

CLINICAL MENTAL HEALTH COUNSELING

Handbook for Practicum and Internship Supervisors



CLINICAL MENTAL HEALTH COUNSELING PROGRAM
BROOKS COLLEGE OF HEALTH
1 UNF DRIVE, Bldg. 39, Room 4033
Jacksonville, Florida 32224

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Introduction

The Clinical Mental Health Counseling Program (CMHC) is one of 569 counseling programs approved by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). The majority of state licensure boards regulating master's level trained counselors base educational requirements upon CACREP educational standards. The MHC Program is a 60 credit hour program which meets the educational requirements for licensure in the state of Florida as a Licensed Mental Health Counselor (LMHC). The program is practitioner-oriented in the sense that students are required to complete a demanding field experience requirement of 1,000 supervised hours before graduation. The counseling curriculum offers a unique blend of courses to provide the skills and knowledge necessary for becoming a competent counseling professional. Solid academic performance and experiential mastery are required.) is located within Brooks College of Health.

The UNF Counselor Education faculty members wish to extend our thanks to you for your willingness to serve as a site supervisor for our students. We recognize that the work you do with our students is usually unpaid and is accomplished in addition to your regular responsibilities.

We have prepared this document for you in order to explain the requirements of practicum and internship for UNF Counselor Education students and to provide guidelines and suggestions for site supervisors. We welcome feedback on the material contained in this document and intend to update it periodically to incorporate suggestions. If, after reading this document, you have any questions about the practicum or internship, from either your or the student's point of view, please call one of the individuals below:

Mental Health Practicum and Internship University Contacts:

Cindy Scott, PhD 620-1432; email cscott@unf.edu Fax 904.620.1035

Or

David Whittinghill PhD, 620-1749; email: dwhittin@unf.edu Fax: 904.620.1035
Licensed Mental Health Counselor # 04607

Timetable for Practicum or Internship Activities

Time Frame	Activity
Semester prior to practicum or internship	<p>Student submits application for P/I to UNF supervisor</p> <p>UNF supervisor conducts P/I orientation; site supervisors explain program</p> <p>Student meets with UNF supervisor to discuss sites</p> <p>Student interviews potential site supervisors</p> <p>Student & site supervisor agree on placement</p>
Prior to beginning practicum or internship	<p>Student and site supervisor sign Practicum/Internship Agreement form.</p> <p>Student and site supervisor sign Statement of Understanding</p>
Beginning of Term	<p>Student submits above forms to UNF supervisor</p> <p>Site supervisor conducts orientation for student at site</p> <p>Student and site supervisor establish individual objectives</p> <p>Student and site supervisor establish work schedule</p> <p>UNF supervisor reviews individual objectives</p> <p>Student begins work at site</p>
Throughout term	<p>Student meets regularly with site supervisor for individual Supervision</p> <p>Student meets with UNF supervisor for group supervision and seminar</p> <p>Student continues work at site</p> <p>Student maintains log of activities</p>
Middle of term	<p>Site supervisor completes mid-term evaluation</p> <p>Student submits mid-term evaluation to UNF supervisor</p> <p>UNF supervisor confers with site supervisor about student progress</p>
End of term	<p>Student completes Time Distribution Form</p> <p>Site supervisor signs Time Distribution Form</p> <p>Site supervisor completes evaluation of student and recommends grade</p> <p>Student completes evaluation of site supervisor</p> <p>Student completes evaluation of UNF supervisor</p> <p>Student completes exit questionnaire</p> <p>Student submits Time Distribution Form and site supervisor's evaluation</p> <p>UNF supervisor assigns grade</p>

Requirements for Mental Health Counseling Practicum and Internship Students

Students registering for **Practicum or Internship** will be given the *Handbook for Practicum and Internship*, which details the requirements of their experience. Once students have selected or been assigned their sites, their site supervisors will also receive a copy of the manual. Students are encouraged to review the manual with their site supervisors at the beginning of their placement. A brief review of student requirements follows:

1. **Practicum** students, whether in school or mental health settings, will begin their experience around the middle of their academic program. They will be required to have completed the following courses: *MHS 6407: Theories of Counseling*, *MHS 6941: Pre-practicum in Counseling*; *MHS 6070: Psychopathology*, *MHS 6700: Legal, Ethical & Professional Issues for Mental Health Counselors*, and *MHS 6510: Group Counseling*. During the Practicum experience, students will be required to complete at least **100** clock hours at the site, of which at least **40** hours are in direct student or client contact. Ten of the 40 hours of direct contact should be in group work. This will be their first extended opportunity to work in a counseling setting, observe what counselors do, and participate, under supervision, in actual group and individual counseling activities. They must be supervised by the site supervisor for a minimum of **1** hour per week. This supervision must take the form of feedback and direction based on direct observation, audio-tapes, or video-tapes.
2. When an agreement is reached between the student and the site supervisor regarding the **practicum or internship placement**, the student, the site supervisor, and the director of the school or agency (or his/her designee) will sign a "*Practicum or Internship Agreement Form*" (**see Appendix A**). This form will then be returned to the UNF supervisor, who will sign it and place it in the student's Practicum or Internship file.
3. **Practicum** students will participate in group meetings with their university supervisor, where case presentations will be made and topics relative to practicum discussed. Topics might include reporting procedures, referral sources, professional organizations and services, crisis intervention strategies, and the like. **Practicum** students will learn how to do a needs assessment of a mental health facility or modality, using the practicum site as a model. Students will also receive individual supervision from the university supervisor on an as-needed basis.
4. **Internship** students will be near the end of their program. **Interns** will have completed a course in psychopathology and will be expected to be able to

accurately diagnose clients, under supervision. They will complete **900** clock hours of internship. Of the 900 hours to be completed, at least **360** hours must be spent in direct individual, group, or family counseling with clients. Students will typically spread the internship over three semesters as follows:

Term 1: 300 hours (3 credit hours)

Approximately 20 hours per week

Term 2: 300 hours (3 credit hours)

Approximately 20 hours per week

Term 3: 300 hours (3 credit hours)

Approximately 20 hours per week

Only under rare circumstances are students permitted to complete their internship hours over two semesters. Students at this stage should be able to work more on their own, but they will still require at least **1** hour per week of individual supervision, with feedback based on direct observation or taping.

5. The student in **internship** will be provided with group supervision by the UNF supervisor. **Interns** will focus on case presentations, diagnosis and treatment planning, discussions of counseling strategies, and presentations by experts on advanced topics. All interns will also be expected to become involved in professional associations, to attend professional development workshops, and to participate in other professional counseling activities. The UNF supervisors will serve as tutors in these special projects, which might include clinical supervision, teaching, training, or research.
6. **All practicum and internship** students will be required to sign a "*Practicum or Internship Statement of Understanding*" (see **Appendix B**) prior to beginning work at their site. This statement is acknowledgment on the student's part that site supervisors and UNF supervisors are ethically bound to protect clients from harm by student counselors. Therefore, either supervisor can take action to protect the client, which may call for removal of the student from the practicum or internship site. The student will sign a copy, and we ask that the site supervisor sign it as well. The student will return the form to the university supervisor, where it will be maintained in the student's practicum or internship file.
7. **All practicum and internship** students are covered by liability insurance provided by the University of North Florida.

8. All Students are also required to submit to a criminal background check. Students are required to submit for a background check annually through Certified Background, a national background screening service selected by Brooks College of Health. More information about Certified Background can be found at www.certifiedbackground.com
9. Occasionally, **internship** students will request to complete their field experience at their place of employment. In these situations, students must receive prior approval from their UNF supervisor. They may count their hours of direct student or client contact toward the internship requirements. Students must, however, establish a specialized learning contract describing specific projects (e.g. grant-writing, needs assessment, program development and evaluation) which are beyond the scope of their current employment responsibilities.

Qualifications of Site Supervisors

Individuals who supervise students in **mental health counseling practicum and internships** must meet the following qualifications:

- * hold at least a master's degree in counseling or a related field
- * have at least two years' experience as a counselor or therapist
- * have completed supervision training and/or have supervised previous students

Responsibilities of Site Supervisors

The primary responsibilities of the site supervisor are as follows:

1. Provide an orientation for the student
2. Help the student establish individual objectives for the practicum or internship
3. Help the student obtain clients
4. Help the student establish a schedule of activities
5. Establish and maintain regular supervisory contacts with the student
6. Provide feedback and direction to the student regarding his or her work
7. Introduce the student to resources of the school or agency and the community, including books, workshops, professional meetings, etc.
8. Complete mid-term and final evaluations for the student
9. Contact the UNF Supervisor when problems concerning the student arise.

