



COLLEGE OF EDUCATION  
DEPARTMENT OF HUMAN DEVELOPMENT AND  
PSYCHOLOGICAL COUNSELING (HPC)

CLINICAL MENTAL HEALTH COUNSELING PROGRAM  
CLINICAL FIELD EXPERIENCE MANUAL  
HPC 5900: PRACTICUM IN COUNSELING

HPC 6900: INTERNSHIP IN CLINICAL MENTAL HEALTH COUNSELING

WEBSITE

<http://cmhc.appstate.edu/>

*Revised August 2021*

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**This manual is subject to change.**

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DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM (CMHC)

**CLINICAL FIELD EXPERIENCE PROCEDURE**

Students are responsible for finding their own sites. Available resources include approved sites on [Supervision Assist](#) via Supervision Sites, the mandatory Clinical Field Experience (CFE) Orientation, and the Site Supervisor Meet and Greet Event. The purpose of the Site Supervisor Meet and Greet Event is for site supervisors and students to network with each other. It is also an opportunity for students to screen potential sites and for sites to screen students as potential candidates for practicum or internship.

**Meet with the Clinical Field Experience Coordinator (CFEC)**

It is recommended that you do the following before meeting with the Clinical Field Experience Coordinator (CFEC) for Clinical Mental Health Counseling (CMHC) so that you are prepared to ask specific questions related to your needs. Read the Clinical Field Experience Manual (this manual), review [Supervision Assist](#) for our most current approved sites, attend the **mandatory** Clinical Field Experience Orientation. To find more resources and success with your placement, attend the Meet the Site Supervisors and Boost Your Resume events.

**Clinical Field Experience Application Overview**

CMHC students must complete the CFE Application when requested by the CFEC for CMHC, deadline is communicated by an announcement on the CMHC Student Listserv. Please watch your e-mail closely, since the due date for application materials and registration changes each semester because the university's deadlines and processes are different each academic year. The process includes various forms with different deadlines. The forms are completed either physically or electronically (through [Supervision Assist](#), or google forum) as indicated on each form in the manual. Missing a registration step or form deadlines may cause a delay in your application, which could cause a student to have to extend their program. Forms are typically completed a semester or two prior to being enrolled in a CFE course, and needs to be completed each semester a student is enrolled in a CFE course by the designated due date.

Please note students do not register themselves for any CFE courses (HPC 5900 or HPC 6900). Furthermore, the registration process takes time from 6 to 8 weeks because of the various steps, as well as various people approving different forms. Please see the Practicum and Internship FaQ in the Appendix.

**Vetting & Orientation Process for New Sites or Site Supervisors**

The vetting & orientation process happens when there is a new site supervisor and/or when a student is interested in a new site or there is a new supervisor at the site. All approved sites and site supervisors on [Supervision Assist](#) have already been through the vetting process, received orientation and has been

approved. Each year site supervisors on Supervision Assist and, on our site list-serv are invited to our annual site supervisors meeting and training. The purpose of the vetting process is to ensure that the site meets CMHC criteria and the site supervisor meets the site supervisor's qualification. The purpose of the initial orientation is to ensure the site supervisor is aware of and receives a copy of the most current Clinical Field Experience Manual.

The vetting process has 8 steps (including the orientation). Sites are able to go through the vetting and orientation in a couple of weeks however it can also take up to a year or more. The student is involved in the first 4 steps are: 1) finding a site (including reviewing the potential agency/organization website), 2) contacts the site's supervisor meets with the site and potential supervisor (after the student has thoroughly read this manual), 3) the site and the students agrees that this is a good fit, and 4) finally the student sends an email to the site supervisor and to the CFE coordinator introducing each other. The next steps 5-7 are between the site supervisor and the CFE, which includes completing the Vetting & Orientation for a New Site or New Supervisor Form (see Appendix) and providing an orientation. Step 5) the CFE contacts the site supervisor and arranges a screening time – typically a 30 minutes phone call. If the site, site supervisor and the program is a good match, then Step 6) occurs by the site supervisor and CFE coordinator having a 90-minute orientation meeting (either zoom or at the site), if this continues to be a good match, then Step 7) Site Supervisor is invited to [Supervisor Assist](#). Finally Step 8) introducing the Site Supervisor to the Dean's office to complete the Affiliation Agreement. Once all above steps are completed the site is approved.

### **General TimeLine for Site Search & Application**

Students are advised to start searching for a site in the middle of the academic semester prior to their intention to take HPC 5900 or HPC 6900 (i.e. in Fall or Spring prior to your CFE course enrollment). **Students are not capable of enrolling themselves in HPC 5900 or HPC 6900.**

For the enrollment process to occur, the following are necessary (copies of all forms are in the Appendix): (a) students electronically submit the Permission to Register form, (b) obtain a site, (c) complete section Internship Database electronic form, and (d) start their [Supervision Assist](#) Placement Applicant. A student with a site on the Appalachian State University campus has an extra step: everyone signs your Appalachian State University Internship Acknowledge form. See CFE for this form, located before Appendix.

This timeline is a general timeline. General timeline for a Fall semester enrollment in a CFE course students will need a site between mid-February to late March; therefore, students are advised to start looking and attend Meet the Site Supervisors Event. Students will need to complete the above enrollment process as announced on the list-serv, with the completion between mid to late Spring semester (no later than 3 weeks before the semester ends). For a Spring semester enrollment in a CFE course; students will need a site between mid-September to late October; therefore, students are advised to start looking early and attend Meet the Site Supervisors Event. the above enrollment process as announced on the list-serv, with the completion between mid to late Fall (no later than 3 weeks before the semester ends). Please see the Practicum and Internship FAQ in the Appendix.

## **FIELD EXPERIENCE REQUIREMENT & DESCRIPTION**

Appalachian State University's master's degree in Clinical Mental Health Counseling CMHC Program has been accredited in Clinical Mental Health Counseling by the [Council for Accreditation of Counseling and Related Educational Programs](#) (CACREP) since 1983 and is accredited through 2023. Thus, the requirements for both practicum and internship in CMHC meet the Clinical Mental Health Counseling standards as set forth by CACREP and the North Carolina Board of Licensed Clinical Mental Health Counselors.

## **Settings for Professional Practice**

Settings for professional practice are defined as mental health service delivery modalities within the continuum of care, such as inpatient care, outpatient care, partial treatment and aftercare, and mental health counseling services networks.

## **Professional Practice**

Professional practice, which includes practicum (HPC 5900) and internship (HPC 6900), provides for the application of theory and the development of counseling skills under supervision. These experiences provide opportunities for students to counsel clients who represent the ethnic and demographic diversity of their community.

Professional practice includes the following experiences: (a) intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management, (b) techniques and interventions for prevention and treatment of a broad range of mental health issues, (c) strategies for interfacing with the legal system regarding court-referred clients, (d) strategies for interfacing with integrated behavioral health care professionals, and (e) strategies to advocate for persons with mental health issues. All counseling activities are based in theories and models related to clinical mental health counseling principles.

Student counselors will demonstrate knowledge and skill in their ability to provide counseling related activities under supervision of a university and site supervisor. Counseling related activities (Practice) include the following:

- (a) intake interview, mental health status evaluation, biopsychosocial history, mental health history, and psychological for treatment planning and caseload management.
- (b) use diagnostic processes, including differential diagnoses and the use of current diagnostic classification systems, including the Diagnostic and Statistical Manual of Mental Disorders (DSM) and the International Classification of Diseases (ICD),
- (c) techniques and interventions for prevention and treatment of a broad range of mental health issues
- (d) strategies for interfacing with the legal system regarding court-referred clients
- (e) strategies for interfacing with integrated behavioral health care professionals
- (f) strategies to advocate for persons with mental health issues

Student Counselors will gain an understanding of various important topics through their experiences. The following are topics that each Student Counselor must understand prior to graduating:

- (a) potential for substance use disorders to mimic and/or co-occur with a variety of neurological, medical, and psychological disorders,
- (b) impact of crisis and trauma on individuals with mental health diagnoses,

- (c) impact of biological and neurological mechanisms on mental health,
- (d) classifications, indications, and contraindications of commonly prescribed psychopharmacological medications for appropriate medical referral and consultation,
- (e) legislation and government policy relevant to clinical mental health counseling, and
- (f) cultural factors relevant to clinical mental health counseling (CACREP, Section 5, C. p 22).

## **Private Practice Policy**

Sites (regardless of the size) that have the status of private practices are required to follow all policies in the CFE Manual as well the provision stated in this policy. Provide: a student orientation to the site's policies and procedures, have professional liability insurance that covers student-counselor interns, and the site meets the HIPAA standards for technology. Additionally, the following are required:

1. The practice has enough clients so students do not need to recruit their own clients (e.g., hang up flyers to advertise the student's practice). If a new group is being developed that will be co-led with a licensed clinician or therapist, then the student, along with the clinician therapist, can distribute flyers.
2. The student is not left alone at the site.
3. The site supervisor understands that they hold primary responsibility for the client and, therefore, between semesters, it is the private practice's responsibility to ensure that the client receives the necessary services.
4. The practice ensures the student has a confidential place to provide counseling and maintain client records. Students are not allowed to write any client documentation from their home, however, during the COVID-19 pandemic, writing notes at home is allowed.
5. The student is not to be on-call alone, but can work with licensed practitioners on call. If licensed practitioners wish for the student to learn about crisis work, then the licensed practitioner can work with the student to accomplish this learning objective.
6. The practice understands the student is learning from the practice and, therefore, is not a part of the practice in terms of supporting the site supervisor or supporting the growth of the practice. Furthermore, the student is not expected to generate money, fix equipment, or participate in other activities that do not align with policies outlined in the CFE manual.
7. Students will have a set schedule throughout the semester. Students are not expected to be at the site outside the designated agreed upon day and time unless there are some unforeseen or unusual circumstances.
8. There is only individual/triadic supervision with the focus on student's skill development and counselor identity (no group supervision is allowed unless the group supervision is above and beyond the individual/triadic supervision).

## **Definition of Direct Hours**

Direct hours are typically billable and provide counseling with individuals, groups, and families. [North Carolina Board of Licensed Mental Health Counselor](#) defines direct counseling as including the following components: "a. Assisting individuals, groups, and families through the counseling relationship by evaluating and treating mental disorders and other conditions through the use of a combination of clinical mental health and human development principles, methods, diagnostic procedures, treatment plans, and other psychotherapeutic techniques, to develop an understanding of personal problems, to define goals, and to plan action reflecting the client's interests, abilities, aptitudes, and mental health needs as these are related to personal-social-emotional concerns, educational progress,

and occupations and careers. b. Appraisal Activities: – Administering and interpreting tests for assessment of personal characteristics” ([NCBLPC](#) § 90-330. Definitions; practice of counseling.3a&b).

Counseling students who are providing the aforementioned duties and activities must be enrolled in HPC 5900 or HPC 6900 courses. Additionally, they must perform these duties and activities under the supervision of their site and supervisor of record and university supervisor. They must have liability insurance from both the university and one of the following: [American Counseling Association](#) (ACA) or [National Board for Certified Counselors](#) (NBCC). These activities are provided only under supervision of a site and university supervisor (i.e., live supervision, co-therapy, or audio recording).

### **Definition of Indirect Hours**

Indirect services include the following: (a) consulting, which means interpreting scientific data and providing guidance and personnel services to individuals, groups, or organizations, (b) referral activities, which includes identifying problems that require referral to other specialists, (c) record keeping outside of client sessions, and (d) research activities such as designing, conducting, and interpreting research (Adapted the [NCBLPC](#) § 90-330. Definitions; practice of counseling.3c&e). Indirect hours also include in-service, meetings, conferences, and professional development. ***Site and University supervision does not count as in-direct hours.***

**Hours related to receiving supervision:** Individual/triadic supervision on site or on campus does not count for either direct or in-direct, these are separate hours. Group supervision/class on campus also does not count as either direct or in-direct. However, supervision time beyond the required site supervision for CACREP (individual/triadic) can be counted towards in-direct hours. If you have two sites in the same semester, you are expected to have weekly supervision at both sites.

**Non-Counseling Activities:** The "practice of counseling" does not include the facilitation of communication, understanding, reconciliation, and settlement of conflicts by mediators at community mediation centers authorized by G.S. 7A-38.5 ([NCBLCMHC](#)).

The safety of the student counselor and the client are of the utmost importance to the CMHC program, therefore the CMHC program does not condone student counselors providing transportation to clients. Student counselors may not provide transportation to clients. The student counselors are able to ride along in the car while the licensed counselor or licensed therapist, who are employees of the agency, are driving the car when transporting clients.

### **Practicum in Counseling (HPC 5900) Standards**

Students enrolled in HPC 5900, must complete supervised practicum experiences that totals a minimum of 100 clock hours (an average of 10 hours per week (or more, but no more than 15 hours a week) over one 15-week semester). Students can only be at one site during practicum. This practicum experience provides opportunities for the development of clinical counseling skills under supervision and includes the following activities and requirements:

1. a minimum of 40 hours of direct service with clients and a minimum of 60 hours of indirect services, as previously defined.
2. a minimum of weekly interaction with an average of one (1) hour per week of individual and/or triadic supervision (supervisors are expected to review students counseling sessions),

- which occurs regularly over a minimum of one academic term by an approved on-site practicum supervisor. (This required supervision is not counted as in-direct or direct hours).
3. a minimum of an average of one and one half (1 ½) to 3 hours per week of group supervision that is provided on a regular schedule over the course of the student's practicum by a university program faculty member. (This required supervision is not counted as in-direct or direct hours).
  4. a minimum of one (1) hour of individual or triadic supervision once weekly by a university supervisor, who will review raw data. (This required supervision is not counted as in-direct or direct hours).
  5. audio/video recording of most of the student's counseling sessions with clients for the purposes of weekly supervision by either site or university supervisor.
  6. evaluation of the student's performance throughout the practicum experience including informal and formal assessments (mid-term and end of the semester formal evaluations will occur at the minimum). Evaluations are completed by the counseling student, site supervisor, and university supervisor, and peer supervision by classmates may also occur for group supervision/class and/or individual or triadic supervision.
  7. opportunity to become familiar with a variety of professional activities and resources, including technological resources.
  8. adherence to [ACA code of ethics](#).
  9. demonstration of appropriate professional behaviors and disposition, as outlined in the evaluation tools.
  10. Students are required to document at least 10 hours of group leading or co-leading a psychoeducational or counseling group across their practicum and internship experiences. They are encouraged to gain some experience leading groups in both courses if possible, but must document having met this requirement by the end of their internship experience. Please note, being a process observer for a group does not count as group facilitation.

***Requirements to meet BEFORE enrolling in HPC 5900:***

1. Students enrolled in HPC 5900 Practicum in Counseling must have met all of the prerequisites and be enrolled in the necessary corequisites.
2. Students must have shown proof of professional liability insurance (as previously outlined).
3. Students must follow the CFE application process for successful and timely enrollment. Not following the application process could lead to a delay in registration. CFE application process needs to be completed each semester the student is enrolling in the CFE course.
4. Both the site and the site supervisor must be vetted and approved by the CMHC CFE Coordinator, and all necessary documentation must be completed.
5. Site supervisors must have satisfactorily met all requirements as outlined and agree to all the responsibilities as stated under the section of this manual Supervisor Qualifications & Responsibilities.
6. Site supervisors must have received the appropriate training to be a site supervisor, or be an [LCMHCS in NC](#) or an equivalent. All credentials must be current with the proper licensure board.
7. The site supervisor must have agreed to be in consultation on a regular schedule with university supervisors.

