

**Counselor Education Program**  
**Department of Leadership and Counselor Education**

**Masters of Education**  
**School Counseling**  
**Clinical Mental Health Counseling**  
**Practicum and Internship Manual**



**The University of Mississippi**  
**School of Education**  
**P.O. Box 1848**  
**University, Mississippi 38677-1848**  
**(662) 915-7069**

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## **COUNSELOR EDUCATION PROGRAM**

### **PRACTICUM and INTERNSHIP INTRODUCTION**

The Counselor Education Program at the University of Mississippi is accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). The program offers an M.Ed. in School Counseling, M.Ed. in Clinical Mental Health Counseling, and a Ph.D. in Counselor Education and Supervision. All of the requirements for practicum and internship are based on CACREP standards. This manual contains critical information for students completing the clinical sequence (Practicum and Internship) and is the central information source for students, doctoral student supervisors, program faculty, and site supervisors regarding the clinical sequence. All forms to be used by students and their supervisors can be found in this handbook.

The practicum and internship experiences are an important part of counselor training. These experiences are critical because they provide a means for students to apply their knowledge and counseling skills to the professional practice of counseling. Practicum is the first experience, where graduate students are placed in a school or community site with supervision and have an opportunity to continue development of counseling skills and learn other professional responsibilities and skills. Internship is the last phase of training and is a transitional phase leading to the professional world. These two field experiences provide students with an opportunity to work in an appropriate site as a counseling professional while being supervised.

During the practicum and internship experiences, it is important that students select sites that are appropriate to their career goals. Students will work closely with the department practicum/internship coordinators to choose a site. The sites utilized by our program are chosen for the service they give to their consumers and for the learning opportunities they provide to our students. When sites agree to allow students to train with them, they do so realizing their responsibility to promote the educational and developmental process of counseling students. The program realizes that these training experiences have a dual role, and the program works diligently to insure that the needs of the agency and students are both met during the practicum and internship experiences.

## Program Faculty

Practicum and internship students in The University of Mississippi Counselor Education Program are supervised by the following faculty. Faculty offices are located on the first floor of Guyton Hall. The telephone number for the department office is 662-915-7069. Each faculty member can also be reached by telephone directly. Their direct office numbers and email addresses are listed below:

### **Mandy L. Perryman, Ph. D., LPC, NCC**

**Associate Professor of Counselor Education**

**Program Coordinator**

**Contact Information:**

Office Location: 139 Guyton

Telephone: 662-915-7816

Email: [perryman@olemiss.edu](mailto:perryman@olemiss.edu)

**Education:**

B.A., Louisiana Tech University

M.A., Nicholls State University

Ph.D., University of New Mexico

Dr. Perryman has experience counseling children, adolescents and adults and providing play therapy. Courses you are likely to take from Dr. Perryman include Counseling Skills, Group Counseling, and Multicultural Counseling. Her research interests include eating disorders/disordered eating and compassion fatigue and wellness.

### **Alexandria K. Kerwin, Ph. D., LPC- S, NCC**

**Assistant Professor of Counselor Education**

**Clinic Coordinator of COPE**

**Practicum and Internship Coordinator**

**Contact Information:**

Office Locations: 142 Guyton and COPE

Telephone: 662-915-2426

Email: [akkerwin@olemiss.edu](mailto:akkerwin@olemiss.edu)

**Education:**

B.A., The University of Southern Mississippi

M.S., The University of Southern Mississippi

Ph.D., Idaho State University

Dr. Kerwin has experience as a mental health counselor in a K-12 school-based setting, adolescent offenders program, and in university counseling centers. She also has worked as a community-based advocate for refugees. Courses you are likely to take from Dr. Kerwin are Family Counseling, Introduction to Professional Counseling, Lifespan Development, and Addictions. Her research interests include professional identity, social justice, and counselor education. She also serves as the Clinical Coordinator at the Counselor Education Clinic for Outreach and Personal Enrichment.

## **Marc Showalter, Ph. D., LPC-S**

**Assistant Clinical Professor of Counselor Education**

**Contact Information:**

Office Location: 145 Guyton

Telephone: 662-915-5376

Email: [mshowalt@olemiss.edu](mailto:mshowalt@olemiss.edu)

**Education:**

B.S., Harding University

M.S., University of Central Arkansas

Ph.D., The University of Mississippi

Dr. Showalter's teaching and research interests include counseling relationships, college counseling, and supervision.

