



# Graduate Program in Counseling

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Practicum & Internship Handbook  
Marriage, Couple, & Family Track

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Graduate Program in Counseling  
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# Table of Contents

Preface.....	<a href="#">3</a>
Mission Statement.....	<a href="#">3</a>
Accreditation .....	<a href="#">3</a>
Critical Competencies .....	<a href="#">4</a>
Practicum & Internship Overview.....	<a href="#">5</a>
Pre-requisites.....	<a href="#">5-6</a>
Professionalism.....	<a href="#">6</a>
Hours Requirements .....	<a href="#">7-9</a>
Finding a Site/Site Supervisor Requirements.....	<a href="#">9-11</a>
Pre-registration.....	<a href="#">11-12</a>
Paperwork Due Dates .....	<a href="#">12</a>
Approval Process and Variations .....	<a href="#">13-14</a>
Registration.....	<a href="#">14-15</a>
Clearances.....	<a href="#">15</a>
Course Requirements .....	<a href="#">15-16</a>
Student Responsibilities.....	<a href="#">16-17</a>
Disciplinary & Professional Conduct Policies.....	<a href="#">17-18</a>
Faculty Qualifications & Responsibilities.....	<a href="#">18-19</a>
Site Supervisor’s Qualifications & Responsibilities .....	<a href="#">19-20</a>
Frequently Asked Questions.....	<a href="#">21-23</a>

**Appendix – includes samples of many forms for your reference.**

*When ready to submit your documentation for practicum or internship, students should refer to the most updated version of these forms available in Canvas.*



## **PREFACE**

The Marriage, Couple, & Family (MCF) Practicum & Internship Handbook and appendix serves as a reference guide regarding the Program's policies, procedures, and services. This handbook is not intended to, nor does it contain the complete and exact text of all rules, regulations, policies and procedures that relate to graduate students. The Messiah University Graduate Student Handbook also contains policies, procedures, and information about services for graduate students and should be used in conjunction with this program-specific handbook. It is not uncommon for individual programs to establish policy and expectations that exceed the minimum standards delineated in the general graduate student handbook. When this occurs, the text of this program-specific handbook supersedes that which addresses the same topic in the general graduate student handbook.

The provisions and requirements stated in the MCF Practicum & Internship Handbook are not considered to be an irrevocable contract between the student and Messiah University. The University reserves the right to amend, revise, or modify content at any time and to revoke any rule, regulation and schedule, both academic and financial, within this publication. Changes will be communicated to all students with the effective date that has been established by the University. The University will endeavor to inform graduate students of any changes. However, it is the students' responsibility to keep themselves appraised of current policy and procedures by referencing the website. Publishing on the [graduate programs website](#) shall be deemed to be reasonable notice of any such change.

## **MISSION STATEMENT**

The mission of the Messiah University Graduate Program in Counseling is to provide curricular experiences and a meaningful learning environment that prepare students to become competent counselors working with a variety of clients in multiple setting. The program is intended to develop students' awareness, knowledge, and skills to serve others through the counseling process and become skilled practitioners with a strong sense of professional and personal identity. To carry out this mission, the Graduate Program in Counseling offers three programs of study; clinical mental health counseling, marriage, couple, and family counseling, and school counseling. All of the programs are facilitated by educators who have experience in the field, set high expectations for students, implement a rigorous standard-based curriculum, and possess a desire to build authentic relationships with students.

## **ACCREDITATION**

All three tracks of Messiah's M.A. in Counseling are accredited by The Council for Accreditation of Counseling and Related Educational Programs. CACREP is the national accrediting agency for graduate-level degree programs in counselor education that demonstrate prescribed levels of academic and professional excellence.

## CRITICAL COMPETENCIES

The Messiah University Counseling Program is committed to ensuring that students from our program are well-suited for the professional demands, roles, and responsibilities of the counseling profession. In order to help assess the students' preparation we have developed four critical competencies that all students must achieve throughout the program:

### The four critical competencies are:

1. **Quality of work** including:
  - a. the student's timely completion of all work
  - b. the student completes the course at a satisfactory level (B or better)
  - c. the student's ability to work collaboratively and cooperatively with others
  - d. the student's active participation in discussion boards, synchronous experiences, and other class-related activities
  - e. the student consistently demonstrates an understanding of the content of the course through completion of the course assignments at a satisfactory level (B or better)
  - f. the student demonstrates the ability to apply the skills taught in the course (including counseling skills, research skills, diagnosis skills or others as relevant to the course)
2. **Interpersonal and professional competence** including:
  - a. the student demonstrates respect for others' opinions
  - b. the student demonstrates a willingness to understand and respect diversity (including but not limited to race, gender, age, religion, ethnicity, disability, sexual orientation or any other area of diversity)
  - c. the student demonstrates interpersonal and professional competence (e.g. the ways in which the student relates to peers, faculty, professionals, the public, and individuals from diverse backgrounds or histories)
  - d. the student resolves problems or issues that interfere with professional development or functioning in a satisfactory manner by responding constructively to feedback from supervisors or program faculty
3. **Self-awareness, self-reflection, and self-evaluation** including:
  - a. the student demonstrates the use of critical thinking skills in the areas of self-awareness, self-reflection, and self-evaluation
  - b. the student demonstrates personal and professional discretion in disclosing information about herself or himself
  - c. the student demonstrates self-awareness, self-reflection, and self-evaluation (e.g. knowledge of the content and potential impact of one's own beliefs and values on peers, faculty, professionals, the public, and individuals from diverse backgrounds or histories)
  - d. the student demonstrates an openness to and application of feedback from the course instructor during the course
  - e. the student demonstrates appropriate interaction with others in the course (e.g. no inappropriate conflicts, confrontations, or disagreements)
4. **Written and oral communication** including:
  - a. the student demonstrates professional level standards for written communication
  - b. the student demonstrates professional level standards for oral communication
  - c. the student clearly articulates ideas, thoughts, and concepts effectively through written communication
  - d. the student clearly articulates ideas, thoughts, and concepts effectively through oral communication

Students will reflect upon these competencies from their application for admission to their application for graduation and at various points throughout their program, including prior to participating in their practicum experience.

## PRACTICUM & INTERNSHIP OVERVIEW

The Messiah University Counseling Program is a developmental model designed to train the novice counselor primarily through observation and co-facilitation. Practicum is a planned field-based clinical experience in which the student learns to develop basic counseling skills and integrate professional knowledge under the supervision of an experienced counselor.

Since the practicum takes place relatively early in the student's master-level training, he/she will initially assist with intake and supportive services. With time, however, practicum students will ideally be able to move from observer to service provider (with supervision) as deemed appropriate within his/her respective field placement site. Typically, the opportunity to participate in the more advanced and complex counseling processes and procedures would take place during the student's internship experiences, courses that students complete at or near the end of their program.

An internship is a supervised "capstone" clinical experience in which the student utilizes the knowledge gained during completed coursework and refines and enhances basic counseling skills through observation, instruction, and experience. In keeping with the developmental model, students will be given opportunities to counsel and perform the other duties of a counselor appropriate to their skill and knowledge base. During the internship, the student's status should gradually shift from that of a student to a pre-professional. By gaining opportunities to apply theories and techniques learned in academic settings, the student begins to contribute to the site by assisting its staff and carrying out many of the normal clinical activities at the site.

In addition to completing hours at the site each week, students will meet (online) regularly with his/her Messiah University faculty supervisor and classmates for the entire time frame specified of the course. Group supervision sessions will take place on either Tuesday or Thursday evenings and participation is **mandatory** in order to meet the minimum number of hours required by CACREP .

By the time you graduate, you will have completed three field experiences, including one practicum and two internships. In total, you will complete 700 (100 practicum and 600 internship) hours. Please note, field experiences require substantial time commitments as each experience is a full semester long. Often, students completing a practicum or internship experience choose to take a leave of absence from their current employment. Advanced planning is crucial to set everything up before the start of the semester!

In order to gain counseling experience within diverse settings with various populations, utilizing a multitude of treatment modalities, students are required to complete field experiences in at least two different field experience sites. Students may not remain with the same site and site supervisor for all three field experiences. Exceptions to this policy may only be made if a site has a structured internship program allowing the student to gain experience in multiple departments of the same larger organization to ensure that all the counseling competencies and graduation requirements can be met. This requires a written proposal from the student to the department at least two weeks before the site approval due date. (See Approval Variations/Full-year Commitment)

### PRACTICUM PRE-REQUISITES

- COUN 501: Professional Issues and Ethics for Counselors
- COUN 509: The Foundations of MCF Counseling
- COUN 520: Counseling Theories
- In addition, prior to the start of the practicum course, students must have an overall minimum GPA of 3.0.

## INTERNSHIP PRE-REQUISITES

- COUN 523: Psychopathology and Diagnosis Across the Lifespan
- COUN 532: Group Counseling
- COUN 540: Counseling Techniques
- COUN 587: Marriage, Couple, & Family Counseling Practicum
- In addition, students must have completed 39 credits and earn an overall minimum 3.0 GPA

## PROFESSIONALISM

During this phase of the program, a concerted emphasis is put on a student's professionalism in the counseling field as you begin to present yourself as future counselors to others in the community, therefore professional standards apply to all areas of the pre-registration process and related coursework.

It is highly recommended that students do not contact potential field experience sites until they are very familiar with our policies and requirements and can confidently answer questions about them by potential site supervisors. There is a tremendous amount of information in this handbook and it is a resource to turn to often.

Throughout the pre-registration process, all paperwork submitted must be completed in full and correctly or it will not be accepted (i.e. correct semester dates on contracts, not submitted upside down). As graduate students, we expect from you what your future employers and licensing boards will also expect.

- Extensions to due dates, when available, will only be considered with advance notice that something may be late.
- As noted in the Student Acknowledgment form signed upon enrolling in the program, it is a student's responsibility to check their messiah.edu email regularly (several times a week, if not daily) to be informed of announcements and reminders about important dates.

As noted, students will be meeting for mandatory group supervision throughout their field experiences. Group and individual supervision are important parts of the professional learning process and are strict requirements of our program and of CACREP. Although these sessions take place via video conferencing, students should approach these sessions with the same significance that they would if they were attending supervision in person.

