b>DIRECT SERVICES</b>	<b>40 hours total</b>
<ul style="list-style-type: none"><li>▪ Individual Counseling</li><li>▪ Group or Family Counseling</li><li>▪ Diagnostic Interviewing</li><li>▪ Testing and Assessment</li><li>▪ Career Counseling</li><li>▪ Telephone or Email Contacts (Limited Basis)</li></ul>	
<b>INDIRECT ACTIVITIES</b>	<b>60 hours total</b>
<ul style="list-style-type: none"><li>▪ Observation</li><li>▪ Referrals</li><li>▪ Clinical Documentation</li><li>▪ Case Consultation</li><li>▪ Staff Meetings</li><li>▪ Professional Development Activities</li></ul>	
<b>CLINICAL SUPERVISION</b>	
<ul style="list-style-type: none"><li>▪ On-site individual supervision</li><li>▪ Faculty Individual supervision</li><li>▪ University Group supervision</li></ul>	<ul style="list-style-type: none"><li>1 hour a week minimum</li><li>1 hour a week minimum</li><li>1.5 hours a week</li></ul>

### **Direct Services:**

Below are descriptions of each activity which is considered to have direct client contact.

**Individual counseling** includes performing client sessions focused on the assessment and treatment of specific client goals. It must involve diagnostic formulation, case conceptualization, clinical documentation, and treatment planning.

**Group or Family Counseling** includes co-leading or leading a counseling group or providing couples or family counseling. It must involve diagnostic formulation, case conceptualization, clinical documentation, and treatment planning.

**Diagnostic Interviewing** includes using specific assessment tools and clinical skills in order to identify a client's needs in counseling during their first intake session.

**Testing and Assessment** includes any assessments pertinent to counseling. This includes administering and interpreting standardized tests or assessments and providing interpretive summaries to your client in a language that they can understand.

**Career Counseling** includes any counseling that is focused towards client career development.

**Telephone or Email Contacts** include any direct contact that you have with clients which is not face to face. These hours should reflect only a small proportion of your direct service hours.

### **Indirect Activities:**

Below are descriptions of each activity which is considered indirect service hours.

**Observation** includes any observation of an on-site staff member performing counseling tasks. This is only considered indirect if you are not performing the client activity.

**Referrals** include linking client to supplemental or supportive services.

**Clinical Documentation** includes writing case notes, treatment plans, and treatment summaries or other written reports required through your work.

**Case Consultation** is considered all interactions where you are working directly with other mental health professionals regarding client-related issues.

**Staff Meetings** are all meetings which occur between staff within the field site agency.

**Professional Development Activities** are any trainings, workshops or conferences that you attend as part of your practicum experience.

### **Clinical Supervision:**

Below are descriptions of each activity which is considered clinical supervision.

**On-site individual supervision** includes all direct supervision regarding the development of your skill set provided from your on-site clinical supervisor.

**On-site group supervision** includes all group supervision provided on-site.

**Faculty individual supervision** includes all direct supervision regarding the development of your skill set provided from your faculty supervisor.

**University group supervision** refers to the practicum seminar.

### ***Grading***

In Practicum, the student is enrolled in two courses (CSP 552 and 553) and therefore receives two grades. The CSP 552 grade will be determined by the faculty supervisor. It will include both an analysis of the quantitative and qualitative aspects of the student's experience and performance. The CSP 553 grade will be determined by the faculty seminar instructor. The final grade will be based on:

- The student fulfilling the required service hours
- How well the student's goals and objectives have been met
- The site supervisor's evaluation
- Any other course requirements, as indicated on course syllabi

### ***Evaluation***

The students will complete an evaluation of their faculty supervisor (via course evaluations), their site (Appendix G1), and their site supervisor (Appendix G).

## Helpful Hints

- Discuss all expectations with your Site Supervisor and get approval from the CMHC program before committing to your site.
- Know that for your practicum experience you need a minimum of 100 hours including 40 hours of direct service.
- Become familiar with all practicum expectations of students.
- Review your notes from other courses before beginning practicum.
- Plan to work with clients of diverse backgrounds.
- Obtain quality recording equipment and a sufficient supply of recording supplies.
- Always maintain client confidentiality.
- Be sure all consent forms are signed before of recording or providing services which require consent.
- Keep up to date with all paperwork.
- Make copies of all paperwork for your records before you turn them in.
- Do not work with practicum clients when the semester is not in session.

# Counseling Internship

Following the practicum and pre-requisite courses, students will pursue an internship. The goal of the internship is to further develop and refine the skills developed during practicum. Moreover, the internship should provide the student with the full range of counselor responsibilities appropriate to the setting. Careful consideration should be given to the type of internship site that you choose and you should discuss this closely with your advisor or the Program Coordinator. During internship, students assume increasing levels of responsibility for a range of counseling activities. As with the practicum, site supervisors serve as mentors, meeting at least one hour per week for individual supervision.

## ***Format and Content of Internship***

CSP 676 – A full or part time supervised counseling **internship experience** in a community setting. Providing counseling services and other human services for children or adolescents. Emphasizes the practical application of counseling skills, theories and knowledge. Includes **weekly seminar**. Pre-requisites: CSP 552, 553 and departmental permission. Scheduled fall and spring semesters. 3 credits.

Within this seminar, students will discuss issues occurring in their practicum, consult with each other concerning problem solving strategies and review legal and ethical standards in counseling. The internship does not include weekly individual supervision by a program faculty member, but other components of the internship are similar to those of the practicum (e.g., seminar format and content, log requirement, contract and registration procedures). Students are expected to maintain a log of internship experiences using the same format as the practicum log. See instructor syllabi for additional requirements.

## ***Required Hours for Internship***

Students are required to spend a minimum of 600 hours on site during the entire two–semester internship. Two hundred and forty of these hours should be considered direct service hours (e.g., counseling individuals and groups) and the remaining indirect hours (e.g., faculty/staff meetings). These hours are typically part-time (20 hours a week) across two semesters.

## ***Internship Objectives***

As part of your internship experience, you will engage in real life work experience under the supervision of your course and site supervisors. Individual instructors may modify, delete or add to this list.