1. Orientation of Students

It is important that the students gain a clear understanding of the organization, services, and structure of the agency in which they will work for several months. You can help the student by providing an orientation to the site which would include the following:

- * A tour of the facility, with an emphasis on the offices or classrooms where the student will spend significant time;
- * Introductions to other staff in the facility, particularly teachers or other counselors who will be in frequent contact with the student.
- * An introduction to the administrators of the facility;
- * When appropriate, an introduction to students or clients of the facility;
- * A detailed explanation of the services of the agency or school, including the types of services that the student will be expected to provide;
- * An explanation of the rules and regulations of the agency which would affect the student. Information regarding insurance requirements, hours of operation, dress codes and other behavioral requirements, and policies regarding treatment of students or clients should also be included.

2. Help the Student Establish Individual Objectives

During the practicum or internship, students will be expected to complete basic activities such as group and individual counseling, intake interviews, assessments, treatment planning, and the like. In addition, most students will choose to focus on developing skills in one or more particular areas. In order to develop these skills, the students may need to do reading, attend seminars, observe other counselors work with a given population, and have intensive opportunities to work with a particular group under supervision. Examples of individual projects would include working with victims of abuse, or persons with addictions; developing skill using a particular approach such as play therapy, guided imagery; or developing an ancillary skill such as program administration, grant writing, training or teaching, or supervision. Site supervisors can help students focus on areas of particular interest, which might be started during practicum and further developed during internship. Working with the site supervisor, students are required to list objectives on a “*Learning Contract*” (see **Appendix C**).

3. Help the Student Obtain Clients

For all students, the most important focus of the field experience is to gain practice in 7 counseling and related direct service activities. In **Practicum**, students need at least **40** contact hours with clients and in **Internship** they need **360** contact hours. For purposes of practicum and internship, direct contact for mental health track students is defined as individual, group, or family counseling; intake or psycho-social assessment termination interviews. In order for students to acquire the experience they need, they must rely on the site supervisor to help them obtain clients. If for any reason it appears that the student will not be able to gain the required number of direct contact hours during the semester, the site supervisor should contact the university supervisor immediately.

4. Help the Student Establish a Schedule of Activities

The primary purpose of the **practicum** is to enable Counselor Education students to become familiar with the work of counselors in schools and community agencies by observing or shadowing others and by limited work with students or clients. By the time the student enters **internship**; he or she will have completed one practicum of at least

100 clock hours and will have participated in other field experiences associated with various classes. The student **intern**, then, is ready to participate as a counselor or therapist, albeit closely supervised. The Counselor Education faculty believes that in **both practicum and internship**, the student needs to participate in a wide variety of experiences, with a major emphasis on direct service to clients. Students should have opportunities to counsel people both individually and in groups. Whenever possible, it is beneficial to provide opportunities for students to work with clients representing cultural diversity, various ages, and different concerns and diagnoses. It is understood however, that the scope of students' work will vary according to the services offered by the agency as well as the readiness of the student to perform various tasks.

At the beginning of **practicum** it is helpful for the site supervisor to meet with the student and outline the various activities that are possible at the site. In some cases, the University supervisor may require the student to add a second site if the scope of services is too narrow. Once the student and the site supervisor have reviewed the possible activities, the student should be assigned a schedule which will allow him or her to participate in the ongoing activities of the site. We suggest that the student work one full day or two partial days per week.

The **internship** is scheduled during the final phase of the student's program of study. In order for the student to maximize the **internship** experience and to obtain the required number of contact hours, it is helpful to map out a detailed plan of activities for each day.