## **Amanda M. Winburn, Ph. D.**

**Assistant Professor of Counselor Education**

**Contact Information:**

Office Location: 109 Guyton

Telephone: 662-915-8823

Email: [amwinbur@olemiss.edu](mailto:amwinbur@olemiss.edu)

**Education:**

B.S., Kentucky Wesleyan College

M.Ed., Indiana University

Ed.S., The University of Mississippi

Ph.D., The University of Mississippi

Dr. Winburn's teaching and research interests include school counseling, at-risk students, bullying and play therapy. She also serves as the Assessment Coordinator for the Counselor Education Program. Her professional experiences include working as a social worker, career counselor, school teacher, and school counselor. Potential courses include counseling skills, organization and administration of school counseling, practicum, and internship.

## **Rick Balkin, Ph. D., LPC, NCC**

**Professor of Counselor Education Doctoral**

**Program Coordinator**

**Contact Information:**

Office Location: 134 Guyton

Telephone: 662-915-2155

Email: [rsbalkin@olemiss.edu](mailto:rsbalkin@olemiss.edu)

**Education:**

B.S.Ed., The University of Missouri

M.Ed., The University of Missouri

Ph.D., The University of Arkansas

Dr. Balkin has been a counselor educator since 2003. He practiced for seven years in an inpatient psychiatric hospital working with adolescents, adults, and geriatric clients. Dr. Balkin has worked as an outpatient counselor since 1996, and has taught courses related to research, assessment, theories, and counseling practice. His research interests include counseling outcomes, instrument development, research methods, forgiveness, and religious diversity. Dr. Balkin is currently serving as the doctoral program coordinator.

## **Overview of the Practicum and Internship Manual**

This manual is designed to be the central source for information concerning the practicum and internship experiences in the counseling program at The University of Mississippi. All users of the manual are encouraged to read the entire manual so that each may possess a thorough understanding of the entire practicum and internship process.

### **General Guidelines**

1. Selection of practicum and internship sites is coordinated by the Practicum/Internship Coordinator in collaboration with faculty advisors.
2. Practicum applications must be submitted to the Practicum/Internship Coordinator by mid-term of the semester prior to beginning practicum. The coordinator will advise applicants regarding their eligibility for Practicum.
3. After eligibility has been approved, practicum applicants will meet with the appropriate Practicum Coordinator to discuss placement availability and appropriateness for candidate, agency, and program needs. Faculty advisors may also provide input in this process.
4. Applicants will then schedule an interview with the recommended site and supervisor, and meet with the site supervisor. During the interview, candidates will provide a resume and a copy of the Practicum/Internship contract. If the site supervisor, principal/director, and candidate are in agreement with the terms of the contract, the agreement should be signed and returned to the appropriate Practicum Coordinator.
5. All contracts and placements should be secured and on file by the end of the semester before the practicum/internship experience.
6. All practicum and internship hours accrue only during The University of Mississippi academic calendar dates, unless a site agreement addendum has been approved by the site and practicum instructor.
7. All practicum and internship students are required to obtain and provide proof of liability insurance prior to beginning practicum and/or internship. Insurance must remain active during the entire period of practicum and internship. Liability insurance is available free to students with paid membership to the American School Counselor Association as well as the American Counseling Association. In addition, teacher associations and other professional groups provide group liability insurance. A background check must be submitted prior to the beginning of the semester. It is the student's responsibility to ensure these documents are renewed if they expire.
8. Candidates may change sites only after consultation and with approval of the appropriate Practicum/Internship Coordinator.
9. Successful completion of COUN 693 Practicum is required to enroll in COUN 695 Internship.

### **Practicum/Internship Student Professional Role and Responsibilities**

1. Adhere to the ethical guidelines of the American Counseling Association, American Mental Health Counselors Association, and/or the American School Counselor Association at all times.
2. Follow all protocols, rules, and policies of the site.
3. Consult with site supervisor and/or university supervisors as needed.
4. Actively participate in weekly supervision with site supervisors, doctoral student supervisors, and the group supervision class.
5. Adhere to the hourly guide lines stated in the contract.
6. Complete necessary evaluations and weekly counseling logs.
7. Maintain active professional liability insurance.
8. A background check must be submitted to the program coordinator before beginning practicum.

