



STOCKTON
UNIVERSITY

COUNSELING PROGRAM

Master of Arts (MA) in Counseling

Clinical Handbook

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INTRODUCTION

The goal of this handbook is to describe the procedures for students to successfully complete professional practice requirements during their time in the Master of Arts (MA) in Counseling program. Professional practice, involves the application of theory and the development of counseling skills under supervision. These experiences will provide opportunities for students to counsel clients who represent the ethnic and demographic diversity of their community (CACREP, 2016).

The Clinical Practice Experience

An essential part of the Master of Arts (MA) in Counseling program is the supervised clinical practice experience. Students have the opportunity to complete 12 credits of supervised clinical experiences. Each experience is aided by close clinical supervision at the site, as well as at the University. This handbook will provide students with details of the requirements for such site experience, the process for selecting sites, and all the details for completing the two phases: the practicum and subsequent internships.

Clinical Course Sequence

The Practicum/Internship course sequence is designed as a culminating program experience which allows the student to practice and refine the skills that have been learned in previous courses. In the clinical courses the student will apply what has been learned by integrating theory and experience in a way that makes sense to the student and is helpful to clients. The two phase clinical experience is divided into a three credit practicum (COUN 5900) and six credits in two semester long clinical internships (Internship I: COUN 5901, Internship II: COUN 5902).

The practicum (COUN 5900) is the student's first off-campus, clinical practice experience. During the practicum, the student is steered through initial experiences of counseling with intense supervision provided by both an off-campus site supervisor, and an on-campus faculty member in weekly individual/triadic supervision, and weekly group supervision by a Stockton faculty member. The goal is to reach a higher level of autonomy, confidence, counseling knowledge, and skills.

The clinical internship experience (COUN 5901, COUN 5902) assumes that the goals of the practicum have been successfully accomplished. During the clinical internships, the student is again provided individual supervision by a qualified site supervisor and weekly group supervision by a Stockton faculty member. The goal of the clinical internship is for the student to become a confident, independent, and knowledgeable counselor, who is able to support clients and integrate their own skills with input from other appropriate sources.

GENERAL CLINICAL PLACEMENT POLICIES

Liability Insurance Policy

Students must purchase professional liability insurance prior to participating at their clinical placement site and in the clinical courses (Practicum and Internships). Proof of on-going coverage must be turned in to the Internship Coordinator, and another copy must be placed and kept in the Student's Clinical Program File *before any clinical activity occurs*.

Recording Requirements and Policies

Students in practicum and internship are expected (whenever possible) to video (and/or audio) record all counseling sessions. These recorded sessions are then presented in weekly supervision sessions with site supervisors and University Supervisors, in addition the required class/small group presentations. We encourage our students to engage in continuous recording to reduce the chance that clients will wonder why recording is occurring in one session over another. Students should explain that they are counselors in training and that continuous recording enables them to engage in effective supervision sessions designed to improve counseling skills and the service that the intern provides to clients. Identification as a student and requests for permission to record will also be included in the consent / disclosure statements provided to clients as deemed by the site.

For practicum and internship students are required to record *a minimum of three audio or video tape sessions*. These are reviewed in weekly sessions with the site supervisor, individual/triadic supervisor (practicum), and during the group supervision in the practicum and internship courses.

Selecting and Securing a Clinical Site

The student is responsible for identifying and proposing their own clinical site. The selection of a site will depend primarily upon individual goals, but also upon the availability of site locations and Site Supervisors.

The student should begin in the **Fall term prior to the clinical sequence** to clarify their general areas of interest with their Graduate Program Preceptor (Advisor) and to attend the Clinical Orientation meeting (date to be announced). The student will want to consider the expectations the MA in Counseling Program has for this course, the individual's personal learning goals, and the potential site possibilities when choosing a site. Once a decision has been reached the student will want to explore potential clinical locations.

The student should look for and explore sites that seem most appropriate to the student's needs and contact a staff member within the agency who would act as the supervisor and/or an appropriate administrator with the authority to authorize the student to work at the site. A meeting with this individual should be arranged to determine if the student and the supervisor can work together and to negotiate a preliminary plan for the clinical experience.

Prior to and when selecting your clinical site, important questions to ask:

- Does it meet your professional needs?

- Does the site supervisor have a minimum of a master's degree in counseling or a related profession and 2 years of professional experience?
- Does the site supervisor have appropriate certifications and licenses?
- Does the site supervisor have relevant training in clinical supervision (e.g., has completed training and/or a course in supervision, is an approved clinical supervisor, etc.)?
- Is the site supervisor able to have time for regular supervision (a minimum of one hour per week for individual supervision)?
- Will you be able to audio/videotape counseling sessions?

How much time must I devote to my clinical experience?

- A total of 700 hours (100 hours of Practicum hours and 600 hours of Internship hours)
- 280 hours (of the 700) must be direct client contact including individual, group, consultation, and other counseling services.
- 1 hour per week of on-site supervision by your site supervisor
- 1 hour per week of on-campus individual/triadic supervision during the Practicum
- 1 1/2 hours per week in class with your faculty group supervisor

If the student is unable to identify a clinical site, departmental assistance may be provided by reviewing a list of organizations that have either expressed interest in having Stockton clinical students and/or have been prior clinical sites. Listings of previously used clinical sites are available on the [MA in Counseling website](#).

Site Appropriateness and Approval

Practicum and Internship sites are approved *only after careful review* to ensure that the site provides opportunities for the student to become familiar with a variety of professional activities and resources (including technological resources) (CACREP, 2016). The review includes attention to site supervisor credentials, direct and indirect service opportunities, and site reputation for adherence to high professional practice and ethical standards. Sites are reviewed and approved by the Internship coordinator in collaboration with the MA in Counseling faculty.

A list of approved sites from prior semesters can be found on the [MA in Counseling website](#). Regardless of whether or not the site is previously approved, students must submit the Clinical Site Approval Form, and the Site Application (see Clinical Forms and Documents Section) to ensure approval of their site prior to enrolling in the clinical course and beginning their clinical work at the site.

Clinical Affiliation Agreement

If the student is at a site that has not previously served as a clinical site for the program, the Clinical Affiliation Agreement must be completed before students begin in any capacity at the site. The review and approval process of an agreement can take up to several weeks or longer; therefore, students should allow themselves ample time to complete this approval process prior to the start of Practicum/Internship.

