

**COUNSELING, REHABILITATION,  
AND INTERPRETER TRAINING**

**Counselor Education Programs**

**Practicum and Internship Handbook**



**Altamonte Springs, Augusta, Dothan,  
Ft. Walton Beach, Montgomery,  
Panama City, Pensacola, Phenix City,  
Tampa, and Troy**

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## INTRODUCTION TO PRACTICUM AND INTERNSHIP

All counseling programs within the Division of Counseling, Rehabilitation and Interpreter Training (CRIT) at Troy University incorporate professional practice, which includes Practicum and Internship. Counseling programs include: Clinical Mental Health Counseling, Rehabilitation Counseling, School Counseling, Student Affairs Counseling, and Substance Abuse Counseling. Each program of study requires a minimum of a 100-hour Practicum and most require 2 300-hour Internships. General Counseling is a non-certification and non-licensure program requiring a 100-hour Practicum only.

Professional practice provides for the application of theory and the development of counseling skills under supervision. These experiences provide opportunities for students to counsel clients who represent the ethnic and demographic diversity of their community.

The first clinical experience is Practicum, in which the student must complete 100 hours of supervised Practicum experience in a school or community site, with 40 hours of direct client contact, over a minimum of a 10-week academic term. Practicum includes individual and group counseling.

After successful completion of the Practicum students can begin Internship. Each Internship course includes 300 hours of comprehensive work experience of a professional counselor in the student's designated program area, with 120 hours of direct client contact. Students complete a minimum of two (2) Internships for the CMH, Rehabilitation, School, Substance and Student Affairs Counseling programs. The General Counseling program does not require an Internship and is considered a non-licensure/non-certification degree.

### **Practicum**

Each student's Practicum includes all of the following:

1. A Practicum site that provides a counseling environment conducive to modeling, demonstration, supervision, and training, including:
  - a. Settings for individual counseling, with assured privacy and sufficient space for appropriate equipment.
  - b. Settings for small-group work, with assured privacy and sufficient space for appropriate equipment.
  - c. Necessary and appropriate technologies and other observational capabilities that assist learning.
  - d. Procedures that ensure that the client's confidentiality and legal rights are protected.

2. A site supervisor with the following qualifications:
  - a. A minimum of a Master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
    - On-site Supervisors for school counselors must be a certified school counselor with a minimum of two-year's experience.
  - b. A minimum of two-years of pertinent professional experience in the program area in which the student is enrolled.
  - c. Knowledge of the program's expectations, requirements, and evaluation procedures for students.
  - d. Relevant training in counseling supervision (see *CRIT CE Programs Supervision Handbook*).
  - e. Approval by the Clinical Director of the Division of Counseling, Rehabilitation, and Interpreter Training at Troy University to act as a site supervisor for Practicum and/or Internship students.
3. Completion of a *Counseling Practicum/Internship Contract* prior to beginning the course. This supervision contract defines the roles and responsibilities of the faculty supervisor, site supervisor, and student during Practicum.
4. Documentation of professional liability insurance prior to beginning Practicum and throughout the Practicum experience.
5. At least 40 clock-hours of direct service (of 100 total) with actual clients that contributes to the development of counseling skills.
6. Weekly interaction that averages one-hour per week of individual and/or triadic (an instructor and two counseling students) supervision throughout the Practicum, performed by the on-site supervisor. The student must document the supervision on the *Individual Supervision Summaries* form.
7. Weekly interaction that averages one-hour per week of individual and/or triadic (an instructor and two counseling students) supervision throughout the Practicum by a Troy University counseling program faculty member. The student must document the supervision on the *Individual Supervision Summaries* form.
8. An average of one and one-half (1-1/2) hours per week of group supervision that is provided on a regular schedule throughout the Practicum by a Troy University counseling program faculty member. The student must document the supervision on the *Practicum/Internship Group Supervision* form.
9. Documentation of all Practicum experiences on the appropriate forms submitted to the faculty supervisor at the end of the Practicum course.

10. The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients.
11. Evaluation of the student's counseling performance throughout the Practicum, including documentation of a formal evaluation after the student completes the Practicum.

## **Internship**

Each student's Internship includes all of the following:

1. An Internship site that provides a counseling environment conducive to modeling, demonstration, supervision, and training, including:
  - a. Settings for individual counseling, with assured privacy and sufficient space for appropriate equipment.
  - b. Settings for small-group work, with assured privacy and sufficient space for appropriate equipment.
  - c. Necessary and appropriate technologies and other observational capabilities that assist learning.
  - d. Procedures that ensure that the client's confidentiality and legal rights are protected.
2. A site supervisor with the following qualifications:
  - a. A minimum of a Master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
    - On-site Supervisors for school counselors must be a certified school counselor with a minimum of two-year's experience.
  - b. A minimum of two-years of pertinent professional experience in the program area in which the student is enrolled.
  - c. Knowledge of the program's expectations, requirements, and evaluation procedures for students.
  - d. Relevant training in counseling supervision (see *CRIT CE Programs Supervision Handbook*).
  - e. Approval by the Clinical Director of the Division of Counseling, Rehabilitation, and Interpreter Training at Troy University to act as a site supervisor for Practicum and/or Internship students.
3. Completion of a *Counseling Practicum/Internship Contract* prior to beginning the course. This supervision contract defines the roles and responsibilities of the faculty supervisor, site supervisor, and student during Internship.
4. Documentation of professional liability insurance prior to beginning Internship and

throughout the Internship experience.