### **General Skills:**

**To expand** skills from other courses

**Relate** theory to practice

**Evaluate** professional growth and career goals

**Consult** with other professionals

**Gain increased understanding** of administrative and technical tasks under the purview of a counselor

**Acquire greater knowledge of and experience** a variety of intervention strategies

**Gain understanding** of diversity and multicultural issues and needs

**Expand knowledge** of technology in counseling

**Function** as a professional counselor at an approved site

### **Specific Skills:**

In addition to the practicum skills, internship students are expected to master:

1. Have a clear view of their goals, objectives and expectations for the internship.
2. Be able to identify and seek out support systems.
3. Understand the concept of privileged communication, including confidentiality.
4. Maintain professional conduct during coursework and the internship experience (appropriate dress, decorum).
5. Seek supervision whenever there is any doubt or confusion regarding the ethical or legal requirements.
6. Have a clear perspective of role definition.
7. Make a commitment of time for professional meetings and sessions with site supervisors as well as other appropriate activities.
8. Maintain a weekly and semester log of internship hours.
9. Engage in the supervisory process by constructing an agenda of issues, problems and questions that need to be addressed and that will contribute to professional growth.
10. Conduct a self evaluation at the end of each semester of internship.

## ***Internship Site***

Your internship work must be performed at a community site where a site supervisor can provide consistent supervision.

***Refer to the preparation part of this handbook to get more information regarding choosing a site.***

**Site supervisors must have:**

- Minimum of a Masters degree in counseling or a related profession with CT state Licensure as an independent mental health clinician (LPC, LCSW, LMFT, etc)
- Minimum of 2 years experience as a mental health clinician
- Knowledge of the program's expectations, requirements and evaluation procedures for students
- Relevant training in counseling supervision

### ***Direct and Indirect Services***

Your internship experience will be a combination of work with clients and related activities as well as learning administrative tasks.

Direct services are defined as contact with clients and families where you, as the counselor-in-training directly assist in the provision of some service. Supervision hours are any hours that you participate in faculty or on-site supervision regarding your performance. Indirect hours are any other services that you provide while in your position that do not require direct client contact.

A list of the category of internship activities with the minimum required hours for each area for each semester is located on the following page. Please remember that these hours are the MINIMUM requirements that you must perform. In many situations, you will go well over these requirements. However, you must document all activities in order to receive credit for your work. This is required for your class, your certification and your eventual licensure. Students are required to complete 600 hours of internship, with 240 of those hours being direct services.

**Internship Experiences:**

**Minimum Time Requirement**

**DIRECT SERVICES**

**240 hours total**

- Individual Counseling
- Group or Family Counseling
- Diagnostic Interviewing
- Testing and Assessment
- Career Counseling
- Telephone or Email Contacts  
(limited basis)

**360 hours total**

**INDIRECT ACTIVITIES**

- Observation
- Referrals
- Clinical Documentation
- Case Consultation
- Staff Meetings
- Professional Development  
Activities

**CLINICAL SUPERVISION**

- On-site supervision
- University Group supervision

**1 hour a week minimum**

**1.5 hours a week**

### **Direct Services:**

Below are descriptions of each activity which is considered to have direct client contact.

**Individual counseling** includes performing client sessions focused on the assessment and treatment of specific client goals. It must involve diagnostic formulation, case conceptualization, clinical documentation, and treatment planning.

**Group or Family Counseling** includes co-leading or leading a counseling group or providing couples or family counseling. It must involve diagnostic formulation, case conceptualization, clinical documentation, and treatment planning.

**Diagnostic Interviewing** includes using specific assessment tools and clinical skills in order to identify a client's needs in counseling during their first intake session.

**Testing and Assessment** includes any assessments pertinent to counseling. This includes administering and interpreting standardized tests or assessments and providing interpretive summaries to your client in a language that they can understand.

**Career Counseling** includes any counseling that is focused towards client career development.

**Telephone or Email Contacts** include any direct contact that you have with clients which is not face to face. These hours should reflect only a small proportion of your direct service hours.

### **Indirect Activities:**

Below are descriptions of each activity which is considered indirect service hours.

**Observation** includes any observation of an on-site staff member performing counseling tasks. This is only considered indirect if you are not performing the client activity.

**Referrals** include linking client to supplemental or supportive services.

**Clinical Documentation** includes writing case notes, treatment plans, and treatment summaries or other written reports required through your work.

**Case Consultation** is considered all interactions where you are working directly with other mental health professionals regarding client-related issues.

**Staff Meetings** are all meetings which occur between staff within the field site agency.

**Professional Development Activities** are any trainings, workshops or conferences that you attend as part of your practicum experience.

### **Clinical Supervision:**

Below are descriptions of each activity which is considered clinical supervision.

**On-site individual supervision** includes all direct supervision regarding the development of your skill set provided from your on-site clinical supervisor.

**On-site group supervision** includes all group supervision provided on-site.

**University group supervision** refers to the practicum seminar.

### ***Grading***

The student's final grade will be determined by the CSP 676 instructor. It will include both an analysis of the quantitative and qualitative aspects of the student's experience and performance. The final grade will be based on:

- The student fulfilling the required service hours
- How well the student's goals and objectives have been met
- The site supervisor's evaluation
- Any other course requirements, as indicated on course syllabi

### ***Evaluation***

The students will complete an evaluation of their faculty supervisor (via course evaluations), their site (Appendix G1), and their site supervisor

## **Helpful Hints**

- Discuss all expectations with your Site Supervisor and get approval from the CMHC Program before committing to your site.
- Know that for your total internship experience you need a minimum of 600 hours including 240 hours of direct service.
- Become familiar with all expectations of internship students.
- Review your notes from other courses before beginning internship. Plan to work with clients of diverse backgrounds.
- Obtain quality recording equipment and a sufficient supply of recording supplies.
- Always maintain client confidentiality.
- Be sure all consent forms are signed before recording or providing services which require consent.
- Keep up to date with all paperwork.

- Make copies of all paperwork for your records before you turn them in.
- Do not work with internship clients when the semester is not in session.

## **Final Words...**

The CSP faculty considers practicum and internship to be very important aspects of your professional development. We hope that your field experiences are fulfilling and rewarding. We offer this handbook as an aid to your journey. Carefully reading and following the policies and procedures help you successfully complete this portion of your counselor education. Please let a member of the CMHC faculty know if you need any additional guidance. Your feedback about the usefulness of this handbook would also be greatly appreciated.



DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY

## Clinical Mental Health Counseling Practicum / Internship Application Form

**Directions:** This form and the Verification of Liability form must be completed and returned to the CSP CMHC Program Coordinator no later than the deadline for the term in which you enroll in this clinical experience. Remember you also must register for this course through the registrar at the appropriate time. Note that submission of the appropriate forms does not guarantee enrollment in this class. A separate form is required for each practicum or internship course that you take.

<b>Application Deadlines:</b>	<b>Fall:</b> 6/1	<b>Spring:</b> 10/1
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**Clinical Experience (check one):**  Practicum  Internship  
**Semester of Practicum/Internship (indicate one):** Fall \_\_\_\_\_ Spring \_\_\_\_\_

1. Complete your current contact information below.

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

2. Indicate what semester you took each of the following courses. Only check those courses which you have completed. Remember to attach an unofficial transcript to this document.

 CSP 540 CSP 550 CSP 568 CSP 595 CSP 656

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

 CSP 552 CSP 553 CSP 578 CSP 691

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Have you received below a B in any course?  No  Yes

4. Please complete the information below on the selected agency site in which you will be working.

Name of Agency: \_\_\_\_\_

Type of Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

5. Please complete the information below on your selected site supervisor and **ATTACH A COPY OF YOUR SITE SUPERVISOR'S RESUME' OR CURRICULUM VITAE**. Note: you must have ONLY ONE designated clinical supervisor.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Highest Degree:  Doctoral Degree in \_\_\_\_\_  Masters Degree in \_\_\_\_\_

Credentials: Type of Licensure: \_\_\_\_\_

Credentials: License Number: \_\_\_\_\_

Number of years worked as a mental health clinical: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I have read and understand the policies and procedures regarding confidentiality of client information and records management and the 2005 ACA Code of Ethics. I am aware that client confidentiality is protected by Federal regulations and am also aware of the penalties of non-compliance with these regulations and of noncompliance with the ACA Code of Ethics for case/record management and professional conduct while studying in the Southern Connecticut State University counseling program or serving as a counseling practicum or intern student. I am also aware that these laws, standards and policies are applicable to me after termination of study or employment. I further understand that these laws, standards and policies must be followed to protect the welfare of counseling clients, the university, and related institutions.

6. Sign below indicating that all of the information included is true to the best of your knowledge.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CSP Faculty

\_\_\_\_\_  
Date



## DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY

## Verification of Liability Insurance

**Directions:** This form and the Application for Practicum / Internship form must be completed and returned to the CMHC Program Coordinator no later than the deadline for the term in which you enroll in this clinical experience. Attach a copy of the declaration page of your insurance policy.

<b>Application Deadlines:</b>	<b>Fall:</b> 6/1	<b>Spring:</b> 10/1
-------------------------------	---------------------	------------------------

**Clinical Experience (check one):**  Practicum  Internship  
**Semester of Practicum/Internship (indicate one):** Fall \_\_\_\_\_ Spring \_\_\_\_\_

1. Complete your information below.

Name: \_\_\_\_\_

Policy Type:  Private  Related to Membership in a Professional Organization

Name of Insuring Organization: \_\_\_\_\_

Amount of Coverage: \_\_\_\_\_ Period of Enrollment: \_\_\_\_\_

2. Sign below indicating that all of the information included is true to the best of your knowledge.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CSP Faculty

\_\_\_\_\_  
Date



DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY

## Clinical Mental Health Counseling Practicum Contract

This agreement is made on \_\_\_\_\_ between \_\_\_\_\_ and the Counseling and  
(date) (field site)

School Psychology Department at Southern Connecticut State University. The agreement verifies that

\_\_\_\_\_ will be working during \_\_\_\_\_ semester(s) of the  
(practicum student) (semester)

\_\_\_\_\_ school year for \_\_\_\_\_ per week.  
(year) (# hrs)

**The Department of Counseling and School Psychology at Southern Connecticut State University will provide a Field Site Supervisor and a Faculty Supervisor for each Student. Their responsibilities will be:**

### Field Site Supervisor

- Conduct an introductory meeting and orientation with the site supervisor.
- Will facilitate communication between University and field placement site.
- Notify students that they must adhere to the administrative policies, rules and standards of the field placement site.
- Be available for consultation with both site supervisors and students.
- Visit the site supervisor and the student at the internship site at least once during the semester and have at least one phone contact during the semester.

### Practicum Faculty Supervisor

- Conduct class meeting every week throughout the semester.
- Establish course requirements via the course syllabus.
- Focus on student counseling skills development such as microskills and interviewing strategies (in contrast, clinical issues are the main focus of on-site supervision).
- Assist students to integrate their experiences with theory and research.
- Immediately contact the University Coordinator should any problems or changes in relation to the student, site or University occur.
- Evaluate the student and discuss that evaluation with him/her.
- Be responsible for the Field Work grade for CSP 552.

**The Practicum Site agrees to:**

- Give the student adequate opportunity to accrue hours providing diagnosis treatment of mental and emotional disorders and related professional counseling activities.
- Understand Connecticut State requirements for Licensure as a Professional Counselor. You can view the Connecticut state requirements at [http://www.ct.gov/dph/cwp/view.asp?a=3121&q=396906&dphNav\\_GID=1821](http://www.ct.gov/dph/cwp/view.asp?a=3121&q=396906&dphNav_GID=1821) and other states' requirements at <http://www.counseling.org/Counselors/LicensureAndCert/TP/StateRequirements/CT2.aspx>.
- Be familiar with and follow ACA and other pertinent ethical codes (see page 13).
- Become familiar with all of the guidelines and expectations for your site experiences, as described in the Practicum and Internship Handbook.
- Provide an opportunity to make audio or video recordings of client sessions (required in practicum, preferred in internship).
- Offer a designated area for intern work, confidential for phone calls and counseling sessions.
- Provide consistent and appropriate supervision – Requirements of a Site Clinical Supervisor :
  - Minimum of a Masters degree in counseling or a related profession and is Licensed by the State of Connecticut as a Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), Licensed Marital and Family Therapist (LMFT), licensed physician certified in psychiatry by the American Board of Psychiatry and Neurology, licensed psychologist, or licensed Advanced Practice Registered Nurse certified as a clinical specialist in adult psychiatric and mental health nursing with the American Nurses Credentialing Center.
  - Minimum of 2 years experience as a Professional Counselor or mental health clinician.
  - Relevant training or coursework in counseling supervision.
  - Provides student with a minimum of one hour per week of regularly scheduled clinical supervision. This one designated hour must involve one supervisor and a maximum of two supervisees.
  - Knowledge of the CMHC program's expectations, requirements and evaluation procedures for students as presented in Practicum and Internship Handbook.
  - Provides training needed for students to follow the policies and procedures of the agency.
  - Communicate with University faculty and meets with CSP faculty on scheduled visits.
  - Reviews and signs all relevant paperwork and completes relevant evaluations.

