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PART I: OVERVIEW

Professional community mental health counselors hold one of the most responsible, challenging, and professionally and personally satisfying positions in community health systems. The field experience, also referred to as Professional Practice (CACREP, 2009), provides candidates with the opportunity to apply coursework, theory, and develop skills under supervision.

Faculty Advisor and Practicum Instructors
A Faculty Advisor is the Lamar University representative responsible for approving the initial field experience application and provides the orientation and program support for the candidate.

Candidates should contact the Faculty Advisor to assist in the following areas:
1. Questions about how to apply to practicum
2. Questions about policies, components, and requirements about the program in general or the field experience/practicum before the course begins. After the course begins, all questions are directed to the Practicum Instructor. The Practicum/Internship Instructor supervises the field experience and provides group supervision and instruction. Questions or concerns about student performance should be directed to the Practicum/Internship Instructor.

Conceptual Framework and Mission
The conceptual framework of the Lamar University Counseling and Special Populations Program illuminates the vision of the faculty as they are engaged in teaching, research and service. The undergraduate and graduate programs utilize a variety of delivery systems to prepare counselors and leaders for a changing world by requiring them to demonstrate core knowledge, content proficiency, therapeutic techniques and strategies, communication and leadership skills, technological and analytical abilities, and professional dispositions. Lamar University professional counselor candidates develop habits of mind needed for “lifelong learning” and respond to the ever changing diverse needs of the community at large.

Accreditation Standards
The field experience (practicum/internship) has been designed to address the National Board of Certified Counselors (NBCC), American Counseling Association (ACA), Texas Counseling Association (TCA), Texas State Board of Examiners of Professional Counselors (LPC), and the professional knowledge, skills, and practices outlined by the CACREP (2009) standards to promote mental health and overall wellbeing of the community both local and at large.

National Board for Certified Counselors
www.nbcc.org

American Counseling Association (ACA)
http://www.counseling.org
Texas Counseling Association
http://www.txca.org

Texas State Board of Examiners of Professional Counselors
http://www.dshs.state.tx.us/counselor/

Council for Accreditation of Counseling and Related Education Programs (CACREP):
http://www.cacrep.org

Requesting Accommodations in Accordance with the Americans with Disabilities Act
Disability Accommodation
Please make an appointment with the Office of Services for Students with Disabilities (SFSWD) if you have need for a disability-related accommodation. SFSWD is located in the Communication Building, Room 105. The staff can be reached by mail at P.O. Box 10087, Beaumont, TX 77710. The telephone number is 409-880-8347 and the e-mail address is SFSWD@lamar.edu.

If you have a disability, there may be issues of access to Distance Education classes and to your participation that should be explored as early as possible. Please e-mail the basic information requested below to SFSWD@lamar.edu, and you will be contacted by someone from SFSWD about your specific accommodation needs. Include: Name; student ID#; course abbreviation/number/section; and requested academic adjustments and/or accommodations. Students requesting accommodations under the Americans with Disabilities Act (ADA) policy must contact the University Faculty Advisor and are responsible for notifying the University of any disability, before requesting academic adjustments.

Prerequisites and Requirements
Students are eligible to apply for practicum after successfully completing 90% of required coursework. With application approval, students will be allowed to enroll in their final two courses at the same time as they enroll in practicum. For information specific to course start dates, please see the course schedule.

Professional Liability Insurance
At the beginning of practicum and before seeing any clients, proof of professional liability insurance MUST be provided. Documentation of coverage will be uploaded into Blackboard and TK20, the learning management systems utilized by the Lamar Counseling Program. Professional organizations such as the American Counseling Association (ACA) and Health Providers Service Organization (HPSO) offer student member benefits and reduced rates for students in graduate counseling programs. This insurance must be $1,000,000/$3,000,000, which is the standard amount for policy coverage. More information is available at the links provided.