- Students should plan accordingly for these sessions. Children and other family members should not be present as confidential information is often being discussed and extra distractions must be minimized.
- Students should arrange to be present for the duration of the meeting time and to be fully present, preferably seated at a desk or table, ready to engage in a professional discussion with their peers.
- Students will need to maintain a strong internet connection for the full duration of each meeting. We also suggest coming up with a solid back-up plan in the event of a technology failure just as you would if your class (or client appointment) was in person on campus and your car broke down.
- For obvious safety reasons, driving while participating in supervision through video conferencing is not permitted.
- Any concerns about meeting these standards should be discussed in advance with the student's faculty supervisor.
- The only excused absence is a documented medical emergency.

## HOURS REQUIREMENTS

There are specific hours requirements for each level of field experience as well as some requirements that may be met in one semester or over the course of a student's full field experience.

**Practicum**  
minimum of 100 clock hours  
including at least  
50 direct service hours

**Each Internship**  
minimum of 300 clock hours  
including at least  
125 direct service hours

These hours must take place on site and be evenly distributed over the entire semester specified for the course, according to the dates of the academic calendar. Each experience is a full-length semester.

- Direct service means “working directly with actual clients that contributes to the development of counseling skills” (per CACREP) and includes interactive activities such as intake interviewing, individual co-counseling, group co-counseling, testing assistance, etc.
- Indirect hours include observing counseling sessions, weekly meetings with the site supervisor, administrative work, staff meetings, in-services, treatment planning, and report writing.
- The remainder of the required hours may be indirect or direct service hours.
- Co-counseling can be a useful learning tool for students in field experiences and is considered most appropriate for students who are in Practicum or to orient students to a new site. After an orientation phase, students in Internships should have individual clients assigned to them for whom they are the primary or lead counselor, even if a supervisor or another counselor is present when the services are being provided. It is our expectation that the Internship student will gain experience counseling on their own, especially during their final internship. If the Internship student is providing co-counseling to a group, the student should be given the opportunity to work up to providing a roughly equal amount of the group leadership duties, if not more.
- Commuting to your site or between locations does not count.

### Other Hours Requirements:

- ***Relational Hours: MCF Counseling students will be required to complete 50 direct relational hours (direct service with couples or families) throughout the duration of field experience. This 50 hour requirement can be spread out over multiple semesters of field experience or be satisfied in one semester and will count toward their overall direct hours for the course.***
- Group counseling: All students are required to gain experience in facilitating or co-facilitating groups. This requirement may only be satisfied once the student has had the necessary prerequisite, COUN 532 Group Counseling. For example, if a student wishes to satisfy this requirement during their practicum, they will need to satisfactorily complete COUN 532 prior to the start of their practicum. A minimum of five hours is required (in a single semester) to meet this requirement.
- Individual supervision: Students are required to spend an average of one hour with their site supervisor in individual clinical supervision each week of the semester. CACREP defines

supervision as a tutorial and mentoring relationship between a member of the counseling profession and one counseling student. Supervision time is an opportunity to discuss case consultations, discuss any system related questions, discuss learning objectives and how those are being met, review any audio/video recordings students are able to make, etc. and should be directed by the student. Students also meet for individual supervision with their faculty supervisor at scheduled, but less frequent, intervals throughout the semester. Only the hours spent meeting with the site supervisor will count towards the required on-site hours.

- **Group supervision:** Students will meet (online) regularly with his/her Messiah University faculty supervisor and classmates for the entire time frame specified of the course. Group supervision sessions will take place on either Tuesday or Thursday evenings and participation is **mandatory** in order to meet the minimum number of hours required by CACREP. These supervision hours are *not* included in the required clock hours for the semester. Failure to attend the mandatory group supervision hours could result in failing the course. The only excused absence is a documented medical emergency.

### Face-to-Face Requirement

Students are expected to get a variety of experiences at field experience sites and this may include involvement in providing counseling at a distance via HIPAA-compliant technology provided by the site. If a student will be expected to participate in distance counseling the following guidelines will apply:

- The site will notify student and Messiah of this expectation prior to the practicum/internship starting (with exceptions for unanticipated community emergencies like a pandemic).
- Practicum/Internship students must still have access to a physical site and be able to accrue hours at that site. Ideally, any distance counseling will be provided to clients while the Messiah student and supervisor are present at the site. Outside of emergency situations, virtual-only placements with no physical setting will not be approved.
- If the site provides in-person counseling, the Messiah student should have the opportunity to provide in-person counseling.
- For the student to engage in distance counseling, it must be something the site is offering as part of their standard offerings, it should not be something only practicum or internship students are participating in. If the site is functioning in-person, the student should be part of that experience for the duration of their semester.
- Student and supervisor must be trained in telehealth.
- Students may not accrue all of their direct hours via distance counseling across all three field experiences. If a site only provides distance counseling to all its clients, the Messiah student may be at this site for only one field experience.

### Disabilities and Diversity

Students are also highly encouraged to work with clients with diverse cultural backgrounds (different from their own) for 10 hours (direct or indirect) and with clients with disabilities for 10 hours (direct or indirect) when such opportunities are available.



**Based on the above, a summary of the 100-hour practicum on-site requirement would look like this:**

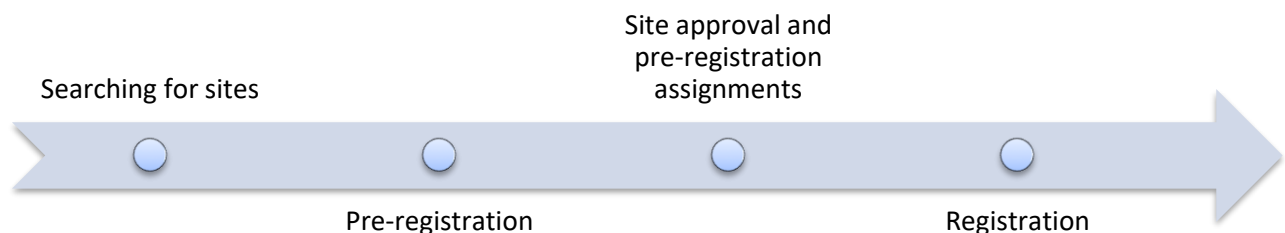
1. 50 or more hours of direct service in group and individual counseling
2. 10 or more hours with clients with a cultural background different than your own (direct or indirect, highly encouraged where possible to obtain)
3. 10 or more hours with clients with disabilities (direct or indirect, highly encouraged where possible to obtain)
4. 17 or more hours of individual supervision with your site supervisor (Summer minimum 13 hours)
5. Any combination of indirect/direct service for the remaining hours

**Based on the above, a summary of each 300-hour internship on-site requirement would look like this:**

1. 125 or more hours of direct service in group and individual counseling
2. 10 or more hours with clients with a cultural background different than your own (direct or indirect, highly encouraged where possible to obtain)
3. 10 or more hours with clients with disabilities (direct or indirect, highly encouraged where possible to obtain)
4. 17 or more hours of individual supervision with your site supervisor (Summer minimum 13 hours)
5. Any combination of indirect/direct service for the remaining hours

## **PREPARING FOR YOUR FIELD EXPERIENCES**

There are four major stages that lead up to you participating in your field experiences.



## **FINDING A SITE**

Many students ask, “How should I go about finding a practicum or internship site?” and “When should I begin?” The earlier you begin to look, the more likely you are to secure a site that is best suited to your interests. It is recommended that students start searching a solid 6-12 months before planning to complete the practicum/internship and pay close attention to due dates. Students are encouraged to refer to the Practicum/Internship Planning Guides available in the Practicum & Internship Planning Resources module in the Graduate Counseling site in Canvas. Planning ahead will minimize stress caused by unanticipated issues and minimize unexpected changes to your plan of study.

Finding a Practicum and Internship experience should be treated as a job search. In preparation, you should spend some time updating and organizing your cover letter and résumé. When contacting sites,

we encourage students to make initial contact by email. Begin by asking whether the site offers internships and what they suggest as the timeline to apply. It may be helpful to include your cover letter within the body of the email message and to attach relevant documents (e.g., résumé, At-A-Glance document). Assistance is available from the Career and Professional Development Center to help students update résumés and develop cover letters.

While students are primarily responsible for identifying practicum and internship sites, the Practicum and Internship Coordinator provides individualized assistance and resources to help students identify sites. The department maintains a field experience site database, accessible through the FalconLink Self-Service Main Menu of the Messiah University website, which comprises all the sites in good standing that previously hosted placements for students in the program.

When searching for sites, consider setting (urban, rural, or suburban), population served, and opportunities for diversity, as well as group and individual counseling, in addition to the site supervisor requirements. Common difficulties in finding sites have included:

- The site has reached internship capacity.
- The site only accepts internship students (not practicum), or vice versa.
- The site requires a full year commitment.
- The site requires an affiliation agreement from Messiah University. Contact the Practicum and Internship Coordinator if an affiliation agreement is requested.
- The student has not received any responses back from prospective sites.
- Student is unclear on the requirements and not able to communicate them to the site, and misses out on opportunities.

Early planning will help minimize unexpected changes to your plan of study.

### **Site Supervisor requirements**

- Master's degree in counseling or a related profession
- Relevant certification and/or independently licensed (e.g. LMFT, LPC, LMHC, LCSW, CAADC, PsyD, licensed psychologist)
- A minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled
- Relevant training in counseling supervision or willingness to complete our one-hour online training module. Must also have training in offering telemental health counseling if that is a service the site is offering.
- Provide opportunity for video/audio recordings with clients (see FAQs for alternatives)
- Must agree to weekly scheduled individual clinical supervision with the student (See FAQs)
- All internship level experiences must be supervised by fully clinically licensed/certified supervisors.

***We strongly encourage all Marriage, Couple, & Family counseling students to seek supervision by a Licensed Marriage & Family Therapist for at least one field experience.***

### **Dual Relationships**

Completing Practicum/Internship at a site where dual relationships are possible is strongly discouraged and will be reviewed by the Counseling Department on a case-by-case basis.

- Dual relationships include but are not limited to: completing a field experience at your church, an agency where you or a close family member were a client, a school you recently attended, or the school your children or other close family members attend, an agency where your spouse or close family member is employed.
- Failure to disclose a dual relationship is a serious ethical violation.
- If a student suspects he/she will encounter a dual relationship at the potential site, this information should be disclosed on the Pre-Registration Form.

**Workplace Proposals:** Proposals to complete a Practicum/Internship at a student's place of employment may be included in the submission of the Pre-Registration Form or as a separate proposal no later than 30 days before the course registration deadline for approval. All submissions will be reviewed by the Counseling Department and approved on a case-by-case basis. Careful consideration should be made when proposing a practicum/internship experience at the student's place of employment. The experience must be distinctively different than the student's regular job with different goals, objectives, and supervised by someone other than the student's work supervisor. The experience must be clearly defined by the student to the Counseling Department before the site approval due date in order to obtain approval. We are unable to accept proposals once this due date has passed.