5. At least 120 clock-hours of direct service (of 300 total) for each Internship, including experience leading groups, with actual clients that contributes to the development of counseling skills.
6. Weekly interaction that averages one-hour per week of individual and/or triadic (an instructor and two counseling students) supervision throughout the Internship, performed by the on-site supervisor. The student must document the supervision on the *Individual Supervision Summaries* form.
7. An average of one and one-half (1-1/2) hours per week of group supervision that is provided on a regular schedule throughout the Internship by a Troy University counseling program faculty member. The student must document the supervision on the *Practicum/Internship Group Supervision* form.
8. 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).
9. Documentation of all Internship experiences on the appropriate forms submitted to the faculty supervisor at the end of the Internship course.
10. The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients.
11. 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.

## **PRACTICUM AND INTERNSHIP POLICIES**

### **Approval for Practicum and/or Internships**

Admission to any of the Counselor Education programs is not a guarantee that a student will be approved for Practicum or Internship. Approval for Practicum and/or Internship will only occur after the student has completed the required academic courses, has submitted the appropriate Practicum/Internship application properly and fully completed with signatures, and obtained the approval of the Practicum/Internship instructor and the CRIT Clinical Coordinator for that campus.

Students are expected to register for Practicum/Internships on their home campus. Student wishing to take a Practicum/Internship at another Troy campus must secure the approval of the Clinical Coordinator at that campus prior to registering for Practicum/Internship.

## **Required Hours for Practicum/Internship Registration**

To be allowed to register for Practicum or Internship a student must:

As a degree-seeking student in a Troy University Counseling program -

- Completed the prerequisite coursework per their program requirements (see the Selecting a Practicum and Internship Site section in this handbook) for Practicum/Internship, or will have completed by the end of the Practicum
- Completed, or will have completed by the end of the Practicum, a minimum of 60% of the required non-clinical coursework for their program (for the 60-hour program this is ten (10) courses; for 48-hour programs it is eight (8) courses; for 36-hour programs it is seven (7) courses)
- Submitted appropriate Practicum/Internship Applications to their Advisor and/or Program Clinical Coordinator

As a non-degree-seeking (NDS) student at Troy University -

- Be a graduate from the Troy University CRIT CMHC or School Counseling program within the last five years
- Submitted appropriate Practicum/Internship Applications to their CRIT program advisor and/or Program Clinical Coordinator

## **Contractual Requirements for Practicum and Internships**

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.

Students must supply a single and independent Application and Contract for each course (Practicum or Internship). The Application and Contract for each course (e.g., CP 6659) must pertain only to the course and no other, no matter what the student is also doing in that semester. That course contract must also only be directed at a single site, which may mean that if the student is accruing hours at multiple sites, they would need to submit multiple contracts (one contract for each site used).

## **Practicum/Internships for Non-Degree Seeking Students**

The Division of CRIT cannot provide Practicum or Internship courses, experiences or supervision for students from other Troy University programs, students from other universities,



persons seeking to complete licensure requirements, or persons seeking professional development through clinical coursework (Practicum and/or Internships). The Division of CRIT welcomes all of these persons if they wish to register for non-clinical coursework.

The Division of CRIT can provide Practicum or Internship courses, experiences or supervision for previous CRIT graduates that have graduated from the Troy University CRIT CMHC or School Counseling program within the last five years. These students should contact the CRIT office for program application and course registration information.

### **Dual Relationships in Practicum/Internship Sites between students and Troy University Practicum/Internship Instructors**

A student is not allowed to work at a site as a Practicum/Internship student that requires or has their Troy University academic advisor or their Practicum/Internship course instructor also acting as their on-site clinical supervisor. This constitutes a dual relationship and is an ethical and legal concern that must be avoided at all times.

It is permissible to work at a site that also employs the student's academic advisor, Practicum/Internship course instructor, or other CRIT instructor or adjunct as long as that person exercises no administrative or clinical authority over the student's Practicum or Internship work and duties in any form.

### **Practicum/Internship at Student's Work Site**

Students are allowed to complete their Practicum or Internship at their employment worksite on the following conditions:

- That the student provides with their Practicum/Internship Application a letter from the site director indicating expressly that they will release the student from their regular work obligations to complete Practicum/Internship duties and hours. The Practicum or Internship cannot simply be a continuation of the student's regular work duties and should place the student under the supervision of a different clinical supervisor than their regular worksite supervisor.
- The student must show to the satisfaction of their campus Clinical Coordinator and practicum or internship instructor that the duties they perform, or can perform, at their place of employment are of sufficient clinical nature to meet all of the requirements of the Practicum/Internship. The decision to allow the student to use their place of employment as their practicum/internship is at the discretion of the campus Clinical Coordinator and the instructor of the practicum or internship in question, and may require the student to specifically document how their employment duties match the requirements of the practicum/internship. Students seeking to do this should contact their campus Clinical

Coordinator for details and requirements.