### **Doctoral Student Supervisor Responsibilities**

1. Meet all doctoral program requirements for eligibility to provide supervision to master's students.
2. Provide weekly individual and/or triadic supervision with assigned students.
3. Participate in mid-term and final evaluations of students, completing appropriate evaluation forms for submission to the assigned Practicum/Internship instructor.
4. View video recordings of supervisee work.
5. Meet weekly with the appropriate Practicum/Internship instructor.
6. Follow through with supervisory recommendations and guidelines.

## **Practicum Hours Requirements**

Practicum students are required to complete a minimum of 100 clock hours during the practicum experience, 40 direct service hours and 60 indirect service hours. Direct service hours may include individual, group, couples, and family counseling as well as presentation of classroom guidance lessons. Indirect service hours may include treatment planning and documentation, supervision, outreach, training, and administrative duties.

The time commitment for practicum is approximately 12 to 20 hours per week, and time on site will be scheduled in collaboration with the site supervisor. From time to time, practicum students may be asked to provide additional hours on site for special events or situations.

## **Internship Hours Requirements**

Internship students are required to complete a minimum of 600 clock hours during the internship experience, 240 direct service hours and 360 indirect service hours. Direct service hours may include individual, group, couples, and family counseling as well as presentation of classroom guidance lessons. Indirect service hours may include treatment planning and documentation, supervision, outreach, training, and administrative duties.

The time commitment for Internship is approximately 30 to 40 hours per week and time on site will be scheduled in collaboration with the site supervisor. From time to time, internship students may be asked to provide additional hours on site for special events or situations.

## **Application Instructions**

The Practicum /Internship Application (see p. 12) is to be completed by the candidate and submitted to the Practicum/Internship Coordinator by mid-term of the semester prior to beginning practicum/internship.

The Site Agreement (p. 18) and Supervisor Information Sheet & Resume (p. 13) is to be completed by the candidate and submitted to the Prac/Intern Coordinator by the end of the semester prior to beginning practice.

Professional liability insurance is required for all candidates. Proof of insurance must be submitted to the Prac/Intern Coordinator before any candidate may begin practice. A background check is required.

Failure to complete and/or submit the forms on time will delay the candidate's progress and may delay the candidate one (1) year in beginning practice.

## **Impairment and Professionalism**

Some of your internship experiences may trigger emotional and/or behavioral responses outside of your everyday experiences. At times you may feel some deeper emotional experiences that interfere with your ability to be an effective counselor and which may benefit from counseling or other therapeutic interventions. Internship is not an appropriate forum to share these experiences. Should you have these types of emotional experiences you are expected to seek professional services (i.e., University Counseling Center or private services). In the event that your instructors believe that you are having these types of experiences during internship in ways that interfere with your ability to be an effective counselor, we are ethically and legally bound to take steps to protect you and possibly make disclosures



of your situation to faculty, site supervisors, and/or administration. In addition, we may initiate student retention and remediation procedures described in the program manual should we deem the experiences to be impeding your performance as an internship student. Failure to follow the ACA Code of Ethics is also a form of impairment and will result in remediation procedure outlined in the program manual.

Professional behavior is also expected of interns. This includes being on time for class and supervision, being on time for appointments, professional management of schedule changes and cancellations, professional dress, professional interactions with colleagues, and so forth.

## **Practicum and Internship Forms**

*The following are the required forms to be completed and submitted to the appropriate Practicum/ Internship Coordinator for review and placement in your permanent student file. A checklist is provided to help you stay organized.*

## Checklist for Practicum & Internship

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Academic Year \_\_\_\_\_ Program Track: \_\_\_\_\_

	Date Complete	Initials
<b>Pre-Practicum</b>		
Background Check (renew yearly)		
Proof of Liability Insurance (renew yearly)		
<b>Practicum</b>		
Practicum Application		
Site Supervisor Information Sheet & Resume		
Supervision Agreement		
Site Agreement		
Group Counseling Verification *		
Site Supervisor Completion of Online Training Module (Supervisor completes on Blackboard, provide a printed copy)		
Site Visit Verification		
Midterm Evaluation by Site Supervisor**		
Midterm Evaluation by Practicum/Internship Course Instructor		
Final Evaluation by Site Supervisor		
Final Evaluation by Practicum/Internship Course Instructor		
Signed Final Log Sheet (all hours accrued during practicum)		
<b>Internship</b>		
Internship Application		
Site Supervisor Information Sheet & Resume		
Supervision Agreement		
Site Agreement		
Group Counseling Verification *		
Site Supervisor Completion of Online Training Module (Supervisor completes on Blackboard, provide a printed copy)		
Site Visitation Verification Form		
Midterm Evaluation by Site Supervisor*		
Midterm Evaluation by Practicum/Internship Course Instructor		
Final Evaluation by Site Supervisor		
Final Evaluation by Practicum/Internship Course Instructor		
Signed Final Log Sheet (all hours accrued during internship)		

