Master of Arts in Clinical Mental Health Counseling (CMHC)

Residential Practicum/Internship Site Agreement

Please select the appropriate course and indicate semester and year:

- Practicum: Semester/Year __________________________
- Internship: Semester/Year __________________________
- Advanced Internship: Semester/Year __________________

The purpose of this agreement is to provide a qualified student enrolled in the Grace College (College) Master of Arts (M.A.) in Clinical Mental Health Counseling (CMHC) Program with appropriate field-based, supervised clinical experience in counseling at an approved practicum or internship site (Site).

CMHC Practicum

Practicum is often the first counseling experience for students in the master’s counseling program. As such students are expected to generally observe or co-facilitate in counseling situations using their basic attending skills and questioning techniques. The Residential CMHC practicum takes place in clinical or community settings.

Students must complete a minimum of 100 clock hours during the course of the practicum semester. The following describes the practicum program in detail:

1. Direct service: a minimum of 40 hours of direct service to clients, which includes 30 hours of face-to-face contact with individuals, and 10 hours of group counseling facilitation*.
2. Indirect service: the remainder of the 100 hours will be indirect hours, which may include professional development, staff meetings, in-services, treatment planning, research, etc.
3. Supervision: (This is part of the indirect service.) Weekly interaction with a minimum of one hour per week of individual supervision at the practicum site. Students will receive group supervision from designated faculty supervisors in the program.
4. Student submission of several audio/video recordings of direct counseling experiences for faculty group supervision.
5. Student submission of midterm and final evaluations and appropriate clinical hour log.

*Client guidelines for Practicum

Because of the inexperience of many students in practicum and of the nature of practicum (i.e. an experience designed to allow the student to become acclimated to counseling in the community), students may not work with individuals who are: suicidal, homicidal, psychotic, presently in a major depression episode, or clients who have a Personality Disorder. However, it is beneficial for students to observe a licensed clinician work with these clients. While this may limit the student somewhat, we believe this is best for your protection, our protection, and from an educational vantage-point. Students must conduct direct service hours at a location where other members of the treatment team are present. Home-based counseling is prohibited unless accompanied by another clinical professional.

CMHC Internship/Advanced Internship

Counseling internship is a planned, field-based clinical experience in the second year of coursework in which a student works with clients under supervision in order to further develop or refine their therapeutic skills in real-world
settings. The internship includes most of the activities of a regularly employed professional in the setting. Internship clinical experiences provide opportunity for interns to counsel clients representative of the ethnic, lifestyle, and demographic diversity of their community.

An intern’s regular, on-going employment is not understood as a substitute for student-status, supervised, internship experience.

**Internship/Advanced Internship is a 900 hour (minimum) multi-semester experience.** Masters-level CMHC internships cover two semesters with a third semester covering Advanced Internship. All internship experiences share the following characteristics:

1. **Direct service:** a minimum of 360 hours of the 900 hours is to include face-to-face contact with individuals and facilitation of group counseling. Students may also count intake assessment, testing and/or consulting towards direct service hours.
2. **Indirect service:** the remainder of the 900 hours (i.e., approximately 540 indirect hours to include report writing, agency meetings, supervision, weekly faculty supervision sessions, professional development, staff meetings, and in-services).
3. **Supervision:** (This is part of the indirect service.) weekly interaction of one hour minimum per week of individual face-to-face supervision with the site supervisor throughout the 900 hours.
4. Student submission of audio/video recordings of direct counseling experiences for faculty group supervision
5. Student submission of midterm and final evaluations and appropriate log sheets.

**Residential CMHC Program Agrees:**

1. To assume responsibility for administering the academic portion of internship including monitoring standards of training, course content, methods/hours of instruction, and student competency evaluation. Students meet with program faculty for classes and supervision throughout the entire semester. Group supervision classes will not exceed 12 students each.
2. To apply all regulations, policies and procedures of the program to the student and program faculty in conjunction with the field experience.
3. To maintain accreditation by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) and the Council for Accreditation of Counseling and Related Educational Programs (CACREP).
4. To assign a faculty supervisor to oversee training of the intern. Faculty supervisors must have a doctoral degree and/or appropriate counseling preparation; relevant experience and appropriate credentials/licensure and/or demonstrated competence in counseling; and relevant supervision training and experience.
5. To assign a Clinical Coordinator to facilitate communication between the College (Department of Graduate Counseling) and the practicum/internship site and site supervisor.
6. To provide a/an practicum/internship orientation for the site supervisor, per our CACREP guidelines;
7. To provide assistance, consultation, and professional development opportunities to the site supervisor;
8. To ensure that the faculty practicum/internship supervisor is responsible for assigning a grade upon the student’s completion of the practicum/internship.
9. To notify the student that he/she must abide by administrative policies, rules, standards, schedules, and practices made available to them by the site, including but not limited to undergoing other required screening procedures, and to maintain confidentiality of information regarding clients served by the site.
10. The faculty practicum/internship supervisor will provide small group supervision: 1.5 hours per week for no more than 12 students.
11. That students will be required to adhere to the ethical standards of the relevant professional association(e.g., American Counseling Association and the American Association of Christian Counselors)
12. To provide an emergency contact number to the site supervisor and student.

