



JACKSONVILLE UNIVERSITY

BROOKS REHABILITATION COLLEGE OF HEALTHCARE SCIENCE SCHOOL OF APPLIED HEALTH SCIENCES

CLINICAL MENTAL HEALTH COUNSELING PROGRAM

Handbook for Practicum & Internship Site Supervisors 2024-2025

2800 University Blvd. N.
Jacksonville, Florida 32211

145 City Place, Suite 108
Palm Coast, Florida 32164

The policies stated in this handbook are consistent with University policies but are set forth in more specific terms so the student majoring in Clinical Mental Health Counseling will have a concise statement of expectations. These policies are reviewed, revised, and adopted by the School of Applied Health Sciences Graduate Clinical Mental Health Counseling Committee. In a case where a university-level policy, procedure, or process conflicts or contradicts a department-level handbook or syllabus, the department reserves the right to uphold the policy, procedure, or process specific to the department or program.

Table of Contents

Introduction.....	4
MHC 603: Clinical Mental Health Practicum.....	4
MHC 606 & 609: Clinical Mental Health Internship.....	4
Timetable for Clinical Hours	5
Timetable for Practicum and Internship Activities.....	5
Overview of Practicum & Internship	7
Practicum.....	7
Internship.....	7
Preparing for Practicum & Internship	8
Liability Insurance.....	8
Criminal Background Check.....	8
Immunization Requirement	9
Professional Identity	9
The Site Application Process.....	9
Selecting a Site	9
Multiple Sites	9
Completing Hours at Students’ Place of Employment.....	10
Finalizing Placement	10
The Practicum & Internship Experience.....	10
Extraordinary Events and Disability Statement.....	10
Documentation of Training Experiences	10
Establishing a Schedule	11
Counting Hours	11
Direct Hours.....	11
Indirect Hours.....	11
Banking Hours & MHC 999	11
Counting JU Group Supervision Hours.....	12
Individual Counseling.....	12
Group, Couples and Family Counseling	12
Related Responsibilities.....	13
Audio/ Video Recording	13

HIPAA Secure Recording	13
Student Evaluation & Retention	13
Ethical Accountability, Professional Skills and Limitations	14
Responsibilities and Qualifications of Site Supervisors	14
Responsibilities of JU Faculty Supervisors.....	15
Practicum Meetings.....	15
Internship Meetings	16
Final Grade	16
Professional Counseling Post Graduate Requirements	16
School of Applied Health Sciences Requirements	16
Clinical Policy.....	17
Clinical Dress Code	17
Graduate Handbook.....	17
Practicum & Internship Supervisor Agreement &.....	18
Receipt of Practicum and Internship Handbook Acknowledgement Form	18
Permission to Record and Consult.....	18

Introduction

The Clinical Mental Health Counseling Program (CMHC) is a 60-credit hour program designed to meet the educational requirements in the state of Florida for licensure in Mental Health Counseling and Marriage and Family Therapy. The Clinical Practicum (MHC 603, a 3-credit hour course) requires 100 contact hours in a clinical experience. Internships I and II (MHC 606 & 609, two 3-credit hour courses) require 600 total combined contact hours (300 hours in Internship 1, 300 hours in Internship 2) in a supervised clinical experience. After three semesters, students are required to accrue a total of 700 supervised hours (280 direct counseling hours and 420 indirect hours). Community Clinical Sites, formalized by an Affiliation Agreement and overseen by a Site Supervisor, provide the clinical opportunities for our students to develop counseling skills and to provide supervised mental health services throughout the community.

The JU CMHC faculty sincerely thank you for providing clinical training opportunities for students and becoming education partners to prepare competent counselors in mental health. The practicum and internship represent opportunities for students to put into practice the skills and knowledge that they have gained in the classroom. This is their chance to practice and hone their skills while under supervision, both on site and at the university. This handbook is designed to provide you with the basic information you need to successfully supervise CMHC students in practicum and internship.

MHC 603: Clinical Mental Health Practicum

This 200 clinical contact hour course is the first in a series of courses designed to provide supervised clinical experiences in counseling. This practicum experience combines classroom faculty and peer supervision and field experiences supervised by a site supervisor in a mental health or related discipline to assist students in the transition from the classroom setting to clinical practice. Students will observe professional counselors and provide limited counseling services, under supervision, for a minimum of **100** clock hours. The site supervisor working with the student will determine when the student is ready to work independently. Of the 100 hours required in the practicum, a minimum of **40** clock hours must be in direct client contact.