## PRE-REGISTRATION

A completed pre-registration form is required long before a student may officially register for a practicum or internship course, though you are not expected to have your plans finalized before submitting it. This form will be available approximately two to three weeks before the due date during the designated pre-registration period, as announced each semester and must be submitted according to the following schedule:

**Fall practicum or internship:** *Due May 1<sup>st</sup>*  
**Spring practicum or internship:** *Due September 15<sup>th</sup>*  
**Summer practicum or internship:** *Due February 1<sup>st</sup>*

### Please Note:

- A pre-registration form is required each semester, even if you are planning to stay at the same site.
- Once your pre-registration form is approved, a seat will be saved for you in the course and you will be invited to the Pre-Registration site in Canvas, where you will be able to view the documents you need to submit as assignments along with their specific due dates *and detailed instructions*.
- *Student registration holds for the course will only be lifted **after** your site has been approved and all documents are submitted/approved.*

### Documents and materials which must be submitted prior to registering for the Practicum course.

1. A completed Practicum Pre-Registration Form
2. Appropriate State and Federal Clearances, and Child Abuse Clearance, when applicable by state.
3. Self-reflection essay on critical competencies
4. Personal Counseling Verification Form with reflection essay (Personal counseling consists of 4-6 sessions with a licensed counselor, therapist, or psychologist) (See *Appendix*)

5. Proof of student membership in the American Counseling Association and/or the American Association of Marriage & Family Therapy (membership includes liability insurance)
6. Proof of liability insurance
7. A completed Supervisor Application
8. Practicum Contract (*See Appendix*)

**Documents and materials which must be submitted prior to registering for each Internship course.**

1. A completed Internship Pre-Registration Form
2. Updated copies of FBI Background Check, Criminal Record Check, Child Abuse History Clearance ***if*** new ones are required by your site or if it has been longer than 4 years since you submitted them to us.
3. Proof of renewed student membership in the American Counseling Association and/or AAMFT (membership includes liability insurance)
4. Proof of renewed liability insurance
5. A completed Supervisor Application
6. Internship Contract (*See Appendix*)

**PAPERWORK DUE DATES**

In order to enroll in Practicum/Internship, there are several paperwork items you will need to submit, some of which are associated with activities that take many weeks to complete. The following chart provides a list of strict due dates for these documents. Please refer to Canvas for all assignments and exact due dates of all assignments.

<b>MARRIAGE, COUPLE &amp; FAMILY COUNSELING TRACK</b>	<b>For Fall Semester</b>	<b>For Summer Semester</b>	<b>For Spring Semester</b>
<b>Pre-Registration Form</b>	May 1	February 1	September 15
<b>Critical Competency Essay</b>	May 30	February 15	October 1
<b>Potential Supervisor Application, Counseling Verification, Reflection Essay, and Clearances</b>	July 15	April 15	December 1
<b>Contract &amp; Proof of Insurance</b>	August 1	May 1	December 15
<b>Registration</b>	August 1	May 1	December 15

**According to the late registration policy:**

1. Students who have not submitted all of the required documents by the current advertised deadlines (August 1<sup>st</sup> for fall term, May 1<sup>st</sup> for summer term & December 15<sup>th</sup> for spring term) will be charged a \$100 late registration fee. The required documents are outlined in Canvas.
2. Students **must** be registered for class one week prior to the start of the new semester.
3. No students will be allowed to accumulate any on site hours until their contract has been accepted, liability insurance has been verified, all site-required background checks have been received by Messiah University, and the semester has begun.

## APPROVAL PROCESS

The approval of a site by the Practicum and Internship Coordinator largely depends on site supervisor qualifications noted throughout this handbook and is confirmed by submission of the supervisor application. When a student has identified the site of their choice and an offer has been made, the student should send the link for the online supervisor application to the site supervisor for completion. The student and site supervisor will be notified when the site and supervisor have been approved.

Once the student receives the approval notification, he/she must formalize the arrangement with a signed contract. A new contract is required each semester even if the student is staying at the same site. In addition to the student's signature, this document must contain the signature of the individual who will be personally supervising the student at the agency site. A representative of the agency is not sufficient; the signature *must* be that of the direct, day-to-day supervisor. If a situation occurs where there is a need for the student to switch supervisors, the new supervisor must also go through the approval process by first submitting a supervisor application. Individual supervision may only be conducted by a supervisor who has been officially approved in advance.

### Approval Variations

**Separate Clinical Supervision:** Perhaps you are considering a site that does not have a qualified licensed supervisor to provide you with your weekly individual supervision. If that is the case you may seek to have separate clinical supervision from a qualified supervisor who is someone different from your day-to-day supervisor. Sometimes the agency may provide you with this clinical supervisor or, in other rare cases, you may need to consider contracting with someone on your own for this supervision. In either case, you must still have a minimally qualified day-to-day site supervisor (master's degree in counseling or related area and at least 2 years of post-master's work experience).

- The supervisor application and practicum or internship contract would be completed by the site supervisor.
- The supervisor application and a separate *clinical* supervision contract would be completed by the clinical supervisor. (available in Canvas)

**Multiple Sites:** Though strongly discouraged, occasionally students wish to split up a single internship by completing their hours at two different sites. In all cases, the Practicum & Internship Coordinator should be notified by the student well in advance and will only be approved in cases with compelling extenuating circumstances. The same approval process is required for each with each requiring its own qualified supervisor and contract. In addition, students should be aware that additional paperwork will be required throughout the split arrangement (two self-evaluations, separate weekly and semester summary logs, site evaluations etc.)

**Full-year commitment:** Students are required to have at least two different field experience sites over the course of three semesters of field work. Exceptions to this policy may be made if a site offers a structured one-year internship program allowing the student to gain experience in multiple departments of the same larger organization designed to meet all of the counseling competencies and program requirements. This requires a written proposal from the student to the Practicum & Internship Coordinator at least two weeks before the practicum site supervisor approval due date. We are unable to accept proposals once this date has passed.

Suggestions for a well-written proposal:

- *Outline the counseling experience and learning objectives you will meet each semester. Provide details of the different departments you will be working within.*
- *Explain how you will gain experience in diverse settings with various populations?*
- *Describe the variety of treatment modalities with which you will gain experience.*
- *Describe the supervision plan. Can the site meet the supervision requirements with licensed supervisors, not the same supervisor for all three experiences (you may have the same supervisor for two semesters but not all three)?*
- *Can the site meet all of our graduation requirements offering group counseling hours, recording with clients, relational hours, and experience with diverse clients and clients with disabilities?*

**Affiliation Agreements:** In some cases, a site will request an affiliation agreement instead of the standard contract. Advance notice is required for an affiliation agreement to be initiated and requests should be sent directly to the Practicum & Internship Coordinator. Some agencies use their own affiliation agreements, which need to be reviewed by our legal team; other times the agency may request our standard affiliation agreement which may need to be reviewed by their legal team, all of which can add several weeks or months onto the approval process. **When an affiliation agreement issued by Messiah University is established, the standard contract need not be submitted.** Instead, the student must sign and submit the affiliation agreement in place of the contract assignment and is encouraged to review the agreement with their site supervisor during individual supervision.

## REGISTRATION

Students may not register for MCF Counseling Practicum (COUN 587), Internship (588), or Internship II (589) until all of the pre-requisites have been met and a signed contract has been submitted and approved. In the absence of any specific request, a course section will be selected for a student. Requests for a specific section should be made well in advance. Upon approval of the contract (provided all other criteria have been met), the student will be granted access to enroll in the appropriate course and will receive a confirmation that the registration hold has been removed from the Practicum & Internship Coordinator along with registration instructions via email. Late fees will apply if documents are not turned in by the designated registration due date.

### ***Please note:***

- **Students must be registered for class one week prior to the start of the semester.**
- **Students are *NOT* permitted to begin any level of active participation with their field site until they are registered for the course and the semester has begun.**
- **Completing any hours outside the semester dates as a practicum or internship student (whether for credit towards the field experience or not) is strictly prohibited, unless approved in advance.**
- **Mandatory training, orientation or similar activities that are scheduled before the start of the semester (whether on site or off site) may be approved in advance on a case-by-case basis by the Practicum and Internship Coordinator. Only indirect hours with no client interaction can be approved.**

***In the event of a student withdrawal from the course, the published semester dates will be used for reporting enrollment and calculating refunds and billing.***

## **REGARDING CLEARANCES**

All clearances must be obtained after a student's date of enrollment, must be no more than one-year-old when originally submitted and may be no older than 4 years at any time during Practicum or Internship.

New clearances will only be required to be submitted for subsequent field experiences in the following situations:

- If a student has not been continuously enrolled in the Graduate Program
- If a student moves from one state to another after clearances were submitted
- If your site requires more updated clearances from you. Please refer to our [website](#) and Canvas for more detailed instructions on obtaining your clearances.

## **COURSE REQUIREMENTS**

In addition to the course assignments specified in the course syllabus, all practicum and internship students must satisfy the following requirements before completing the practicum or internship course. A student will not receive a passing grade unless these additional requirements are met.

1. The development of audio/video recordings for use in supervision or live supervision of the student's interactions with clients. A signed consent form from the client or client's guardian must be obtained before recording begins.
2. Review of the site supervisor's mid-term and final evaluation of the student. This will typically occur on site with the site supervisor.
3. Completion of a mid-term and final self-evaluation by the student.
4. Completion of a final evaluation of the site by the student.
5. Submission of signed summary log no later than the last day of the semester.