**Internship in CMHC (HPC 6900) Standards**

Students must complete a total of 600 clock hours in HPC 6900 Internship in CMHC at an approved site with an approved site supervisor. The 600 hours can be obtained in one semester for 6 credit hours or across two semesters for 3 credit hours each semester. If a student is on site for one semester they are expected to be on site on average 40 hours a week. If the student is on site for two semesters then they are expected to be on site for at least 20 hours a week (some sites will require more hours per week; however, students should not be on site more than 22 hours per week) each semester. When taking two semesters to complete the 600 hours students are able to obtain those hours across the semesters. Students may be at two sites, with the permission of the primary site supervisor and CFE Coordinator. For approval for a second site to occur, the second site needs to work with a different population than the first site, and there must be a clear reason why you cannot obtain all your hours at the first site.

Internship includes the following activities and requirements:

1. a minimum of 240 direct hours, and a minimum of 360 indirect hours to meet the 600-hour requirement. Students who take two semesters, with 3 credit hours each, are aiming to acquire in each semester 120 direct hours and 180 indirect hours in order to achieve the required hours across both semesters.
2. a minimum of weekly supervision with an average of one (1) hour per week of individual and/or triadic (2 supervisee and one supervisor) supervision, which reviews raw data and occurs regularly over the academic term by an approved on-site supervisor. (This required supervision is not considered in-direct or direct hours.) *If you are placed at two sites in the same semester you are required to have weekly supervision for an hour on average by both on-site supervisors.*
3. a minimum of an average of one and one half (1½) to 3 hours per week of weekly group supervision that is provided on a regular schedule over the course of the student's internship by a university program faculty member. (This required supervision is not considered in-direct or direct hours.)
4. one (1) hour of individual or triadic supervision, which reviews raw data, once a week by university supervisor as deemed necessary. (This required supervision is not considered in-direct or direct hours.)
5. audio/video recording of most of the student's counseling sessions with clients for the purposes of weekly supervision by either site or university supervisor.
6. evaluation of the student's performance throughout the internship experience including informal and formal assessments (mid-term and end of the semester formal evaluations will occur at the minimum). Evaluations are completed by the counseling student, site supervisor, and university supervisor, and peer supervision by classmates may also occur, for group/class supervision and individual or triadic supervision.
7. opportunity to become familiar with a variety of professional activities and resources, including technological resources.
8. adherence to [ACA code of ethics](#).
9. demonstration of appropriate professional behaviors and disposition, as outlined in the evaluation tools.
10. Students are required to document at least 10 hours of group leading or co-leading a psychoeducational or counseling group across their practicum and internship experiences. They are encouraged to gain some experience leading groups in both courses if possible, but must document having met this requirement by the end of their internship experience. Please note, being a process observer for a group does not count as group facilitation.

***Requirements to meet BEFORE enrolling in HPC6900:***

1. Students enrolled in HPC 6900 Internship in CMHC must have met all the prerequisites and be enrolled in the necessary corequisites.

2. Students must have shown proof of professional liability insurance (as previously outlined).
3. Students must follow the CFE application process for successful and timely enrollment. Not following the application process could lead to a delay in registration. The CFE application process needs to be completed each semester the student is enrolling in the CFE course.
4. Both the site and the site supervisor must be approved by the CMHC Field Experience Coordinator, and all necessary documentation must be completed.
5. Site supervisors must have satisfactorily met all requirements as outlined and agree to all the responsibilities as stated under the section of this manual Supervisor Qualifications & Responsibilities.
6. Site supervisors must have received the appropriate training to be a site supervisor, or be an [LCMHCS in NC](#) or an equivalent. All credentials must be current with the proper licensure board.
7. The site supervisor must have agreed to be in consultation on a regular schedule with university supervisors.

## **PREREQUISITES FOR CLINICAL FIELD EXPERIENCES COURSES IN CMHC**

### **Practicum in Counseling (HPC 5900) below course will follow the standard POS**

- HPC 5120 (Intro to Clinical Mental Health Counseling)
- HPC 5220 (Counseling Theory & Techniques)
- HPC 5225 (The Helping Relationship)
- HPC 5752 (Legal and Ethical Issues in Clinical Mental Health Counseling)
- HPC 5790 (Group Methods & Processes)

### **Internship in CMHC (HPC 6900)**

- All course as outlined in HPC 5900 **plus**
- HPC 5900 (Practicum in Counseling)
- HPC 6120 (Developmental Assessment and Diagnosis in CMHC)

## **CLINICAL FIELD EXPERIENCE APPLICATION PROCESS**

Students are responsible for monitoring their Appalachian State University email for important announcements. Announcements regarding the *Clinical Field Experience Application* (CFE) will occur each semester via the CMHC student list-serv. Students apply for HPC 5900 and HPC 6900 the academic semester or two before the student plans to enroll (i.e. in Fall CFE Application is due in Spring, and Spring CFE Application is due in Fall, and Summers CFE is due in Spring). This application process occurs ***each time you plan to enroll*** in either HPC 5900 or HPC 6900. Therefore, each CMHC student will go through this process at least twice or possibly three times, once for Practicum in Counseling (HPC 5900) and either once or twice for Internship in CMHC (HPC 6900), depending on whether they are enrolled in HPC 6900 for one semester or across two semesters. Forms and other items required include the following:

1. The Permission to Register form, an example is found in this manual, form is electronically completed. Instructions to complete form are in Appendix – Permission to Register form.
2. [Supervision Assist](#) Placement Application started by the student indicating their site.
3. Internship Data Record - Selection of section ranking electronic form. Note there is typically more than one section available for each course. Instructions to complete form are in Appendix – Internship Data Record
4. The Appalachian State University Internship Acknowledgement form for sites without an

Affiliation agreement on file. The CFE Coordinator will contact each student who needs to complete this form with instructions.

5. New sites and site supervisors will need to go through the vetting & orientation process by the CFE Coordinator, which can take 30 days up to a year or more. (See Vetting & Orientation for New Site & New Supervisor Policy)
6. Student's proof of liability insurance (in addition to Appalachian State University's liability insurance) uploaded to [Supervision Assist](#).
7. The site supervisor's proof of credentials. \* (For new site supervisors, or renewal of license)
8. The site supervisor's proof of supervision education. \*

At the beginning of the semester, the university supervisor teaching the course will ask for the following (see the Beginning of the Semester Check sheet for a full list):

9. The student's completed self-assessment (Counseling Skills & Disposition Assessment Tool) – via [Supervision Assist](#) (copy in Appendix)
10. The student's Professional Development Plan (PDP) found on [Supervision Assist](#) (copy in Appendix).
11. The university supervisor's Professional Disclosure Statement (PDS) signed by the student (see course syllabus and AsULearn).
12. Hours Form stating the hours that your site supervisor and student has agreed upon for the semester.

## **SUPERVISOR QUALIFICATIONS & RESPONSIBILITIES**

Supervision is an important part of the training process for both HPC 5900 and HPC 6900. In both Practicum in Counseling and Internship in CMHC, students will receive individual/triadic supervision once a week from an on-site supervisor (the supervisor of record) for 15 weeks for each site. They will receive, on average, 1 ½ to 3 hours of group supervision from the university supervisor. Additionally, they will receive, on average, 1 hr. of individual/triadic supervision a week from the university supervisor in HPC 5900, and additional individual/triadic supervision may be mandated in HPC 6900. Because of the importance of supervision, certain qualifications and responsibilities are required of both the on-site supervisor and the university supervisor. Students also have specific responsibilities to their site, their on-site supervisor, their clients, the CMHC program, and their university supervisor. These responsibilities are listed on the Practicum/Internship Acknowledgement form in Appendix.

### **Supervisors Qualifications**

#### ***University Supervisors must have:***

1. relevant experience.
2. professional credentials.
3. counseling supervision training and experience. (See Appendix for form)

#### ***Students serving as practicum/internship supervisors must:***

1. have completed CACREP entry-level counseling degree requirements.
2. have completed or are receiving preparation in counseling supervision.
3. be under supervision from counselor education program faculty.

#### ***On-Site Supervisors must have:***

1. a minimum of a master’s degree, preferably in counseling or a related profession.
2. relevant certifications and/or licenses.
3. a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled.
4. knowledge of the program’s expectations, requirements, and evaluation procedures for students.
5. relevant training in counseling supervision.

## **Supervisors Responsibilities**

### ***On-Site Supervisors responsibilities:***

1. Complete the Vetting & Orientation process (form is located in Appendix, description of process is on page 4).
2. Attend orientation, consultation, and professional development opportunities as provided by counselor education program faculty for On-Site Supervisors.
3. Have written supervision agreements with CMHC program that define the roles and responsibilities of the faculty supervisor, On-Site Supervisor, and student during practicum and internship. See Appendix for form
4. Have an agreement with the university supervisor that provides details of the format and frequency of consultation to monitor student learning, including on-site visits from the university supervisor or the CFEC (Practicum/Internship Acknowledgement form the Appendix.).
5. Complete all necessary paperwork as outlined in the Clinical Field Experience Manual (CFE Manual), and on [Supervision Assist](#).
6. Provide the Student Counselor ample opportunities to meet all the requirements for the course they are enrolled in for the semester, including but not limited to direct and indirect hours. These activities should focus on students’ counselor competency (e.g., skills, assessment, referrals, case conceptualization, and maintaining client records) and should assist the student in becoming familiar with a variety of professional activities and resources, including technology resources.
7. Provide the Student Counselor ample time to complete the necessary direct hours on site within a reasonable amount of time each week to avoid student overload. For HPC 5900 students must complete a minimum of 40 direct hours per semester, and for HPC 6900 they must complete a minimum of 120 direct hours per semester.
8. Ensure the Student Counselor does not participate in non-related counseling activities such as driving clients to appointments or recruiting new clients. Only employees of the agency should be driving clients to appointments; the Student Counselor may ride along and participate in the therapeutic intervention.
9. Recognize that when the Student Counselor will continue their field placement at the same site across back-to-back semesters, they may not be on site between semesters when a University Supervisor is not available.
10. On-Site Supervisors and their agency are at all times responsible for maintaining client PHI in accordance with applicable state and federal privacy laws, including but not limited to, the Health Insurance Portability and Accountability Act (“HIPAA”). Clients are at all times, clients of the agency and not the Student Counselor.
11. Provide the Student Counselor with on-site orientation and training on policies, procedures, and forms.
  - a. Orientation shall include the site’s policy on HIPAA and include protocols related to client PHI, use of technology and telehealth.
  - b. Additionally, ensure the Student Counselor is using, explaining, and maintaining the signed informed consent documentation to allow the student to record sessions, including how and when recordings are shared, stored and destroyed (destruction of recording shall be completed within a week of supervision).
  - c. Ensure the Student Counselor reviews their Professional Disclosure Statement (PDS) with clients.

12. Assist the Student Counselor in completing a Professional Development Plan (PDP) in which they describe individual goals at the onset of the semester (see page 19, [Supervision Assist](#), and Appendix).
13. Review raw data either through audio/video recording, or live supervision, to enhance, evaluate, monitor, and provide feedback on counseling skills, such as, but not limited to, assessment skills, techniques, strategies, diagnosis, and case conceptualization; which are uploaded to [Supervision Assist](#).
14. Review client records to evaluate and monitor the Student Counselor's ability to effectively maintain client records.
15. Complete informal and formal evaluations for the Student Counselor.
  - a. Informal evaluation may be done weekly after reviewing raw data, after case presentations, and at mid-term check-ins with Student Counselor and University Supervisor.
  - b. Written formal evaluation is conducted at mid-term and final using the PDP and CSDAT (see page 19, [Supervision Assist](#) and Appendix).
16. Adhere and comply at all times with confidentiality requirements, ethics standards and applicable state or federal laws.
17. Immediately notify the University Supervisor of any of the following:
  - a. If the Student Counselor engages in any ethical violations or the On-Site Supervisor has concerns with the Student Counselor's performance or professional disposition;
  - b. If there is a need for the Site to prematurely terminate the relationship with the Student Counselor; or
  - c. If there are any changes at the site or in the On-Site Supervisor's employment that may affect the student's ability to complete their clinical field experience.
18. Agree to not permit any harassment or discrimination against the Student Counselor or clients pursuant to the [ACA Code of Ethics](#), and applicable federal and state laws.
19. Maintain a professional license and receive 10 hours of clinical supervision training within two years, or maintain [LCMHCS in NC](#) status or the equivalent, and provide the necessary documentation showing that credentials are current. (See Appendix for form).

***University Supervisors responsibilities:***

1. University Supervisors, in coordination with the Clinical Field Experience (CFE) Coordinator, shall provide orientation, consultation, and professional development opportunities to On-Site Supervisors.
2. Have a written consultation/supervision agreement with the On-Site Supervisors that provides details of the format and frequency of consultation contact to monitor student learning (see Practicum/Internship Acknowledgement form).
3. Provide a syllabus to students enrolled in either HPC 5900 or HPC 6900 that outlines expectation for the course.
4. Monitor the Student Counselor's direct and indirect hours and activities at the site.
5. Provide group supervision in both HPC 5900 and 6900 for an average of 1.5 hours per week per semester and individual/triadic supervision in HPC 5900 or HPC 6900 (if deemed necessary) for an average of 1 hour per week.
6. Disseminate information about and encourage the Student Counselor to engage in professional development opportunities.
7. Assist the Student Counselor in completing a Professional Development Plan (PDP) in which they describe individual goals at the onset of the semester (see 19, [Supervision Assist](#), and Appendix).
8. Complete informal and formal evaluations for the Student Counselor.
  - a. Informal evaluation may be done weekly after reviewing raw data, after case presentations, and at mid-term check-ins with the student and On-Site Supervisor.
  - b. Written formal evaluation is conducted at mid-term and final using the CSDAT and PDP (see page 19, [Supervision Assist](#), and Appendix).

9. Review raw data (audio or video recording/live supervision) to enhance, evaluate, monitor, and provide feedback on counseling skills, such as, but not limited to, assessment skills, techniques, strategies, diagnosis, and case conceptualization.
10. Review course related documentation to evaluate and monitor the Student Counselor's ability to effectively write clinical documentation.
11. Provide an opportunity for the Student Counselor to evaluate the University Supervisor (see [Supervision Assist](#) and Appendix).
12. Consult with the CFE Coordinator when problems arise.
13. To the extent applicable, adhere to confidentiality requirements, ethics, and state or federal laws, including, but not limited to, ACA, FERPA, CFR42 part 2 and HIPAA.
14. Maintain professional license and receive 10 hours of clinical supervision training within two years, or maintain [LCMHCS in NC](#) status or the equivalent.

### **STUDENT COUNSELOR'S RESPONSIBILITIES**

The Clinical Field Experience, HPC 5900 Practicum in Counseling and HPC 6900 Internship in CMHC, provides for the application of theory and the development of counseling skills under supervision. These experiences will provide opportunities for students to counsel clients who represent the ethnic and demographic diversity of their community. Students that are enrolled in any clinical field experience course will hold the title of Student Counselor.