10/6/2014 10:00 AM
Note: Grace College faculty members reserve the right to refuse to provide a letter of recommendation to the student at any point.

Both the College and the Site agree that:

1. Neither the College nor the site will make distinction among students covered by the Agreement on the basis of sex, race, color, creed, disability, age, religion or national origin within the meaning of the applicable law; the Site recognizing that the College is exempt from certain types of discrimination based on its religious nature.
2. The facility has the right to accept or reject any student who wishes to do a practicum or internship at the facility.
3. There will be on-going, open communication between the site supervisor, Clinical Coordinator, and faculty supervisor to ensure understanding of expectations and roles of both facilities in providing clinical supervision for the student.
4. Neither the College nor the site will be obligated to compensate each other for any of the activities, services or facilities provided for in this agreement;
5. The parties (including intern/student) recognize and agree that this agreement does not create a master/servant agreement or agency between or among the parties, nor does it create a joint venture or partnership. Each party is at all times an independent contractor and has no power to act for or on behalf of, or to bind the other party.

The Practicum/Internship Site Agrees to:

1. Be responsible for the organization, administration, staffing, operation, and financing of its services, maintaining management standards by appropriate accrediting bodies, if any, and operated in accordance with acceptable ethical/legal mental health care standards.
2. Maintain at its own expense during the term of the agreement general liability coverage in the amount of $3,000,000/$3,000,000 and professional liability coverage in the amount of $1,000,000 insuring the Site and its staff and agents involved in the practicum/internship and to provide the College on request with proof and amounts of such coverage;
3. Indemnify and hold harmless the College from and against any and all damages, liability, claims, losses, suits, or costs, including attorney’s fees, which in any manner arise out of actions or inactions of the Site, its officers, or employees;
4. Hold in strict confidence, and no less rigorously than it does its own confidential information, any confidential information regarding College faculty and students, such safeguards to survive the termination of this agreement;
5. Inform facility personnel of the needs, rights, limitations, and privileges of the student, as well as clarify this contract with all parties involved.
6. Assign a supervisor with a minimum of:
   - Master's degree in counseling or a related profession with equivalent qualifications, including appropriate professional license(s) (e.g., LMHC, LCSW, LMFT, etc.); and a minimum of two (2) years of pertinent post-licensure clinical experience in the program area in which the student is completing clinical instruction and relevant training in counselor supervision.
7. Assign a supervisor who is employed or contracted with the site and who has the time and interest in supervising the counseling student;
8. Provide the student with orientation materials or experiences necessary for the student to be aware of necessary policies and procedures. Students should be made aware of any health, safety, physical, or other risks associated with clinical work assigned by the Site;
9. Accept the practicum/internship student and make reasonable attempts to provide appropriate accommodations and sufficient clinical experiences for the minimum hours required.
10. Extend client treatment responsibilities to the student based upon demonstration of competency, under supervision. The agency retains full supervisory responsibility for client care/welfare at all times.
11. Provide opportunities for the student to engage in a variety of activities that meet the objectives in the designated practicum/internship sections above;
12. Allow and encourage the student to attend regular case staffing meetings, making psychiatric and/or multi-disciplinary consultation resources available as needed.
13. Coordinate learning experiences where multiple programs exist to maximize student clinical benefit, in conjunction with field experience requirements.
14. Provide settings for the student to conduct individual and group counseling sessions with assured privacy and sufficient space for appropriate equipment.
15. Make reasonable attempts to assign sufficient numbers of clients to the student to permit attainment of the required face-to-face client contact requirement. If the student does not fulfill the hour requirement in that time period, s/he may be required to repeat the course as determined by the faculty supervisor and Clinical Coordinator. The faculty supervisor, in consultation with site supervisors, may limit the number of intake, testing, or other treatment modality hours which count towards the face-to-face hour requirement.
16. **Not send students on home visits without adequate in-person supervision and protection.**
17. Provide necessary and appropriate technology that assists with learning.