MHC 606 & 609: Clinical Mental Health Internship

These are two, 3-hour internships requiring a combined total of 600 contact hours in a community counseling setting. Internships I and II are the culminating clinical experiences. For students with an interest in MHC and MFT licensure it is recommended that marriage and family therapy is a focus of at least one semester (200 direct client contact hours) of internship. Supervision is provided by a university faculty as well as site supervisors at each clinical site. Supervision includes peer, instructor, and self-reflective strategies. Supervision will include but not be limited to discussion of student conceptualization, diagnosis, treatment plan, interventions, process, and outcome of counseling among actual clients. For the two internships, over a two-semester period, students will complete a total of **600** clock hours working in a mental health counseling setting. Of the 600 hours to be completed, at least **240** hours must be spent in direct individual, group, or family counseling with clients.

Timetable for Clinical Hours

Fall Semester (MHC 603-Practicum)	<ul style="list-style-type: none"> • 100 hours over 15 weeks • Minimum 40 direct; 60 indirect • Approximately 6-10 hours on site per week (Average of 3-5 direct and 5-7 indirect)
Spring Semester (MHC 606-Internship 1)	<ul style="list-style-type: none"> • 300 hours over 15 weeks • Minimum 120 direct; 180 indirect • Approximately 20 hours on site per week (Average of 10-12 direct and 8-10 indirect)
Summer Semester (MHC 609-Internship 2)	<ul style="list-style-type: none"> • 300 hours over 12 weeks • Minimum 120 direct; 180 indirect • Approximately 20-22 hours on site per week (Average of 12 direct and 8-10 indirect)
Total Clinical Hours:	<ul style="list-style-type: none"> • 700 hours (Minimum 280 direct & 420 indirect hours)

Timetable for Practicum and Internship Activities

Semester	Activities
Summer prior to entry	<ul style="list-style-type: none"> • Students sign and submit VECHS waiver. • Students complete Backgroundcheck through Castlebranch
Spring Semester of 1 st year	<ul style="list-style-type: none"> • Clinical Director conducts Pre-Practicum & Internship Orientation • Students participate in Practicum & Internship Fair • Students meet with Faculty Advisor and/or Clinical Director to discuss sites • Students contact site supervisors for application and interviews
Summer Semester of 1 st year	<ul style="list-style-type: none"> • Students and site supervisor agree on placement • Students take Counselor Preparation Comprehensive Exam (CPCE)

Fall Semester of 2 nd year	<ul style="list-style-type: none">• Students enroll in practicum course• Students begin clinical field experience at practicum site (100 hours)• Clinical Director conducts Practicum & Internship Orientation
Spring Semester of 2 nd year	<ul style="list-style-type: none">• Students enroll in internship I course (300 hours)• Students continue clinical field experience at site• Students are eligible to take the NCMHCE exam (optional)
Summer Semester of 2 nd year	<ul style="list-style-type: none">• Students enroll in internship II course (300 hours)• Student completes clinical field experience hours at site• Students prepare for graduation!

Overview of Practicum & Internship

Practicum

Practicum is designed to provide students with practical experience in the counseling field. At this stage in their education, they will have had some experience in counseling through courses as well as opportunities to learn about the work of counselors in different settings. During the practicum, students will focus primarily on the following:

- A. learning good counseling practices by co-counseling and participating in joint experiences.
- B. developing skills by counseling in groups and individually under close supervision.
- C. becoming familiar with various types of educational and/or mental health agencies, services, referral sources, professional orientation, staff development, organizational development, etc.

Prerequisites for practicum include the following:

- MHC 501: Human Growth and Development
- MHC 502: Legal, Ethical, and Professional Standards
- MHC 503: Counseling Theories and Practices
- MHC 504: Introduction to Counseling Skills and Practice
- MHC 505: Behavioral Research and Evaluation
- MHC 506: Diagnosis and Treatment of Psychopathology
- MHC 507: Group Theories and Practice
- MHC 508: Individual Evaluation and Assessment
- MHC 509 Social and Cultural Foundations in Counseling
- MHC 604 Addictive Behaviors Counseling
- MHC 605 Theories and Practice in Marriage and Family Therapy

During practicum, students will be working in an agency for one semester, accumulating at least **100** hours of experience. Of the 100 hours required in the practicum, a minimum of **40** clock hours must be in direct client contact. This refers to individual, group, and family counseling, and/or intake and exit interviews with clients. Students will receive a pass/fail grade for the practicum course.