5. Establish & Maintain Regular Supervisory Contacts with the Student

The student is required to participate in supervision on-site at least one hour per week; more is certainly preferable. We suggest that supervision of counseling activities should occur at least once a week; additionally, it is often helpful to schedule an additional time to meet with the student regarding planning for the week; changes in activities or schedules, announcements, etc. Particularly in the beginning of their practicum or internship, most students are nervous, unsure of what to expect, and uncertain about their own counseling skills. They will appreciate the opportunity to meet with their supervisor several times during the week to clarify problems, obtain feedback and advice, and to get reassurance. As the term progresses and the student becomes more confident, less frequent supervision may be in order. Throughout the semester, students will be required to document that they have received supervision at their site. After each supervisory session with **Mental Health Interns**, please complete and sign the “*Documented Supervision Form*” (see **Appendix D**). The student will turn that form in to the University supervisor and it will be maintained in the student’s practicum or internship file.

6. Provide Feedback and Needed Direction to the Student

The heart of supervision is direction and feedback regarding the counseling process itself. Individual supervision can best be accomplished through direct observation or through observation via audio and video tapes (See **Appendix E** for a sample “Permission to Record and Consult” form). As we know, students learn best through immediate and direct feedback, as well as presentation of alternative interventions. We encourage you to insist that our practicum and internship students follow a particular model (of their choosing) with their clients. During the term, students may choose to switch models, or to combine them, but it is vital that they have a plan to follow with their clients and which they can communicate to their supervisor. The supervisor, in turn, must be knowledgeable of the various models and skilled enough to provide needed direction to the student.

7. Introduce the Student to Resources

The practicum and internship can provide excellent opportunities for students to explore the professional world of counseling beyond the actual work that is accomplished with clients. Site supervisors, who usually have many years’ experience working in the

school, agency, and in the community, can introduce the student to a variety of resources. Books and tapes that are used professionally or with clients can help a student begin to develop his or her personal library. Students are encouraged to attend staff meetings and as many professional development workshops that they can manage financially. Local professional organizations are an excellent way for students to become a part of the counseling world, to make personal and professional contacts, and to develop a sense of involvement in the larger counseling issues. It is our hope that you will invite the practicum and internship students to accompany you to local or state workshops, to encourage them to become involved in the political issues that affect counseling today, and to direct them to reading and other materials that will help them continue with their education.

8. Provide Mid-term and Final Evaluations for the Student

At the mid-term of each semester, you will be asked to complete an evaluation of the student's work to date (see **Appendix F**). We encourage you to comment on the competencies of the student at that time and in reference to each objective. If you note that a student is weak in a particular area, or perhaps had no experience in that activity, it will be important to increase the focus in that area during the second half of the semester. At the end of the semester, the site supervisor will complete the same instrument as a final evaluation; on this form, the site supervisor will also recommend a grade. The *Learning Contract* should be completed by the supervisor and attached to the evaluation form. The student will complete the "Student Evaluation of Practicum/Internship Site" (see **Appendix H**) and the "Student Evaluation of UNF Practicum/Internship Supervisor" (see **Appendix I**). If there are questions regarding the evaluation of a student, please contact the UNF supervisor immediately.

9. Contact the UNF Supervisor When Problems Concerning Students Arise

Please feel free to telephone the UNF supervisor at any time when problems arise with students. If an individual student appears unskilled enough to complete the practicum or internship, we certainly need to have this feedback immediately. In some cases, students have had language or writing difficulties that have hampered their performance. Sometimes, students have not been successful in cooperating with other therapists in the school or agency; in some cases, students have not followed through on a particular project they selected. The UNF supervisor has the responsibility to take corrective action when a student has problems at the site; however, we do have to be kept abreast of the situation in order to take necessary steps. Likewise, we hope you will let us know when a particular student has gone above and beyond the call of duty with their practicum or internship; we all enjoy hearing about student successes!

Honorarium

We greatly value your willingness to volunteer to supervise our practicum and internship students. As a way of thanking you for your service, the University of North Florida provides a voucher for up to 6 semester hours of free courses (in one semester) for every 300 clock hours that an individual supervises. The *Report of Time Distribution* (see **Appendix I**) is used to document the number of hours the student spent in various activities during the practicum or internship. This form is also used as a record of your supervision. You should keep one copy of the *Report of Time Distribution* after you and the student have signed it. In addition, you must complete the *Certificate of Participation* (see **Appendix J**) to UNF's Mental Health Counseling Program Leader to be eligible for the fee waiver. The voucher is good for three years from the date issued, but must be requested within 2 years of the term in which students were supervised.