**Identification of Site Supervisor and University Coordinator:**

\_\_\_\_\_ will be the primary practicum site supervisor. The training activities  
(Site Supervisor)  
(reviewed below) will be provided for the student in sufficient amounts to allow an adequate evaluation of the  
student's level of competence in each activity. \_\_\_\_\_ will be the faculty  
(CSP Faculty)

liaison with whom the student and practicum site supervisor will communicate regarding progress, problems, and performance evaluations.

**All parties agree that the following practicum activities will be included in the training that the student receives on site:**

Direct Services:

Below are descriptions of each activity which is considered to have direct client contact.

**Individual counseling** includes performing client sessions focused on the assessment and treatment of specific client goals. It must involve diagnostic formulation, case conceptualization, clinical documentation, and treatment planning.

**Group or Family Counseling** includes co-leading or leading a counseling group or providing couples or family counseling. It must involve diagnostic formulation, case conceptualization, clinical documentation, and treatment planning.

**Diagnostic Interviewing** includes using specific assessment tools and clinical skills in order to identify a client's needs in counseling during their first intake session.

**Testing and Assessment** includes any assessments pertinent to counseling. This includes administering and interpreting standardized tests or assessments and providing interpretive summaries to your client in a language that they can understand.

**Career Counseling** includes any counseling that is focused towards client career development.

**Telephone or Email Contacts** include any direct contact that you have with clients which is not face to face. These hours should reflect only a small proportion of your direct service hours.

Indirect Activities:

Below are descriptions of each activity which is considered indirect service hours.

**Observation** includes any observation of an on-site staff member performing counseling tasks. This is only considered indirect if you are not performing the client activity.

**Referrals** include linking client to supplemental or supportive services.

**Clinical Documentation** includes writing case notes, treatment plans, and treatment summaries or other written reports required through your work.

**Case Consultation** is considered all interactions where you are working directly with other mental health professionals regarding client-related issues.

**Staff Meetings** are all meetings which occur between staff within the field site agency.

**Professional Development Activities** are any trainings, workshops or conferences that you attend as part of your practicum experience.

Clinical Supervision:

Below are descriptions of each activity which is considered clinical supervision.

**On-site individual supervision** includes all direct supervision regarding the development of your skill set provided from your on-site clinical supervisor.

**On-site group supervision** includes all group supervision provided on-site.

**Faculty individual supervision** includes all direct supervision regarding the development of your skill set provided from your faculty supervisor.

**University group supervision** refers to the practicum seminar.

\_\_\_\_\_  
Signature of Practicum Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CSP Faculty

\_\_\_\_\_  
Date



DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY

## Clinical Mental Health Counseling Internship Contract

This agreement is made on \_\_\_\_\_ between \_\_\_\_\_ and the Counseling and  
 (date) (field site)

School Psychology Department at Southern Connecticut State University. The agreement verifies that

\_\_\_\_\_ will be working during \_\_\_\_\_ semester(s) of the  
 (internship student) (semester)  
 \_\_\_\_\_ school year for \_\_\_\_\_ per week.  
 (year) (# hrs)

**The Department of Counseling and School Psychology at Southern Connecticut State University will provide a Coordinator of Field Placement and Supervision and an Internship Instructor for each Student. Their responsibilities will be:**

### Field Site Supervisor

- Conduct an introductory meeting and orientation with the site supervisor.
- Will facilitate communication between University and field placement site.
- Notify students that they must adhere to the administrative policies, rules and standards of the field placement site.
- Be available for consultation with both Site Supervisors and students.
- Visit the site supervisor and the student at the internship site at least once during the semester and have at least one phone contact during the semester.

### Internship Instructor

- Conduct class meeting or seminars every week throughout the semester.
- Establish course requirements via the course syllabus.
- Assist students in processing their new knowledge.
- Assist students to integrate their experiences with theory and research.
- Shall immediately contact the Coordinator of Field Placement and Supervision should any problems or changes in relation to the student, site or University occur.
- Evaluate the student and discuss that evaluation with him/her.
- Be responsible for the assignment of Field Work grade.

**The Internship Site agrees to:**

- Give the student adequate opportunity to accrue hours providing diagnosis treatment of mental and emotional disorders and related professional counseling activities.
- Understand Connecticut State requirements for Licensure as a Professional Counselor. You can view the Connecticut state requirements at [http://www.ct.gov/dph/cwp/view.asp?a=3121&q=396906&dphNav\\_GID=1821](http://www.ct.gov/dph/cwp/view.asp?a=3121&q=396906&dphNav_GID=1821) and other states' requirements at <http://www.counseling.org/Counselors/LicensureAndCert/TP/StateRequirements/CT2.aspx>.
- Be familiar with and follow ACA and other pertinent ethical codes (see page 13).
- Become familiar with all of the guidelines and expectations for your site experiences, as described in the Practicum and Internship Handbook.
- Provide an opportunity to make audio or video recordings of client sessions (required in practicum, preferred in internship).
- Offer a designated area for intern work, confidential for phone calls and counseling sessions.
- Provide consistent and appropriate supervision – Requirements of a Site Clinical Supervisor :
  - Minimum of a Masters degree in counseling or a related profession and is Licensed by the State of Connecticut as a Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), Licensed Marital and Family Therapist (LMFT), licensed physician certified in psychiatry by the American Board of Psychiatry and Neurology, licensed psychologist, or licensed Advanced Practice Registered Nurse certified as a clinical specialist in adult psychiatric and mental health nursing with the American Nurses Credentialing Center.
  - Minimum of 2 years experience as a Professional Counselor or mental health clinician.
  - Relevant training or coursework in counseling supervision.
  - Provides student with a minimum of one hour per week of regularly scheduled clinical supervision. This one designated hour must involve one supervisor and a maximum of two supervisees.
  - Knowledge of the CMHC program's expectations, requirements and evaluation procedures for students as presented in Practicum and Internship Handbook.
  - Provides training needed for students to follow the policies and procedures of the agency.
  - Communicate with University faculty and meets with CSP faculty on scheduled visits.
  - Reviews and signs all relevant paperwork and completes relevant evaluations.