All evaluations will be distributed and collected via Qualtrics. Links to the evaluations will be sent to each site supervisor and student's email address prior to the due date. Students will be evaluated according to the following scale (*See Appendix*):

<b>Excellent:</b> a behavior that can be deemed as a significant <u>strength</u> of the particular student
<b>On Target:</b> demonstrates behavior consistently and appropriately
<b>Developing:</b> actively working on improving or demonstrating this behavior
<b>Unsatisfactory:</b> problem or deficiency with this behavior
<b>N/A</b> = No opportunity to observe ( <u>if selected, please note in section comments how student could have the opportunity to demonstrate this behavior</u> )

Student performance in the following areas will be addressed in each evaluation:

- Professionalism
- Cultural Competence
- Ethical & Legal Knowledge & Behavior
- Counseling Skills: Relationships
- Counseling Skills: Interventions
- Marriage, Couple, Family Counseling
- Response to Supervision
- Overall Progress

## **STUDENT RESPONSIBILITIES**

1. Students are required to carefully read this handbook prior to their practicum or internship course. As a pre-requisite for the course, the student must sign and submit an acknowledgment form indicating that he/she has read, understood, and agrees to abide by the policies and procedures in it. Students should pay particular attention to the section in the Practicum and Internship Handbook titled “Disciplinary and Professional Conduct Policy.”
2. When a student is approved for a site, he/she agrees to comply with the expectations of the site supervisor and the agency’s standards. As a representative of the Graduate Program at Messiah University, the student also agrees to demonstrate exemplary conduct, dress appropriately, and behave professionally while participating in his/her field experience.
3. When required by site and/or supervisor, supervision fees in Practicum and/or Internship will be the responsibility of the student.
4. If difficulties occur for the student in meeting the site supervisor’s expectations, the student has the responsibility to discuss the problem with both the faculty and site supervisor. Conflicts between the student and the field site supervisor/personnel should be handled by the site supervisor and student with applicable discussion or advice from the faculty supervisor. If the conflict requires further intervention, the faculty supervisor will be a facilitator with a goal of reaching an appropriate resolution. If for disciplinary measures or some other justifiable reason, a student is removed from his or her practicum/internship assignment, the student will forfeit this experience for the remainder of the semester. If further disciplinary action is warranted, the Graduate Program policies and procedures will be followed.
5. The student is also responsible for:
  - a. notifying the faculty supervisor, site supervisor, and Practicum and Internship Coordinator of any changes of address (street, city and state), phone numbers, change of supervisor, and/or schedules affecting on-site hours, etc.
  - b. preparing for weekly group supervision meetings with the faculty supervisor and individual supervision. In the event of an emergency that prohibits the student from meeting at the assigned time, the student is responsible for notifying the Messiah University faculty supervisor in advance of the appointment.
  - c. providing clients with a quality experience.



- d. promptly keeping appointments with clients. In the event of illness or emergency, the student must notify the client, the site supervisor, and the faculty supervisor of any change in appointments.
- e. obtaining the signature of each client he/she works with (or a parent/guardian signature when working with minors) on the Informed Consent Form, informing them of the role and limitations of a counselor-in-training.
- f. informing the Messiah University faculty supervisor and site supervisor of any problems with cases or client emergencies.
- g. seeking supervisory help with cases where the student questions his/her own effectiveness and/or feels uncomfortable. For instance, the student may recognize that the present problem, values, race, sexual preference, etc. of the client is impacting on his/her ability to be helpful.
- h. requesting additional supervision if needed.
- i. following directives given by the faculty or site supervisor regarding interventions with a client. The faculty or site supervisor should advise the student when an intervention is not optional but must be performed to insure the student's/client's well-being. Any disagreement with directives should be discussed during supervision.
- j. being aware of legal and ethical issues related to counseling (e.g., confidentiality and privilege, duty to warn, malpractice, negligence).
- k. understanding and following the American Counseling Association (ACA) Code of Ethics available [online](#) including the Ethical Responsibilities section F.5.a-c. which states:
  - i. Students have the same obligation to clients as those required by professional counselors.
  - ii. Students 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
  - iii. Before providing counseling services, students disclose their status as supervisees and explain how this status affects the limits of confidentiality. Supervisors ensure that clients are aware of the services rendered and the qualifications of the students and supervisees rendering those services. Students obtain client permission before they use any information concerning the counseling relationship in the training process.
- l. Keeping copies of all paperwork (including logs, evaluation forms, liability insurance, facepage, and contract)

## **DISCIPLINARY AND PROFESSIONAL CONDUCT POLICY**

### ***Faculty supervisors and site supervisors have a professional and ethical responsibility to:***

1. evaluate the interpersonal competence and emotional well-being of practicum and internship students who are under their supervision, and who provide services to clients
2. ensure, insofar as possible, that the practicum and internship students who complete their programs are competent to manage future relationships (e.g., client, collegial, professional, public, scholarly, supervisory, teaching, etc.) in an effective and appropriate manner

3. not automatically approve program completion for practicum and internship students with issues or problems (e.g., cognitive, emotional, psychological, interpersonal, technical, and ethical) that may interfere with professional competence to other programs, the profession, employers, or the public at large

***Students enrolled in the Practicum or Internship course may be given a failing grade or be withdrawn from their field experience if any of the following apply:***

1. Disciplinary actions that are the result of unprofessional/unethical conduct either at the Practicum/Internship site or in the classroom and/or failure to comply with directions and consultation given by either the faculty supervisor or site supervisor.
2. If the faculty supervisor and/or site supervisor determines that the student's current emotional, mental or physical well-being compromises the integrity of the field experience or potentially places the client or others in harm's way or in an unduly vulnerable position. All such cases will be brought to the attention of the Program Director and the student's academic advisor.
3. If there is a question or concern of competency in areas such as (but not limited to):
  - a. **Interpersonal and professional competence** including:
    - i. the student's ability to relate to peers, faculty, professional, the public, and individuals from diverse backgrounds or histories in an appropriate manner
    - ii. the student's ability to resolve problems or issues that interfere with professional development or functioning in an appropriate manner
    - iii. the student's ability to respond constructively to feedback from supervisors or program faculty, including participating in personal therapy in order to resolve problems or issues if necessary
  - b. **Self-awareness, self-reflection, and self-evaluation** including:
    - i. the student's knowledge of the content and potential impact of one's own beliefs and values on peers, faculty, professionals, the public, and individuals from diverse backgrounds or histories is appropriate
    - ii. the student's openness to the process of supervision
    - iii. the student's ability and willingness to explore issues that either interfere with the appropriate provision of care or impede professional development or functioning
  - c. **Written and oral communication** including:
    - i. the student's ability to articulate ideas, thoughts, and concepts clearly and at a professional level appropriate to the discipline, both orally and in writing
    - ii. the student's knowledge and use of the APA style format is satisfactory
  - d. **Quality of work** including:
    - i. the student's timely completion of all work at a satisfactory level
    - ii. the student's ability to work collaboratively and cooperatively with others
    - iii. the student's active participation in discussion boards, synchronous experiences, and other class-related activities
    - iv. the student's ability to obtain knowledge and understanding of the content area is satisfactory
    - v. the student's ability to appropriately apply skills necessary for counseling

If any of the above criteria are applicable, students may be subject to disciplinary action in accordance with Messiah University policy.

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## **MESSIAH UNIVERSITY FACULTY SUPERVISOR'S QUALIFICATIONS**

Program faculty members serving as individual or group practicum/internship supervisors must have:

1. A doctoral degree and/or appropriate counseling preparation;

2. Relevant experience and appropriate credentials/license and/or demonstrate competence in counseling, and
3. Relevant supervision training and experience.

## **MESSIAH UNIVERSITY FACULTY SUPERVISOR'S RESPONSIBILITIES**

1. The Counseling faculty supervisor will meet three times over the course of the semester (either in-person or via video conference.) with each student for individual supervision.
2. The faculty supervisor will facilitate regular group supervision.
3. If a student is removed from his or her site for disciplinary measures, the student will forfeit this practicum/internship experience for the remaining academic year. The student will need to re-register for Practicum/Internship the following academic year. The faculty supervisor will carefully document the situation and bring it to the attention of the student's academic advisor, the Practicum and Internship Coordinator, and the Director of the Program.
4. Assign a grade for the practicum/internship experience based upon the course requirements, evaluations, audio/video presentations, practicum/internship log submissions, including semester summary log, and any other relevant data or documentation.
5. Faculty must participate in consultation on a regular schedule with the site supervisors in accordance with the supervision agreement. A regular schedule is considered at least once each month at the pivotal points of the semester: within in the first month, after the midterm, and near the conclusion of the semester. A concerted effort should be made for live contact either by video conference or through a site visit. (*See Contract: Appendix*)
6. The faculty supervisor will evaluate the student through midterm and final evaluations provided and do so in a timely manner.

## **SITE SUPERVISOR'S QUALIFICATIONS**

Individuals serving as site supervisors for a practicum or internship experience must have:

1. a minimum of a master's degree in counseling or a related profession;
2. the appropriate certification and/or license and a minimum of two years of experience in the specified field; and
3. relevant training in counseling supervision.

For at least one field experience, each student is also *recommended* to have a site supervisor who is specifically a Licensed Marriage and Family Therapist (or the state equivalent).

## **SITE SUPERVISOR'S RESPONSIBILITIES**

1. The site supervisor must be willing to:
  - a. complete and sign a Contract

- b. complete the orientation module provided by the Messiah University Graduate Counseling Program
- c. dedicate an average of at least one hour per week to supervise the practicum or internship student
- d. attempt to provide the student with direct or indirect opportunities to work with clients of diversity, i.e. clients with a cultural background different than the student's own background, and clients with disabilities (students are required to record a minimum of 10 hours for each of these categories) when available
- e. provide the student with the opportunity to participate in as many of the following activities as possible. Students are required to report which of these they were able to experience.
  - i. Individual Co-Counseling/Counseling
  - ii. Group Co-Counseling/Counseling
  - iii. Family Co-Counseling/Counseling
  - iv. Intake Interviewing
  - v. Testing/Assessment
  - vi. Professional Consultation
  - vii. Record Keeping
  - viii. Treatment Planning
  - ix. Case Conferences
  
  - x. Staff/Team Meetings
  - xi. Supervision
  - xii. Trainings
- f. examine and provide timely feedback on student work using audio/video recordings (as allowed by the site), observation, and/or live supervision.
- g. consult with the Messiah University faculty supervisor on a regular basis. This expectation can be met in person or via video conference.
- h. evaluate the student and the program through the evaluations provided and do so within the stated time frame.



*Masters of Arts in Counseling*

## **Practicum & Internship FAQs**

### **1. What is the process for completing a practicum or internship? Where do I start?**

Students are required to read the entire Practicum and Internship handbook. That is the first step. The rest of the process will begin a full semester (or more) before your desired practicum/internship semester beginning with a site search. The necessary Pre-Registration Form will be sent to your Messiah email address from the Practicum and Internship Coordinator. Fill it out! After your pre-registration form has been approved, you will be invited to the appropriate Canvas site where you will be able to find all the necessary documents under the "Assignments" tab. You should upload and submit these documents through Canvas.

Some documents can also be found on [Messiah University's Counseling Graduate Program's webpage](#). From the Counseling homepage, click on "Counseling student resources", "Forms", and then your prospective field experience (practicum or internship). Students must complete a pre-registration form for each semester of field experience.

