



# **ULM COUNSELING PROGRAM**

## **Practicum and Internship Site Supervisor Orientation Manual**

**SCHOOL OF ALLIED HEALTH**

**Counseling Program  
College of Health Sciences  
University of Louisiana at Monroe, LA 71209-0230**

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## Counseling Program Mission

The mission of the ULM Counseling Program is to create a supportive and collaborative learning environment for students from diverse cultures and academic backgrounds, and help them acquire the knowledge, attitudes, and skills essential in the practice of counseling whether it be in a clinical, school, or addiction-related setting. Our hope is to work with students from all over the United States and contribute to the growing need of mental health and school services in their area.

## Practicum and Internship Requirements

ULM's Clinical Mental Health Counseling program requires all students to complete a Practicum and Internship as part of their clinical experience. Requirements for each are outlined below.

### Practicum

Students must complete a supervised practicum experience over a minimum 10-week academic term. Each student's practicum includes the following requirements:

- 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 service hours with actual clients or students**, and the remaining **60 may be indirect** (such as record keeping/clinical documentation, supplemental clinical trainings, staff meetings, in-service, workshops, and attending supervision).
- Video/audio recordings stored in a HIPAA compliant manner in accordance with site regulations. While not all sessions are required to be recorded, the student must be able to meet the minimum recording requirements needed for their practicum course, outlined below.
- **1.5 hours** of weekly group supervision from a ULM faculty member within their practicum course. Practicum students **must** be prepared for class with a minimum of 1 weekly video or audio recording of their interactions with clients. Students must be able to present 2 unique client cases per semester.
- **1 hour** of weekly individual and/or triadic supervision from their approved practicum site supervisor. Site supervision should include a review of the student's audio/video recordings and/or live supervision of student interactions with clients.
- Evaluation of the student's counseling performance throughout the practicum, including documentation of a formal evaluation at mid-term and end-of-term.
- ULM practicum faculty supervisors will schedule a minimum of **1 virtual site visit** via zoom during the practicum semester. This meeting will be approximately **30-minutes in length**, and include the faculty supervisor, site supervisor, and student. The practicum

faculty will use this visit to confirm student and site adherence to ULM policies and evaluate the students' progress through the practicum experience.

### **Internship**

Internship is a continuation of professional practice experience, taken after the completion of practicum. Internship is designed to continue integrating their professional counseling skills at a heightened pace. Each student's internship includes the following requirements:

- A **minimum of 600 total clock hours** earned over the course of **two semesters**. A **minimum of 240 of these clock hours must be direct service hours with actual clients or students**, and the remaining **360 may be indirect hours** (such as record keeping/clinical documentation, supplemental clinical trainings, staff meetings, in-service, workshops, and attending supervision).
- Video/audio recordings stored in a HIPAA compliant manner in accordance with site regulations. While not all sessions are required to be recorded, the student must be able to meet the minimum recording requirements needed for their internship course, outlined below.
- **1.5 hours** of weekly group supervision from a ULM faculty member within their practicum course. Internship students must be prepared for class with a minimum of 1 weekly video or audio recording of their interactions with clients. Students must be able to present 2 unique client cases per semester.
- **1 hour** of weekly individual and/or triadic supervision from their approved practicum site supervisor. Site supervision should include a review of the student's audio/video recordings and/or live supervision of student interactions with clients.
- Evaluation of the student's counseling performance throughout the practicum, including documentation of a formal evaluation at mid-term and end-of-term.
- 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 **30-minutes in length**, and include the faculty supervisor, site supervisor, and student. The internship faculty supervisor will use this visit to confirm student and site adherence to ULM policies and evaluate the students' progress through the internship experience.

