



HARDING
UNIVERSITY

Department of
Mental Health and Wellness

FIELD EXPERIENCE HANDBOOK

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Section 1: Checklist for Preparing for Practicum and Internship in Counseling. Be sure you complete all of the following steps:

- _____ 1. Obtain the Field Experiences Handbook.
- _____ 2. Fill out the Counseling Practicum/Internship form **at least 1 month** before beginning each internship.
- _____ 3. Obtained malpractice insurance and submit a copy of the certificate as evidence of coverage.
- _____ 4. Thoroughly read this handbook.
- _____ 6. Make an appointment and complete an interview with an on-site supervisor and have the supervisor complete the **Site Supervisor Qualification form** and **Acknowledgement of Site Supervisor Responsibilities/Orientation form** by the first day of class. (See Field Site Guidelines for Counselor Interns and Practicum Students in this handbook.)
- _____ 7. Once a site has been chosen, complete supervision agreement with site supervisor.
- _____ 8. Attend the practicum/internship orientation.

Section 2: Application Guidelines for Counseling Practicum and Internships

Counseling graduate students should carefully read and follow the guidelines described here. Failure to follow these guidelines may result in delays in enrolling for Practicum and Internship.

- Obtain a copy of this handbook. Familiarize yourself with the information in the handbook.
- Students will be required to obtain and hold their own student professional liability insurance prior to beginning the field placement experience. Practicum and Internship courses will each require submission of proof of current insurance. Students may obtain student professional liability insurance as part of student membership in organizations such as ACA and ASCA. Students are responsible to carefully review the benefits to verify student professional liability insurance is included as part of membership.
- Students are required to submit proof of current insurance through submission of a Certificate of Insurance which shows a policy number, dates of policy, and the student's name. The Certificate of Insurance must be on file for protection of the student and the university during clinical practice. It is the student's responsibility to obtain and submit this detailed document. If the professional organization does not provide personalized certificates for student memberships, then students may submit the current membership card AND the generic, non-personalized Certificate of Insurance. Typically, student malpractice insurance should be less than \$75 for a year of coverage.
- Consult the **Practicum and Internship Field Site Directory** which contains information on approved practicum/internship sites. If the site and/or the potential supervisor in which you are interested are not listed in the **Practicum and Internship Field Site Directory**, contact the instructor, or Field Experiences Director, **Marc Fager** at 501-279-5864.
- Must complete the **Practicum/Internship Orientation** online.
- Registration: Students will register for Practicum in Counseling (COUN 6270– MFC Prac; COUN 6470 CMHC Prac; COUN 6670 – SC Prac, for the first field experience. After successful completion of practicum, students should register for internship: COUN 6480/6481 for CMHC track; 6280/6281 for MFC track, and COUN 6680/6681 for SC track.
- Students must complete a total of 6 semester hours in Internship Counseling (COUN 6480/6481 & 6680/6681, usually divided into 3- or 6 -hour courses across 1 or 2 semesters. MFC students must take 6 hours of internship over two semesters. For LMFT licensure, MFC students must have 100 hours of MFC supervision over the practicum/internship experience and 100 of the direct hours must be relational.
- After choosing a site location, students will fill out the online student form at <https://www.harding.edu/practicum--internships> (this form must be filled out at least one month before you start practicum or internship.)
- [Practicum and Internship Form](#)
- After choosing a site location, the **Site Supervisor Qualification form** and **Acknowledgement of Site Supervisor Responsibilities/Orientation form** must be filled out online by the supervisor. www.harding.edu/supervisors
- **Students must complete a Practicum/Internship Supervision Agreement** with their site supervisor. When

completed and approved, you may begin logging hours to complete your practicum/internship.

Preparation Steps for Advanced Internship (7870):

- Obtain a copy of this handbook. Familiarize yourself with the information in the handbook.
- Students will be required to obtain and hold their own student professional liability insurance prior to beginning the field placement experience. Practicum and Internship courses will each require submission of proof of current insurance. Students may obtain student professional liability insurance as part of student membership in organizations such as ACA and ASCA. Students are responsible to carefully review the benefits to verify student professional liability insurance is included as part of membership.
- Students are required to submit proof of current insurance through submission of a Certificate of Insurance which shows a policy number, dates of policy, and the student's name. The Certificate of Insurance must be on file for protection of the student and the university during clinical practice. It is the student's responsibility to obtain and submit this detailed document. If the professional organization does not provide personalized certificates for student memberships, then students may submit the current membership card AND the generic, non-personalized Certificate of Insurance. Typically, student malpractice insurance should be less than \$75 for a year of coverage.
- Consult the **Practicum and Internship Field Site Directory** which contains information on approved practicum/internship sites. If the site and/or the potential supervisor in which you are interested are not listed in the **Practicum and Internship Field Site Directory**, contact the instructor, or Field Experiences Director, **Marc Fager** at 501-279-5864.
- Must complete the **Practicum/Internship Orientation**.
- Registration: Students will register for COUN 7480 Advanced Counseling Internship. Students should register for COUN 7480 only after completion of the Master's Degree or after the completion of practicum & internship and only with the consent of the Field Experience Coordinator or Department Chair.
- After choosing a site location, students will fill out the online student form at <https://www.harding.edu/practicum--internships> (this form must be filled out at least one month before you start practicum or internship.)
- [Practicum and Internship Form](#)
- After choosing a site location, the **Site Supervisor Qualification form** and **Acknowledgement of Site Supervisor Responsibilities/Orientation form** must be filled out online by the supervisor. www.harding.edu/supervisors
- **Students must complete an Internship Supervision Agreement** with their site supervisor. When completed and approved, you may begin logging hours to complete your practicum/internship.
- For further information on practicum/internship, please contact Dr. Marc Fager at **501 279-5864** or by email at mafager@harding.edu

Section 3: Guidelines for Obtaining a Field Site

- Obtaining a field site is a joint responsibility of the faculty and the student. Counseling faculty will assist prospective counseling interns in obtaining potential practicum/internship sites. However, it is the students' responsibility to research possibilities for a potential practicum/internship. The student is responsible for contacting the university faculty for guidance as needed. Students may request the faculty in charge of practicum/internship placement to make a follow-up contact for obtaining a field site. If the student has been unable to obtain a field site after several interviews, he or she should contact the faculty for further assistance.
- Specific guidelines for prospective counselor interns and practicum students trying to obtain a field site are listed below:
 - A. Identify about three sites where you wish to interview for a field site placement. To be eligible to be a site supervisor, the supervisor must be a Licensed Professional Counselor (LPC), a certified school counselor, or have a Masters in a related field. The supervisor must have a minimum of **two years** of professional experience. The supervisor must be available to supervise the intern a minimum of one hour/week. If the site is an approved site, the student may then schedule an interview at the site.
 - B. Interviews: Make interview appointments with the appropriate contact persons in the field sites you selected.