### **Concurrent Enrollments in Multiple Practicum and/or Internships**

A student must successfully complete a counseling Practicum to be eligible to enroll in a counseling Internship. Therefore, students may not enroll in Practicum and Internship courses concurrently.

Students may enroll in two (2) of their required Internships concurrently only with the approvals of their advisor, the Clinical Coordinator(s) of the campus program(s) where the Internship courses are located, and the CRIT Clinical Director.

Students who are approved to concurrently enroll in two Internship courses must register for two separate Internship courses and complete all requirements for each course including; all documentation with appropriate site applications and contracts, on-site and class hours, and on-site and on-campus supervision for each course. Students wishing to do this should contact their advisor and campus Clinical Coordinator to potentially begin the approval process.

### **Hours Accrued Outside of Practicum and Internship courses**

It is the Counselor Education program's obligation to ensure that each student in its Practicum and Internship courses meets the standards and required learning experiences set for it by state requirements, accreditation guidelines, and professional standards. To do this the counseling programs are not able to accept:

- Any clinical Practicum or Internship courses completed at other educational institutions
- Any direct/indirect service hours earned in Practicum or Internship courses taken at other educational institutions
- Any direct/indirect service hours earned at counseling sites except those specifically designated in the *Counseling Practicum/Internship Contract* for each Practicum or Internship course and approved by the appropriate CRIT personnel
- Any direct/indirect service hours accrued outside (between semesters or terms) of the university published timeframe of the specific Practicum or Internship course the student has enrolled in. These hours are not earned under the supervision of a Troy University counseling program faculty and cannot be used to satisfy the required direct/indirect service hours for any Practicum or Internship unless that faculty specifically grants such permission to the student and documents such in this Practicum or Internship records

## **Direct Service**

For the purposes of accruing Practicum and Internship service hours “Direct Service” shall be defined as follows: The supervised use of counseling, consultation, or related professional skills with actual clients (can be individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation. The following would not be considered direct service: (1) observing others providing counseling or related services, (2) record keeping, (3) administrative duties, (4) clinical and/or administrative supervision.

The student should be aware that state counseling licensing boards may have more specific requirements for direct hours and may demand or limit specific allotments of time in regards to these hours. It is strenuously recommended that the student review the licensing codes and guidelines of the state where they intend to apply for licensure to ensure that the hours acquired in Practicum/Internship meet their needs.

## **Acquisition of Hours in Practicum/Internships**

Acquisition of hours and site placement may begin only after the clinical coordinator has signed the application. Total hours must be completed before the semester ends in which you registered for the course. Hours attained before and after the beginning of the semester can only be used with the express written permission of the instructor.

Excess or lacking hours acquired in any Practicum or Internship cannot be transferred or debited from another Practicum or Internship. Rolling excess hours over to another Practicum/Internship, or using hours from one internship to satisfy the hour requirement of another Practicum/Internship is expressly forbidden by CRIT policy and may result in the student being removed from the Practicum/Internship placement and being required to start acquiring hours at another site placement.

## **On-Site Recordings and Duty to Report**

As reflected on the Consent to Record Counseling Sessions form required for each Practicum/Internship experience the Practicum/Internship student understands that:

Any recordings made in Practicum/Internship may be reviewed with the graduate student’s site supervisor, university supervisor, and peers in a group supervision session to assess the counseling students’ skills.

The contents of these recordings will be held confidential based on the American Counseling

Association Code of Ethics by the student and the course instructor and will be destroyed by the student after review or when the purpose for keeping it no longer exists, such as the end of the semester/term.

The student-counselor in training is required to report situations where there is possible evidence of (a) harm to the client or others, (b) child abuse or neglect, (c) abuse of individuals with disability, (d) the information is ordered by a court, or (e) a medical emergency.

### **Additional Alabama Department of Education information regarding the School Counselor Certification**

If an individual is unconditionally admitted to an Alabama Class A program based on a valid bachelor's- or valid master's-level professional educator certificate in another state, completes a Class A program, and subsequently applies for Alabama certification at the Class A level, then the individual must hold at least a valid Class B Professional Educator Certificate before applying for Class A certification.

At least a valid Class B Professional Educator Certificate in a teaching field, a valid Class A Professional Leadership Certificate, or a valid Class A Professional Educator Certificate in a teaching field or in another area of instructional support.

#### **Practicum**

For candidates admitted prior to August 1, 2010, a practicum that includes a minimum of 30 clock hours of supervised, direct service work in individual and group counseling with early childhood/elementary and secondary school students.

For candidates admitted on or after August 1, 2010, a practicum of at least 100 clock hours in a school-based setting, including a minimum of 40 clock hours of supervised, direct service work in individual and group counseling with early childhood/elementary and secondary school students, effective for candidates admitted on or after August 1, 2010.

#### **Internship**

For candidates admitted prior to August 1, 2010, competence to perform all activities that a school counselor is expected to perform as demonstrated in a supervised elementary and secondary school-based internship of at least 300 clock hours, begun subsequent to completion of the practicum.

For candidates admitted on or after August 1, 2010, competence to perform all the activities that a school counselor is expected to perform as demonstrated in a supervised elementary and secondary school-based internship of at least 600 clock hours in a school-based setting, begun subsequent to the completion of the practicum, including a minimum of 240 clock hours in direct service work with early childhood/elementary and secondary school students.

