



ULM COUNSELING PROGRAM



2025-2026 CMHC PRACTICUM AND INTERNSHIP HANDBOOK

SCHOOL OF ALLIED HEALTH

Counseling Program

College of Health Sciences

University of Louisiana at Monroe, LA 71209

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Welcome to your Practicum and Internship at the University of Louisiana Monroe! This handbook is designed to help you understand what to expect and what is expected of you throughout your clinical training. It outlines the key responsibilities of you, your site supervisor, your university supervisor, and ULM. It also ensures that your experience meets the standards set by our national accrediting body, CACREP, so your work in the field is both meaningful and professionally aligned with the expectations of the Clinical Mental Health Counseling profession.

If you have any questions after reading the Handbook, please contact:

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Introduction to Practicum & Internship

Practicum and Internship will be some of the most important training experiences you have during your time in the counseling program. These courses give you the opportunity to apply the knowledge and skills you've learned in class to real-world settings as you grow into a confident and professional counselor. Please visit the ISC Canvas and view the Orientation to CMHC Practicum & Internship video.

The ISC Canvas Page



To support you in your practicum and internship experience, we've created a dedicated ISC Canvas page, The ULM Practicum & Internship Hub, with a wide range of resources. On this page, you'll find helpful tutorials to help with completing forms, logging hours, and understanding evaluations.

The page includes tips for finding a site, sample outreach emails, and a list of previously approved locations. You'll also have access to important documents such as the most current Practicum & Internship Handbook, Site Supervisor Manuals, and sample forms.

A techniques section is available to help you build counseling skills and learn creative strategies you can use in sessions.

In addition, the page offers ideas for professional development and a collection of recommended books and documentaries on a variety of counseling topics to broaden your knowledge and support lifelong learning.

We encourage you to visit the ISC Canvas page regularly, as it will be updated regularly with new tools, reminders, and announcements. This page is available to you starting your first semester at ULM.

Timeline of P & I Activities with CMHC Students

Semester	Activities and Prerequisite Coursework	Description
Year 1-Fall Semester Courses: COUN 5001: Intro to Professional Counseling COUN 5005: Theories of Counseling COUN 5010: Methods of Counseling	New Student Orientation	P & I is introduced generally during orientation. Students receive the Student Handbook. Check out the P & I Page on the ISC Canvas. The link is on your Canvas dashboard. Students can download the CMHC Practicum & Internship Handbook to familiarize themselves with expectations. Students meet with their faculty advisor to discuss

	COUN 5001: Intro to Professional Counseling	the program, any concerns or questions, and P & I placements. It is your responsibility to contact your advisor and schedule the meeting.
	COUN 5010: Methods of Counseling	Students complete a Practicum Preparation Assignment where they identify potential sites, contact a site representative, and learn about site expectations and services.
	P & I Orientation	The P & I Coordinator holds a session on the 2nd Wednesday of the semester to explain the full P & I process, required paperwork, and site selection strategies. Dates and deadlines for practicum applications, site approvals, and paperwork submission are provided. All students from any cohort are invited.

Year 1 – Spring Courses: COUN 5022: Lifespan Development COUN 6063: Law and Ethics in Counseling COUN 6067: Group Counseling		The P & I Coordinator is always available to discuss possible sites and strategies for finding a site. Start researching sites. Check out the P & I Page on the ISC Canvas. *Note: Some sites may say it is too early to plan a placement with them. That is ok, just keep a log of the sites and contact info.
Year 1 – Summer Courses COUN 5060: Career		
Year 2 – Fall Courses: COUN 5062: Clinical Assessment and Psychometrics COUN 6052: Multicultural Counseling	P & I Orientation	The P & I Coordinator holds a session on the 2nd Wednesday of semester to explain the full P & I process, required paperwork, and site selection strategies. Dates and deadlines for practicum applications, site approvals, and paperwork submission are provided.

Year 2 – Spring Courses: COUN 5011: Advanced Techniques in Counseling COUN 5021: Diagnostics in Counseling Coun 5067: P & A of Mental Health Counseling (you may take it this semester or in the next spring semester)	Site Selection and Approval Deadline for Summer Practicum – 4th Friday in April	CMHC students select sites and work with P & I Coordinator to finalize MOUs, complete Tevera forms, and confirm site eligibility for Spring Practicum. <u>Deadline for Summer Practicum for CMHC is the 4th Friday in April.</u> This means all your site documents are in Tevera, signed by the site & the site supervisor, the MOU is in place, and the P & I Coordinator has approved your site. The P & I Coordinator sends you an email as soon as your site is approved. *Note: You are required to <u>lead or co lead</u> 4-5 groups in Practicum. If your primary site does not have groups, you will need to find a secondary site for this experience.
Year 2 – Summer		

Courses: COUN 5065 - Practicum	Site Extension, New Supervisor, or New Site Approval for Deadline for Fall Internship is 3rd Friday of July.	CMHC students take Practicum. If CHMC students are staying at the same site for Internship, they must extend their placement in Tevera. If a student will be at the same site but with a different site supervisor, they will need to add the supervisor in Tevera. If the student is going to a new site, P & I Coordinator works with the student and the site to complete the necessary paperwork. This must be done as early in the semester as possible. <u>The deadline for extending a site, adding a new site supervisor, or applying for a new site placements must be approved by the 3rd Friday of July.</u>
Year 3 – Fall Courses:	Site Extension, New Supervisor, or	CMHC students take Internship I

COUN 6070 – Internship I	New Sites Approval Deadline for Spring Internship is 1st Friday in December	Students again update site placements in Tevera for Internship II for the spring semester. The P & I Coordinator supports adding or modifying internship sites. <u>The deadline for extending a site, adding a new site supervisor, or applying for a new site placements must be approved by 1st Friday in December.</u>
Year 3 – Spring Courses: COUN 6070 – Internship II		CMHC students take Internship II.

Practicum Overview

What is Practicum?

Practicum is a clinical course you will take near the end of your master's program. This course is designed to help you begin putting the clinical skills you've developed throughout your training into professional practice. You will identify and apply to a local practicum site where you will serve as a student intern. During your practicum, you will receive regular supervision from both an approved Site Supervisor and your University Supervisor.

Practicum Requirements:

- Practicum must include a **minimum of 100 total clock hours** earned over the course of the semester. A **minimum of 40 of these clock hours must be direct contact hours**, and the remaining **60 may be indirect hours**.

Direct contact includes both individual and group counseling, as well as other counseling-related activities such as intake interviews, assessments, and co-facilitating psychoeducational sessions.

- Students will receive **1.5 hours** of weekly group supervision from a ULM faculty member within their internship course. Practicum students **must** be prepared for class with a segment of a video or audio recording of their interactions with clients.
- Students will receive **1 hour** of weekly individual and/or triadic supervision from their approved site supervisor. Site supervision should include a review of the student's audio/video recordings and/or live supervision of student interactions with clients.
- ULM faculty supervisors will schedule a minimum of **1 virtual site visit** via Zoom during each individual practicum/internship semester. This meeting will be approximately **20- minutes in length**, and include the faculty supervisor, site supervisor, and student. The faculty supervisor will use this visit to consult with the student and site supervisor to confirm adherence to ULM policies and to evaluate the student's progress throughout the internship experience.

The Group Experience

As part of your Practicum experience at ULM, you will be required to select a site that allows you to lead or co-lead a group for 4–5 sessions. These group counseling sessions will count toward your required direct contact hours.

For more information see [ULM's Practicum Group Policy](#) in the Appendix. Groups do not need to be recorded.

Eligibility to Apply for Practicum

To be eligible for Practicum, you must meet the following requirements:

- Successfully attend and complete the **online, synchronous summer workshop**.
- Earn a grade of **B or higher** in all of the following prerequisite courses (verified with a ULM transcript):
 - COUN 5001: Intro to Professional Counseling
 - COUN 5005: Counseling Theories
 - COUN 5010: Methods of Counseling
 - COUN 5011: Advanced Techniques in Counseling
 - COUN 5022: Lifespan Development
 - COUN 6052: Multicultural Counseling
 - COUN 6063: Law and Ethics in Counseling
 - COUN 6067: Group Counseling
 - COUN 5062: Clinical Assessment and Psychometrics
 - COUN 5021: Diagnostics in Counseling

Internship Overview

What is Internship?

Internship is a continuation of your professional practice experience and takes place after you complete Practicum. During Internship, you will continue building and applying your counseling skills at a more advanced level. You may choose to remain at your Practicum site if it meets your specialization requirements, or you may apply to a new internship site to gain a broader or different clinical experience.

Internship Requirements:

- Internship must include a **minimum of 600 total clock hours** earned over the course of **two semesters** (Internship I & II). A **minimum of 240 of these clock hours must be direct**, and the remaining **360 may be indirect**.
- Internship I includes **300 total clock hours per semester**, with a minimum of **120 direct hours and 180 indirect hours earned each semester**.
- Internship II includes **300 total clock hours per semester**, with a minimum of **120 direct hours and 180 indirect hours earned each semester**
- As noted before, direct contact includes both individual and group counseling, as well as other counseling-related activities such as intake interviews, assessments, and co-facilitating psychoeducational sessions.
- Students will receive **1.5 hours** of weekly group supervision from a ULM faculty member within their internship course. Internship students **must** be prepared for class with a segment of video or audio recording of their interactions with clients.
- Students will receive **1 hour** of weekly individual and/or triadic supervision from their approved site supervisor. Site supervision should include a review of the student's audio/video recordings and/or live supervision of student interactions with clients.
- ULM internship faculty supervisors will schedule a minimum of **1 virtual site visit** via Zoom during each individual internship semester. This meeting will be approximately **20- minutes in length**, and include the faculty supervisor, site supervisor, and student. In this visit the site ULM Faculty Supervisor will consult with the student and the site supervisor to discuss the student's progress.

Direct & Indirect Hours

Direct hours are defined as those in which students are providing services directly to clients. Examples include one-on-one or group sessions, consultation sessions, administering clinical assessments, and providing psychoeducational content/guidance.

Indirect hours are defined as those in which students are engaged in an activity that contributes to their clinical work outside of providing services. Examples include completing progress notes/clinical documentation, attending conference sessions/supplemental clinical trainings, workshops, and attending supervision.

If you are uncertain if an hour should be logged as direct or indirect, follow up with your university supervisor. [Click here](#) for a detailed table on direct and indirect hours for CMHC.

Dual Enrollment in Internship

Students may request to enroll in both *Internship I* and *Internship II* during the same academic semester. This option is intended for highly motivated students who have demonstrated strong performance in Practicum and have obtained a site capable of supporting the full 600-hour internship requirement. See the Dual Enrollment Requirements in the [Appendix](#).

What Happens in Supervision?

Supervision is one of the most valuable parts of your Practicum & Internship experience — it's where you get to step back from your day-to-day work at your site and reflect on your growth as a future school counselor.

Each week, you'll participate in:

- **Group supervision** with your ULM Faculty Supervisor and classmates, where you can share successes and challenges, learn from one another, and get new ideas and strategies.

- **Individual supervision** with your Site Supervisor, where you'll receive personalized feedback on your counseling skills, case conceptualization, professional identity, and your work with students.

In both settings, you'll have opportunities to:

- Present video or audio segments of your counseling work and reflect on your practice.
- Talk through ethical considerations and complex situations.
- Come prepared with information you reviewed prior to class so you can share and discuss.
- Explore ways to build stronger relationships with students and families.
- Develop your own style as a school counselor.
- Celebrate your progress!

Supervision is a safe space to ask questions, take risks, and grow. Both your Faculty Supervisor and your Site Supervisor are there to support you and help you become the best counselor you can be.

A General Overview of Student Responsibilities During Practicum and Internship

During practicum and internship, you are expected to take an active role in identifying and securing your site. This includes working closely with the Practicum & Internship Coordinator and following all university procedures. Maintaining professional liability insurance is your responsibility, and it must be updated in Tevera before each term begins. Hours completed without active insurance will not be accepted.

Plan to be present at your site during the times arranged with your Site Supervisor. You are expected to carry out all assigned duties and meet the responsibilities outlined by both your Site

Supervisor and University Supervisor. Participation in weekly group supervision with your University Supervisor (averaging 1.5 hours) and individual weekly supervision with your Site Supervisor (at least one hour) is required.