General instructions for the interview follow:

- Be prepared to talk about your preparation for participation in the internship. For example, take a list of courses that you have already completed or are in the process of completing. Describe any counseling or related experiences you have had. It is advisable to prepare a resume listing your academic preparation as well as other pertinent information about yourself. **Remember that this is a professional interview;** you want to present yourself accordingly.
- Before attending the interview, please read and become familiar with all of the information in this handbook. Please note that when you visit with the field site supervisor, you should let the supervisor know that **you** need to be able to participate (under supervision) in a variety of counseling (individual, group, family) and inter-related experiences (staffing, in-service, workshops, intakes, interviews, assessments, etc.) as appropriate to our training and the site's needs. As part of the field placement experience, students are required to complete **800** hours of client contact. This is a requirement for completion of the program and must be completed before the candidate is allowed to graduate. The client contact hours will be completed over 3 separate courses that include Counseling Practicum, Internship I, and Internship II. Counseling Practicum (COUN 6470 CMHC /COUN 6270 MFC /COUN 6670 SC) is the first course in a two to three semester sequence of structured and supervised clinical experience. Practicum students must have direct counseling/guidance or related experience with clientele on a weekly basis, for a total of **200 hours**. A minimum of **80 direct** hours and no more than **120 indirect** hours can be counted toward these hours during practicum. (MFC practicum students will use these hours as part of their 300 direct systemic hours, 100 of which must be family/relational hours over 3 semesters/12 months of practicum/internship.) A minimum of (1) hour per week of individual supervision on site and/or with approved supervisor and weekly supervision on campus. Individuals seeking MFT licensure will need to maintain a 1/5 supervision/client ratio with the faculty supervisor. This includes individual and an average of 1.5 hours of group supervision weekly throughout the practicum experience. Internship I & II (COUN 6280-6281, COUN 6480-6481, COUN 6680-6681) is a second and/or third semester course taken after the completion of Counseling Practicum (COUN 6470). Students enrolled and seeking degree completion in the PSC and CMHC programs are allowed to take Internship I & II in the same semester. MFC students are

only allowed to take one internship course per semester. Internship students must have direct counseling/guidance or related experience with clientele on a weekly basis, for a minimum of **240 direct** hours and no more than **360 indirect** hours across the internship experience. The required hours must be accrued across Internship I & II. There is not a specified number of client contact hours required for each internship course if taken during different semesters. The total should be at least **600 hours**. (MFC students will use these hours as part of their 300 direct systemic, 100 of which must be family/relational hours over 3 semesters/12 months of practicum/internship.) **In the event that a student has not completed the full 600 hours of client contact required for internship, they will be required to take additional internship classes until the hour requirement for graduation is complete.** A minimum of (1) hour per week of individual supervision on site and/or with approved supervisor and weekly supervision on campus is additionally required. Individuals seeking MFT licensure will need to maintain a 1/5 supervision/client ratio with the faculty supervisor. This includes individual and an average of 1.5 hours of group supervision weekly throughout the practicum experience.

- You may receive and tentatively accept an internship appointment at the time of one of your interviews or the field site interviewer may give you a specific time when he or she will get back to you. Otherwise, you should wait about a week to hear from the site(s), then give them a call and ask about their decision.
- After you have received oral confirmation from the contact person at the field site, you should give this information to your university supervisor. The university supervisor will then contact the field site contact person and make arrangements for a formal, written confirmation of your field site placement. Be sure that you know from the field site contact person(s) when you expect to begin your internship.
- If you have questions, concerns, or difficulties during the above process be sure to contact your assigned university instructor or supervisor.
- During the practicum/internship at your field site, your field site supervisor has supervisory and administrative responsibility for field site activities. Your University faculty instructor will stay in contact with your field site supervisor as necessary and desirable. The faculty instructor will not generally visit your site during your internship, unless this is necessary or desirable, or unless the field site supervisor or you request a visit. At midterm and at the end of the semester, the field site supervisor will complete an evaluation form on your practicum/internship activities. You will also evaluate your own work, the site supervisor's work, and the course instructor's work.
- If special problems or concerns (counseling, supervisory, interpersonal, etc.) should arise during your field site practicum/internship experience, you should inform your faculty instructor immediately. The university instructor is responsible to work with you and your on-site supervisor to properly handle any special problems or concerns.
- At the beginning of your internship semester, the faculty instructor will give you more specific guidelines about the extent to which you are expected to discuss field site issues during on-campus group and individual supervision sessions.

Section 4: Supervision Guidelines for Field Site Supervisors Introduction

These guidelines are designed for field site supervisors who agree to provide supervision to counseling students in the graduate counseling programs at Harding University. The guidelines briefly describe the training/educational objectives of the practicum and internship and the roles and responsibilities of field site supervisors in helping the counselor trainees achieve these objectives.

Site Supervisor Orientation

- The site supervisor will go to www.harding.edu/mhw/supervisors and read through the Student Handbook and the Field Experiences Handbook. They will also submit their Supervisor Evaluation Form on this page as well. After reading through the expectations of students, site supervisors, university faculty, they will read through supervision ratios, forms, and timelines. They will then complete the Acknowledgment of Site Supervisor Responsibilities & Orientation and submit that online.