\*During *either* the practicum or internship, students must lead or co-lead a counseling or psycho-educational group (CACREP Section 3).

\*\*All completed evaluations must be printed and added to this file.

## Application for Practicum & Internship

### Student Information:

Applying for (check one): \_\_\_\_\_ Practicum (COUN 693)      \_\_\_\_\_ Internship (COUN 695)

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_ Email: \_\_\_\_\_

Phone: (Cell) \_\_\_\_\_

(Work) \_\_\_\_\_

Professional Memberships(s): \_\_\_\_\_

Professional Insurance C. Name & Policy #: \_\_\_\_\_

### Academic Program Status

Completion of all listed coursework with a grade of B- or higher is required to begin the practicum/internship experience.

Course Number	Course Name
COUN 672	Issues and Ethics in Counseling
COUN 670	Multicultural Counseling
COUN 643	Group Procedures
COUN 683	Counseling Theory I
COUN 630/612	Foundations of School/CMHC
COUN 690	Counseling Skills

## Site Supervisor Information Sheet

*Attach Supervisor's resume to this form*

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Site Name \_\_\_\_\_

Site Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Site Supervisor's Name \_\_\_\_\_

Title of Site Supervisor \_\_\_\_\_

Email of Site Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Supervisor's Education Degree \_\_\_\_\_

Supervisor's Years of Experience as a Counseling Professional \_\_\_\_\_

Does the supervisor meet the minimum qualifications? (respond yes or no)

\_\_\_\_\_ A minimum of a master's degree in counseling or related profession

\_\_\_\_\_ relevant licensure and/or certifications

\_\_\_\_\_ Minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled

\_\_\_\_\_ Knowledge of the program's expectations, requirements, and evaluation procedures for students

\_\_\_\_\_ Relevant training in counseling supervision

Supervisor's Licensure and/or Certifications (Check all that apply)

\_\_\_\_ Mississippi LPC

\_\_\_\_ National Certified Counselor

\_\_\_\_ Mississippi LPC-S

\_\_\_\_ National Clinical Mental Health Counselor

Other: \_\_\_\_\_

Types of Services at Site (Check all that apply)

\_\_\_\_ Individual Counseling

\_\_\_\_ Group Counseling

\_\_\_\_ Family Counseling

\_\_\_\_ Couples Counseling

\_\_\_\_ Play Therapy

\_\_\_\_ Addiction

Other: \_\_\_\_\_

## Supervision Agreement

**Counselor-in-Training:** \_\_\_\_\_

**Practicum/Internship Instructor:** \_\_\_\_\_

**Enrolled in:** \_\_\_\_\_ Practicum (COUN 693) \_\_\_\_\_ Internship (COUN 695)

**Site Supervisor:** \_\_\_\_\_

**Type of Supervision:** \_\_\_\_\_ Individual \_\_\_\_\_ Group \_\_\_\_\_ Both

**Fee per Hour:** \_\_\_\_\_

**Period of Supervision:** \_\_\_\_\_

**Site:** \_\_\_\_\_

### Overview:

In practicum and internship counselors-in-training are engaged in the practice of counseling under the clinical supervision of a faculty member who is fully licensed to practice counseling in the state of Mississippi. Mississippi law prohibits the independent practice of counseling by anyone who is not fully licensed (LPC). It also requires that individuals complete specific supervised counseling practicum, internships and additional practice experiences prior to obtaining a license.

In practicum/internship, clinical supervisors have responsibilities to three constituencies: (1) to the counselors-in-training who are enrolled in practicum/internship; (2) to the clients being served by the counselors-in-training; and (3) to the wider profession. Counselors-in-training benefit from clinical because it assists them in progressing toward their goal of achieving a master's degree in counseling and of eventually being licensed as a professional counselor, because it provides them with the support and "back up" necessary to work with clients facing difficult challenges, and because it assists them in developing their clinical skills and clinical judgment so as to be able to effectively facilitate change in clients.