http://www.counseling.org/PressRoom/NewsReleases.aspx?AGuid=99f9e427-dc93-4773-9bb9-0f06b096b98e9)

http://www.hpso.com/professional-liability-insurance/student-coverage-description.jsp

Supervision
As part of program requirements and CACREP standards, Practicum/Internship students must attend weekly group supervision meetings (1.5 hours) for a minimum of 10 weeks provided by Program Faculty. The meetings will take place via Adobe Web Conferences or face-to-face based on specific course formats. In addition, students must meet at least once a week (1 hour) with their Site Supervisors for individual supervision. Supervision is an integral component of the training experience and the Lamar Counseling Program. **Attendance to supervision is mandatory. Failure to attend and document required supervision meetings will result in a deficient practicum/internship.**

**Qualifications of Program Faculty**
Per CACREP:

A. Program faculty members serving as individual or group practicum/internship supervisors must have the following:

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 supervision training and experience.

**Qualifications of Site Supervisors**
It is the obligation of the student to secure an approved practicum/internship site and supervisor. Site Supervisors must meet the following qualifications (CACREP, 2009 Standard, II C. 1, 2, and 4):

- hold a Master’s Degree in Counseling or a closely related profession with equivalent qualifications which include the appropriate certification and/or license in the respective state of the site
- possess a minimum of 2 years of professional experience as a counselor
- agree to abide by and fulfill obligations outlined in this manual including those pertaining to supervision

The Site Supervisor should provide coaching for strengths and for areas needing improvement. This coaching is accomplished by meeting regularly with the Practicum/Internship student to discuss and facilitate the student’s experiences. The Site Supervisor should establish open, two-way communication and trust with the student. As the Site Supervisor critiques activities, the focus should be on developing knowledge, skills, and related competencies. The Site Supervisor and the student should discuss the tasks in which the student is engaged and so that the Site Supervisor can assist the student in learning from these experiences and as well as verify the hours earned in the supervised activities at the end of the practicum/internship. In addition, it is recommended that the Site Supervisor do the following:

- Share their counseling background and experiences in order to help the trainee understand the legitimate roles of the counselor
- Provide personal insights regarding the profession in a comfortable, trusting atmosphere
- Introduce practicum/internship students to key personnel and familiarize them with the agency/company policies of the specific settings
CNDV 5393 Practicum/Internship

- Explain their personal counseling approach and use of specific techniques
- Observe and oversee the work of the trainee, review trainee’s log, and offer suggestions for growth
- Assist the trainee in scheduling experiences and opportunities to collect hours in order for the trainee to complete the practicum/internship
- Assist the trainee in developing the skills that beginning counselors must possess
- Make an honest appraisal of the trainee’s performance as a developing professional
- Keep the designated Program Faculty Supervisor apprised of the trainee’s progress
- Notify the Program Faculty Supervisor of any concerns or problems.

Site Supervisors are essential for the training and induction of new counselors into the profession. Lamar Program Faculty and Lamar Counseling Program students are honored and grateful to have dedicated Site Supervisors to assist with these important tasks.

Camera and Microphone Technology
Due to the nature of supervision and distance learning, students will be required to utilize web camera and microphone technology compatible with Lamar systems (e.g., Adobe Connect). Students will need to be able to log into mandatory group supervision webinars to participate in discussions, present case conceptualizations, and to present audio or video recordings of counseling sessions. Informed consent documentation must be obtained and submitted for all recordings.

Students must submit the following documentation to Blackboard/TK20 before earning Practicum/Internship hours:

1. Acknowledgement of Receipt of Practicum/Internship Manual
2. Site Supervisor Agreement
3. Proof of Liability Insurance
4. Student Information Sheet