Introduction to Harding Professional Counseling Program: Clinical and School
Presentation and review of developmental models of supervision for practicum and internship site supervisors

Distribution of Field Placement Experiences Handbook

Review of expectations of students, site supervisors, and university faculty

Review of forms, timelines, and supervision ratios

Question and answer period

General Structure of Practicum/Internship

- As part of the field placement experience, students are required to complete 800 hours of client contact. This is a requirement for completion of the program and must be completed before the candidate is allowed to graduate. The client contact hours will be completed over 3 separate courses that include Counseling Practicum, Internship I, and Internship II.
- **Counseling Practicum** (COUN 6470 CMHC /COUN 6270 MFC /COUN 6670 SC) is the first course in a two to three semester sequence of structured and supervised clinical experience. Practicum students must have direct counseling/guidance or related experience with clientele on a weekly basis, for a total of **200 hours**. A minimum of **80 direct hours** and no more than **120 indirect hours** can be counted toward these hours during practicum. (**MFC practicum** students will use these hours as part of their **300 direct systemic hours, 100** of which must be **family/relational hours** over 3 semesters/12 months of practicum/internship.) A minimum of (1) hour per week of individual supervision on site and/or with approved supervisor and weekly supervision on campus. Individuals seeking MFT licensure will need to maintain a 1/5 supervision/client ratio with the faculty supervisor. This includes individual and an average of 1.5 hours of group supervision weekly throughout the practicum experience.
- **Internship I & II** (COUN 6280-6281, COUN 6480-6481, COUN 6680-6681) is a second and/or third semester course taken after the completion of Counseling Practicum. Students enrolled and seeking degree completion in the PSC and CMHC programs are allowed to take Internship I & II in the same semester. MFC students are only allowed to take one internship course per semester. Internship students must have direct counseling/guidance or related experience with clientele on a weekly basis, for a minimum of **240 direct hours** and no more than **360 indirect hours** across the internship experience. The required hours must be accrued across Internship I & II. There is not a specified number of client contact hours required for each internship course if taken during different semesters. The total should be at least **600 hours**. (**MFC** students will use these hours as part of their **300 direct systemic, 100** of which must be **family/relational hours** over 3 semesters/12 months of practicum/internship.) In the event that a student has not completed the full 600 hours of client contact required for internship, they will be required to take additional internship classes until the hour requirement for graduation is complete. A minimum of (1) hour

per week of individual supervision on site and/or with approved supervisor and weekly supervision on campus is additionally required. Individuals seeking MFT licensure will need to maintain a 1/5 supervision/client ratio with the faculty supervisor. This includes individual and an average of 1.5 hours of group supervision weekly throughout the practicum experience.

- The Department of Mental Health and Wellness provides a blanket professional liability insurance policy providing coverage for full-time faculty as well as students enrolled in practicum, internship, courses requiring client contact, and university-related counseling activities. This coverage only extends to the Department of Mental Health and Wellness approved activities and does not extend to outside student/faculty employment or volunteerism.

Minimum Counseling Supervisory Requirements

- Counseling Practicum (COUN 6470 CMHC /COUN 6270 MFC /COUN 6670 SC) is the first course in a two to three semester sequence of structured and supervised clinical experience. Practicum students must have direct counseling/guidance or related experience with clientele on a weekly basis, for a total of **200 hours**. A minimum of **80 direct hours** and no more **than 120 indirect hours** can be counted toward these hours during practicum. (MFC practicum students will use these hours as part of their **300 direct systemic hours, 100** of which must be family/relational hours over 3 semesters/12 months of practicum/internship.) A minimum of (1) hour per week of individual supervision on site and/or with approved supervisor and weekly supervision on campus. Individuals seeking MFT licensure will need to maintain a 1/5 supervision/client ratio with the faculty supervisor. This includes individual and an average of 1.5 hours of group supervision weekly throughout the practicum experience.
- Internship I & II (COUN 6280-6281, COUN 6480-6481, COUN 6680-6681) is a second and/or third semester course taken after the completion of Counseling Practicum. Students enrolled and seeking degree completion in the PSC and CMHC programs are allowed to take Internship I & II in the same semester. MCFC students are only allowed to take one internship course per semester. Internship students must have direct counseling/guidance or related experience with clientele on a weekly basis, for a minimum of 240 direct hours and no more than 360 indirect hours across the internship experience. The required hours must be accrued across Internship I & II. There is not a specified number of client contact hours required for each internship course if taken during different semesters. The total should be at least 600 hours. (MCFC students will use these hours as part of their 300 direct systemic, 100 of which must be family/relational hours over 3 semesters/12 months of practicum/internship.) In the event that a student has not completed the full 600 hours of client contact required for internship, they will be required to take additional internship classes until the hour requirement for graduation is complete. A minimum of (1) hour per week of individual supervision on site and/or with approved supervisor and weekly supervision on campus is additionally required. Individuals seeking MFT licensure will need to maintain a 1/5 supervision/client ratio with the faculty supervisor. This includes individual and an average of 1.5 hours of group supervision weekly throughout the practicum experience.
- The Advanced Internship students must accumulate a total of **100 hours** of counseling experience for every *1 hour of credit*. A minimum of **40 hours of direct** service work with clients and a minimum of **60 hours of indirect hours** are required.
- The direct hours may include: guidance curriculum (e.g., classroom guidance activities, group activities), responsive services (e.g. individual counseling, small group counseling, crisis counseling, consultation, referral), and individual planning (e.g., individual appraisal, individual

advisement, placement), and Individual and Group Counseling/Therapy

- Of the remaining hours, time spent in activities that are directly beneficial to a client or group of clients you are serving and/or part of the expected daily routine of the practicum/internship site(s) are suitable to count toward these remaining hours. Time spent in travel, on lunch, or time spent in other classes (other than practicum and internship) are examples of hours that do not count. If you have any questions as to what hours are suitable please contact your instructor as soon as possible to ensure hours are counted properly. Please exercise good judgment in what you choose to count, as final judgment will rest with the instructor.
- All interns and practicum students must have the opportunity to provide on-going counseling or counseling related services with at least 2-3 clients over at least several sessions. Interns should not be restricted to only intake interviews but should have the opportunity to engage in the full range of service activities that the field site offers to clients.
- Beyond these minimums, the intern should be given as much opportunity as possible for substantial counseling and counseling related activities.
- All practicum and internship students must receive an average of at least one hour per week of individual supervision from a qualified supervisor.

Goal and Objectives of the Supervised Field Practice in Counseling

In addition to supplementing and enriching classroom experiences, the supervised field experience is a method of training characterized by "doing." These experiences introduce and engage the counselor trainee in activities and judgments fundamental to counselors' regular professional responsibilities.

Goal

The goal of the practicum/internship is to provide the student a transitional counseling experience by engaging in a practical, day-to-day work scheduled under the close supervision of a competent counselor who can assist the student in refining professional skills, according to their level of development, while still working in a learning situation. For practicum and internship students, this goal is understood in terms of entry-level professional competencies. A very significant factor in the success or failure of an intern's field experience is the quality of supervision.

Sensitivity to the professional needs and the particular personality of the trainee is recommended to create and foster an atmosphere facilitating professional growth. The field experience emphasizes the importance of: working with actual cases in a variety of environments to provide better understanding of services and professional conduct; and training that remains educational in purpose, but is, by school/school district or institutional standards, productive.