While providing counseling services, counselors-in-training are practicing on the license of his or her clinical supervisor. The supervisor is responsible for monitoring and promoting the welfare of the clients for whom the counselor-in-training is providing counseling services. In order to do so, the supervisor must be able to trust that the counselor-in-training will keep him/her informed of relevant clinical issues – especially any high risk or potentially high risk situations – and that the counselor-in-training will immediately implement all supervisory directives. One purpose of a supervision contract is to create a specific and binding agreement to this effect.

Another primary focus of clinical supervision is the professional development of the counselor-in-training. Toward this end, clinical supervision deals with the development of the counselor-in-training's clinical skills to facilitate change in clients. This is accomplished through an on-going conversation between the supervisor and counselor-in-training regarding the clients with whom he/she is working and the counselor-in-training's reflections and reactions to the process of counseling.

### **Goals of Supervision:**

In practicum and internship, clinical supervision has several goals. These include:

- Monitoring and promoting the welfare of the clients for whom the counselor-in-training is providing counseling services
- Supporting the development of the counselor-in-training's clinical competence
- Promoting the development of the counselor-in-training's professional identity
- Fulfilling licensure, certification and accreditation requirements for supervised clinical experiences in graduate training programs
- Evaluating the counselor-in-training's competence to practice and readiness to progress to next stages of practice

The counselor-in-training may also identify other individual needs and, based on these needs, other specific goals may be established at the initial supervision session. These should be evaluated at periodic intervals and updated as necessary:

### **Methods of Supervision:**

Clinical supervision involves direct observation of client sessions (both live and videotaped), review of case notes and other written records related to client sessions, review of client evaluations of counseling services, and discussions between the supervisor and counselor-in-training during scheduled supervision sessions.

### **Responsibilities of Counselor-in-Training (Supervisee):**

- Attend all scheduled individual supervision sessions. If the counselor-in-training is unable to attend a scheduled session for individual supervision, it is the responsibility of the counselor-in-training to notify the supervisor at least 24 hours in advance and to re-schedule the supervision within the next 6 calendar days at a time convenient to the supervisor.
- Attend all scheduled group supervision sessions. If the counselor-in-training is unable to attend a scheduled session for group supervision, s/he must arrange to hold group supervision with at least two other counselors-in-training in the same practicum section. This group supervision session must be at least 90 minutes in length, must involve the review of videotaped sessions, and must be held within 6 calendar days of the missed session.
- Come prepared for all supervision sessions, ready to discuss specific cases, clinical issues or other training issues. Any high risk or potentially high-risk situations must be discussed and/or updated in these sessions.
- Display openness to supervision by bringing all videotapes and requested records to supervision sessions; being willing to openly discuss sessions and skills demonstrated; being open to change and alternative methods of practice; demonstrating an integration of

supervision discussions into clinical work with clients; and implementing all supervisory directives.

- Consult the supervisor or, when the supervisor is unavailable, other designated contact persons in cases of emergency.
- Uphold ethical guidelines and professional standards.

### **Responsibilities of Site Supervisor:**

- Attend all scheduled individual and group supervision sessions. In the event that the supervisor is unavailable due to illness or other factors, the supervisor is responsible for arranging supervision back-up.
- Monitor client welfare and safety issues and intervene when necessary.
- Facilitate the development of a safe atmosphere in supervision sessions in order to encourage open reflection and discussion of clinical competence and professional development.
- Observe the counselor-in-training via live observations and review of videotaped sessions
- Review case notes and other records.
- Provide formative feedback and information to support the counselor-in-training's effectiveness with clients.
- Recommend additional readings and supplemental materials to assist the counselor-in-training.
- Challenge assumptions that may interfere with the counselor-in-training's effectiveness.
- Recommend alternative conceptualizations and interventions for the counselor-in-training to consider.
- Issue supervisory directives when appropriate.
- Provide evaluative and formative feedback to the counselor-in-training.

### **Confidentiality:**

Client information and any personal information shared during supervision are considered confidential in accordance with the American Counseling Association's 2014 Code of Ethics. Instances in which the supervisor has concerns about a client's safety to self or others or about child abuse or neglect may require intervention and disclosure. Additionally, the process of the counselor-in-training's work with clients may be shared with others (including administrative supervisors and counseling faculty) for the purposes of consultation, assessment, and evaluation.