### **2. How do I go about finding a site in the MCF counseling track?**

Students are encouraged to pursue the field placement process the same way they would approach searching for a job. Begin by searching the Field Experience Site Database for information about sites where other Messiah counseling students have had placements. The database is accessible through:

- FalconLink>>Self-Service Main Menu>>Student Tab>>Field Experience Site Database

Contact any professional connections you may have and consider joining your state's professional counseling association to begin networking in the field. Search the internet for large counseling agencies and behavioral health centers in your area. Many students have also had success by checking with local pastors for recommendations as well. Résumé assistance is available through the Career and Professional Development Center, in person or remotely.

### **3. Does Messiah University place students in Practicum & Internship sites?**

It is the student's responsibility to find a Practicum and Internship site, however, resources and support are available through the Practicum & Internship Coordinator.

### **4. When should I start looking for a site?**

Students should begin the process at least one to two full semesters before the intended practicum or internship date. Some practicum/internship placements are very competitive and conduct interviews a year in advance. Others will only accept applications one semester before the desired placement date.

### **5. What is the timeframe for completing a practicum or internship?**

The timeframe depends on the semester you plan to complete your practicum/internship. A Fall or Spring semester is 17 weeks. A Summer semester is 13 weeks. This works out to be about 6-7 hours per week for practicum and about 18-20 hours per week for internship, not including the time spent in group supervision (class) or in individual supervision with the faculty supervisor for the course.

### **6. What should I know about class attendance for my practicum or internship course?**

Participation in weekly live supervision (class) is **mandatory** in order to complete the minimum number of group supervision hours required by CACREP. Classes typically meet for the full semester on Tuesdays or Thursdays as determined in advance by the faculty. A documented medical emergency is the only excused absence. Students should reserve these nights on their schedules until the class meeting time has been announced.

**7. What is required of my site supervisor?**

Site supervisors for both practicum and internship experiences must have the following qualifications:

- A minimum of a master's degree in counseling or a related profession.
- The appropriate certification and/or license with a minimum of two years of master's level experience in the specified field.
- Relevant training in counseling supervision or be willing to complete our one hour online training module.
- Must maintain an active presence at the site, agree to observe your progress with clients, and provide at least one hour of individual clinical supervision to you each week.

For at least one placement, students in the MCF track are *encouraged* to have supervision from supervisor who has earned the same license as the one the student is pursuing.

**8. What is individual supervision?**

During a student's practicum or internship, individual or triadic supervision is required for one hour each week throughout the semester with that student's supervisor. CACREP defines supervision as a tutorial and mentoring relationship between a member of the counseling profession and one counseling student. Supervision time is an opportunity to discuss case consultations, discuss any system related questions, discuss learning objectives and how those are being met, review any audio/video recordings students are able to make, etc.

**9. Can I have more than one supervisor and/or more than one internship site at a time?**

It is strongly encouraged that practicum and internship students have only one site and one supervisor at a time. Students may seek additional supervision or consultation, but one official supervisor of record needs to be the primary supervisor. In rare instances, a student may be allowed to utilize two sites, for instance, if the primary site does not provide opportunities for group counseling. At times a site may not be able to commit to providing a student with enough hours to complete a full 300-hour internship and students may seek approval to complete a single internship at two different sites to reach the minimum number of hours. Both sites and site supervisors must be approved in advance and the student must complete the split internship site proposal.

**10. Can I do my practicum and/or internship where I am currently employed?**

Situations in which a student would like to complete Practicum/Internship at his/her place of employment will be reviewed by the Counseling Department and approved on a case-by-case basis. Consideration will be given to the following factors included in the pre-registration form:

- Is the student doing a new job with goals and objectives different from those of his/her day-to-day job? Explain.
- Is the student obtaining a distinctively different experience than is received from his/her regular job? Provide job descriptions and explain.
- Is the proposed site supervisor also the student's work supervisor? If not, please identify each individual.
- What are the student's reasons for wanting to complete the Practicum/Internship at his/her place of employment?
- How will the student adjust his/her schedule to accommodate the Practicum/Internship hours?

Your clinical/site supervisor may not have any administrative supervision relationship with you (such as hiring, firing, or performance review) which would constitute a dual relationship.

**11. Can I complete my practicum/internship at a site where I may encounter dual relationships (e.g., my church, the school my children attend, a school or counseling agency I previously attended, etc...)?**

Completing a Practicum/Internship at a site where dual relationships are possible is strongly discouraged and will be reviewed by the Counseling Department and approval will be made on a case-by-case basis. If approved, supervising faculty should be aware of the situation so they can help prepare the student for the role change, relationship change, and dynamics that may be experienced. If a student suspects he/she will encounter a dual relationship at the potential site, this information must be disclosed on the Pre-Registration Form.

**12. Can I complete both internships at one time?**

Only students in the school counseling track may complete two internships in one semester because their internships do not build on one another developmentally the same way the MCF internships do.

**13. What should I know about the group counseling requirement?**

All students must gain experience in facilitating or co-facilitating groups. The new CACREP standards (2016) have been updated to allow students to meet the requirement for group counseling facilitation during their practicum or internships. Students must take the group counseling class before they are able to satisfy this requirement. A minimum of five hours of group facilitation in a single semester is required.

**14. What if my site does not allow video recording?**

It is important, as well as necessary to meet our accreditation standards that students have the opportunity to develop audio or videotapes of their interactions with clients appropriate to the area of specialization for use in supervision, while still complying with confidentiality and privacy laws and only with signed consent of the client. Students may not select sites for all three field experiences that do not allow recording. If audio/videotaping is not allowed at your internship site, please refer to the following options:

- Video Session with camera focused only on you (not the client): Most ideal.
- Audio Sessions: If opting for audio only, we would like the audio sessions you complete to be supervised live by your site supervisor so that she/he can write notes about what may be happening non-verbally during the session and can debrief the session with you. It would be like them watching a video and taking notes but instead they would be doing it live, yet you would still have the audio recording to meet the course assignment/CACREP requirement and could listen to the session while reading the notes. If video or audio tapes are not permitted to leave your site, you may transcribe the sessions to present during group supervision.
- Videotaping a mock session: Cannot be used as an option for all three classes, must have approval by your advisor at internship level.

**15. Can I complete all three field experiences at the same site?**

Students are each required to have at least two different field experience sites. This could be in the form of a Practicum at Site A and two Internships at Site B; one Practicum and one Internship at Site A and a second Internship at Site B; or a Practicum at Site A, first Internship at Site B, and second Internship at Site C. Exceptions to this policy may only be made if a site has a structured internship program allowing the student to gain experience in multiple departments of the same larger organization to ensure that all the counseling competencies and graduation requirements can be met. This requires a written proposal from the student to the department at least two weeks before the site approval due date.

**16. May I start accruing hours or complete any practicum/internship activities before the beginning of the semester? May I finish my hours early?**

Students are NOT permitted to begin any level of active participation with their field site until they are registered for the course and the semester has begun. Completing any hours outside the semester dates as a practicum or internship student (whether for credit towards the field experience or not) is **strictly** prohibited, unless approved in advance. Mandatory training, orientation or similar activities that are scheduled before the start of the semester (whether on site or off site) may be approved in advance on a case-by-case basis by the Practicum and Internship Coordinator. Only indirect hours with no client interaction can be approved.

Students are **not** permitted to front-load hours in order to finish their field experience early. Obviously there will be some fluctuation from week to week, but generally the hours should be equally divided over the course of the full semester.

**17. What is the difference between direct and indirect hours?**

CACREP defines direct hours as “direct service with actual clients that contributes to the development of counseling skills”. Direct service would include counseling or co-counseling with individuals, couples, families, or groups, or consulting with the parents/family of a client. Indirect hours include weekly meetings with the site supervisor, administrative work, case consultation, staff meetings, in-services, treatment planning, observing sessions, and report writing.

**18. What do I need to know if I am planning to stay at the same site for both internships, or a practicum and an internship?**

You will need to pre-register for each field experience separately so we can be sure to save you a seat in the course and so we can give you access to the Canvas site to submit your paperwork. A new contract is required for each semester to reflect the dates associated with each semester. **Due to liability issues, no hours may be completed between semesters, whether you are counting the hours towards your semester total or not, except for required training that can be pre-approved by the Internship Coordinator.**



## **APPENDIX**

***Please note: The documents provided here may not be the most recent version but are provided to you here as a reference. When it is time for you to submit these documents, you must use the most current forms in the Graduate Counseling Field Experience Canvas site for your specific field experience.***

Paperwork Due Dates .....	<a href="#">I</a>
Practicum Planning Guide.....	<a href="#">II</a>
Internship Planning Guide .....	<a href="#">III</a>
At-A-Glance.....	<a href="#">IV</a>
Counseling Verification Form.....	<a href="#">V</a>
Practicum Contract .....	<a href="#">VI</a>
Internship Contract.....	<a href="#">VII</a>
Informed Consent Form.....	<a href="#">VIII</a>
Evaluation Sample.....	<a href="#">IX</a>
Faculty Evaluation of Student.....	<a href="#">X</a>





*Masters of Arts in Counseling*

## Paperwork Due Dates

In order to enroll in Practicum/Internship, there are several paperwork items you will need to submit, some of which are associated with activities that take many weeks to complete. The following chart provides a list of due dates for these documents. Please refer to Canvas for the exact due dates.

<b>MARRIAGE, COUPLE &amp; FAMILY COUNSELING TRACK</b>	<b>For Fall Semester</b>	<b>For Summer Semester</b>	<b>For Spring Semester</b>
<b>Pre-Registration Form</b>	May 1	February 1	September 15
<b>Critical Competency Essay</b>	May 30	February 15	October 1
<b>Potential Supervisor Application, Counseling Verification, Reflection Essay, and Clearances</b>	July 15	April 15	December 1
<b>Contract &amp; Proof of Insurance</b>	August 1	May 1	December 15
<b>Registration</b>	August 1	May 1	December 15

### According to the late registration policy:

1. Students who have not submitted all of the required documents by the current advertised deadlines (August 1<sup>st</sup> for fall term, May 1<sup>st</sup> for summer term & December 15<sup>th</sup> for spring term) will be charged a \$100 late registration fee. The required documents are outlined in Canvas.
2. Students **must** be registered for class one week prior to the start of the new semester.
3. No students will be allowed to accumulate any on site hours until their contract has been accepted, liability insurance has been verified, all site-required background checks have been received by Messiah University, and the semester has begun.