Thus, through the joint efforts of the Harding University faculty, the counselor trainee, and the school/school district/institution supervisor, the trainee is supported in becoming a knowledgeable, skilled and disciplined counselor.

Objectives

The type of professional skill refinement the faculty hopes to observe in the trainee is suggested in the following objectives.

The intern/practicum student will demonstrate, in accord with his or her level as a master's student:

Counseling orientation and task competencies in accord with master's program level

Essential professional identity and ethical code competencies

Interviewing and counseling (theory and practice) competencies in accord with master level program

Assessment and appraisal skills in accord with master's level and program concentration

Essential vocational evaluation and adjustment competencies (school counseling interns and others in accord with programmatic concentration)

Essential case management competencies including knowledge of available reference and resources

Consultation and coordination and psycho-educational competencies according to the nature of the intern's program emphasis and field site placement

Roles and Responsibilities

- Field site supervisors are responsible for having knowledge of the goals and philosophies of the counseling profession and being supportive of these in their interaction with the counselor trainee.
- Since each student varies in personal and educational readiness, the site supervisor should clarify counseling, consultation, and coordination responsibilities and expectations with the counselor trainee. The site supervisor must provide the student a minimum of one hour/week individual supervision. The content and process of the supervision is determined on an individual basis between the student and the supervisor. University supervision will also be provided on a group basis during the bi-weekly seminar meetings and at times individually for practicum students.
- The University recommends that the overall sequence of supervised field experiences be divided into three major phases: (1) orientation, (2) observation, and (3) participation. For master's practicum students, in particular, (that is, those in their first semester of field experience), activities should begin with orientation and observation. For interns (those in their second or third semester of field experience), the bulk of experiences should be in the participation category. These categories of experiences no doubt will overlap.
- The following activities, listed according to phase, are suggestions for the field site supervisor in planning the student's program. The school/institution of each specific field setting and the past experience and knowledge of the supervisor may alter the procedures.

Orientation

Physical Facilities (Tour of physical plant)

Counseling, clinical, guidance facilities

Files: charts, case folders, records, etc.

Supply room: supplies, equipment, forms, etc.

Reference/material: library, manuals, technical dictionaries, occupational information, assessment/testing materials, etc.

Site Features and Services

History of school/clinic/institution

Support or income structure

Overview of placement site

Administrative organization

Acceptance or admission policy

Referral sources

Client/Student population

Reporting and statistical procedures

Policy regarding confidentiality

Site Routines and Office Regulations

Hours of work

Lunch times

Breaks

Holidays

Use of the telephone

Use of equipment and clerical personnel
Travel expenses
Signing in and out
School or agency report schedules and their significance in school administration

Staff (Introduction to)
Managerial
Professional
Clerical
Personal interviews with administrator and department heads

Clients
On-site supervisors may select several typical cases, current or closed, for study or analysis, as illustrations of school/institution function, clients served, and the counselor role.

Observation
Interviewing
Intake or screening interviews
Counseling/therapy interviews
Interviewing involving clients differing as to disability, background, etc.

Procedures Involved in Assessment and Appraisal
Psychological
Educational
Career Development
Social

Within school or clinic Case Conferences

Staff Meetings
Administrative
In-service training

Medical, Psychiatric, Psychological, Educational, and Social Work Consultations

Case Recording (Forms 11, 12, 13, & 14) and Recordkeeping (Forms 15 & 16)

Counselor "Field" Rounds (Provision of services)
Classroom visits
Community and school resources
State employment services
Rehabilitation centers
Workshops, etc.

Coordination and consultation activities as these are appropriate to the intern's program emphasis and the nature of the school/institution.

Participation

With Clients

Developmental guidance lessons and large group guidance activities

Interview: screening, intake, counseling and planning

Counseling: individual, group, and/or family

Assessment and appraisal

Follow-up

With Other Placement Site Personnel

Individual consultation with other professional personnel

Staff/administrative meeting

Counselor meeting

Coordination activities

Criteria for Client Case Selection

- It is the faculty's belief that cases of maladjustment and mild dysfunctions are best for practicum students. Cases that are typically representative of those served in the school are appropriate for interns. It might be best to choose cases with a minimal number of reality limitations (e.g., limited time available for appointments, resistance to come on the part of the client) so that students can accrue experience on a consistent basis.
- A balance of new and old cases could give the counselor trainee experience with the various stages of counseling.
- The cases selected need to have some prospect for change or movement so that the trainee experiences some degree of success. It would be best if the nature of the problem is such that the trainee and client can work through to the solution and develop a plan of action.
- As the trainee gains self-confidence and skill, increasingly complex cases can be assigned.
- The cases selected might best be those that the on-site supervisor can use for instructive purposes.
- The selection of cases is best based on whether they challenge, but do not overwhelm, the professional development of the counselor trainee.

Counselor Trainee's Role

- Trainees should arrange their work schedule to conform to school/school district/clinic requirements, precedence being given only to attendance at University classes in which they are enrolled. The school or institution regarding dress, time of arrival, and departure, confidentiality of information, holiday and "coffee break" time, notification in case of illness, etc., should be followed.
- Trainees are expected to engage in all of the activities normally engaged in by the school's or institution's staff and counselors at a level commensurate with their experience and responsibility. Although school/institution/clinic personnel would retain ultimate responsibility for case disposition, interns should be encouraged to exercise independent judgment as often as possible.

Site Supervisor's Role

- It has been found that supervised field experience is most effective for the counselor trainee and the school/institution if a qualified and interested staff counselor/supervisor is appointed to oversee the trainee's work and provide general guidance. Only a person in the setting can

really understand the problems encountered and can evaluate the trainee's work on the basis of practical experience. For example, a supervisor would be beneficial to the trainee in helping to explore general reactions to the various roles a counselor is asked to assume and to follow school/school district policies and procedures, in discussing present and new cases, and in adjusting to developments in the field. To this end, it has been found that interns work best if a regular weekly schedule is set each week for supervisor-trainee consultation and if the supervisor is available to the trainee at other times for less formal assistance. The supervisor--as a representative and advocate for the site and the counseling profession --can help the trainee find a series of experiences that would be instructive to the role as counselor. The supervisor can use the trainee's performance in these activities as an objective basis from which to evaluate the trainee at the end of the semester.