## Identification of Site Coordinator and Coordinator of Field Placement and Supervision:

\_\_\_\_\_ will be the primary internship site supervisor. The training activities  
(Site Supervisor)  
(reviewed below) will be provided for the student in sufficient amounts to allow an adequate evaluation of the student's level of competence in each activity. \_\_\_\_\_ will be the faculty  
(CSP Faculty)  
liaison with whom the student and internship site supervisor will communicate regarding progress, problems, and performance evaluations.

**All parties agree that the following internship activities will be included in the training that the student receives on site:**

### Direct Services:

Below are descriptions of each activity which is considered to have direct client contact.

**Individual counseling** includes performing client sessions focused on the assessment and treatment of specific client goals. It must involve diagnostic formulation, case conceptualization, clinical documentation, and treatment planning.

**Group or Family Counseling** includes co-leading or leading a counseling group or providing couples or family counseling. It must involve diagnostic formulation, case conceptualization, clinical documentation, and treatment planning.

**Diagnostic Interviewing** includes using specific assessment tools and clinical skills in order to identify a client's needs in counseling during their first intake session.

**Testing and Assessment** includes any assessments pertinent to counseling. This includes administering and interpreting standardized tests or assessments and providing interpretive summaries to your client in a language that they can understand.

**Career Counseling** includes any counseling that is focused towards client career development.

**Telephone or Email Contacts** include any direct contact that you have with clients which is not face to face. These hours should reflect only a small proportion of your direct service hours.

### Indirect Activities:

Below are descriptions of each activity which is considered indirect service hours.

**Observation** includes any observation of an on-site staff member performing counseling tasks. This is only considered indirect if you are not performing the client activity.

**Referrals** include linking client to supplemental or supportive services.

**Clinical Documentation** includes writing case notes, treatment plans, and treatment summaries or other written reports required through your work.

**Case Consultation** is considered all interactions where you are working directly with other mental health professionals regarding client-related issues.

**Staff Meetings** are all meetings which occur between staff within the field site agency.

**Professional Development Activities** are any trainings, workshops or conferences that you attend as part of your practicum experience.

Clinical Supervision:

Below are descriptions of each activity which is considered clinical supervision.

**On-site individual supervision** includes all direct supervision regarding the development of your skill set provided from your on-site clinical supervisor.

**On-site group supervision** includes all group supervision provided on-site.

**Faculty individual supervision** includes all direct supervision regarding the development of your skill set provided from your faculty supervisor.

**University group supervision** refers to the practicum seminar.

\_\_\_\_\_  
Signature of Internship Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CSP Faculty

\_\_\_\_\_  
Date

# CMHC Weekly Log Sheet

Name: \_\_\_\_\_

Course:  CSP 553  CSP 676

Site: \_\_\_\_\_

Week of \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_

Major Task	M	T	W	R	F	TOTAL
Individual Counseling						
Group or Family Counseling						
Diagnostic Interviewing						
Testing and Assessment						
Career Counseling						
Telephone or Email Contacts						
<b>DIRECT TOTAL</b>						

Observation						
Referrals						
Case Notes & Report Writing						
Case Consultation						
Staff Meetings						
Professional Development						
<b>INDIRECT TOTAL</b>						

On-Site Individual Sup.						
On-Site Group Supervision						
Faculty Individual Supervision						
University Group Supervision						
<b>SUPERVISION TOTAL</b>						

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Clinical Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CSP Seminar Instructor

\_\_\_\_\_  
Date

<b>SEMESTER TALLIES (incl. this week)</b>	
Direct:	_____
Indirect:	_____
Supervision:	_____
<b>TOTAL:</b>	_____

# CMHC Semester Log Sheet

Name: \_\_\_\_\_

Course:  CSP 553     CSP 676

Site: \_\_\_\_\_

Week of \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_

Major Task	TOTAL
<b>DIRECT</b>	
<b>INDIRECT</b>	
<b>SUPERVISION</b>	
<b>TOTAL</b>	

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CSP Seminar Instructor

\_\_\_\_\_  
Date



DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY

# CMHC Student Evaluation from Site/Faculty Supervisor

## (Practicum and Internship) Site Supervisor Course Instructor

**Directions:** This form is to be completed by the Site Supervisor at mid-term and semester end and given to the Practicum or Internship Seminar Instructor.

Name of Graduate Student: \_\_\_\_\_ Date: \_\_\_\_\_

Practicum or Internship: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_  Midterm  Final

Name / Address of Site: \_\_\_\_\_

Rating Scale

- 1 – Unacceptable professional performance
- 3 – Meets criteria minimally
- 5 – Meets criteria consistently

Intra/Interpersonal Professional Behavior

1. Openness to new ideas	1	2	3	4	5
2. Flexibility	1	2	3	4	5
3. Cooperative with others	1	2	3	4	5
4. Willingness to accept and use feedback	1	2	3	4	5
5. Awareness of own impact on others	1	2	3	4	5
6. Ability to deal with conflict	1	2	3	4	5
7. Ability to accept personal responsibility	1	2	3	4	5
8. Ability to express feelings effectively and appropriately	1	2	3	4	5
9. Attention to ethical and legal considerations	1	2	3	4	5
10. Initiation and motivation	1	2	3	4	5

Ethics

1. Demonstrates the ability to apply and adhere to ethical and legal standards in clinical mental health counseling	1	2	3	4	5
---	---	---	---	---	---

Professional Competence

1. Demonstrates the ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision or refer clients when appropriate	1	2	3	4	5
2. Provides only those services and applies only those techniques for which she/he is qualified by education, training and experience	1	2	3	4	5

## Administration

1. Applies knowledge of public mental health policy, financing, and regulatory processes to improve service delivery opportunities in clinical mental health counseling	1	2	3	4	5
2. Applies current record-keeping standards related to clinical mental health counseling	1	2	3	4	5