Client Contact Hours and Definitions

Direct vs. Indirect hours definitions

Direct client contact hours include the time spent in providing services to clients in individual or group and as primary or co-therapist where there is the opportunity to work directly with a variety of clients and intervention strategies. Direct client contact constitutes, but is not limited to, the following: one-on-one individual counseling, group facilitation or co-facilitation, psychoeducational lessons/workshops/webinars led by the intern, individual or small group testing /assessments, intakes, consultation with other relevant parties, etc. **During internship, students must lead or co-lead a counseling or psychoeducational group. 10 hours of group work is a requirement prior to finishing the entire clinical practice experience in the program.**

Indirect client contact hours can include many activities such as being at the site completing notes, preparing for sessions, in supervision on site or in class, preparing and reading materials related to client issues, team meetings and other administrative responsibilities required of the site as well as engaging in a variety of professional activities and resources, including technological resources.

Duration of Clinical Experience

The student will need to spend a specific minimum number of hours each semester engaged in counseling and counseling related activity, including consultation, individual and group counseling. Each semester typically covers 15-16 weeks. **Students are required to stay at their clinical site for the duration of their clinical experience, even if their clinical hours are completed.** Any other arrangement requires instructor and supervisor approval and is usually granted only in cases of medical or family crises.

Clinical Hours and Accrual Policies

1. Students may not acquire hours at their Practicum site until the semester begins. Exceptions can be made for orientations and other activities ***pre-arranged with the Internship Coordinator.***
2. Students ***are not permitted*** to have two concurrently running sites during ***Practicum Semester.*** However, *students may elect to have two sites during Internship* to meet their career goals. Each site must meet the clinical requirements and separate paperwork for each site must be submitted.
3. “Carrying over” hours from one semester is *discouraged* and may be done **only** when the student is enrolled in internship credits in both the preceding and current semester. Please speak

with the internship coordinator about these options *prior* to planning on carrying over direct and indirect client contact hours.

Please note (per CACREP, 2016, policy 1.h): Duration of Practicum. The duration of a student's supervised practicum experience is to extend across a full academic term to allow for the development of basic counseling skills and the integration of knowledge. Practicum is completed prior to internship. ***Therefore, CACREP standards do not allow for extra hours obtained during the practicum to be counted toward the 600 clock hour internship requirements.***

Changing the Clinical Site

All changes in sites should be clinically appropriate and planned. Students must discuss their plans with their Graduate Preceptor (Advisor), Practicum/Internship instructor, and the Internship Coordinator before making any arrangements with the current and new sites. Students must submit the Clinical Site Approval Request Form and their proposed supervisor's resume (see Supervisor Vita template for details) to the Internship Coordinator for review. All changes must be approved by the program prior to leaving their current site and prior to starting their new intended site. New sites may begin at the start of a semester, or no later than one month before the end of the existing semester, so that students will have on-campus supervision of the new site through their Practicum and Internship classes.

Clinical Experience at place of employment

The supervised clinical experience component of the graduate program is designed to provide the trainee with experiences that enhance their ability, promote their professionalism, and provide qualified supervision. Therefore, students are generally discouraged from choosing their place of employment as a clinical site. However, in exceptional cases, in which the student can demonstrate that the learning objectives can be fulfilled at their place of employment, a work setting may be approved. If a student is completing their clinical experience at their place of employment it is critical that their site supervisor not be in their line of work supervision (this would be a dual role, which is not considered ethical and is potentially damaging to the student's experience).

Transition from Internship I to Internship II

Students in COUN 5901 (Internship I) may continue to accrue hours for one week beyond the end of the semester with the permission of the university instructor and site supervisor. Students in COUN 5901 (Internship II) may begin to accrue hours for one week before the beginning of the semester with the permission of the university instructor and site supervisor. In both cases, the site supervisor must continue to provide the 1 hour per week of site supervision. Due to CACREP group supervision requirements, these ***timeframes may only be extended*** if university group supervision is provided. The university is under no obligation to provide such supervision outside the regular course structure.

Students in COUN 5902 (Internship II) must meet all CACREP, departmental, and course requirements for internships, including but not limited to 600 total hours with at least 240 direct

hours, individual/triadic site supervision, and group university supervision mandates before credit will be awarded.

Wavier of Supervision

During a break or period where the University is closed and group supervision cannot be provided students in Internship, students may request to temporarily waive their supervision and continue to accrue clinical hours (e.g., Spring Break, Winter Break, Summer Break prior to the first few weeks of the Fall Semester). In order to make this request the student must contact the Internship coordinator at least 2 weeks prior to the requested waiver period and complete the Wavier of Supervision form. The wavier of supervision *may not exceed a three week period* and can only occur if the [Waiver of Supervision form](#) is completed in its entirety and **approved by all parties** including the site supervisor, Internship coordinator, and Internship course instructor. *The MA in Counseling Program reserves the right to award this waiver and approvals on a case by case basis depending on several factors, including the quality of site supervision, communication between the site and the program, and the supervisee/trainees' competence/skill level.*

SECTION I: THE SUPERVISED PRACTICUM EXPERIENCE

Philosophy

Supervised clinical practice experiences are a critical component of the MA in Counseling program. The supervised clinical practice experience is designed to refine and enhance the basic clinical mental health counseling skills and integrate professional knowledge. Through active engagement in supervised clinical practice at a practicum site and in-class supervision, consultation, and evaluation, students will develop a deeper awareness and ability to manage their own strengths and vulnerabilities as they begin to develop a personal model of counseling.

Definitions

Practicum is defined as the student's first off-campus supervised clinical practice experience which is intended to provide them with solid understanding of the core evidence-based counseling practices and the ability to apply these skills effectively and appropriately in clinical mental health settings.

Site refers to any setting in which the student is working in order complete training requirements. (Examples are community mental health center, college counseling center, hospital, etc.)

Site Supervisor refers to the staff member at each Site to whom the student is directly accountable while working at the Site. Students must receive supervision from a qualified supervisor.

University Supervisor refers to the faculty member who provides group supervision, instruction, and administrative coordination. This individual acts as the liaison for the University and is the contact person for the on-Site Supervisor.

University Individual/triadic Supervisor refers to the faculty member or affiliate faculty member who provides individual/triadic supervision to the student. This supervisor reviews student progress each week for 1 hour.

PROCEDURES AND REQUIREMENTS

Prerequisites

Prior to admission into Practicum, students must demonstrate satisfactory progress in the graduate program through successful completion of the following COUN 15 credit course sequence:

Course	Credit hours
1. Pre-practicum (COUN 5110)	3
2. Psychopathology (COUN 5120)	3
3. Theories of Counseling (COUN 5115)	3
4. Legal and Ethical Issues (COUN 5125)	3
5. Foundations of Mental Health Counseling (COUN 5205)	3
Total	15

“Successful completion” means that a student must earn a B or better in Pre-practicum, and no less than a B in all of the above courses.