Internships in P-12 schools must be supervised by individuals who hold a valid master's level professional educator certificate in school counseling and who are employed as counselor.

A passing score on a comprehensive assessment documenting mastery of the curriculum of the school counseling program, which may include, but may not be limited to, an oral examination.

## SELECTING A PRACTICUM AND INTERNSHIP SITE

The following steps should be followed by students in selecting Practicum and Internship sites:

1. Consult your *Graduate Degree Plan/Admission to Candidacy*

When you began your graduate studies in counseling, you met with your advisor to complete a *Graduate Degree Plan/Admission to Candidacy* form. The form indicates the semester/term that you are eligible to begin your Practicum or Internship. Apply for Practicum and Internship two terms or one semester prior to eligibility.

2. Complete *Mid-Point Evaluation* with your advisor.

3. Pre-Practicum Assessment

- a. A Mid-Point Evaluation must be completed.
- b. A *Practicum Application* must be completed (available in LiveText).
- c. Completion of the prerequisite courses for your program:

Clinical Mental Health Counseling

- CP 6600 Professional Orientation and Ethics (3)
- CP 6610 Facilitation Skills and Counseling Techniques (3)
- CP 6642 Group Dynamics and Counseling (3)
- CP 6649 Theories of Counseling (3)
- PSY 6669 Behavior Pathology (3)
- PSY 6670 Diagnosis and Treatment Planning (3)

Rehabilitation Counseling

- CP 6600 Professional Orientation and Ethics (3)
- CP 6610 Facilitation Skills and Counseling Techniques (3)
- CP 6642 Group Dynamics and Counseling (3)
- CP 6649 Theories of Counseling (3)
- CP 6652 Rehabilitation Delivery and Process (3)

School Counseling

- CP 6600 Professional Orientation and Ethics (3)
- CP 6610 Facilitation Skills and Counseling Techniques (3)
- CP 6642 Group Dynamics and Counseling (3)
- CP 6649 Theories of Counseling (3)
- CP 6641 School Counseling and Program Management (3)

General Counseling

- CP 6600 Professional Orientation and Ethics (3)

- CP 6610 Facilitation Skills and Counseling Techniques (3)
- CP 6642 Group Dynamics and Counseling (3)
- CP 6649 Theories of Counseling (3)

#### Student Affairs Counseling

- CP 6600 Professional Orientation and Ethics (3)
- CP 6610 Facilitation Skills and Counseling Techniques (3)
- CP 6642 Group Dynamics and Counseling (3)
- CP 6649 Theories of Counseling (3)

#### Substance Abuse Counseling

- CP 6600 Professional Orientation and Ethics (3)
- CP 6610 Facilitation Skills and Counseling Techniques (3)
- CP 6642 Group Dynamics and Counseling (3)
- CP 6649 Theories of Counseling (3)
- PSY 6669 Behavior Pathology (3)
- PSY 6670 Diagnosis and Treatment Planning (3)

#### Graduate Certificate in Addictions Counseling

- CP 6600 Professional Orientation and Ethics (3)
- CP 6610 Facilitation Skills and Counseling Techniques (3)
- CP 6642 Group Dynamics and Counseling (3)
- CP 6649 Theories of Counseling (3)
- PSY 6669 Behavior Pathology (3)
- PSY 6670 Diagnosis and Treatment Planning (3)

#### Post-Master's Certificate in Clinical Mental Health Counseling

- PSY 6670 Diagnosis and Treatment Planning (3)
- CP 6649 Theories of Counseling (3)

The following courses, or their equivalents, must have been completed by the student at the graduate level and documented with their current Troy University advisor, or must be taken prior to enrolling for Clinical Practicum and/or Internship.

- CP 6600 Professional Orientation and Ethics (3)
- CP 6610 Facilitation Skills and Counseling Techniques (3)
- CP 6642 Group Dynamics and Counseling (3)
- PSY 6669 Behavior Pathology (3)

#### Post-Master's Certificate in Counseling Military Populations

- CP 6618 Counseling Military Service Personnel and their Families (3)
- CP 6619 Assessment, Diagnosis, Treatment Planning and Community Reintegration for Military Service Populations (3)

The following courses, or their equivalents, must have been completed by the student at the graduate level and documented with their current Troy University advisor, or must be taken prior to enrolling for Clinical Practicum

and/or Internship.

- CP 6600 Professional Orientation and Ethics (3)
- CP 6610 Facilitation Skills and Counseling Techniques (3)
- CP 6642 Group Dynamics and Counseling (3)
- PSY 6669 Behavior Pathology (3)

- d. A *Counseling Practicum/Internship Application* must be completed and approved by the Clinical Coordinator at your home campus
- e. A *Counseling Practicum/Internship Contract* must be completed
- f. Proof of liability insurance

Students will not be able to register for Practicum until the *Practicum/Internship Application* is completed and the student has the approval of both the Clinical Coordinator.

#### 4. Meet with your advisor

Your faculty advisor will help you identify Practicum and Internship sites appropriate for your degree program, interests, and professional goals. A variety of school, community mental health, and rehabilitation counseling sites are available. Discuss possible sites with your faculty advisor.

