

STOCKTON | **COUNSELING** **UNIVERSITY** | **PROGRAM**

Site Supervisor Handbook Supervised Clinical Placement 2025-2027

Master of Arts in Counseling Program
Hammonton-Kramer Hall
30 Front Street
Hammonton, NJ 08037

Dear Site Supervisor:

We are excited to have you as a valuable part of our counselor preparation program and thank you for your work with our graduate students. Supervised clinical practice experience is a crucial part of the MA in Counseling Program at Stockton University. Your help is much appreciated to fulfill our commitment to our students, our professional standards of accountability, and our state of New Jersey.

The attached Handbook for Site Supervisors has been developed to share the department's philosophy and expectations related to the clinical practice experience. We hope this will support you in your role as a site supervisor. We ask that you contact us with *any* questions, suggestions or concerns related to any aspect of the process.

Please contact the current course instructor or Dr. Erin Sappio, the Internship Program Faculty Coordinator, with any questions, concerns and feedback by phone: 609-626-3155, or email: sappioe@stockton.edu

We thank you for your generous contributions of time, experience and clinical skills in the supervision and training of the students in our Counseling program.

Sincerely from the MA in Counseling Faculty,

Sara Martino, PhD, Professor, Program Director
Erin Sappio, PhD, Associate Professor, Internship Coordinator
Terrilyn Battle, PhD, Assistant Professor
Kate Worley, PhD, Assistant Professor

Introduction to Supervised Clinical Practice Experience

Philosophy

The supervised clinical practice experience is designed to refine and enhance students' entry-level clinical mental health counseling skills. Through active engagement in supervised clinical practice at a clinical practice site, in-class supervision, consultation, and evaluation, students develop a deeper awareness of and ability to manage their own strengths and vulnerabilities, as they begin to develop a personal model of counseling.

Definitions

Intern refers to any counselor-in-training enrolled in the Practicum or Internship courses at Stockton University who has been verified as enrolled in the program.

Site refers to any setting in which the student is working in order to complete training requirements (Examples include but are not limited to: community mental health centers, college counseling centers, hospitals/health care settings, private practice, student affairs offices, 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 mental health professional who has earned a minimum of a master's degree, has two years of qualified clinical mental health experience, and is a licensed professional counselor, licensed marriage and family therapist, licensed clinical social worker, or a licensed psychologist.

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's progress each week for 1 hour. ***ONLY DURING THE PRACTICUM EXPERIENCE**

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.

Note on University Supervisor Qualifications (CACREP, 2024, Section 4, Supervisor Qualifications):

N. Counselor education program core or affiliate faculty members serving as individual/triadic or group practicum/internship supervisors for students in entry-level programs have:

1. relevant certifications and/or licenses,
2. relevant training for in-person and/or distance counseling supervision, and
3. relevant training in the technology utilized for supervision.

Possible Benefits of Supervising Counseling Students

1. Interns can lessen the workload of a site and may increase its service capability.
2. Interns at a site may bring new ideas, with positive feedback on present functioning procedures and creative new ideas for improvements. More mutual interactions can evolve, i.e., workshops, speakers, and consultation.
3. The communication and interaction between the site and the Counselor Education Training Program can be increased.

Goals of the Supervised Clinical Experience

The student intern will:

1. Develop and enhance advanced counseling skills within the professional work setting through clinical work; review video-recorded counseling sessions; and receive and seek supervision on these sessions from site and university supervisors.
2. Benefit from the experience of a professional mentoring relationship with a practitioner working on-site in the student's specialization through direct individual supervision (minimum of one hour per week).
3. Become aware of and appropriately utilize assessment techniques used with clients in the internship setting.
4. Demonstrate an understanding of the theoretical and philosophical bases of counseling; and identify a developing personal theory of counseling that reflects awareness of ethical, developmental, and diversity-related concerns.
5. Understand, record, and clearly communicate the essential factors in each client case, demonstrating effective case conceptualization skills.
6. Gain an understanding of and experience consultation with community mental health centers, families, and/or site representatives as appropriate to the site setting.
7. Acquire and demonstrate adequate knowledge of available referral sources.
8. Demonstrate knowledge of emergency and administrative policies, procedures, ethical and legal aspects of the site.
9. Demonstrate knowledge of prevention techniques and resources applicable to the clients served by the site.