# Practicum Planning Guide

The following is the suggested checklist of when to complete each of the required tasks prior to your enrollment in the Practicum course. Most items have specific due dates. Please refer to Canvas for the exact due dates, instructions, and detailed submission requirements.

---

## **Stage 1:** *Suggested completion 1-2 full semesters before practicum start date.*

- Read the [Practicum Handbook](#).
- Read the “[Practicum and Internship Policies: FAQs](#)” document.
- Make arrangements to begin [personal counseling](#).
- CMH/MCF Tracks Only:** Begin contacting sites for possible field experience opportunities.

## **Stage 2:**

- Complete the [Practicum Pre-Registration form](#) by the required date (See “**Paperwork Due Dates**” attached).
- Accept Canvas invitation to the Graduate Counseling Practicum Pre-Registration Site & complete Pre-Registration Quiz
- Submit your [critical competencies](#) essay.
- CMH/MCF Tracks Only:** As needed, continue searching for a practicum site, scheduling interviews, and finalizing plans.
- Register online for FBI Clearance (For more information, check the [Clearance Policy](#)). Complete payment and personal information and make arrangements to be fingerprinted.
- Apply for your Child Abuse History Clearance.
- Register for your Criminal Background Check.
- Identify any site-specific clearance requirements needed and the timeline on which you will need to apply for each.

## **Stage 3:**

- Send link for application to potential site supervisor (**Please note posted due dates**). Upon approval, you will receive a notification from the Practicum & Internship Coordinator. *Your site and site supervisor will need to be approved before you are able to complete the Practicum Contract.*
- Submit your Personal Counseling verification form along with your counseling reflection essay.
- SCH Track Only:** Submit a copy of your current TB test results in Canvas (results must be no more than three months old when received by the school district).

## **Stage 4:**

- Obtain ACA, ASCA, or AAMFT student membership & liability insurance.
- Complete and submit the Practicum Contract. *This Contract may only be completed after you receive notification that your proposed site and site supervisor have been approved.*
- After all of your paperwork has been submitted and approved, you will receive official notification of your registration hold being removed and you will be able to register for the course.**

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The Practicum Handbook and many other resources can be found under the Practicum Forms section of our website as well as the Grad Counseling Canvas Site.

**Students must be registered for class one week prior to the start of the semester.**

# Internship Planning Guide

The following is the suggested stages of when to complete each of the required tasks prior to your enrollment in an Internship course. Items with asterisks correspond with the deadlines outlined on the attached “Paperwork Due Dates” document. You should refer to Canvas for the exact due dates and detailed submission requirements.

---

## **Stage 1:** *Suggested completion 1-2 full semesters before internship start date.*

- Read the [Internship Handbook](#).
- Read the “[Practicum and Internship Policies: FAQs](#)” document.
- CMH/MCF Tracks Only:** Begin contacting sites.

## **Stage 2:**

- Complete the [Internship Pre-Registration form\\*](#) by the required date (See “Paperwork Due Dates” attached).
- Accept Canvas invitation to Graduate Counseling Internship Pre-Registration Site.
- CMH/MCF Tracks Only:** As needed, continue searching for an internship site, scheduling interviews, and finalizing plans.

## **Stage 3:**

- Send link for application to potential site supervisor\* (See “Paperwork Due Dates” attached).
- Review the [clearance policy](#) on the website to determine if you need to renew any of your clearances.
- Identify any site-specific clearance requirements needed and the timeline on which you will need to apply for each.
- SCH Track Only:** Submit a copy of your current TB test results (results must be no more than three months old when received by the school district).

## **Stage 4:**

- Complete and submit the Internship Contract. *This Contract may only be completed after you receive notification that your proposed site and site supervisor have been approved.*
- Provide copies of your clearances to your site.
- Renew ACA, ASCA, or AAMFT student membership as needed.
- Renew liability insurance.
- After all of your paperwork has been submitted and approved, you will receive notification of your registration hold being removed and will be able to register for the course.**

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The Internship Handbook and many other resources can be found under the Practicum & Internship Forms section of our website as well as the Grad Counseling Canvas Site.

**CAGS students** will have additional assignments required. Pay close attention to the Internship pre-registration Canvas course for more information.

**Students must be registered for class one week prior to the start of the semester.**



Master of Arts in Counseling

**PRACTICUM & INTERNSHIP “AT – A – GLANCE”**

*MARRIAGE, COUPLE, & FAMILY COUNSELING TRACK*

<p><b><u>Site Supervisor Qualifications</u></b></p> <p>* For at least one field experience, each student is strongly encouraged to have a site supervisor who is specifically a Licensed Marriage and Family Therapist (or state equivalent).</p>	<ul style="list-style-type: none"> <li>✓ Master’s degree in counseling or a related profession</li> <li>✓ Relevant certification and/or licensed professional</li> <li>✓ Minimum 2 years of pertinent professional experience in the specialty area in which the student is enrolled</li> <li>✓ Provide weekly scheduled individual supervision with the student</li> </ul>
<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>✓ Maintain regular communication with the University faculty supervisor regarding the student’s performance</li> <li>✓ Meet with faculty supervisor via phone, video conference, or a site visit after the midterm evaluation</li> <li>✓ Provide opportunity for video/audio recording or mock counseling</li> <li>✓ Opportunity for group counseling facilitation*</li> <li>✓ Disclose any potential dual relationships the student may encounter at the site</li> <li>✓ Complete a midterm &amp; final evaluation of the student</li> </ul>

**HOURS REQUIREMENTS**

<p><b><u>PRACTICUM</u></b></p>	<ul style="list-style-type: none"> <li>✓ <b>Total:</b> 100 hours over the course of one academic semester</li> <li>✓ <b>Direct Hours:</b> Minimum of 50 hours in direct service with actual clients</li> <li>✓ Exposure to diversity among clients and exposure to clients with disabilities</li> <li>✓ Weekly individual or triadic supervision</li> </ul>
<p><b><u>INTERNSHIPS</u></b></p>	<ul style="list-style-type: none"> <li>✓ <b>Total:</b> Each internship requires 300 hours over the course of one academic semester</li> <li>✓ <b>Direct Hours:</b> Minimum of 125 hours in direct service with actual clients</li> <li>✓ Exposure to diversity among clients and exposure to clients with disabilities</li> <li>✓ Weekly individual or triadic supervision</li> </ul>

**Possible Practicum/Internship Activities:** Individual co-counseling/counseling; Group co-counseling/counseling; Family co-counseling/counseling; Intake interviewing; Testing/assessment; Professional consultation; Record keeping; Treatment planning; Case conferences; Staff/team meetings; Individual supervision; Training; Computer technology (counseling use); other activities to be approved by Counseling Graduate Department.

\***Group counseling requirement:** Students are required to gain experience in facilitating or co-facilitating groups during one semester. If group counseling facilitation cannot be obtained at your site, the student is responsible to meet this requirement in a different field experience.

**Please note:** This document serves only as an overview of the requirements for supervisors. For further explanations, please refer to the Practicum & Internship Handbook, Orientation, and Contract.



*Masters of Arts in Counseling*

## Personal Therapy/Counseling Verification Form

The intent of Messiah's Master of Arts in Counseling Program in requiring students to obtain personal counseling is primarily to give students the opportunity to develop greater self-awareness and personal growth while working through any of their own underlying issues as they experience the therapeutic relationship from the client's perspective. Students are advised to schedule these sessions well in advance of the due dates listed below and to limit their sessions to one per week.

By my signature below, I verify that  completed at least four  
Student Name (please print)

face-to-face individual counseling/therapy sessions with me on the following dates:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

By the student's signature below, he/she indicates that he/she gives permission for me to release this information to Messiah University Graduate Counseling Program for the purposes of Practicum Clearance.

Name of Practice:	<input type="text"/>
Counselor's Name:	<input type="text"/>
Counselor's License Type:	<input type="text"/>
Counselor's License Number:	<input type="text"/>
Counselor's Phone Number:	<input type="text"/>
<input type="text"/>	<input type="text"/>
Counselor's Signature	Date
<input type="text"/>	<input type="text"/>
Student's Signature	Date

*Due Dates: for spring practicum, Dec. 1<sup>st</sup>; for summer practicum, May 1<sup>st</sup>; for fall practicum, July 15<sup>th</sup>.*



*Masters of Arts in Counseling*

## **MARRIAGE, COUPLE, & FAMILY COUNSELING PRACTICUM CONTRACT**

The purpose of this agreement is to provide a qualified Counseling graduate student with a field based supervised clinical experience in counseling. The student must complete a minimum of 100 clock hours during the course of the practicum placement, which must extend over the entire semester established for the practicum experience and may only take place during the contracted dates of the semester.

### **The Messiah University Graduate Program in Counseling Agrees:**

- 1) To assign a faculty practicum supervisor who will oversee the student's experience with the field site/supervisor;
- 2) To provide orientation, assistance, consultation, and professional development opportunities to the site supervisor;

### **The Practicum Site Agrees:**

- 1) To assign a supervisor who is a licensed professional with a minimum of two years of experience in that field;
- 2) To assign a supervisor who has the time for and interest in supervising the practicum student;
- 3) To provide 100 on-site hours which include opportunities for the student to engage in a variety of counseling activities including counseling clients who represent the ethnic and demographic diversity of their community and fulfill the following requirements:
  - Direct service: a minimum of 50 hours of direct service to clients which can include face-to-face individual and group counseling.
  - Indirect service: the remainder of the 100 hours can be indirect hours, which may include professional development, staff meetings, preparation for sessions, clinical paperwork, etc.
  - Clinical Supervision: (included as indirect service) weekly interaction with an average of one hour per week of individual and/or triadic clinical supervision (no more than two students at a time). In select pre-approved situations clinical supervision will be provided by a separate supervisor.
- 4) To provide necessary and appropriate technological resources that assist with learning;
- 5) To provide a setting for individual counseling, with assured privacy and sufficient space for appropriate equipment;

### **The Site Supervisor Agrees:**

- 1) To review the Graduate Program in Counseling's Orientation Module and uphold the standards and expectations as outlined in the Orientation and Practicum Handbook;
- 2) To provide weekly one-to-one and/or triadic supervision at least one hour per week, which involves review of student work with clients and some examination of student work using audio/video tapes (as allowed by site), observation, and/or live supervision, unless otherwise provided by a separate clinical supervisor;
- 3) To maintain regular communication with the University faculty supervisor and respond to communication within a week. The faculty supervisor will initiate contact at least every four weeks throughout the semester via phone or email.
- 4) To contact the faculty supervisor immediately should there be any problem or change in relation to the student, site, licensure status, or University;

- 5) To provide regular feedback on the student's performance including completion of the midterm and final evaluations using the forms provided and submit these documents in a timely fashion;
- 6) To participate in a live scheduled meeting with the faculty supervisor shortly after the midterm evaluation has been submitted. This meeting could take place as a phone or video conference, or site visit.