Internship

When students enter internship, they will be close to the completion of their master's program. Students will have had significant counseling experience in the classroom, as well as opportunities to observe and counsel others on their own during the practicum. The internship is designed to be an experience where students can refine their skills in counseling others, while having the benefit of supervision by more experienced professionals.

Students' primary tasks in their internship will be to:

- A. use counseling theory to guide clinical practice;
- B. counsel people with more complex issues while under supervision; and
- C. become involved in the professional community through membership in professional associations; attendance at workshops, conferences and other professional development

activities; and by participation in informal networking groups.

Of the **600** hours to be completed by supervisees, at least **240** hours must be spent in direct contact (individual counseling sessions, assessments, intakes, etc.). During internship, students should gain much experience working on their own, or as a colleague with other counselors at their internship site. Although they may begin by co-facilitating, by the middle of the first semester they should have their own clients and should be given responsibilities similar to those held by other staff members at the site. Students will receive a pass/fail grade for the practicum course.

Preparing for Practicum & Internship

Liability Insurance

Students are required to be covered by individual professional counseling liability insurance policies while enrolled in practicum and internships. Students will be required to submit proof of individual professional counseling liability insurance prior to beginning clinical training in the community at a minimum level of \$1,000,000/\$3,000,000. Students may purchase the liability policies through various insurance companies including, but not limited to, CPH & Associates (www.cphins.com) or HPSO (www.hpso.com). In addition, the Brooks Rehabilitation College of Healthcare Sciences provides umbrella coverage for all students involved in clinical training, with professional liability insurance of a minimum of \$1,000,000 personal/\$3,000,000 professional limits.

Criminal Background Check

Students are required to apply for and pass a criminal background check in the first semester of the program. They cannot continue in the program if they have not completed all aspects of the background check by the end of the second semester. Students cannot begin practicum or internship client contact until they have cleared the university background check process. The student is responsible for the cost of the background check. Students will submit to a FDLE/FBI Level II Criminal Background check. Students must sign a waiver allowing the SAHS to send a copy of this report to clinical facilities that require this information. A list of items included in the background check is available through the Graduate Advisor. Background checks are completed through the company *CastleBranch* at <https://discover.castlebranch.com/>.

Instructions will be given to beginning students upon entry into the program. Students are required to complete background checks prior to the start of the program and completed background checks are kept by the program in a secure location.

Participation in clinical experiences may be contingent upon results of the background check. Any student with concerns regarding their background check must meet with the Dean of the Brooks Rehabilitation College of Healthcare Sciences. The Graduate Advisor, Clinical Director, and Dean review all background checks. Some sites may require an additional background check and/or drug screening, which will be charged to the student.

Any item of concern, regardless of adjudication, will be shared with the practicum/internship clinical site supervisor. The site supervisor, or appropriate agency representative, will determine if the student may participate in clinical experience at their facility. If the student is denied clinical access by an agency, and a comparable clinical assignment cannot be made, the student will not be able to

meet the course objectives and will therefore be dismissed from the CMHC program. Students that are out of the program for more than two semesters will be required to complete a new background check. Enrolled students are required to notify the Department Chair if they are charged and/or convicted of a crime during the time the student is enrolled in the CMHC program. The Dean, CMHC Department Chair, and/or CMHC Clinical Director reserve the right to ask a student to complete a second background check prior to the start of the clinical experience. A student also may be required by the Dean, Department Chair, or Clinical Director to complete a drug screen at an appropriate facility if there is cause to believe that this might influence a student's ability to fully participate in the academic or clinical requirements of the program. Failure to comply with additional background check requests or drug screening may result in a professional and/or personal disposition development plan (PDDP) or dismissal. Positive drug screens resulting from a medically prescribed substance will be handled on a case-by-case basis.

Immunization Requirement

Some sites, mostly hospitals, require their practicum students and interns to be immunized for select diseases, including COVID-19, before beginning work at their site. Please let students know as soon as possible if your site requires specific immunizations.

Professional Identity

As counselors-in-training, it is vital that students begin building their role as a professional counselor, striving toward mastery of the knowledge, skills, and dispositions that are identified with the CMHC profession as well as a professional person in the world of work. Site supervisors are asked to facilitate the development of students' professional identity by modeling professional behavior and orienting students to the profession.