Expectations of the Site Supervisor

1. Site supervisors must have the following qualifications (CACREP, 2024, Section 4, P.):
 - a) a minimum of a master's degree, preferably in counseling or a related profession;
 - b) active certifications and/or licenses in the geographic location where the student is placed, preferably in counseling or a related profession;
 - c) a minimum of two years post-master's professional experience relevant to the CACREP specialized practice area in which the student is enrolled;
 - d) relevant training for in-person and/or distance counseling supervision;

- e) relevant training in the technology utilized for supervision; and
 - f) knowledge of the program's expectations, requirements, and evaluation procedures for students.
2. The Site Supervisor is to be apprised of the goals, objectives, requirements, and procedures of the counseling preparation program.
 3. The Site Supervisor will complete a contract (Internship Site Agreement) with the intern.
Sample agreement attached.
 4. Throughout the duration of the practicum or internship, each student receives individual and/or triadic supervision by the Site Supervisor on a regular schedule that averages one hour a week (CACREP, 2024, Section 4).
 5. The Site Supervisor will allow the intern to record at least 2 clinical sessions per semester.
Note: Interns are provided with HIPAA compliant Zoom accounts upon which to conduct their recordings. Informed Consent to Record forms will be signed by willing clients.
 6. 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; including knowledge of emergency and administrative policies and procedures, in addition to ethical and legal aspects of working 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) Assistance for the intern in the development of counseling and consultation skills.
 - d) Assurance that the policies of the Site are understood and carried out. The supervisor serves as an advocate for the intern.
 - e) The opportunity for the student to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of the intern's interactions with clients.
 - f) Clinical critique and supervision of the video, audio and/or the personal observation of the intern's direct counseling work
 7. The Site Supervisor is to provide the intern with sufficient experience in areas typically part of the Site counselor's role and function.
 8. The Site Supervisor is to provide a midterm and final evaluation of the intern.
**The student will provide the evaluation form to the supervisor after having completed the self-evaluation portion of the document.*

Expectations of the Training 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 site supervisor staff and the intern. We will offer free professional development to you (more details to come this year).
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 audio or video record sessions** (not necessarily the equipment necessary for recording), and adequate guidance relative to site record-keeping requirements with appropriate client permission forms for recording.
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 to the generally expected professional courtesies.
7. Communication between the Site Supervisor and the Internship Coordinator or University Supervisor about an intern should remain confidential and not shared with other interns at the same site.
8. The approval of the intern's timesheets and the completion of practicum/internship related paperwork will be conducted through Exxat, the university's field management software system. If the site supervisor has difficulty with the system, please contact the Internship Coordinator.

Expectations of University Faculty

1. The Internship Coordinator or Field Placement Manager will invite Site Supervisors to a clinical placement orientation each fall semester to review this handbook and the program's goals.
2. The Internship Coordinator will email/phone the site supervisor at the beginning of the semester and arrange at least three check-ins during the semester.
3. The Internship Coordinator or Field Placement Manager will ask the site supervisors of new sites to arrange for a site visit.
4. The Internship Coordinator will provide assistance to Site Supervisors in usage of the Exxat system.
5. The Internship Coordinator will engage in ongoing consultation that occurs throughout the semester as needed and appropriate for the student, site supervisor, and faculty member.

EVALUATION AND GRADING

PRACTICUM

The grade for the practicum experience is based substantially on the Site Supervisor's evaluation, in conjunction with the University Supervisor's evaluation, and the practicum students' self-evaluation. Completion of the course assignments, class participation, and participation in peer group consultation sessions will also influence the final grade for the course.

Failure to complete and hand in assignments may result in an Incomplete or Unsatisfactory grade for the semester.

INTERNSHIP

The grade for the internship experience is based substantially on the Site Supervisor evaluation, in conjunction with the University Supervisor's evaluation, and the intern's self-evaluation. Completion of the course assignments, class participation, and participation in peer group consultation sessions will also influence the final 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 provide two evaluations each semester of the intern's performance using the [Internship Skills Evaluation Form](#), which will be emailed to the Site Supervisor through the Exaat Field Management Software program. 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, ensure the completion of the forms, and submit the completed forms to the University Supervisor.

M.A. in Counseling Program Contact Information
Stockton University
Hammonton-Kramer Hall
30 Front Street
Hammonton, NJ 08037
[MA in Counseling Website](#)

Dr. Sara Martino
Office # 203a
609.626.5504

Professor, Counseling Program Director
Email: Sara.Martino@stockton.edu

Dr. Erin M. Sappio
Office # 204a
609.626.3155

Associate Professor, Internship Coordinator
Email: Erin.Sappio@stockton.edu

Ms. Rona Whitehead
609-626-3891

Field Placement Manager
Email: Rona.Whitehead@stockton.edu

Dr. Terrilyn Battle
Office # 204b
609.626. 3128

Assistant Professor, Internship Course Instructor
Email: Terrilyn.Battle@stockton.edu

Dr. Kate Worley
Office # 203b
609.626.3170

Assistant Professor, Practicum/Internship Course Instructor
Email: Kate.Worley@stockton.edu

Internship Agreement (Example)

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.
Hours							

Purpose: The purpose of this agreement is to provide a qualified graduate student with 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 the 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 course 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 weekly supervision and for evaluating the internship student's performance;
3. to provide the internship student with adequate workspace, 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 with 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