Protecting client privacy and confidentiality is essential—both at your site and in supervision. Your conduct should align with the ACA and ASCA Codes of Ethics. Each semester, you'll take part in a site visit with your Site Supervisor and University Supervisor to review your progress and ensure your experience meets CACREP expectations.

At the conclusion of practicum and internship, you will complete evaluations of both your site and your supervisor. If you plan to provide telehealth services, make sure you meet all ULM telehealth requirements. Any recordings of client sessions must comply with all applicable privacy laws. Finally, be sure to sign the Practicum & Internship Handbook Acknowledgement Form in Tevera each semester to confirm that you've read and understand the current handbook.

General Professional Experiences

During practicum and internship, students are expected to participate in a variety of professional experiences beyond direct counseling. These may include attending treatment team meetings, case consultations, and staff trainings; contributing to case documentation such as progress notes and treatment plans; participating in client advocacy and referral processes; and observing or assisting with crisis response procedures. These experiences are essential to developing a well-rounded professional identity and understanding the full scope of clinical mental health counseling work.

Technology at Your Site

During your practicum and internship, you are encouraged to become familiar with the technology used at your site to support counseling services. At Clinical Mental Health Counseling sites, this may include electronic health record (EHR) systems, telehealth platforms, appointment scheduling software, billing systems, or client communication tools. Gaining hands-

on experience with these technologies will help you develop practical skills that are essential for effective, ethical, and efficient clinical practice in today's mental health settings.

Please remember that any use of technology must comply with your site's confidentiality policies, and you should only access systems with your site supervisor's guidance and permission.

A list of appropriate professional activities, resources, and technology are listed [here](#).

Emergency Procedures at Your Site

At the start of your Practicum or Internship, you will be expected to familiarize yourself with your site's emergency procedures. This includes understanding how to respond to medical emergencies, mental health crises, natural disasters, lockdowns, or other critical incidents. You should ask your Site Supervisor about these protocols and follow all site-specific guidelines in the event of an emergency.

If you encounter a client who may be at risk of harm to themselves or others—or any situation that causes serious concern—you must notify your Site Supervisor and University Supervisor immediately. When in doubt, always err on the side of caution and seek supervision right away.

For a complete list of student responsibilities, review the [Student Responsibilities During Practicum & Internship](#) located in the Appendix.

Practicum & Internship (P&I) Coordinator

For assistance with Practicum and Internship, Dr. Poppy Moon, the Practicum & Internship Coordinator, can help with site selection, MOUs, and navigating the overall Practicum and Internship requirements. She can be reached at moon@ulm.edu.

Our Graduate Assistant for Practicum and Internship is also available to help with site

information, entering details into Tevera, helping with site extensions, and general support. She can be reached at internship@ulm.edu.

Site Approval Timeline for Practicum Placement

A timeline for P & I placement by semester is located in [here](#). Staying on track is essential to ensure your site is vetted and approved in time to begin collecting hours.

Practicum/Internship Site Selection

You are responsible for identifying sites to complete your practicum and internship experiences. However, you not alone in this process! The Practicum & Internship Coordinator and program faculty actively support you in identifying, preparing for, and securing placements that meet CACREP requirements.

Program Involvement and Support

You'll begin exploring potential practicum and internship sites in COUN 5010: *Methods of Counseling* and COUN 5011: *Advanced Techniques in Counseling*. These courses include assignments and activities that help you identify appropriate sites, build interview skills, and understand what to expect during fieldwork. You'll also have access to helpful tools in the Practicum & Internship Information Hub, located in the International Society for Counseling (ISC) Canvas course. This hub includes a list of pre-approved sites, contact information, and sample interview questions to guide your search.

Advising Meetings for Practicum & Internship Planning

You will participate in two required advising meetings with your faculty advisor to help you prepare for Practicum and Internship. Your first meeting will take place during *COUN 5001: Introduction to Professional Counseling*, where you will review your academic plan, learn about the purpose of clinical fieldwork, and begin considering the types of sites that interest you. You will meet again during *COUN 5081: Research in Counseling*. In this second meeting, you will take a deeper dive into placement requirements, site expectations, and the steps you need to take to begin the site approval process. These meetings are designed to keep you informed, supported, and on track for a successful clinical experience.

You're encouraged to begin your site search early and reach out regularly for support throughout the process. It is never too early to find a site! However, the site might say it is too early to select interns. Thank them and ask when you should contact them in the future.

Selecting an Appropriate Site

When choosing your practicum or internship site, you are responsible for confirming that it meets all requirements outlined in this handbook. Your site must:

- Provide supervision by a licensed professional with at least two years of post-master's experience
- Align with your CACREP specialty area - Clinical Mental Health Counseling
- Offer the opportunity to complete required direct and indirect hours, including a group counseling experience during practicum
- Allow for audio or video recording of client sessions for supervision purposes
- Have a signed Memorandum of Understanding (MOU) with ULM on file

Note: You may not use an individual private practice (solo practitioner) as your site. Sites must be group practices or larger organizations with multiple staff members and an appropriate supervision structure.

We usually do not approve sites that require the student to make home visits. Check with the P & I Coordinator to see if a site is acceptable.

Examples of Acceptable Sites:

Sites If you're in the Clinical Mental Health Counseling track, potential sites may include:

- Community mental health agencies
- Outpatient clinics
- Addiction treatment centers
- VA clinics
- University-based counseling centers
- Telehealth platforms that meet ULM requirements

Telehealth placements must follow all requirements outlined in the ULM Telehealth Practicum & Internship Policy.

Interviewing with a Site

Once you find a site that interests you, it's time to reach out and request an interview. Contact the site by phone or email, introduce yourself as a graduate counseling student at ULM, and explain that you are seeking a practicum or internship placement. Mention the term you plan to begin (e.g., Summer, Fall or Spring) and ask if they are currently accepting students.

If the site is open to working with you, schedule a professional interview—either in person or virtually. Remember, this is a two-way conversation. While the site is

evaluating you, you are also evaluating whether the site and supervisor are a good match for your learning needs.

In preparing for your interview:

- Bring an updated resume that highlights your counseling coursework and relevant experience
- Be ready to explain ULM's practicum or internship requirements, including hours, supervision, recordings, and group counseling expectations.
- Describe support CMHC students should receive from their P & I Site Supervisors and sites.
- Ask about the supervision model, what responsibilities you'll have, and the site's policies on recording sessions
- Share your developing counseling style or theoretical approach, and ask about the supervisor's counseling orientation
- Confirm that the site meets ULM and CACREP requirements and that the supervisor has the proper qualifications
- Provide the site with a copy of the current Site Supervisor Manual. The most up to date copy is located [here](#) and in the ISC Canvas.

It might be tempting to say yes to the first site that shows interest—but take the time to choose a placement that feels like the right fit. You'll be spending a lot of hours there, so it's important to work in a setting and with a supervisor that you genuinely connect with. Look for a site where you feel supported, respected, and aligned with the supervisor's style and values. Take your time during the interview process—your placement plays a big role in your development as a future counselor.

What to Look for in a Site

During your interview, make sure the site can:

- Provide counseling experiences in your specialty area - CMHC
- Offer orientation to the site's mission, expectations, and procedures

- Ensure client sessions are held in a private, confidential, and HIPAA-compliant space
- Allow you to lead or co-lead a group during your practicum
- Provide the resources, space, and support you'll need for your responsibilities
- Permit audio/video recordings for supervision
- Use informed consent documents that clearly explain your role as a student counselor
- Offer a variety of meaningful learning opportunities under supervision

For a complete list of site responsibilities, review the [Responsibilities of the Site](#) located in the Appendix.

What to Expect from a Site Supervisor

Your Site Supervisor is a key part of your training and must:

- Hold a master's degree and appropriate licensure in counseling or a related field
- Have at least two years of experience in CMHC counseling
- Provide one hour of individual supervision weekly and sign your weekly logs
- Help orient you to the site, including privacy, policies, and emergency procedures
- Complete midterm and final evaluations of your performance using Tevera
- Be present when you are seeing clients or ensure another licensed person is available
- Allow you to lead or co-lead a group during practicum
- Review your recordings and complete related evaluations
- Stay in communication with your University Supervisor and participate in a site visit each semester
- Complete the required Site Supervisor Orientation and any technology training (Tevera, Zoom, etc.)

If your site or supervisor has questions about expectations, they are encouraged to contact the Practicum & Internship Coordinator directly.

For a complete list of site supervisor responsibilities, review the [Site Supervisor Responsibilities](#) located in the Appendix.

ULM's counseling program maintains strong relationships with many sites and supervisors. When needed, the Practicum & Internship Coordinator can contact potential sites on your behalf, clarify questions about eligibility or supervision, assist if you're having trouble finding a placement, and offer direct guidance to help you select a site that aligns with your specialization and state requirements.

The Site Vetting & Approval Process

Even if a site agrees to take you, it must still be vetted and formally approved before your courses start. This approval process happens in Tevera and includes:

1. **Site Information Form** – Describes services, populations served, supervision experiences, recording rules, telehealth policies, and other CACREP requirements.
2. **Supervisor Information Form** – Confirms licensure, certifications, experience, & qualifications.
3. **Supervisor Documents** – Includes proof of liability insurance, license, and resume/CV
4. **Site Supervisor Orientation Manual** – Verifies that your site supervisor has completed the required trainings and reviewed manuals & materials prior to the start of the semester.
5. **Field Site Agreement** – Confirms the responsibilities of the site, site supervisor, student, university supervisor, and ULM. It also asks for the dates of the semester you will be working in either practicum or internship. The Practicum & Internship Coordinator will remind you of the dates. A copy of

the Field Site Agreement is located in the [Appendix](#). A tutorial on completing the form can be found in the ISC Canvas.

6. **MOU (Memorandum of Understanding)** – A legal agreement between ULM and the site (required before logging hours)

Only sites that meet **all** of these requirements will be approved.

If you have questions about the suitability of your potential site or site supervisor, contact the Internship Coordinator at moon@ulm.edu. Please do this before you start the site process in Tevera.

If you are switching to a new internship site or extending your current placement, you are still required to follow the same approval process and meet the deadline. The P & I Graduate Assistant can help you with the process – internship@ulm.edu.

Students who do not have their site and site supervisor approved by the [deadline](#) will be **removed from the course**. There are **no exceptions** to this policy.

A video walkthrough of the most current Tevera Practicum & Internship Application Walkthrough can be found in the ISC Canvas. If you need assistance entering your site in Tevera, contact the P & I Graduate Assistant - internship@ulm.edu.

Liability Insurance

All students must maintain individual professional counseling liability insurance during their Practicum and Internship experiences. This is a requirement for participation in field placements and aligns with CACREP accreditation standards. Free coverage is available to student members of the American Counseling Association (ACA).

Proof of current individual insurance must be uploaded to Tevera prior to site approval and must be kept up to date throughout the duration of the field experience. While liability insurance is not required throughout your entire enrollment in the counseling program, it must be in place before you are approved to begin Practicum or Internship and remain active for the full term of your placement.

Your site supervisor must also maintain active professional liability coverage. If the site supervisor is covered under their employer's policy, they must upload a brief signed statement to Tevera confirming that they are covered under the site's plan. Students are responsible for checking the expiration date of their supervisor's policy and reminding them to update it if needed.

If either your policy or your supervisor's policy lapses and is not updated in Tevera, any hours accrued during that time will not count toward the required field experience hours.

As part of the site approval and site extension process each semester, you will be required to verify the expiration date of your insurance policy. You must upload your renewed policy to Tevera prior to expiration.

The P & I Graduate Assistant will review all uploaded insurance documents in Tevera as part of the site approval process and will track policy expiration dates. Students will receive a reminder notification at least two weeks before their policy or their supervisor's policy expires.

Tevera – Experiential Learning Cloud (ELC)

Tevera (ulm.tevera.app) is the online platform ULM uses to manage all aspects of the Practicum and Internship process. You'll use it to submit required documents, track approvals, and maintain up-to-date records for your field experience. Understanding how to navigate Tevera - and starting early - will make your site approval process much smoother.

Site Approval in Tevera

Step 1: Complete Pre-Application Tasks

Before you can enter your site and supervisor information into Tevera, you must complete three pre-application tasks. These tasks can be done as early as your first semester at ULM, and you should complete them no later than the **first month of the semester prior to Practicum**. You can find a tutorial in the ISC Canvas.

1. Upload Proof of Your Liability Insurance
2. Upload a ULM Transcript

An unofficial transcript is fine—you can download it directly from Banner.