University Role

- In addition to the practicum/intern student's field site, the student also spends time in individual supervision with the university supervisor and in-group supervision during class sessions. However, the University delegates supervisory and administrative responsibility for field site activities to the field site supervisor. The University faculty instructor for the practicum/internship will stay in phone contact with the field site supervisor as necessary and desirable. The faculty instructor will not generally visit the field site during the internship, unless this is necessary or desirable, or the field site supervisor or intern requests a visit. At the end of the semester, the field site supervisor will be asked to complete an evaluation form on internship activities. (Copies of this form are given to field site supervisor at the beginning and end of the semester.)
- The University provides regular individual and group supervisory sessions at which the counselor trainees are expected to present and discuss cases accompanied by tape-recorded interviews. If possible, the school/school district/institution or clinic is asked to authorize, with written client permission, the taping of field site counseling sessions for occasional on campus supervision. The site supervisors of the trainees are welcome to attend the on campus group supervisory meetings, especially when their interns/practicum students are presenting cases for discussion. While course guidelines may vary depending on the faculty member teaching the course (or section of the course), the overall objectives are basically the same for all sections of practicum/internship.

Special Problems

If special problems or concerns (counseling/clinical, supervisory, interpersonal, etc.) should arise during the practicum/internship, the site supervisor should contact the University internship faculty instructor immediately, depending on the nature of the problem. It is the responsibility of the University faculty instructor to work with the site supervisor and the intern to resolve any special problems or concerns.

Conclusion

The practicum/internship experience is considered a vital part of the academic programs in counseling at Harding University. It offers the opportunity to put theory into practice and serves as a catalyst for personal and professional growth necessary for entry into the counseling profession.

The University is very grateful for the professional service that site supervisors provide counselor interns in this critical phase of their professional education and training.

Section 5: Summary of Field Site Requirements for Prospective Interns/Practicum Students

Prospective practicum students/counselor interns may use this summary as a quick information guide in their interview with a field site contact person. This summary represents only an excerpt of all requirements and guidelines, which students should be sure to read thoroughly.

- Preferably, interns will work in one site for both semesters of their internship. This enables them to eventually work as a regular staff member and develop ongoing client contact. The specific requirements are as follows:
- After adequate orientation and training, students should be involved in the full range of activities and services offered by the site. The University recognizes that the service will vary depending on the philosophy and goals of the site and the clients served; typically, these services include:

- Individual counseling
- Group/Family counseling
- Career development
- Appraisal and assessment
- Information dissemination
- Staff meetings
- In-service training
- Consulting
- Referral
- Program development and evaluation
- Maintaining records

- During the semester the student is enrolled in practicum, students must spend at least 200 hours in practicum experiences. This includes time spent at the site (11-12 hours per week) and time spent in university individual supervision sessions.
- During the one or two semesters the student is enrolled in internship, students must spend a minimum of **600 hours** at the internship. This includes time spent at the site (29-31 hours per week) and time spent in the classroom seminar and supervision sessions. Interns are also expected to see a minimum of eight clients per week at the field placement. During enrollment in a 6-semester hour internship in which a minimum of **600 hours** is required, 240 hours must be in direct counseling with the remaining **360 in indirect** counseling. The student must counsel at least 3-4 clients as ongoing clients.
- During each semester the student is enrolled in advanced internship, students must complete 50 hours at the internship site(s) per credit hour enrolled, (20 direct and 30 indirect).
- In compliance with the CACREP field placement standards, students are required to conduct video or audio recordings of their field placement counseling sessions. These recordings are used for supervision at the university and should be helpful for the on-site supervisor. Students obtain the recordings in accordance with the field placement's policies regarding recording sessions. Students are not to record client sessions without client consent. Client anonymity is guaranteed. A "Permission to Record" form should be included in the client's file at the internship site.

- All students must receive a minimum of one hour per week of individual supervision from their site supervisor. The site supervisor must have at least a master's degree in counseling, or a related field such as psychology or social work or, an appropriate license or certification, and at least two years of professional supervision experience.
- The on-site supervisor is asked to complete an evaluation form for the student usually in the middle and at the end of each semester. The student is asked to complete an evaluation form on the field supervisor at the middle and end of each term.
- The on-campus faculty member or assistant teaching the course will stay in phone contact with the field site supervisor as necessary and desirable. The faculty member may visit the site during the semester to discuss the student's progress and consider any problems that may arise.
- Students will maintain a log that outlines all practicum and internship activities. (See Section 9, Practicum or Internship Student Record.) The site supervisor will review and sign the log during the semester to verify that the logs are accurate.
- In addition to the on-site activities, students meet as specified in class on campus under the direction of university faculty where cases are discussed and tapes are reviewed. Practicum students also receive individual supervision from the university faculty
- Specific requirements are outlined each semester in the course syllabus.

Section 6: Forms for Practicum, Internship, and Advanced Internship

SAMPLE PRACTICUM & INTERNSHIP FORMS:

1. Limitations of Supervision Statement of Understanding form (*Combined into 1 form online*)
2. Statement of Professionalism Form (*Combined into 1 form online*)
3. Reservation Form (*Combined into 1 form online*)
4. Preferred Site Form (*Combined into 1 form online*)
5. Acknowledgment of Student Responsibilities & Orientation Form (*Combined into 1 form online*)
6. Supervisor Qualification Form
7. Acknowledgment of Site Supervisor Responsibilities & Orientation Form
8. Practicum/Internship/Adv. Internship Supervision Agreement Form
9. Evaluation of Trainee Skills Site Supervisor Evaluation Form
10. Permission to Record Form
11. Recorded Session Self-Critique Form
12. Confidentiality Statement
13. Authorization for the Release of Information Case Presentation Form
14. Time Logs
15. Action Plan Form (**Specific to Adv. Internship**)
16. Case Conceptualization Form (**Specific to Adv. Internship**)
17. Weekly Narrative (**Specific to Adv. Internship**)
18. Leadership Project (**Specific to Adv. Internship**)

Limitations of Supervision Statement (Form 1)

Mental Health & Wellness - Limitations of Supervision Statement of Understanding

(FORM 1)

ACA Code of Ethics, 2014

F.5.b. Impairment

Students and supervisees monitor themselves for signs of impairment from their own physical, mental, or emotional problems and refrain from offering or providing professional services when such impairment is likely to harm a client or others. They notify their faculty and/or supervisors and seek assistance for problems that reach the level of professional impairment, and, if necessary, they limit, suspend, or terminate their professional responsibilities until it is determined that they may safely resume their work.

