



Department of Counseling

Practicum and Internship Handbook

Note: The Practicum and internship Handbook is subject to change. All changes will be submitted in writing.

Revised 4/15

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Student Requirements and Responsibilities

Practicum and Internship provides an opportunity for students to translate theory into effective clinical practice. Students will apply the skills, knowledge, and understanding they have acquired during their course of study, and counsel clients under close, direct supervision. Students are expected to enroll in Internship during the semesters immediately following their Practicum enrollment. **Under no circumstances may the Practicum and Internships be taken concurrently.** Practicum and Internship are offered in the fall, spring, and during the 10 week summer session. For continuity of care, students remaining at their sites for subsequent semesters are required to see clients at their site (and receive between semester supervision) between semesters.

Practicum is a 140 hour requirement that includes a minimum of 40 direct client hours and a minimum of 100 of indirect hours. Students register for one, three-hour graduate course to complete this requirement, which translates to a 10 hour per week commitment at the placement site.

Internship is a 600 hour requirement that includes 240 direct client hours. Students typically take two, three-hour graduate courses to complete this requirement, which translates to a 20 hour per week commitment at the placement site. Some students elect to take a “Half Internship” option which spreads the 600 hour requirement over 4 semesters and cuts the weekly commitment to approximately 10 hours.

Students are expected to plan for their Practicum and Internship experience as they progress through the program. Core and elective courses are designed to provide information that will help students make choices regarding the types of settings in which they wish to work as counselors and the clientele with whom they wish to counsel. Students and advisors will collaborate with the Clinical Coordinator to select an appropriate field site. Practicum/Internship field placements are selected to facilitate, as much as possible, each student's career goals. Students should be aware that certain sites require a one year commitment.

Required Counseling Courses

Students must have successfully completed all Primary and Secondary courses (except Vocational Counseling) prior to enrolling in Practicum (see page 4). Students must complete 36 hours of coursework prior to beginning their Practicum. However, as the Clinical Courses are intended to be the culminating experiences, students are expected to enroll in the Practicum/Internship courses during their final three (or four or five semesters for those enrolling in half-Internship) semesters. Students may take two courses concurrently with Practicum and one course concurrently with Internship. Students need permission from the Graduate Counseling Committee in order to register for two academic classes while enrolled in Internship. Student must submit a Practicum and Internship Application before beginning Practicum (see Appendix I for Practicum Application). Students' eligibility to enroll in Practicum will be based on a review of their Practicum Application by the Clinical Coordinator.

Students must finalize a Practicum/Internship site and inform the Clinical Coordinator by the last day of finals week during the semester prior to beginning or they will not be allowed to begin Practicum/Internship. If you have any questions during the semester prior to your field placement, please do not hesitate to contact the Clinical Coordinator. Additionally, students must enroll in CNSL 863 Fundamentals of Practicum and Internship one semester prior to enrolling in Practicum; this course is designed to help students prepare for the Practicum and Internship experience and assist students in securing site placements.

PRIMARY COURSES (18 hours)

CNSL 704	Research Writing Lab (1 credit hour)	
CNSL 706	Philosophy and Counseling	
CNSL 830	Counseling Theories	
CNSL 835	Introduction to Clinical Mental Health Counseling	
CNSL 836	Individual Counseling Skills Lab (1 credit hour)	
CNSL 864	Ethics in Individual, Marriage, and Family Counseling	
CNSL 840	Group Counseling	CNSL 830, 835
CNSL 843	Group Counseling Skills Lab (1 credit hour)	CNSL 830, 835

SECONDARY COURSES (21 hours)

CNSL 702	Research and Statistical Methods	
CNSL 776	Measurement & Assessment	Primary, CNSL 702*
CNSL 855	Diagnostics in Counseling	CNSL 776
CNSL 841	Vocational Counseling	
CNSL 725	Lifespan Development	
CNSL 842	Multicultural Counseling	
CNSL 863	Fundamentals of Practicum and Internship	Primary, CNSL 702, 776, 855

CLINICAL COURSES (9 hours)

CNSL 865	Practicum	Primary, CNSL 863
CNSL 866	Internship I	CNSL 725, 842, 865
CNSL 866	Internship II	CNSL 866

Failure to receive a passing grade in Practicum or Internship would require review by the Graduate Counseling Committee of the Department of Counseling and would result in either a remediation plan or removal of the student from the program.

Application for Practicum and Internship

Students must submit an application for Practicum/Internship (see Appendix I) before beginning Practicum. A new Practicum/Internship application is required if a student has been approved to switch sites. Applications are available in the Department of Counseling office, through the Clinical Coordinator, and online, and must be submitted in to the Clinical Coordinator on or before the below due dates. If any of the following dates falls on a weekend or holiday, applications will be accepted on the next business day, before the close of business on that day. Late applications will not be accepted.

Spring	September 5
Summer	February 5
Fall	May 5

Students' eligibility to enroll in Practicum will be subject to a review by the Clinical Coordinator. Students register for the Practicum or Internship course using the normal registration process. Once a section of Practicum or Internship is filled, there will be no more students allowed to register for that section. In order to help ensure that students obtain maximum benefit from their clinical experience, a checklist is provided (see Appendix II) to help guide students through the preliminary requirements of applying for Practicum and Internship.

Professional Liability Insurance

Students must obtain professional liability insurance coverage prior to starting Practicum. There are several options from which to obtain liability insurance including the American Counseling Association (ACA). ACA's Student membership now includes liability insurance to ACA student members enrolled and engaged in a master's degree counseling curriculum at a post-secondary institution. Coverage is solely while performing counseling services (e.g. Practicum and Internship) related to such curriculum. This information can be obtained online at www.counseling.org and in the Department of Counseling office.

A student's Practicum/Internship instructor will collect proof of his or her professional liability insurance on the first day of class. A copy of each student's insurance will be kept on file. If a student does not have up-to-date liability insurance, he or she is not allowed to begin working with clients at the site. He or she may be withdrawn from the course and removed from the placement site if he or she is unable to obtain insurance.