## Assessment

1. Demonstrates the ability to use procedures for assessing and managing suicide risk	1	2	3	4	5
2. Demonstrates skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management	1	2	3	4	5
3. Screens for addiction, aggression, and danger to self and/or others, as well as co-occurring mental disorders	1	2	3	4	5
4. Applies the assessment of a client's stage of dependence, change, or recovery to determine the appropriate treatment modality and placement criteria within the continuum of care	1	2	3	4	5
5. Demonstrates appropriate use of diagnostic tools, including the current edition of the DSM, to describe the symptoms and clinical presentation of clients with mental and emotional impairments	1	2	3	4	5
6. Is able to conceptualize an accurate multi-axial diagnosis of disorders presented by a client and discuss the differential diagnosis with collaborating professionals	1	2	3	4	5
7. Differentiates between diagnosis and developmentally appropriate reactions during crises, disasters, and other trauma-causing events	1	2	3	4	5

## Counseling Skills

1. Establishes relationships in such a manner that a therapeutic working alliance can be formed	1	2	3	4	5
2. Creating appropriate structure and maintaining professional boundaries	1	2	3	4	5
3. Understanding context – understanding the uniqueness of client's story elements and their underlying meanings	1	2	3	4	5
4. Responding to feelings – identifying client affect and addressing those feelings in a therapeutic manner	1	2	3	4	5
5. Congruence – genuineness; external behavior consistent with internal affect	1	2	3	4	5
6. Establishing and communicating empathy	1	2	3	4	5
7. Non-verbal communication	1	2	3	4	5
8. Immediacy – staying in the here and now	1	2	3	4	5
9. Timing – responding at the optimal moment	1	2	3	4	5
10. Intentionality – clearly responding with clinical intention	1	2	3	4	5
11. Self-disclosure – skillful and carefully-considered for a specific therapeutic purpose	1	2	3	4	5
12. Demonstrates awareness of power differences in the therapeutic relationship and manages these differences therapeutically	1	2	3	4	5
13. Creates a safe clinical environment	1	2	3	4	5
14. Uses the principles and practices of diagnosis, treatment, referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling	1	2	3	4	5
15. Provides appropriate counseling strategies when working with clients with addiction and co-occurring disorders	1	2	3	4	5

Referral and Advocacy					
1. Maintains information regarding community resources to make appropriate referrals	1	2	3	4	5
2. Applies effective strategies to promote client understanding of and access to a variety of community resources	1	2	3	4	5
3. Promotes optimal human development, wellness, and mental health through prevention, education, and advocacy activities	1	2	3	4	5
4. Advocates for policies, programs, and services that are equitable and responsive to the unique needs of clients	1	2	3	4	5
Multicultural Competence					
1. Applies multicultural competencies to clinical mental health counseling involving case conceptualization, diagnosis, treatment, referral, and prevention of mental and emotional disorder	1	2	3	4	5
2. Demonstrates appropriate use of culturally responsive individual, couple, family, group, and systems modalities for initiating, maintaining, and terminating counseling	1	2	3	4	5
3. Demonstrates the ability to modify counseling systems, theories, techniques, and interventions to make them culturally appropriate for diverse populations	1	2	3	4	5
4. Selects appropriate comprehensive assessment interventions to assist in diagnosis and treatment planning, with an awareness of cultural bias in the implementation and interpretation of assessment protocols	1	2	3	4	5
Research and Evaluation					
1. Applies relevant research findings to inform the practice of clinical mental health counseling	1	2	3	4	5
2. Develops measurable outcomes for clinical mental health counseling programs, interventions, and treatments	1	2	3	4	5
3. Analyzes and uses data to increase the effectiveness of clinical mental health counseling interventions and programs	1	2	3	4	5

Overall Performance			
	Still Developing	Acceptable	Exemplary
1. Professionalism	1	2	3
2. Clinical skills	1	2	3
3. Ethical behavior	1	2	3

Supervisor Comments:

Student Comments:

I have reviewed and discussed this evaluation with my faculty supervisor.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Seminar Instructor

\_\_\_\_\_  
Date



## DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY

## CMHC Student Evaluation of Site

**Directions:** This form is to be completed at the end of the semester then forwarded to the Coordinator of Field Placement and Supervision.

Name / Address of Site: \_\_\_\_\_

Practicum or Internship: \_\_\_\_\_

### Rating Scale

N – No opportunity to observe

3 – Meets expectations

1 – Unacceptable or Deficient

5 – Excellent opportunity

### Site

1. Amount of on-site supervision	N	1	2	3	4	5
2. Quality and Usefulness of on-site supervision	N	1	2	3	4	5
3. Relevance of practicum / internship experience to professional goals	N	1	2	3	4	5
4. Orientation training was relevant and helpful for future work	N	1	2	3	4	5
5. Adequacy of site facilities	N	1	2	3	4	5
6. Exposure to ethnic, lifestyle and demographic diversity	N	1	2	3	4	5
7. Support and encouragement	N	1	2	3	4	5

### Experiences (Rate the extent that you were able to participate in the following)

1. Individual Counseling	N	1	2	3	4	5
2. Group or Family Counseling	N	1	2	3	4	5
3. Intake Interviewing	N	1	2	3	4	5
4. Testing and Assessment	N	1	2	3	4	5
5. Case Consultation	N	1	2	3	4	5
6. Telephone or Email Contacts	N	1	2	3	4	5
7. Observation	N	1	2	3	4	5
8. Referrals	N	1	2	3	4	5
9. Case Notes & Report Writing	N	1	2	3	4	5
10. Career Counseling	N	1	2	3	4	5
11. Staff Meetings	N	1	2	3	4	5
12. Professional Development	N	1	2	3	4	5

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student



## DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY

## CMHC Student Evaluation of Site Supervisor

**Directions:** This form is to be completed at the end of the semester then forwarded to the Coordinator of Field Placement and Supervision.