Application Procedures:

1. Complete the *Clinical Site Approval Request Form* and the *Practicum Site Application* and submit these forms *with your proposed supervisor's resume* to the Internship Coordinator for review. This should be done *approximately 3-4 months prior* to the start of the Practicum course. The due date for these forms and is November 1.
2. Arrange a meeting with the Site contacts.
4. Send your resume (with cover letter) to the Site contact.
5. Participate in an interview (s) with Site staff.
6. When accepted, complete the *Practicum Agreement* contract, which is reviewed and agreed upon by the Site Supervisor, Internship Coordinator, University Supervisor and the Practicum Student.
7. Submit the completed *Practicum Agreement* to the Internship Coordinator along with your **Proof of Liability Insurance** (must have your name, expiration date, and values of coverage). These documents will be used to start your Program Clinical file.

Clinical Requirements for Practicum (Hours & Supervision)

Practicum (COUN 5900) requires at least 100 total hours of clinical experience during one academic semester. Forty (40) of these hours must be in direct client contact. The remaining hours will be in other professional activities and count as indirect client hours.

1. Students will have one and one-half (1^{1/2}) hours of weekly group supervision during the Practicum course. A faculty member will give direction to the practicum experiences and will be a liaison with the University Supervisor and Site Supervisor.
2. An average of seven to eight (7-8) hours per week will be spent at the clinical site. Of those, approximately 3 hours per week will be spent engaged in direct client contact. The remaining time will be devoted to other professional activities (indirect hours).
3. The Site Supervisor will provide one (1) hour of clinical supervision each week and direct the student's work at the site. Weekly written supervisory feedback will be provided to the student. Refer to the Weekly Site Supervision Note in the Clinical forms and documents section.
4. The student will also be assigned to a faculty or an affiliate faculty member who will serve as the student's University Individual/triadic Supervisor. This supervisor will review student progress each week and **a minimum of three audio or videotapes of a student's counseling sessions during the semester** (All tapes must be of good auditory quality to fulfill this requirement). University individual/triadic supervision will be for one hour a week and take place at a time to be determined by the assigned supervisor at the beginning of the Practicum. Weekly written supervisory feedback will be provided to the student using the [Program Supervision Note](#).

EXPECTATIONS

Expectations of the Practicum Student

1. Students are expected to read and understand the ACA Code of Ethics and practice in accordance with these standards.
2. Practicum Students must purchase professional liability insurance prior to participating at their field site. **Proof of on-going coverage must be turned in to the Internship Coordinator, and another copy must be placed and kept in the Student's Clinical File before any practicum activity occurs.**
3. Practicum Students are expected to negotiate and finalize a ***Practicum Agreement*** contract with the Site Supervisor and the University supervisor.
4. Practicum students must complete 100 total clock hours (40 direct; 60 indirect) in the practicum experience. These are to be recorded on the [Practicum Clinical Hours Log](#) which is signed by the student and site supervisor. Keeping track of these hours across semesters is the responsibility of the practicum student.
5. **The practicum student is expected (whenever possible) to video record all counseling sessions.** These recorded sessions can then be presented in weekly supervision sessions with site supervisors in addition to the required class/small group presentations. Continuous recording reduces the chance that clients will wonder why recording is occurring in one session over

another. Practicum students will need to explain that they are counselors in training and that continuous recording enables them to engage in effective supervision sessions designed to improve counseling skills and the service that the intern provides to clients. Identification as a student and requests for permission to record will also be included in the consent / disclosure statements provided to clients as deemed by the site. Additionally, continuous recording facilitates the record of unexpected situations that require supervision consultation.

Expectations of the Site Supervisor

Qualifications

Site supervisors must have the following qualifications:

- a) A minimum of a master's degree in counseling or a related profession with equivalent degree (e.g., Marriage and Family Therapy, Art/Expressive Therapy, Clinical social work, Counseling psychology, Clinical psychology, etc.).
- b) A minimum of two years of pertinent professional experience in clinical mental health counseling.
- c) Knowledge of the program's expectations, requirements, and evaluation procedures for students.
- d) Relevant training in counseling supervision.

Orientation

1. Orient the student to the site. Orientation should include identification of various components of the program, site policies, department organization, expected responsibilities and limitations, etc.
2. Meet with the student at the beginning of the practicum to provide assistance in the development of the practicum experience, to provide and discuss the site handbook, and to provide an overview of the working relationships in the site.
3. Encourage student to seek information by asking questions of the Site supervisor and other staff members of the staff, to schedule time for meeting with administrative staff, and for counseling supervision.

Planning

1. Provide opportunities for the student to engage in structured observation of counseling activities of the site supervisor and other counselors in the agency.
2. Explain how counseling activities are developed and how they relate to the counseling program and the site.
3. Participate in the development and refinement of the student's experience for the semester.

4. Arrange regular times to meet with the student to provide weekly 1-hour long supervision. The Site Supervisor must meet with the intern about the performance in the work setting on a weekly basis. This supervision needs to include but not be limited to:
 - a) Instruction for the intern in all matters related to delivery of service at the Site.
 - b) The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).
 - c) Assurance that the policies of the Site are understood and carried out. The supervisor serves as an advocate for the student.
 - d) Clinical critique and supervision student's recorded audio/video sessions and/or the personal observation of the intern's direct contact.
 - e) Assistance for the intern in the development of counseling and consultation skills.
5. Communicate with university supervisor(s) concerns about the student's development and evaluation of the student's performance.
6. Be a resource for the student's continuing development of theory, techniques, and materials.

Counseling Activities

1. Provide opportunities for the student to engage in individual and group counseling and in consultation activities.
2. Provide opportunities for the student to video record counseling and consultation activities.
3. Provide the student with regular feedback regarding implementation of counseling and consultation.

Evaluation

1. The Site Supervisor is to provide a midpoint and ending evaluation of the student.
2. Maintain contact with university supervisor(s) to discuss the student's performance and progress. Contact to be determined by the faculty or the site supervisor.

Expectations of the Practicum Site

1. The Site is expected to have a sustained interest in participating in the professional education of counselors.
2. Mutual understanding between the Site and M.A. in Counseling Program exists on the basic philosophy and goals in relation to counseling.
3. The Site will provide physical arrangements, which are conducive to a positive learning environment e.g., office and desk space, privacy for interviewing, **the ability to video or**

audio record sessions (not necessarily the equipment necessary for recording), and adequate guidance relative to site record keeping requirements.

4. The site will assign the student a practicum supervisor who has the appropriate credentials, time and interest for training the practicum student.
5. The Site is expected to provide opportunities for the practicum student to engage in a variety of counseling activities under supervision and for evaluating the practicum student's performance.