Transfer Credit

Practicum/Internship may not be completed at another university. Loyola will not accept Practicum or Internship as transfer credits.

Practicum and Internship Placement and Settings

The student and Clinical Coordinator work together to place the student in a Practicum/Internship setting. Students are expected to meet with the Clinical Coordinator to discuss field placement options. Students are encouraged to explore potential settings for their Practicum/Internship placements, and to do so early in the semester prior to their Practicum/Internship semester. Students are encouraged to visit several potential settings and to interview at those sites. As a result of the interview process, students should be able to answer the following questions:

- Does this setting offer me the range of learning experiences I desire with a client population that matches my career goals?
- Does this setting meet all Practicum/Internship requirements outlined in the handbook?
- Does this setting have a qualified supervisor on site that is willing to provide the supervision I require?
- Is this setting willing to accept me as an intern if such a request is made?
- Does this setting have a time commitment that must be considered?

Students wishing to apply for the School Counseling Certification in the state of Louisiana must intern in a school setting for at least one semester of their clinical experience.

The Greater New Orleans area offers a wealth of potential Practicum and Internship settings from which students may choose. In past semesters, students have worked in such diverse settings as elementary schools, secondary schools, colleges, family service centers, women's shelters, hospitals, United Way-funded agencies, private agencies, juvenile and adult probation and parole, and child guidance centers. In Mercy 210, there is an up-to-date binder of students' evaluations of their practicum and internship sites. It is highly recommended that students use this resource to help determine if some of the sites they are interested in will be a good match.

Students must complete their Practicum or Internship experience at only one site per semester, and may not leave their site mid-semester. The Practicum/Internship facility must meet the following requirements:

- provide direct counseling services by qualified professionals,
- provide an opportunity for the Practicum/Internship student to perform all activities that a regularly employed staff member in the setting would be expected to perform, subject to limitations imposed by liability considerations, setting specific policies, and confidentiality considerations,
- provide the Practicum student with at least **140** hours of meaningful and appropriate work, at least **40** clock hours of which are in direct service* to clients, per semester,
- provide the Internship student with at least **300** hours of meaningful and appropriate work, at least **120** clock hours of which are in direct service to clients, per semester,
- have at least one qualified supervisor* on site who agrees to provide supervision to the Practicum/Internship student, and allow the student to become familiar with a variety of professional activities other than direct service,
- allow the Practicum/Internship student to obtain video recording within the bounds of preservation of client confidentiality for use in supervision,
- allow the Practicum/Internship student to gain supervised experience in the use of a variety of professional resources such as appraisal instruments, computers, print and non-print media, professional literature, and research, and
- provide an evaluation of the Practicum/Internship student - both formative and summative,
- be located no farther than 75 miles from Loyola University New Orleans

*Direct Service - When a student is engaging in counseling services such as an intake, counseling session, couple or group counseling, and classroom guidance in a primary (K-12) school. Observations of counseling sessions, assisting school age students with disabilities in testing (such as reading a test to a student), and role playing with volunteers or actors does not count as direct counseling service. See Appendix VIII for a detailed list of activities that are considered direct and indirect.

* Qualified Supervisor - A professional at the Practicum/Internship site who is a Licensed

Professional Counselor, Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, licensed psychologist, or some other equivalent licensed mental health professional, who agrees to supervise the Practicum/Internship student and will have a minimum of one continuous hour of individual supervision with the Practicum/Internship student weekly.

The on-site Practicum/Internship Supervisor must meet the following requirements:

- hold an appropriate master's or doctoral degree (such as counseling, psychology, social work, or other relevant degree) and have at least 3 years of relevant experience,
- hold credentials appropriate to the setting, such as Licensed Professional Counselor, Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, psychologist, or some other equivalent licensed mental health professional
- provide the intern with a minimum of one hour of face-to-face continuous supervision per week, including case consultation and formative evaluation of the intern's work,
- work closely with the intern to ensure that the intern has a variety of experiences which represent the activities that a regularly employed staff member in the setting is expected to perform,
- meet with the university supervisor during the university supervisor's site visits, at least once during the semester, and
- provide a summative evaluation of the intern on the form provided, which will remain on file with the university.

Site Contracts

Students are allowed to intern at sites within a 75 mile radius from Loyola University New Orleans' campus.

The Clinical Coordinator works with the various sites to secure contracts for the students enrolled in Practicum and Internship. Once established, contracts are typically for a two year period. The university maintains a formal contract with each of these settings and students are not permitted to go to a site for Practicum or Internship for which there is no formal contract. Students should never contract independently with particular sites. Any student wishing to establish a new contract must meet with the Clinical Coordinator prior to contacting the site. Sites must be able to provide students with enough direct and indirect contact hours required for the course in which they are currently registered. Each site must have a licensed or certified mental health professional that can provide the student with a scheduled hour of supervision each week.

Practicum and Internship Course Requirements

Although specific requirements for Practicum/Internship may vary according to the instructor, the course provides students with opportunities to apply their training in a closely supervised clinical setting with clients who present with a variety of problems. Practicum and Internship requirements include:

Counseling – Practicum students will work with clients approximately one hour per week per

client. Students will spend approximately 4-6 hours per week in direct contact with clients in counseling. Students are not allowed to accept more than six active clients without approval from their Practicum instructor. **Internship** students will work with clients approximately one hour per week per client. Students will spend approximately 10-12 hours per week in direct contact with clients in counseling. Students may work with children, adolescents, adults, or older adults using individual, group, and marriage and family counseling approaches.

Supervision - The minimum required supervision a student will receive for each semester includes 1½ hours of group supervision weekly. Additionally, Practicum students must meet with their faculty instructor one hour per week for the duration of the semester. Internship students must meet with their faculty instructor for four, one-hour supervision sessions per semester. Students will also receive a minimum of one hour of continuous individual supervision each week at their field site. Some field sites require further supervision. The student will receive a Professional Counseling Performance Evaluation from their Faculty and Site supervisor (see Appendix IV).