#### 5. Contact prospective sites

Students make an appointment with the site contact person to interview for a placement. Students should have a current resume ready to take to the site. When a site is selected, the student should have the site supervisor sign the completed *Pre-Practicum Application*, the *Counseling Practicum/Internship Application*, and the *Counseling Practicum/Internship Contract*.

#### 6. Finalize Site Selection

When the site has been selected, the *Pre-Practicum Application*, the *Counseling Practicum/Internship Application*, and the *Counseling Practicum/Internship Contract* and the student's malpractice insurance coverage information are returned to the Clinical Coordinator so that communication can take place between site personnel and university faculty. This should happen no later than one full semester (two terms) prior to Practicum or Internship placement. If the site has not been previously approved and listed in the directory, the Clinical Coordinator and the Clinical Director will have to determine whether the site is appropriate before placement. Students may not begin either Practicum or Internship until the site placement has been approved and the application and contract are signed by all parties. Students must check with the clinical coordinator to ensure approval has been granted. When the site has been approved, the student will give a copy of the *CRIT CE Programs Supervision Handbook* to the site supervisor.

#### 7. Obtain Liability Insurance

Students are required to obtain and provide proof of liability insurance coverage before they begin Practicum or Internship and maintain coverage throughout their professional practice.

## **PRACTICUM AND INTERNSHIP SITE REQUIREMENTS**

Practicum and Internship sites must provide students with the opportunity for the comprehensive work experience of a professional counselor in the student's designated program area. The sites will provide the opportunity for the student to apply theory and to develop individual and group counseling skills under supervision. The sites give students the opportunity 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). The sites provides one-hour individual supervision weekly and evaluation of the student at the midterm and the end of the course.

The Practicum and Internship sites will provide a counseling environment conducive to modeling, demonstration, supervision, and training. The counseling environment includes all of the following (CACREP I H):

1. Settings for individual counseling, with assured privacy and sufficient space for appropriate equipment.
2. Settings for small-group work, with assured privacy and sufficient space for appropriate equipment.
3. Necessary and appropriate technologies and other observational capabilities that assist learning.
4. Procedures that ensure that the client's confidentiality and legal rights are protected.

The Practicum and Internship sites will also provide:

1. 100 hours of counseling experience, with 40 hours of direct client contact, for Practicum students.
2. 300 hours of counseling experience, with 120 hours of direct client contact for Internship students.
3. A site supervisor to provide one hour of individual and/or triadic (an instructor and two counseling students) supervision weekly.
4. 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).
5. The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients.



## **SITE SUPERVISOR REQUIREMENTS**

The Practicum and Internship site will provide a site supervisor with the following qualifications (CACREP III C):

1. A minimum of a Master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
  - On-site Supervisors for school counselors must be a certified school counselor with a minimum of two-years' experience.
2. A minimum of two-years of pertinent professional experience in the program area in which the student is enrolled.
3. Knowledge of the program's expectations, requirements, and evaluation procedures for students.
4. Relevant training in counseling supervision (see *CRIT CE Programs Supervision Handbook*).
5. Approval by the Clinical Director of the Division of Counseling, Rehabilitation, and Interpreter Training at Troy University to act as a site supervisor for Practicum and/or Internship students.

The Practicum and Internship site supervisor will provide:

1. Weekly interaction that averages one-hour per week of individual and/or triadic (an instructor and two counseling students) supervision throughout the Practicum by on-site supervisor.
2. Evaluation by on-site supervisor of the student's counseling performance throughout the Practicum and Internship, including documentation of a formal evaluation after the student completes the Practicum or Internship.
3. Live supervision of the student's interactions with clients if there is not an opportunity for the development of program-appropriate audio/video recordings for use in supervision.

## **PROFESSIONAL ISSUES**

The purpose of the Practicum and Internship experiences are to assist students with the application of theory and the development of counseling skills under supervision. These clinical experiences will provide opportunities for students to counsel clients who represent the ethnic and demographic diversity of their community. The student is expected to demonstrate professional and ethical behavior at the Practicum and Internship placement.

## **Informed Consent**

Before initiating a counseling relationship, inform client of any limits to confidentiality, your status as a counselor-in-training, and any site specific information which your site supervisor has provided. Students must also secure the client's permission to tape the counseling sessions. A consent form is provided for CRIT students.

## **Emergency Procedure**

Students must know the Practicum and Internship site's emergency procedures and follow them. Students must notify their supervisor immediately with any emergencies.

## **Ethical Guidelines**

When a student enters into a counseling relationship, he/she is entering into an agreement with the client to keep her or his welfare foremost. In addition, students are agreeing to provide the counseling most appropriate to address the client's concern, to treat the client with respect, to refer when appropriate, and not to exceed their level of competence. The student must follow the *ACA Ethical Guidelines*, *ASCA Ethical Guidelines* or other relevant codes of ethics and use it as a guide for behaving in a professional, ethical manner.

## **Confidentiality and Personally Identifying Information**

Students must become familiar and comply with all procedures and guidelines at their Practicum and Internship sites regarding client and student confidentiality, personally identifying information and social media contact with client populations.