### **Evaluation:**

The purpose of clinical evaluation in practicum is to assess the counselor-in-training's level of competence, readiness to progress to the internship phase of the training program, relative strengths and weaknesses as a counselor; and the degree to which he/she met the responsibilities as outlined above. Evaluation is an ongoing process that occurs throughout the semester.

At the end of the established period, the supervisor will prepare a written evaluation of the counselor-in-training's strengths as well as areas needing improvement. The supervisor will share this evaluation with the counselor-in-training and seek his/her feedback and reactions to the evaluation before finalizing it. This final evaluation will become a part of the counselor-in-trainings permanent records in the department.



**Statement of Consent:**

I have read this contract and any questions I may have at this time have been answered to my satisfaction. I understand that the supervision process offers limited confidentiality and that my supervisor has responsibilities not only to support my growth, but also to protect client welfare and to serve as a gatekeeper for the profession. As such, I understand that my supervisor will evaluate me and that the evaluation may impact my ability to enter the profession. I also understand that my supervisor can terminate this contract at any time. If a supervision contract is terminated, I will be unable to see clients for the remainder of practicum and will have the choice of either receiving an F in the class or of voluntarily withdrawing from the course. I agree to participate in this process.

---

Signature of Counselor-in-Training

---

Date

---

Signature of Practicum/Internship Instructor

---

Date

---

Signature of Site Supervisor

---

Date

**The University of Mississippi  
Counselor Education Program  
Practicum & Internship Site Agreement**

This document constitutes an agreement between the University of Mississippi Counselor Education Program and an agency, which will serve as a clinical training site for our students. The terms of this agreement are derived from the Council for Accreditation of Counseling & Related Educational Programs (CACREP) 2016 Standards. Each member involved in this agreement, including a site supervisor, agency director, a counseling master's or Ed.S. student, and a university faculty member will sign the agreement after having read it in its entirety.

**Description of entry-level professional practice:**

Practicum and Internship students are covered by individual professional counseling liability insurance policies while enrolled in practicum and internship. Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students' interactions with clients. Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge are conducted as part of the student's practicum and internship. Students should have the opportunity to become familiar with a variety of professional activities and resources, including technological resources. In addition to the development of individual counseling skills, during *either* the practicum or internship, students must lead or co-lead a counseling or psycho-educational group.

**Description of hours for practicum:**

In accordance with the Council for Accreditation of Counseling and Related Education Programs' (CACREP), students complete supervised counseling practicum experiences that total a minimum of 100 clock hours over a full academic term. Practicum students complete at least 40 clock hours of direct service with actual clients that contribute to the development of counseling skills.

**Description of hours for internship:**

After successful completion of the practicum, students complete 600 clock hours of supervised counseling internship in roles and settings with clients relevant to their specialty area. Internship students complete at least 240 clock hours of direct service.

**Supervision requirements for practicum and internship:**

Practicum and internship students should have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum by (1) a counselor education program faculty member, (2) a student supervisor who is under the supervision of a counselor education program faculty member, or (3) a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement. Practicum students participate in an average of 1.5 hours per week of group supervision on a regular schedule throughout the practicum. A counselor education program faculty member or student supervisor who is under the supervision of a counselor education program faculty member must provide group supervision.

**Description of taping requirement for practicum:**

The University of Mississippi Counselor Education Program requires student to video (or audio with faculty approval) tape sessions with clients. Videotaping provides the highest level of supervision and assists students in their development as professional counselors.

### **Starting/Ending dates for practicum:**

Per CACPEP standards, students must receive weekly group supervision from a site supervisor or a doctoral supervisor-in-training under the direct supervision of a faculty member. Therefore, practicum will begin on the first day of classes and end the last day of classes of the academic semester. Please refer to the Academic Calendar and Syllabi for current semester mid-term and end-of-semester dates. Should students wish to work at a site during times when the university is not in session, they will need to obtain written permission from the Agency Director and site supervisor by having them sign the Site Agreement Addendum.