The Site Application Process

Students must secure a Practicum or Internship site the semester before they enroll in the Practicum or Internship course. Every spring semester, a Practicum/Internship Fair will be held. All students are required to attend the fair. At the fair, representatives or supervisors from practicum/internship sites will be present to talk about their site, the counseling population with whom they work, the therapeutic approaches they use, the supervision they provide, the qualifications they look for in a practicum student or intern, and their application and interview process and timeline.

Selecting a Site

There are many things students are encouraged to consider when choosing a practicum or internship site. These include clientele, location, services offered, and supervision available.

After students have determined the type of agency and work they want to pursue during practicum or internship, their next step will be to apply to the sites and to interview with potential supervisors at several comparable agencies.

Multiple Sites

Most students elect to complete their practicum and internship in one site; however, students may complete their internship hours in more than one setting with the permission of the JU program

director. If this is the case, students need to secure a site supervisor at each site who meets the necessary qualifications and can provide a minimum of one hour of documented supervision per week, per site.

Completing Hours at Students' Place of Employment

Students requesting permission to complete their field experience requirements at their place of employment must do the following:

- (a) receive approval from the Clinical Director prior to commencing field hours
- (b) establish a *specialized learning contract* (see Appendix E in Tevera) which describes how practicum and internship activities will be different from ongoing employment activities and specifies additional requirements if necessary
- (c) find a supervisor other than the person who evaluates their job performance, who will provide an hour of weekly individual supervision.

Finalizing Placement

Students must schedule to meet with their site supervisor to finalize the details of their placement prior to the first week of the semester. Faculty reserves the right to administratively withdraw students who do not comply with this requirement. During the planning meeting with the site supervisor for practicum or internship placement, students will need to complete several forms to turn in to their JU practicum/internship instructor at the beginning of the semester. Forms will be completed through an online software program called Tevera. The students are responsible for sharing these forms via Tevera with you.

The Practicum & Internship Experience

Extraordinary Events and Disability Statement

If a student requires leave from school because of unforeseen personal circumstances, the student is responsible to notify the professor and give the reason for the requested time away in conjunction with DSS. Without proper notification and documentation, the student will not be permitted to make up missed class/clinical assignments or examinations. The student is responsible for notifying the appropriate professor of any change in status regarding missed class/clinical work.

Students with a visible or non-visible disability who requests reasonable accommodation to their condition should provide medical and/or psychological documentation of the disability Office of Disability Support Services and refer to the following information regarding requesting accommodations: <https://www.ju.edu/disabilityservices/accommodations-checklist.php>. Faculty cannot make accommodations for alternate course delivery methods on an individual basis with students. The student is responsible for notifying the University Registrar if withdrawing from class(es).

Documentation of Training Experiences

Student's Practicum and Internship clinical information (i.e., forms, progress assessments, site supervisor information) and some academic information (i.e., grading rubrics), will be stored using Tevera, a cloud-based software for counseling programs. Tevera allows the CMHC program to track individual student progress toward graduation, as well as aggregate program data in order to

make program improvements. It is important that students keep a record of their direct and indirect hours, supervisory forms, and evaluation forms throughout the practicum and internship experience using Tevera. Students will receive a Tevera account in their first year of the program.

Site supervisors will be given access to Tevera in order to sign off on student paperwork. The Clinical Director will conduct training on Tevera at the beginning of each fall semester. It is the responsibility of the student to share the necessary paperwork with the site supervisor.

Establishing a Schedule

Students are encouraged to work closely with their site supervisor to establish a reliable schedule. It is recommended that they plan to work at your site at least one full day and several part-time days per week. Students are encouraged to keep track of agency meeting times and events that you regard as important for them to attend and make a special effort to participate, even if they occur on a “non- practicum/internship” day. Students should stay with their schedule as closely as possible, and always give advance notice if they must rearrange it.

Counting Hours

Students enrolled in practicum and internship are responsible for maintaining a record of clinical activities in an online platform called Tevera. The following guidelines have been created to assist them in the process of counting hours.