Practicum and Internship students will be in violation of this standard if they provide written or verbal statements about persons they have not met, or about whom they do not have documentation from another professional from whom such statements have originated, in any communications with any third parties excluding the Practicum/Internship Instructor, Site Supervisor, campus program Clinical Coordinator or CRIT Clinical Director.

## **Professional Liability Insurance**

Professional liability insurance is required throughout the student's Practicum and Internship experiences. Insurance may be obtained through professional associations (i.e. American Counseling Association (ACA), American School Counseling Association (ASCA), American Mental Health Counselor Association (AMHCA)) or private insurance agents. Sites may also provide insurance coverage for student counselors. This should be documented on agency letterhead.

## **Discrimination**

Counselors, as either employers, employees or student counselors-in-training, do not engage in or condone practices that are inhumane, illegal, or unjustifiable (such as considerations based on age, culture, disability, ethnic group, gender, gender identity, race, religion, sexual orientation, marital/partnership status, immigration, socioeconomic status, or any other form of discrimination) in hiring, promotion, or training.

## **The Supervisory Relationship**

Clinical supervision helps the counselor-in-training apply counseling theories and develop counseling skills. Students present their clinical experiences in supervision to increase their self-awareness, case conceptualization, and self-evaluation. You are expected to be prepared for supervision. You will need to listen to your tapes, identify your strengths, weaknesses, and be prepared to request specific help from your supervisor. The clinical supervisor's roles include teaching, consulting, and mentoring. The clinical supervisor is ultimately responsible for ensuring the client's welfare.

For both the Practicum and the Internship, all students have a faculty supervisor as well as an on-site supervisor who collaborate to evaluate the student's work. Evaluation is based on the quality of the student's work (i.e., meeting competencies listed in syllabus), and quantity of the student's work (i.e., completion of appropriate number of hours of direct/indirect client contact hours).

## **PRACTICUM**

Practicum is a tutorial form of instruction that provides students the opportunity to apply theory and develop counseling skills under supervision. Practicum includes individual and small group counseling with clients who represent the ethnic and demographic diversity of the community (CACREP III).

The student must complete the Practicum at a site that provides a counseling environment conducive to modeling, demonstration, supervision, and training. The counseling environment includes all of the following (CACREP I H):

1. Settings for individual counseling, with assured privacy and sufficient space for appropriate equipment.
2. Settings for small-group work, with assured privacy and sufficient space for appropriate equipment.
3. Necessary and appropriate technologies and other observational capabilities that assist learning.

4. Procedures that ensure that the client's confidentiality and legal rights are protected.

Program faculty provide individual or triadic (an instructor and two counseling students) supervision that averages one-hour weekly. Program faculty provide group supervision for up to 12 students for one and one half (one and one-half (1-1/2)) hours during weekly classes during the term. For program faculty who provide individual and/or triadic supervision, the ratio is six students to one faculty member. The program faculty providing supervision have the following qualifications (CACREP III A):

1. A doctoral degree and/or appropriate counseling preparation, preferably from a CACREP-accredited counselor education program.
2. Relevant experience and appropriate credentials/licensure and/or demonstrated competence in counseling.
3. Relevant training in counseling supervision (see *CRIT CE Programs Supervision Handbook*).

The student must provide the Site Supervisor with the *CRIT CE Programs Supervision Handbook*. The Site Supervisor must have the following qualifications (CACREP III C):

1. A minimum of a Master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
2. A minimum of two-years of pertinent professional experience in the program area in which the student is enrolled.
  - On-site Supervisors for school counselors must be a certified school counselor with a minimum of two-year's experience.
3. Knowledge of the program's expectations, requirements, and evaluation procedures for students.
4. Relevant training in counseling supervision (see *CRIT CE Programs Supervision Handbook*).
5. Approval by the Clinical Director of the Division of Counseling, Rehabilitation, and Interpreter Training at Troy University to act as a site supervisor for Practicum and/or Internship students.

Students must complete supervised Practicum experiences that total a minimum of 100 clock-hours over a minimum 10-week academic term or semester. Each student's Practicum includes all of the following (CACREP III F):

1. Completion of a Counseling Practicum/Internship Contract prior to beginning the course. This contract defines the roles and responsibilities of the faculty supervisor, site supervisor, and student during Practicum and Internship (CACREP III E).
2. Documentation that students have professional liability insurance prior to beginning Practicum and throughout the Practicum experience (CACREP I S).

3. At least 40 clock-hours of direct service with actual clients that contributes to the development of counseling skills.
4. Weekly interaction that averages one-hour per week of individual and/or triadic (an instructor and two counseling students) supervision throughout the Practicum by a Troy University counseling program faculty member.
5. An average of one and one-half (1-1/2) hours per week of group supervision that is provided on a regular schedule throughout the Practicum by a Troy University counseling program faculty member. Documentation of supervision on the *Practicum/Internship Group Supervision* form.
6. Documentation of all Practicum experiences on the appropriate form submitted to the faculty supervisor at the end of the Practicum course.
7. The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients.
8. Evaluation of the student's counseling performance throughout the Practicum, including documentation of a formal evaluation after the student completes the Practicum.