### **During practicum, the practicum/internship course instructor agrees to:**

1. Provide 1.5 hours of weekly group supervision during the course of the semester and to assign a grade for the course.
2. Notify the student that he or she must adhere to the administrative policies, rules, standards, schedules, and practices of the site
3. Notify the student that he or she must adhere to the ethical codes of the American Counseling Association.
4. Facilitate communication between university and site
5. Be available for consultation with both site supervisor and student

### **During practicum and internship, the site agrees to:**

1. Assign a site supervisor who (1) has a master's degree in an appropriate mental health area, has 2 years post master's degree experience, and who holds appropriate licensure (2) has time for an interest in the training of a counseling student (3) will regularly review student tapes (4) will provide one hour of weekly individual supervision and (5) will complete the on-line Site Supervisor Orientation on Blackboard
2. Provide opportunities for the student to engage in a variety of counseling activities under supervision (see related counseling activities listed below)
3. Provide the student with adequate confidential work space, telephone, office supplies, and support to conduct professional activities
4. Complete the appropriate evaluation forms in accordance with guidelines provided in the on-line Site Supervisor Orientation on Blackboard.
5. Contact the counselor education program practicum/internship course instructor immediately if any problem should arise with the student's performance.

### **Activities on Site (Check all that apply)**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>○ <b>Direct Hours</b></li> <li>○ Individual Counseling</li> <li>○ Group Counseling</li> <li>○ Couples/Family Counseling</li> <li>○ Intake Interviewing</li> <li>○ Psychoeducational Activities</li> </ul> | <ul style="list-style-type: none"> <li>○ <b>Indirect Hours</b></li> <li>○ Staff Meetings</li> <li>○ Individual/Group Supervision</li> <li>○ Outreach Activities</li> <li>○ Data Collection</li> <li>○ Others (Please list below)</li> <li>○ Case Documentation</li> <li>○ Consultation</li> <li>○ Assessment</li> <li>○ Case Staffing</li> </ul> |
|--|--|

*After having read this agreement, all involved parties demonstrate their willingness to adhere to this agreement by signing below. Please keep a copy of this contract for your records.*

Site Supervisor: Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Agency  
Director/Principal: Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Practicum/Internship  
Course Instructor: Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Student: Printed Name: \_\_\_\_\_  
Enrolled in \_\_\_\_\_ Practicum (COUN 693) *or* \_\_\_\_\_ Internship (COUN 695)  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Practicum/Internship Agreement Addendum

During time periods in the academic year when The University of Mississippi is not in session, students may work at their sites and accrue hours if the following conditions are agreed upon:

1. The site agrees to provide sole supervision during these times.
2. The university agrees to provide back-up consultation as needed.
3. The site understands that, during these times, students are not under the jurisdiction of The University of Mississippi and the university assumes no responsibility to students including supervision, liability, and so forth, except as outlined above.
4. Students may accrue practicum/internship hours only if the above criteria have been met and written agreement has been documented below.

After having read this contract addendum, all involved parties demonstrate their agreement to adhere to this contract by signing below. Please keep a copy of this contract for your records.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Agency Printed Name: \_\_\_\_\_

Director/Principal:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Practicum/Internship Printed Name: \_\_\_\_\_

Coordinator:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Student:

Email: \_\_\_\_\_

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

Enrolled in \_\_\_\_\_ Practicum (COUN 693) *or* \_\_\_\_\_ Internship (COUN 695)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



## GROUP COUNSELING VERIFICATION

DEPARTMENT OF LEADERSHIP AND COUNSELOR EDUCATION  
THE UNIVERSITY OF MISSISSIPPI

COUNSELOR-IN-TRAINING (CIT) \_\_\_\_\_ SEMESTER: \_\_\_\_\_

GROUP SITE: \_\_\_\_\_ K-12 SCHOOL \_\_\_\_\_ COMMUNITY/AGENCY \_\_\_\_\_ COLLEGE/UNIVERSITY

SITE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

BRIEF DESCRIPTION OF GROUP(S): \_\_\_\_\_

FREQUENCY AND DURATION OF GROUP MEETINGS: \_\_\_\_\_

GENERAL DEMOGRAPHICS OF GROUP MEMBERS: \_\_\_\_\_

NAME OF PERSON PROVIDING ON SITE SUPERVISION: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DEGREE/CERTIFICATIONS/LICENSE: \_\_\_\_\_

DAYS/TIMES THAT SUPERVISION BE PROVIDED EACH WEEK: \_\_\_\_\_

“I agree to co-facilitate the above group(s) for \_\_\_\_\_ sessions from \_\_\_\_\_ (date of 1<sup>st</sup> session)  
to \_\_\_\_\_ (date of last session).”