3. Complete a Background Check

Visit www.castlebranch.com and use code **UH46BG** (Background Check Only). Upload the completed report to Tevera once it is available. ULM does not require a drug screen.

Step 2: Enter Site and Supervisor Information

Once the pre-application tasks are completed, you'll unlock the ability to enter your proposed site and site supervisor into Tevera. You'll be responsible for sending the following documents to your site via the platform and working with your supervisor to ensure everything is completed:

- Site Information Form
- Field Site Agreement
- Supervisor Information Form
- Supervisor Resume/CV
- Supervisor License
- Supervisor Proof of Insurance

- Site Supervisor Orientation Manual

A video walkthrough of the most current Tevera Practicum & Internship Application Walkthrough can be found in the ISC Canvas.

Step 3: Confirm the MOU (Memorandum of Understanding)

If your proposed site hasn't previously partnered with ULM, a Memorandum of Understanding (MOU) must be completed before you begin Practicum or Internship. The MOU is a legal agreement between ULM and your site.

As soon as you select your site, email the Practicum & Internship Coordinator at moon@ulm.edu with the following information:

- Site name
- Site address
- Site phone number
- Name of the site contact who is authorized to sign legal documents on behalf of the site (this may or may not be your site supervisor) and their email address

The Practicum & Internship Coordinator will use this information to initiate the MOU process. Sometimes this can take several weeks, so be proactive and get this information in as soon as possible.

Site Approval and Enrollment Requirements

- Deadlines

Students may not register for Practicum or Internship until they have been officially cleared by the Practicum & Internship Coordinator. This includes approval of both the site and the site supervisor in Tevera.

Extending a Site into Internship

If you're continuing at the same site with the same supervisor from:

- Practicum to Internship I, or
- Internship I to Internship II,

you must submit a site extension request in Tevera for the upcoming semester. This must be approved before the new semester begins. Be sure you do this while your current class is still in session.

The site extension request will require you to complete a new Field Site Agreement and Site Supervisor Orientation Manual, and to submit updated copies of both your liability insurance and your site supervisor's liability insurance.

All site approvals or extensions must be completed in Tevera by the following deadlines:

- **Fall** – 3rd Friday of July
- **Spring**: 1st Friday of December
- **Summer**: 4th Friday in April

A video walkthrough of the site extension process is in the ISC Canvas. If you need assistance entering your site in Tevera, contact the P & I Graduate Assistant - internship@ulm.edu.

University Supervisor

The University Supervisor is the ULM faculty member that teaches the practicum or internship course. They are responsible for providing students with 1.5 hours of group supervision each

week. Prior to the start of practicum or internship, check the options of dates and times for these courses (ex. Tuesdays from 5-6:30) in Banner. Enroll in the class that best fits your schedule.

Your University Supervisor plays a vital role in guiding and supporting you during your field experience. They will clearly outline the expectations and requirements for the Practicum or Internship course, including assignments, grading criteria, and important deadlines.

The University Supervisor also supplements site-based learning by providing opportunities to engage in a variety of professional activities and resources. This may include access to counseling-related technology, case consultations, mock documentation practice, and discussions of professional issues. They encourage participation in professional development events and help you reflect on and document your exposure to activities such as treatment planning, advocacy, and the use of assessment tools. These supports ensure that all students, regardless of site limitations, gain the breadth of experience expected in the counseling profession.

Consultation Between Site and University Supervisors

To support your professional development and ensure alignment with CACREP expectations, your University Supervisor will engage in planned consultation with your Site Supervisor throughout the semester. These consultations are designed to monitor your learning and performance, identify areas of strength or concern, and ensure you are receiving adequate supervision and clinical experiences.

Consultation between University and Site Supervisors typically occurs at three key points: the start, midpoint, and end of the semester. These check-ins include discussions of your progress, counseling responsibilities, and any site-specific needs or concerns. In addition to these planned contacts, University Supervisors remain available throughout the term to provide support or address emerging issues.

All consultations—whether by email, phone, or video conference—are documented by the University Supervisor through supervision notes and Tevera logs. These records demonstrate that regular and substantive communication is occurring to support your success.

The Midpoint Site Visit

Around the middle of the semester (typically Weeks 7–8), your University Supervisor will conduct a formal midpoint site visit via Zoom with you and your Site Supervisor. This structured consultation serves to:

- Review your counseling activities and progress toward required hours
- Discuss how you're applying counseling knowledge and skills
- Address any challenges or supervision concerns
- Gather feedback from your Site Supervisor
- Confirm alignment with CACREP fieldwork standards

Following the visit, your University Supervisor will complete the Midpoint Progress Summary Form in Tevera. If needed, the form will be used to initiate a support or remediation plan in collaboration with you and your Site Supervisor.

Note: Each course instructor has the authority to determine class-specific requirements and expectations. Students enrolled in a course must follow the guidelines established by their professor.

For a complete list of university supervisor responsibilities, review the [Responsibilities of the University Supervisor](#) located in the Appendix.

Student Evaluation Process

The CCS-R: Formative and Summative Evaluation of Counseling Competencies

Throughout both Practicum and Internship, your counseling development will be assessed using the Counseling Competencies Scale – Revised (CCS-R). This standardized tool serves as both a formative evaluation at midterm and a summative evaluation at the end of the semester. The CCS-R is completed by both your Site Supervisor and University Supervisor to evaluate your counseling skills, professional dispositions, and overall performance. It includes both quantitative ratings and a narrative section to provide personalized feedback on your strengths and areas for continued growth.

The CCS-R allows faculty to monitor your ability to integrate and apply counseling knowledge in real-world settings and to identify patterns of progress or concern. During midterm evaluations, most students are expected to receive ratings of 3 (“Near Expectations / Developing”) or 4 (“Meets Expectations / Competent”), with the goal of achieving ratings of 4 or 5 (“Meets or Exceeds Expectations / Advanced Competency”) by the final evaluation.

As part of this process, University Supervisors engage in structured consultation with Site Supervisors to review evaluation results, clarify expectations, and collaboratively support your development. These consultations ensure that feedback from both supervisors is used to provide a comprehensive picture of your performance and to identify any concerns early in the semester. This collaboration helps ensure consistency between site-based learning and university-level expectations.

If your performance is not progressing as expected, your University Supervisor and program faculty will develop a remediation plan in accordance with the program’s remediation policy (see [Appendix](#)).

The CCS-R is used programmatically throughout your clinical training to track growth across field experiences. In addition to supporting grading and supervision, CCS-R data is reviewed each term by the program faculty to monitor student development, identify trends, and support ongoing improvement across the counseling program. This consistent and intentional use of the CCS-R ensures a comprehensive and developmentally appropriate evaluation process aligned with CACREP standards. There is a video in the ISC Canvas that explains the CCS-R evaluation

process.

Recordings, Live Observation, and Supervision Feedback

As part of your clinical training in both Practicum and Internship, you are required to engage in structured observation of your counseling sessions through secure audio/video recordings and/or live supervision. These observations serve as a foundation for skill development and evaluation and are essential to meeting ULM Counseling Program expectations and CACREP accreditation requirements.

Practicum Recording Requirements -

Note: All students must be able to record clients in Practicum. If a site does not allow recording, you must locate a secondary site that allows recording.

Site Supervisor Observation Requirements

Each semester, your Site Supervisor must observe at least two counseling sessions, either by:

- Viewing recorded sessions, or
- Conducting live observations.

For each of the two observations, your Site Supervisor must complete the [ULM Site Supervisor Rating Form](#). These forms are to be:

- Given directly to you (the student),
- Reviewed during your weekly individual supervision meetings, and
- Used as part of your developmental feedback process.

One of these observations—and the corresponding rating form—must be completed before the midpoint site visit so that feedback can be discussed in collaboration with your University

Supervisor. The second form should be completed later in the semester to support continued evaluation and growth.

University Supervisor Recording Review

In addition to site-based feedback, you are required to record 3–4 client sessions each semester. From these, you will select one 10-minute segment to submit for class review. Recordings must be uploaded to Acclaim, ULM’s secure, HIPAA-compliant video platform.

Each 10-minute clip will be:

- Viewed by your University Supervisor and peers prior to class,
- Accompanied by written narrative feedback in Acclaim, and
- Discussed during weekly group supervision for deeper clinical reflection and skills integration.

This process ensures the University Supervisor directly observes and evaluates your counseling performance throughout the semester.

Recording Procedures and Consent

Before recording any session, you must:

- Obtain informed consent from the client. If your site does not have its own release form, you must use the ULM Consent to Record Form (see [Appendix](#)).
- Record directly into Acclaim, or securely upload the recording shortly after the session.
- Delete all recordings within six months, as required by ULM policy.

You must collaborate with your Site Supervisor to ensure all clients are fully informed and have signed appropriate documentation before any recording takes place.

Students must follow all site-specific guidelines and ensure that recordings are permitted within the parameters of both site and university policy. These practices align with HIPAA, FERPA, and professional ethics outlined in the ACA Code of Ethics and ASCA Ethical Standards.

Alternative Arrangements and Non-Recording Sites – Internship ONLY

If your internship site does not permit recording due to policy limitations or the nature of the client population, you must:

- Notify the Practicum or Internship Coordinator before **selecting** your placement,
- Request approval for an alternative observation plan (including increased live supervision), and
- Understand that sites unwilling to meet ULM's observation standards may not be approved.
- Attend a meeting with the potential site supervisor and the P & I Coordinator to discuss alternate arrangements.

Note: Alternative arrangements require additional documentation and cooperation from the site and should only be pursued when no recording options are available.

Support & Site Selection Guidance

The Practicum & Internship Coordinator is available to help you identify appropriate sites that meet observation and recording requirements. If you are considering a non-recording site, you are responsible for scheduling a meeting with the P & I Coordinator and the potential Site Supervisor at least 2-3 weeks prior to the deadline. If you are placed at non-recording site, you must request and review the appropriate Alternative to Recording Forms with the P & I Coordinator prior to the start of the semester.

Technology, Privacy, & Security

ULM uses Acclaim, a HIPAA-compliant platform that securely houses recorded client videos. Students record their sessions directly into Acclaim, where faculty review and provide feedback within a secure environment. All recordings must be stored and shared exclusively through Acclaim. Students are not permitted to download, store, or transmit recordings using email, USB drives, personal devices, or unapproved cloud storage services. Recordings are automatically deleted from Acclaim after six months, and no copies may be retained, saved, or distributed.

Supervision via Digital Platforms

When recordings are shared or discussed during digital supervision (e.g., via Zoom), the following privacy practices must be followed:

- Students must join supervision from a private, confidential location
- Headphones must be worn to prevent others from hearing client information unless student is in a private setting where no one can overhear.
- Screen sharing must only occur during secure faculty-led sessions
- Students must never record supervision sessions themselves

Acclaim

ULM uses [Acclaim](#), a secure, HIPAA-compliant video platform, to store recorded client sessions for Practicum and Internship courses. Because there is a \$25 fee per course, Acclaim is only used during these field experiences with real clients. The platform is user-friendly, and tutorials will be provided when you begin Practicum to help you get started.

Ethics, Privacy, & Legal Compliance – HIPPA, FERPA, and Informed Consent for Counseling Students

All students must watch the *Ethics, Privacy, and Legal Compliance* training at the start of every semester during Practicum and Internship and sign off on completion in Tevera. This presentation provides an overview of HIPAA and FERPA regulations, reviews student responsibilities related to client and student confidentiality, and outlines proper procedures for obtaining informed consent and recording best practices. The training includes examples for working with children, teens, and adults, and reinforces secure practices in alignment with CACREP standards. It can be found in the ISC Canvas.

Telehealth Policy Overview

Students planning to use telehealth during Practicum or Internship must complete a 1-credit telehealth training course offered through ULM. This course must be taken at least one semester before beginning any telehealth counseling. Students not engaging in telehealth are not required to take the course. The course costs \$500 plus applicable fees and is offered every semester. It covers essential telehealth counseling competencies, including ethics, best practices, and legal standards.

Site Supervisors must have at least one year of telehealth experience and provide documentation of telehealth training. If documentation is not available, ULM offers a 10-hour NBCC-approved CEU training covering supervision, ethics, and telehealth practices. This training is required before supervising a student in telehealth. Site Supervisors can contact the Internship Coordinator at moon@ulm.edu for more information.

Both students and site supervisors must ensure their professional liability insurance explicitly covers telehealth services. It is the responsibility of each party to verify this coverage and address any issues before beginning telehealth sessions.