F.9.b. Limitations

Counselor educators, through ongoing evaluation, are aware of and address the inability of some students to achieve counseling competencies. Counselor educators do the following:

Assist students in securing remedial assistance when needed.

Seek professional consultation and document their decision to dismiss or refer students for assistance.

Ensure that students have recourse in a timely manner to address decisions to require them to seek assistance or to dismiss them and provide students with due process according to institutional policies and procedures.

In recognition that counselors have an ethical responsibility to manage their personal lives in a healthful fashion and to seek appropriate assistance for personal problems or conflicts, I affirm that I have read and understand the above stated supervision limitations. In the event my admission to COUN 6470 or 6480 or 7870 is granted, I accept and understand that I am subject to the above supervision limitations, Harding University's Code of Conduct and the current ACA Code of Ethics while enrolled in COUN 6470, 6480 and 7870. My signature also confirms that I have met requirements listed in this document as pre-requisites to practicum or Internship.

First name:

Last name:

Email:

You will receive an email copy of this form.

I have read and understand the statements above.

THIS MUST BE ON FILE BEFORE YOU BEGIN PRACTICUM OR INTERNSHIP.

SAMPLE FORM.
PLEASE COMPLETE FORM ONLINE ONLY!

Statement of Professionalism (Form 2)

Mental Health & Wellness - Statement of Professionalism

(FORM 2)

Practicum/Internship Syllabus

Objectives, Section K

It is the responsibility of the student to maintain professionalism at all times throughout the semester. This includes demonstrating professional and ethical behavior while in class and while on site. Your faculty supervisor will be contacting your site supervisor throughout the semester to assess your professionalism on site. The student also recognizes that his or her grade will reflect the ability or inability to maintain professionalism while in class and on site throughout the semester.

Practicum/Internship Syllabus

Objective, Section F

ACA Code of Ethics, 2014

A.1.b.Records

It is the responsibility of the student to demonstrate the ability to appropriately prepare clinical documentation throughout the semester. This includes but is not limited to all clinical documentation at your site and completing all assignments and turning them in on time to your faculty supervisor. The student also recognizes that his or her grade will reflect the ability or inability to complete all paperwork in the time constraints identified by the faculty supervisor.

It is the responsibility of the student to secure and maintain a placement for the semester. The student will enlist the help of the faculty supervisor when he or she is not able to find a site in an appropriate amount of time.

My signature also confirms that I have read and understood the Counseling Field Experiences Handbook and this Statement of Professionalism, and that I have received a copy of the Counseling Field Experiences Handbook.

First name:
Last name:
Email:

You will receive an email copy of this form.

I have read and understand the statements above.

THIS MUST BE ON FILE BEFORE YOU BEGIN PRACTICUM OR INTERNSHIP.

SAMPLE FORM.
PLEASE COMPLETE FORM ONLINE ONLY!

Reservation (Form 3)
Practicum
-
Internship
-
Advanced Internship

Practicum or Internship class you need *

- COUN 6470 Practicum: Clinical Mental Health Counseling
- COUN 6670 Practicum: Professional School Counseling
- COUN 6270 Practicum: Marriage, Family, and Mental Health Counseling
- COUN 6280/COUN 6281 Internship: Marriage Family Counseling
- COUN 6480/COUN 6481 Internship: Clinical Mental Health Counseling
- COUN 6680/COUN 6681 Internship: School Counseling
- COUN 7870 Advanced Internship in Counseling

SAMPLE FORM.
PLEASE COMPLETE FORM ONLINE ONLY!

Preferred Site (Form 4)

Mental Health & Wellness - Preferred Site

(FORM 4)

Your Information

First Name:

Last Name:

Email:

You will receive an email copy of this form.

Site:

Have you contacted this site? Yes No

Supervisor #1

Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State <input type="text" value="v"/>	Zip: <input type="text"/>
Email:	<input type="text"/>
Phone #:	<input type="text"/>

[Add another supervisor](#)

[Add another site](#)

SAMPLE FORM.
PLEASE COMPLETE FORM ONLINE ONLY!

**ACKNOWLEDGEMENT OF STUDENT RESPONSIBILITIES &
ORIENTATION (Form 5)**

Mental Health & Wellness - Acknowledgement of Student Orientation and Training

I have thoroughly reviewed both the Student Handbook and The Field Experiences Handbook for Practicum, Internship, and Advanced Internship for the Harding University Professional Counseling Program.

I have completed the student training video.

I know that if I have any questions I am to contact Dr. Marc Fager at Harding University.

First Name:

Last Name:

Email:

You will receive an email copy of this form.

Last 4 Digits of SSN:

SAMPLE FORM.
PLEASE COMPLETE FORM ONLINE ONLY!

Supervision Qualification Form (Form 6)

Mental Health & Wellness - Supervisor Qualification form

Form

SUPERVISOR QUALIFICATION FORM

** This form will be completed each semester (spring, summer, and fall) a student is at a site location, even if they continue at the same site. Update changes as necessary. **

Basic information:

First Name:

Last Name:

Title:

Email:

You will receive an email copy of this form.

Address:

City:

State Zip:

Phone:

Alt. Phone:

Fax:

Semester: Fall

Year:

Students supervising:

SAMPLE FORM.
PLEASE COMPLETE FORM ONLINE ONLY!

**ACKNOWLEDGEMENT OF SITE SUPERVISOR RESPONSIBILITIES &
ORIENTATION (Form 7)**

Mental Health & Wellness - Acknowledgement of Site Supervisor Responsibilities, Orientation and Training

I have thoroughly reviewed both the Student Handbook and The Field Experiences Handbook for Practicum, Internship, and Advanced Internship for the Harding University Professional Cou

I understand that Practicum students must log 200 hours, **80 of which must be direct counseling hours**. I understand that Internship students must log 600 hours, **240 of which must be d** must have 200 relational hours across 12 months. I understand that Advanced Internship students must log 100 hours for every 1 credit hour they take, **40 of which must be direct hours**.

As a site supervisor who is supervising a practicum student, I understand that I need to consult with the student's counselor education program faculty at a minimum of once a month via en if concerns arise. Additional communication (eg. phone call or in person) may be necessary.

I have read through the roles and responsibilities of a site supervisor and understand and agree that I must provide one hour of weekly direct supervisor with my practicum or internship stu through the expectation of students and faculty supervisors and acknowledge that I understand the roles and responsibilities of each member of this educational team.