The University of North Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of North Florida. Individual contact to the Commission on Colleges about the University of North Florida accreditation status should occur only if there is evidence that appears to support significant noncompliance with a requirement or standard.

Appendix A: Practicum or Internship Agreement Form

UNIVERSITY OF NORTH FLORIDA 1 UNF Drive, Bldg. 9, Room 1130, Jacksonville, Florida 32224-2676 (904) 620-2838
College of Education and Human Services
Department of Leadership, Counseling & Instructional Technology
Counselor Education Program

COUNSELING PRACTICUM _____ OR INTERNSHIP _____ AGREEMENT FORM

_____ Semester

Student Name (typed or printed) Social Security Number

Home Address City State Zip code Phone

Practicum Setting Phone

Location (mailing address)

Dates of Practicum (beginning and ending dates) Signature of Student

Site Supervisor (typed or printed) Degree/Licensure/Certification#

Site Supervisor (signature) Social Security Number

Director of Agency (if applicable) (signature) Date

NOTE TO STUDENT: AT THIS POINT, PLEASE RETURN AGREEMENT FORM TO COUNSELOR EDUCATION OFFICE.

FOR UNIVERSITY USE ONLY - DO NOT WRITE BELOW THIS LINE

University Supervisor (signature) Date

Program Director, Counselor Education (signature) Date

DISTRIBUTION:
Original: Counselor Education Yellow:
Student Pink: OSS Student File
Goldenrod: Site Supervisor

Appendix B: Practicum or Internship Statement of Understanding

Practicum or Internship Statement of Understanding

I acknowledge that my primary obligation, as a practicum or internship student, is to do no harm to my clients or students. I therefore agree to maintain ethical behavior at all times during this field experience. I further acknowledge that my UNF and site supervisors are legally and ethically obligated to protect my clients from potential harm as much as possible through their supervision and review of my performance. In the event that any of my supervisors have reason to believe that I may harm my client through unethical or incompetent behavior, they have the right and responsibility to take immediate action. Such action may include removing me, temporarily or permanently, from the practicum or internship.

Student Date

Site Supervisor Date

UNF Supervisor Date

Appendix C: Practicum or Internship Learning Contract

**Practicum or Internship
Learning Contract**

Directions: Students, in consultation with site and/or UNF supervisors, will choose projects or activities to complete during practicum or internship. Describe the projects or activities in terms of measurable objectives below. The UNF supervisor will review and approve the objectives at the beginning of the semester. The site supervisor will describe the degree of accomplishment of the objective, will sign below, and return this form to the UNF supervisor at the conclusion of practicum or internship with the students final evaluation.

Student Objectives

- 1. _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____

Student Signature

Site Supervisor Signature

Site Supervisor Evaluation

- 1. _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____

Date

Date

Appendix D: Mental Health Counseling Documented Supervision Form

**MHS 6800 / MHS 6830
PRACTICUM OR INTERNSHIP IN MENTAL HEALTH COUNSELING
DOCUMENTED SUPERVISION**

Student Name _____

Date ___/___/___

Beginning Time _____

Ending Time _____

Functions Reviewed:

- | | | |
|---|--|--|
| <input type="checkbox"/> client screening | <input type="checkbox"/> client intake | <input type="checkbox"/> client assessment |
| <input type="checkbox"/> treatment planning | <input type="checkbox"/> client orientation | <input type="checkbox"/> evaluation |
| <input type="checkbox"/> individual counseling | <input type="checkbox"/> group counseling | <input type="checkbox"/> family counseling |
| <input type="checkbox"/> crisis intervention | <input type="checkbox"/> referral | <input type="checkbox"/> consultation |
| <input type="checkbox"/> outreach | <input type="checkbox"/> client follow-up | <input type="checkbox"/> client education |
| <input type="checkbox"/> reports/record keeping | <input type="checkbox"/> case management | <input type="checkbox"/> case review |
| <input type="checkbox"/> written communication | <input type="checkbox"/> community education | <input type="checkbox"/> other _____ |

Specific Issues Discussed and/or Reviewed

Specific Suggestions for Student

Date ___/___/___

Student Signature _____

Date ___/___/___

Supervisor Signature _____

Appendix E: Permission to Record and Consult Form

Permission to Record and Consult

I, the client (or parent or 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.