Students engaging in telehealth must also have an emergency telehealth procedure in place, developed in collaboration with their Site Supervisor, to address crisis situations such as client self-harm or safety concerns.

Note: Even if you are conducting your Practicum through telehealth, you are still required to complete the group counseling component. All Practicum students must lead or co-lead a group for 4–5 sessions, regardless of whether their individual client work is in person or online. If your telehealth site does not offer group opportunities, you must secure a secondary site that does. This requirement ensures compliance with CACREP standards and supports your development in group facilitation skills.

The full [ULM Telehealth Policy](#) is available in the Appendix of this handbook.

Using Tevera in your P & I Courses

All Tevera tutorials are in the ISC Canvas Practicum & Internship Hub.

Logging Hours in Tevera

You will use Tevera to track and submit all direct and indirect hours during Practicum and Internship. Logs must be completed weekly, signed by your Site Supervisor, and reviewed by your University Supervisor. Once you sign off on your hours, your site supervisor will receive an email notification to approve your hours electronically.

Selecting a Track in Tevera

At the beginning of each term, you will need to select the appropriate track in Tevera that corresponds with your current field experience (e.g., *Practicum*, *Internship I*, *Internship II*). A track connects you to the correct set of forms, hour logs, and evaluations needed for your Practicum or Internship.

To add a track in Tevera:

1. Log in to <https://ulm.tevera.app>.

2. Click the “Timesheets” area, then “More Actions”, then “Manage Tracks.”
3. Click the “+ Add Track” button.
4. Choose the correct track from the list based on your course enrollment and field placement.
5. Click “Submit” to confirm your selection.

Forms in Tevera

You will complete the following forms in Tevera during the semester.

Practicum & Internship Handbook Acknowledgement Form

At the start of each semester, you will be asked to sign the Practicum & Internship Handbook Acknowledgement Form. This form notes that you have read the current P & I Handbook and are understand what is expected of you during this time. If you have any questions, be sure to ask your university supervisor or the P & I Coordinator for clarification. The most current copy of the CMHC P & I Handbook can be found [here](#). It also verifies that you have reviewed the Ethics, Privacy, and Legal Compliance training.

Fieldwork Goals & Agreement Review Form

During Week 1 of Practicum or Internship, you will complete the Fieldwork Goals & Agreement Review Form with your Site Supervisor. This form helps ensure that both you and your supervisor understand the expectations of your placement from the start. Together, you’ll review key elements from the Field Site Agreement, discuss supervision and emergency procedures, and set personal goals for your growth as a counselor-in-training.

If you have more than one site, you will complete this form for each site.

Practicum Group Counseling Log

As part of your Practicum, you will be required to lead or co-lead a group. To document this experience, you will complete the Practicum Group Counseling Log in Tevera. On this form, you will describe the purpose and goals of your group and provide a short summary of each session. Once your group ends, you and your site supervisor will both sign the form.

Opportunities and Resources Tracking Form

At the end of each Practicum or Internship semester, you will complete the Opportunities and Resources Tracking Form in Tevera. This form allows you to document the types of counseling services, professional activities, technology, and resources you had access to at your site.

You'll be asked to check off activities you engaged in—such as individual or group counseling, attending staff meetings, participating in case staffing, or using technology like electronic health records or telehealth platforms. You'll also provide a brief reflection on how these experiences supported your development as a counselor.

Feedback on the Placement Process

As part of our commitment to continuous improvement, you will have the opportunity to complete a P & I Site Placement Process Feedback Form in Tevera at the end of your practicum or internship semester. This form allows you to share your experience with finding and securing your site, including what was helpful and where you may have encountered challenges.

Completion of this form is optional, but your feedback is valuable. It helps the program identify ways to improve the placement process and better support students in the future. Responses are confidential and reviewed for program development only.

Student Evaluation of the Site and Site Supervisor

At the end of each semester, you will complete the Evaluation of Site and Site Supervisor Form in Tevera. This form gives you the opportunity to provide honest, constructive feedback about

your experience with both your placement site and your site supervisor. You will rate various aspects of your experience—such as the quality of orientation, supervision, ethical guidance, and access to diverse client experiences. You'll also have space to share written comments.

Your feedback is important. It helps our program ensure the quality of field placements, identify areas for improvement, and continue building strong partnerships with our sites. Completing this form is a required part of the course and supports our accreditation standards.

FAQs

Can I have more than one practicum or internship site?

Yes. You might choose a secondary site if:

1. You are unable to reach the required number of hours at your primary site for Practicum or Internship.
2. Your primary site is unable to provide you with the group experience needed in practicum.

If you need a secondary site, it will go through the same approval process in Tevera.

You are responsible for ensuring that commitments made at secondary internship sites do not impact your ability to fulfill commitments made at primary internship sites.

Does ULM support telehealth counseling in Practicum & Internship?

Yes. Review [ULM's Telehealth Policy](#) in the Appendix.

Can I start at my practicum site or at a new internship site before the semester begins?

In general, no. Students are not allowed to begin practicum or internship hours before the official start of the ULM semester. This includes any activities such as shadowing your site supervisor, screening clients for groups, meeting with clients, or reviewing client records.

- Exception 1: Some sites may require a brief orientation or training prior to the semester start. These activities must not involve client interaction or access to client files, and must be approved in advance by the Practicum & Internship Coordinator. These hours cannot be counted toward your total practicum or internship hours.

Am I able to continue seeing clients in the winter gap between Fall Internship I and Spring Internship II?

Yes, in some cases — but only with approval. CMHC students who are continuing at the same site with the same supervisor may be eligible to accrue hours during the winter break through a GAP Agreement.

To qualify, you must:

- Be returning to the same site and same site supervisor in the upcoming semester.
- Submit a signed [GAP Agreement](#) at least two weeks before the gap begins.
- Participate in weekly university supervision offered by ULM during the break.
- Continue receiving weekly on-site supervision (1-hour individual minimum) during active weeks.
- Log all hours through Tevera using the designated break log.

GAP hours are only available during the winter break because university faculty are not on contract during other academic breaks and cannot provide the required supervision. Since weekly university supervision is a CACREP requirement when students are seeing clients, we are only able to offer this option in December and early January, when a special supervision arrangement can be provided.

Am I able to continue seeing clients in the gap between Summer Practicum & Fall Internship

No. Students may not accrue hours, volunteer, or provide client services at practicum or internship sites between academic terms unless they are officially enrolled in a university course with supervision. Any hours accrued during these breaks will not count toward program requirements and may expose the student and university to liability.

What happens to my clients if I cannot see them between semesters?

To support continuity in care, it is important for students to coordinate with their site to ensure that there are alternate services/providers in place for clients to support during semester breaks.

If I complete my hours requirement before the semester ends, do I still have to attend my internship class and continue at my site?

Yes. Practicum and internship are designed to be semester-long experiences, not just a race to complete a minimum number of hours. Even if you meet the 100-hour (Practicum) or 300-hour (Internship) requirement before the semester ends, you are still expected to remain active at your site and attend your weekly internship class until the term officially concludes.

The hour requirement is a minimum, not a cap. Students should plan to spread their hours out over the course of the semester, allowing for a more consistent, reflective, and educational experience. Finishing early and disengaging from your site or supervision responsibilities is not in line with CACREP expectations or the goals of professional development.

What if I cannot complete all my practicum or internship hours during the semester?

If believe you will not be able to complete your hours, please contact your University Supervisor and the P & I Coordinator.

Can I leave my site mid-semester to attend another site?

No. Students make a commitment to their site and the clients they serve through this site. Leaving a site mid-semester will disrupt hours and have other consequences.

If a student anticipates that extenuating circumstances necessitate leaving a site mid-semester, they must notify their site supervisor, university supervisor, and the P & I Coordinator immediately.

What if I am fired from/asked to leave my site?

Students who are fired or asked to leave their site must notify both their university supervisor and P&I Coordinator immediately. ULM faculty will thoroughly investigate the circumstances of the termination. The outcome of an investigation may result in formal remediation of the student and a failing grade in the practicum/internship course. If [remediation](#) is required, the student will be unable to return to Practicum or Internship until the remediation is successfully completed.

How do I get help if I am struggling at my site?

If you're having difficulty at your practicum or internship site—whether it's related to supervision, workload, communication, or personal well-being—you don't have to navigate it alone. Start by discussing your concerns with your University Supervisor, who is here to support you throughout the semester and can help you process the situation, clarify expectations, and explore possible next steps.

You can also reach out directly to the Practicum & Internship Coordinator for additional support, especially if you're considering a site change or if the issue involves your site supervisor.

If you're feeling emotionally overwhelmed, we strongly encourage you to seek personal support. This may include reaching out to a trusted faculty member for guidance or accessing counseling services through providers of your choice. While ULM does not cover the cost of personal counseling, there are affordable virtual options available through providers like [Sol Health](#) or [Open Path Collective](#), which offer reduced-rate counseling services.

Would attending meetings like AA, Al-Anon, or NA count as group experiences in practicum?

AA (Alcoholics Anonymous) meetings or similar groups, while valuable as a form of peer support and recovery, do not count as supervised counseling group experiences in a practicum setting. This is because these meetings are not facilitated by professional counselors in a therapeutic context, but rather are peer-led support groups.

For practicum experiences, CACREP requires that group work involve active counseling and facilitation skills under the supervision of a qualified professional.

What is the difference between Site Supervision and University Supervision?

You will receive Site Supervision on-site from your Site Supervisor. You are required to meet with them for at least one hour each week to discuss your progress, challenges, and clinical experiences. This hour of supervision doesn't have to happen all at once—it can be spread out across the week.

You will also participate in University Supervision as part of your practicum or internship course. This supervision is provided by your University Supervisor during your scheduled class time. University Supervision sessions vary by course, so before you enroll, be sure to check the schedule in Banner to make sure the class time works for you.

What if I am having problems with Tevera and cannot log hours or have my hours logs signed by my site supervisor? Can I print off the logs, have my site supervisor sign them, and give them to my professor?

No. Paper hours logs are not allowed. If you are having technical issues in Tevera, notify the P & I Coordinator. If for some reason you are unable to log your hours, keep a paper log for your records. Once the issue is resolved, you can go back into Tevera and enter your time.

Where does University Supervision occur?

University supervision is held on Zoom. Different classes meet at different times. When you enroll in a course in Banner, you can see when the class is offered. Be sure you select a class that you will be able to attend.

What etiquette rules should I follow during class?

- **Please do not attend Practicum or Internship class from your car.**
These courses are designed to support your professional growth through active participation, discussion, and supervision. Being in a car—even if you’re not driving—can be distracting, unsafe, and unprofessional. If you’re commuting, please plan ahead so you can join class from a quiet, private, and stable location where you can be fully present and engaged.
- **Please do not attend Practicum or Internship class while at an event, such as a child’s ball game or similar activity.**

These classes are part of your professional training and require your full attention and engagement. Logging in with headphones while walking around, holding your phone, or trying to participate from a noisy or distracting environment is not appropriate. Please plan to attend from a quiet, private space where you can focus, interact, and uphold the expectations of a clinical learning environment.

What would the hours breakdown look like for practicum & internship?

- Practicum (summer) – 100 hours over 9/10 weeks (approx. 8-10 hours per week)
- Practicum (fall/spring) – 100 hours over 14 weeks (approx. 7 hours per week)
- Internship (summer) – 300 hours over 10 weeks (approx. 30 hours per week)
- Internship (fall/spring) – 300 hours over 14 weeks (approx. 20 hours per week)

You are responsible for meeting with your site supervisor to plan out your practicum/internship experience at the beginning of the semester. Your schedule may differ from the above breakdown.

If I am hired in a clinical setting, can I use that job for my practicum or internship?

Possibly, but only with prior approval and if the position clearly meets all CACREP and university requirements. If you are hired in a clinical setting while enrolled in practicum or internship, your role must be distinctly different from your regular employment duties. The site must offer appropriate clinical experiences, and you must be supervised by someone who meets CACREP qualifications. If this situation applies to you, contact the Practicum & Internship Coordinator as early as possible to determine whether the site can be approved.

Can I get paid while completing my practicum or internship?

Yes, you can be paid during your practicum or internship, but it's not guaranteed and depends entirely on the site. Some schools, clinics, or agencies offer paid internship positions or provide a stipend, while others do not have the funding to do so.

Can I complete my practicum or internship at the same place where I received my own counseling?

