



# **COUNSELING PROGRAM FALL 2022**



## **PRACTICUM AND INTERNSHIP HANDBOOK**

**SCHOOL OF ALLIED HEALTH**

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

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## Practicum Overview

### What is Practicum?

Practicum is a clinical course taken near the conclusion of a student's master's program. The course is designed to allow students to begin integrating the clinical skills they've developed throughout the program in professional practice. Students will identify and apply to a local practicum site to serve as a student intern. Students will receive regular supervision from both an approved site supervisor and program faculty. Details of the experience are outlined below.

### 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**, and the remaining **60 may be indirect**.
- Students will receive **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 will receive **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.
- 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 Overview

### What is Internship?

Internship is a continuation of professional practice experience, taken after the completion of practicum. The course is designed to continue integrating their professional counseling skills at a heightened pace. Students may elect to continue in their practicum site through internship if the site meets the student's specialization experience requirements. Alternatively, students may identify a new local internship site to apply to for varied clinical experience. Students will receive regular supervision from both an approved site supervisor and program faculty. Details of the experience are outlined below.

### Internship Requirements:

- Internship must include 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**, and the remaining **360 may be indirect**. The standard internship experience occurs across two semesters. The standard internship semester includes **300 total clock hours per semester**, with a minimum of **120 direct hours and 180 indirect hours earned each semester**.
- 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 minimum of 1 weekly video or audio recording of their interactions with clients.
- Students will receive **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.
- 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.

## Practicum/Internship Site Selection

Students are responsible for identifying sites to complete their practicum and internship experiences. When selecting a site, students must confirm that the site is able to meet all requirements outlined in this handbook. A summary of requirements is provided below:

- The site can provide clinical experiences within the student's specialty area (CMHC, School, Addictions)
- The site allows for video and/or audio recording of select sessions (see for details)
- The site can provide a **site supervisor with 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
  - Is available to provide the student with a minimum of **1 hour** of weekly individual and/or triadic supervision throughout the entirety of the semester
  - Is able to provide a copy of active malpractice insurance and current resume/CV

## Practicum/Internship Site Application Process

**Practicum:** Before enrolling in practicum, students must submit a practicum application via Tevera ([ulm.tevera.app](https://ulm.tevera.app)) to confirm that they are eligible for enrollment. Students can access a walkthrough of the Tevera application here: <https://youtu.be/I-TrunHmteE>

Practicum application requirements are as follows:

1. Students must have attended and successfully completed the online, synchronous, **summer workshop**. Workshop details can be found here: <https://www.ulm.edu/counseling/formatoptions.html#summer>

2. Students must submit an **unofficial** transcript to confirm successful completion (B or higher) of **all prerequisite courses** listed below:
  - COUN 5001: Intro to Professional Counseling
  - COUN 5005: Counseling Theories **OR** COUN 5002: Theories of School Counseling
  - 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 **OR** COUN 5049: School Assessment and Psychometrics
  - COUN 5021: Diagnostics in Counseling
  - COUN 5081: Research Methods in Counseling

**No exceptions to these prerequisites will be made.**

3. Students will submit a **background check and drug screen**. The link to complete the screening process is: <https://mycb.castlebranch.com/> ; Package Code UH46: Further instructions will be found in the Tevera application process.
4. Students will submit **proof of student liability insurance** that is active upon the start of their practicum experience. The American Counseling Association provides masters student members with complimentary liability insurance to utilize. More information can be found here: <https://www.counseling.org/membership/aca-and-you/students>
5. Students will send the following documents to their proposed site/site supervisor through Tevera and coordinate with their site to ensure all documents are completed.
  - **Site Information Form**
  - **Supervisor Information Form**
  - **Supervisor Proof of Insurance**
  - **Supervisor Resume**
  - **Supervisor Orientation Manual**
  - **Field Site Agreement**
6. Students completing their Practicum at a site unaffiliated with ULM must confirm that a

**Memorandum of Understanding (MOU)** has been completed for their site before enrolling in Practicum. The MOU is a legal document between ULM and the site that allows students to practice at the site. It is a lengthy process to complete the MOU, as it must be examined by the site's legal team and be signed by the CEO/Superintendent of the site. In addition, the MOU must be signed by a series of administrators at ULM. This process can take several months to complete. The MOU will be constructed and sent to the site by the P&I coordinator once a student's application is fully completed in Tevera, and all aforementioned documents are signed by the and proposed site/site supervisor.