EVALUATION AND GRADING

The grade for the practicum experience is based on the Site Supervisor evaluation, the University Supervisors (both the individual/triadic supervisor and practicum course instructor) evaluation, and the student's self-evaluation. Completion of the course assignments, class participation and participation in peer group consultation sessions will also determine the grade for the course. Failure to complete and hand in assignments may result in an Incomplete or Unsatisfactory grade for the semester. Please see the practicum syllabus for more detailed information on grading policies and procedures.

Student Evaluation of Site and Supervisors

Students will also complete a final evaluation of their site, university, and site supervisors. The evaluations will be collected by the Internship Coordinator at the conclusion of the site internship, and feedback will be provided to the site and supervisors as requested and over time.

SECTION II: SUPERVISED INTERNSHIPS

Philosophy

The supervised internship clinical practice experience is designed to refine and enhance the basic clinical mental health counseling skills and integrate professional knowledge. It is expected that each student will be able to incorporate and utilize individual and group counseling skills in accordance with the theories of counseling in providing direct services to clients.

Definitions

Internship is defined as an advanced supervised experience in counseling. Internship is designed to provide an in-depth experience in practical work settings.

Site refers to any setting in which the student is working in order complete training requirements. (Examples are community mental health center, college counseling center, hospital, school, etc.)

Site Supervisor refers to the staff member at each Site to whom the student is directly accountable while working at the Site. Students must receive supervision from a qualified supervisor.

University Supervisor refers to the faculty member who provides group supervision, instruction and administrative coordination. This individual acts as the liaison for the University and is the contact person for the Site Supervisor.

PROCEDURES AND REQUIREMENTS

Prerequisites

The prerequisites for the internship are the successful completion of the Practicum (COUN 5900) course (100 total hours: 40 direct, 60 indirect, and a grade of B or higher). Students should consult with the Internship coordinator prior to the selection of a site and registration for COUN 5901 (Internship I).

- Students must also turn in a proof of liability insurance to the Internship Coordinator prior to beginning the class and ensure that a current proof of insurance is in their Clinical Program file at all times.

Application Procedures

1. In conjunction with the Internship coordinator, and your program preceptor select a site of interest for internship. Complete the Internship Site application, Clinical Approval Request form (as necessary) and submit them to the Internship Coordinator.
2. Arrange a meeting with the Site contact.

3. Send your resume (with cover letter) to the Site contact.
4. Participate in an interview with Site staff.
5. When accepted, complete the ***Internship Agreement*** contract, which is reviewed and agreed upon by the Site Supervisor, Internship Coordinator, University Supervisor and Intern.
6. Submit the completed ***Internship Agreement*** to the Internship Coordinator along with your **Proof of Liability Insurance** (must have your name, expiration date, and values of coverage). These documents will be placed in your Clinical Program Folder.

Clinical Requirements Two-Semester Internship (COUN 5901/5902) (6 credit hours)

Students will enroll in a Two-semester Internship must accumulate six hundred (600) hours in professional activities during two (2) academic semesters.

Two hundred and forty (240) of these hours must be in direct client contact, including consultation, psychoeducational workshops/presentations, and individual and group counseling. A minimum of ten (10) hours of the total direct client contact (240 hours) must be in group work.

The two-term Internship will also consist of a variety of supervised experiences including:

1. A one and one-half (1 1/2) hour group internship seminar course that will take place at the university each week with a faculty member. This faculty member will also be working with the Site Supervisor and the Internship Coordinator regarding site activities.
2. Eighteen and one-half (18 1/2) hours per week will be spent at the site engaged in professional activity. At least eight (8) hours of direct client contact must take place. ***A minimum of 10 hours of the total direct client contact hours must be spent in group work over the two-semester internship.*** The remaining hours will be in other professional activity (indirect hours).
3. The Site Supervisor will provide the student at least one (1) hour of clinical supervision per week, ***including a review of a minimum of three audio- or videotapes of the student's counseling sessions.*** Weekly written supervisory feedback will be given to the student.

NOTE: *It is expected that a student in an Internship assumes far more professional responsibility than a student enrolled in a practicum. A student in an Internship is expected to assume all the responsibilities of a regular professional staff member of the setting in which the student is doing the Internship.*

TIME REQUIREMENTS (Internship I and Internship II)

Activities	Minimum Hours
Direct Service (individual, group, family, consultation, intakes, assessments, etc.)	240 (120 in each internship; 10 total in group work)
Indirect Service (Supervision, preparation, reviews, planning, client staffings, etc.)	360 (180 in each internship) (Note: Individual Supervision with a Site Supervisor needs to be 1 hour on a weekly basis)
Total	600 clock hours

EXPECTATIONS

Expectations of the Intern

1. The intern must purchase professional liability insurance prior to participating as an intern. **Proof of on-going coverage must be turned in to the Internship Coordinator**, and another copy must be placed and kept in the Student's Clinical Program File *before any internship activity occurs*.
2. The intern is to negotiate and finalize an **Internship Agreement** contract with the Site Supervisor and the University supervisor.
3. The intern must complete 600 total clock hours in the internship experience. These are to be recorded on the Activities Log Sheet which is signed by the student and site supervisor. Keeping track of these hours across semesters is the responsibility of the intern. "Carrying over" hours from one semester to another, is discouraged and may be done **only** when the student is enrolled in internship credits in both the preceding and current semester. **An incomplete will be assigned to the final semester of internship if a total of 600 clock hours have not been achieved.** Please be aware that the completion of internship hours needs to be done by the end of the Stockton University semester (typically the beginning of finals week) and that failure to complete the total internship hours requirement by this time will result in an incomplete. This will delay your official graduation date by one semester, and you must enroll for a credit of internship (or continuous enrollment) in the following semester while you collect the remaining hours. This enrollment requirement is a requirement of the University and most liability insurance providers; you need to be enrolled in the semester that you officially graduate.
4. Internship students complete at least 240 hours of direct client contact and 360 hours of indirect client contact hours (600 total hours). There may be more than 600 hours for internship completed, **but a minimum is no less than 240 direct contact hours**.
5. **The intern is expected (whenever possible) to video record all counseling sessions.** These recorded sessions can then be presented in weekly supervision sessions with site supervisors in addition to the required class/small group presentations. Continuous recording reduces the chance that clients will wonder why recording is occurring in one session over another. Interns will need to explain that they are counselors in training and that continuous recording enables them to engage in effective supervision sessions designed to improve counseling skills and the service that the intern provides to clients. Identification as a student and requests for permission to record will also be included in the consent / disclosure statements provided to clients as deemed by the site. Additionally, continuous recording facilitates the record of unexpected situations that require supervision consultation.