No, this would create a dual relationship that has the potential to be unethical.

Do I need a drug screen or background check before starting at my site?

This will depend on the rules and regulations of your site, so be sure to ask prior to selecting your site. ULM does not require a drug screen, only a background check.

What if I fail the background check due to a felony?

It is important to recognize that while the university strives to support all students, certain legal and professional restrictions related to felony convictions may limit practicum or internship placement options. Contact The Practicum & Internship Coordinator at the start of your ULM program to discuss options.

Can I see clients on site if no one else is present?

No. You are not permitted to see clients in person at your site unless your site supervisor or a designated secondary site supervisor is physically on site and available during the session. This is to ensure your safety, provide immediate support if needed, and uphold ethical and legal standards for supervision.

If you are conducting telehealth sessions, your site supervisor or designated secondary supervisor does not need to be physically present, but they must be available by phone or other immediate communication during the session. This ensures that supervision and support are accessible in real time should any concerns arise during client contact.

Always follow your site's policies and your program's expectations regarding supervision availability. If you are ever unsure, consult with your University Supervisor or the Practicum & Internship Coordinator before proceeding with sessions.

Can I do home visits with clients?

Typically, no — unless it is approved in advance and meets very specific criteria.

Home visits can raise concerns about safety, supervision, liability, and professional boundaries. CACREP does not explicitly forbid home visits, but it requires that all practicum and internship experiences occur in approved, supervised, and structured environments where students can engage in counseling activities under the guidance of a qualified supervisor.

Home visits are not considered standard counseling settings and are generally discouraged unless:

- The site routinely conducts home visits as part of its regular services.
- A qualified supervisor approves, attends, and coordinates the visit.
- You have received training on in-home counseling and safety protocols.
- The home visit is logged appropriately and discussed during supervision.

If your site includes home visits as part of your role, you must get approval from your site supervisor and the Practicum & Internship Coordinator before participating. Unsupervised or unapproved home visits will not count toward your hours and may raise ethical concerns.

What if my state has requirements for practicum and internship that are different than the CACREP requirements that ULM follows?

MOST states follow the CACREP guidelines for counselor training and internship experiences. However, some states do have different or additional requirements. Students need to look at the requirements for licensing in their state to see if additional details need to be considered or covered in practicum or internship (e.g., additional hours needed, specific site supervisor requirements). Sometimes graduates from CACREP programs are exempt from these additional requirements so it is always best to clarify with your state board.

If you have questions about the requirements you see for your state you can reach out to the Practicum & Internship Coordinator or your academic advisor. The best way to get clarification is to reach out to your state's licensing board to get an exact answer. The state's

board is usually called, “The [Your State Name] Board of Examiners in Counseling” (ex. The Louisiana Board of Examiners in Counseling).

Can I count my internship hours towards my future LPC hours?

Every state is a little bit different with what they require for licensure. You need to check with your state’s Board of Examiner’s in Counseling make sure you have the correct information. Keep in mind that there are typically TWO types of hours that are discussed.

The first is the number of hours that you need to have DURING your training program (e.g., 100 practicum hours and/or 600 internship hours). For most states (not all though) **none** of these hours transfer over to post graduate licensure hours.

The second type of hours are licensure hours. Licensure hours are typically (but not always) the hours you get AFTER you graduate and are getting supervision toward your actual counseling license in your state. A few states **may** count some or all your internship hours toward your license. You will need to check with your state’s Board of Examiner’s in Counseling to see if this is an option.

States that do allow you to count your internship hours will require you to maintain detailed documentation of your internship hours, supervisor qualifications, and the nature of your clinical work during the internship. They may allow only a portion of the internship hours to count toward direct client contact requirements.

Professional Development

Students are encouraged to join and maintain membership in a variety of professional counseling organizations. These memberships provide valuable learning opportunities and introduce students to the professional world of counseling. Through engagement with these organizations,

students gain exposure to current professional issues and can connect with leaders in the counseling field.

Many organizations also offer student access to listservs that include job postings, announcements, and invitations to participate in job fairs or interviews at annual conferences. These connections can be especially beneficial as students prepare for graduation and seek employment opportunities.

ULM encourages students in courses such as Practicum and Internship to pursue ongoing professional development through these organizations, particularly by engaging with technology-related resources such as webinars, virtual trainings, and online journals.

Additionally, the **ISC Canvas site** features a curated list of professional development opportunities, including links to webinars, articles, podcasts, and conferences. Students are encouraged to explore these resources throughout the semester to enhance their learning, strengthen their professional identity, and remain informed about trends and best practices in the field.

Below is a list of names and websites of different professional counseling organizations:

American Association for Counselor Education and Supervision (<http://acesonline.net/>)

American Association for Marriage and Family Therapy (<https://www.aamft.org/>)

American Counseling Association (<http://www.counseling.org/>)

American Mental Health Counseling Association (<http://www.amhca.org>)

American Rehabilitation Counseling Association (<http://www.arcaweb.org/>)

American School Counseling Association (<http://www.schoolcounselor.org/>)

NAADAC The Association for Addiction Professionals (<https://www.naadac.org/>)

Southern Association of Counselor Education and Supervision (<http://www.saces.org/>)

Each state has its own counseling association. It is recommended that counseling students join the professional counseling association of the state they intend to pursue certification/licensure.

Appendix

Student Responsibilities During Practicum and Internship ←

- The student is responsible for working with the Practicum & Internship (P&I) Coordinator and following all program procedures related to contacting and securing an approved site.
- The student must obtain professional counseling liability insurance that remains active for the entire duration of Practicum and Internship. Proof of current insurance must be uploaded to Tevera prior to the start of each term. Hours accrued while uninsured will not be counted.
- The student will be present at the agreed-upon location and follow a schedule coordinated with the Site Supervisor.
- The student will fulfill all assigned duties and responsibilities as agreed upon by the student, Site Supervisor, and University Supervisor.
- The student will attend an average of 1.5 hours of weekly group supervision with the University Supervisor.
- The student will attend a minimum of one hour of weekly individual or triadic supervision with the Site Supervisor.
- The student is responsible for maintaining client confidentiality and privacy in all settings, including at the site and during supervision.
- The student will ensure that all audio/video recordings of counseling sessions are conducted and stored in compliance with institutional, state, federal, and international privacy regulations (e.g., HIPAA, FERPA).
- Students are expected to demonstrate respectful and effective counseling with individuals from a wide range of backgrounds and life experiences. This includes recognizing and appropriately responding to differences in areas such as personal values, family traditions, communication styles, and life circumstances. Students should apply the interpersonal and cultural understanding developed through their coursework and are encouraged to seek supervision when they encounter challenges. The ability to work respectfully and effectively with all clients will be an important part of the student's evaluation during practicum and internship.
- The student will read and follow the ACA Codes of Ethics as a foundation for ethical and

professional practice.

- The student will participate in a site visit each semester with their Site Supervisor and University Supervisor to review progress, expectations, and performance in accordance with the supervision agreement.
- The student will consult with the Site Supervisor to become familiar with the clinic or school's emergency and crisis response procedures. If a student encounters a client in immediate danger to self or others, they must seek immediate consultation.
- The student will complete an evaluation of the site and site supervisor at the conclusion of both Practicum and Internship.
- If the student wishes to provide telehealth services, they must meet all ULM telehealth training and policy requirements before beginning telehealth counseling.
- Regularly reviews the ICS Canvas Practicum & Internship Hub for up-to-date information, tutorials, deadlines, and required materials related to Practicum and Internship.

Site Supervisor Responsibilities

Site Supervisors agree to uphold the following responsibilities to support the professional growth and ethical development of ULM counseling students during their Practicum and Internship experiences:

- Provide documentation of the following to the ULM Practicum & Internship (P & I) Coordinator:
 - Proof of current, independent, active, and unencumbered professional license(s) and/or certification(s)
 - A copy of active malpractice insurance coverage
 - A current résumé or curriculum vitae
- Complete the Site Supervisor Orientation Manual (signed by both the student and supervisor in Tevera), required supervision training, and any additional technology training (e.g., Tevera, Zoom), as provided by ULM.
- Demonstrate understanding of the ULM Counseling Program's expectations, student evaluation procedures, and supervision requirements.

- Orient the student to the site and their specific duties, including:
 - Site policies and procedures
 - Confidentiality and privacy expectations
 - Emergency and crisis response protocols
- Provide weekly individual or triadic supervision for at least one hour and monitor the student's professional performance.
- Sign off on the student's weekly hours log in Tevera to verify accurate documentation of both direct and indirect hours.
- Ensure the student meets minimum hour requirements:
 - Practicum: 40 direct client contact hours and 60 indirect hours
 - Internship I & II: 300 hours per term (120 direct contact hours / 180 indirect hours)
- Be present on site when the student is providing counseling services. If unavailable, ensure another qualified, licensed professional is accessible.
- Provide students the opportunity to:
 - Engage in a range of professional activities (e.g., case staffing, documentation, treatment planning, workshops, etc.)
 - Lead or co-lead a counseling or psychoeducational group during practicum
 - Learn about and engage with the technology used at the site (e.g., EHR, telehealth platforms, behavior tracking tools, billing)
- Review and provide narrative feedback on at least two counseling sessions—either through live observation or review of secure recordings—and complete written evaluations of the student's clinical work, including both individual and group sessions. These observations contribute to the formative evaluation of the student's progress.
- Submit formal midterm (formative) and final (summative) evaluations of the student's performance using the Counseling Competencies Scale–Revised (CCS-R) in Tevera. The Site Supervisor will receive access to a Tevera account for this purpose. The final course grade will be assigned by the University Supervisor and will incorporate input from both the Site Supervisor and University Supervisor.
- Participate in a site visit each semester with the University Supervisor and student to discuss progress, expectations, and feedback.

- Maintain regular communication/consultation with the University Supervisor and/or the Practicum and Internship Coordinator. Promptly report concerns or challenges regarding the student, site expectations, or supervision.
- If supervising a student engaged in telehealth, ensure that they and the site meet all ULM telehealth supervision requirements.
- Ensure any audio/video recordings are made in accordance with applicable institutional, state, federal, and international privacy regulations.
- If a student is considering a nonrecording site for internship, the potential site supervisor must discuss this possibility with the P & I Coordinator during the site vetting process.
- Reviews the ICS Canvas Practicum & Internship Hub to stay informed on current Practicum and Internship policies, procedures, tutorials, and supervision materials.

Responsibilities of the Site [←](#)

To support the training of ULM counseling students and meet CACREP-accredited program expectations, sites agree to provide the following:

- Provide appropriate clinical experiences aligned with the student's specialty area (Clinical Mental Health Counseling or Addictions Counseling).
- Orient the student to the site's mission, structure, policies, procedures, ethical guidelines, and expectations for professional conduct.
- Ensure a HIPAA-compliant (or FERPA-compliant for school sites) environment where students can conduct counseling sessions in a private and confidential space.
- Provide practicum students the opportunity to lead or co-lead a counseling or psychoeducational group.
- Assign responsibilities that are developmentally appropriate and support the student's growth in counseling skills, values, and professional identity. These tasks may include:
 - Direct service with clients
 - Collaboration with staff and external stakeholders
 - Participation in staff or treatment team meetings, etc.

- Provide exposure to a variety of professional counseling activities beyond direct service, such as:
 - Intake and assessment
 - Case conceptualization and treatment planning
 - Record keeping and site technology
 - Consultation and referral
- Provide adequate workspace, technology, and materials needed for the student to complete their responsibilities (e.g., office space, computers, phones, forms).
- Ensure that students receive weekly individual or triadic supervision from a qualified site supervisor, with ongoing feedback and support.
- For Practicum: Allow students to audio or video record counseling sessions (with written client consent and site approval), as this is required for supervision.
- Ensure all recordings are stored, shared, and used in compliance with institutional, state, federal, and international privacy regulations (e.g., HIPAA, FERPA).
- Provide clients or students with informed consent documents that clearly explain the intern's role, supervision status, and consent for any recordings.
- Review emergency procedures and safety protocols with the student at the start of the placement to ensure preparedness for crisis situations.

Responsibilities of the University Faculty Supervisor ←

- Maintains consultation with the site supervisor to monitor student learning and performance. At minimum, this includes contact at the start, midpoint, and end of the semester. Consultation may occur through site visits, phone calls, video conferencing, or email, and additional communication may be initiated as needed.
- Is available throughout the semester to assist supervisors with any issues or problems.
- Reviews and discusses the Site Supervisor's midterm and final evaluations of the student.
- Schedules and conducts a site visit each semester with the student and Site Supervisor to monitor student learning and performance in accordance with the supervision agreement.