NOTE: No field experience or collection of hours can begin until all documentation is submitted and you have received approval from your Instructor.
<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>CACREP Standards</th>
<th>Assignments and Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. perform and manage administrative functions of the counselor role</td>
<td>II, G, 1, b</td>
<td>Assignments 1-10</td>
</tr>
<tr>
<td>2. develop and articulate a self-care strategy</td>
<td>II, G, 1, d</td>
<td>Meeting 1 Discussion Board</td>
</tr>
<tr>
<td>3. develop an orientation to wellness and prevention as desired counseling goals</td>
<td>II, G, 5, a</td>
<td>Meeting 1 and Meeting 3 Discussion Boards</td>
</tr>
<tr>
<td>4. discuss and demonstrate counselor characteristics and behaviors that influence helping processes</td>
<td>II, G, 5, b</td>
<td>Meeting 5 Discussion Board, Assignment 3, Assignment 5</td>
</tr>
<tr>
<td>5. discuss and demonstrate an understanding of ethical and legal considerations and standards in professional counseling</td>
<td>II, G, 1, j</td>
<td>Assignment 3, Assignment 5</td>
</tr>
<tr>
<td>6. analyze and demonstrate an understanding of current knowledge and projected needs concerning counseling practice in a multicultural and pluralistic society</td>
<td>II, B, 1</td>
<td>Assignment 3, Meeting 3 Discussion Board, weekly supervision webinar</td>
</tr>
<tr>
<td>7. understand and discuss a variety of models and theories related to clinical mental health counseling, including the methods, models, and principles of clinical supervision</td>
<td>III, A, 5</td>
<td>Assignment 3, weekly supervision webinar, readings, and video reviews</td>
</tr>
<tr>
<td>8. demonstrate appropriate use of culturally responsive individual, couple, family, group, and systems modalities for initiating, maintaining, and terminating counseling</td>
<td>III, D, 5</td>
<td>Assignment 3, Meeting 5 Discussion Board, weekly supervision webinar, readings, and video reviews</td>
</tr>
<tr>
<td>9. apply current record-keeping standards related to clinical mental health counseling</td>
<td>III, D, 7</td>
<td>Assignments 1-10</td>
</tr>
<tr>
<td>10. demonstrate the ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision or refer clients when appropriate</td>
<td>III, D, 9</td>
<td>Weekly supervision webinar</td>
</tr>
</tbody>
</table>
The Council for Accreditation of Counseling and Related Educational Programs (CACREP), Section III, Professional Practice, outlines the Practicum requirements as follows:

F. Students must complete supervised practicum experiences that total a minimum* of 100 clock hours over a minimum* 10-week academic term. Each student’s practicum includes all of the following:

1. At least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills.

2. Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member, a student supervisor, or a site supervisor who is working in biweekly consultation with a program faculty member in accordance with the supervision contract.

3. An average of 1 1/2 hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member or a student supervisor.

4. The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student’s interactions with clients.

5. Evaluation of the student’s counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum.

*Based on program track and semester, students may need to earn additional hours and some terms may be longer than 10 weeks but not longer than 15 weeks. All students in the course will be required to earn at least the minimum 100 hours.

As required by the Lamar Counseling Program and CACREP, a minimum of 40 hours must be direct contact hours. Students who will seek professional licensure/certification in states other than Texas are responsible for investigating and meeting their state’s requirements. For example, if a state requires 80 direct hours, the student is responsible for designing the practicum experience with the assistance and agreement of the Site-Based Supervisor to include the additional direct hours. The following are only suggested guidelines or activities for earning the 100 practicum hours:

- Working with clients in activities related to broad areas of counseling: Intake/Assessment; Treatment Planning, Individual Counseling, Group Counseling, Documentation, Family Counseling, Crisis Intervention, Collaborations, Preparation for Group Counseling, Topic Presentations to staff/colleagues
- The collection of hours must be planned with your site supervisor and these experiences should address identified client needs and priorities and be related to the standards outlined in this manual.
- Some activity hours might be associated with your course (e.g., assignments) that runs parallel to the field experience and may be counted if they are implemented at your site.
- Hours are earned and approved at the discretion of your site supervisor.
The Practicum and Internship experience should be considered of the highest importance as you begin to work in community mental health settings delivering services to clients and consulting with various community service providers based on identified client needs. These activities should be focused on the client’s well-being and culturally appropriate. Practicum and Internship is organized around the following general components of a community mental health counseling program:

1. Intake and Assessment
2. Treatment Planning
3. Individual Counseling, Group Counseling, and/or Family Counseling
4. Crisis Intervention and Community Engagement
5. Referrals and Advocacy through collaborations with community services
6. Documentation of Service Delivery
7. Ethics and Cultural Sensitivity

**INTERNSHIP**

Per CACREP Guidelines:
The program requires completion of a supervised internship(s) in the student’s designated program area of 600 clock hours (300/300) begun after successful completion of the practicum. The internship(s) is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area. Each student’s internship includes all of the following:

1. At least 240 clock hours of direct service, including experience leading groups.
2. Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship, usually performed by the onsite supervisor.
3. 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.
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 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.
6. 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.
Student Responsibilities and Documenting the Practicum/Internship

It is the responsibility of each student to be professional and organized with respect to documenting the field experience, collection of hours, and other required activities conducted related to Practicum or Internship. Students will document weekly direct and indirect hours including individual and group supervision. An Excel spreadsheet log along with other required documents will be provided at the beginning of the course for purposes of documenting the practicum/internship. The electronic spreadsheet log will calculate hours as entered. Students will meet weekly with their Site Supervisors to approve hours collected. In addition, Lamar Counseling Program students display the following traits and perform the following tasks:

Practicum/Internship students:
- Maintain and provide proof of liability insurance coverage
- Are open to feedback including areas of growth and professional identity
- Stay organized and supply site Supervisors with required documents, logs, etc. at appropriate meetings and in a timely manner
- Contribute to the agency or setting’s mission, plan, and daily functions
- Remain positive and professional at all times when working with Site Supervisors and other professionals
- Dress and communicate in a professional manner
- Document and secure approval of all activities and hours collection on the forms provided
- Are responsible for setting up regular meetings with Site Supervisors. When these meetings are cancelled, the student is responsible to follow-up and reschedule
- Are responsible for attending weekly University-based group supervision meetings and site-based supervision meeting as required by CACREP
- Are able to explain their approach for working with clients, including theory, and application of the techniques as appropriate
- Represent the profession, themselves, and their program with the highest of standards
- Communicate with the Lamar Program Faculty and Staff by telephone or through the Lamar email system
- **Demonstrate professional identity and professionalism at all times and in all actions**

**What are Direct and Indirect Hours?**

Generally speaking, direct hours are hours in which a student is acting in the role of counselor: working face-to-face with a client(s), family, collaborating with school partners, stakeholders, holding meetings, making presentations, etc. Indirect hours generally consist of activities that support the role and/or activities of a counselor: writing case notes, managing documentation, researching specific interventions, attending workshops, etc. Specific questions about hours should first be directed to Site Supervisors. Practicum/Internship instructors may be consulted for further clarification or guidance.

The following table contains some *examples* of indirect and direct activities:
<table>
<thead>
<tr>
<th>Indirect Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using the phone to locate services or a referral for a client</td>
</tr>
<tr>
<td>Attending a staff meeting</td>
</tr>
<tr>
<td>Completing progress notes, treatment plans, and other documentation related to a client’s services</td>
</tr>
<tr>
<td>Meeting with your site-based supervisor to discuss your activities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Direct Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observation of or facilitating a counseling session</td>
</tr>
<tr>
<td>Activities in which the client(s) is present or when you are engaged in a conversation with an appropriate person (e.g., parent or legal guardian) about that client and their treatment</td>
</tr>
<tr>
<td>Presenting at a staff or clinical meeting</td>
</tr>
</tbody>
</table>
PART II: PROFESSIONAL RESPONSIBILITIES

Professional and Ethical Guidelines
As counselors, your behavior, attire and attitude reflect upon the counseling profession in general, the counseling department, and Lamar University. Consequently, it is important to maintain a professional image for the community, clients, peers and professors. There are several things you can do to enhance the image you project, including, but not limited to:

- Dressing appropriately and professionally when seeing clients or engaged in any direct service as well as engaging in any site based activity
- NEVER discussing cases outside of class or outside the setting, or supervision meetings

It is important to keep in mind the Lamar Dispositions, which are part of professional identity:

<table>
<thead>
<tr>
<th>Attitude/Disposition Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I relate to peers, professors, and others in an appropriate professional manner</td>
</tr>
<tr>
<td>I know and apply legal and ethical standards in my writing and field work</td>
</tr>
<tr>
<td>I take responsibility for compensating deficiencies</td>
</tr>
<tr>
<td>I provide only those services and apply only those techniques for which I am qualified</td>
</tr>
<tr>
<td>I demonstrate appropriate self-control (such as anger control, impulse control) in interpersonal relationships with faculty, peers, and clients</td>
</tr>
<tr>
<td>I am able to receive, integrate, and utilize feedback from peers, teachers and supervisors</td>
</tr>
<tr>
<td>I do not make statements that are false, misleading, or deceptive</td>
</tr>
<tr>
<td>I respect the fundamental rights, dignity, and worth of all people, including respect for cultural, individual, and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, physical ability/disability, language, and socioeconomic status</td>
</tr>
</tbody>
</table>

Know and Practice within the Current ACA Code of Ethics
Obtain a copy and print this document out for a notebook. You should have this copy available at all times. See http://www.counseling.org/resources/codeofethics/TP/home/ct2.aspx
Maintain and Advocate Confidentiality

The privacy of the counseling relationship and material shared therein belong to the agency and the client. Cases should not be discussed with anyone other than the site supervisors and appropriate site staff. Discussions within the class, with other practicum students in the setting of the course, or with Instructors shall be conducted without any identifying information or only with expressed written consent of the client acknowledging their case may be shared as part of training. Other than the legal exceptions to confidentiality, the client, or the client’s parent(s) or legal guardians in the case of a minor(s) must sign a written consent to release information.

It is important that the client(s) fully understands the purpose, limits and ramifications of confidentiality. This must be done regardless of the age of the client. Therefore, be sure to select appropriate vocabulary and/or language. Explain that you are a student in a professional counseling program. Because of this, make it clear that you will be receiving supervision and guidance from your Site Supervisor, Instructor, and your peers. Next, obtain their signature (if not already signed) and place one copy of the form in the file and give the second copy to the client.

Remember the difference between maintaining confidentiality and participating in consultation. In the community mental health setting, you can effectively work with a site staff to set goals for a client without breaking confidentiality. For clients under the age of 18, recognize the guidelines for engaging family members and sharing information with parents in general while honoring the confidentiality details disclosed by a student. Parents have the right to information shared only by their own children in a group setting.

Site or Client Correspondence
All official documents intended for correspondence concerning meetings with clients co-signed by the Site Supervisor.

Reporting Abuse of Children, Elderly or Disabled Persons
If, during the course of counseling, you suspect that a child, elderly or disabled person is being abused, notify your Site Supervisor immediately. It is preferable that you and your site supervisor report the abuse together. You are required by law to make the report within 48 hours after learning of the possible abuse. In the state of Texas, you would contact: The Department of Protective & Regulatory Services at 1-800-252-5400. For other states, please have the appropriate number or website in a convenient location for quick reference.