6. The intern is expected to log all activities of the internship on the Internship Hours Log form and sign, verifying that the hours are correct. The Intern will also obtain the signature of the Site Supervisor, verifying that the Hours Log is accurate, before turning this log into the University Supervisor at the end of each semester.
7. The intern is expected to meet with both the Site Supervisor and the University Supervisor on a regular basis. **The meeting with the Site Supervisor should be on a weekly basis for a minimum of one hour of supervision.** Weekly interaction averages one hour per week of individual and/or triadic supervision throughout the internship, usually performed by the onsite supervisor.
8. The intern is also required to attend group supervision sessions with the University Supervisor throughout the semester for a minimum total of 24 contact hours. These supervision sessions will include the presentation of recorded counseling sessions. An average of 1 ^{1/2} hours per week of group supervision provided on a regular schedule throughout the internship and performed by a program faculty member.
9. The intern is expected to complete two Counseling Skills Evaluations of the experience with the Site Supervisor at mid-term and another at the end of the semester.
10. The intern will also provide a self-evaluation statement for the University Supervisor at the completion of each semester.

Expectations of the University Supervisor

1. The University Supervisor is to meet with the interns in classroom group sessions and be available to meet with supervisees, as needed/requested throughout the semester.
2. The group sessions are to consist of both didactic and experiential activities incorporating a wide spectrum of topics, concerns, activities and experiences of the group.
3. The University Supervisor (or an appropriate representative: Internship coordinator) is to meet with the Site Supervisor during the semester in person if logistically possible, by phone if travel is prohibitive.
4. The University Supervisor is to provide individual students with feedback regarding their performance and turn in the final grade for the internship experience including an evaluation of the student's counseling performance throughout the internship, including documentation of a formal evaluation after the student completes the internship by a program faculty member in consultation with the site supervisor.

Expectations of the Site Supervisor

1. Site supervisors must have the following qualifications:
 - a) A minimum of a master's degree in counseling or a related profession with equivalent

degree (e.g., MFT, Counseling psychology, Clinical psychology, etc.).

- b) A minimum of two years of pertinent professional experience in clinical mental health counseling.
 - c) Knowledge of the program's expectations, requirements, and evaluation procedures for students.
 - d) Relevant training in counseling supervision.
2. The Site Supervisor is to be apprised of the goals, objectives, requirements and procedures of the program.
 3. The Site Supervisor will complete a contract (*internship agreement*) with the intern.
 4. The Site Supervisor must meet with the intern about the performance in the work setting on a weekly basis. This supervision needs to include but not be limited to:
 - f) Instruction for the intern in all matters related to delivery of service at the Site.
 - g) The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).
 - h) Assurance that the policies of the Site are understood and carried out. The supervisor serves as an advocate for the intern.
 - i) The opportunity for the student to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of his or her interactions with clients.
 - j) Clinical critique and supervision of the video, audio and/or the personal observation of the intern's direct contact.
 - k) Assistance for the intern in the development of counseling and consultation skills.
 5. The Site Supervisor is to provide the intern with sufficient experience in areas typically part of the Site counselor's role and function.
 6. The Site Supervisor is to provide a midpoint and ending evaluation of the intern.

Expectations of the Internship Site

1. The Site is expected to have a sustained interest in participating in the professional education of counselors.
2. Mutual understanding between the Site and the Counselor Education program exists on the basic philosophy and goals in relation to counseling.

3. Provision is made for on-going professional development for the professional staff and the intern.
4. The Site will provide physical arrangements, which are conducive to a positive learning environment e.g., office and desk space, privacy for interviewing, **the ability to video or audio record sessions** (not necessarily the equipment necessary for recording), and adequate guidance relative to site record keeping requirements.
5. The Site will provide the intern with a variety of experiences typical of those encountered by the Site counseling staff.
6. The Site will regard the intern as a professional in training and accord the intern the generally expected professional courtesies.

EVALUATION AND GRADING

The grade for the internship experience is based substantially on the Site Supervisor evaluation, the University Supervisor evaluation, and the intern's self-evaluation. Completion of the course assignments, class participation and participation in peer group consultation sessions will also determine the grade for the course. Failure to complete and hand in assignments may result in an Incomplete or Unsatisfactory grade for the semester.

Site Supervision Evaluation

The Site Supervisor and intern student are requested to provide two evaluations each semester of the intern's performance using the [Internship Skills Evaluation Form](#). These are to be completed both at midterm and at the end of the semester. It is the intern's responsibility to arrange these evaluation meetings, make copies of the completed forms, and send the original to the faculty supervisor.

Intern Self Evaluation of Site

A brief self-evaluative statement is to be submitted to the University Supervisor at the end of the term (completion of the total Internship experience) with regard to the following factors:

1. Were your experiences at the site helpful to you in your own counselor training?
How, why or why not?
 - **Discuss your goals for your development as stated earlier in the semester in your "semester goals" – did your experience at the site and in the class help you to attain these goals? How? Discuss how your experiences contributed to your goals not being met. How will you attain these goals in the future?**
2. Do you feel that you were a help to your site? Discuss how; why or why not?
3. Would you suggest that another student might be placed with this site with this same supervisor? Why or why not?

4. What grade would you give yourself? Discuss why.
5. Additional Comments

SECTION III: ETHICAL STANDARDS AND CONSIDERATIONS

American Counseling Association Ethical Standards

Stockton University's MA in Counseling Program subscribes to the American Counseling Association (ACA) ethical standards. Students of this program are expected to be aware of the codes and behave in the subscribed ethical manner. **Students are expected to review the ACA Code of Ethics and Standards prior to beginning a clinical site placement.**

The 2014 code of ethics can be found on the ACA website:

<https://www.counseling.org/resources/aca-code-of-ethics.pdf>

Confidentiality and Informed Consent

Confidentiality has long been considered an integral part of the counselor's role with clients. Most therapists agree that maintaining the right to privacy is a basic ingredient in maintaining human dignity. The ACA code reflects this in Section B., an important section for the intern and practicing therapist to know. As the internship is a learning situation that will introduce this issue along with several other issues, it is important that the intern understand the responsibility for the protection of the client's rights.

The intern must take special care to obtain adequate consultation in cases that may present problems outside of the intern's range of competencies. It is the ongoing communication between the supervisors and the intern that will assist in addressing any issues that may arise in the internship experience.

The legal counterpart of confidentiality is informed consent. Given that the client has a right to confidentiality and privacy, a valid procedure needs to be followed to inform client of the limits of confidentiality. Ideally such information is given before counseling starts and discussed with the Site Supervisor prior to seeing any clients. The Site may have specific forms and procedures. Independent expectations need to be clarified for the intern prior to seeing any clients within the Site. Students are also expected to have clients agree to and sign the permission to record form (see Clinical Forms and Documents section) prior to video/audio tapings with their clients.