Name of Supervisor: \_\_\_\_\_

Name / Address of Site: \_\_\_\_\_

Practicum or Internship: \_\_\_\_\_

Rating Scale						
N – No opportunity to observe	3 – Meets expectations					
1 – Unacceptable or Deficient	5 – Excellent opportunity					
Supervisor						
1. Observes and/or reviews recordings of my counseling sessions	N	1	2	3	4	5
2. Gives useful feedback	N	1	2	3	4	5
3. Encourages use of new and different techniques	N	1	2	3	4	5
4. Suggest ideas for developing my professional skills	N	1	2	3	4	5
5. Helps me define and achieve concrete goals in my clinical experience	N	1	2	3	4	5
6. Encourages and listens to my ideas for skill development	N	1	2	3	4	5
7. Helps me make sound ethical decisions	N	1	2	3	4	5
8. Encourages my professional development and behavior	N	1	2	3	4	5
9. Offers resource information	N	1	2	3	4	5
10. Helps me understand site policies and procedures	N	1	2	3	4	5
11. Helps me meet all hour requirements	N	1	2	3	4	5
12. Discusses theoretical approaches to my work	N	1	2	3	4	5
13. Encourages me to evaluate my own work	N	1	2	3	4	5
14. Clearly explains criteria in evaluating my work	N	1	2	3	4	5
15. Treats students and others fairly	N	1	2	3	4	5
16. Discussed multicultural competence or diversity issues with me	N	1	2	3	4	5

Would you recommend this site for other students? Why or why not?

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student



DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY

## Recording Consent Form for Adult Clients

Counselor Supervision requires audio-recording and/or video-recording of counseling sessions and assessment of my work with clients in order to evaluate my skills. The recordings may be reviewed by my faculty supervisor, site supervisor or other graduate students enrolled in my graduate class. All recordings will be erased or destroyed after reviewing. These procedures require your consent. Information from the recordings is confidential given the above described supervision and learning experiences. Additional exceptions to confidentiality are:

1. You direct me in writing to discuss your situation with someone else.
2. You are determined to be a threat to yourself or others.
3. I am ordered by a court to disclose information.
4. There is an indication of child abuse that I am legally required to report.

### CONSENT

I, \_\_\_\_\_, agreed to be audio or video-recorded for training purposes. I understand the  
(print full name)

above conditions and have resolved any questions or concerns.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Practicum / Internship Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
CSP Seminar Instructor

\_\_\_\_\_  
Date



**DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY**

## Recording Consent Form for Minor Client

Counselor Supervision requires audio-recording and/or video-recording of counseling sessions and assessment of my work with clients in order to evaluate my skills. The recordings may be reviewed by my faculty supervisor, site supervisor or other graduate students enrolled in my graduate class. All recordings will be erased or destroyed after reviewing. These procedures require your consent. Information from the recordings is confidential given the above described supervision and learning experiences. Additional exceptions to confidentiality are:

1. You direct me in writing to discuss your child's situation with someone else.
2. Your child is determined to be a threat to themselves or others.
3. I am ordered by a court to disclose information.
4. There is an indication of child abuse that I am legally required to report.

### CONSENT

I, \_\_\_\_\_, parent or guardian of \_\_\_\_\_, agreed to allow this minor  
 (print full name) (print child's full name)

child to be audio or video-recorded for training purposes. I understand the above conditions and have resolved any questions or concerns.

\_\_\_\_\_  
 Parent or Guardian Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Client Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Practicum / Internship Student

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Site Supervisor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Practicum Supervisor / Internship Instructor

\_\_\_\_\_  
 Date



**DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY**

**Field Site Confidentiality Agreement**

Name of student: \_\_\_\_\_

Practicum or Internship: \_\_\_\_\_

Semester/year of field site experience: \_\_\_\_\_

In accordance with American Counseling Association Code of Ethics, state law, and HIPPA regulations, I agree to abide by the following standards covering client audio and/or video recordings:

- I will not label my audio/video recording with any client identifying information.
- I will know where my audio/video recording is at all times.
- When possible, I will keep my audio/video recording in a locked location.
- Under no circumstance will I show or share client audio/video recording with anyone other than designated field site employees or SCSU faculty.

Should I fail to comply with the above standards, I understand that I will be subject to consequences as determined by the SCSU faculty, which may include termination of the internship or expulsion from the Clinical Mental Health Counseling program. I understand and agree to the above listed standards.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student



DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY  
 Clinical Mental Health Counseling

## Academic Recess Practicum/Internship Contract

This agreement is made on \_\_\_\_\_ between \_\_\_\_\_  
 (date) (field site)

and the Counseling and School Psychology Department at Southern Connecticut State University.

The agreement verifies that:

\_\_\_\_\_ will be participating in Practicum or Internship activities during the  
 (Practicum/Internship student)

academic recess occurring between the dates of \_\_\_\_\_ and \_\_\_\_\_, as part of the requirements  
 for the CMHC Practicum or Internship course the student is enrolled in during the

\_\_\_\_\_ semester of \_\_\_\_\_.  
 (Fall/Spring/Summer) (year)

According to this agreement, all parties are aware that:

CMHC Practicum and Internship participation over semester recess must adhere to the standards presented in the CMHC *Practicum and Internship Handbook* and outlined in the Practicum/Internship Supervision Contract signed at the beginning of the term, including student maintenance of professional liability insurance.

In addition, students electing to accrue Practicum/Internship hours over recess must be supervised regularly, as required during semester work (i.e., at least one hour of face-to-face individual or dyadic supervision per every 20 hours of accrued hours).

The identified clinical supervisor for the student over the dates specifies above shall be \_\_\_\_\_, telephone: \_\_\_\_\_. During the recess period the CMHC Program Coordinator Dr. Louisa Foss will be available for urgent issues regarding the student’s performance or any other issues of an emergent nature, telephone: 860-391-3377 (mobile).

NOTE: Students MAY NOT participate in any Practicum/Internship activities during semester recess until this document has been signed by both the on-site Clinical Supervisor and a CMHC Program Faculty.