Assessing and Responding to Crisis
If, during the course of counseling, a client states or suggests suicidal ideation, candidates must notify the Site Supervisor and follow the protocol set up at the site. Students must seek supervision with both the Course Instructor and the Site Supervisor immediately after responding to a crisis.
PART III: COURSEWORK

Community Mental Health Counselor
60 Hour Degree Program

Course Listing

CNDV 5301 HUMAN GROWTH AND DEVELOPMENT
CNDV 5302 FOUNDATIONS OF CLINICAL MENTAL HEALTH COUNSELING
CNDV 5310 COUNSELING SKILLS
CNDV 5311 INDIVIDUAL COUNSELING THEORIES & TECHNIQUES
CNDV 5312 GROUP COUNSELING THEORIES & TECHNIQUES
CNDV 5320 MULTICULTURAL COUNSELING
CNDV 5322 PROFESSIONALISM, ETHICS, AND THE LAW
CNDV 5323 CAREER DEVELOPMENT
CNDV 5324 SUBSTANCE ABUSE COUNSELING
CNDV 5334 MEASUREMENT AND ASSESSMENT
CNDV 5350 ABNORMAL HUMAN BEHAVIOR
CNDV 5351 CONSULTATION
CNDV 5352 CRISIS PREVENTION & INTERVENTION
CNDV 5353 RESEARCH AND PROGRAM EVALUATION
CNDV 5380 SEMINAR (LAMAR ACADEMIC RESIDENCY 1
CNDV 5380 SEMINAR (LAMAR ACADEMIC RESIDENCY 2
CNDV 5381 MARRIAGE, COUPLE, AND FAMILY COUNSELING
CNDV 5392 PRACTICUM (3 CREDITS)
CNDV 5394 INTERNSHIP 1 (3 CREDITS)
CNDV 5394 INTERNSHIP 2 (3 CREDITS)

These courses are required as part of the Master's Degree in Education with a concentration in Clinical Mental Health Counseling. It is the student's responsibility to verify the requirements specific to his or her home state (other than Texas) of the practicum/internship experience to identify and fulfill any additional requirements that are needed. Information for certification requirements by state can be found at:

http://www.nbcc.org/stateLicensure

For study guides for NCE and the NCMHCE visit:
http://www.nbcc.org/study

Note: Students should verify any information obtained with the specific state licensing board for updates on requirements that might not be listed in the national board site.

For Texas Residents
To better understand the licensure process in Texas visit: http://www.dshs.state.tx.us/counselor/
Part IV: Documentation
Acknowledgment of Receipt of the
Lamar University Community Mental Health
Practicum/Internship Manual

Please review this manual and then sign this document to verify that both student and supervisor
have received and reviewed this manual. This form, along with other documentation from the
manual, is to be printed, signed, scanned, and uploaded into the student’s Practicum Portfolio in
the TK20 system.

Please Print

Student Name: _______________________________________________________________

By signing this document, I acknowledge that I have received and reviewed the Lamar University
Community Mental Health Practicum/Internship Manual, noted important requirements, and agree to
provide/receive supervision.

Student signature: _____________________________________________ Date: ______________

Site Supervisor signature: _____________________________________________ Date: ______________

Practicum Site: _____________________________________________________________

________________________________________________________________________
Community Mental Health  
Practicum/Internship Site Supervisor Agreement

Please indicate Practicum or Internship by checking the appropriate box:
Practicum:_______ Internship I:_______ Internship II:_______

As Site Supervisor, I agree to supervise _________________________ (Student name)
during the time he/she is involved in meeting the Practicum/Internship requirements of the Counseling
Program at Lamar University. I agree to provide this graduate student with assistance and supervision to
help fulfill the requirements of the Practicum/Internship.

I understand that Practicum requires a minimum of 100 hours (40 direct hours and 60 indirect hours)
and should include a wide range of counseling experiences. During practicum, students are required to
perform work with actual clients that contributes to the development of effective counseling skills
appropriate to the practicum site.

Please note: Some students may require more than the minimum number required of hours. The length
of the practicum experience will be a minimum of 10 weeks but no more than 15 weeks. The practicum
student is responsible for making the appropriate arrangements with the site and site supervisor.