Direct Hours

- Providing face-to-face counseling interventions in individual, group, couples, and/or family counseling
- Co-counseling with a site supervisor or other counselors on site as they provide individual, group, couples and/or family counseling.
- Providing crisis intervention and/or phone consultations
- Providing assessment with clients
- Providing psycho-educational activities
- Providing consultation and/or outreach

Indirect Hours

- Attending and participating in staffing meetings
- Participating in individual site supervision and on-campus group supervision
- Observing site supervisor or other counselors as they provide individual, group, couples, and family counseling.
- Attending professional workshops
- Completing all documentation (i.e., progress notes, case summaries, and treatment plans)
- Providing community outreach and programming
- Other activities as determined by the site supervisor with the student.

Banking Hours & MHC 999

Before Practicum begins: With permission of the Clinical Director and Site Supervisor, students can bank site training and orientation **INDIRECT** hours prior to the start of their practicum. Note that providing **DIRECT** face-to-face therapeutic interventions (individual, group, and family counseling) is **not** allowed prior to starting the practicum; however, students may observe their site supervisor or other agency counselors with permission and these hours will count as **INDIRECT** contact hours. All students are required to remain in attendance and engaged in their Internship course and at their clinical site through their last semester of the program.

After Practicum and Internship begin: In the interests of establishing and maintaining self-care, students are encouraged to take time off after each term. In cases where students continue internship at their sites

over interim breaks to finish hours requirements (i.e., before the start of the spring or summer terms, winter or spring break), they need to discuss this with their faculty internship instructor.

MHC 999: Students will be enrolled in a non-credit carrying course titled MHC 999 after their 4th semester to maintain enrollment and continue clinical supervision over the Winter term. Students must keep track of their time in Tevera as they would during other academic semesters.

Counting JU Group Supervision Hours

Students are permitted to count the on-campus practicum and internship seminars under the category "group supervision". This supervision will count for three hours per week.

Individual Counseling

In most agency settings, counseling with individuals is the backbone of the work. Students are encouraged to do what they can to ensure they see clients over a period of time, rather than concentrating only on crisis intervention. Students should ask for advice on how the site deals with issues such as scheduling appointments, intake interviews, consent forms, reminder calls to clients, etc.

When students are counseling individuals, they should concentrate on following a theory, or theories, or a model they have learned and has been found to be empirically effective. Students should understand that their practicum and internship experiences are meant to be for learning and practice as they assimilate information and develop their professional identity as a counselor. The site supervisor should provide support and feedback as they try out different counseling approaches.

Group, Couples and Family Counseling

When available, students should spend a portion of their direct contact hours working with groups and/or couples and families. It is important that they spend time co-leading groups before working on their own, since different agencies may follow specific formats when working with multiple clients or families. For groups consisting of more than 6 people, students are permitted to calculate an extra .25 hours (15 minutes) per additional group member up to 15 members. In other words, this calculation will only apply to groups consisting of more than 6, but no more than 15, members. For example, a 1-hour group with 8 participants would be counted as 1.5 hours by adding an extra .25 hours for each additional member.

For students desiring future licensure in Marriage and Family Therapy or dual-licensure in both Mental Health Counseling and Marriage and Family Therapy, it is important to understand the requirements of the Florida Board for MFT licensure to ensure clear expectations for the sites and students. The requirement listed by the Florida Board is that the student completes ***a minimum of one supervised clinical practicum, internship, or field experience in a marriage and family counseling setting, during which the student provides 180 direct client contact hours of marriage (couples) and family therapy counseling services.*** Direct client contact hours include providing individual, couples or family counseling, co-therapy with another counselor, and group counseling.

The presence of an LMFT in the agency or organization may strengthen the argument for provision of family services, but the site supervisor does not have to be an LMFT. Also, the site does not have to be exclusively family focused but has to have the ability to offer the following components of a

supervised clinical practicum, internship, or field experience in a marriage and family counseling setting:

- Access to family members beyond the presenting individual (i.e. family sessions, parent/care giver phone consultations, parent conferences, sibling sessions, etc.)
- The ability for the student to utilize a variety of MFT approaches in addition to traditional behavioral, cognitive behavioral, and solution focused approaches.
- Overt friendliness toward and inclusion of family issues in the conceptualization and treatment of the individual

Related Responsibilities

Students will undoubtedly find that practicum or internship will consist of much more than individual and group counseling. Time is spent on tasks such as developing treatment plans, writing case notes, and consulting with counselors in other agencies. Additionally, students can be expected to make case presentations, join ongoing discussion groups, or do outside reading in specific areas.