I have completed the supervision training video.

I have reviewed all forms and acknowledge that I am qualified to supervise practicum or internship students.

I know that if I have any questions I am to contact Dr. Marc Fager at Harding University.

First Name:

Last Name:

Email:

You will receive an email copy of this form.

SAMPLE FORM.
PLEASE COMPLETE FORM ONLINE ONLY!



MENTAL HEALTH AND WELLNESS

**Harding University Graduate Counseling
Practicum/Internship Supervision Agreement (Form 8)**

The purpose of this document is to specify the terms of the agreement that will exist between the Graduate Counseling Program at Harding University and the Practicum/Internship student. The terms of the agreement will be subject to modification and/or amendment only if all parties are of one accord. The specific agreement will exist between, _____ On-Site Supervisor, _____ Program Faculty, and _____, Practicum/Internship student.

Responsibilities of the Practicum/Internship Student

The practicum student shall be responsible for:

1. Completing a minimum of required hours for practicum/internship as described above during the semester you are enrolled.
2. Receiving supervision and instruction in the programs and procedures of maintaining an accurate record as required by the On-Site supervisor and the Counseling Program at Harding University.
3. A log will be maintained of time spent and all practicum/internship activities which will be reviewed on a weekly basis and verified by the On-Site Supervisor’s signature
4. A minimum of 2 digital recordings of counseling sessions will be completed by practicum/internship students.

Responsibilities of the On-Site Supervisor

The On-Site supervisor will serve as consultant and supervisor for the student while the student is on- site. Regular weekly, face to face planning, evaluation, or consultation sessions between the On-Site Supervisor and the student are recommended. Additionally, the On-Site Supervisor will participate in the Midterm and Final Evaluation of the student.

Responsibilities of the University Supervisor

The University Supervisor shall meet with the Practicum student/Intern weekly for the purpose of:

1. Critiquing and discussing the student’s progress on a regular basis;
2. Evaluating and providing feedback of the recorded counseling sessions;
3. Being available to discuss the student’s placement concerns;
4. Evaluating the student’s progress and status of projects;
5. Discussing the timely concerns and issues of the students enrolled in the Practicum/Internship course;

In the unlikely event that a problematic situation occurs between the On-Site Supervisor and the student which is difficult to resolve, either the On-Site Supervisor or the student may contact the student’s University Supervisor or Marc Fager (501) 279-5864; mafager@harding.edu Field Placement Director.

Practicum Student/Intern (date)

Site Supervisor (date)

University Faculty Supervisor (date)

Evaluation of Counselor Trainee Skills (Form 9)

COUN - Evaluation of Counselor Trainee Skills - CMHC - Self Mid-term (Manual Assessment)
Ready
Save and Close

Show Detailed View
See

PENDING

	1.0	2.0	3.0	n/a	
RELATIONSHIP/ATTENDING SKILLS: Listens carefully and communicates an understanding of the client. 1.0			●		Comment...
RELATIONSHIP/ATTENDING SKILLS: Is genuine and warm with client. 1.0			●		Comment...
RELATIONSHIP/ATTENDING SKILLS: Is immediate with the client. 1.0			●		Comment...
RELATIONSHIP/ATTENDING SKILLS: Is respectful of, and validates, the client 1.0			●		Comment...
RELATIONSHIP/ATTENDING SKILLS: Is appropriate regarding the cultural context of the client. 1.0			●		Comment...
RELATIONSHIP/ATTENDING SKILLS: Is appropriate regarding the developmental context of the client. 1.0			●		Comment...
RELATIONSHIP/ATTENDING SKILLS: Uses interpersonal strengths appropriately, including humor and self-disclosure. 1.0			●		Comment...
RELATIONSHIP/ATTENDING SKILLS: Is comfortable with a variety of feelings and/or issues shared by the client. 1.0			●		Comment...
RELATIONSHIP/ATTENDING SKILLS: Provides support to the client when appropriate 1.0			●		Comment...
RELATIONSHIP/ATTENDING SKILLS: Challenges the client when appropriate. 1.0		●			Comment...
RELATIONSHIP/ATTENDING SKILLS: Tracks the main issues presented by the client. 1.0		●			Comment...

SAMPLE EVAL.
PLEASE COMPLETE ON CHALK & WIRE!

MENTAL HEALTH AND WELLNESS

Site Supervisor Evaluation Form (Form 10)

COUN - Evaluation of Counselor Trainee Skills - CMHC - Site Mid-term (Manual Assessment)
Ready | Save as Draft |

[Show Detailed View](#)

COMPLETE See Single

2.1 (Optional) Final LMS Grade % / 100

	1.0	2.0	3.0	n/a	
RELATIONSHIP/ATTENDING SKILLS: Listens carefully and communicates an understanding of the client. 1.0					Comment...
RELATIONSHIP/ATTENDING SKILLS: Is genuine and warm with client. 1.0					Comment...
RELATIONSHIP/ATTENDING SKILLS: Is immediate with the client. 1.0					Comment...
RELATIONSHIP/ATTENDING SKILLS: Is respectful of, and validates, the client 1.0					Has worked with clients with marked different worldviews and remains respectful and validating of different
RELATIONSHIP/ATTENDING SKILLS: Is appropriate regarding the cultural context of the client. 1.0					Comment...
RELATIONSHIP/ATTENDING SKILLS: Is appropriate regarding the developmental context of the client. 1.0					Comment...
RELATIONSHIP/ATTENDING SKILLS: Uses interpersonal strengths appropriately, including humor and self-disclosure. 1.0					Comment...
RELATIONSHIP/ATTENDING SKILLS: Is comfortable with a variety of feelings and/or issues shared by the client. 1.0					Has worked with clients expressing extreme emotions and has remained non-anxious and professional
RELATIONSHIP/ATTENDING SKILLS: Provides support to the client when appropriate 1.0					Comment...
RELATIONSHIP/ATTENDING SKILLS: Challenges the client when appropriate. 1.0					Comment...
RELATIONSHIP/ATTENDING SKILLS: Tracks the main issues presented by the client. 1.0					Comment...
ASSESSMENT SKILLS: Is able to organize session data into meaningful frameworks. 1.0					Comment...
ASSESSMENT SKILLS: Appreciates cultural and/or developmental issues that may affect assessment. 1.0					Comment...

SAMPLE EVAL.
PLEASE COMPLETE ON CHALK & WIRE!