Practicum requirements include all of the following:
• at least 40 clock hours of direct service and 60 indirect hours with actual clients that
  contributes to the development of counseling skills
• weekly interaction that averages one hour per week of individual and/or triadic supervision
  throughout the field experience
• evaluation of the student’s performance throughout the practicum including documentation of
  a formal evaluation at mid-term and at the end of the field experience
• documentation and presentation of counseling session recording(s)

Internship I and II requires a minimum of 600 hours (300/300) and should include a wide range of
counseling experiences. Hours will be collected during a minimum academic term of 10 weeks but not
more than 15 weeks. Each student’s Internship(s) requirements include the following:
• at least 240 clock hours of direct service and 360 indirect hours
• weekly interaction that averages one hour per week of individual and/or triadic
  supervision throughout the field experience
• evaluation of the student’s performance throughout the practicum including
• documentation and presentation of counseling session recording(s)
The Practicum/Internship student’s experiences should consist of or support the following:

- a practical training experience which allows the student to gain experience in individual and/or group interaction with clients.
- acquiring proficiency and gaining confidence by applying theoretical knowledge and integrating skills under the supervision of an experienced supervisor.
- a means for the student to assess strengths and weaknesses.
- allow the student to experience the realities of the counselor/client relationship and to aid the student in acquiring the ability to accept individual differences in clients.
- enable students to practice skills and techniques under conditions which would not be injurious to the client.

**Signatures of Agreement**

The above named Practicum/Internship Student may participate in the Community Mental Health Practicum/Internship Program of Lamar University with permission at this location.

Date: ________________

Printed name and title of Site Supervisor

____________________________________________
Signature of the Site Supervisor

Email Address: __________________________________________________________

Telephone: ______________________________________________________________

Site name and address:

________________________________________________________________________
________________________________________________________________________

**With respect to any questions or concerns, please contact:**

Dr RJ Davis  
Clinical Mental Health Program Coordinator  
Department of Counseling and Special Populations  
Lamar University  
PO Box 10034 Room 105  
Beaumont, TX 77710  
randy.davis@lamar.edu or 409-880-890
Site Supervisor Mid-Term Evaluation of Community Mental Health Practicum Students

Date: ________  Student Name: __________________________________________
Site: __________________________________________________________________
Site Supervisor Name: ___________________________________________________

Rating scale
1= Unacceptable  2=Needs Improvement  3= Proficient  4=Above Average  5=Excellent

Please Rate the Student’s performance in the following areas:

<table>
<thead>
<tr>
<th>Scale</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Professional Demeanor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punctuality and attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependability</td>
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<td>Willingness to assume duties and responsibilities</td>
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<td>B. Professional Skills</td>
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<td>Completion of case reports clearly, punctually, and conscientiously</td>
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<tr>
<td>Engages in open clear communication</td>
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<tr>
<td>C. Approach to Learning</td>
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<td>Openness to feedback offered by supervisor</td>
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</tbody>
</table>

Has this evaluation been discussed with the student?  Yes ___  No ___

Any additional comments:
____________________________________________________________________________________
___________________________________________________________________________________

Site Supervisor Signature
Lamar University Field Experience Report of Total Hours

Please Print

Student Name: ___________________________________________________________

Site-Based Supervisor Name: _____________________________________________

Site Location: __________________________________________________________

Activities: please check all that apply & note total time in each area

<table>
<thead>
<tr>
<th>Activities</th>
<th>Time in Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Counseling</td>
<td></td>
</tr>
<tr>
<td>Group Counseling</td>
<td></td>
</tr>
<tr>
<td>Intake</td>
<td></td>
</tr>
<tr>
<td>Collaboration</td>
<td></td>
</tr>
<tr>
<td>Shadowing/Observation</td>
<td></td>
</tr>
<tr>
<td>Case Conferences/Collaboration</td>
<td></td>
</tr>
<tr>
<td>Progress Notes/Record Keeping</td>
<td></td>
</tr>
<tr>
<td>Ethical Competence</td>
<td></td>
</tr>
<tr>
<td>Case Management</td>
<td></td>
</tr>
<tr>
<td>Preparation for session/counseling</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

Cumulative total of Practicum Hours

Direct Hours __________

Indirect Hours __________

Total Hours __________

Student Signature: ___________________________________________ Date: __________

Supervisor Signature: ___________________________________________ Date: __________
Site Supervisor Final Evaluation  
of Community Mental Health Practicum Students

Student: _______________________________________________________________

Site: __________________________________________________________________

Site-Based Supervisor Name and Title: _______________________________________

Please comment on the student’s performance in the following areas by ranking each statement.