1. Purchase a subscription or account on [Supervision Assist](#) for placement applications, evaluations, live streaming of counseling recording as well as storing session recordings until reviewed in supervision.
2. Follow all policies and procedures as outlined in the CFE manual, complete all forms as described in the CFE Manual and syllabus, and meet all deadlines.
3. Attend all mandatory meetings, orientations, and other events related to the course.
4. Arrive on time to the site and stay on site for the days and times agreed upon between you and the On-Site supervisor at the start of the semester. The Student Counselor recognizes that for HPC 5900, they will be on site approximately 10 to 12 hours a week, and for HPC 6900, they will be on site for 20 to 25 hours a week. A minimum of 100 hours for HPC 5900 (40 direct and 60 indirect) and 600 hours for HPC 6900 (240 direct and 360 indirect across one or two semesters).
5. Follow all site policies and procedures and conduct yourself as a professional both on site and off site, recognizing that professional behavior and professional disposition are evaluated as part of counseling competency by both the University Supervisor and the On-Site Supervisor.
6. At all times follow the [ACA Code of Ethics](#), state and federal laws, HIPAA, and CFR 42 part 2, as relevant for the activities performed onsite.
7. Purchase and maintain both Appalachian State University professional liability insurance AND one of the following: professional liability insurance through [ACA](#), or through the [NBCC](#). Proof of insurance must be uploaded to [Supervision Assist](#) as part of the application process each semester.
8. Follow Appalachian State University's Telemental Health policy and the Site's Telemental Health and HIPAA policies and procedures to maintain the security of client data (such as recordings, documentations and any client personal information). Policy is described on page 17 and form located in Appendix.
9. Review with and obtain signatures from clients on your Professional Disclosure Statement and Informed Consent to Audio/Video record (if counseling a minor, signature is required to be from a parent or legal guardian). (See Appendix for copy of forms)
10. Purchase an audio or video recorder that is encrypted, or a flash drive to temporarily store counseling session recordings until that session is uploaded to [Supervision Assist](#). Uploading to [Supervision Assist](#) must occur prior to leaving the site. Students must have the recorder in a lock box at all times when not recording a session. Students are not allowed to use cell phones for recording or storing counseling

- sessions. If the site does not have encrypted Wi-Fi that meets HIPAA standards, then use a cable and Ethernet or VPN connection that is encrypted for recording counseling sessions and/or uploading counseling sessions. No counseling sessions are allowed to be stored on any other hard device (i.e., recorders, or computer), after a student leaves the site. Computers can be used to directly stream counseling sessions to [Supervision Assist](#) and computers must be secure as outlined by HIPAA standards.
11. Destroy all raw data (audio/video recordings) and forms used for case presentations for individual or group/class supervision, within 1 week of supervision. (See policy on page 20 and form in Appendix)
  12. Be open to supervision feedback from On-Site Supervisors, the University Supervisor, and classmates.
  13. Give constructive evaluations to the On-Site Supervisor, University Supervisor, and classmates.
  14. Use [Supervision Assist](#) for tracking all hours in the course. Print a copy of training report at the end of semester and provide a copy to the University Supervisor while retaining a copy for your own records.
  15. Complete a Verification of Graduate Counseling form for the [NCBLCMHC](#).
  16. Agree that to receive a satisfaction (i.e., passing grade) in HPC 5900 or HPC 6900, the Student Counselor must meet all requirements, follow all policies, and meet all standards as stated in syllabus, CFE Manual, and at the site. Furthermore, they must adhere to the [ACA Code of Ethics](#), state and federal laws, meet mid-term expectations, and meet expectations for final evaluations. If a Student Counselor receives a “U” (unsatisfactory grade) they will be terminated from the program. There are no incompletes for Clinical Field Experience courses.
  17. In collaboration with On-Site and University Supervisors, complete a Professional Development Plan (PDP) in which you describe individual goals (see page 19, [Supervision Assist](#) and Appendix).
  18. Complete the required evaluation for self, site, site supervisor and university supervisor (see [Supervision Assist](#) and Appendix).
  19. Adhere to all applicable confidentiality requirements, ethics and applicable state and federal laws, including, but not limited to, FERPA, CFR42 part 2 and HIPAA, and adhere to non-harassment or discrimination laws and ethics as outlined in the [ACA Code of Ethics](#), federal and state laws.
  20. Immediately notify both the University Supervisor and CFE Coordinator if you violate any code of ethics or have any criminal offenses or infractions (county, city, state, or federal) during your clinical field experience.
  21. Immediately notify both the University Supervisor and CFE Coordinator if you need to prematurely terminate the relationship with the site or change sites (see the Premature terminations policy in the CFE Manual).
  22. Immediately notify both the University Supervisor and the CFE Coordinator of any concerns with the On-Site Supervisor.

## **BOUNDARIES OF COMPETENCE**

CFE follows the Bound or Competence policy as written in CMHC Student Handbook. The form is completed again before entering Practicum and each semester of Internship.

Once you begin coursework as a student in the CMHC program you are required to act according to the [2014 American Counseling Association Ethical Codes](#). Code C.2.a. titled “Boundaries of Competence” states: “Counselors practice only within the boundaries of their competence, based on their education, training, supervised experience, state and national professional credentials, and appropriate professional experience.” (C.2.a, [American Counseling Association Ethical Codes](#), 2014, pg. 8). As a counseling student this means that you may not: 1. provide counseling services, with the exception of practicum and internship, to any individual regardless of their relationship to you (friend, family member, acquaintance, etc.). If you are 21 currently licensed or certified to provide counseling or related services, please complete the Disclosure of Related Practices form. 2. offer clinical recommendations, diagnoses, or advice to individuals who are not your clients. 3. receive compensation for services that you are not

licensed or certified to provide. 4. provide unsupervised practice in any form, unless you are licensed to do so. Providing services that exceed your level of competence or scope of practice is a very serious matter, which could result in your removal from the program. All students are required to sign a Boundaries of Competence statement located in [Supervision Assist](#) with a copy in the Appendix of this manual, before each semester of CFE.

## **DISCLOSURE OF RELATED PRACTICES**

CFE follows the Disclosure of Related Practices policy as written in CMHC Student Handbook. The form is completed again before entering Practicum and each semester of Internship.

In North Carolina, the "practice of counseling" means holding oneself out to the public as a professional counselor offering counseling services that include, but are not limited to, the following: "a. Counseling. – Assisting individuals, groups, and families through the counseling relationship by evaluating and treating mental disorders and other conditions through the use of a combination of clinical mental health and human development principles, methods, diagnostic procedures, treatment plans, and other psychotherapeutic techniques, to develop an understanding of personal problems, to define goals, and to plan action reflecting the client's interests, abilities, aptitudes, and mental health needs as these are related to personal-social-emotional concerns, educational progress, and occupations and careers. b. Appraisal Activities. – Administering and interpreting tests for assessment of personal characteristics. c. Consulting. – Interpreting scientific data and providing guidance and personnel services to individuals, groups, or organizations. d. Referral Activities. – Identifying problems requiring referral to other specialists. e. Research Activities. – Designing, conducting, and interpreting research with human subjects. The "practice of counseling" does not include the facilitation of communication, understanding, reconciliation, and settlement of conflicts by mediators at community mediation centers." (§ 90-330. NC General Statutes - Chapter 90 Article 24, found on the North Carolina Board of Licensed Mental Health Counselors Professional, <https://www.ncblpc.org/LawsAndCodes>)

It is unlawful for CMHC students prior to licensure in North Carolina as counselors to engage in the practice of counseling unless they fall within one or more of the following exemptions: (1) Licensed lawyers, doctors, school counselors, or other registered, certified or licensed by the State to practice any other occupation or profession while providing the services of his/her profession. (2) Any student intern or trainee in counseling pursuing a course of study in counseling in a regionally accredited institution of higher learning or training institution, if the intern or trainee is a designated "counselor intern" and the activities and services constitute a part of the supervised course of study. (3) Any person counseling within the scope of employment at a local community college, a public higher education institution or private higher education institution. (4) Any ordained minister or other member of the clergy while acting in a ministerial capacity who does not charge a fee for the service. (5) Any nonresident temporarily employed in this State to render counseling services for not more than 30 days in a year, if the person holds a license or certificate required for counselors in another state. (6) Any person employed by State, federal, county, or municipal government while counseling within the scope of employment." (§ 90- 332.1. NC General Statutes - Chapter 90 Article 24, found on the North Carolina Board of Licensed Mental Health Counselor, <https://www.ncblpc.org/LawsAndCodes>).

If you engage in any existing related practices, you must disclose them below. Such related practices include, for example, coaching, massage therapy, hakomi, healing touch therapy, somatic experiencing, and similar practices. Although it is ultimately your responsibility to ensure that you remain in compliance with North Carolina's "practice of counseling" provisions, a CMHC faculty member will review your 22 related practices with you to identify any potential legal or ethical issues. It

is your ongoing responsibility to submit an updated form any time during your CMHC program enrollment if you engage in additional related practices. All students are required to sign a Disclosure of Related Practice before the semester of Practicum and each Internship semester as well as anytime during a CFE course a student engages in a related practice. This form is located in [Supervision Assist](#) with a copy in the Appendix of this manual, before each semester of CFE.

### **RELEASE AND INDEMNIFICATION REGARDING RELATED PRACTICE**

Release of indemnification regarding related practice is form exemplifies that CMHC is not responsible for anything that happens when you are practicing a Related Practice. This form is also completed by all students before the semester of Practicum and each Internship semester as well as anytime during a CFE course a student engages in a related practice. This form is located in [Supervision Assist](#) with a copy in the Appendix of this manual, before each semester of CFE.

### **TELEMENTAL HEALTH POLICY**

Students will sign the Telemental Health Policy under the Form Section and abide by this policy as stated here and on the form.

Students are expected to follow the [American Counseling Association code of ethics](#) around the use of technological and counseling, state and federal laws. Students are expected to receiving training around the use of technological in counseling, ethics with using of technology and receiving supervision while developing competency.

In North Carolina, counselors are able to provide Distance Counseling (Telemental Health/Telebehavioral health) after receiving appropriate training on Distance Counseling, as long as they are licensed within the state or are a student counselor enrolled in practicum or internship as part of master degree program (<https://www.ncblpc.org/lawsandcodes>).

Student counselors in the CMHC program are restricted to providing counseling services only within the boundaries of the state indicated placement application. The only exception would be with permission from all parties the CMHC Program Clinical Field Experience (CFE) Coordinator, University supervisor and Site supervisor.

Prior to providing counseling services within their sites, student counselors will determine the site's expectation of where services are provided: (a) in the office face to face, (b) Telemental health at home, (c) Telemental health in the office, or (d) a combination. In addition, student counselors are to contact their site to confirm their site's operational procedures and policies around student counselors providing Telemental Health/Telebehavioral Health and the student understands their responsibility in providing secure counseling services.

Considering COVID-19 Student counselors, if required to be on site, needs to check site policy and expectation as well as their ability to be safely on the site property or client's home while seeing clients. Students are expected to follow the universities policy around COVID-19, with the minimum of wearing face covering, at least 6 feet of social distance and washing your hands often. If the site's policy does not cover this minimum, please contact your university supervisor and/or the CMHC CFE Coordinator.

A student counselor can go to their site for practicum or internship once they know the following: (a) their site's protocol in keeping them and clients' safe while providing counseling, (b) listen to the Telemental Health training by Drs. Hammond and Rosen and (c) received a 100% on the quiz on Telemental Health. The quiz can be taken as many times as necessary to receive 100%. In addition, Student Counselors need to read and sign this policy. Signing this policy (see form under form section of this manual) indicates you have read and you understand the minimal expectation and your responsibility to provide Telemental Health counseling in an ethical manner, and meet HIPAA standards. Furthermore, the below must be adhered to as in accordance to our policies. In addition, students must also follow the site's policy around Telemental Health.

### **PROTOCOL FOR PREMATURE TERMINATION OF A SITE EXPERIENCE**

In accordance with the ethical codes of the [ACA](#), it is unethical for a student to terminate prematurely from a practicum or internship site without appropriate protocol and consultation. In rare cases, expectations can occur after consultation with university supervisor and CFE Coordinator (when university supervisor requests assistance or is away from campus) such as threat of harm or harassment, or violation of the [ACA code of ethics](#) including concern of impairment or medical concerns that prevent completing that semester. A practicum or internship student is not permitted to simply terminate a practicum or internship experience prematurely. If premature termination is necessary, students must first meet with their University Supervisor, their On-Site Supervisor, and when necessary the CFE Coordinator. If it is determined that that a practicum or internship student has to prematurely terminate his/her practicum or internship relationship for **any reason**, the following protocol is to be followed:

1. The practicum/internship student first will immediately inform the university supervisor via phone, email, or in person about the decision to terminate the practicum or internship **before** notifying the site supervisor.
2. The practicum/internship student will meet personally with the University Supervisor to explain and discuss the circumstances for prematurely terminating the practicum or internship.
3. The practicum/internship student and the University Supervisor will then meet personally with the CEF Coordinator (and if warrant other university officials) to discuss the circumstances of the termination and the appropriate termination process.
4. The practicum/internship student and the University Supervisor will then schedule a personal meeting with the Site Supervisor (and as warrant the CFE and persons within the site) to discuss the termination and provision of clients being seen by the practicum or internship student.
5. The practicum/internship student and the University Supervisor will then report to the CFEC in writing that the student is not at that site and will need another site.

Any student counselor who does not follow this protocol is in violation of departmental policies as outlined in this Manual, as well as in violation of the ethical codes set forth by the [ACA](#). Consequently, a recommendation for expulsion from the CMHC program may be warranted.

### **PROFESSIONAL DEVELOPMENT PLAN FOR CLINICAL FIELD EXPERIENCE**

The purpose of the Professional Development Plan (PDP) for the CFE courses (HPC 5900 and HPC 6900) is designed to establish developmentally appropriate goals for students by providing clear and transparent expectations for each student's counseling skills, professional development, and professional

disposition related to his/her clinical field experience. In addition, the PDP will foster clear and transparent evaluations for student's progress or need for remediation related to their clinical field experiences. Form can be found on [Supervision Assist](#) and a copy in the Appendix.

At the beginning of each semester that a student is enrolled in HPC 5900 or HPC 6900, the student will develop a PDP with goals and objectives that are focused on their clinical skills, and professional disposition for that semester. Each plan is developed by the student in collaboration with their university supervisor and site supervisor.

Each semester, the student's site supervisor has the option to develop a separate PDP that is related to their evaluation of the student's skills, professional behaviors, and professional disposition. If the student and the site supervisor develop a separate PDP, it will be shared with the University Supervisor.

Each student's progress on their PDP will be re-evaluated throughout the semester with informal and formal evaluations. The student and university supervisor as well as the site supervisor will conduct formal assessments of the student's progress on the PDP at least three times in a semester (at the beginning, middle, and end). Informal evaluations happen by the student, site supervisor and university throughout the semester in supervision as the student discusses progress on the PDP.

The PDP for HPC 5900 goals and objectives is ideally based from the review of the students' progress in skill related courses as indicated on their CSDATs in each course.

The PDP for HPC 6900 Internship in CMHC is designed to move students from basic to more complex skills. In addition, students' professional disposition is expected to continue to develop, thereby preparing each student to evolve into a licensed professional counselor. The goal is for students to have the skills, professional behavior, and disposition of an LCMHCA prior to completing 6 credit hours of HPC 6900. The student's progress on the PDP for HPC 6900 will be reviewed throughout the 6 credit hours and will change as the student successfully achieves their goals. If PDP is not successfully completed at the end of HPC 6900 the student will discuss this situation with the university supervisor and a plan will be developed with the potential of the student not completing the semester.

Prior to being enrolled in HPC 6900, students must have successfully completed their goals and objectives on their PDP for HPC 5900. If your goals and objectives on your PDP in HPC 5900 were not successfully completed, then the university supervisor for HPC 6900 will be notified and at such time any additional tutoring or remediation will be discussed.