- Is available to consult with Site Supervisors by phone or Zoom as needed.
- Ensures that all audio/video recordings of student-client interactions comply with applicable institutional, state, federal, and international privacy regulations.
- Provides students with opportunities to engage in professional activities such as case consultation, documentation practice, and the use of counseling-related technology. Students are also encouraged to participate in professional development and reflect on experiences such as treatment planning, advocacy, and assessment. These supports help ensure all students receive a well-rounded training experience, regardless of site limitations.

Responsibilities of the Practicum & Internship Coordinator ←

The role of the Practicum/Internship (P & I) Coordinator is to organize all matters related to the Practicum and Internship courses. This includes supporting students in identifying practicum and internship sites, creating Memorandums of Understanding (MOU) with sites, and resolving problems students may have with their site or site supervisor. Other specific responsibilities are as follows:

- Receives and responds to inquiries from students and potential students regarding practicum and internship experiences
- Provides ongoing support to help students find fieldwork sites that are sufficient to provide the quality, quantity, and variety of expected experiences to prepare students for their roles and responsibilities as professional counselors within their CACREP specialized practice areas.
- Provides students with the most current copy of the Practicum and Internship Handbook.
- Works with students and the university to ensure the MOUs are completed by the time students begin Practicum/Internship
- Reviews and approves student Practicum and Internship applications and all required paperwork.

- Provides a comprehensive fieldwork handbook to all students and site supervisors, outlining program expectations, policies, and procedures for practicum and internship. The handbook includes CACREP definitions and standards, supervision agreements, evaluation procedures, and the program's policies on student retention, remediation, and dismissal. This resource is shared across all program delivery formats to ensure consistency and clarity in the fieldwork experience.
- Provides written supervision agreements that define the roles and responsibilities of the University Supervisor, Site Supervisor, and student during practicum and internship. These agreements include emergency procedures and outline the format and frequency of consultation between the counseling program and the site to monitor student progress and support learning.
- Oversees supervisor training for site supervisors. Provides a NBCC CEU certificate to Site Supervisors once they complete initial supervision training.
- Provides Site Supervisors with the most current copy of the Site Supervisor Manual.
- Coordinates the Site Supervisor Workshop at the beginning of each term. Site Supervisors are invited to attend to ask questions and orient themselves to supervision. The Internship Coordinator will send an invitation at the beginning of the semester.
- Provides regular NBCC CEU trainings for Site Supervisors relating to common supervision issues. These are usually held the second week of each month on Wednesdays from 12-1 p.m. CST from September-April. Summer times will differ.
- Ensures instructor and site supervisor adherence to program policies regarding Practicum and Internship experiences
- Assists site supervisors with any problems that may arise during practicum or internship.
- Assists site supervisors with Tevera.
- Maintains the ICS Canvas Practicum & Internship Hub with up-to-date information on all aspects of P & I, including tutorials, relevant materials, etc.

The University of Louisiana Monroe Counselor Education Program Telehealth Policy for Practicum & Internship

This policy aims to ensure that both students and site supervisors are adequately prepared to engage in telehealth counseling within the ULM Counselor Education Graduate Program. It prioritizes competency, ethical practice, and compliance with legal standards to uphold the highest standards of care and professionalism.

Prerequisite Telehealth Course:

- Students intending to utilize telehealth in their practicum or internship must complete a mandatory 1-credit hour course. Students will register for the course in Banner at least one semester before they begin working in telehealth.
- The course will comprehensively cover all aspects of utilizing telehealth formats in counseling settings.
- The aim is to equip students with the necessary competencies, ethical understanding, and legal knowledge to practice telehealth effectively.
- Tuition for this course is set at \$500 plus tax and any fees from the Graduate School.
- This course will be available each semester, and students must complete it before commencing their practicum or internship involving telehealth.
- Students who do not intend to incorporate telehealth into their practicum or internship are exempt from taking this course.

For Site Supervisors:

1. Telehealth Site Supervisor Eligibility:

- Site Supervisors who have been offering telehealth services at their site for a minimum of one (1) year are eligible to become Telehealth Site Supervisors.

2. Documentation and Training Requirement:

- Potential Site Supervisors must provide documented evidence of their training in telehealth counseling and supervision.
- If a Potential Site Supervisor lacks adequate training despite having one (1) year of telehealth experience, ULM will offer a specialized training program.
- The training program will provide ten (10) NBCC CEUs and focus on telehealth best practices, supervision techniques, and ethical considerations. This training will satisfy 1.5 ethics and 3 supervision hours. For more information on the training, contact the Internship Coordinator at moon@ulm.edu.
- Completion of this training is mandatory before a supervisor can oversee telehealth sessions for students if they cannot provide documentation or a credential in telehealth.

For Students and Site Supervisors - Liability Insurance Coverage for Telehealth:

- Both students engaging in telehealth practicum or internship activities and Site Supervisors overseeing such sessions must ensure that their liability insurance policies cover telehealth services.
- It is essential to verify coverage, as requirements may vary from state to state.
- Adequate liability insurance coverage is crucial to protect all parties involved in telehealth sessions from potential risks and liabilities.
- Students and Site Supervisors are responsible for understanding the specific terms and conditions of their insurance policies related to telehealth services.
- Any discrepancies in coverage should be addressed and resolved promptly to ensure compliance with legal and ethical standards. This must be done prior to engaging in telehealth counseling.

Telehealth Emergency Procedures:

If a student is conducting a telehealth session and the client expresses thoughts of self-harm or poses a safety concern, the site must have a clear emergency protocol in place. Site Supervisors should ensure that students are trained in these procedures and know how to respond. At minimum, the emergency plan should include the following:

- The student should immediately assess the level of risk using site-approved suicide risk assessment protocols.
- If there is imminent risk, the student must stay connected with the client and notify the Site Supervisor or designated clinical contact at the site without delay.
- The student should verify and document the client's location and emergency contact information at the start of each telehealth session.
- The site should have a plan to contact local emergency services or a mobile crisis team near the client's location if necessary.
- The student must follow up with the Site Supervisor and University Supervisor to report and document the incident according to site and university procedures.
- Supervisors should debrief with the student after the incident and ensure appropriate emotional and clinical support is provided.

Supervisors must review these expectations with students prior to any telehealth sessions and ensure the emergency plan is clearly understood.



University of Louisiana at Monroe Practicum Group Policy

Purpose:

The purpose of this policy is to ensure that students enrolled in practicum experiences at the University of Louisiana at Monroe (ULM) meet CACREP standards through active participation in group counseling. CACREP-accredited programs require that students have experiences in leading or co-leading group counseling sessions.

Facilitating group counseling allows students to develop key skills in group dynamics, leadership, and intervention strategies. It is a **required** component of the counseling practicum and provides essential preparation for professional practice.

Policy Statement:

1. Students enrolled in practicum must participate in leading or co-leading a minimum of 4–5 group counseling sessions during the semester.
2. If a student's primary practicum site does not offer opportunities to meet the group requirement, the student must identify and secure a secondary site that will allow them to complete the group counseling experience.

Responsibilities:

- Students: It is the student's responsibility to ensure compliance with this policy by confirming group opportunities at their primary site early in the semester and seeking a secondary site if necessary.
- Practicum & Internship Coordinator: The Practicum & Internship Coordinator is responsible for assisting students with identifying appropriate group counseling opportunities and supporting them in finding a secondary site if needed.

For inquiries or additional information regarding this policy, please contact Dr. Poppy Moon (moon@ulm.edu).



ULM Site Supervisor Rating Form [←](#)

Student's Name: _____

Date: _____

Session Time: From _____ to _____

Client/Group: _____

Instructions: Please rate the student counselor's performance in the following areas on a scale of 1 to 5, with 1 being "Poor" and 5 being "Excellent." Provide specific comments where applicable to offer constructive feedback.

1. Rapport Building

- Did the counselor establish a positive and trusting relationship with the client/group?
 - 1 2 3 4 5
- Comments:

2. Communication Skills

- Did the counselor communicate clearly and effectively, including listening actively and responding appropriately?

- 1 2 3 4 5

- Comments:

3. Assessment and Goal Setting

- Did the counselor accurately assess the client's needs and collaboratively set appropriate goals?

- 1 2 3 4 5

- Comments:

4. Intervention Strategies

- Did the counselor apply relevant and effective intervention strategies to address the client's issues?

- 1 2 3 4 5

- Comments:

5. Professionalism

- Did the counselor demonstrate professionalism in their demeanor, confidentiality, and adherence to ethical standards?

- 1 2 3 4 5

- Comments:

6. Cultural Sensitivity

- Did the counselor show awareness and respect for the client's cultural background and individual differences?
 - 1 2 3 4 5
- Comments:

7. Client/Group Engagement

- Did the counselor effectively engage the client/group and maintain their involvement throughout the session?
 - 1 2 3 4 5
- Comments:

8. Overall Effectiveness

- Overall, how effective was the counselor in managing the session and supporting the client's needs?
 - 1 2 3 4 5
- Comments:

Additional Observations:

Suggestions for Improvement:

Site Supervisor's Name: _____

Signature: _____

CACREP Standards Related to Practicum & Internship (Section 4)

The following standards apply to entry-level programs for which accreditation is being sought. Professional practice, which includes practicum and internship, provides for the application of theory and the development of counseling skills under supervision. Fieldwork experiences will provide opportunities for students to counsel diverse clients.

ENTRY-LEVEL PROFESSIONAL PRACTICE

A. The counselor education program provides ongoing support to help students find fieldwork sites that are sufficient to provide the quality, quantity, and variety of expected experiences to prepare students for their roles and responsibilities as professional counselors within their CACREP specialized practice areas.

B. Students are covered by individual professional counseling liability insurance while enrolled in practicum and internship.

C. Supervision of practicum and internship students includes secure audio or video recordings and/or live supervision of students' interactions with clients that are in compliance with applicable institutional, state, federal, and international privacy requirements for all program delivery types.

D. Students have the opportunity to become familiar with a variety of professional activities and resources, including technology, as part of their practicum and internship.

E. In addition to the development of individual counseling skills, during *either* the practicum or internship, students must lead or co-lead a counseling or psychoeducational group.

F. Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge are conducted as part of the student's practicum and internship.

G. Programs provide a fieldwork handbook to all students and fieldwork site supervisors, for all program delivery types, detailing requirements, expectations, policies, and procedures, including:

1. CACREP standards and definitions related to supervised practicum and internship;
2. supervision agreement;
3. evaluation procedures and requirements; and
4. policy for student retention, remediation, and dismissal from the program.

H. Written supervision agreements:

1. define the roles and responsibilities of the faculty supervisor, field experience site supervisor, and student during practicum and internship;
2. include emergency procedures; and
3. detail the format and frequency of consultation between the counselor education program and the site to monitor student learning.

I. The counselor education program provides orientation to fieldwork site supervisors regarding program requirements and expectations.

J. During entry-level professional practice experiences, the counselor education program engages in consultation with the fieldwork site supervisor to monitor student learning and performance in accordance with the supervision agreement.

K. The counselor education program provides professional development opportunities to

fieldwork site supervisors for all program delivery types.

L. Students have opportunities to evaluate their experience with the practicum and internship placement process.

M. Students have regular, systematic opportunities to evaluate practicum and internship fieldwork sites and site supervisors.

SUPERVISOR QUALIFICATIONS

N. Counselor education program core or affiliate faculty members serving as individual/triadic or group practicum/internship supervisors for students in entry-level programs have:

1. relevant certifications and/or licenses,
2. relevant training for in-person and/or distance counseling supervision, and
3. relevant training in the technology utilized for supervision.

O. Doctoral students serving as individual/triadic or group practicum/internship supervisors for students in entry-level programs must:

1. have completed entry-level counseling degree requirements consistent with CACREP standards;
2. have completed or are receiving preparation in counseling supervision, including instruction for in-person and/or distance supervision; and
3. be under supervision on a regular schedule that averages one hour a week from a qualified core or affiliate counselor education program faculty supervisor.