Clinical Experience Log – Practicum students will complete **140** clock hours of Practicum work during the semester including **40** direct and **100** indirect hours. **Internship** students will complete a minimum of **300** clock hours per semester of Internship work during the semester including **120** direct and **180** indirect hours. These hours will include time spent in direct contact with clients, observation of other students, preparation for counseling sessions, reviewing and scoring tests, writing reports, and other related activities approved by the instructor. These direct and indirect services for the site must be logged using the Clinical Experience Log (see Appendix III). If students cannot complete their Practicum or Internship hour requirements, they will receive an “In Progress” for the course and the Graduate Counsel Committee will meet to discuss a remediation plan.

Evaluations –Students will be evaluated in writing by their onsite supervisor at midterm and end of the semester. The student must provide the supervisor with the Loyola University Department of Counseling Professional Counseling Performance Evaluation form (see Appendix IV). The student is required to provide the on-site supervisor with the evaluation as well as turning in the completed evaluation to their Practicum/Internship Instructor. At the end of every semester, the student should submit a Supervisee’s Evaluation of Supervisor and Supervision Site form (see Appendix V).

Informed Consent – Students are required to collect their client or a minor client’s parent/guardian signed permission to receive videotaped counseling sessions from the student. Students need to provide their clients with the program’s informed consent document and verbally explain that they are in training and ensure clients understand what they are signing (see Appendix VI).

Case Presentation - Students will conduct many case presentations during their Practicum and Internship experience. Case presentations will be reviewed with a videotape of the Practicum or Internship student in session with the client. A transcript of the session may also be required.

Students may not use intake sessions or group sessions for their case presentations. The case presentation guidelines will be outlined in the Practicum or Internship instructor's syllabus.

Case Coordination - Students must maintain client records in accordance with their site and the Practicum and Internship policies. Although Practicum and Internship is a three credit hour course, students should be aware that this is a laboratory course and that they will actually spend 10 hours or more per week completing the requirements of the course.

Practicum and Internship at the Student's Place of Employment

Practicum and Internship placements are **not** permitted at locations where the student is currently working or under the supervision of close personal friends or family members. Also, students are not permitted to be placed at a site where they were previously employed, or currently or previously volunteered. This policy exists as a safeguard against dual relationships, conflicts of interest, and other potential ethical problems. Although it would often be more convenient to complete the Practicum/Internship at a location where the student is currently working, volunteering, or generally familiar with the staff and supervisors, the counseling faculty do not believe that it represents an ethically sound decision nor does it provide the student with the novel challenges that are required to further enhance their training.

Financial Aid

Students enrolled in Practicum/Internship are considered full-time for financial aid purposes even if they are only registered for 1.5 hours of Internship. The Office of Scholarship and Financial Aid generally consider half-time five hours and full-time nine hours. However, because students in Practicum or Internship are working at least 10 hours a week at their site, they are considered full-time students and are therefore eligible for financial aid.

Students in need of financial aid and only registered for Practicum or Internship should inform their financial aid advisor that they are eligible for aid and considered a full-time student.

Between Semester Policy for Practicum and Internship

According to the LPC Board, students must be registered in a Practicum or Internship course and receive supervision in order to see clients between semester breaks. The Department of Counseling faculty expect students to continue counseling their clients during semester breaks in order to avoid client abandonment and offer the best continuity of care possible. This is only applicable when a student remains at the same site; if a student terminates with one site at the end of one semester and begins another site the subsequent semester, the student is not required to see clients or attend supervision in between semesters.

Students will be given an "In Progress" (IP) grade for the semester prior to the break in order to maintain registration. In addition, students must attend group supervision for 1 ½ hours each week on campus. This group supervision will be facilitated by a university supervisor. All

students are required to be prepared for supervision (e.g. bring tapes to these supervision meetings). Formal case consultation will not be required, however, students are required to participate in informal case consultations, and may be randomly chosen to present if no other student has volunteered. Students are required to also receive supervision from their on-site supervisor.

Banking hours for Internship during a Semester Break

Students may begin banking hours for Internship as long as the following criteria are met:

- Students are continuing at the same site they interned the semester before.
- Students have received a grade for either Practicum or Internship I.
- Student's site has been approved by the Clinical Coordinator.
- Students are receiving onsite supervision for a minimum of one hour each week.
- Students attend on-campus weekly supervision of 1 ½ hours per week during the break.

Remediation

Remediation is an opportunity for the graduate program to assist a student who is struggling and provide them with the opportunity to learn, grow, and improve. The Counseling Department views remediation as a success plan. Students who are asked to complete a remediation plan are students who the faculty believes have the capacity to be successful. Some students need more support through the process of becoming a counselor.

Students may be required to complete a remediation plan if they fail their Practicum or Internship course, or for a variety of deficiencies (e.g. incomplete coursework, ethical or professional issues, personal relationship problems, incomplete clinical hours, and/or student handbook and Practicum/Internship violations). If a student needs remediation, the Graduate Counseling Committee will meet to discuss possible remediation options. Remediation requirements may involve academic and/or personal growth. Students may be required to attend counseling or take time off from the program in order to facilitate growth.

The remediation plan will be explained both in writing and verbally. If a student chooses not to complete the remediation plan presented by the Graduate Counsel Committee, they will be withdrawn from the program. Remediation plans are considered and designed on a case-by-case basis.

In the event a student has been asked to leave their site (i.e., fired from a site), the student will receive an "F" in the course. Both the student and the site supervisor must submit separate written explanations as to why the student was fired. In the event a student is released from a site because of issues with the site that are beyond the student's control, the Clinical Coordinator and faculty instructor will attempt to place the student at a new site. Both the student and the site must submit in writing the details surrounding why the site released the student. The student will receive an IP until they are able to complete the course requirements at the new site.