**The Site Supervisor:**

1. Provides one-to-one supervision, which involves some **examination of student work using audio/video tapes, observation, and/or live supervision.** Supervision should include face-to-face /direct weekly interaction of **no less than one hour per week.** Supervision will include review of session recordings and/or live supervision at least twice each semester. Case review, treatment planning, training in documentation, exploration of ethical and legal issues, review of evaluation results, etc. will also be included. Site supervisors may require additional supervision time to address areas of skill deficiency.
2. May require the student to complete additional assignments, within the scope of his/her training, which may include reviewing treatment research, reading books, etc. Any such additional requirements should be provided to student in writing and documented by the student in their clinical hours log.
3. Provides honest, on-going, specific feedback to the student regarding counseling skills, approach, and methods. A formal evaluation tool will be provided by the student for mid-term and final evaluations. Evaluations are to be processed with the student and sent to the faculty supervisor (by the student). Documented and specific behavioral observations are encouraged. Areas of deficiency should be addressed as soon as evident to allow for remediation, if possible.
4. Completes the Grace College & Seminary Clinical Mental Health Counseling student midterm and final evaluation forms each semester.
5. Recommends a grade of Credit (“CR”) or No Credit (“NC”) for the student’s final evaluation. Responsibility for final grade resides with the faculty supervisor.
6. Verifies student hours by signing a weekly log of clinical activities (typically via Time2Track electronic signature).
7. Permits recording of counseling sessions with informed client consent. Note: Students MUST obtain informed consent through appropriate forms for ALL assigned clients, which may include client permission to electronically record counseling sessions. These recordings may be reviewed with the faculty supervisor and fellow students for the purpose of training. Recordings will be erased upon completion of review, and every reasonable effort will be extended to maintain client anonymity.
8. Will notify the Clinical Coordinator and faculty practicum/internship supervisor immediately should any problem or change in relation to student, site supervisor, or College occur.
9. Participates for duration of practicum in bi-weekly contact with faculty supervisors via web, phone, Skype, or other appropriate resources. Site supervisors will respond to a brief web-based student evaluation sent via email bi-weekly, with other types of contact available as needed.
10. Permits, on reasonable request, the visitation of facilities by agencies charged with the accreditation of the College or its programs;
• The site supervisor will provide 1 hour(s) of individual supervision weekly.

Note: It is important for the agency and site supervisor to understand that the site supervisor is the student’s immediate supervisor and agrees to oversee all of the student’s activities and therapy with clients during the field experience. The faculty supervisor will provide weekly group supervision.

The Practicum/Internship Student:

1. Is responsible for understanding and following all state requirements for practicum/internship in his/her state of residence.
2. Submits any necessary documentation to the faculty and site supervisors;
3. Maintains an active professional liability insurance policy in the amount of $1,000,000 or the minimum required by the state where the field experience is being completed (whichever is higher), throughout the course of practicum and internship.
4. Adheres to the administrative policies, rules, standards, schedules, and practices of the College and practicum/internship site.
5. Will establish, in partnership with the site supervisor, a consistent weekly schedule for the semester. This schedule should be established by the end of the first week of the semester. Work at the site begins in the first week of the semester. The hours are worked during regular agency hours, to maximize overlap with the site supervisor availability.
6. Will be punctual and present at the scheduled times of the student’s practicum/internship.
7. Completes the minimum face-to-face client/direct contact hours and other hours/direct hours during the semester in order to achieve the required hours. Faculty supervisors will encourage/restrict certain treatment modalities to ensure a well-rounded and balanced clinical experience.
8. Meets a minimum of one hour per week in formal, regularly scheduled face-to-face supervision with the site supervisor (and additionally if required by the site supervisor) and is encouraged to seek additional consultation with other available multi-disciplinary staff. Any changes in primary site supervisor assignments MUST be made in consultation with the faculty supervisor and Clinical Coordinator.
9. MUST attend regularly scheduled facility case-staffing, and may attend facility “business” meetings, at the discretion of the site supervisor.
10. Will NOT remove any files from site premises without permission from the site supervisor, will maintain reasonable efforts to safeguard client confidentiality within legal standards and ethical guidelines, and will follow ALL facility policies as outlined by his/her site supervisor.
11. Will terminate counseling (and provide necessary referrals) by the date specified by the faculty supervisor for the end of the field experience, if termination has not already occurred.
12. Attends college classes at scheduled times, completes all assignments in a timely manner, and provides the faculty supervisor with original, signed, Weekly Clinical Hours Log sheets (typically via Time2Track). Case and report notes brought to campus must have all identifying information removed or disguised.
13. Obtains personal counseling for any issues that interfere with his/her ability to provide professional, competent, and empathetic services to his/her clients or which interfere with his/her professional relationships.
14. Completes the necessary evaluations, including a final site evaluation for each semester of field experience to be discussed with the site supervisor, a self-evaluation at the end of each semester, and final evaluation of the site supervisor for each semester of field experience.
15. Conducts him/herself at all times according to the code of ethics of ACA and AACC, as well as follows current legal standards of practice. If a conflict occurs, the student is responsible to inform the agency supervisor of the ethical guideline(s) in question and attempt to resolve the conflict.
   a. The student should be familiar with and understand the ethical standards and practice counseling in accordance with these standards. Any breach of these ethics or any unethical behavior may result in removal from site and a failing grade. In addition, documentation of such behavior will become part of the student’s permanent record.
16. Understands that s/he will not be issued a passing grade in the course unless the student demonstrates the specified minimal level of counseling skill, knowledge, competence and complete course requirements as required.