## **SECURITY OF CLIENT/STUDENT DATA FOR FIELD EXPERIENCE**

All students are required to be aware of and follow federal (including HIPAA), state, site, and ACA Code of Ethics policies for handling of confidential client/student records and data. It is especially important for students to clearly understand the requirements regarding recording sessions and using these recordings for supervision. Students must determine that their site agrees to audio/video recording prior to any recording occurring. Additionally, each client and parent/guardian must specifically give permission to be recorded which is reviewed by the student and that recordings are used in supervision as well as clients must be aware that the recording is being streamed to an encrypted cloud-based storage on [Supervision Assist](#). The Consent to Record informs clients of recording being streamed (see Appendix). However, student interns are also expected to add this

wording to their Professional Development Statement (PDS). A copy of this form needs to be kept in the client's records, or if the agency form is used, then that form is maintained in the client's record.

All data, including recordings, are strictly confidential, and client permission must be received prior to the session being recorded. Records are used only for supervision at the university or at the site. Clients may revoke permission at any time or stop the recording at any time. Prior to leaving the site, the student must secure the recording via encryption, using an encrypted device, Appalachian State University's File Share, or a secure web-based platform approved by CFE Coordinator. All recordings will be directly streamed to a secure web-based platform on [Supervision Assist](#), unless the counseling student's site does not allow them to have access to encrypted WIFI (that meets HIPAA compliance), or a secure cable and/or Ethernet connection. Any electronic paper work is password protected twice. Cell phones are not secure devices and *can never* be used for recording of client sessions. If a site prohibits a student intern directly stream, then prior to leaving their site, all counseling session recordings should be uploaded to [Supervision Assist](#) and any recordings on a hard device will be deleted and erased prior to leaving the site (i.e. no counseling session recordings leave the site). When student counselors are completing forms regarding clients for university supervision purposes, identifying data must be removed from the forms, or all documents with identifying information must be secured with encryptions and be password protected twice. In your home, this information should be in a locked box. For class purposes, use File Share to secure such files. All electronic documents & recordings must be secured using encryption software, a flash drive, or some recorders that are encrypted. Any ethical violation of a client's confidentiality is grounds for dismissal from the program.

### **DESTRUCTION OF CLIENT INFORMATION AND RECORDINGS**

Students have the responsibility to protect their client's information and to maintain confidentiality, including raw data (audio/video recording) and documentation used in the course. That responsibility requires that all client information used for supervision is immediately destroyed after supervisor's feedback. Meaning all paper work with client information is shredded, and all recordings are erased and recorded over, not just deleted. Because digital files can be retrieved, you must record over the previous session and/or use software that will erase the digital files. If there is any breach of client information it will be considered an ethical violation of the client's confidentiality and grounds for dismissal. In addition, students are to complete the Destruction of Audio/Video Recording and Documents the day data was destroyed, no more than a week after supervision. (See Appendix for the form)

### **PROFESSIONAL LIABILITY INSURANCE**

CMHC students who are enrolled in HPC 5900 or HPC 6900 are counselors in training within the community. As such, students are expected to adhere to the [ACA's Code of Ethics](#) and to the counseling association's code of ethics in the state in which your site is located, as well as to any state and federal laws (including HIPAA). Moreover, student's must show proof of liability insurance beyond the university professional liability insurance throughout your CFE Course work in the CMHC program. Students may obtain liability insurance from one of the following: the [ACA](#), the [NBCC](#), or another professional counseling organization. Proof of a student's liability insurance must be a part of their CFE Application. No student will be allowed to interact with clients (or even shadow another counselor)

without both the university professional liability insurance and another professional liability insurance. Professional liability insurance is uploaded to [Supervision Assist](#) each semester of a CFE course.

### **Student Conduct in Clinical Field Experience Courses**

Students enrolled in any CMHC Clinical Field Experience course agrees to adhere to the this CFE Manual, the [CMHC program Student Handbook](#) the [ACA Code of Ethics](#), the state laws of North Carolina, and the licensure laws of the [NCBLCMHC](#). Students pursuing the Graduate Certificate in Addictions Counseling must also abide by the laws of the [North Carolina of Substance Abuse Professional Practice Board \(NCSAPPB\)](#).

The violation of any professional code of ethics, state laws, federal laws, policies in the CMHC Student handbook, or the CFE Manual will be handled using the Student Retention Policy as outlined in the program handbook. Students are obligated to report any legal violations. Any time they are impaired as a counseling student in a CFE Course (such as, but not limited to, alcohol or other drugs or other mental health signs and symptoms as indicated in the DSM-5). All such occurrences will follow the protocol as outlined in the CMHC student handbook and well as in the [University Student Conduct Policy](#). Students showing impairment will be required to obtain an assessment by a qualified mental health and/or substance abuse counselor, and follow the recommendations on the assessment, which may include, but not limited to, receiving counseling, postponing CFE course or possibly removable from a CFE course and/or site.

### **APPALACHIAN STATE UNIVERSITY POLICIES**

In additions students in CFE course also need to adhere to the Appalachian State University Policies as established by the university see [The Academic Affairs](#) site for details on:

#### **Student Code of Conduct and Academic Integrity**

[Student Code of Conduct](#) and [Academic Integrity](#)  
[Student Grievance Procedures and Other Complaint Procedures](#)

#### **Public Sharing of Course Materials**

All course materials, including video, may be subject to intellectual property protections under applicable law and regulation and are for the sole use of students enrolled in this class. Students do not have permission to copy or record materials except for personal use in the context of this class and students do not have permission to share any class materials, including videos, in any manner on any platform without the prior express permission of the faculty member teaching this course. Furthermore, sharing any recording of counseling sessions, outside of class supervision is a violation of HIPAA and is a breach of client confidentiality (Section B. p6-8, [the 2014 ACA code of ethics](#)).

#### **Disability Policy**

Appalachian State University is committed to providing an inclusive experience, accessible learning environments and equal opportunity to individuals with disabilities in accordance with the Americans

with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals needing reasonable accommodations should contact the [Office of Disability Resources](#) (828.262.3056 or [odr.appstate.edu](#))

### **Mandatory Referral for Student Safety**

Appalachian State University is committed to maintaining a safe learning environment for all students, regardless of sex, sexual orientation, gender, gender expression, and gender identity. To meet this commitment, and to comply with state and federal laws, Appalachian faculty are required to complete a referral to the Office of Title IX Compliance for any instances of Sex-Based Misconduct, such as sexual harassment, dating or domestic violence, stalking, sexual assault, or any form of gender-based harassment/discrimination. The purpose of the referral is to ensure you are made aware of the campus and community resources and support that are available to you at no cost and so that you are aware of your reporting options. Once a referral is made, a Case Manager will reach out to you privately, and discuss the resources and support available to you. You will not be required to participate in an investigation or discuss this incident and the university will not take action without your consent unless there is an immediate safety concern to the campus community. Whatever level of participation you choose, your privacy and confidentiality are of the utmost importance, which is why you may seek resources and support whether you participate in an investigation or not. Please visit <https://titleix.appstate.edu> or call (828) 262-2144 for more information or follow us on Instagram @Appstatetix.

### **Religious Observance Policy**

Clinical Field Experience courses in CMHC will adhere to the ACA Code of Ethics and the site's religious observance policy, as well as the [university's religious observance policy](#). In order for a student's conflict with either religious observance or values/beliefs to be honored, the student is expected to speak immediately to his/her university supervisor and/or the Clinical Field Experience Coordinator. At that time, we can assist in navigating through all three standards (e.g. the ACA Code of Ethics, the site's policy, and the university's policy).



DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**Authorization to Share Student Education Records with External Site Supervisor**

***(Required before seeing clients – Due first day of class each semester)***

Appalachian State University endorses and seeks to comply with all provisions of the Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”) and all pertinent regulations. The purpose of this legislation was and is to afford students certain rights with regard to their respective education records. In essence, these rights are: (1) the right to inspect and review education records, (2) the opportunity to challenge the contents of education records, and (3) the right to exercise some control over the disclosure of information from education records. I understand that the documentation Appalachian State University maintains about its students may constitute an “education record” protected by FERPA, which provides that, subject to certain exceptions, institutions may not permit “the release of education records... of students without their written consent.”

Student Name: \_\_\_\_\_ BANNER ID: \_\_\_\_\_

I will participate during the \_\_\_\_\_ academic term in an externally supervised practicum, internship, or other activity as part of my academic program at Appalachian State University (“the University”). I understand that it may be necessary for the University to share information with my external site supervisor(s) in order to assess my performance and/or ongoing suitability to participate in that activity. I consent to allow Faculty/Staff of the University to provide information from my education records to the following person(s):

\_\_\_\_\_

I consent to allow the following information to be released from my education records to the persons listed above in writing and/or orally;

Any information related to the assessment of my performance and/or ongoing suitability to participate in the activity supervised by the person(s) named in the paragraph above. Student Initials: \_\_\_\_\_

I understand that my authorization for the release of this information is voluntary and that I may refuse to sign this consent form – however, without this permission, the University may not be able to assess my performance in the external placement for purposes of awarding academic credit. I further understand that I have a right to revoke this authorization by providing written notice to Appalachian State University. Revoking my authorization will not have any effect on the actions Appalachian State University took in reliance on this authorization prior to receiving the revocation. I also understand that I have a right to inspect or review any information used or disclosed under this authorization.

Once information is disclosed pursuant to this signed authorization, I understand that the state and federal privacy laws protecting my educational and/or medical records may not apply to the recipient of the information and, therefore, may not prohibit the recipient from disclosing it to other third parties.

I certify that I am at least eighteen (18) years of age and competent to enter into this agreement. I HAVE READ AND UNDERSTAND THIS AUTHORIZATION AND I HAVE SIGNED IT VOLUNTARILY.

Student signature: \_\_\_\_\_ Date \_\_\_\_\_



DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**FIELD EXPERIENCE MANUAL UNDERSTANDING AND ACKNOWLEDGMENT**

Students are required to complete this form and give a copy to the Clinical Field Experience Coordinator before registering for HPC 5900 Practicum in Counseling. This form will be placed in each Clinical Mental Health Counseling program student's file and represents that you understand the standards, policies and responsibilities for both HPC 5900 and HPC 6900. Please keep a copy for your records.

Site supervisors are required to complete this form and give a copy to the Clinical Field Experience Coordinator at the start of the academic year/semester students will be at their site.

I, \_\_\_\_\_ (name), have downloaded and read the Appalachian State University, Clinical Mental Health Counseling Programs Clinical Field Experience Manual and understand that I am responsible for the information presented therein.

I understand the policies and procedures, and my responsibilities as stated in the Clinical Field Experience Manual. I agree to fulfill the requirements as stated and to abide by the policies set forth herein.

I understand that it is solely the student's responsibility to meet the requirements of Clinical Field Experience as stated in the Manual, meet the ACA code of ethics, meet conduct standards and all requirements of the Graduate School, the College of Education, and Human Development and Psychological Counseling at the Appalachian State University.

I further understand that the faculty of Appalachian State University Clinical Mental Health Counseling Program has the right and responsibility to monitor my academic progress, my professional behavior, my professional disposition, and my personal characteristics. During HPC 5900 and HPC 6900 my University Supervisor and the Clinical Field Experience Coordinator will speak to my site supervisor(s) throughout my experiences and use their evaluation to help assess and monitor my clinical field experience. Moreover, my peers will also give me evaluations during group and triadic supervision. Based on that monitoring, decisions about my standing in the counseling program—whether I will continue without restriction, will continue with restriction and/or remediation, or will withdraw from the program. I understand that remediation can include the requirement of personal counseling that I undertake at my own expense. I understand that site supervisors are responsible to read and agree to this Manual as indicated by their signature following the student's signature.

By signing this document, the Site supervisor acknowledges reading, understanding and agreeing to adhere to the policies of this manual. My role is to assist, evaluate and monitor student's progress during the semester they are enrolled in HPC 5900 or HPC 6900. In doing so I agree to provide opportunities for students to meet both the direct and in-direct hours as outlined in this Manual for the course the student is enrolled in during the semester. I understand the student has obligations in addition to HPC

5900 and HPC 6900; therefore, I will keep expectations appropriate in relationship to credit hours. I also agree to meet with the University Supervisor to discuss the student's progress, based on observation and review of the student's raw data. I agree to adhere to the evaluations within this Manual, although I may also use additional evaluations as deemed necessary by my organization/agency. I also agree to meet with the Field Experience Coordinator as necessary. I agree to maintain my license, continue receiving education on supervision, and notify the Field Experience coordinator of any change in my license status or employment status.

I, the Student, understand that success in didactic courses does not necessarily indicate success in clinical field experience courses (HPC 5900 and HPC 6900). Clinical field experience courses' application of skills and professional behaviors and disposition may be different from those required for success in didactic courses; therefore, success in didactic courses does not guarantee success in clinical courses. I also understand that there is a curriculum series of clinical field experience courses, which involves a progression of demonstrating increasingly complexity of counseling abilities (e.g. skills, case conceptualization, and professional behavior and disposition) and, subsequently, success in previous clinical course(s) in the series does not necessarily indicate success in later course(s) in the curriculum sequence.

I hereby agree to provide proof of malpractice insurance throughout my clinical field experience in counseling, via either [American Counseling Association](#) or [National Board for Certified Counselors](#) and through Appalachian State University Field Experience fee. I will provide notification of any changes in my insurance coverage to the Clinical Field Experience Coordinator immediately and will discontinue my clinical field placement until the change is correct.

I understand and agree to the conditions of this Manual. Any breach of this agreement constitutes grounds for being removed from the counseling program. I also understand the Clinical Mental Health program's retention policy and I am clear that there are certain behaviors that, if violated, will supersede this agreement including remediation services and, instead, may result in immediate removal from the program (e.g., ethics violations).

Student Signature _____	Date _____
Print Name _____	
Site Supervisor Signature _____	Date _____
Print Name _____	

## APPENDIX LIST OF FORMS

This list is ordered in accordance to when this corresponding policy is discussed within this manual. The forms below are provided from page 27 to 67 as reference (hard copy). The majority of the forms are list are completed on [Supervision Assist](#) or **electronically submitted** when asked except for the form with \*\* which required a hard copy.

Practicum and Internship FaQ \*\*

Vetting & Orientation for New Sites and New Supervisors \*\* (only for CFE Coordinator)

Permission to Register Form for Practicum/Internship Form – **electronically submitted when asked**

Internship Data form – **electronically submitted when asked**

Telemental Health Policy form\*\*

Professional Development Plan – [Supervision Assist](#)

Practicum/Internship Acknowledgement Form\*\*

Proof of Supervision Training\*\* (only for CFE Coordinator)

Proof of Continuing Supervision Training\*\* (only for CFE Coordinator)

Client Consent to Audio or Video Record\*\*

Sample of Parental Release Form\*\*

Boundaries of Competence – [Supervision Assist](#)

Disclosure of Related Practices – [Supervision Assist](#)

Release and Indemnification Regarding Related Practices – [Supervision Assist](#)

Verification of Destruction of Audio/Video Recordings & Documentations – [Supervision Assist](#)

Training Report - Summary of Supervised Field experience – [Supervision Assist](#)

Site Evaluation Form for Field experience – [Supervision Assist](#)

Student Counselor Evaluation of Site Supervisor – [Supervision Assist](#)

Student Counselor Evaluation of University Supervisor – [Supervision Assist](#)

Site Evaluation of the Clinical Field Experience & the CMHC Program **electronically submitted when asked**

Clinical Skills Disposition Assessment Tool (CSDAT) – [Supervision Assist](#) – Used for:

Student's Self Evaluations at the Beginning, the Middle of and the End of the Semester

Site Supervisor's Evaluation of Student at the Middle of and the End of the Semester

University Supervisor's Evaluation of Student at the Middle of and the End of the Semester

## Practicum and Internship FaQ

### ***How do I find a practicum or internship location?***

- A database is located on [Supervision Assist](#).
- Meet with your advisor, the coordinator for the certificate program that you are seeking and the Clinical Field Experience Coordinator.
- Attend the annual meeting that occurs in October - "Meet the Site Supervisor."