This 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 may be consulting with the supervisor of this agency as well as my UNF faculty supervisor. She/He may also select a portion of the tape to viewed by other counselor graduate trainees during group supervision. I therefore authorize any of the supervisors and graduate trainees to observe or have access to 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's privacy.

Signature _____ Date _____
(Client or parent/guardian)

Printed name _____

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.

Signature _____ Date _____
(Counselor)

__ copy accepted by client

__ copy accepted by counselor

Appendix F: Site Supervisor's Evaluation of Mental Health Counseling Practicum/Internship Student

Site Supervisor's Evaluation of Mental Health Practicum/Internship Student

Name of Student: _____ Practicum/Internship Site: _____

Name of Supervisor _____ Title _____

Period of Evaluation _____ Mid - Term _____ or Final Evaluation _____

Directions: This evaluation will be used by the faculty of the Counselor Education Program to provide an indication of the student's performance during her/his practicum/internship experience. Please circle the number to the right of each item which best describes your assessment of your supervisee. Please note:

0 = Not observed; 1 = Unsatisfactory; 2= Adequate; 3 = Does well, 4 = Outstanding

I. INTERPERSONAL SKILLS:

<input type="checkbox"/>	Displays sensitivity toward others	0	1	2	3	4
<input type="checkbox"/>	Accepts differences (i.e. racial, ethnic, sexual orientation, etc.)	0	1	2	3	4
<input type="checkbox"/>	Self-aware (strengths, personal issues, limitations, etc.)	0	1	2	3	4
<input type="checkbox"/>	Open to personal and professional growth	0	1	2	3	4
<input type="checkbox"/>	Recognizes her/his personal and profession impact upon others	0	1	2	3	4
<input type="checkbox"/>	Professional demeanor	0	1	2	3	4

Comments:

II. COUNSELING SKILLS:

<input type="checkbox"/>	Behaves ethically and responsibly	0	1	2	3	4
<input type="checkbox"/>	Is appropriately respectful and sincere in relation to clients	0	1	2	3	4
<input type="checkbox"/>	Displays effective attending and active listening skills	0	1	2	3	4
<input type="checkbox"/>	Able to respond appropriately at the client's level	0	1	2	3	4
<input type="checkbox"/>	Able to formulate accurate diagnostic impressions	0	1	2	3	4
<input type="checkbox"/>	Able to formulate appropriate treatment goals/plans	0	1	2	3	4
<input type="checkbox"/>	Demonstrates awareness of physical, psychological, spiritual, and social factors impinging on the client	0	1	2	3	4
<input type="checkbox"/>	Able to implement proposed treatment plans	0	1	2	3	4
<input type="checkbox"/>	Applies general knowledge appropriately to specific client needs	0	1	2	3	4

<input type="checkbox"/>	Recognizes his/her own competencies and the limitations of techniques	0	1	2	3	4
<input type="checkbox"/>	Displays effective group leadership skills	0	1	2	3	4
<input type="checkbox"/>	Displays confidence in his/her skills	0	1	2	3	4
<input type="checkbox"/>	Able to appropriately terminate a counseling relationship	0	1	2	3	4

Comments:

III. CONSULTATION SKILLS:

<input type="checkbox"/>	Able to elicit and utilize feedback from others	0	1	2	3	4
<input type="checkbox"/>	Able to consult with others while maintaining confidentiality	0	1	2	3	4
<input type="checkbox"/>	Able to follow through with assigned tasks/responsibilities	0	1	2	3	4
<input type="checkbox"/>	Able to interact effectively with agency personnel/staff	0	1	2	3	4
<input type="checkbox"/>	Displays effective oral communication skills	0	1	2	3	4
<input type="checkbox"/>	Able to make appropriate referrals	0	1	2	3	4

Comments:

IV. GLOBAL ASSESSMENT:

<input type="checkbox"/>	Overall assessment of his/her effectiveness as a counselor	0	1	2	3	4
<input type="checkbox"/>	Potential for becoming an effective counselor	0	1	2	3	4

V. SUMMARY NOTES:

Student's strong points:

Student's needs for improvement:

Have you discussed this evaluation with the student?