**Appropriate Practicum/Internship Activities:** Please check all activities that apply to your site.

- [ ] Individual Counseling
- [ ] Crisis Counseling
- [ ] Academic Counseling
- [ ] Career/Occupational Counseling
- [ ] Couples Counseling
- [ ] Family Counseling
- [ ] Psycho/Educational Activities
- [ ] Group Counseling  
  - [ ] Co-Leading
  - [ ] Leading
- [ ] Intake Interviewing
- [ ] Individual Supervision
- [ ] Triadic Supervision
- [ ] Group Supervision
- [ ] Clinical rotations
- [ ] Grand Rounds
- [ ] Report Writing
- [ ] Treatment Plans
- [ ] Testing
  - [ ] Analysis & Administration
  - [ ] Interpretation of results
- [ ] Resource Management
- [ ] Referrals
- [ ] Outreach
- [ ] On-site Meetings
- [ ] Staff Meetings
- [ ] Case Conferences
- [ ] In-services
- [ ] Computer Technology (Counseling use)
- [ ] Resource Management
- [ ] (Other) _______________________

Within the specified time frame, ________________________ is the primary practicum/internship site supervisor.

(Site Supervisor)

The student will participate in the practicum/internship activities (checked above) in sufficient amounts as to allow an adequate evaluation of the student’s level of competence in each activity.

The program’s Clinical Coordinator, will facilitate communication between the practicum/intern student, the site supervisor, and the school regarding the student’s progress, any problems, and performance evaluations. The Clinical Coordinator will bring issues and concerns regarding student progress, counseling competency, and professional performance to the faculty supervisor who will address issues or concerns with the student and the site supervisor.

This agreement is made on ________________________ by and between ________________________ (Field Placement Site Name) and Grace College & Seminary Clinical Mental Health Counseling program. This agreement will be effective from ________________________ (mm/dd/yyyy) TO ________________________ (mm/dd/yyyy).

**Signatures**

______________________________________________________
(Date: _______________________
(Site Supervisor)

______________________________________________________
(Date: _______________________
(Clinical Coordinator)
SITE and SUPERVISOR INFORMATION

Site Name: ________________________________

Site Address: ___________________________ City, State, and Zip: ________________________________

Phone: ___________________________ Alternate Phone: ________________________________

Email: ________________________________

Site Supervisor Name: ____________________ Title: ________________________________

Type of License(s): ________________________________

License number(s): ________________________________

Date first licensed: ________________________________

License(s) expiration date(s): ________________________________

Highest educational degree earned (circle one): Master’s Ed.S. Doctorate

Degree discipline (circle one): Counseling Psychology Social Work Other

If other, please specify: ________________________________

Length of experience as a counselor (or related field) supervisor: __________

Completed graduate coursework or training in counselor (or related field) supervision?  Yes No

If yes, please indicate the title of the course or training, where the course or training was taken, and the date the course or training was completed:

Supervisor: Please include a copy of your licensure & certification information.