**Permission to Record Counseling Interviews
(Form 11)**

I hereby give permission to _____,
(Counselor's name)

representing _____,
(Training institution or agency)

to make audio and/or video recordings of our counseling interviews. I understand that these tapes will be used only for the purpose of providing clinical supervision to the counselor-in-training in the above institution/agency. These tapes may be heard or viewed only by professional staff from the agency/school from which I am receiving services. This permission may also include consultation with other mental health professionals, if that seems professionally appropriate. If any other use of the tape(s) is desired by the training institution, I must first be asked for permission and must give that consent separate from this agreement.

(Signature of client)

(Signature of witness)

(Date)

(Date)

(Signature of site-supervisor)

(Date)

If the client is a minor (under 18 years), his or her parent or legal guardian must also sign this agreement.

(Parent or legal guardian)

(Date)

Recorded Session Self-Critique Form (Form 12)

Counselor: _____ Date: _____

Placement: _____

Client*: _____ Sex: _____ Session # _____

*First name only or case number.

Counseling format: Individual _____ Group _____ Family _____ Other _____

Please respond to the following questions for each audio- or videotape of counseling session(s). This form is primarily for training purposes and should not be viewed as an assessment. Include the following:

- Client's presenting problem(s):
- Your theoretical conceptualization of the problem(s)
- Counseling goals/objectives for this session? Explain your rationale for focusing on each.
- Identify verbal or behavioral interventions that facilitated the session.
- Identify any verbal or behavioral interventions that detracted from the session.
- If you could do the session over again, what would you do differently?

MENTAL HEALTH AND WELLNESS

**CONFIDENTIALITY
STATEMENT
(Form 13)**

It is of critical importance that students and clients understand the importance placed on the confidentiality of our meetings. Please be assured that your right to privacy is protected. Information shared during a meeting or counseling session can **only** be shared with appropriate outside party or parties if one or more of the following criteria are met:

1. You sign a written release of information permitting disclosure.
2. You are assessed as being potentially harmful to yourself or others.
3. You reveal current information about abuse or neglect of minors or the elderly.
4. Records are ordered by a court of law.
5. Supervisory Purposes – if your advisor/counselor is in a legitimate training program they may be supervised by an appropriate supervisor via discussion, charts, notes, tests, video and/or audio tape. These meetings are also confidential.

When possible students/clients will be informed before confidential information is disclosed and only essential information will be revealed.

I have read and agree to the limits of confidentiality as described above.

Student/Client Signature

Date

Advisor/Counselor

Date

HARDING
UNIVERSITY

MENTAL HEALTH AND WELLNESS

**Authorization to Release Information
(Form 14)**

I, _____ do hereby authorize _____ to obtain and release confidential/educational information concerning _____ for Legal, Medical, Educational or Psychological purposes.

Consent is subject to revocation at any time, except to the extent that action has been taken thereon.

Student/Client Signature Date

Parent, Guardian, or Date
Authorized Representative of Student/Client

Witness Date

Case Presentation

- 1. Client's presenting problem:**
- 2. Theoretical Conceptualization of problem(s):**
- 3. Counseling goals and objectives:**
- 4. Techniques being used with the client:**

***this must be presented in either oral or written form to the faculty supervisor**

COUN 7870
Advanced Internship Action Plan (Form 15)

Advanced Internship is designed for you as the clinician or the school counselor to further your experience and gain new clinical or school counseling experience. This class may be taken for 1 credit hours. Before beginning the coursework, you will need to meet with your faculty supervisor to fill out the **ADVANCED INTERNSHIP ACTION PLAN**. This plan will identify how you will receive your hours throughout the semester and what specific duties you will need to fulfill.

Action Plan:

1. What track are you completing: _____ Clinical Counseling _____ School Counseling _____ Marriage Family Counseling

2. At what site are you planning to complete your internship:

3. Who is your site supervisor:

4. What area(s) do you plan to focus on throughout the internship:

5. How do you plan on receiving your hours:

6. What will your leadership project be:

7. How many credit hours are you enrolled in for this class:

8. How many hours do you plan on logging throughout the semester:

9. What activities do you plan on completing in order to satisfy your direct and indirect hours?

Based on the number of credit hours for which you are enrolled and the number of hours you will be logging, you and your faculty supervisor will identify the amount of supervision which will be required throughout the semester. This supervision may be done individually with the faculty supervisor or in a group format. You will still need to meet with your site- supervisor weekly. Part of the advanced internship process is to report weekly to your faculty supervisor via Canvas your progress, strengths, and areas of needed growth. You will also be expected to complete a leadership project. The hours that go into that project may be counted as direct and indirect hours. You will also need to submit one recording of a counseling session to be reviewed with your faculty supervisor and complete an evidenced based conceptualization of a client.

This plan will need to be signed by you and the faculty supervisor at the beginning of the semester.

_____	_____
Signature of Student	Date
_____	_____
Signature of Faculty Supervisor	Date

COUN 7870
Advanced Internship:
Case Conceptualization (Form 16)

You must select one client with whom you are working and complete an evidenced-based theoretical conceptualization and treatment course for that client.

The conceptualization should be a 5-6-page paper that will include:

- 1.) A personal background of the client
- 2.) Your theoretical approach
- 3.) A theoretical conceptualization of the client
- 4.) Treatment plan complete with objectives and goal
- 5.) Sources (journal articles and textbooks) and personal input

**WEEKLY NARRATIVE
(Form 17)**

1.) Weekly Progress:

2.) Strengths/Areas of Growth

3.) Plans for Following Week

COUN 7870
ADVANCED INTERNSHIP: LEADERSHIP PROJECT
(Form 18)

Part of this internship experience is completing a leadership project. You will need to select an area of specialty and complete your leadership in one of these areas:

- **Advanced Clinical Practice**
- **Teaching in Higher Education**
- **Advocacy**
- **Research**

The leadership project can include identifying an area of clinical practice with which you have had little experience (couples, family, school counseling, group, etc), and complete a project based on increasing experience in those areas, preparing a lesson plan to present in a section of practicum or internship, volunteering in the community for an underserved counseling population, or completing a research project or literature review in an area of counseling with which you are not familiar.

These projects will need to be approved by your faculty supervisor. You will be allowed to count up to **10 hours of direct service** and **20 hours of indirect service** per credit hour for this project.

This project will include:

- 1.) Identifying your area of specialization
- 2.) A written component which will be specified by you and your faculty supervisor
- 3.) Documentation of hours logged