Roles and Relationships with Clients

Appropriate roles and relationships with clients are specifically covered in the ACA Code of Ethics Section A. Section A.6.e. states, "Counselors avoid entering into non-professional relationships with former clients, their romantic partners, or their family members when the interaction is potentially harmful to the client. This applies to both in-person and electronic interactions or relationships" (p. 5).

If, as an intern, there is any concern about your role or relationship with a client, former client, their romantic partners, or family member, consultation with the supervisor is necessary.

Closure Process

Client:

Ending the counseling relationship is as important a part of the counseling process as the introduction and intervention. The closure of the relationship may be a formal or informal process. The ACA Code of Ethics Section A.11 covers what is necessary for this process. Closure is an important issue that needs to be clarified and discussed with the Site Supervisor for guidance and clarity.

Supervisor:

Part of the evaluation of the intern will come from the closure with the Site Supervisor. The intern needs to clearly define the benefits and growth within the internship experience as well as discuss any concerns or suggestions for the supervisor. Clear and direct communications are important aspects of the closure with the supervisor as well as the client.

PROFESSIONAL LIABILITY ISSUES

Students, as professionals in training, are to show proof of liability insurance **prior to placement in the field. Students may not start any clinical activity without first obtaining liability insurance.**

University Policy

Stockton University has liability insurance that covers students attending classes and seeing clients in the lab as part of the course work during the period that the clinical classes are in session. However, it is important to understand the University's insurance is primarily to protect the institution. The interns still need to be responsible for their own liability insurance.

Site Responsibility

The Site typically is responsible for providing liability insurance for their employees. Whether or not this includes interns is an issue that needs to be discussed with the supervisor at the time of acceptance to a Site. Nonetheless, students are expected to have their own professional liability insurance policy in addition to any policy provided by the site.

SECTION IV: CRISIS MANAGEMENT AND REPORTING POLICIES

Preparing for Crisis Situations

Emergencies are likely to arise in any Site setting: a client may be abused, be considering suicide, or be in need of temporary food and shelter. Students preparing for clinical experience need to develop a plan for dealing with crisis situations. Each student's plan will be in keeping within the Site's policies and the ACA Code of Ethics. When time is taken to consider who needs to be contacted and what the intern will do ahead of time, the intern can better respond to the client's needs. Interns are more likely to be calmer and more rational when they have a plan.

The following questions can help in the preparation of a crisis intervention plan:

1. What crises are likely to occur in this setting?
2. What person(s) at this Site are qualified to help in these emergencies?
3. What is expected of me at this site in each of these crisis situations?
4. What resources are available at this Site that will be helpful?
5. What kind of crises do I feel capable of working with effectively?
6. What kind of crises do I feel unable to handle?
7. To whom can I refer clients when I cannot be effective in a crisis?
8. What do I need to do to increase my awareness of issues such as rape or domestic violence?
9. How do I generally act in an emergency?
10. What can I do to develop the skills I need to deal effectively with crises?

Remember that you seldom have to deal with a crisis situation alone. Your supervisors are always on call for consultation in emergencies. Any situation which poses a danger to client or others, or which is outside of the professional competence of the intern, needs to be brought to the attention of the supervisors as soon as possible.

Crisis Management

The following information is provided as guidelines and issues to consider before a crisis situation occurs. Reviewing the process in dealing with a crisis is an important function of the supervisor/supervisee relationship.

SUICIDE

1. Suicide can be defined in the following manner:

- a) a person intentionally brings about his/her own death.
- b) others do not coerce the person to do the actions.
- c) death is caused by conditions arranged by the person for the purpose of bringing about his/her own death.

2. Confidentiality

The American Counseling Association endorses the following ethical standard as a definition of confidentiality and how it relates to the suicidal client:

When the client's condition indicates that there is clear and imminent danger to the client, the member must take reasonable personal action to inform responsible authorities. Consultation with other professionals must be used when possible. The assumption of responsibility for the client's behavior must be taken only after careful deliberation. The client must be involved in the resumption of responsibility as quickly as possible.

3. Risk Factors

There are certain risk factors associated with the possibility of eventual suicide:

- a) Gender-- women attempt three times more frequently than men, but men actually complete suicide more than three times as often as women.
- b) Age-- clients aged 19 or younger and 45 or older are considered at a higher risk.
- c) Depression-- it plays a significant factor in 12 to 60% of suicides.
- d) History of previous attempts.
- e) Alcohol abuse
- f) Loss of rational thinking--any psychosis presents a hazard to the patient if judgment and rational thought is impaired.
- g) Lack of social support -- the suicidal patient often lacks significant others, employment and/or religious support.
- h) Organized Plan--the person with a well-delineated plan and access to lethal means is a far greater risk than others.
- i) Sickness-- chronic, debilitating and severe illness may be a definite risk factor.

4. Intervening with the client experiencing suicidal ideation

Listed below are some of the recognized techniques used by counselors to facilitate the counseling process for suicidal clients. Be aware that each case is unique, as each client is unique.

- a) Listen intelligently, sensitively and carefully
- b) Accept and acknowledge your client's suicidal thoughts
- c) Do not give false assurances to your client. Don't say things like "Everything will be all right."
- d) Be supportive of your client.
- f) Don't use euphemisms. Be direct such as "You would like to kill yourself" rather than vague expressions of the problem.
- g) Bring out any ambivalence the client has. Try to increase the choices or the awareness of choices.
- h) If your client is in crisis, do not leave the client alone.
- i) Intervene in the search for hopefulness instead of helplessness.
- j) Intervene to dispose of any weapons the client may have.
- k) Tell others who would be concerned and can help. You have already informed the client of the limits of confidentiality.
- l) Help your client identify and develop support systems.
- m) Trust your own judgment.
- n) Have available the suicide hot lines in your area.
- o) Understand the procedures for commitment in your area
- p) In cases of suspected suicidal risk always seek consultation from your supervisors.

HARM TO OTHERS

Counselors in training should know that when a client is determined to pose a threat to another's wellbeing, serious legal and ethical questions are at issue. It may be that many agencies or schools do not have an explicit policy regarding this situation. This is another issue that should be addressed with the Site Supervisor ahead of time. The intern should immediately consult the Site or University supervisor regarding a violent client if the situation occurs. To defer the supervision until a regularly scheduled meeting is due is not advisable. The institutionalized supervisory meeting may not meet the client's needs nor provide protection to the public. Addressing the issue as soon as the awareness is available is the proper course of action for the client and intern.

SUBSTANCE ABUSE

More people are sensitive to the role and consequences of their personal substance use and abuse. However, many struggle for years without recognizing their personal abuse patterns and do not seek some with whom to talk to about it. The intern needs to learn the typical symptoms a client who is abusing may exhibit. There are many resources available for referral and information. Know the referral procedures of the site's policy on substance abuse.