Department of Counseling Hurricane Emergency Preparedness Plan

The University has created an Emergency Preparedness Plan. Please review the Universities plan at http://www.loyno.edu/studentaffairs/hurr_brief.html

Communications

The University maintains a hurricane emergency web page www.loyno.edu/emergency/ with regularly updated guidelines and resources to assist students, faculty, and staff in making adequate preparations. The current version of the hurricane plan is always posted to this page.

The Director of Public Affairs and External Relations issues advisories as necessary so that students, faculty, and staff are fully informed of a developing threat and can prepare to take appropriate action. Advisories are communicated via the Loyola home page (www.loyno.edu) and the emergency information lines 504-865-2186 and toll-free, 888-94LOYNO. During a hurricane threat, these sources carry the latest and most complete information.

Student Personal Evacuation Plan

All Loyola students are required to file a Personal Evacuation Plan, indicating an evacuation location and emergency contact information, through their LORA account. Students are not allowed to remain on Loyola's campus, including residence halls, when an evacuation is ordered. Students must make transportation and lodging arrangements so that they will be safely outside the storm area. Resident students will not receive their room keys without first filling out a Personal Evacuation Plan.

Responsibilities of Students

In addition to the forms of communication mentioned above, the university may choose to update students by sending important information to their official Loyola e-mail address. Students should regularly check their account.

Students are to regularly check the Blackboard account for their courses to remain current with announcements and assignments from their professors. Information on using Blackboard is posted at blackboard.loyno.edu. When students first login to Blackboard they should contact their instructors and let them know their location on contact information.

Responsibilities of Faculty and Staff

Faculty and staff are to contact their chairs or supervisors within a reasonable time according to plans developed in their departments and units. Faculty are to maintain regular communication with students enrolled in their courses via Blackboard in the case of an evacuation.

Contingency Residential Student Shelter

All residential students are responsible for evacuating when the university is evacuated. No students are allowed to remain on Loyola's campus, including their own room in a residence hall. For residential students unable to comply, such as international students, Loyola has a

temporary rugged shelter with very limited space. Residential Life staff, led by the Director of Residential Life, remain with these students until the campus is open or until they make arrangements for a place to stay in case of an extended evacuation.

Timetable for Reopening

Normal operations will resume on campus when the president deems that the safety of students, faculty, and staff can reasonably be assured. The schedule for reopening will be communicated via Loyola's web page and the emergency information line.

Practicum and Internships Students Responsibilities to Clients

In addition to following Loyola University's Hurricane Emergency Preparedness Plan, students should follow the disaster and evacuation policy of their site.

Appendix I

Loyola University New Orleans
Department of Counseling

Application for Practicum/Internship

Name _____ Date _____

Semester (Circle): Fall, Spring, Summer, 20__ Course: Practicum, Internship I, Internship II

List of choices for possible Practicum/Internship site: (*in order of preference*)

1. _____
2. _____
3. _____

List semester, year, and grade for completion or plan of completion of prerequisite courses:

	Semester	Year	Grade
CNSL 702 Research and Statistical Methods in Counseling	_____	_____	_____
CNSL 704 Research Writing Lab	_____	_____	_____
CNSL 706 Philosophy and Counseling	_____	_____	_____
CNSL 830 Counseling Theories	_____	_____	_____
CNSL 835 Introduction to Clinical Mental Health Counseling	_____	_____	_____
CNSL 836 Individual Counseling Skills Lab	_____	_____	_____
CNSL 864 Ethics in Counseling	_____	_____	_____
CNSL 840 Group Counseling	_____	_____	_____
CNSL 843 Group Counseling Skills Lab	_____	_____	_____
CNSL 776 Measurement and Assessment	_____	_____	_____
CNSL 855 Adult Diagnosis & Treatment	_____	_____	_____
CNSL 725 Lifespan Development	_____	_____	_____
CLSL 842 Multicultural Counseling	_____	_____	_____
CNSL 863 Fundamentals of Practicum and Internship	_____	_____	_____
CNSL 865 Practicum	_____	_____	_____
CNSL 866 Internship I	_____	_____	_____
CNSL 866 Internship II	_____	_____	_____

Total Hours Completed in Program _____

Practicum/Internship Guidelines

1. All students must have professional liability coverage prior to their first counseling session during Practicum or Internship. Insurance is available at a reasonable cost through the American Counseling Association (ACA). More information may be obtained in the Department of Counseling.
2. After completing this application, eligibility will be verified and student's name will be placed on list for class registration. Students must use the normal registration process to register for Practicum or Internship; placement in a particular section will be determined by registration priority. Once a section is filled, no more students will be allowed to register for that section.
3. Practicum applications are due on or before the following dates. Applications must be submitted to the coordinator, in person. If any of the following dates fall on a weekend or holiday, applications will be accepted on the next business day, before the close of business on that day. **Late applications will not be accepted.**

Spring
Summer
Fall

September 5
February 5
May 5

4. Students' eligibility to enroll in Practicum will be subject to a review of their Practicum application by the departmental faculty.
5. Students are required to communicate with the Clinical Coordinator throughout the process of finding a Practicum/Internship placement. Students must finalize their placement by the last day of finals the semester prior to beginning Practicum/Internship or they will be unable to begin Practicum/Internship.

Student's Signature _____

Clinical Coordinator's Approval _____

Appendix II

Practicum/Internship Application Checklist For Counseling Students

1. Apply for malpractice insurance through American Counseling Association one semester prior to taking course. If not a member of ACA, apply for membership.
2. Submit Practicum/Internship application in person to the Clinical Coordinator one semester before you intend to take Practicum/Internship to identify potential field sites. Receive approval to enroll in Practicum/Internship from the Clinical Coordinator.
3. Visit with at least 3 different centers for purpose of making arrangements for placement.
4. Contact the Clinical Coordinator if you have identified a center which does not currently have a contract with Loyola University New Orleans so that the process of negotiating placement and a contract may begin.
5. Clinical Coordinator will confirm placement.
6. Meet with the site supervisor to establish your schedule.
7. Present authorization of insurance and discuss your semester schedule on first day of class.