## **INTERNSHIP**

Internship is a tutorial form of instruction that provides students the opportunity to apply theory and develop counseling skills under supervision. Internship includes individual and small group counseling with clients who represent the ethnic and demographic diversity of the community (CACREP III).

The student must complete the Internship at a site that provides a counseling environment conducive to modeling, demonstration, supervision, and training. The counseling environment includes all of the following (CACREP I H):

1. Settings for individual counseling, with assured privacy and sufficient space for appropriate equipment.
2. Settings for small-group work, with assured privacy and sufficient space for appropriate equipment.
3. Necessary and appropriate technologies and other observational capabilities that assist learning.
4. Procedures that ensure that the client's confidentiality and legal rights are protected.

Program faculty provide group supervision for one and one half one and one-half (1-1/2) hours during weekly classes during the term. The program faculty providing supervision have the following qualifications (CACREP III A):

1. A doctoral degree and/or appropriate counseling preparation, preferably from a

CACREP-accredited counselor education program.

2. Relevant experience and appropriate credentials/licensure and/or demonstrated competence in counseling.
3. Relevant training in counseling supervision (see *CRIT CE Programs Supervision Handbook*).

The student must provide the Site Supervisor with the *CRIT CE Programs Supervision Handbook*. The Site Supervisor must have the following qualifications (CACREP III C):

1. A minimum of a Master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
  - On-site Supervisors for school counselors must be a certified school counselor with a minimum of two-year's experience.
2. A minimum of two years of pertinent professional experience in the program area in which the student is enrolled.
3. Knowledge of the program's expectations, requirements, and evaluation procedures for students.
4. Relevant training in counseling supervision (see *CRIT CE Programs Supervision Handbook*).
5. Approval by the Clinical Director of the Division of Counseling, Rehabilitation, and Interpreter Training at Troy University to act as a site supervisor for Practicum and/or Internship students.

The program requires completion of two (2) supervised Internships (three (3) in Florida) in the student's designated program area of 300 clock-hours begun after successful completion of the Practicum. The student must have the comprehensive work experience of a professional counselor appropriate to the designated program area (CACREP III G).

Each student's Internship includes all of the following (CACREP III G):

1. Completion of a *Counseling Practicum/Internship Contract* prior to beginning the course. This supervision contract defines the roles and responsibilities of the faculty supervisor, site supervisor, and student during Practicum and Internship (CACREP III E).
2. Documentation that students have professional liability insurance prior to beginning Internship and throughout the Internship experience (CACREP I S).
3. At least 120 clock-hours of direct service (300 hours total) for each Internship, including experience leading groups.
4. Weekly interaction that averages one hour per week of individual and/or triadic (an instructor and two counseling students) supervision throughout the Internship, usually

performed by the on-site supervisor. Documentation of supervision on the *Individual Supervision Summaries* form.

5. An average of one and one-half (1-1/2) hours per week of group supervision provided on a regular schedule throughout the Internship and performed by a Troy University counseling program faculty member. Documentation of supervision on the *Practicum/Internship Group Supervision* form.
6. 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).
7. Documentation of all Internship experiences on the appropriate form submitted to the faculty supervisor at the end of the Internship course.
8. The development of program-appropriate audio/video recordings for use in supervision or to receive live supervision of his or her interactions with clients.
9. 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.

## **PROGRAM FORMS**

The following is a list of the forms used by the Counselor Education programs. The Common Counseling Programs Practicum and Internship Forms are the basic forms used by several of the programs in their Practicum and Internships, however some of the programs use specialized forms and are identified in this list by *italics*. Each program's required forms for each of their Practicum and Internships are listed. All of the forms are available in Canvas.

### **Common Counseling Programs Practicum and Internship Forms**

Master's Counseling Practicum/Internship Application  
Master's Counseling Practicum/Internship Contract  
Information, Client Consent and Confidentiality  
Parental Consent  
Consent to Record Counseling Sessions  
Group Confidentiality and Release of Liability  
Direct and Indirect Service Hours Log  
Practicum/Internship Group Supervision Experience  
Individual Supervision Summaries

### **Clinical Mental Health Counseling**

Master's Counseling Practicum/Internship Application  
Master's Counseling Practicum/Internship Contract  
Information, Client Consent and Confidentiality  
Parental Consent  
Consent to Record Counseling Sessions  
Group Confidentiality and Release of Liability  
Direct and Indirect Service Hours Log  
Practicum/Internship Group Supervision Experience  
Individual Supervision Summaries  
Counseling Practicum/Internship On-site Service Hours Final Summary  
Clinical Practicum/Internship Student Evaluation of Site Supervision  
Clinical Practicum/Internship Student Evaluation of Site



Clinical Practicum/Internship Student Evaluation by Supervisor

### **Rehabilitation Counseling**

Master's Counseling Practicum/Internship Application

Master's Counseling Practicum/Internship Contract  
Information, Client Consent and Confidentiality