CHILD ABUSE

1. Recognition:

Child abuse/neglect becomes apparent to the counselor in one of two ways: either by direct verbal report or by being uncovered indirectly via the counseling process. When uncovered directly, it is usually via a report from the victim, perpetrator, or some other party involved with the victim or perpetrator. This is the most direct method, and the position of the counselor is not to evaluate the authenticity of the report, at least not at this phase. This is the job of authorities such as the police and the Department of Family Services. However, it is also possible that counselors may indirectly, through their work with clients or students, find evidence of abuse or neglect.

2. Counselor Responsibility:

Counselors are obligated to report suspected cases of child abuse to the proper authorities and the supervisor, although caution must be exercised in evaluating the evidence. The intern needs to be concerned when several of the following characteristics are present.

3. Characteristics of Abuse or Neglect in Children:

There are some general characteristics of child abuse applicable to both the perpetrator and the victim. The most widely accepted for the abusive or neglectful parent are as follows:

- a) abused as children themselves
- b) socially and emotionally immature
- c) low self esteem
- d) expect children to act as adults
- e) cannot express frustration or anger via acceptable means
- f) expectations of their children are unacceptable given their ages
- g) violent marital discord
- h) abuse of alcohol and/or drugs
- i) inability to tolerate stress
- j) lack of adequate parenting skills
- k) ignore child's needs
- l) are guarded in discussing family relationships
- m) lack of appropriate role model

The most widely accepted general characteristics of the abused and/or neglected child are as follows:

- a) inappropriate hostility directed toward adults
- b) disruptive and destructive behavior
- c) passive and withdrawn behavior, crying easily
- d) fearful at times, not wanting to go home (or places where abuse has occurred)
- e) habitual absences or tardiness from school
- f) inappropriately dressed for the weather
- g) failure to thrive
- h) bruises, burns, or other unexplained marks
- i) chronically untreated medical needs
- j) constant hunger
- k) sexually oriented remarks
- l) sexually suggestive behavior
- m) discomfort of genital areas
- n) consistent high levels of anxiety

Reports of suggested child abuse or neglect should be made to the Site Supervisor, the proper authorities, and the University supervisor as soon as possible after discovery.

SECTION V: CLINICAL FORMS AND DOCUMENTS



STOCKTON
UNIVERSITY

COUNSELING PROGRAM

CLINICAL SITE APPROVAL REQUEST: CLINICAL MENTAL HEALTH COUNSELING

Student Name _____

Current Address _____

Home Phone _____

Work Phone _____

Cell Phone _____

Email _____

Clinical Site Name _____

Clinical Site Address _____

Proposed Site Supervisor Name _____

Clinical Site Phone / Extension of Supervisor _____

Site Supervisor Email Address _____

Practicum Semester: Fall Spring Summer Change of Site
Please circle one option above

Will you remain at this site for Internship?
YES NO

If Yes, how many Hours will you be
at this site for Internship?

Internship Hours(s): _____
Total planned internship
hours at this site

Below is the summary of Practicum (COUN 5900) and Internship (COUN 5901/5902) experience requirements. Advanced Internship activities should build upon and exceed those engaged in during COUN 5900 Practicum.

Students will learn about or participate in the following subjects and activities:

- 1) Collaboration with other mental health professionals
- 2) Organizational policies and procedures of the agency, including pertinent ethical and legal issues in clinical mental health counseling
- 3) Crisis intervention policies and procedures used at the agency
- 4) Individual and group counseling
- 5) Culturally sensitive service and counseling modalities to serve the culturally diverse members of the community
- 6) Program design, implementation and evaluation
- 7) Consultation
- 8) Referral services
- 9) Client advocacy
- 10) Assessment of clients utilizing diagnostic tools that are appropriate for the agency
- 11) Initial intake procedures
- 12) Case management
- 13) Documentation and record keeping
- 14) Includes a minimum of one (1) hour each week of individual supervision by the Site Supervisor

Describe any additional activities the student will be engaged in at the site during Practicum and Internship.

Policies, Procedures and Professional Practice Agreement

This is to confirm that the counseling activities I undertake as part of my supervised field experience for the MA in Counseling Program at Stockton University will be subject to the policies, procedures and professional practices of my placement site.

Student Signature	Date	Site Supervisor Signature	Date
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Internship Coordinator Signature	Date
----------------------------------	------

Return to: Elyssa B. Smith Ph.D., LPC, RPT, NCC
 Internship Coordinator: MA in Counseling Program
 Stockton University; Hammonton-Kramer Hall
 30 Front Street
 Hammonton, NJ 08037
 Email: Elyssa.Smith@Stockton.edu Phone: 609-626-3170

STOCKTON UNIVERSITY | COUNSELING PROGRAM

SITE APPLICATION FORM - PRACTICUM

APPLICATION FOR SEMESTER:

___ **SPRING (20___) application deadline: November 1**

Last Name: _____ First Name: _____

Z number: _____ Student e-mail address: _____

Student phone (day): _____

I am applying to enroll in COUN 5900 Practicum and I have or will have the pre-requisites by the beginning of the course, and I have a grade of B or higher in Pre-practicum (COUN 5110) and a B or higher in all the other prerequisite courses:

Course	Grade
_____ COUN 5110 Pre-Practicum	_____
_____ COUN 5120 Psychopathology	_____
_____ COUN 5115 Theories of Counseling	_____
_____ COUN 5125 Legal and Ethical Issues	_____
_____ COUN 5205 Foundations of CMHC	_____

By submitting this application, I understand that I will NOT be able to start my clinical placement or begin my practicum course, until I have submitted a completed **Clinical Approval Form**, *my proposed supervisor's vita*, and a **Practicum Agreement** with appropriate signatures, to our Internship Coordinator. I am familiar with the ACA Code of Ethics and I agree to abide by them.

Practicum Student

Faculty Advisor (Preceptor)

Upon submission of this application, approval by the Internship Coordinator is required to proceed with the Site Placement process.

_____ Approved _____ Not Approved Affiliation Agreement Y N N/A

Internship Coordinator: _____ Date: _____

STOCKTON UNIVERSITY | COUNSELING PROGRAM

SITE APPLICATION FORM - INTERNSHIP

APPLICATION FOR SEMESTER:

___ SUMMER (20___) application deadline: April 1

___ FALL (20___) application deadline: July 1

___ SPRING (20___) application deadline: November 1

Last Name: _____ First Name: _____

Z number: _____ Student e-mail address: _____

Student phone (day): _____ Student phone (alt): _____

I am applying to enroll in COUN 5901 Internship and I have or will have the pre-requisites by the beginning of the course, including COUN 5900 and 27 additional credits in Counseling, for a total of 30 credits. I am proposing that my internship be in the following agency:

Name of Agency: _____ Contact Person: _____

Phone number or email:

Address of Site: _____

City: _____ State: _____ Zip code: _____

By submitting this application, I understand that I will not be registered until I have a ***Clinical Site Approval form*** (if not previously approved site), ***my supervisor's vita***, and have submitted a completed ***Internship Agreement***, with appropriate signatures, to our Internship Coordinator. I am familiar with the ACA Code of Ethics and I agree to abide by them.