**The Messiah University Faculty Supervisor Agrees:**

- 1) To maintain regular communication with the site and/or clinical supervisor including initiating contact at least every four weeks;
- 2) To maintain regular communication with the student and provide regular feedback on the student's performance including completion of the midterm and final evaluations;
- 3) To assign a grade for the student upon the successful completion of the practicum;
- 4) To conduct ongoing group and individual supervision with the student and provide consultation to the student and/or site supervisor as needed.

**The Practicum Student Agrees:**

- 1) To submit a resume and any necessary documentation to the site/site supervisor;
- 2) To adhere to the administrative policies, rules, standards, schedules, and practices of the site and University;
- 3) To be punctual and present at the scheduled times of the student's practicum;
- 4) To retain professional liability insurance at their own expense for the duration of the experience;
- 5) To participate in each Tuesday/Thursday faculty led group supervision session;
- 6) To ensure each client he/she works with signs the Counseling program's Informed Consent Form; and
- 7) To complete the necessary evaluations, including a midterm and final self-evaluation and evaluation of the student's site.
- 8) To complete hours with the site only within the contracted dates of the semester.

**POSSIBLE PRACTICUM ACTIVITIES**

*Site Supervisors: Please check all activities that apply.*

- |  |   |
|--|---|
| <input type="checkbox"/> Individual Co-Counseling/Counseling | <input type="checkbox"/> Treatment Planning                   |
| <input type="checkbox"/> Group Co-Counseling/Counseling      | <input type="checkbox"/> Case Conferences                     |
| <input type="checkbox"/> Family Co-Counseling/Counseling     | <input type="checkbox"/> Staff /Team Meetings                 |
| <input type="checkbox"/> Intake Interviewing                 | <input type="checkbox"/> Individual Supervision               |
| <input type="checkbox"/> Testing/Assessment                  | <input type="checkbox"/> Training                             |
| <input type="checkbox"/> Professional Consultation           | <input type="checkbox"/> Computer Technology (Counseling use) |
| <input type="checkbox"/> Record Keeping                      | <input type="checkbox"/> (Other) _____                        |

Within the specified time frame, \_\_\_\_\_ is the primary practicum site supervisor. The  
 (Site Supervisor)  
 student will participate in the practicum activities (checked above) in sufficient amounts as to allow an adequate evaluation  
 of the student's level of competence in each activity. \_\_\_\_\_ will be the faculty  
 (Faculty Supervisor)  
 practicum supervisor.

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This agreement is made on \_\_\_\_\_ by and between \_\_\_\_\_  
(Date) (Please print - Practicum Site Name)  
and Messiah University Masters of Arts in Counseling Program. This agreement will be effective  
from \_\_\_\_\_ (Mo.) \_\_\_\_\_ (Day) \_\_\_\_\_ (Yr.) to \_\_\_\_\_ (Mo.) \_\_\_\_\_ (Day) \_\_\_\_\_ (Yr.) for  
\_\_\_\_\_ hours per week for 3 credit hours for \_\_\_\_\_.  
(Please print - Practicum Student )

### Signatures

By signing this contract I agree to fulfill the above statements related to my role and will uphold the American Counseling Association Code of Ethics or the ethical code of my profession.

\_\_\_\_\_  
(Site Supervisor) Date: \_\_\_\_\_

I acknowledge that checking this box electronically serves the same purpose as affixing my original signature to this document.

\_\_\_\_\_  
(Student) Date: \_\_\_\_\_

I acknowledge that checking this box electronically serves the same purpose as affixing my original signature to this document.

\_\_\_\_\_  
(Faculty Supervisor) Date: \_\_\_\_\_

I acknowledge that checking this box electronically serves the same purpose as affixing my original signature to this document.

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### SITE INFORMATION

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

Site Address, City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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

#### Practicum Site Supervisor Licensure Information:

Type of License/Certification (s) (e.g., LPC, LCSW, LCP, etc.): \_\_\_\_\_

License Number: \_\_\_\_\_

Date First Licensed: \_\_\_\_\_

License Expiration Date: \_\_\_\_\_





*Masters of Arts in Counseling*

## **MARRIAGE, COUPLE, & FAMILY COUNSELING INTERNSHIP CONTRACT**

The purpose of this agreement is to provide a qualified Counseling graduate student with a field based supervised clinical experience in counseling. The student must complete a minimum of 300 clock hours during the course of the internship placement, which must extend over the entire semester established for the internship experience and may only take place during the contracted dates of the semester.

### **The Messiah University Graduate Program in Counseling Agrees:**

- 1) To assign a faculty internship supervisor who will oversee the student's experience with the field site/supervisor;
- 2) To provide orientation, assistance, consultation, and professional development opportunities to the site supervisor;

### **The Internship Site Agrees:**

- 1) To assign a supervisor who is a licensed professional with a minimum of two years of experience in that field;
- 2) To assign a supervisor who has the time for and interest in supervising the internship student;
- 3) To provide 300 on-site hours which include opportunities for the student to engage in a variety of counseling activities including counseling clients who represent the ethnic and demographic diversity of their community and fulfill the following requirements:
  - Direct service: a minimum of 125 hours of direct service to clients which can include face-to-face individual and group counseling.
  - Indirect service: the remainder of the 300 hours can be indirect hours, which may include professional development, staff meetings, preparation for sessions, clinical paperwork, etc.
  - Clinical Supervision: (included as indirect service) weekly interaction with an average of one hour per week of individual and/or triadic clinical supervision (no more than two students at a time). In select pre-approved situations clinical supervision will be provided by a separate supervisor.
- 4) To provide necessary and appropriate technological resources that assist with learning;
- 5) To provide a setting for individual counseling, with assured privacy and sufficient space for appropriate equipment;

### **The Site Supervisor Agrees:**

- 1) To review the Graduate Program in Counseling's Orientation Module and uphold the standards and expectations as outlined in the Orientation and Internship Handbook;
- 2) To provide weekly one-to-one and/or triadic supervision at least one hour per week, which involves review of student work with clients and some examination of student work using audio/video tapes (as allowed by site), observation, and/or live supervision, unless otherwise provided by a separate clinical supervisor;
- 3) To maintain regular communication with the University faculty supervisor and respond to communication within a week. The faculty supervisor will initiate contact at least every four weeks throughout the semester via phone or email.
- 4) To contact the faculty supervisor immediately should there be any problem or change in relation to the student, site, licensure status, or University;

- 5) To provide regular feedback on the student's performance including completion of the midterm and final evaluations using the forms provided and submit these documents in a timely fashion;
- 6) To participate in a live scheduled meeting with the faculty supervisor shortly after the midterm evaluation has been submitted. This meeting could take place as a phone or video conference, or site visit.

**The Messiah University Faculty Supervisor Agrees:**

- 1) To maintain regular communication with the site and/or clinical supervisor including initiating contact at least every four weeks;
- 2) To maintain regular communication with the student and provide regular feedback on the student's performance including completion of the midterm and final evaluations;
- 3) To assign a grade for the student upon the successful completion of the internship;
- 4) To conduct ongoing group and individual supervision with the student and provide consultation to the student and/or site supervisor as needed.

**The Internship Student Agrees:**

- 1) To submit a resume and any necessary documentation to the site/site supervisor;
- 2) To adhere to the administrative policies, rules, standards, schedules, and practices of the site and University;
- 3) To be punctual and present at the scheduled times of the student's internship;
- 4) To retain professional liability insurance at their own expense for the duration of the experience;
- 5) To participate in each Tuesday/Thursday faculty led group supervision session;
- 6) To ensure each client he/she works with signs the Counseling program's Informed Consent Form; and
- 7) To complete the necessary evaluations, including a midterm and final self-evaluation and evaluation of the student's site.
- 8) To complete hours with the site only within the contracted dates of the semester.

**POSSIBLE INTERNSHIP ACTIVITIES**

*Site Supervisors: Please check all activities that apply.*

- |  |   |
|--|---|
| <input type="checkbox"/> Individual Co-Counseling/Counseling       | <input type="checkbox"/> Treatment Planning                   |
| <input type="checkbox"/> Group Co-Counseling/Counseling (required) | <input type="checkbox"/> Case Conferences                     |
| <input type="checkbox"/> Family Co-Counseling/Counseling           | <input type="checkbox"/> Staff /Team Meetings                 |
| <input type="checkbox"/> Intake Interviewing                       | <input type="checkbox"/> Individual Supervision               |
| <input type="checkbox"/> Testing/Assessment                        | <input type="checkbox"/> Training                             |
| <input type="checkbox"/> Professional Consultation                 | <input type="checkbox"/> Computer Technology (Counseling use) |
| <input type="checkbox"/> Record Keeping                            | <input type="checkbox"/> (Other) _____                        |

Within the specified time frame, \_\_\_\_\_ is the primary internship site supervisor. The  
(Site Supervisor)  
student will participate in the internship activities (checked above) in sufficient amounts as to allow an adequate evaluation

of the student's level of competence in each activity. \_\_\_\_\_ will be the faculty  
(Faculty Supervisor)  
internship supervisor.

---

This agreement is made on \_\_\_\_\_ by and between \_\_\_\_\_  
(Date) (Please print - Internship Site Name)  
and Messiah University Masters of Arts in Counseling Program. This agreement will be effective  
from \_\_\_\_\_ (Mo.) \_\_\_\_\_ (Day) \_\_\_\_\_ (Yr.) to \_\_\_\_\_ (Mo.) \_\_\_\_\_ (Day) \_\_\_\_\_ (Yr.) for  
\_\_\_\_\_ hours per week for 3 credit hours for \_\_\_\_\_.  
(Please print - Internship Student )

### *Signatures*

By signing this contract I agree to fulfill the above statements related to my role and will uphold the American Counseling Association Code of Ethics or the ethical code of my profession.

\_\_\_\_\_  
(Site Supervisor) Date: \_\_\_\_\_

I acknowledge that checking this box electronically serves the same purpose as affixing my original signature to this document.

\_\_\_\_\_  
(Student) Date: \_\_\_\_\_

I acknowledge that checking this box electronically serves the same purpose as affixing my original signature to this document.

\_\_\_\_\_  
(Faculty Supervisor) Date: \_\_\_\_\_

I acknowledge that checking this box electronically serves the same purpose as affixing my original signature to this document.