P. Fieldwork site supervisors have:

1. a minimum of a master's degree, preferably in counseling or a related profession;
2. active certifications and/or licenses in the geographic location where the student is

placed, preferably in counseling or a related profession;

3. a minimum of two years post-master's professional experience relevant to the CACREP specialized practice area in which the student is enrolled;
4. relevant training for in-person and/or distance counseling supervision;
5. relevant training in the technology utilized for supervision; and

knowledge of the program's expectations, requirements, and evaluation procedures for students.

PRACTICUM

Q. Students complete supervised counseling practicum experiences that total a minimum of 100 hours over a full academic term that is a minimum of eight weeks consistent with the institution's academic calendar.

R. Practicum students complete at least 40 hours of direct service with actual clients that contributes to the development of counseling skills.

PRACTICUM SUPERVISION

S. Throughout the duration of the practicum, each student receives individual and/or triadic supervision on a regular schedule that averages one hour a week and is provided by at least one of the following:

1. a counselor education program core or affiliate faculty member, or
2. a doctoral student supervisor who is under the supervision of a qualified core or affiliate counselor education program faculty member, or
3. a fieldwork site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision

agreement.

T. Throughout the duration of the practicum, each student receives group supervision on a regular schedule that averages 1½ hours per week and is provided by at least one of the following:

1. a counselor education program faculty member or
2. a doctoral student supervisor who is under the supervision of a qualified core or affiliate counselor education program faculty member.

INTERNSHIP

U. After successful completion of the practicum, students complete 600 hours of supervised counseling internship in roles and settings with actual clients relevant to their CACREP specialized practice area.

V. Internship students complete a minimum of 240 hours of direct service with actual clients.

INTERNSHIP SUPERVISION

W. Throughout the duration of the internship, each student receives individual and/or triadic supervision on a regular schedule that averages one hour a week and is provided by at least one of the following:

1. a counselor education program faculty member, or
2. a doctoral student supervisor who is under the supervision of a qualified core or affiliate counselor education program faculty member, or
3. a fieldwork site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement.

X. Throughout the duration of the internship, each student receives group supervision on a regular schedule that averages 1½ hours per week and is provided by at least one of the following:

1. a counselor education program faculty member or
2. a doctoral student supervisor who is under the supervision of a qualified core or affiliate counselor education program faculty member.

PRACTICUM AND INTERNSHIP COURSE LOADS AND RATIOS

Y. When individual/triadic supervision is provided by the counselor education program faculty or a doctoral student under supervision, each practicum and internship course should not exceed a 1:6 faculty:student ratio. This is equivalent to the teaching of one 3-semester credit hour or equivalent quarter credit hour course of a faculty member's teaching load assignment.

Z. When individual/triadic supervision is provided solely by a fieldwork site supervisor, and the counselor education program faculty or doctoral student under supervision only provides group supervision, each practicum and internship course should not exceed a 1:12 faculty:student ratio. This is equivalent to the teaching of one 3-semester credit hour or equivalent quarter credit hour course of a faculty member's teaching load assignment.

AA. Practicum and internship students are not combined for group supervision.

BB. Group supervision for practicum or internship students should not exceed 12 students per group.

CACREP Standards for Entry Level Specialized Practice Areas (Section 5)

All entry-level students are enrolled in at least one specialized practice area. Students are expected to develop and demonstrate the knowledge and skills necessary to address a wide range of issues in their specialized practice area in consideration of culturally sustaining practices across service delivery modalities. Counselor education programs must document where and in what manner each of the numbered standards listed for that specialized practice area is covered in the curriculum. The standards may be addressed in the foundational curriculum or in experiences specifically designed for each specialized practice area.

Clinical Mental Health Counseling

1. etiology, nomenclature, diagnosis, treatment, referral, and prevention of mental, behavioral, and neurodevelopmental disorders
2. mental health service delivery modalities and networks within the continuum of care, such as primary care, outpatient, partial treatment, inpatient, integrated behavioral healthcare, and aftercare
3. legislation, government policy, and regulatory processes relevant to clinical mental health counseling
4. intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management
5. techniques and interventions for prevention and treatment of a broad range of mental health issues
6. strategies for interfacing with the legal system regarding court-referred clients
7. strategies for interfacing with integrated behavioral healthcare professionals
8. strategies to advocate for people with mental, behavioral, and neurodevelopmental conditions

9. third-party reimbursement and other practice and management issues in clinical mental health counseling

School Counseling

1. models of school counseling programs
2. models of PK-12 comprehensive career development
3. models of school-based collaboration and consultation
4. development of school counseling program mission statements and objectives
5. design and evaluation of school counseling curriculum, lesson plan development, diverse classroom management strategies, and differentiated instructional strategies
6. school counselor roles as leaders, advocates, and systems change agents in PK-12 schools
7. qualities and styles of effective leadership in schools
8. advocacy for comprehensive school counseling programs and associated school counselor roles
9. school counselor roles and responsibilities in relation to the school crisis and management plans
10. school counselor consultation with families, PK-12 and postsecondary school personnel, community agencies, and other referral sources
11. skills to critically examine the connections of social, cultural, familial, emotional, and behavioral factors to academic achievement
12. skills to screen PK-12 students for characteristics, risk factors, and warning signs of mental health and behavioral disorders
13. strategies for implementing and coordinating school-based interventions
14. techniques of social-emotional and trauma-informed counseling in school settings
15. evidence-based and culturally sustaining interventions to promote academic development
16. approaches to increase promotion and graduation rates
17. interventions to promote postsecondary and career readiness
18. strategies to facilitate school and postsecondary transitions
19. strategies to promote equity in student achievement and access to postsecondary education opportunities

Required Site-Based Activities for CMHC Practicum & Internship Students ←

The following table outlines key activities and support CMHC students should receive from their practicum and internship sites and site supervisors.

Required Activity	Site or Supervisor Responsibility
Provide opportunities for individual counseling sessions	Assign clients appropriate for student's skill level and supervise student's work
Provide opportunities to lead or co-lead a counseling or psychoeducational group	Assist in identifying a group and ensuring student has an active leadership role
Allow participation in professional meetings (e.g., staffings, consultations)	Invite and encourage student participation in relevant site meetings
Offer observation or participation in crisis intervention	Include student in safety planning or emergency response activities when appropriate
Support access to assessments and clinical documentation tasks	Train student in agency procedures for assessments, treatment planning, and case notes
Provide weekly individual or triadic supervision (1 hour average)	Ensure supervision is scheduled consistently and conducted by a qualified supervisor
Offer feedback on counseling skills and professional development	Provide ongoing constructive feedback during supervision and throughout placement
Foster ethical practice and confidentiality awareness	Model and reinforce adherence to professional and legal standards
Provide exposure to client advocacy and referral processes	Include student in case management and resource coordination as appropriate
Complete required evaluations of student performance	Participate in midterm and final evaluation processes using program forms

CMHC Student Experience Requirements for CACREP Standard 4.D [←](#)

Familiarity with Professional Activities and Resources (including Technology)

Category	Example Experiences	Notes for Sites
Professional Activities	Attend case consultations, treatment team meetings, or clinical staffing sessions	Must observe and participate in professional collaboration
Professional Activities	Observe or assist with crisis intervention procedures	Includes safety planning, triage, or referral
Professional Activities	Participate in in-service trainings or professional development activities	Site should offer or allow access to relevant training opportunities
Professional Activities	Contribute to case notes, treatment plans, or discharge planning	Under supervision, using agency-approved templates
Professional Activities	Engage in client advocacy or referral activities	May involve contact with external agencies, resource linkage
Resources	Use clinical assessments (e.g., PHQ-9, GAD-7, ACEs)	Students should be introduced to at least one standardized tool
Resources	Use electronic health record (EHR) or case management software	Site should offer secure access for supervised student use
Resources	Observe or participate in telehealth counseling	Must comply with site privacy protocols (HIPAA-compliant platforms, etc.)
Resources	Use data tracking or outcome measurement systems	Familiarity with tools used for agency reporting or treatment outcome tracking



The University of Louisiana Monroe Department of Counseling

**Consent to Record **

I hereby give permission to _____, a counselor-in-training at the University of Louisiana Monroe who is completing clinical requirements at _____ (site name), to record our counseling sessions.

I understand that these recordings will be used only for the purpose of providing clinical supervision to the counselor-in training, either at the University of Louisiana Monroe or at the student's clinical placement. Any person involved in providing or receiving clinical supervision is bound to the same ethical principles of confidentiality as professionals providing counseling. All recordings of counseling sessions will be erased no later than the end of the present semester.

By signing below, I acknowledge that the policies of the recording procedure, supervision, and confidentiality have been explained to me and I have had the opportunity to ask questions. I understand I can withdraw this permission to record at any time.

(Signature of Client)

(Signature of Witness)

(Date of Signature)

(Date of Signature)

IF THE CLIENT IS A MINOR (UNDER THE AGE OF 18 YEARS) THEIR PARENT OR LEGAL GUARDIAN MUST ALSO SIGN THIS AGREEMENT, BELOW.

(Parent or Legal Guardian's signature)

(Date of Signature)

Commitment to Student Success

The Counseling Program at ULM is committed to advancing and advocating for all students who are admitted to the program. We consider and invite a variety of applicants into the Counseling Program each year and attempt to foster and maintain a safe environment of respect and acceptance for faculty, staff, students, and members of the communities we serve.

We educate and encourage our students to support the ones they work with as clinical mental health and school counselors through our curriculum and clinical experiences that reflects and values respect for all persons.

The Counseling Program is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by ULM. To this end, ULM will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in this course, you must present a letter to me from the Self-Development, Counseling, and Special Accommodations Center at ULM indicating the existence of a disability and the suggested accommodations. If you need accommodation because of a known or suspected disability, you should contact the Director for Disabled Student Services at 318-342-5220 or [click here](#) for the Self-Development, Counseling, and Special Accommodations Center website. ULM's official accommodations guidelines and policies are found [here](#).

If you have accommodations your professor needs to be aware of, contact them within the first two days of class.

Special circumstances. If you encounter any unforeseen circumstances during the semester that may affect your performance (e.g., physical, or mental illness, family emergency), please let your professor know within 7 days so we can discuss possible accommodations or alternative arrangements. Please note that accommodations are not retroactive, so it is important to request them in a timely manner.

Student Retention and Remediation Policy

All students are expected to make satisfactory progress towards their academic and professional goals. The faculty meet each semester to review student progress as well as to identify areas for student and program improvement.

In accordance with the CACREP and the American Counseling Association Code of Ethics, faculty members are to assist in addressing any concerns that might impede student performance. If a concern about suitability of a student for the profession, academic coursework, or personal behavior, faculty will follow the remediation policy as described in the ULM Student Handbook. Only in cases where significant problematic behavior exists or where a serious ethical breach has been identified will a process for program dismissal be initiated. In all other cases, the Counseling faculty will work diligently with students to ensure that the concerns are resolved, and that the student remains in good standing in the program.



Winter Semester GAP Agreement

Name:	Semester/Year:
Field Site:	Site Supervisor:

This agreement between the field site and the student intern permits the student to accrue supervised direct and indirect counseling hours at the current field site during the winter break.

Eligibility

- This agreement is only for students who are continuing at the same site with the same site supervisor into the next semester.

- It does not apply to students beginning at a new site or with a new supervisor in the upcoming semester.

Academic Status

- To meet CACREP and University requirements, students participating in the GAP will receive an incomplete grade for Internship I.

- Internship I will be extended through the first week of January. After this period, the Practicum & Internship (P&I) Coordinator will submit paperwork to the Graduate School to change the grade to “complete.”

University Supervision

- ULM will provide alternative university supervision during the break.

- This supervision is required to meet university supervision standards and will be scheduled and announced prior to the break.

Site Supervision

- The site supervisor agrees to continue providing an average of one hour of individual supervision per week during the weeks the student is actively accruing hours.

Logging Hours

- Instructions and access to the appropriate logging form will be made available before the GAP period begins.

Communication

- Because the university is not officially in session during the break, reaching faculty may be delayed.

- If any urgent issues arise, students or site supervisors should contact Dr. Poppy Moon at

moon@ulm.edu or 205-799-5661 (please text first).