Audio/ Video Recording

Site supervisors must agree to provide program-appropriate audio or video recordings and/or allow for JU CMHC faculty to provide live supervision of student interactions with clients, provided appropriate consent forms have been completed with clients and appropriate steps have been taken to ensure the client's confidentiality (e.g., removing any identifying information in the written case, using pseudonyms, etc.). See a sample consent form at the end of this document that students may use if the site does not have one available. If students are working with individuals under 18 years old, they are required to have client assent and parent/guardian consent. The site supervisor should approve all audio/video recordings and consents prior to recording and/or sharing information with JU faculty instructor or peers. Failure of students to get approval from the site supervisor and/or the client will result in program remediation.

JU will provide each student with an iPad to facilitate HIPAA-compliant recording at their assigned sites. Students are expected to use these devices responsibly to ensure secure handling of sensitive information. In the event that an iPad is lost or damaged, the student will be responsible for replacing the device at its market cost.

HIPAA Secure Recording

Client records, including audio and video recordings, must be password protected and recorded using HIPAA secure devices. The CMHC program provides devices for students to use for client recording. Students are not allowed to record client information using their personal electronic device. Standard email or file transfer protocols such as "FTP" are not generally secure and therefore, any transfer of client information, is not HIPAA compliant and unacceptable. Again, email and FTP are not secure ways of sending any client information. Dropbox, Google Docs, and sites like Vimeo or YouTube are unacceptable and do not meet HIPAA's requirements. Students are required to get permission from the Clinical Director prior to recording if they plan to utilize your site's recording platform or device. Otherwise, all students should utilize JU provided devices and software for clinical audio or video recordings. Not adhering to HIPAA secure practices will result in program remediation and may result in program dismissal.

Student Evaluation & Retention

The supervisor will be responsible for evaluating a student's performance to be submitted to the JU practicum/internship instructor at the mid-term and at the end of the semester. Students will complete self- evaluations as well as evaluations of their site supervisor and JU practicum/internship instructor.

The CMHC faculty members and site supervisors have an ethical obligation to both the students and to students' future clients. As such, it is the responsibility of the faculty and site supervisors to prepare students to become skilled and ethical counselors. Throughout each student's clinical experience, faculty and site supervisors use both formal and informal means of observing, intervening, and guiding in order to ensure that each student's potential is maximized and that future clients are protected.

The 2024 CACREP accreditation standards require that counseling programs maintain a developmental, systematic assessment of each student's progress throughout the program. The JU CMHC program uses a combination of academic performance reflected by course grades, the Counselor Preparation Comprehensive Examination (CPCE), and an annual faculty review using the Counselor Competency Scale-Revised (CCS-R; Lambie, Mullen, Swank, & Blount, 2015).

Faculty and Site Supervisors use the CCS-R assessment to evaluate student progress, including individual student professional and personal dispositions. This information is uploaded and stored in the student's Tevera account, which is the online platform the CMHC program uses to store student clinical information, forms, and other relevant clinical documentation. Site supervisors will assess students at midpoint and end of term each semester, and students will assess themselves at multiple time points throughout the practicum/internship as well.

Decisions regarding continued study are based upon demonstrated personal and professional competence in each of the following areas: interpersonal skills, ethical judgment, and professional maturity and demeanor.

Ethical Accountability, Professional Skills and Limitations

As with those who are already working in the field, students are ethically accountable to the profession, to the public, and to each other. As a student, and later as a mental health professional, it is imperative that students understand the limits of their own abilities, knowledge, skills, and authority, so they can communicate and present themselves accurately in an ethical and professional way that reflects the standards of the American Counseling Association, the American Mental Health Counseling Association, and the Florida State Statutes related to the Profession of CMHC (or those of any state in which the student resides). As such, students are required to abide by the American Counseling Association Code of Ethics during the duration of the CMHC program. Violating any portion of the American Counseling Association code of ethics may result in either remediation in or dismissal from the CMHC program.

Responsibilities and Qualifications of Site Supervisors

The site supervisor is an extremely important person in CMHC training. The site supervisor shares in the mission of teaching and is expected to be a role model and mentor for students in their development as future professionals. It is important that students understand what is expected of the supervisor as well as what the supervisor expects of the student. The site supervisor will coordinate aspects of the student's field experience including an orientation to

the organization, access to staff meetings and client staffing, when applicable.