Parental Consent

Consent to Record Counseling Sessions

Group Confidentiality and Release of Liability

Direct and Indirect Service Hours Log

Practicum/Internship Group Supervision Experience

Individual Supervision Summaries

Counseling Practicum/Internship On-site Service Hours Final Summary

Clinical Practicum/Internship Student Evaluation of Site Supervision

Clinical Practicum/Internship Student Evaluation of Site

Clinical Practicum/Internship Student Evaluation by Supervisor

*Rehabilitation Practicum/Internship Evaluation Form*

### **School Counseling**

Master's Counseling Practicum/Internship Application

Master's Counseling Practicum/Internship Contract

*Summary of School Counseling Internship Requirements*

Group Confidentiality and Release of Liability

Information, Client Consent and Confidentiality

Parental Consent

Consent to Record Counseling Sessions

Direct and Indirect Service Hours Log

*School Counseling Internships Summary Log*

*School Counseling Internships Direct Service Notes*

*School Counseling Internships Indirect Service Notes*

*School Counseling Internships Group Summary Form*

Practicum/Internship Group Supervision Experience

Individual Supervision Summaries

*School Counseling Session Rating Form Instructor Evaluation*

*School Counseling Site Supervisor Evaluation / Instructor Evaluation*

Counseling Practicum/Internship On-site Service Hours Final Summary

*School Counseling Student Site and Supervisor's Evaluation – Elementary*

*School Counseling Student Evaluation of Site-Supervisor – Elementary Site*

*School Counseling Student Site and Supervisor's Evaluation – Secondary*

*School Counseling Student Evaluation of Site-Supervisor – Secondary Site*

### **General Counseling**

Master's Counseling Practicum/Internship Application

Master's Counseling Practicum/Internship Contract

Information, Client Consent and Confidentiality

Parental Consent

Consent to Record Counseling Sessions

Group Confidentiality and Release of Liability

Direct and Indirect Service Hours Log

Practicum/Internship Group Supervision Experience

Individual Supervision Summaries

Counseling Practicum/Internship On-site Service Hours Final Summary

Clinical Practicum/Internship Student Evaluation of Site Supervision

Clinical Practicum/Internship Student Evaluation of Site

Clinical Practicum/Internship Student Evaluation by Supervisor

### **Student Affairs Counseling**

Master's Counseling Practicum/Internship Application

Master's Counseling Practicum/Internship Contract

Information, Client Consent and Confidentiality

Group Confidentiality and Release of Liability  
Direct and Indirect Service Hours Log  
Practicum/Internship Group Supervision Experience  
Individual Supervision Summaries  
*Student Affairs Counseling Site Supervisor Evaluation Form*

### **Substance Abuse Counseling**

Master's Counseling Practicum/Internship Application  
Master's Counseling Practicum/Internship Contract  
Information, Client Consent and Confidentiality  
Parental Consent  
Consent to Record Counseling Sessions  
Group Confidentiality and Release of Liability  
Direct and Indirect Service Hours Log  
Practicum/Internship Group Supervision Experience  
Individual Supervision Summaries  
Counseling Practicum/Internship On-site Service Hours Final Summary  
Clinical Practicum/Internship Student Evaluation of Site Supervision  
Clinical Practicum/Internship Student Evaluation of Site  
Clinical Practicum/Internship Student Evaluation by Supervisor

### **Graduate Certificate in Addictions Counseling**

Master's Counseling Practicum/Internship Application  
Master's Counseling Practicum/Internship Contract  
Information, Client Consent and Confidentiality  
Parental Consent  
Consent to Record Counseling Sessions  
Group Confidentiality and Release of Liability  
Direct and Indirect Service Hours Log  
Practicum/Internship Group Supervision Experience

Individual Supervision Summaries

Counseling Practicum/Internship On-site Service Hours Final Summary

Clinical Practicum/Internship Student Evaluation of Site Supervision

Clinical Practicum/Internship Student Evaluation of Site

Clinical Practicum/Internship Student Evaluation by Supervisor

### **Post-Master's Certificate in Clinical Mental Health Counseling**

Master's Counseling Practicum/Internship Application

Master's Counseling Practicum/Internship Contract

Information, Client Consent and Confidentiality

Parental Consent

Consent to Record Counseling Sessions

Group Confidentiality and Release of Liability

Direct and Indirect Service Hours Log

Practicum/Internship Group Supervision Experience

Individual Supervision Summaries

Counseling Practicum/Internship On-site Service Hours Final Summary

Clinical Practicum/Internship Student Evaluation of Site Supervision

Clinical Practicum/Internship Student Evaluation of Site

Clinical Practicum/Internship Student Evaluation by Supervisor

### **Post-Master's Certificate in Counseling Military Populations**

Master's Counseling Practicum/Internship Application

Master's Counseling Practicum/Internship Contract

Information, Client Consent and Confidentiality

Parental Consent

Consent to Record Counseling Sessions

Group Confidentiality and Release of Liability

Direct and Indirect Service Hours Log

Practicum/Internship Group Supervision Experience

Individual Supervision Summaries

Counseling Practicum/Internship On-site Service Hours Final Summary

Clinical Practicum/Internship Student Evaluation of Site Supervision

Clinical Practicum/Internship Student Evaluation of Site

Clinical Practicum/Internship Student Evaluation by Supervisor

**Ed.S. Counseling Programs**

*Ed.S. Counseling Internship Application*

*Ed.S. Counseling Internship Contract*

*Ed.S. Internship Student Evaluation of Site Supervision*

*Ed.S. Internship Student Evaluation by Supervisor*