Appendix III

Direct and indirect Client Contact Hours

Direct Client Contact Hours:

Any contact you have directly with clients.

Recorded hours should equal the amount of time that was spent doing each activity in 15 minute increments. For example a 45minute session=45 minutes direct client contact; a 55 minute session=1 hour direct client contact.

- Individual client sessions
- Play therapy sessions
- Family therapy sessions
- Group Counseling session
- Guidance Lessons (school counselors)
- Phone contact with clients

(Examples: scheduling an appointment and phone intakes). Phone counseling should not be occurring unless the student is at an approved site that requires phone counseling, such as a suicide hotline. Phone contact is limited to 10% of required direct hours. Practicum students may not clock more than 4 direct hours from phone contact and Internship students no more than 12 hours.

Indirect Client Hours:

Any other hours spent at your Practicum/Internship site and Supervision hours.

- Individual Supervision
- Group Supervision
- Staffing
- Consultation (processing client's case with other i.e. supervisor, interns, client's psychiatrist, etc.)
- Processing
- Maintaining case notes
- Research
- Preparation for client(s)
- Observation (of clients or other's counseling)

Indirect Hours Earned at Home:

You may collect indirect hours doing research outside of your site. However these hours must be in excess of the 10 hour weekly requirement onsite for Practicum and the 20 hour weekly for Internship. You may **Not** collect indirect hours at home instead of going to your site. You must be onsite 10 hours per week for Practicum and 20 hours per week for Internship.

Supervision Requirements:

Supervision hours are recorded as indirect hours.

- Practicum Students: 1 hour Site Supervisor weekly, 1 hour University Supervisor weekly, and 1.5 hours group supervision weekly
- Internship Students: 1 hour Site Supervisor weekly and 1.5 hours group supervision weekly

Appendix IV

Loyola University New Orleans
Department of Counseling
Clinical Experience Log

Name: _____ Circle: _____ Practicum _____ Internship I _____ Internship II _____
Faculty Supervisor: _____ Field Site: _____ Site Supervisor: _____ Semester: _____

Week	Weekly Direct Contact Hours by Type									Ttl DC Hours	Supv Hours		Ttl Supv Hours	Other Indirect Hours			Ttl ID Hours	Week	SUPV		
	Date	Ind	PT	GRP	Cpl	PC	TC	Adol	Child		Other	Total		I.S.	Grou	Total				Cslt	Adm
1		1		2							3	2	1.5	3.5					3.5	13.5	
2											0									0	
3											0									0	
4											0									0	
5											0									0	
6											0									0	
7											0									0	
8											0									0	
9											0									0	
10											0									0	
11											0									0	
12											0									0	
13											0									0	
14											0									0	
15											0									0	
16											0									0	
Sem total		1	0	2	0	0	0	0	0	0	3	2	1.5	3.5	0	0	0	0	3.5	13.5	

Faculty Supervisor's Signature/Date _____

Site Supervisor's Signature/Date _____

Hours Log Key

Date= *Date of practicum each week*

Indiv=*Individual Adult*

PT= *Play / Activity Therapy (group or individual)*

GRP= *Group Therapy (Adult and adolescent)*

Cpl= *Couple Therapy*

PC= *Parent Consult*

TC= *Teacher Consult*

Adol.= *Adolescent*

Child= *Child, not in play therapy*

Fmy: *Family*

Ttl DC Hours= *Total direct contact hours added together for week*

Ttl ID Hours= *Total Indirect contact hours added together for week*

I.S. = *Individual Supervision*

Group= *Group supervision (1 supervisor : 10 students)*

Cslt= *Consult (peers, teacher, etc.)*

Adm= *Progress notes, scoring, etc.*

Train= *Research/ seminars, etc.*

Obs= *Observed sessions*

Appendix V

Loyola University New Orleans

Professional Counseling Performance Evaluation

PLEASE PRINT

Student _____ Semester & Year _____ Name of Evaluator _____

Please Circle: **Practicum** **Internship I (specify if half _____)** **Internship II (specify if half _____)**

Midterm or Final

Rating Scale

N –No Opportunity to observe

0 –Does not meet criteria for program level

1 –Meets criteria minimally or inconsistently for program level

2 –Meets criteria consistently at this program level

3 –Exceeds criteria consistently at this program level

Communication Skills and Abilities				
1. The student demonstrates the ability to establish relationships in such a manner that a working alliance can be created.	N	0	1	2 3
2. The student demonstrates effective communication skills including:				
a. Creating appropriate structure –setting the boundaries of the helping frame and maintaining boundaries throughout the work such as setting parameters for meeting time and place, maintaining the time limits, etc.	N	0	1	2 3
b. Understanding content –understanding the primary elements of the client’s story.	N	0	1	2 3
c. Understanding context –understanding the uniqueness of the story elements and their underlying meanings.	N	0	1	2 3
d. Responding to feelings –identifying affect and addressing those feelings in a therapeutic manner.	N	0	1	2 3
e. Congruence –genuineness; external behavior consistent with internal affect.	N	0	1	2 3
f. Establishing and communicating empathy –taking the perspective of the individual without overidentifying and communicating this experience to the individual.	N	0	1	2 3
g. Non-verbal communication –demonstrates effective use of head, eyes, hands, feet, posture, voice, attire, etc.	N	0	1	2 3
h. Immediacy –communicating by staying in the here and now.	N	0	1	2 3
i. Timing –responding at the optimal moment.	N	0	1	2 3
j. Intentionality –responding with a clear understanding of the student’s therapeutic intention.	N	0	1	2 3
k. Self-disclosure –skillfully and carefully –considered for a specific strategic purpose.	N	0	1	2 3
3. The student demonstrates effective written communication skills including:				
a. Appropriate case notes.	N	0	1	2 3
b. Maintaining updated files on each client.	N	0	1	2 3
c. Creating appropriate treatment plan(s) for client(s).	N	0	1	2 3
d. Graduate level work for written assignments.	N	0	1	2 3
4. The student demonstrates awareness of power differences in therapeutic relationship and manages these differences effectively.	N	0	1	2 3
5. The student collaborates with an individual to establish clear therapeutic goals.	N	0	1	2 3
6. The student facilitates movement toward the individual’s goals.	N	0	1	2 3
7. The student demonstrates the capacity to match appropriate interventions to the presenting problem in a consistent manner.	N	0	1	2 3
8. The student creates a safe environment.	N	0	1	2 3
9. The student demonstrates analysis and resolution of ethical dilemmas.	N	0	1	2 3
Supervision				
1. The student accepts and uses supervision appropriately.	N	0	1	2 3
2. The student is open to feedback given by supervisor and/or group members.	N	0	1	2 3