The supervisor must meet the requirements per 2024 CACREP Standards (Section 4: Professional Practice-Supervisor Qualifications P) “Fieldwork site supervisors have (1) a minimum of a master’s degree, preferably in counseling, or a related profession; (2) active certifications and/or licenses in the geographic location where the student is placed, preferably in counseling or a related profession; (3) a minimum of two years of post-master’s professional experience relevant to the CACREP specialized practice area in which the student is enrolled; (4) relevant training for in-person and/or distance counseling supervision; (5) relevant training in the technology utilized for supervision; and (6) knowledge of the program’s expectations, requirements, and evaluation procedures for students.

The site supervisor will be expected to provide at least one hour of individual supervision a week, throughout the clinical experience. Additionally, students may participate in group supervision with 3 or more practicum students or interns. It will be important for you to review your supervisee’s counseling skills throughout the practicum or internship, through video, audio, or direct observation. Students are also required to document their site supervision each week by completing the *Documented Supervision* form in Tevera. At the conclusion of each Practicum/Internship Semester, students are also required to complete a *Track Hours Log* in addition to the *Documented Supervision* form. Site supervisors will complete formal evaluations of the student at the midpoint and end of each semester using the Counselor Competency Scale Revised (CCS-R) form in Tevera.

Site supervisors are encouraged to telephone or email the JU practicum/ internship instructor and/or the Clinical Director at any time to discuss a student’s progress. The JU faculty and the Clinical Director both have the responsibility to take corrective action when a student has problems at the site. Likewise, we ask supervisors to let us know when students have experienced success at their site. The JU instructor and/or the Clinical Director will initiate contact with site supervisors via telephone, email, and site visits to follow up on student progress at a minimum of one time per semester.

Responsibilities of JU Faculty Supervisors

The JU CMHC faculty will provide guidance and coordination in the selection of sites and meet weekly with students on campus in their practicum or internship courses to provide support for students and ensure appropriate skill development. The JU faculty supervisors are also responsible for providing consultation to the site supervisor as needed and individual supervision to students as needed.

Practicum Meetings

During practicum, students enroll in the practicum course, which meets weekly in small groups of up to 12 students. The purpose of these meetings is as follows:

1. to share information among students regarding best practices and solutions to problems and issues;
2. to learn innovative ideas to deal with specific issues from the presentation of case studies;
3. to review legal and ethical issues that may arise at the site;
4. to review relevant literature and /or current topics that would impact all

- members of the group;
- 5. to learn to conduct an assessment, formulate a diagnosis and treatment plans, and provide professional counseling to facilitate treatment goals.
- 6. to discuss information regarding licensure, certification, continuing education, professional organizations, and other practical considerations.
- 7. to provide support for students' professional identity development

Internship Meetings

During internship, students enroll in the internship course, which meets weekly in groups of no more than twelve students. During these sessions, the focus will be on individual and group supervision of counseling skills, discussion of current topics in counseling, and in developing skills in counseling-related areas. Students are required to show their recorded client sessions (audio or video) for case presentations in group supervision.

Final Grade

The JU instructor will evaluate students' performance as shown in the participation in group supervision and the seminar. Additionally, with recommendations from the site supervisor, the JU instructor will assign a final grade of Pass (P) or Fail (F) in practicum and in internship. "F" grades are assigned for violations of ethical behavior or unsatisfactory performance at practicum/internship site as indicated by the evaluation forms or being dismissed from a practicum/internship site. Students are responsible for completing all the requirements of practicum/internship including necessary paperwork in a timely fashion. In addition to receiving an incomplete (I) when requirements are not completed, the Program Director may not allow a student to enroll in additional hours of practicum/internship until all necessary paperwork is completed satisfactorily.

Professional Counseling Post Graduate Requirements

In order to be licensed by the state of Florida, students completing the CMHC Program must meet all the State educational requirements for licensure as a Mental Health Counselor (LMHC) and/or Marriage and Family Therapy. Following graduation, students are eligible to apply for Registered Mental Health Counselor and/or Registered Marriage and Family therapy intern status. This allows the individual to begin accruing the 1500 post-master's, supervised, direct client contact hours that are required for licensure. As of January 1, 2001, all individuals applying for licensure or post-graduate counseling internship status in the State of Florida are required to have met the CACREP educational and licensing board requirements. These include a total of 60 hours of combined academic and clinical instruction (700 total clinical hours). Students are encouraged to review the state standards and guidelines. Not every state grants reciprocity for certification or licensure to applicants lacking prior credentials and/or experience. Students who plan to seek employment as counselors in states other than Florida are advised to contact the school or agency in that state which certifies or licenses counselors in the appropriate setting.