Yes_____ No_____

(If no, please note the this evaluation may be seen by the student upon request as required by the Buckley

Amendment). Based upon the preceding information, I would recommend a grade of_____ for the student.

Supervisor's Signature_____ Date_____

If this is the Final Evaluation, please attach the student's Learning Contract to this form.

Appendix G: Student Evaluation of Practicum/Internship Site Student Evaluation of Practicum or Internship Site

Note to Student: The information you provide may be shared in general terms with the site supervisor.

Site/Agency/School Name: _____ Date: _____

Address: _____ Phone: _____

Student completing this evaluation: _____ Practicum ___ Internship ___

Directions: On the rating scale to the right of each item please circle the number which best describes your practicum/internship experience. Please note: 1 = poor; 2 = adequate; 3 = good; 4 = very good, and 5 = superior.

I. Orientation:

Time provided for orientation	1	2	3	4	5
Comprehensiveness of orientation	1	2	3	4	5
Overall quality of orientation	1	2	3	4	5

Comments:

II. Supervision:

Supervision was regularly scheduled	1	2	3	4	5
Supervision was appropriate for my needs	1	2	3	4	5
Feedback from my supervisor was helpful	1	2	3	4	5
Supervisor was accessible (beyond regularly scheduled times)	1	2	3	4	5
Supportiveness of supervisor	1	2	3	4	5
Overall quality of supervision	1	2	3	4	5

Comments:

III. Learning Experiences:

Availability of clients	1	2	3	4	5
Appropriateness of clients	1	2	3	4	5
Suitability of tasks/duties	1	2	3	4	5
Number of tasks/duties	1	2	3	4	5
Overall quality of learning experiences	1	2	3	4	5

Comments:

IV. Professionalism

Treatment as a professional	1	2	3	4	5
Opportunities for input	1	2	3	4	5
Inclusion/reception by staff persons	1	2	3	4	5
Overall sense of professionalism	1	2	3	4	5

V. Global Assessment of Practicum/Internship

1 2 3 4 5

VI. Would you recommend this site to others? _____ yes _____ no

Why? Why not? Please explain on back.

Comments:

Appendix H: Student Evaluation of UNF Practicum/Internship Supervisor

Student Evaluation of UNF Practicum or Internship Supervisor

		0=not helpful	1=somewhat helpful	2=helpful	3=very helpful	4=not applicable
1.	Assisted me in evaluating my readiness for practicum or internship. Comments:	0	1	2	3	4
2.	Assisted me in selecting a practicum or internship site. Comments:	0	1	2	3	4
3.	Provided me with information regarding expectations and requirements of practicum or internship. Comments:	0	1	2	3	4
4.	Provided me with opportunities to consult, on an individual basis, regarding problems or issues concerning practicum or internship. Comments:	0	1	2	3	4
5.	Allowed students to contribute input regarding the emphasis and direction of class discussion. Comments:	0	1	2	3	4
6.	Led small group discussions of issues relevant to all practicum or internship students. Comments:	0	1	2	3	4
7.	Provided structure for student - led case presentations. Comments:	0	1	2	3	4
8.	Provided relevant literature and/or other resources relative to current topics of interest to all practicum or internship students. Comments:	0	1	2	3	4
9.	Provided information related to licensure, certification, exams, continuing education, graduation, and professional organizations. Comments:	0	1	2	3	4
10.	Provided information about opportunities to participate in community, agency, or school professional development activities. Comments:	0	1	2	3	4

Appendix I: Report of Time Distribution

UNIVERSITY OF NORTH FLORIDA 1 UNF Drive, Bldg. 9, Rm. 1130, Jacksonville, Florida 32224-2676 (904) 620-2838
College of Education and Human Services
Department of Leadership, Counseling & Instructional Technology
Counselor Education Program

REPORT OF TIME DISTRIBUTION

Practicum _____ Internship _____

An exact report of the number of hours the student spent in his or her Counseling Practicum or Internship experience is required for the student's record as well as for the site supervisor's record. Site supervisors receive free tuition for every 300 hours of student practicum or internship.