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Professional Counseling Performance Evaluation

Student Name: _____

3. The student utilizes feedback given.	N	0	1	2	3
4. The student gives feedback to others in a constructive manner.	N	0	1	2	3
5. The student comes prepared for supervision with appropriate documents and materials.	N	0	1	2	3
Professional Responsibility					
1. The student conducts self in an ethical manner so as to promote confidence in the counseling profession.	N	0	1	2	3
2. The student relates to peers, professors, and others in a manner consistent with professional standards.	N	0	1	2	3
3. The student demonstrates sensitivity to real and ascribed differences in power between herself/himself and others, and does not exploit or mislead other people during or after professional relationships.	N	0	1	2	3
4. The student demonstrates application of legal requirements relevant to counseling training and practice.	N	0	1	2	3
5. The student arrives on time for class, meetings, and clients.	N	0	1	2	3
6. The student is reliable and accountable.	N	0	1	2	3
Competence					
1. The student recognizes the boundaries of her/his particular competencies and the limitations of her/his expertise.	N	0	1	2	3
2. The student takes responsibility for compensating for her/his deficiencies.	N	0	1	2	3
3. The student takes responsibility for assuring other's welfare when encountering the boundaries of her/his expertise.	N	0	1	2	3
4. The student provides only those services and applies only those techniques for which she/he is qualified by education, training, and experience.	N	0	1	2	3
5. The student demonstrates basic cognitive, affective, sensory, and motor capacities to respond to others.	N	0	1	2	3
6. The student is able to conceptualize client cases from a theoretical and philosophical perspective.	N	0	1	2	3
Maturity					
1. The student demonstrates appropriate self-control (such as anger control, impulse control) in interpersonal relationships with faculty, peers, and others.	N	0	1	2	3
2. The student demonstrates honesty, fairness, and respect for others.	N	0	1	2	3
3. The student demonstrates an awareness of his/her own belief systems, values, needs and limitations and the effect of these on her/his work.	N	0	1	2	3
4. The student demonstrates the ability to receive, integrate, and utilize feedback from peers, professors, and supervisors.	N	0	1	2	3
5. The student exhibits appropriate levels of self-assurance, confidence, and trust in her/his own ability.	N	0	1	2	3
6. The student follows professionally recognized conflict resolution processes, seeking to informally address the issue first with the individual(s) with whom the conflict exists.	N	0	1	2	3
Integrity					
1. The student refrains from making statements which are false, misleading, or deceptive.	N	0	1	2	3
2. The student avoids improper and potentially harmful dual relationships.	N	0	1	2	3
3. The student respects the fundamental rights, dignity, and worth of all people.	N	0	1	2	3
4. The student respects the rights of individuals to privacy, confidentiality, and choices regarding self-determination and autonomy.	N	0	1	2	3
5. The student respects cultural, individual, and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status.	N	0	1	2	3

Loyola University New Orleans

Professional Counseling Performance Evaluation

Student Name: _____

Advocacy					
1. If needed, the student advocates for himself/herself when professional needs are not being met by the supervisor.	N	0	1	2	3
2. If needed, the student advocates for himself/herself when professional needs are not being met by the site.	N	0	1	2	3
3. The student engages in activities to advocates for the client.	N	0	1	2	3
4. The student engages in activities to advocate for the practicum/internship site.	N	0	1	2	3
5. The student engages in activities to advocate for the counseling profession.	N	0	1	2	3
Initiative					
1. The student takes responsibility/initiative to learn about the history of the site.	N	0	1	2	3
2. The student takes responsibility/initiative to learn about current trends, including populations served, of the site.	N	0	1	2	3
3. The student takes initiative in addressing needs of the site.	N	0	1	2	3

PLEASE PRINT COMMENTS:

Please comment on any of the above if that would be useful (i.e., no opportunity to observe, concerns about certain traits of the student, etc.)

Please list what you see as the student's strengths.

Please suggest areas for further development appropriate to the current level of the student's training.

Please list any goals for the future.

*****Student Signature/Date*****

*****Evaluator Signature/Date*****

Loyola University New Orleans

Professional Counseling Performance Mid-term Evaluation

Student / Practicum or Internship

Agency

Loyola Faculty

Supervisor

The following rating is based on the level of training the student has so far achieved

Superior	Poor			Adequate		
	1	2	3	4	5	6
1. Understands and follows the agency's policies & procedures, including prompt documentation	1	2	3	4	5	6
2. Demonstrates a positive relationship with staff and other trainees	1	2	3	4	5	6
3. Accepts and uses supervision appropriately	1	2	3	4	5	6
4. Demonstrates a sense of professional identity as a counselor	1	2	3	4	5	6
5. Can explain a coherent theory of counseling	1	2	3	4	5	6
6. Can use techniques appropriate to this theory	1	2	3	4	5	6
7. Has demonstrated ability to engage clients in a mutually respectful relationship	1	2	3	4	5	6
8. Demonstrates knowledge ethical practice & resolution procedures (consultation, etc.)	1	2	3	4	5	6
9. Is able to establish personal clinical goals and work toward their accomplishment	1	2	3	4	5	6
10. Aware of diversity in clinical relationship and Openness to addressing them	1	2	3	4	5	6
11. Comfortable advocating for professional needs	1	2	3	4	5	6

Please comment on any of the above if that would be useful (i.e., no opportunity to observe, concern about aspects of the trait in the trainee, etc.) (use back if needed)

Please list what you see as the student's strengths. (use back if needed)

Please suggest areas for further development appropriate to the current level of the student's training.