\_\_\_\_\_  
 Signature of student

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Site Supervisor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Program Coordinator or other SCSU Faculty  
 L. Foss 10-18-10

\_\_\_\_\_  
 Date

## Recommended CMHC Counseling Sites

*Revised 10-18-10*

SITE NAME	STREET ADDRESS	CITY/STATE	ZIP CODE
APT Foundation	1 Long Wharf Drive, Suite 321	New Haven, CT	06511
Boys and Girls Village	528 Wheelers Farms Road	Milford, CT	06461
Branford Counseling Services	342 Harbor Street	Branford, CT	06405
Bridges, A Community Support System	949 Bridgeport Avenue	Milford, CT	06460
Bridges, A Community Support System	949 Bridgeport Avenue	Milford, CT	06460
Birmingham Group Health Services	435 East Main Street	Ansonia, CT	06401
Capital Region Mental Health Center	500 Vine Street	Hartford, CT	06112
Catholic Charities Behavioral Health Clinic	478 Orange Street	New Haven, CT	06511
Catholic Charities Behavioral Health Clinic	331 Main Street	Norwich, CT	06360
Child Guidance Center of Southern Connecticut	103 West Broad Street	Stamford, CT	06902
Clifford Beers Clinic	93 Edward Street	New Haven, CT	06511
Connecticut College Counseling Services	270 Mohegan Avenue	New London, CT	06320
Connecticut Junior Republic	Goshen Road PO Box 161	Litchfield, CT	06759
Connecticut Renaissance, Inc	4 Byington Place	Norwalk, CT	06850-3309
Cooperative Education Services	40 Lindeman Drive	Trumbull, CT	06611
Coordinating Council for Children in Crisis	131 Dwight Street	New Haven, CT	06511
Counseling Services, SCSU	501 Crescent Street	New Haven, CT	06515-1355
Counseling Services, SCSU	501 Crescent Street	New Haven, CT	06515-1355
Court Support Services Division, Judicial Branch	936 Silas Deane Highway	Wethersfield, CT	06901
Dixwell/Newhallville Community Mental Health	660 Winchester Avenue	New Haven, CT	06511
Dixwell/Newhallville Community Mental Health	660 Winchester Avenue	New Haven, CT	06511
Dixwell/Newhallville Community Mental Health	660 Winchester Avenue	New Haven, CT	06511
Drug & Alcohol Resource Center, SCSU	501 Crescent Street, Schwartz Hall Room 1	New Haven, CT	06511
Fair Haven Community Health Center	374 Grand Avenue	New Haven, CT	06513
Fair Haven Community Health Center	374 Grand Avenue	New Haven, CT	06513
Family Mediation Center	435 East Main Street	Ansonia, CT	06401
Family Reentry, Inc.	9 Mott Avenue	Norwalk, CT	06850
Family Violence Research and Programs,	389 Whitney Avenue	New Haven, CT	06511

Yale University			
Franciscan Life Center	271 Finch Avenue	Meriden, CT	06451-2751
FSW, Inc (Family Services Woodfield)	475 Clinton Avenue	Bridgeport, CT	06605
Gilead Community Services, Inc.	681 Saybrook Road	Middletown, CT	06457
Grandview Adult Behavioral Health	88 Grandview Avenue	Waterbury, CT	06708
Grant Street Partnership	62 Grant Street	New Haven, CT	06519
Griffin Hospital	130 Division Street	Derby, CT	06418
Harbor Health Services	14 Sycamore Way	Branford, CT	06405
Hill Health Corporation	226 Dixwell Avenue	New Haven, CT	06511
Hill Health Corporation	226 Dixwell Avenue	New Haven, CT	06511
Hill Health Corporation	226 Dixwell Avenue	New Haven, CT	06511
Horizons	3 Corporate Drive	Shelton, CT	0684
Hospital of St. Raphael, Adult Outpatient Psychiatric Services	1294 Chapel Street	New Haven, CT	06511
Jewish Family Services	2370 Park Avenue	Bridgeport, CT	06604
Liberation Programs, Inc	4 Elmcrest Terrace	Norwalk, CT	06450
Madison Youth Services	10 School Street	Madison, CT	06443
McAuliffe Center	70 Central Avenue	Waterbury, CT	
Mitchell College	437 Pequot Avenue	New London, CT	06320-4498
Naugatuck Valley Community College	750 Chase Parkway	Waterbury, CT	06798
New Haven Veterans Center	141 Captain Thomas Boulevard	West Haven, CT	06516
North American Family Institute CT			
Northside Community Outpatient Services	220 Dixwell Avenue	New Haven, CT	06511
Northwest Center for Families	120 Park Lane Road, A 203	New Milford, CT	06776
Pathways Cener for Learning & Behavioral Health, LLC	251 Westbrook Road	Essex, CT	06426
Quinnipiac University, Career Services	275 Mount Carmel Avenue	Hamden, CT	06518-1908
Regional Counseling Services		Bridgeport, CT	06604
Riverview Hospital for Children and Youth	915 River Road	Middletown, CT	06457
Saint Francis Home for Children, Inc.	651 Prospect Street	New Haven, CT	06511
Saint Joseph's College	1678 Asylum Avenue	West Hartford, CT	06117
Saint Raphael's Adult Outpatient	1450 Chapel Street	New Haven, CT	06511
SCSU Counseling Services	501 Crescent Street, EN 219B	New Haven, CT	06515
The Center for Geropsychiatry	88 Grandview Avenue	Waterbury, CT	06708
The Center for Women and Families	753 Fairfield Avenue	Bridgeport, CT	06604
The Children's Center of Hamden	1400 Whitney Avenue	Hamden, CT	06517-2499
The Consultation Center	3879 Whitney Avenue	New Haven, CT	06511
The Family Violence Education Program for Women The Consultation Center	389 Whitney Avenue	New Haven, CT	06511

The Greater New Haven Domestic Violence Task Force	PO Box 1329	New Haven, CT	06505
The Institute of Living	200 Retreat Avenue	Hartford, CT	06106
The Umbrella	435 East Main Street	Ansonia, CT	06401
The University of Hartford, Counseling Services	200 Bloomfield Avenue	West Hartford, CT	06117-1599
Veteran's Administration CT Healthcare System	950 Campbell Avenue	West Haven, CT	06516
Waterbury Hospital Behavioral Health	88 Grandview Avenue	Waterbury, CT	06708
Wellpath, Inc	70 Pine Street	Waterbury, CT	06710
Wellspring	21 Arch Bridge Road PO BOX 370	Bethlehem, CT	06751
Weslyan Career Resource Center	25 Lawn Avenue Butterfield A	Middletown, CT	06457
Western Connecticut State University, College Counseling Center		Danbury, CT	
Wheeler Clinic			
Youth and Family Services	PO Box 432	Higganum, CT	06441-1432
Youth and Family Services of Old Saybrook	322 Main Street	Old Saybrook, CT	06475