### ***How many hours do I need to complete my practicum?***

- The practicum experience has a minimum requirement of 100 clock hours during the semester (averaging about 10-12 hours per week, but some sites can ask students to be on site up to 15 hours per week).
- You need 40 direct hours with clients (individual or group) and 60 indirect hours (record-keeping, referral services, and administrative duties).
- If group hours are not achieved in practicum, make sure group hours are achieved during internship.
- The required supervision on site and at the university does not count towards either direct or in-direct supervision. At the university supervision on average of 1 ½ hours of group/class supervision weekly and 1 hour of individual/triadic supervision occurs weekly. Site supervision, on average, includes 1 hour of individual/triadic supervision weekly.

### ***How many hours do I need to complete my internship?***

- Internship requires 600 clock hours. This can be completed as 40 to 42 hours/week over one semester, or 20 to 25 hours/week across two semesters.
- You need a total of 240 direct hours with clients (combined individual and group) and 360 indirect hours (record-keeping, referral services, and administrative duties). If split between two semesters at the same site, you need to obtain all hours across both semesters which is about 120 direct hours and 180 indirect hours each semester.
- If the 10 hours of group facilitation is not achieved in HPC 5900, then make sure you achieve them in HPC 6900.
- The required supervision on site and at the university does not count towards either direct or in-direct supervision. At the university, at least an average of 1 ½ hours of group/class supervision occurs weekly. Site supervision includes approximately 1 hour of individual/triadic weekly.

### ***What classes do I need to take in order to begin Practicum in Counseling (HPC 5900)?***

- HPC 5120 Intro to Clinical Mental Health Counseling
- HPC 5220 Counseling Theory & Techniques
- HPC 5225 The Helping Relationship
- HPC 5752 Legal and Ethical Issues in Clinical Mental Health Counseling
- HPC 5790 Group Methods & Processes

### ***What classes do I need to take in order to begin Internship in CMHC (HPC 6900)?***

- All the course required for Practicum plus
- HPC 6120 Developmental Assessment and Diagnosis in CMHC
- HPC 5900 Practicum in Counseling

### ***What steps and forms need to be completed to register for practicum or internship (CFE course application) each semester an email is sent to the list-serv asking for these steps to be completed?***

- **You do not register yourself. If any of the forms below are missing, you will NOT be registered for that semester.**
- Step 1: Students complete an electronic Permission to Register form; prior to completion students meet with their university advisor. Students are not required to have a site prior to completion of the Permission to Register form. The CFE coordinator will send an email to the CMHC student listserv requesting completion of the Permission to Register form with an electronic link. Student's advisors will approve the form after the student advising meeting. Each semester a student is enrolling in either HPC 5900 or HPC 6900 this form must be completed and approved by the student advisor.
- Step 2: Student secure a site.
- Step 3a: complete section Internship Database electronic form and rank order their preferences of sections. Please remember the CFE cannot guarantee your first or second choice, if you do not provide additional choices then the CFE will assign you a section.
- Step 3b: Completion of the Appalachian State University Internship Acknowledgement form, for students whose site is on campus. For sites off campus a completed Affiliation agreement is on record and verified.
- Step 4: Students complete their Field Placement Application on Supervision Assist (including all the forms on the Supervision Assist along with the Beginning of the Semester Checklist) after the has a site.
- Step 5: Once steps 1-3 are completed and while Step 4 is occurring the students' university registration is move to the next department. Be aware there are 3 departments that approve the student's registration therefore this could take 4 to 6 weeks.
- Step 6: Student's receive an email from the register office stating they are enrolled.

#### ***How do I register for practicum or internship?***

- **Students cannot register themselves** for practicum and internship. The proper paperwork has to be turned in to the CFE Coordinator (as described above) before any further steps can be taken. See the prior section: What forms need to be completed to register for practicum or internship? This entire process can take up to 6 weeks.
- Once the proper paperwork is turned in, there are various individuals within different departments that must electronically process and sign off on the form. The Registrar's office is the final step, and they actually register students for HPC 5900 or HPC 6900. However, if any form is missing or incomplete, the process is delayed, and students risk not being registered when they had planned.

#### ***How do I know which practicum/internship section I will be placed in?***

- The CFE Coordinator will send out an email requesting that students complete a form online ranking their preference from the available sections for that semester. You will know your final section when you receive an email from the CFE Coordinator with your section number and university supervisor or via Supervision Assist.

#### ***When do I need to start looking for a practicum or internship site?***

- It is recommended that students start looking for a practicum site towards the middle to the end of their first semester (October), and complete their search no later than the middle of their second semester (March). To help start the process there is a mandatory meeting called "**Meet the Site Supervisor**" which happens once a year in the Fall semester, in October.



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**Vetting and Orientation for New Sites and New Site Supervisors**

To be used for all new Supervisors and sites only completed by Clinical Field Experience Coordinator

Person vetting the site and site supervisor \_\_\_\_\_

Date of Phone call \_\_\_\_\_ Date for Site Visit \_\_\_\_\_

Date site visit and orientation occurred \_\_\_\_\_

**Agency Information**

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Website \_\_\_\_\_

**Agency**

Site Supervisor Name: \_\_\_\_\_

Direct Phone Line: \_\_\_\_\_ Email: \_\_\_\_\_

Highest Degree and Field: \_\_\_\_\_

Supervisor Area of Specialization: \_\_\_\_\_

Years of Counseling Experience: \_\_\_\_\_ Years of Supervision Experience: \_\_\_\_\_

Supervisors Current Licensure/Certification Held (NCC, LCMHC, LCMHS, LISW, LMFT, LCAS, CCS, or specify): \_\_\_\_\_

Professional Memberships (ASCA, ACA, NCCA, AAMFT, NCAAMFT, or specify): \_\_\_\_\_

Hours of Contact hours with supervision specific training (if not an approved supervisor by a licensing board).  
\_\_\_\_\_

Agency Clientele: \_\_\_\_\_

**Type of Direct Service Offered**

Individual counseling \_\_\_ Couples counseling \_\_\_ Family counseling \_\_\_\_\_

Group counseling \_\_\_ Career counseling \_\_\_\_\_ Intake Assessments \_\_\_

Appraisal Services \_\_\_\_\_ Diagnosis Assessment \_\_\_ Others \_\_\_\_\_

**Type of In-Direct Service Offered**

Treatment planning \_\_\_\_\_ Progress Notes \_\_\_\_\_ Discharge planning \_\_\_\_\_  
Consultation services \_\_\_\_\_ Referral services \_\_\_\_\_ Case management \_\_\_\_\_  
Use of Technology \_\_\_\_\_ Others \_\_\_\_\_

**Site Supervision Provided**

Individual supervision \_\_\_\_\_ Triadic supervision \_\_\_\_\_ Group supervision \_\_\_\_\_

**Education Opportunities for Student Counselors (Check all that apply)**

Professional training seminars \_\_\_\_\_ In-service training \_\_\_\_\_

Research opportunities \_\_\_\_\_ others \_\_\_\_\_

Is Audio and/or Video Tape of Clients Permitted Yes \_\_\_\_\_ or No \_\_\_\_\_

**Site Supervisor was oriented by reviewing the Clinical Field Experience Manual in addition to being provided an electronic copy and invited to the yearly site supervisor update and training.**

**Specific areas:**

Reviewed Standards and Requirements for HPC 5900 and HPC 6900 \_\_\_\_\_

Reviewed Site Supervisor's Responsibilities \_\_\_\_\_

Reviewed University Supervisor's Responsibilities \_\_\_\_\_

Reviewed Student's Responsibilities \_\_\_\_\_

Reviewed Student's duties for in-direct \_\_\_\_\_ (students are expected to have the same duties, developmentally appropriate, that any employed licensed counselor would be required to do. There are two exception: 1) including transporting a client, and being left along with a client)

Reviewed Clinical Field Experience Responsibilities \_\_\_\_\_

Review of Private Practice Policy \_\_\_\_\_

Reviewed [Supervisor Assist](#) and Recording expectation and destruction \_\_\_\_\_

Reviewed Consultation procedures \_\_\_\_\_

Reviewed Clinical Skills Disposition Assessment Tool (CSDAT) \_\_\_\_\_

Reviewed Professional Development Plan \_\_\_\_\_

Reviewed Supervision Training Requirements for new and continuing supervisors \_\_\_\_\_

Reviewed Annual Site Training & Meet the Site Supervisor Event \_\_\_\_\_

Reviewed Supervision standards of 1 hour a week of individual and/or triadic that is scheduled and intentional \_\_\_\_\_

Reviewed the space the student will have available to work in \_\_\_\_\_



DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
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**Permission to Register For Practicum/Internship**

This form is now electronic via google forum link will be sent in an email at the time this information needs to be completed. The information is required information that is needed for you to keep the electronic form.

**Student Information**

Student Name

Banner ID#

Current Address:

ASU Email:

Student Phone #:

Course term

GPA:

Total # of hours that you will complete prior to taking practicum or internship

**Student Emergency Contact Information:**

Name:

Relationship:

Telephone #:

Email:

Course HPC 5900 or HPC 6900 for 3 credit hours or 6 credit hours in one semester

Date Student Met with their Advisor

Advisor's Approval is obtained by the Clinical Field Experience Coordinator

Form revised 08/24/2021



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**Internship Data Form**

This form is now electronic via google forum link will be sent in an email at the time this information needs to be completed. The information is required information that is needed for you to keep the electronic form.

**Student Information**

Student Name

Banner ID#

Current Address:

ASU Email:

Student Phone #:

Course term

GPA:

Total # of hours that you will complete prior to taking practicum or internship

**Student Emergency Contact Information:**

Name:

Relationship:

Telephone #:

Email:

**Site Information**

Site Name

Site Full Address

Site Supervisor's Name

Phone number

Address if different from Site location

Site Supervisor's email address

Course HPC 5900 or HPC 6900 for 3 credit hours or 6 credit hours in one semester

Rank order sections for Practicum/Internship --- I cannot guarantee your first, or second choice.

Students must rank order all sections.



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**Telemental Health Policy**

Students are expected to follow [the American Counseling Association code of ethics](#) around the use of technological and counseling, state and federal laws. Students are expected to receive training around the use of technology in counseling, ethics with the use of technology and receiving supervision while developing competency.

In North Carolina, counselors are able to provide Distance Counseling (Telemental Health/Telebehavioral health) after receiving appropriate training on Distance Counseling, as long as they are licensed with in the state or are a student counselor enrolled in practicum or internship as part of master degree program (<https://www.ncblpc.org/lawsandcodes>). Licensed Clinical Mental Health Counselor Associates and Student Counselors (students enrolled in Practicum or Internship) can provide Distance Counseling/Telemental Health counseling under supervision.

Student counselors in the CMHC program are restricted to providing counseling services only within the boundaries of the state indicated on the university internship contract form. The only exception would be with permission from all parties the CMHC Program Clinical Field Experience (CFE) Coordinator, University supervisor and Site supervisor.

Prior to providing counseling services with their sites, student counselors will determine the site's expectation of where services are provided: (a) in the office face to face, (b) Telemental health at home, (c) Telemental health in the office, or (d) a combination. In addition, student counselors are to contact their site to confirm their site's operational procedures and policies around student counselor providing Telemental Health/Telebehavioral Health and the student understands their responsibility in providing secure counseling services.

Considering COVID-19 Student counselors, if required to be on site, needs to check site policy and expectation as well as their ability to be safely on the site property or client's home while seeing clients. Students are expected to follow the universities policy around COVID-19, with the minimal of wearing face covering, at least 6 feet of social distance and washing your hands often. If the site's policy does not cover this minimum, please contact your university supervisor and/or the CMHC CFE Coordinator.

A student counselor can go to their site for practicum or internship once they know the following: (a) their site's protocol in keeping them and clients' safe while providing counseling, (b) listen to the Telemental Health training by Drs. Hammond and Rosen and (c) received a 100% on the quiz on Telemental Health. The quiz can be taken as many times as necessary to receive 100%. In addition, Student Counselors need to read and sign this policy. Signing this policy indicates you have read and you understand the minimal expectation and your responsibility to provide Telemental Health counseling in an ethical manner, and meet HIPAA standards. Furthermore, the below must be adhered to as in accordance to our policies. In addition, students must also follow the site's policy around Telemental Health.

Your class will be conducted either via Zoom or on campus in a classroom or Hyper-flex. Please check with your university supervisor the mode of group supervision. Before students are in group supervision (i.e. students' sharing or hearing other students' recording) or providing Telemental Health at your site, the following needs to be in place.

1. The student counselor is aware of and follows their agency's policy and procedure on Telemental Health. If agency policy is in conflict with CMHC policy, student counselors will notify their university supervisor.
2. Student counselors and sites have the responsibility to be educated on and conform with all state and federal regulations, the [2014 ACA ethical standards](#), and the [2016 NBCC](#) policies regarding distance counseling. Distance counseling is also known as Telemental Health and/or Telebehavioral health. At the minimal students will:
  - a. Attend the recorded Telemental Health Training by Drs. Hammonds and Rosen. Or attend another Telemental Health Training that has been approved by either Drs. Rosen or Hammonds. Complete the quiz and receive a 100%.
  - b. Complete the HIPAA training on [Supervision Assist](#).
  - c. Attend Telemental Health training(s) as recommended by their sites, without cost to the student.
  - d. Review the [2014 ACA code of ethics](#) and [NBCC's](#) standards on Distance Supervision
3. Student counselors are under supervision by site supervisor while conducting Telemental health counseling. Telemental health counseling is synchronicity, by either an encrypted secure phone (students do not use their phone for recording or video) and/or a web-based platform that meets HIPAA standards, state and federal regulations. Texting and emailing are not considered a secure form of communication and should be avoided unless approved by my site supervisor and both the university supervisor and CFE Experience Coordinator.
4. Student counselor must follow HIPAA, state and federal regulations including:
  - a. Telemental health counseling sessions are provided through a secure connection. The connection can be with a cable or Ethernet, or virtual private network or private encrypted WIFI that meets HIPAA standards. If using cable or Ethernet connection this might mean you will need to have a very long connection cord to reach the modem or router in your living space. At minimum encrypted WIFI-connected that is 128 bits of encryptions, and/or a Virtual Private Network connection that is encrypted, and **no** public wifi (such as **no** Skyline or Spectrum WIFI connection,).
  - b. Using web-based platform that are encrypted from end to end, for example Zoom that is Telemental Health, and
  - c. having a Business Associate Agreement, with vendors.
5. Student counselors are to ensure that their computer is safe and secure. Including having the latest update in programming installed, including your windows, firewalls, malware and virus. Scans for malware and viruses should occur every day.
6. Student counselors need to be in a private space with no one coming through your space, your space must look professional (no bathroom doors open, no clothing laying around, not in your bedroom), and you are dressed as if you were in the office. Some student counselors may need a virtual screen up for their surroundings to look professional.
7. Student counselors need to have a camera on your computer for video connection and an internal microphone or external microphone.
8. Student counselors must use a Telemental Health informed consent that the site and university supervisor approve. The informed consent includes the risk and follows [2014 ACA code of](#)

[ethics](#), and the [2016 NBCC standards](#). The student counselor reviews the informed consent with clients. The client signs the informed consent through either email or verbal recorded consent.