Students are to return the original of this report at the close of the Practicum or Internship to the UNF Supervisor.

Name of Student _____

Site _____

Number of hours spent by the student in:

Observation: _____

Intake Interviews: _____

Individual Counseling: _____

*Group Counseling: _____

Family Counseling: _____

Case Staffings: _____

Research: _____

Professional Development: _____

Supervision:

Individual (Site): _____

Group (Site): _____

Individual (Campus): _____

Group (Campus): _____

Documentation/Record Keeping: _____

Outreach/Advocacy: _____

Other (specify): _____

Total Hours: _____

From _____ To _____

Typed or Printed Name of Site Supervisor

Signature of Site Supervisor

Degree, License, or Certification

Social Security Number

Date Signed

***1 hour credit is assigned for group sessions consisting of 6 or fewer members; an additional 15 minutes credit is assigned for each additional client group member.**

DISTRIBUTION:

Original: Counselor Education
Pink: OSS Student File
Goldenrod: Site Supervisor
Yellow: Field Services

Appendix J: Site Supervisor's Certificate for Tuition Waiver

UNIVERSITY OF NORTH FLORIDA 1 UNF Drive, Bldg. 9, Rm. 1130, Jacksonville, Florida 32224-2676 (904) 620-2838
COEHS, Leadership, Counseling & Instructional Technology – Counselor Education

Site Supervisor's Certificate Request Form Mental Health Counseling

To be entitled to a certificate, the site supervisor must personally supervise one or more interns for a total of 300 hours.

_____/_____
fall, spring, summer year

Site Supervisor's Signature _____ Date _____

Name of Intern

Site

Number of hours spent by the student in:

Observation: _____ Intake Interviews: _____

Individual Counseling: _____ Group Counseling: _____

Family Counseling: _____ Case Staffing: _____

Research: _____ Prof. Development: _____

Supervision: _____

Individual (Site): _____ Group (Site): _____

Individual (Campus): _____ Group (Campus): _____

Documentation/Record Keeping: _____ Outreach/Advocacy: _____

Other (specify): _____

Total Hours: _____ **From** _____ **To** _____

Name of Site Supervisor (please print) _____

Home Address _____

Social Security Number (required for certificate of participation)

Have you previously supervised a UNF Intern? ____ Yes ____ No

Please issue my certificate now.

Please issue my certificate when requested in writing.

(Note: Must be requested within two years of end of term in which intern was supervised.) I verify the hours reported are supported by documentation received from the supervisor.

Signature of Field Supervisor: _____ Date _____

Signature of UNF Supervisor: _____ Date _____

Signature of Dept. Chairperson: _____ Date _____

Please return to the Office of Educational Field Experiences (9/2401), att: Marie Guice.

Office Use Only: Certificate Number _____ issued

Appendix K: Criminal Background Check Information

Background Check Information

A background check will be *required of all students who* will be participating in field experiences as part of their educational program. The background check will be required prior to the practicum and internship experience. These field experiences include, but are not necessarily limited to: internships, clinical experiences, or other types of experiential learning either directly involving or in agencies serving children, the elderly, patients, or other vulnerable populations

The background check shall be completed:

1. annually for students enrolled in the Mental Health Counseling Program the semester prior to their practicum and every year thereafter while enrolled in a Internship course.
2. in the semester immediately preceding the experience for students in those programs including these experiences as a final or capstone experience.

Students may access the Background Check site at www.certifiedbackground.com

NOTE: To meet Brooks College's contractual obligation to the agencies in which students are placed, the background check must be done through the vendor sanctioned by the Brooks College of Health which is Certified Background Checks at certifiedbackground.com which is the only vender accepted by the Brooks College of Health. It is important to note, that student may also be required to apply for an additional background check mandated by the field placement site. In this case, students are required to apply for the additional background check.

Information revealed by a background check may:

1. prohibit participation in required practicum and/or field experiences. Inability to participate in required field experience will jeopardize successful completion of the program.
2. prohibit sitting for required post-graduate national examinations for licensure and/or certification and/or post-graduate internships.

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