### **Site Supervisor Requirements**

## **Qualifications**

In accordance with CACREP standard Section III, C.1-4, site supervisors must have the following qualifications:

- Holds minimum of a master's degree in counseling or a related profession
- Possess relevant, active, and unencumbered professional licenses and/or professional certifications
- Has a minimum of 2 years of relevant professional experience in the student's specialty area
- Demonstrates knowledge of the ULM Counseling Program's expectations, requirements, and evaluation procedures
- Holds relevant training in counseling supervision

## **Responsibilities**

Site supervisors must uphold to the following responsibilities:

- Provide a copy of site supervisor's qualifications, including appropriate certifications and/or licenses to ULM clinical director verifying eligibility to supervise.
- Provide a copy of site supervisor's malpractice insurance.
- Ensure practicum students meet the 40 direct client contact hours and 60 indirect hours required; internship students meet 240 direct and 360 indirect hours.
- Provide the student with a minimum of 1 hour of weekly individual and/or triadic supervision throughout the entirety of the semester
- Review and provide feedback for counseling sessions through the use of live observations and/or video recordings.
- Attend one 30-minute virtual site visit per semester (scheduled by ULM faculty).
- Complete all required Practicum Documents through Tevera
- Sign-off on weekly hours logs completed by students to track progress through practicum and internship. All logs will be completed and signed electronically through the ULM Tevera website: <https://ulm.tevera.app> . Supervisors will receive an e-mail invitation to gain access to sign off on supervisee hours.

## **Supervision Overview**

Supervision is defined as a tutorial and mentoring form of instruction in which a supervisor monitors the student's activities in practicum and internship and facilitates the learning and skill development experiences associated with practicum and internship. The supervisor monitors and evaluates the clinical work of the student while monitoring the quality of services offered to clients. (CACREP, 2009).

### **Types of Supervision**

#### Individual Supervision

- A tutorial and mentoring relationship between a member of the counseling profession and a counseling student.
- Timeframe: 1 hour per week.

#### Triadic Supervision

- A tutorial and mentoring relationship between a supervisor and two counseling trainees.
- Timeframe: 1 hour per week.

### **Clinical and Administrative Supervision**

#### Administrative supervision

- Productivity concerns such as scheduling, paperwork issues, or the implementation of policies and procedures
- You might provide some administrative supervision, or there may be another individual assigned to this task.

#### Clinical supervision

- Clinical oversight of the student's work
- Reviewing the student's skills development
- Facility in implementing specific interventions or providing diagnoses
- Focuses on the therapeutic relationship and relationship dynamics
- Boundary setting, rapport building
- Gatekeeping when students lack skills needed to move forward

## Code of Ethics

All supervisees are required to adopt the American Counseling Association (ACA) code of ethics. Supervisees are to follow applicable laws, regulatory policies, and rules and policies governing professional staff behavior at the agency or placement setting. Supervisees have the same obligation to clients as those required of professional counselors.

According to the ACA Code of Ethics, it is imperative that supervisees refrain from offering or providing counseling services when their physical, mental, or emotional problems are likely to harm others. If a supervisor becomes aware of signs of impairment and or the supervisee is unable to effectively provide services, they should immediately notify the university supervisor.

To see the ACA Code of Ethics, click on the link. [ACA Code of Ethics](#)

## Supervisee Evaluations

It is important for supervisors to provide ongoing performance appraisal and evaluation feedback and schedule periodic formal evaluative sessions with supervisees throughout the supervisory relationship. Through ongoing evaluation and appraisal, supervisors are aware of the limitations of supervisees that might impede performance.

The supervisor understands that evaluation is fundamental to supervision and accepts his/her evaluation responsibilities. The supervisor provides both **formative** and **summative** evaluations on a regular basis. In general, formative evaluation occurs in every supervision session and informs the supervisee of his/her incremental progress or lack of progress. Summative evaluation occurs at regular, stated intervals (e.g., mid-term and end of semester) and includes a written statement of supervisee performance.

Summative evaluations are required by the program at mid-term and at the end of semester. utilizing the CCSR. All evaluations will be completed and signed electronically through the ULM Tevera website: <https://ulm.tevera.app> . Supervisors will receive an e-mail invitation to gain access to complete and submit these evaluations. Supervisors are responsible for reviewing the feedback provided in this form with the student during supervisor, and supporting in remediating skills when necessary. Should significant remediation be required, the supervisor is responsible for notifying ULM faculty to elicit further program support.