9. Student counselors are required each session to verify client identity.
10. Student counselors cannot use your cell phone, unless they are 128 bits of encryption. In addition, all updates on cell phones must be current. **No recording** of sessions via cell phones. **Do not** use video Telemental health with a cell phone. Information on encrypting your phone can be found with your provider.
11. Client recordings are uploaded to [Supervision Assist](#) immediately if not directly live streamed. No recordings are stored on any computer, cell phone or any hard drive; see the Clinical Mental Health Counseling Manual for this policy.
12. Student counselors must have a completed [Supervision Assist](#) and complete the HIPAA compliance training through [Supervision Assist](#).

**Resources for funding options at Appalachian State University are:**

CARES Act emergency grant for students:

<https://www.appstate.edu/go/coronavirus/cares-grants/>

Mountaineer Emergency Fund

<https://www.give.appstate.edu/s/1727/bpm19/interior.aspx?sid=1727&gid=2&pgid=2920>

FSAS – you can report the technology requirements for practicum and internship as part of your expenses.

**Additional Resources, Information, and Standards for Telemental Health**

1. [NBCC Policy Regarding the Provision of Distance Professional Services](#) (NBCC, 2016)
2. [Deciding Whether and When to Engage in Telemental Health Services](#) (The Higher Education Mental Health Alliance, 2019)
3. [Distance Counseling: Best Practices in Higher Education](#) (National Consortium of Telehealth Resource Centers, 2019)
4. [Additional Telehealth Resources](#) (National Consortium of Telehealth Resource Centers)
5. [Federal Law for VA Staff to Practice Across State Lines](#) (National Archives)
6. [American Counseling Association Code of Ethics](#), Section H: Distance Counseling, Technology, and Social Media (ACA 2014)
7. [Ethics in Telemental Health](#)

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date



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**Professional Development Plan Form**

Student Name:Date: \_\_\_\_\_

Clinical Experience Field Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

**Section I. Area(s) for Professional Development:**

(Areas of growth in professional development may include, but are not limited to, the quality of clinical skill, quality of record keeping, cooperativeness, initiative, attendance, punctuality, dependability, empathy, acceptance of diversity, ethics, and/or professionalism.)

Goal(s):

**Section II. Objectives:**

(Professional Development Activities that will assist the student counselor in achieving their goals).

**Section III.** Mid-term review (Use the comment button at the bottom to add feedback by site and university supervisors.):

**Section IV.** Final review (Use the comment button at the bottom to add feedback by site and university supervisors.):

**Section V.** Revision of goal or objectives if necessary:

**Section VI.** Commitment to Professional Development Plan – I understand that I am expected to develop all counseling skills and professional dispositions to the standard of “Meets

Expectation” as outlined on the CSDAT and syllabus. However, the above goal and objectives are particular areas of growth. I understand that I need to meet the requirements and standards of the course and of the Clinical Field Experience Manual. If I do not complete this plan or meet the expectation of the course or this manual, I am aware that a remediation plan may be developed and/or I could receive an unsatisfactory grade in this course.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Form Revised 8-24-2021



DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**Practicum/Internship Responsibility acknowledgement**

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the following parties: (“On-Site Supervisor”), (“University Supervisor”) and (“Student Counselor”). This Agreement will be effective for a period from \_\_\_\_\_, 20\_\_ through \_\_\_\_\_, 20\_\_.

The purpose of this Agreement is to provide a qualified graduate student with an internship/practicum Clinical Field Experience in CMHC and to detail the required responsibilities of all parties to this Acknowledgement.

Supervision is an important part of the training process for both HPC 5900 Practicum in Counseling and HPC 6900 Internship in CMHC. In both courses, on average students will receive a minimum of 1 hour of individual/triadic supervision week (approximately 15 weeks a semester) from the On-Site Supervisor of record and a minimum of 1.5 hours of group supervision from the University Supervisor. Additionally, students enrolled in HPC 5900, will receive, on average, 1 hr. of individual/triadic supervision a week from the University Supervisor. In HPC 6900, if deemed necessary, individual/triadic supervision from the University Supervisor may be mandated.

**Responsibilities**

***On-Site Supervisors shall be responsible for the following:***

1. Attend orientation, consultation, and professional development opportunities as provided by counselor education program faculty.
2. Agree to a detailed format and frequency of consultation to monitor student learning (which will be documented below), including site visits (virtual or on-site) involving the On-Site Supervisor, University Supervisor, and Student Counselor, when possible.
3. Complete all necessary paperwork as outlined in the Clinical Field Experience Manual (CFE Manual), and on Supervision Assist.
4. Provide the Student Counselor ample opportunities to meet all the requirements for the course they are enrolled in for the semester, including but not limited to direct and indirect hours. These activities should focus on students’ counselor competency (e.g., skills, assessment, referrals, case conceptualization, and maintaining client records) and should assist the student in becoming familiar with a variety of professional activities and resources, including technology resources.
5. Provide the Student Counselor ample time to complete the necessary direct hours on site within a reasonable amount of time each week to avoid student overload. For HPC 5900 students must complete a minimum of 40 direct hours per semester, and for HPC 6900 they must complete a minimum of 120 direct hours per semester.
6. Ensure the Student Counselor does not participate in non-related counseling activities such as driving clients to appointments or recruiting new clients. Only employees of the agency should be driving clients to appointments; the Student Counselor may ride along and participate in the therapeutic intervention.
7. Recognize that when the Student Counselor will continue their field placement at the same site across back-to-back semesters, they may not be on site between semesters when a University Supervisor is not available.
8. On-Site Supervisors and their agency are at all times responsible for maintaining client PHI in accordance with applicable state and federal privacy laws, including but not limited to, the Health Insurance Portability

and Accountability Act (“HIPAA”). Clients are at all times, clients of the agency and not the Student Counselor.

9. Provide the Student Counselor with on-site orientation and training on policies, procedures, and forms.
  - a. Orientation shall include the site’s policy on HIPAA and include protocols related to client PHI, use of technology and telehealth.
  - b. Additionally, ensure the Student Counselor is using, explaining, and maintaining the signed informed consent documentation to allow the student to record sessions, including how and when recordings are shared, stored and destroyed (destruction of recording shall be completed within a week of supervision).
  - c. Ensure the Student Counselor reviews their Professional Disclosure Statement (PDS) with clients.
10. Assist the Student Counselor in completing a Professional Development Plan (PDP) in which they describe individual goals at the onset of the semester.
11. Review raw data either through audio/video recording, or live supervision, to enhance, evaluate, monitor, and provide feedback on counseling skills, such as, but not limited to, assessment skills, techniques, strategies, diagnosis, and case conceptualization.
12. Review client records to evaluate and monitor the Student Counselor’s ability to effectively maintain client records.
13. Complete informal and formal evaluations for the Student Counselor.
  - a. Informal evaluation may be done weekly after reviewing raw data, after case presentations, and at mid-term check-ins with Student Counselor and University Supervisor.
  - b. Written formal evaluation is conducted at mid-term and final using the CSDAT and PDP.
14. Adhere and comply at all times with confidentiality requirements, ethics standards and applicable state or federal laws.
15. Immediately notify the University Supervisor of any of the following:
  - a. If the Student Counselor engages in any ethical violations or the On-Site Supervisor has concerns with the Student Counselor’s performance or professional disposition;
  - b. If there is a need for the Site to prematurely terminate the relationship with the Student Counselor; or
  - c. If there are any changes at the site or in the On-Site Supervisor’s employment that may affect the student’s ability to complete their clinical field experience.
16. Agree to not permit any harassment or discrimination against the Student Counselor or clients pursuant to the ACA Code of Ethics, and applicable federal and state laws.

***University Supervisors shall be responsible for the following:***

1. University Supervisors, in coordination with the Clinical Field Experience (CFE) Coordinator, shall provide orientation, consultation, and professional development opportunities to On-Site Supervisors.
2. Arrange a detailed format and frequency of consultation to monitor student learning (which will be documented below), including site visits (virtual or on-site) involving the On-Site Supervisor, University Supervisor, and Student Counselor, when possible.
3. Monitor the Student Counselor’s direct and indirect hours and activities at the site.
4. Provide group supervision in both HPC 5900 and 6900 for an average of 1.5 hours per week per semester and individual/triadic supervision in HPC 5900 or HPC 6900 (if deemed necessary) for an average of 1 hour per week.
5. Disseminate information about and encourage the Student Counselor to engage in professional development opportunities.
6. Assist the Student Counselor in completing a Professional Development Plan (PDP) in which they describe individual goals at the onset of the semester.
7. Complete informal and formal evaluations for the Student Counselor.
  - a. Informal evaluation may be done weekly after reviewing raw data, after case presentations, and at mid-term check-ins with the student and On-Site Supervisor.
  - b. Written formal evaluation is conducted at mid-term and final using the CSDAT and PDP.

8. Review raw data (audio or video recording/live supervision) to enhance, evaluate, monitor, and provide feedback on counseling skills, such as, but not limited to, assessment skills, techniques, strategies, diagnosis, and case conceptualization.
9. Review course related documentation to evaluate and monitor the Student Counselor's ability to effectively write clinical documentation.
10. Provide an opportunity for the Student Counselor to evaluate the University Supervisor.
11. Consult with the CFE Coordinator when problems arise.
12. To the extent applicable, adhere to confidentiality requirements, ethics, and state or federal laws, including, but not limited to, ACA, FERPA, CFR42 part 2 and HIPAA.

***Student Counselors shall be responsible for the following:***

1. Purchase a subscription or account on Supervision Assist to be used for placement applications, evaluations, live streaming of counseling recording as well as storing session recordings until reviewed in supervision.
2. Follow all policies and procedures as outlined in the CFE manual, complete all forms as described in the CFE Manual and syllabus, and meet all deadlines.
3. Attend all mandatory meetings, orientations, and other events related to the course.
4. Arrive on time to the site and stay on site for the days and times agreed upon between you and the On-Site supervisor at the start of the semester. The Student Counselor recognizes that for HPC 5900, they will be on site approximately 10 to 12 hours a week, and for HPC 6900, they will be on site for 20 to 25 hours a week. A minimum of 100 hours for HPC 5900 (40 direct and 60 indirect) and 600 hours for HPC 6900 (240 direct and 360 indirect across one or two semesters).
5. Follow all site policies and procedures and conduct yourself as a professional both onsite and off site, recognizing that professional behavior and professional disposition are evaluated as part of counseling competency by both the University Supervisor and the On-Site Supervisor.
6. At all times follow the ACA Code of Ethics, state and federal laws, HIPAA, and CFR 42 part 2, as relevant for the activities performed onsite.
7. Purchase and maintain both Appalachian State University professional liability insurance AND one of the following: professional liability insurance through ACA, or through the National Board for Certified Counselors. Proof of insurance must be uploaded to Supervision Assist as part of the application process each semester.
8. Follow Appalachian State University's Telemental Health policy and the Site's Telemental Health and HIPAA policies and procedures to maintain the security of client data (such as recordings, documentations and any client personal information).
9. Review with and obtain signatures from clients on your Professional Disclosure Statement and Informed Consent to Audio/Video record (if counseling a minor, signature is required to be from a parent or legal guardian).
10. Purchase an audio or video recorder that is encrypted, or a flash drive to temporarily store counseling session recordings until that session is uploaded to Supervision Assist. Uploading to Supervision Assist must occur prior to leaving the site. Students must have the recorder in a lock box at all times when not recording a session. Students are not allowed to use cell phones for recording or storing counseling sessions. If the site does not have encrypted Wi-Fi that meets HIPAA standards, then use a cable and Ethernet or VPN connection that is encrypted for recording counseling sessions and/or uploading counseling sessions. No counseling sessions are allowed to be stored on any other hard device (i.e., recorders, or computer), after a student leaves the site. Computers can be used to directly stream counseling sessions to Supervision Assist and computers must be secure as outlined by HIPAA standards.
11. Destroy all raw data (audio/video recordings) and forms used for case presentations for individual or group/class supervision, within one (1) week of supervision.
12. Be open to supervision feedback from On-Site Supervisors, the University Supervisor, and classmates.
13. Give constructive evaluations to the On-Site Supervisor, University Supervisor, and classmates.

14. Use Supervision Assist for tracking all hours in the course. Print a copy the end of semester report and provide a copy to the University Supervisor while retaining a copy for your own records.
15. Complete a Verification of Graduate Counseling form for the NCBLCMHC.
16. Agree that to receive a satisfaction (i.e., passing grade) in HPC 5900 or HPC 6900, the Student Counselor must meet all requirements, follow all policies, and meet all standards as stated in syllabus, CFE Manual, and at the site. Furthermore, they must adhere to the ACA Code of Ethics, state and federal laws, meet mid-term expectations, and meet expectations for final evaluations. If a Student Counselor receives a “U” (unsatisfactory grade) they will be terminated from the program. There are no incompletes for Clinical Field Experience courses.
17. In collaboration with On-Site and University Supervisors, complete a Professional Development Plan (PDP) in which you describe individual goals.
18. Adhere to all applicable confidentiality requirements, ethics and applicable state and federal laws, including, but not limited to, FERPA, CFR42 part 2 and HIPAA, and adhere to non-harassment or discrimination laws and ethics as outlined in the ACA Code of Ethics, federal and state laws.
19. Immediately notify both the University Supervisor and CFE Coordinator if you violate any code of ethics or have any criminal offenses or infractions (county, city, state, or federal) during your clinical field experience.
20. Immediately notify both the University Supervisor and CFE Coordinator if you need to prematurely terminate the relationship with the site or change sites (see the Premature terminations policy in the CFE Manual).
21. Immediately notify both the University Supervisor and the CFE Coordinator of any concerns with the On-Site Supervisor.

**Please indicate the agreed upon consultation meeting format and frequency between the On-site supervisor and University Supervisor (i.e. weekly, monthly ... phone, email or in person):**

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Equal Opportunity: It is mutually agreed that neither party shall discriminate on the basis of race, color, nationality, gender, gender identity and expression, sexual orientation, age, or veteran’s status.

Termination: It is understood and agreed by and between the parties hereto that the University maintains the right to terminate the Clinical Field Experience of the Student Counselor whose professional disposition, (including but not limited to, attitude, behavior, and ethical conduct), and/or health status is deemed detrimental to the site, On-Site Supervisor, and/or clients, after the protocol outlined in the CFE Manual, and CMHC Student handbook has been followed. Further, University maintains the right to terminate the relationship with a site and/or On-Site Supervisor at any time in University’s sole discretion.

Acknowledged as indicated below:

**Student:**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_

**On-Site Supervisor:**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_

**University Supervisor:**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_ Revised 08/9/2021



DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**Proof of Supervision Training for New Supervisors and New Sites**

(This only needs to be completed once by the site supervisor. Most established supervisors have already completed this form. Typically, only new supervisors are required. Check with the Clinical Field Experience Coordinator to determine if this needs to be completed by your site supervisor.)

TO: Practicum and Internship Field Placement Supervisors

In accordance with the Standards published by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), we need to know what, if any, relevant training you have had in providing counseling/clinical supervision. Please indicate all supervision/clinical training(s) that you have attended within the last 5 years:

Date of training	Name of training (2019 CMHC & PSC Annual Site supervisor training)	Sponsor & Location (i.e. Clinical Mental Health Counseling Program at Appalachian State University)	Approval source and number (i.e. NBCC XXXX)

Please indicate total number of supervision hours you have over your professional lifetime \_\_\_\_\_

\_\_\_\_\_  
On-Site Supervisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Revised on 8/26/2021



DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**Proof of Continuing Supervision Training**

TO: Practicum and Internship Field Placement Supervisors

In accordance with the Standards published by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), we need to know what, if any, relevant training you have had in providing counseling/clinical supervision. Please check all supervision/clinical training(s) that apply to you:

Date of training	Name of training (2019 CMHC & PSC Annual Site supervisor training)	Sponsor & Location (i.e. Clinical Mental Health Counseling Program at Appalachian State University)	Approval source and number (i.e. NBCC XXXX)

\*\* This will be implemented starting Summer 2020 (This needs to be completed by Site Supervisor, yearly, which will be emailed to them via a survey at the end of the calendar year) 10 hours of supervision training needs to occur every two years.