\_\_\_\_\_  
COUNSELOR-IN-TRAINING SIGNATURE

\_\_\_\_\_  
DATE

The following on-site supervisor has contracted with me to provide my supervision by signing below:

“I agree to supervise \_\_\_\_\_ for the required group counseling experience.”

\_\_\_\_\_  
ON SITE SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FACULTY SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE

## Site Visit Verification

Site Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Course: \_\_\_\_\_ COUN 693 \_\_\_\_\_ COUN 695      Semester: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer

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

Does the supervisor do the following?

Conduct weekly supervision sessions with intern	Yes	No	Comments:
---	-----	----	-----------

View video recordings of sessions	Yes	No	Comments
-----------------------------------	-----	----	----------

Complete written evaluations	Yes	No	Comments:
------------------------------	-----	----	-----------

Provide adequate space for counseling	Yes	No	Comments:
---------------------------------------	-----	----	-----------

Allow student to accrue direct counseling hours	Yes	No	Comments
---	-----	----	----------

Other: _____	Yes	No	Comments:
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The supervisor recommends the following:

\_\_\_\_\_

\_\_\_\_\_

The supervisor would like assistance with:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Practicum/Internship Instructor

\_\_\_\_\_  
Date



# Practicum Internship Skills Survey

*This tool is used to evaluate counseling students' development throughout the program.*

1 – Below expectations

2 – Meets expectations

3 – Exceeds expectations

- ✓ Attending Skills
  - Body language and appearance
  - Eye contact
  - Use of encouragers
  - Vocal tone
  - Verbal tracking
- ✓ Basic Listening
  - Paraphrasing
  - Empathy
  - Summarizing
  - Attentive to relevant content
- ✓ Relationship
  - Immediacy
  - Confrontation
  - Intentionality
  - Self-disclosure
- ✓ Therapeutic environment
  - Expresses care/concern
  - Demonstrates respect for the client
  - Addresses clients problems
  - Demonstrates presence
  - Collaborative relationship for goals and tasks
- ✓ Professional disposition
  - Ethics
  - Professional behavior
  - Boundaries
  - Professional responsibilities
  - Multicultural competence
  - Personal wellness
  - Maturity
  - Respect for learning environment
- ✓ Use of Supervision
  - Open to accepting feedback
  - Willing to provide feedback
  - Engages in professional development
  - Demonstrates counselor identity
- ✓ Skills: School Counseling (Practicum and Internship only)
  - Implementation of guidance activities/curriculum planning
  - Provides guidance to students for educational planning
  - Engages students in college and career readiness
  - Supports accountability efforts in the educational environment
  - Engages in system support at an appropriate level
  - Advocates for the role of professional school counselors
- ✓ Skills: Clinical Mental Health Counseling (Practicum and Internship only)
  - Diagnosis
  - Treatment planning
  - Utilization of treatment modalities
  - Case management
- ✓ Skills: Counselor Education (Adv. Practicum and Internship only)
  - Open to accepting feedback
  - Willing to provide feedback
  - Engages in professional development
  - Demonstrates counselor identity
  - Implementation of guidance activities/curriculum planning
  - Provides guidance to students for educational planning
  - Engages students in college and career readiness
  - Supports accountability efforts in the educational environment
  - Engages in system support at an appropriate level
  - Advocates for the role of professional school counselors
  - Implementation of academic, social, and career programs for higher education
  - Engages in mental health practices specific to higher education
  - Supports efforts for addiction prevention and intervention
  - Advocates for violence prevention



DEPARTMENT OF LEADERSHIP & COUNSELOR EDUCATION

COUN 695 - INTERNSHIP HOURS LOG SHEET

Counselor-In-Training

Semester

Activity	Week Number:															Total Hours Per Activity
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Counseling – Individual (direct)																0
Counseling – Group (direct)																0
Psychoeducation (direct)																0
Consultation (direct)																0
Individual Site Supervision																0
Individual COPE Supervision																0
COPE Group Supervision																0
Supervision of Group																
Peer Observation/ Feedback																0
Tape Review/Session Preparation																0
Recordkeeping/Report Writing																0
Reading/Research																0
Professional Development																0
Making Referrals																0
Other:																0
Total # Direct Hours																0
Total # Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Counselor-in-training signature

Date

Site Supervisor signature

Date