**Internship:** Internship should be taken directly following the successful completion of practicum. Before enrolling in internship, students must decide if they will be continuing with their practicum site or proposing a new site for their internship experience. If the student chooses to select a new site, a new application must be submitted and approved via Tevera ([ulm.tevera.app](http://ulm.tevera.app)) and a new MOU must be completed before the student may begin at a new site. **All previously noted site requirements continue to apply.**

## **Deadline**

### **FAQs/Additional Policies**

- **What counts as direct or 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, parent consultation sessions, administering clinical assessments, providing psychoeducational content/guidance lessons. **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.
  
- **What if I am dual-track (School/CMHC; School/Addictions; Addictions/CMHC)?**
  - Dual track students are required to complete a minimum of **one additional**

**internship semester** in their supplemental specialty area, for a minimum of **three internship semesters total**. This involves earning an additional 300 total clock hours across the course of a semester, to include a minimum 120 direct hours and 180 indirect hours.

- **School/CMHC dual track:**
  - Students should complete 2 internship semesters at School site, 1 internship semester at CMHC site\*
  - Practicum semester must be completed at a CMHC site
- **Addictions/CMHC dual track:**
  - Students should complete 2 internship semesters in Addiction site, 1 internship semester at CMHC site\*
- **Addictions/School dual track:**
  - Students should complete 2 internship semesters in School site, 1 internship semester at Addiction site\*
  - Practicum semester must be completed at an Addiction site
- Dual-track practicum semesters may be completed in either specialty area.

*\* Each state has individual internship requirements for licensure and certifications you may be seeking. Be sure to review requirements specific to your state and consult with your advisor before finalizing your internship sequence.*

- **What if my site does not allow video/audio recording?**
  - All internship sites **MUST** allow either video and/or audio recording to ensure adequate supervision. The student should collaborate with their site to ensure clients are provided with adequate informed consent regarding this process and have signed a release to be recorded. While not all sessions/clients are required to be recorded, the student must have a minimum of 1 new session recording available to review in each class and a minimum of 2 unique clients to present throughout the semester. All ULM faculty and fellow practicum and internship students are beholden to the same professional ethics regarding client confidentiality.



- **Can we utilize telehealth?**
  - Students may complete up to half of their practicum and internship hours using telehealth. A minimum of half of total hours earned across practicum and internship must be in-person. For standard practicum and internship experiences, this equates to a **minimum of 140 direct hours earned in-person**. If telehealth is used, practicum and internship sites are responsible for providing HIPAA compliant telehealth platforms.
  
- **Can I have more than one internship site?**
  - Yes. Students may hold a secondary internship site to support them in reaching their required hours and gaining varied experiences. Secondary sites must meet all previously outlined requirements. Students are responsible for ensuring that commitments made at secondary internship sites do not impact their ability to fulfill commitments made at primary internship sites.
  
- **Am I able to continue seeing clients between semesters?**
  - Students may continue engaging in **indirect services** with their practicum and internship sites between semesters; however, **students cannot provide direct services to clients between semesters**. To support continuity in care, it will be important for students to coordinate with their site to ensure the level of need of their assigned clients are a fit for the gap in services that will occur between semesters, or 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/site?**
  - Yes, practicum and internship experiences span the entirety of the semester, regardless of if the student accrues the required hours prior to the end of the semester.
  
- **Can I leave my site mid-semester to attend another site?**
  - No. Students made a commitment to their site and the clients they serve through this site. Leaving a site mid-semester may have ethical and legal implications. If a student

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

- **What if I am fired from/asked to leave my site?**
  - Students who are fired from/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.

### **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 conflicts between practicum and internship sites and students. Other specific responsibilities are as follows:

- receives and responds to inquiries from students and potential students regarding master's-level practicum and internship experiences;
- works with faculty to integrate the MOU process into the Methods of Counseling, Legal and Ethical Issues, and Advanced Techniques courses to ensure the MOU is complete by the time students begin Practicum;
- reviews and approves student Practicum and Internship applications and all required paperwork;
- reviews and updates documentation required for Practicum and Internship courses and sites;
- ensures instructor/supervisor adherence to program policies regarding client care, supervision of student counselors, and supervision of student supervisors;

- oversees supervisor training for supervisors, found on the program website;
- ensures instructor and site supervisor adherence to program policies regarding Practicum and Internship experiences;
- oversees the overall clinical training process in collaboration with Counseling faculty at ULM from Counseling Methods to Advanced Techniques in Counseling, Summer Workshop, Practicum, and Internship.

The current P&I Coordinator is Dr. Sarah Tucker. Please email her at **stucker@ulm.edu** if you have questions about Practicum and Internship that are not addressed in this document.