<table>
<thead>
<tr>
<th>Scale</th>
<th>1 = Area identified for improvement</th>
<th>2 = Appropriate/Acceptable performance</th>
<th>3 = Exceptional performance, a particular strength was demonstrated</th>
<th>NA = No answer if indicator was not observed</th>
</tr>
</thead>
</table>

### D. Professional Demeanor

<table>
<thead>
<tr>
<th>Punctuality and attendance</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willingness to assume duties and responsibilities</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>NA</td>
</tr>
<tr>
<td>Relates well to other staff</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>NA</td>
</tr>
<tr>
<td>Uses sound and ethical judgment</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>NA</td>
</tr>
<tr>
<td>Demonstrates ethical behavior in counseling</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>NA</td>
</tr>
</tbody>
</table>

Additional comments on Professional Demeanor


### E. Professional Skills

<table>
<thead>
<tr>
<th>Ability to establish growth-conducive relationships</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity to empathize with the student’s (client’s) conflicts and struggles</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>NA</td>
</tr>
<tr>
<td>Capacity for genuineness, openness and warmth with clients</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>NA</td>
</tr>
<tr>
<td>Ability to accurately assess the problems or situations of students (clients)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>NA</td>
</tr>
<tr>
<td>Ability to formulate an effective intervention plan</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>NA</td>
</tr>
<tr>
<td>Completion of case reports clearly, punctually, and conscientiously</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>NA</td>
</tr>
<tr>
<td>Engages in open clear communication</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>NA</td>
</tr>
</tbody>
</table>
Additional comments on Professional Skills Performance

F. Approach to Learning

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>N A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to accept and make constructive use of supervisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Openness to feedback offered by supervisor</td>
<td></td>
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<tr>
<td>Willingness to try different approaches to the suggestion of supervisor</td>
<td></td>
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<tr>
<td>Willingness and capacity to evaluate self as a counselor and to assess quality of performance</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Recognizes deficiencies and works to overcome them</td>
<td></td>
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</tbody>
</table>

Additional comments for Approach to Learning

Has this evaluation been discussed with the student? Yes ___ No ___

Do you believe this student is adequately prepared to be an effective counselor?  

Yes ___ No ___

We appreciate any additional comments you can provide regarding our students. If you have additional comments to make, please do so below the signature line.

Date: _________________________________

___________________________________________________________________

Site-Based Supervisor Signature
Evaluation of Site and Site Supervisor by Practicum/Internship Student

Please indicate Practicum or Internship by checking the appropriate box:
Practicum: ________ Internship I:________ Internship II: _______

Practicum/Internship sites and supervisors are essential components of the Lamar Counseling Program. As such, your input is valuable to the program. Information from this document may be used to improve the student experience and provide for appropriate placement and supervision of Lamar Counseling Students.

Please provide answers to the following questions about your site and site supervisor. Space is provided for any additional comments.

1. In your opinion, is this an appropriate training site?
   Yes ___ No ___
   If your answer is no, please provide some details.

____________________________________________________________________________________
____________________________________________________________________________________

2. In your opinion, was your Site Supervisor effective and responsive?
   Yes ___ No ___
   If your answer is no, please provide some details.

____________________________________________________________________________________

3. In your opinion, were the supervision requirements (weekly meetings) met?
   Yes ___ No ___
   If your answer is no, please provide some details.

____________________________________________________________________________________

4. Would you recommend this site and supervisor to other students?
   Yes ___ No ___
   If your answer is no, please provide some details.

____________________________________________________________________________________