---

### **SITE INFORMATION**

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

Site Address, City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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

#### **Internship Site Supervisor Licensure Information:**

Type of License/Certification (s) (e.g., LPC, LCSW, LCP, etc.): \_\_\_\_\_

License Number: \_\_\_\_\_

Date First Licensed: \_\_\_\_\_

License Expiration Date: \_\_\_\_\_



**Signatures Needed**

- Client signature is needed if client is 18 or over
- Either parent/guardian or client signature is needed if client is 14-17
- Parent/guardian signature is needed if client is under 14

**INFORMED CONSENT FORM**

Name \_\_\_\_\_

DOB \_\_\_\_\_

This informed consent document is intended to provide general information about the counseling services provided by a Messiah University graduate student. This is a legal document; please read it carefully before signing.

- **Nature of Counseling:** The type and extent of services that I/my child will receive will be determined following an initial assessment and through discussion with me. I understand that there may be both benefits and risks associated with participation in counseling. Counseling may improve ability to relate to others, provide a clearer understanding of self, values, and goals, and an ability to deal with everyday stress. I understand that counseling may also lead to unanticipated feelings and change, which might have an unexpected impact on me/my child and my/my child's relationships.
- **Supervision:** I understand that \_\_\_\_\_ (name of graduate student) is currently completing his/her master's degree in \_\_\_\_\_ at Messiah University. In order to improve his/her skills, he/she is required to complete a practicum and two internships. Currently, \_\_\_\_\_ (students' name) is completing his/her practicum/internship under the direct supervision of a trained counselor at \_\_\_\_\_ (agency) and a Messiah University faculty supervisor. \_\_\_\_\_ (student's name) will be on-site regularly until \_\_\_\_\_ (date of last day on-site).
- **Confidentiality:** I understand that counselors maintain confidentiality in accordance with the ethical guidelines and legal requirements of their profession. Effective counseling, however, sometimes requires that confidential information be shared with other staff members, professors, or graduate students who are training at Messiah University. I understand that no records or information about me will be intentionally released outside Messiah University without my permission, except under specific circumstances: if I/my child present/presents a serious danger to self or other person(s); if there is a suspicion or actual incident of child abuse or neglect; or a valid subpoena is issued for my/my child's records, or my/my child's records are otherwise subject to a court order or other legal process requiring disclosure.

If I have any questions regarding this consent form or about the services offered, I understand that I may discuss them with my counselor or his/her supervisor.

I have read and I understand the above. I understand that treatment may be stopped at any time and there are no penalties for denying permission. I hereby consent to:

participate/permit my child to participate in the above described counseling activities

\_\_\_\_\_  
Client Name (please print)                      Client Signature                      Date

\_\_\_\_\_  
Parent/Guardian Name (please print)      Parent/Guardian Signature              Date  
(Required for clients under 14 years of age)

\_\_\_\_\_  
Counselor Trainee Signature                      Date

## Marriage, Couple, & Family Final Evaluation by Site Supervisor

---

Thank you for serving as a supervisor for one of Messiah University's graduate students this semester. Your feedback is a valuable piece of the experience and this evaluation will serve as a permanent record of the student's professional performance.

Please note: This evaluation is designed to be used for all levels of field experience students and the questions assess both basic and advanced skills. In light of this, as well as accounting for diversity among sites, it is not the expectation that all skills will be observed.

Site Supervisor's Information

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**This evaluation is provided here as a reference so you can see the areas students will be evaluated on. All evaluations are completed through our evaluation software.**

Student's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

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

Semester:

- Spring
- Summer
- Fall

Frequency of Supervision: \_\_\_\_\_

**Please use the following rating system when answering the questions below:**

**Excellent:** a behavior that can be deemed as a strength of the particular student

**On Target:** demonstrates behavior consistently and appropriately

**Developing:** actively working on improving or demonstrating this behavior

**Unsatisfactory:** problem or deficiency with this behavior

**N/A = No opportunity to observe (if selected, please note in section comments how student could have the opportunity to demonstrate this behavior)**

**A. Professionalism:**

1. Arrives on time
2. Communicates in advance with supervisor about scheduled time on site and absences
3. Completes tasks and paperwork in a timely manner
4. Uses time effectively
5. Presents a professional appearance
6. Written communication is professional (including emails)
7. Oral communication is professional
8. Cultivates professional relationships with colleagues
9. Uses personal and professional technology according to site standards/policy
10. Able to effectively balance professional responsibilities and self-care

**B. Cultural Competence:**

1. Demonstrates awareness of differences among individuals and groups
2. Demonstrates awareness of own cultural identity and how it impacts counseling
3. Conveys respect to diverse clients
4. Demonstrates sensitivity to cultural and other types of diversity when planning counseling related interactions
5. Uses culturally-sensitive approaches in counseling and during other duties (assessments, psycho-education, etc).

**C. Ethical and legal knowledge and behavior**

1. Demonstrates knowledge of professional ethics and legal requirements
2. Behaves in accordance with ethical and legal requirements for a professional counselor
3. Maintains confidentiality as professionally required
4. Avoids inappropriate dual-relationships or boundary crossing
5. When counseling reveals potential harm to self or others student demonstrates ability to take appropriate action

**D. Counseling Skills: Relationships**

1. Recognizes countertransference or over-identification in counseling
2. Establishes and maintains rapport
3. Conveys empathy
4. Generally avoids self-disclosures, limiting its use to therapeutically-appropriate situation

**E. Counseling Skills: Interventions**

1. Intentionally gathers information on strengths, concerns, and barriers
2. Considers family or environmental system as a part of understanding client
3. Combines professional knowledge with client information to plan appropriate interventions
4. Executes counseling plans while adapting to client needs
5. Locates resources in the community and makes appropriate referrals as needed

**F. Marriage, Couple, Family Counseling**

1. Uses a systems approach in assessment procedures for individuals or families
2. Uses a systems approach when conceptualizing cases
3. Determines or hypothesizes a pertinent DSM-5 diagnosis for a client in a system
4. Demonstrates ability to screen or assess for client substance abuse
5. Demonstrates ability to create and execute interventions at the system level
6. Demonstrates leadership in a session with a couple or family
7. Demonstrates ability to join with all members of a system
8. Demonstrates awareness of potential involvement of legal system in couple for family counseling

**G. Response to Supervision**

1. Takes an active role in supervision, including preparation

2. Receptive to feedback and suggestions
3. Displays a sincere commitment to growth as a counselor
4. Informs supervisor of urgent or crisis situations
5. Able to recognize limitations as a counselor and takes action to address them (e.g. seeking supervision or referral when appropriate)

**Overall Progress**

How many times have you observed the student providing direct services to clients/students (including recorded sessions)?

- 1-5
- 6-10
- more than 10

Overall I would characterize this student's counseling work as:

- Excellent
- On Target
- Developing
- Unsatisfactory

Please comment on the student's overall strengths.

Please comment on areas the student can focus on improving.

Do you have any concerns about the student's personal life that would affect his/her counseling?

- Yes
- No

If you answered "Yes" to the previous question, may we contact you to discuss further?

- Yes
- No

Please discuss your feedback with your student. Please also give the student either a paper or electronic copy.

Thank you for taking the time to complete this evaluation!

## Faculty Evaluation of Practicum/Internship Student

---

This evaluation is designed to be developmental and is used for all levels of field experience so we expect the frequency of some of these items to increase over time. Please review it with your student and provide them with a copy of it for their records.

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

Semester:

- Spring
- Summer
- Fall

Progress being evaluated:

Midterm  Final

Faculty Supervisor's Name: \_\_\_\_\_

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

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

---

Please provide feedback on how well students display the listed behaviors based on the rating system below. This evaluation is designed to be developmental so we would expect students to improve their ratings over time. A Practicum student is not expected to be rated as Excellent on the majority of items.

**Excellent: a behavior that can be deemed as a strength of the particular student**

**On Target: demonstrates behavior consistently and appropriately**

**Developing: actively working on improving or demonstrating this behavior**

**Unsatisfactory: problem or deficiency with this behavior**

**N/A = No opportunity to observe (if selected, please note in section comments how student could have the opportunity to demonstrate this behavior)**

### A. Professionalism:

1. Attends and arrives on time to all supervision sessions (If less than On Target, please explain below)
2. Completes all assignments on time
3. Presents a professional appearance
4. Written communication is professional (including emails)
5. Oral communication is professional
6. Treats classmates and faculty with respect
7. Speaks and writes about clients and staff at site in a respectful way
8. Able to effectively balance professional responsibilities and self-care



**B. Cultural Competence:**

- 6. Demonstrates awareness of differences among individuals and groups
- 7. Demonstrates awareness of own cultural identity and how it impacts counseling
- 8. Conveys respect to diverse clients
- 9. Demonstrates sensitivity to cultural and other types of diversity when planning counseling related interactions
- 10. Uses culturally-sensitive approaches in counseling and during other duties (assessments, psycho-education, etc).

**C. Ethical and Legal Knowledge and Behavior**

- 6. Demonstrates knowledge of professional ethics and legal requirements
- 7. Behaves in accordance with ethical and legal requirements for a professional counselor
- 8. Maintains confidentiality as professionally required
- 9. Avoids inappropriate dual-relationships or boundary crossing
- 10. When counseling reveals potential harm to self or others student demonstrates ability to take appropriate action

**D. Counseling Competence**

- 1. Is able to conceptualize core issues of clients’/students’ problems or symptoms
- 2. Is able to consider how clients’/students’ context impacts their concerns
- 3. Applies use of a theoretical orientation
- 4. Creates appropriate counseling goals unique to the client/student
- 5. Maintains focus on counseling goals and revises as needed
- 6. Is able to convey empathy toward clients/students
- 7. Plans for counseling sessions and meetings with others involved in client/student care
- 8. Leads counseling sessions with balance of intentionality and flexibility
- 9. Provides sound rationale for counseling intervention choices

**E. Response to Supervision**

- 6. Actively prepares for supervision
- 7. Receptive to feedback and suggestions
- 8. Displays a sincere commitment to growth as a counselor
- 9. Able to recognize limitations as a counselor and seek supervision or refer when appropriate
- 5. Provides supportive and constructive feedback to peers

**Overall Progress**

Overall I would characterize this student’s counseling work as:

- \_\_\_Excellent
- \_\_\_On Target
- \_\_\_Developing
- \_\_\_Unsatisfactory

Please comment on the student's overall strengths

Please comment on areas the student can focus on improving