Internship Student

Faculty Advisor (Preceptor)

Upon submission of this application, approval by the Internship Coordinator is required to proceed with the Placement process.

___ Approved ___ Not Approved Affiliation Agreement Y N N/A

Internship Coordinator: _____ Date: _____

STOCKTON UNIVERSITY | COUNSELING PROGRAM

Site Supervision and Practicum Agreement

Student: _____ Phone: _____

Student email: _____ Site email: _____

Site Mailing Address: _____

City: _____ State: _____ Zip: _____

Site Supervisor name: _____ Phone: _____

email: _____ Site Supervisor Credentials (e.g., LPC, LMFT, NCC): _____

Lic. No.: _____

Years of practice: _____ Supervision Certificate? Y N

Beginning Date of Practicum: _____ Ending Date: _____

Physical Site Address: _____ City _____

State: _____ Zip _____

Anticipated Weekly Schedule:

Mon.	Tues.	Wed.	Thurs.	Friday	Sat.	Sun.

The University Program Agrees:

1. to assign a University faculty liaison (Internship Coordinator and University Supervisor) to facilitate communication between the University and Site;
2. to notify the student that the student must adhere to the administrative policies, rules, standards, schedules, and practices of the Site;
3. that the faculty liaison shall be available for consultation with both Site Supervisor and student and shall be immediately contacted should any problem or change in relation to the student, Site, or University occur; and
4. that the University supervisor is responsible for the assignment of the Practicum course grade.

The Practicum Site Agrees:

1. to assign a practicum supervisor who has the appropriate credentials, time and interest for training the practicum student;
2. to provide opportunities for the practicum student to engage in a variety of counseling activities under supervision and for evaluating the practicum student's performance;
3. to provide the practicum student with adequate work space, telephone, office supplies, the ability to video record sessions (not necessarily the equipment necessary for recording), and staff to conduct professional activities.

The Practicum Student Agrees:

1. to read and understand the ACA Code of Ethics and practice in accordance to these standards;
2. to keep practicum supervisors informed regarding practicum experiences;
3. to demonstrate a minimal level of competency in specified counseling knowledge, skills, and attitudes in order to receive a passing grade;
4. to attend classes and supervisory sessions fully prepared as outlined by the course requirements and supervisors' expectations.

Student Agreement: I understand and agree to perform the above responsibilities. I understand and agree to practice my counseling in accordance with the ACA Code of Ethics. I understand that it is my responsibility to keep my faculty & Site Supervisor informed of my on-site activities and provide them with the appropriate material needed for supervision.

Practicum Student: _____ Date: _____

Site
Supervisor: _____ Date: _____

University
Supervisor: _____ Date: _____

Individual/triadic
supervisor _____ Date: _____

STOCKTON UNIVERSITY | COUNSELING PROGRAM

Site Supervision and Internship Agreement

Student: _____ Phone: _____ email: _____

Internship Site: _____ email: _____

Site Mailing Address: _____ City: _____ State: _____ Zip: _____

Site Supervisor: _____ Phone: _____ email: _____

Site Supervisor Credentials: _____ Lic. No.: _____ Years of practice: _____

Beginning Date of Internship: _____ Ending Date: _____

Physical Site Address: _____ City: _____ State: _____

Anticipated Weekly Schedule:

Mon.	Tues.	Wed.	Thurs.	Friday	Sat.	Sun.

Purpose: The purpose of this agreement is to provide a qualified graduate student with an internship experience in the field of counseling.

The University Program Agrees:

1. to assign a University faculty liaison to facilitate communication between the University and Site;
2. to notify the student that the student must adhere to the administrative policies, rules, standards, schedules, and practices of the Site;
3. that the faculty liaison shall be available for consultation with both Site Supervisor and student and shall be immediately contacted should any problem or change in relation to the student, Site, or University occur; and
4. that the University supervisor is responsible for the assignment of the internship grade.

The Internship Site Agrees:

1. to assign an internship supervisor who has the appropriate credentials, time and interest for training the internship student;
2. to provide opportunities for the internship student to engage in a variety of counseling activities under supervision and for evaluating the internship student's performance;
3. to provide the internship student with adequate work space, telephone, office supplies, the ability to video record sessions (not necessarily the equipment necessary for recording), and staff to conduct professional activities

The Internship Student Agrees:

1. to read and understand the ACA Code of Ethics and practice in accordance to these standards;
2. to keep internship supervisors informed regarding internship experiences;
3. to demonstrate a minimal level of competency in specified counseling knowledge, skills and attitudes in order to receive a passing grade;
4. to attend classes and supervisory sessions fully prepared as outlined by the course requirements and supervisors' expectations.

Student Agreement:

I understand and agree to perform the above responsibilities. I understand and agree to practice my counseling in accordance with the ACA Code of Ethics. I understand that it is my responsibility to keep my faculty & Site Supervisor informed of my on-site activities and provide them with the appropriate material needed for supervision.

Counselor in Training Date

Site Supervisor Date

University Supervisor Date

Other Administrator as appropriate Date

STOCKTON UNIVERSITY | COUNSELING PROGRAM

Permission to Audio and/or Video Record Clinical Mental Health Counseling Sessions

I hereby give permission to _____,
(Counselor-in-Training Name)

a counselor-in-training at Stockton University who is completing clinical requirements at
_____, to make audio and/or video recordings of our
(Name of Site/Agency/School)

counseling session(s). I understand that my counseling sessions, or that of my child, are private and that these sessions cannot be recorded or discussed outside of this agency or school without my permission. I also understand that these recordings will be used only for the purpose of providing clinical supervision to the counselor-in-training (student), either at Stockton University or in the student’s clinical placement. Any person involved in providing or receiving clinical supervision is bound to the same ethical principal of confidentiality as professionals providing counseling. All recordings of counseling sessions will be destroyed or erased no later than the end of the present semester and usually within six weeks of the recording. I understand that I can withdraw this permission at any time. I understand that there will be no penalty to me if I refuse to give my permission to record.

(Signature of Client)

(Signature of Witness)

(Date)

(Date)

If the client is a minor (under 18 years), a parent or legal guardian must sign.

(Parent or Legal Guardian)

(Date)

Make a copy for the client, the site supervisor, and the University supervisor at Stockton University.

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Revised 1/25/2021