Signatures:

Counseling Intern

Date

Field Site Supervisor

Date

ULM Internship Coordinator

Date

Specific Examples of Direct and Indirect Hours

Clinical Mental Health Counseling (CMHC)

Direct Hours (CMHC)	Indirect Hours (CMHC)
Individual counseling sessions	Case notes and documentation
Group counseling sessions	Treatment planning
Intake interviews	Site Supervision/University Supervision
Psychoeducational sessions	Staff meetings
Crisis intervention	Training or professional development, conferences, webinars
Administering assessments	Client-related phone calls/emails
Case consultations that focus on specific client and contributes directly to the clients care	Seminars/Workshops
Observing a counselor providing services where you co-lead the session, provide feedback or guidance under supervision in real time, or actively participate in the counseling activity.	Role Plays with other therapists
	Observing others providing counselor or related services via recording, watching behind a mirror, or sitting in a session.

CACREP Practicum & Internship Terminology

Term	Definition
Academic Term	The institutionally defined unit of course delivery time (e.g., semester, quarter).
Community Partners	Individuals and organizations who collaborate with or support the program and its graduates.
Continuous and Systematic Efforts	Efforts that are regular, planned, and ongoing.
Cultural Identity	A person's intersecting identities, such as age, gender, race, language, and life experiences.
Direct Contact Hours (aka Direct Service)	Supervised use of counseling or related professional skills with clients to promote change. Interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation.
Entry Level	Indicates preparation appropriate to master's-degree programs.
Field Site Agreement	A formal document outlining roles, responsibilities, and expectations for fieldwork.
Fieldwork Hours	Hours accrued during practicum/internship and categorized as direct or indirect contact.
Formative Evaluation	Ongoing feedback provided to support student development during a course or fieldwork experience.

Indirect Hours	Activities that support counseling work but do not involve direct client interaction (e.g., documentation, planning, supervision).
Internship	A post-practicum, supervised capstone field experience to refine and integrate counseling skills.
Internship Student	A student completing advanced field experience to demonstrate integration of skills and knowledge.
Orientation	Initial training provided to students and site supervisors on fieldwork policies and expectations.
P & I Coordinator	The designated faculty responsible for overseeing practicum and internship placements.
Practicum	An entry-level, supervised field experience to develop basic counseling skills and apply professional knowledge.
Practicum Student	A student completing entry-level field experience to build foundational counseling skills.
Professional Dispositions	Commitments, values, and behaviors that reflect a counselor's professional conduct and growth.
Program Evaluation	The collection and interpretation of data to assess program effectiveness and guide improvements.
Service Delivery Modalities	The formats for providing counseling services (e.g., in-person, telehealth).

Site Placement	A field site where counseling services are provided by students under supervision.
Site Supervisor	A qualified professional at the field site who oversees and supports the student's counseling work.
Student Assessment	The systematic collection of data on a student's knowledge, skills, and dispositions.
Summative Evaluation	Final evaluation used to assess student achievement at the end of a course or field experience.
Supervision	A structured relationship where a more experienced counselor supports a student's development through guidance and feedback.
Triadic Supervision	Supervision involving one supervisor and two students in a shared learning and feedback process.
Underrepresented	A group or population that has a smaller presence in the program compared to the community served.
University Supervisor	Faculty member responsible for instructing and supervising practicum/internship students.

ULM Policy on Concurrent Enrollment in Internship I and Internship II

Students may request to enroll in both *Internship I* and *Internship II* during the same academic semester. This option is intended for highly motivated students who have demonstrated strong performance in Practicum and have obtained a site capable of supporting the full 600-hour internship requirement.

Eligibility Requirements:

- Successful completion of all prerequisite coursework, including Practicum
- Approval from the P & I Coordinator and Program Director.
- A signed Site Agreement confirming that the internship site can accommodate at least 600 total hours (with a minimum of 240 direct hours).
- The student must be at the same site for all 600 hours. They may not have a secondary site for additional hours.
- A site supervisor qualified to support the student through the entirety of the internship experience.

Enrollment Guidelines:

- CMHC students must register for both Internship I and Internship II in the same semester.
- School Counseling students must register for both Internship I and Internship II in the same semester.
- The student should register for both courses with the same faculty supervisor, if possible.
- The student will designate one course section as their primary course for university supervision purposes.

Faculty Supervision & Evaluation:

- The assigned faculty member will:
 - Conduct the weekly 1.5-hour group supervision (required for CACREP compliance).

- Serve as the sole point of contact for grading, Tevera documentation, and communication.
- Sign off on total hours and all required evaluation forms.

Assignment Completion:

- The student is responsible for completing all required assignments for both Internship I and Internship II within the semester, including:
 - Key Performance Indicator (KPI) assignments for both courses.
 - All course-specific assignments & evaluations
- Failure to complete both sets of course requirements may result in a grade of Incomplete or No Credit.

Recording Requirement for Students Enrolled in Internship I and II Concurrently

Students enrolled in both Internship I and Internship II during the same semester must complete two full sets of required recordings. The ability to record at the site is required.

- For CMHC this includes separate recordings for individual counseling to meet the expectations for both courses.
- For School this includes separate recordings for individual counseling, small group counseling, and large group/classroom guidance to meet the expectations for both courses.

Each recording must be uploaded to Acclaim and evaluated by the site supervisor, with documentation submitted through Tevera. These recordings cannot be duplicated across courses and must reflect distinct sessions to demonstrate continued skill development.

Additional Notes:

- Students are strongly encouraged to plan their semester carefully to accommodate the intensive workload.
- This option is not available during summer semesters due to shortened timelines

Practicum & Internship Field Site Agreement

This Agreement, by and between

College of Health Sciences School of
Allied Health Counseling Program
University of Louisiana at Monroe
700 University Avenue, Monroe LA 71209 | 318-342-1298

AND

Agency or School:

Agency or School Address:

City:

State:

Zip Code:

Agency or School Phone:

Supervisor E-mail:

AND

Student Name:

Student Address:

City:

State:

Zip Code:

Student Phone:

Student E-mail:

Start Date of Term:

End Date of Term:

Track:

☐ Practicum

☐ Internship I

☐ Internship II

Specialty Area:

☐ Clinical Mental Health

☐ School Counseling

for the purpose of providing a practicum/ internship in counseling for the above-named student.

Site Information:

Audio/Video Recording:

☐ Is allowed at Site

☐ Is not allowed at Site

If recording is not allowed at the site, alternative arrangements have been made with the P & I Coordinator.

☐ Yes

☐ No

For CMHC Practicum: Students have the ability to lead or co-lead a group for 4-5 sessions:

☐ Yes

☐ No

☐ N/A

For School Internship II: Students have the ability create and lead a 4-week small group counseling program:

☐ Yes

☐ No

☐ N/A

It is mutually agreed:

A. That the above named SITE SUPERVISOR will:

1. Provide one hour of weekly on-site supervision
2. Provide orientation to site and the specific duties of the student, including site policies and procedures, technology, confidentiality and privacy expectations, emergency and crisis response protocols.
3. Sign off on the student's weekly hours log in ELC to verify accurate documentation of both direct and indirect hours.
4. Provide the students the opportunity to engage in a variety of counseling experiences, professional activities, and resources (including technology) as noted in the Site Supervisor Manual.
5. Submit formative and summative evaluations of the student's performance using the CCS-R in ELC at the midpoint and end of the semester.
6. Review student work via live observations and secure recordings and provide narrative feedback.
7. Participate in a Site Visit each semester with the student and the University Supervisor to monitor student learning and performance in accordance with this agreement.
8. Maintain regular communication with the University Supervisor.

9. Ensure any audio/video recordings are made in accordance with applicable institutional, state, federal, and international privacy regulations.
10. Hold a master's degree in counseling or a related field, possess appropriate licensure or certification, and have a minimum of two years of post-master's experience in the student's specialty area (CMHC or School Counseling). Provide updated copies of licenses, certifications, and liability insurance each term.
11. Read the most current version of the Site Supervisor Manual and understand Site Supervisor responsibilities prior to the start of the semester.
12. Be on site when the student is seeing clients. If the supervisor is off site, there must be another licensed or responsible individual who can be available for the student if needed.
13. Ensure the student meets the number of direct & indirect hours needed for successful completion of Practicum & Internship.
14. Complete all required documents in ELC each semester.
15. Telehealth only: Follow the requirements in the ULM Telehealth/Virtual Policy.
16. Emergency Procedures: In the event of an emergency involving the student or a client, the student must follow the site's emergency response procedures and immediately notify the Site Supervisor. The Site Supervisor will notify the University Faculty Supervisor as soon as possible. If the Site Supervisor is unavailable, the student should contact the designated backup staff member listed in the site's emergency plan and notify the University Supervisor without delay.

B. That the above named SITE will provide/allow:

1. Provide adequate workspace, technology, and materials needed for the student to complete their responsibilities. This includes a confidential space for individual, small group, and large group classroom guidance (school).
2. Allows students to record counseling sessions for supervision purposes, in accordance with ULM's recording policy outlined in the Supervisor Information Form and Site Supervisor Manual. The site ensures appropriate informed consent is obtained prior to any recording. If recording is not permitted, alternative arrangements have been made with the P & I Coordinator.
3. Provide appropriate clinical experiences aligned with the student's specialty area (CMHC or School)
4. Provide access to a private, confidential setting and ensure that any use of technology (e.g., electronic health records, telehealth platforms, behavior tracking systems) is compliant with HIPAA (CMHC) or FERPA (School) regulations
5. Allows students to meet ULM's group counseling expectations as outlined in the Supervisor Information Form and Site Supervisor Manual.

C. That the STUDENT will:

1. Be at the agreed upon location at times scheduled by the site supervisor and student.
2. Understand specific duties and responsibilities, site policies, procedures, technology, emergency and crisis protocols.
3. Attend one hour of weekly individual/triadic supervision with the Site Supervisor and 1.5

hours of group supervision with their University Supervisor

5. Keep weekly timesheets in ELC for each site that will be sent to the Site Supervisor for signature.
6. Complete all required forms in ELC.
7. Read the ACA Code of Ethics (CMHC) and the ASCA Ethical Standards (School) and use them as a guide for ethical and professional practice.
8. Complete all required recordings, groups, and sessions as noted in the CMHC and School Counseling P & I Handbooks & Practicum & Internship syllabi.
9. Provide an updated copy of their liability insurance each semester.
10. Participate in a Site Visit every semester for each site.

Review the CMHC or School Counseling Practicum & Internship Handbook each semester.

D. That ULM COUNSELING PROGRAM will:

1. Provide a handbook/manual to all students and fieldwork site supervisors, for all program delivery types, detailing requirements, expectations, policies, and procedures, including CACREP Standards and definitions related to supervised practicum and internship, supervision agreement, evaluation procedures and requirements and ULM's policy for student retention, remediation, and dismissal from the program.
2. Host an Orientation Workshop for Site Supervisors at the beginning of the semester regarding program requirements and expectations & provide training for new site supervisors.
3. Provide professional development CEU opportunities throughout the semester on topics related to counselor supervision.
4. Maintain a virtual Canvas for Site Supervisors and Students housing the most up to date information, handbooks, syllabi, how-to videos, training in the technology used in supervision, and other relevant P & I Information.
5. Maintain periodic contact with the site supervisor at the start, midpoint, and end of the semester.
6. Be available to consult with Site Supervisors at any time to discuss questions or concerns.

E. The ULM FACULTY SUPERVISOR will

1. Provide students and Site Supervisors a syllabus describing specific practicum/internship requirements, assignments, and ELC forms.
2. Provide 1.5 hours of group supervision each week.
3. Provide supplemental learning opportunities and resources to support the site supervisor and student, which may include professional development seminars, access to audio/video recording tools, live supervision opportunities, and referral information for both client services and student support needs.
4. Maintain consultation with the site supervisor to monitor student learning and performance. At minimum, this includes contact at the start, midpoint, and end of the semester. Consultation may occur through site visits, phone calls, video conferencing, or email, and additional communication may be initiated as needed.
5. Be available to consult with Site Supervisors at any time to discuss questions or concerns.

6. Schedule a site visit at the midpoint of the semester with each of the student's sites. This visit will monitor student learning and performance in accordance with this agreement.
7. Submit formative and summative evaluations of the student's performance using the CCS-R in ELC.
8. Review student videos and offer constructive feedback during university supervision.

It is the expectation of all three parties involved that the above conditions be met. All responsibilities are in alignment with Section 4 of the 2024 CACREP Standards on Professional Practice.

Should it become apparent that they are not being met by any of the parties, it is imperative that all three parties discuss why these expectations have not been met at the earliest possible date.

The following signatures verify agreement of the stated conditions:

_____ Student Signature	_____ Date
_____ Site Supervisor Signature	_____ Date
_____ University Instructor Signature	_____ Date