School of Applied Health Sciences Requirements

All students must have the following items updated and on file in the prior to any clinical experience:

- Level II background check
- Urine drugs of abuse screen

Clinical Policy

The course instructor and/or site supervisor has complete authority to remove any student whose behavior is unsafe or unsatisfactory from the clinical site. The Program Director, Graduate CMHC Program faculty, the Clinical Director, site supervisor, and the student will review the incident prior to the student returning to the clinical area.

Clinical Dress Code

Professional clinical attire is required in clinical at all times. Clinical faculty and supervisors have the final approval of all clinical attire.

Graduate Handbook

Students are responsible for knowing and complying with all policies and information contained in the SAHS Graduate Handbook.

Practicum & Internship Supervisor Agreement & Receipt of Practicum and Internship Handbook Acknowledgement Form

It is agreed that as the site supervisor, I will provide the following:

1. Coordination of aspects of the student's field experience including an orientation to the organization, access to staff meetings and client staffing, when applicable.
2. At least one hour of individual supervision a week, throughout the clinical experience. Additionally, students may participate in group supervision with 3 or more practicum students or interns.
3. Weekly review of student's performance via one-hour individual meeting with the student and review and approve student's weekly internship log
4. Review of supervisee's counseling skills throughout the practicum or internship, through video, audio, or direct observation.
5. Completion of formal evaluations of the student at the midpoint and end of each semester using the Counselor Competency Scale Revised (CCS-R) form in Tevera.
6. Contact the JU practicum/ internship instructor and/or the Clinical Director as needed to discuss trainee's progress and work with the JU faculty and the Clinical Director to take corrective action when a student has problems at the site.

It is agreed that as the site supervisor, I maintain the following credentials:

(1) a minimum of a master's degree, preferably in counseling, or a related profession; (2) active certifications and/or licenses in the geographic location where the student is placed, preferably in counseling or a related profession; (3) a minimum of two years of post-master's professional experience relevant to the CACREP specialized practice area in which the student is enrolled; (4) relevant training for in-person and/or distance counseling supervision; (5) relevant training in the technology utilized for supervision; and (6) knowledge of the program's expectations, requirements, and evaluation procedures for students.

It is agreed that as the site supervisor, I can expect the following from the JU CMHC program and its faculty supervisors:

1. The JU CMHC program and its faculty supervisors will initiate contact with site supervisors via telephone, email, and site visits to follow up on student progress at a minimum of one time per semester.
2. The JU CMHC program and its faculty supervisors will provide guidance and coordination in the selection of sites and meet weekly (3 hours/week) with students on campus in their practicum or internship courses to provide support for students and ensure appropriate skill development. Students are required to bring their recorded client sessions (audio or video) for case presentations in group supervision.
3. The JU CMHC program and its faculty supervisors will be responsible for providing consultation to the site supervisor as needed and individual supervision to students as needed.

I have reviewed, discussed with the trainee, and understand the content of the JU CMHC Site Supervisor Handbook, as well as the responsibilities for training outlined above.

Signature of Site Supervisor

Date

Permission to Record and Consult

I, the client (or parent/guardian), consent to the recording of my counseling sessions for purposes of professional consultation with the goal of helping improve the counselor's effectiveness. This recording may be done by video and/or audio taping. his consent is being given in regard to the professional services provided by the counselor named below. I understand that I will be given counseling even if I choose not to sign this authorization. I understand that even if I sign this authorization, I may ask for the recording to be turned off or erased at any time during my sessions. All audio and videotapes will be kept in a safe location and will be destroyed at the end of the semester.

I further understand that to improve counseling techniques, my counselor will be consulting with the supervisor of this agency, a JU faculty supervisor, as well as other JU counselor graduate trainees. Portions of the recording may be viewed/listened to in these consultations. I therefore authorize any of the supervisors and graduate trainees to observe or have access to this limited information relating to my treatment. It is understood that these professionals and their students are bound by state laws and by professional rules about client privacy.

Client Printed name

Client Signature

Parent/Guardian Signature (if client is under 18)

Date

I, the counselor, have discussed the issues above with the client (and/or his or her parent or guardian). My observations of this person's behavior and responses give me reason to believe that this person is fully competent to give informed and willing consent.

Counselor Printed Name

Counselor Signature

Supervisor Printed Name

Supervisor Signature

Date