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On-Site Supervisor Signature Printed Name Date

Revised 8/25/2021



DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**Consent to Audio or Video Record a Client**

To be used if Sites do not have their own form

I, \_\_\_\_\_, agree to be counseled by a Clinical Mental Health Counseling practicum/intern student from the Department of Human Development and Psychological Counseling at Appalachian State University.

I further understand that I will participate in counseling interviews that will be audiotaped, videotaped, and/or viewed by practicum/intern students.

I understand that a graduate student who has completed advanced coursework in counseling/therapy will counsel me.

I understand that a faculty member and site supervisor will supervise the student. My supervisor(s) will review my recorded counseling session, including during group supervision. The recording of my session is directly streamed, uploaded and stored to the HIPAA compliance secure web-platform, [Supervision Assist](#). Recordings are destroyed within 1 week of my supervisor reviewing my recording. I am also aware that my supervision may occur via a web-based platform.

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Signature of Client Date

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Signature of Parent/Guardian Date  
(if client is under the age of 18)

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Signature of Counselor Intern Date

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Signature of Counselor Site Supervisor Date

Form revised 9/02/2019



DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**Sample of Parental Release Form**

Parent's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile) or (Office)

Clinical Field Experience courses (Counseling Practicum and Internship In CMHC) are advanced required courses that the graduate student-counselor intern is required to complete for their MA degree in the Clinical Mental Health Counseling program, within the Human Development and Psychological Counseling Department at Appalachian State University. In these courses student counselor interns are required to audio and/or videotape their counseling sessions in order to meet the course and program requirements. Each student counselor receives direct supervision from an On-Site Supervisor and a University Supervisor.

(Student's name) \_\_\_\_\_ would like to work with your son/daughter, a client/student at \_\_\_\_\_ (agency/school).

The counseling sessions conducted with your child may be audio and/or videotaped and will be reviewed by the student's supervisor, \_\_\_\_\_. All audio and videotapes will be erased at the end of each supervision meeting.

We hope that you will take the opportunity to have your child receive counseling from our student counselor intern in the Clinical Mental Health Counseling Program. If you are interested in having your child receive counseling, please sign the form where indicated.

Thank you for your cooperation.

Student Counselor's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_



DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**Boundaries of Competence**

Must be signed prior to enrolling in HPC 5900 and stands throughout CFE

Once you begin coursework as a student in the Clinical Mental Health Counseling program you are required to act according to the 2014 [American Counseling Association](#) Ethical Codes. Code C.2.a. titled “Boundaries of Competence” states:

“Counselors practice only within the boundaries of their competence, based on their education, training, supervised experience, state and national professional credentials, and appropriate professional experience.” (C.2.a, [American Counseling Association](#), 2014, pg. 8).

As a counseling student this means that you may not:

1. provide counseling services, with the exception of practicum and internship, to any individuals regardless of their relationship to you (friend, family member, acquaintance, etc).  
If you are currently licensed or certified to provide counseling or related services, please complete the *Disclosure of Related Practices* form.
2. offer clinical recommendations, diagnoses, or advice to individuals who are not your clients.
3. receive compensation for services that you are not licensed or certified to provide.
4. provide unsupervised practice in any form, unless you are licensed to do so.

Providing services that exceed your level of competence or scope of practice is a very serious matter, which could result in your removal from the program.

Signing below indicates that you have read and understand the above statements.

Student Printed Name	Student Signature	Date
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Revised on 9-02-2019



DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**Disclosure of Related Practices**

Must be signed prior to enrolling in HPC 5900 and stands throughout CFE

In North Carolina, the "practice of counseling" means holding oneself out to the public as a professional counselor offering counseling services that include, but are not limited to, the following:

- a. Counseling. – Assisting individuals, groups, and families through the counseling relationship by evaluating and treating mental disorders and other conditions through the use of a combination of clinical mental health and human development principles, methods, diagnostic procedures, treatment plans, and other psychotherapeutic techniques, to develop an understanding of personal problems, to define goals, and to plan action reflecting the client's interests, abilities, aptitudes, and mental health needs as these are related to personal-social-emotional concerns, educational progress, and occupations and careers.
- b. Appraisal Activities. – Administering and interpreting tests for assessment of personal characteristics.
- c. Consulting. – Interpreting scientific data and providing guidance and personnel services to individuals, groups, or organizations.
- d. Referral Activities. – Identifying problems requiring referral to other specialists.
- e. Research Activities. – Designing, conducting, and interpreting research with human subjects.

The 'practice of counseling' does not include the facilitation of communication, understanding, reconciliation, and settlement of conflicts by mediators at community mediation centers." (§ 90-330. NC General Statutes - Chapter 90 Article 24, found on the North Carolina Board of Licensed Clinical Mental Health Counselors, <https://www.ncblpc.org/LawsAndCodes>).

It is unlawful for CMHC students prior to licensure in North Carolina, as counselors, to engage in the practice of counseling unless they fit the following categories: "(1) Licensed lawyers, doctors, school counselors, or other registered, certified or licensed by the State to practice any other occupation or profession while providing the services of his/her profession. (2) Any student intern or trainee in counseling pursuing a course of study in counseling in a regionally accredited institution of higher learning or training institution, if the intern or trainee is a designated 'counselor intern' and the activities and services constitute a part of the supervised course of study. (3) Any person counseling within the scope of employment at a local community college, a public higher education institution or private higher education institution. (4) Any ordained minister or other member of the clergy while acting in a ministerial capacity who does not charge a fee for the service. (5) Any nonresident temporarily employed in this State to render counseling services for not more than 30 days in a year, if the person holds a license or certificate required for counselors in another state. (6) Any person employed by State, federal, county, or municipal government while counseling within the scope of employment." (§ 90-332.1. NC General Statutes - Chapter 90 Article 24, found on the North Carolina Board of Licensed Clinical Mental Health Counselors, <https://www.ncblpc.org/LawsAndCodes>).

If you engage in any existing related practices, you must disclose them below. Although it is ultimately your responsibility to ensure that you remain in compliance with North Carolina's "practice of

counseling” provisions, a CMHC faculty member will review your related practices with you to identify any potential legal or ethical issues. It is your ongoing responsibility to submit an updated form any time during your CMHC program enrollment if you engage in additional related practices.

Description of related practice (if none, indicate “not applicable”):

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Student Printed Name

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Signature

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Date

Revised on 9-02-2019



DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**Release and Indemnification Regarding Related Practices**

As a student enrolled in Appalachian State University's Clinical Mental Health Counseling (CMHC) program, I understand that it is my responsibility to comply with all legal and ethical requirements of the counseling profession. These include, but are not limited to, restrictions on engagement in the "practice of counseling" as defined in North Carolina General Statutes Chapter 90, Article 24, Section 90-330(a)(3), as it may be amended from time to time.

I further understand that I may engage in certain related practices that could potentially be confused with the practice of counseling. Such related practices include, for example, coaching, massage therapy, healing touch therapy, and other similar practices. I understand that it is my responsibility to clearly indicate the scope and limits of my activities to any clients I serve in such related practices.

**Release and Indemnification (Hold Harmless):** I hereby agree to release and indemnify (hold harmless) the State of North Carolina; the University of North Carolina (UNC); the UNC Board of Governors; Appalachian State University (Appalachian); the Appalachian Board of Trustees; all current and former members, officers, agents, and employees of the above-named entities (in both their official and individual capacities); and all successors of the above-named entities of and from any and all claims and liabilities brought in any forum and of any kind or nature whatsoever which any client of mine in a related practice ever had, now has, or may ever have.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Revised 9-21-2019



DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**Verification of Destruction of Audio/Video Recordings & Documentations**

I, \_\_\_\_\_, verify that I have destroyed all copies of audio and/or visual recordings made and any forms with client information that are used during my field experiences. This includes, but is not limited to:

- any or all devices on which the original sound/video file was recorded,
- any or all devices onto which the recorded files were uploaded,
- any or all transmission programs (e.g., Hightail) by which recordings were sent to supervisors,
- any or all objects onto which the recordings were copied for the purpose of conveyance (cd, flash drive etc.),
- any and all “downloaded” files on any of these programs and/or devices,
- any and all “trash,” “recycling,” or deleted files (audio/video and forms) receptacles.

All recordings after being deleted are recorded over.

1. All paperwork/document files have been shredded and deleted from the electronic devices.
  - a. Effective January 2019, NO recordings will be stored on any devices. All recordings will be streamed directly to the secure HIPAA Compliance Web-platform, Supervision Assist. Deletion of recordings will occur after all supervisors have reviewed the recording.

In the case that any question should arise hereafter regarding this legal and ethical matter, I am hereby attesting to the fact that the permanent and complete deletions/destructions of these recording files were executed on \_\_\_/\_\_\_/\_\_\_ at \_\_\_:\_\_\_ am/pm.

\_\_\_\_\_  
Student Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
University Supervisor Signature verifying receipt of this form \_\_\_\_\_  
Date



DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**Training Report - Summary of Supervised Field Experience**

Students Download Training Report from [Supervision Assist](#) and send a copy to site supervisor, university supervisor and keep a copy of yourself.



DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**Student Counselors Evaluation of the Site**

Directions: Students complete this form at the end of the field experience. These forms should be turned in to the University Supervisor at the final checkout meeting.

Name \_\_\_\_\_  
Site \_\_\_\_\_ County \_\_\_\_\_  
Dates of placement \_\_\_\_\_  
On-Site Supervisor \_\_\_\_\_

Rate the following questions about your site and experiences using the following scale:

- A. Very satisfactory                      B. Moderately satisfactory
- C. Moderately unsatisfactory        D. Very unsatisfactory

1. \_\_\_\_\_ Amount of on-site supervision
2. \_\_\_\_\_ Quality and usefulness of on-site supervision
3. \_\_\_\_\_ Usefulness and helpfulness of faculty liaison
4. \_\_\_\_\_ Relevance of experience to career goals
5. \_\_\_\_\_ Exposure to and communication of school/agency goals
6. \_\_\_\_\_ Exposure to and communication of school/agency procedures
7. \_\_\_\_\_ Exposure to professional roles and functions within the school
8. \_\_\_\_\_ Exposure to information about community resources

Rate all applicable experiences that you had at your site:

- \_\_\_\_\_ Individual counseling
- \_\_\_\_\_ Academic advising (PSC)
- \_\_\_\_\_ Addiction Counseling/Substance Abuse Counseling
- \_\_\_\_\_ Group counseling
- \_\_\_\_\_ Classroom presentations (PSC)
- \_\_\_\_\_ Career counseling
- \_\_\_\_\_ Consultation services
- \_\_\_\_\_ Collaborative team approach (PSC and CMHC)
- \_\_\_\_\_ Couples counseling
- \_\_\_\_\_ Parent conferences (PSC)
- \_\_\_\_\_ Prevention activities
- \_\_\_\_\_ Family counseling
- \_\_\_\_\_ Referral services
- \_\_\_\_\_ Testing interpretation (PSC and CMHC)
- \_\_\_\_\_ Site's ability to accommodate to diversity population
- \_\_\_\_\_ Implementation of technology
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Overall evaluation of the site

Comments: Include any suggestions for improvements in the experiences you have rated moderately unsatisfactory (C) or very unsatisfactory (D) \_\_\_\_\_



DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**Student Counselor Evaluation of Site Supervisor**

The purposes of this form are twofold: (1) to provide feedback for improving site supervision and (2) to encourage communication between the site supervisor and the student counselor.

Directions: The student counselor is to evaluate the site supervisor and the supervision received. Circle the number that best represents how you, the student counselor, feel about the supervision received. After the form is completed, we suggest you share and discuss your evaluation with your site supervisor.

Name of Site Supervisor \_\_\_\_\_

Period covered from \_\_\_\_\_ to \_\_\_\_\_

Please rate each question for 1 to 5, with 1- poor, 2 - very unsatisfactory, 2 - unsatisfactory, 3 satisfactory, and 5 - very satisfactory

- 1. Gave time and energy in observations of my raw data                    1 2 3 4 5 N/A
- 2. Made me feel accepted and respected as a person                    1 2 3 4 5 N/A
- 3. Recognized and encouraged further development of my strengths and capabilities                    1 2 3 4 5 N/A
- 4. Provided me the freedom to develop flexible and effective counseling styles                    1 2 3 4 5 N/A
- 5. Gave me useful and balanced feedback on my strengths and needed areas of growth                    1 2 3 4 5 N/A
- 6. Encouraged and listened to my ideas and suggestions for developing my counseling skills                    1 2 3 4 5 N/A
- 7. Provided clear and concrete feedback for developing my counseling skills                    1 2 3 4 5 N/A
- 8. Encouraged me to use new and different techniques, when appropriate                    1 2 3 4 5 N/A
- 9. Was spontaneous and flexible in the supervisory sessions                    1 2 3 4 5 N/A
- 10. Helped me define and achieve specific concrete goals for myself during the field experience                    1 2 3 4 5 N/A

- |  |   |   |   |   |   |     |
|--|---|---|---|---|---|-----|
| 11. Provided clear informative evaluation, from all my supervisors (e.g. supervisor of record and peer supervisors)                        | 1 | 2 | 3 | 4 | 5 | N/A |
| 12. Focused on both verbal and nonverbal behavior in me and in my student clients  | 1 | 2 | 3 | 4 | 5 | N/A |
| 13. Helped me define and maintain ethical behavior in counseling and case management   | 1 | 2 | 3 | 4 | 5 | N/A |
| 14. Encouraged me to engage in professional behavior and disposition   | 1 | 2 | 3 | 4 | 5 | N/A |
| 15. Clearly evaluated my professional behavior and disposition; I know my supervisor's evaluation of my professional behaviors disposition | 1 | 2 | 3 | 4 | 5 | N/A |
| 16. Maintained confidentiality in material discussed in supervisory sessions   | 1 | 2 | 3 | 4 | 5 | N/A |
| 17. Offered resource information when requested or needed  | 1 | 2 | 3 | 4 | 5 | N/A |
| 18. Helped me develop increased skill in critiquing and gaining insight from my counseling tapes   | 1 | 2 | 3 | 4 | 5 | N/A |
| 19. Allowed and encouraged me to evaluate myself.  | 1 | 2 | 3 | 4 | 5 | N/A |

ADDITIONAL COMMENTS AND/OR SUGGESTIONS:

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DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**Student Counselor Evaluation of University Supervisor**

The purposes of this form are twofold: (1) to provide feedback for improving university supervision and (2) to encourage communication between the university supervisor and the student counselor.

Directions: The student counselor is to evaluate the university supervisor and the supervision received. Circle the number that best represents how you, the student counselor, feel about the supervision received. After the form is completed, we suggest you share and discuss your evaluation with your university supervisor.