(use back if needed)

Student Counselor Signature/ Date

Supervisor Signature/ Date

Appendix VI

Loyola University New Orleans
Department of Counseling

Supervisees' Evaluation of Supervisor and Supervision Site
(to be completed by student)

Supervisor's Name: _____
Supervision Site: _____
Faculty Supervisor: _____

COUNSELING: (circle) PRACTICUM/ INTERNSHIP I/ Internship II
Semester: (circle) Fall/ Spring/ Summer
Year: _____

	Poor					Outstanding		
1. <u>Involvement</u>								
A. Demonstrates seriousness and involvement about being a supervisor.	1	2	3	4	5	6	7	
B. Is aware and involved in the issues being discussed.	1	2	3	4	5	6	7	
2. <u>Growth</u>								
A. Uses personal experiences with clients to further your development.	1	2	3	4	5	6	7	
B. Uses personal feelings and insights to further your development.	1	2	3	4	5	6	7	
3. <u>Rapport</u>								
A. Makes it easy for you to initiate dialogue with him/her.	1	2	3	4	5	6	7	
B. Makes it easy to share your counseling strengths and weaknesses with him/her.	1	2	3	4	5	6	7	
4. <u>Facilitation</u>								
A. Initiates helpful discussions of your strengths and competencies with you.	1	2	3	4	5	6	7	
B. Initiates helpful discussions with you of your areas for growth.	1	2	3	4	5	6	7	
5. <u>Climate and Relationship</u>								
A. Is open and flexible to your wants and style.	1	2	3	4	5	6	7	
B. Is accessible between sessions.	1	2	3	4	5	6	7	
C. Shares and negotiates expectations of supervision.	1	2	3	4	5	6	7	
6. <u>Implementation</u>								
A. Models specific interventions.	1	2	3	4	5	6	7	
B. Presents alternative interventions.	1	2	3	4	5	6	7	
C. Helps you identify movement in the client.	1	2	3	4	5	6	7	
D. Helps you identify lack of movement in the client.	1	2	3	4	5	6	7	
E. Aids in your conceptualization of the client's behavior.	1	2	3	4	5	6	7	
F. Focuses on content of counseling session.	1	2	3	4	5	6	7	

G. Focuses on process of counseling session.	1	2	3	4	5	6	7
7. Site Critique							
A. Provides accessible office space for interns.	1	2	3	4	5	6	7
B. Provides opportunities to fulfill the client. contact requirement.	1	2	3	4	5	6	7
C. Provides opportunities to work with a. variety of clientele.	1	2	3	4	5	6	7
D. Provides helpful group supervision.	1	2	3	4	5	6	7
E. Office staff support and help interns.	1	2	3	4	5	6	7
F. Provides adequate orientation of new interns.	1	2	3	4	5	6	7

Suggestions for Supervisor:

Suggestions for Site:

Appendix VII

Loyola University New Orleans
Department of Counseling

**Invitation and Authority for Client Participation in Loyola University’s
Counseling Practicum and Internship**

AN INVITATION TO: **Prospective Clients**

BACKGROUND INFORMATION

Loyola University's Counseling Practicum/Internship courses require the graduate students enrolled to perform services of a regular or professional counselor. The program is recruiting individuals who are interested in and/or in need of personal, social, educational or vocational counseling. This document represents an invitation for the client to actively engage in a confidential counseling relationship with a counselor-in-training. All counselor-in-training graduate students are supervised by the instructor of the Counseling Practicum or Internship. Videotaping the student-client's counseling session is necessary for both supervisory purposes and in-class learning discussions about the counseling experience.

**CONDITIONS OF AGREEMENT FOR THE PROVISION OF
COUNSELING SERVICES TO CLIENTS**

1. Written consent of the client must be secured for every counselor-in-training/client relationship. This consent authorizes all parties to engage in the counseling relationship.
2. For the purposes described above, namely counselor-in-training supervision, videotaping is necessary. However, the client has the right to turn off the recorder if he/she desires to do so. When these recorded conversations are used in the university setting, to be heard by the professor and the students enrolled in the course, the identity of the client shall not be disclosed to the class.
3. The counseling process is not viewed as a legal process and the client should not view the counseling relationship as making a confession or providing admissible evidence. However, confidentiality is limited where the client represents a danger to self, others, or in the case of child or elderly abuse.
4. The University and its Department of Counseling reserve the right to determine if counseling services will be provided to prospective clients based upon relationship variables, problem areas and available time and graduate students enrolled in the course.
5. The University and its Department Counseling may terminate the counseling relationship at any time and for any reason. Efforts will be made to provide appropriate referrals for clients. The client may terminate the counseling relationship at any time and for any reason.

AUTHORITY FOR CLIENT PARTICIPATION

Having read the above program background and conditions of agreement, the undersigned hereby give their consent to enter into a counseling relationship through the Loyola University Counseling Practicum/Internship.

Client's Name	Signature	Date
Graduate Student's Name	Signature	Date
Instructor's Name	Signature	Date
Department Chairperson	Signature	Date

Loyola University New Orleans
Department of Counseling

**Invitation and Authority for Client Participation in Loyola University's
Counseling Practicum and Internship**

AN INVITATION TO: **Prospective Clients, Parents and Guardians**

BACKGROUND INFORMATION

Loyola University's Counseling Practicum/Internship courses require the graduate students enrolled to perform services of a regular or professional counselor. The program is recruiting individuals who are interested in and/or in need of personal, social, educational or vocational counseling. This document represents an invitation for the child/adolescent to actively engage in a confidential counseling relationship with a counselor-in-training. All counselor-in-training graduate students are supervised by the instructor of the Counseling Practicum or Internship course. Videotaping the student-client's counseling session is necessary for both supervisory purposes and in-class learning discussions about the counseling experience.