Name of University Supervisor \_\_\_\_\_

Period covered from \_\_\_\_\_ to \_\_\_\_\_

Please rate each question for 1 to 5, with 1- poor, 2 - very unsatisfactory, 2 - unsatisfactory, 3 satisfactory, and 5 - very satisfactory

- |  |   |   |   |   |   |     |
|--|---|---|---|---|---|-----|
| 1. Gave time and energy in observations of my raw data to evaluate me                      | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Accepted and respected me as a person   | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Recognized and encouraged further development of my strengths and capabilities          | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Provided me the freedom to develop flexible and effective counseling styles             | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Gave me useful and balanced feedback on my strengths and areas of growth                | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Encouraged and listened to my ideas and suggestions for developing my counseling skills | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. Provided clear and concrete feedback for developing my counseling skills                | 1 | 2 | 3 | 4 | 5 | N/A |
| 8. Encouraged me to use new and different techniques, when appropriate                     | 1 | 2 | 3 | 4 | 5 | N/A |
| 9. Was spontaneous and flexible in the supervisory sessions                                | 1 | 2 | 3 | 4 | 5 | N/A |

- |   |   |   |   |   |   |     |
|---|---|---|---|---|---|-----|
| 10. Helped me define and achieve specific concrete goals for myself during the field experience                     | 1 | 2 | 3 | 4 | 5 | N/A |
| 11. Provided clear informative evaluation, from all my supervisors (e.g. supervisor of record and peer supervisors) | 1 | 2 | 3 | 4 | 5 | N/A |
| 12. Focused on both verbal and nonverbal behavior in me and in my student clients                                   | 1 | 2 | 3 | 4 | 5 | N/A |
| 13. Helped me define and maintain ethical behavior in counseling and case management                                | 1 | 2 | 3 | 4 | 5 | N/A |
| 14. Encouraged me to engage in professional behavior and disposition  | 1 | 2 | 3 | 4 | 5 | N/A |
| 15. Clearly evaluated my professional behavior and disposition,   | 1 | 2 | 3 | 4 | 5 | N/A |
| 16. Maintained confidentiality in material discussed in supervisory sessions  | 1 | 2 | 3 | 4 | 5 | N/A |
| 17. Offered resource information when requested or needed   | 1 | 2 | 3 | 4 | 5 | N/A |
| 18. Helped me develop increased skill in critiquing and gaining insight from my counseling tapes                    | 1 | 2 | 3 | 4 | 5 | N/A |
| 19. Allowed and encouraged me to evaluate myself  | 1 | 2 | 3 | 4 | 5 | N/A |

ADDITIONAL COMMENTS AND/OR SUGGESTIONS:

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DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**Site Supervisor’s Evaluation of Field Experience & the CMHC Program**

Directions: Site supervisors can assist the Clinical Mental Health Counseling program make necessary changes with their Clinical Field Experience courses and process by answering the following questions.

This will occur every 3 years starting in 2022

Year and semester: \_\_\_ Fall Semester, \_\_\_ Spring Semester, \_\_\_ Summer Semester

Course: \_\_\_ HPC 5900 or \_\_\_ HPC 6900, & Section Number \_\_\_\_\_

Please rate each question for 1 to 5, with 1- poor, 2 - very unsatisfactory, 3- unsatisfactory, 4 satisfactory, and 5 - very satisfactory

- 1. The university supervisor was responsive 1 2 3 4 5
- 2. Communication with university supervisor was clear and responsive 1 2 3 4 5
- 3. The university supervisor contacted me about the student intern this semester 1 2 3 4 5
- 4. The university supervisor understood the agency/practice policies 1 2 3 4 5
- 5. The university supervisor understood the agency/practice environment 1 2 3 4 5
- 6. The university supervisor took my evaluation into consideration in determining student’s readiness for the field experience 1 2 3 4 5
- 7. The university supervisor collaborated with me to address student issues 1 2 3 4 5
- 8. CMHC students are prepared for practicum/internship 1 2 3 4 5
- 9. The CMHC Clinical Field Experience Coordinator was responsive to to my questions. 1 2 3 4 5
- 10. The CMHC Clinical Field Experience Coordinator ability to assisted in resolving problems 1 2 3 4 5
- 11. CMHC Clinical Field Experience Coordinator timeliness in resolving problems 1 2 3 4 5
- 12. CMHC Clinical Field Experience Manual clearly explain policy and procedure 1 2 3 4 5
- 13. Forms from the CMHC Clinical Field Experience are useful 1 2 3 4 5
- 14. As a site supervisor I feel informed of CMHC expectation and me responsibilities. 1 2 3 4 5

Please turn over to complete

15. Please identify CMHC program's strengths:

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16. Please identify CMHC program's area of improvement:

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Revised 7/22/2021



DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING  
CLINICAL MENTAL HEALTH COUNSELING PROGRAM

**Clinical Skills & Disposition Assessment Tool**

This tool is the formal evaluation of a student's competency in counseling skills, professional behavior, and professional dispositions. Students are expected to be familiar with this tool and be prepared to discuss their scores with the university supervisor in each category. This tool is a portion of your grade as outlined in the syllabus. It may be used to inform the PDP. This tool is reviewed at the beginning of the semester, mid-term, and the end of the semester with your site supervisor and university supervisor. A readable copy is located on AsULearn. As of January 2019, this form will be on [Supervision Assist](#)

Form Revised 9/02/2018

## Counseling Skills & Dispositions Assessment Tool (CSDAT)

Created by: Rosen, C.M., Caldwell, K., Schwarze, M., Van Horne, J., & Coats, R.  
Appalachian State University,  
October 26, 2018

The CSDAT provides a formal assessment, collecting both quantitative & qualitative data, to students as they progress through developmental expectations within their program. Part 1 is especially focused on skills & will be used in skills-based courses. Part 2 is focused on professional dispositions & will be used in all 8 CACREP core courses & specialty courses for both PSC & CMHC. Parts 1 & 2 will be used in all Field Experience Courses.

Directions: Based on direct observation, please evaluate students according to their expected developmental level for each of the items listed below.

### Scale Scoring

Surpasses Standards (5) = the student demonstrates exceptionally strong knowledge, skills, & dispositions in the specified item in the rubric at the appropriate developmental level.

Meets Standards (4) = the student demonstrates consistent & proficient knowledge, skills, & dispositions in the specified item in the rubric at the appropriate developmental level.

Approaching Standards (3) = the student demonstrates inconsistent & limited knowledge, skills, & dispositions in the specified item in the rubric at the appropriate developmental level. Students are expected to be at the “Approaching Standards” or higher at the conclusion of their Practicum.

Below Standards (2) = the student demonstrates limited or no evidence of the knowledge, skills, & dispositions in the specified item in the rubric at the appropriate developmental level. A student receiving a 2 on any of the skills or professional disposition will need an Action Plan that will assist them in moving from a 2 to a rating of a 3.

Harmful (1) = the student demonstrates harmful use of knowledge, skills, & dispositions in the specified item in the rubric. Any students at this standard are expected to develop & maintain an Action Plan & discontinue clinical work until additional training & assistance has improved skill or disposition rating standard to at least a 2.

N/A (0) = did not demonstrate or unable to observe.

Revised 11-1-2018

Part 1: Counseling Skills

Skill	Descriptors	5 - Surpasses Standard	4 - Meets Standard	3 - Approaching Standard	2 - Below Standard	1 - Harmful	N/A
1A. Attending & Nonverbal Skills	Sensitive to individual clients: eye contact, vocal qualities, attentive body language, pacing/timing & tracking the session.	Student demonstrates exceptionally strong attending & nonverbal skills the majority of the time.	Student demonstrates consistent & proficient attending & nonverbal skills.	Student demonstrates inconsistent & limited attending & nonverbal skills.	Student demonstrates limited or no attending & nonverbal skills.	Student demonstrates attending & nonverbal skills that are potentially harmful to clients.	Did not demonstrate or unable to observe.
1B. Empathy	Observing & reflecting feelings, facilitating client awareness of & exploration of his/her/their emotional world, clarifying emotional strengths & furthering resilience, respecting resistance, use of direct empathy statements.	Student demonstrates exceptionally strong use of empathy as a primary therapeutic approach the majority of the time.	Student demonstrates consistent & proficient use of empathy.	Student demonstrates inconsistent & limited use of empathy.	Student demonstrates limited or no proficiency in empathy.	Student demonstrates harmful &/or non-empathic skills.	Did not demonstrate or unable to observe.
1C. Active listening	Skills of encouraging/ affirming, paraphrasing, & summarizing.	Student demonstrates exceptionally strong use of active listening skills the majority of the time.	Student demonstrates consistent & proficient use of active listening skills.	Student demonstrates inconsistent & limited active listening skills.	Student demonstrates limited or no proficiency in active listening skills.	Student demonstrates harmful active listening skills.	Did not demonstrate or unable to observe.
1D. Questioning	Skills of open & closed ended questions, adapting questioning style to demonstrate respect to diverse clients.	Student demonstrates exceptionally strong use of questioning skills the majority of the time.	Student demonstrates consistent & proficient use of active questioning skills.	Student demonstrates inconsistent & limited questioning skills.	Student demonstrates limited or no proficiency in questioning skills.	Student demonstrates harmful questioning skills.	Did not demonstrate or unable to observe.
Skill	Descriptors	5 - Surpasses Standard	4 - Meets Standard	3 - Approaching Standard	2 - Below Standard	1 - Harmful	N/A

1E. Focusing	Skill of setting collaborative goals with clients. Explores situations from multiple frames of reference & includes advocacy, community awareness, & social change as appropriate for client needs.	Student demonstrates exceptionally strong use of focusing skills the majority of the time.	Student demonstrates consistent & proficient use of focusing skills.	Student demonstrates inconsistent & limited use of focusing skills.	Student demonstrates limited or no proficiency in focusing skills.	Student demonstrates harmful focusing skills.	Did not demonstrate or unable to observe.
1F. Empathic confrontation	Skill of identifying client's conflict, incongruity & mixed messages in behavior, thought, feelings or meaning. Skill is conducted in an empathic yet challenging manner that furthers client exploration of the situation.	Student demonstrates exceptionally strong use of empathic confrontation skills the majority of the time.	Student demonstrates consistent & proficient use of active empathic confrontation skills.	Student demonstrates inconsistent & limited empathic confrontation skills.	Student demonstrates limited or no proficiency in empathic confrontation skills.	Student demonstrates harmful confrontation skills.	Did not demonstrate or unable to observe.
1G. Facilitative Therapeutic Demeanor	Skill of conveying respect, unconditional positive regard & acceptance of clients' strengths, areas of growth & diversity.	Student demonstrates exceptionally strong use of facilitative therapeutic demeanor the majority of the time.	Student demonstrates consistent & proficient use of facilitative therapeutic demeanor at least a majority of the time.	Student demonstrates inconsistent & limited therapeutic demeanor inconsistently & inaccurately.	Student demonstrates limited or no proficiency in facilitative therapeutic demeanor skills.	Student demonstrates harmful facilitative therapeutic demeanor skills.	Did not demonstrate or unable to observe.

\_\_\_\_\_ Total score (out of a possible 35)

Part 2: Professional Counselor Dispositions

Professional Disposition	Descriptors	5 - Surpasses Standard	4 -Meets Standard	3 - Approaching Standard	2 - Below Standard	1 - Harmful	N/A
2A. Ethical Behavior	Follows professional organization codes of ethics, the University's Code of Academic Integrity & PSC or CMHC Field Experience Manual policies, & seeks appropriate consultant as needed	Student demonstrates exceptionally strong ethical behavior & engages in discussion of these issues with supervisors.	Student consistently demonstrates ethical behavior & judgments & engages in discussion of these issues with supervisors.	Student demonstrates inconsistent & limited ethical behavior & judgments & engages in discussion of these issues with supervisors.	Student demonstrates limited or no ethical behavior & judgment. Student does not engage in discussion of these issues with supervisors.	Student engages in harmful &/or unethical behavior	Did not demonstrate or unable to observe.
2B. Engagement	Flexibly & actively engages others with respect & consideration. Cooperates with others & resolves differences & misunderstandings respectfully.	Student demonstrates exceptionally strong ability to be engaged flexibly & cooperatively with others.	Student demonstrates consistent ability to be engaged flexibly & cooperatively with others.	Student demonstrates inconsistent ability to be engaged flexibly & cooperatively with others.	Student demonstrates limited ability to be engaged flexibly & cooperatively with others.	Student engages in harmful behavior with others.	Did not demonstrate or unable to observe.
2C. Self- Awareness	Engages in self-reflection by using various forms of feedback about one's own effectiveness, values, beliefs, & limitations including assessment data & supervision. Makes changes as needed.	Student demonstrates exceptionally strong ability to be self-aware	Student demonstrates consistent ability to be self-aware.	Student demonstrates inconsistent ability to be self-aware.	Student demonstrates limited ability to be self-aware.	Student is so limited in their ability to be self-aware that they engage in harmful behavior.	Did not demonstrate or unable to observe.
2D. Acceptance of Self & Others	Warm & understanding with open-minded acceptance of others & tolerance of their viewpoints.	Student demonstrates exceptionally strong ability to be genuinely accepting of self & others.	Student demonstrates consistent ability to be accepting of self & others.	Student demonstrates inconsistent ability to be accepting of self & others.	Student demonstrates limited ability to be accepting of self & others.	Student is so limited in their ability to be accepting of self & others that they engage in harmful behaviors such as judging others, criticizing other's behaviors, & not accepting other viewpoints.	Did not demonstrate or unable to observe.

Professional Disposition	Descriptors	5 - Surpasses Standard	4 -Meets Standard	3 - Approaching Standard	2 - Below Standard	1 - Harmful	N/A
2E. Multicultural Competence	Values diversity through creating inviting relationships with diverse clients. Demonstrates multicultural knowledge. Willing to be transformed through experiences.	Student demonstrates exceptionally strong multicultural competence.	Student demonstrates consistent multicultural competence.	Student demonstrates inconsistent multicultural competence.	Student demonstrates limited multicultural competence.	Student is so limited in their multicultural competence that they engage in harmful behavior.	Did not demonstrate or unable to observe.
2F. Professionalism	Timeliness, consistent attendance, appropriate appearance & dress to match dress standards or expectations in university classes & clinical sites.	Student demonstrates exceptionally strong professionalism	Student demonstrates consistently appropriate behaviors of professionalism	Student demonstrates inconsistent ability to maintain professionalism	Student demonstrates limited ability to maintain appropriate professionalism	Student is so limited in their ability to maintain professionalism that they engage in harmful behavior.	Did not demonstrate or unable to observe.
2G Initiative	The ability to plan, prepare, & engage in university classes & clinical sites. Offers ideas, sets goals for self-improvement, seeks advice, independently, searches for plans &/or materials	Student demonstrates exceptionally strong initiative.	Student demonstrates consistently appropriate initiative.	Student demonstrates inconsistent initiative.	Student demonstrates limited initiative.	Student is so limited in their initiative that they engage in harmful behavior.	Did not demonstrate or unable to observe.
2H. Emotional Stability& Self-Control	Demonstrates congruence between mood & affect & demonstrates impulse control in relationships.	Student demonstrates exceptionally strong emotional stability & self-control.	Student demonstrates consistently appropriate emotional stability & self-control.	Student demonstrates inconsistent emotional stability & self-control.	Student demonstrates limited emotional stability & self-control.	Student is so limited in their emotional stability & self-control that they engage in harmful behavior.	Did not demonstrate or unable to observe.

\_\_\_\_\_ : Total score (out of a possible 40)

Please be specific as you provide qualitative feedback to the student regarding their professional development:

Students' strengths thus far with skills & disposition:

Students' areas to improve thus far with skill & disposition:

Additional comments of students' progress in becoming a professional counselor:

How did you observe the skills you rated?

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor or Peer signature

\_\_\_\_\_  
Date

- \_\_\_ live supervision 20 minutes - one session
  - \_\_\_ audio/video 20 minutes - one session,
  - \_\_\_ live supervision 20 min.- more than one session
  - \_\_\_ audio/video 20 min. - more than one session
- How did you observe the professional disposition?
- \_\_\_ full semester course class room or site
  - \_\_\_ half semester course class room or site
  - \_\_\_ outside the normal class room
  - \_\_\_ in session with client

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