**CONDITIONS OF AGREEMENT FOR THE PROVISION OF
COUNSELING SERVICES TO STUDENT-CLIENTS**

1. Written consent of the parent/guardian and client must be secured for every counselor-in-training/student-client relationship. This consent authorizes all parties to engage in the counseling relationship.
2. For the purposes described above, namely counselor-in-training supervision, videotaping is necessary. However, the student-client has the right to turn off the recorder if he/she desires to do so. When these recorded conversations are used in the university setting, to be heard by the professor and the students enrolled in the course, the identity of the client shall not be disclosed to the class.
3. The counseling process is not viewed as a legal process and neither the student-clients nor their parents/guardians should view the counseling relationship as making a confession or providing admissible evidence. However, confidentiality is limited where the client represents a danger to self, others, or in the case of child or elderly abuse.
4. The University and its Department Counseling reserve the right to determine if counseling services will be provided to prospective student-clients based upon relationship variables, problem areas and available time and graduate students enrolled in the course.
5. The University and its Department Counseling may terminate the counseling relationship at any time and for any reason. Efforts will be made to provide appropriate referrals for clients. The student-client directly or through his/her parent or guardian may terminate the counseling relationship at any time and for any reason.

AUTHORITY FOR CLIENT PARTICIPATION

Having read the above program background and conditions of agreement, the undersigned hereby give their consent to enter into a counseling relationship through the Loyola University Counseling Practicum/Internship.

Name of Parent/Guardian

Signature

Date

Relationship to Client

Address (Street/City)

Phone

Student-Client's Name

Signature

Date

Graduate Student's Name

Signature

Date

Instructor's Name

Signature

Date

Department Chairperson

Signature

Date

Appendix VIII

Loyola University New Orleans
Department of Counseling

Supervision Agreement Form

PLEASE PRINT

Student: _____ Supervisor: _____

Semester: _____ Year: _____

Circle: Practicum Internship I (specify if half _____) Internship II (specify if half _____)

Purpose, Goals, Objectives

1. Monitor and ensure welfare of clients seen by supervisee (*Communication Skills and Abilities*, 3.b., 5, 6, 7)
2. Promote development of supervisee's professional counselor identity and competence (*Communication Skills and Abilities*, 1-9; *Conceptualization*, 1)
3. Fulfill academic requirement for supervisee's clinical training (*Supervision*, 1-5)

Supervision

1. One (1) clock hour of individual supervision will be conducted, with tape provided by supervisee (*Supervision*, 5)
2. Supervision will revolve around counseling conducted at the supervisee's clinical site
3. Individual supervision will be conducted in supervisor's office on _____ (day of week), from _____ to _____ (time), where tapes of supervisee counseling skills are viewed. (*Professional Responsibility*, 5-6).

Method of Evaluation

1. Continuous feedback will be provided by the supervisor during each session, and a formal evaluation, using the Professional Counseling Performance Evaluation Form, will be conducted at mid-term and at the conclusion of the semester. (*Supervision*, 1-3)
2. Specific feedback provided by the supervisor will focus on supervisee's demonstrated counseling skills, clinical documentation, and other issues. (*Supervision*, 1-3)
3. Supervisee may evaluate supervisor at any time during the semester. (*Supervision*, 4)

Duties and Responsibilities of Supervisor

1. Examine client presenting complaints and treatment plans (*Communication Skills and Abilities*, 7)

2. View digital video/audio of supervisee's counseling sessions
3. Challenge supervisee to justify approach and techniques used (*Conceptualization, 1*)
4. Monitor supervisee's basic attending skills (*Communication Skills and Abilities, 2.a.-k.*)
5. Support supervisee's development as a counselor
6. Present and model appropriate directives
7. Intervene when client welfare is at risk (*Competence, 3*)
8. Ensure that ethical guidelines are upheld (*Communication Skills and Abilities, 9*)

Duties and Responsibilities:

Duties and Responsibilities of Supervisee

1. Uphold ethical guidelines (*Communication Skills and Abilities, 9; Professional Responsibility, 1; Integrity, 1-5*)
2. View counseling session digital video/audio in preparation of weekly supervision (*Supervision, 5*)
3. Be prepared to discuss all client cases; have client session digital video/audio ready to review in weekly supervision sessions (*Supervision, 5*)
4. Arrive on time and prepared with goals for the weekly supervision (i.e. questions, concerns, cases to process) (*Supervision, 5; Professional Responsibility, 5-6*)
5. Justify client case conceptualizations made and approach and techniques used (*Conceptualization, 1*)
6. Consult with site-supervisor in cases of emergency (*Competence, 1-4*)
7. Implement supervisory directives in subsequent session (*Communication Skills and Abilities, 7*)
8. Communicate with supervisor any conflicts in supervision, at site, or in directives given (*Communication Skills and Abilities, 1*)
9. In the event of emergency, supervisee is to contact supervisor immediately (*Competence, 1-4*)

Goals and Responsibilities:

Supervision Session Format

1. Supervisee's digital video/audio will be reviewed and evaluated each session (*Supervision*, 1-5)
2. Issues related to supervisee's professional development will be discussed (*Supervision*, 1-5)
3. Sessions will be used to discuss issues of conflict and failure of either party to abide by directives outlined here in contract. (*Supervision*, 5; *Communication Skills and Abilities*, 1)

Terms of Contract

This contract is subject to revision at any time, upon the request of either the supervisor or supervisee. A review of the contract will be made at midterm, and revisions will be made only with a written consent of supervisee and approval of supervisor. All revisions must be made in writing and signed by both the supervisor and supervisee.

We agree, to the best of our ability, to uphold the directives specified in this supervision contract and to conduct our professional behavior according to the ethical principles of our professional association.

Supervisor: _____ Date: _____

Supervisee: _____ Date: _____