Counseling Practicum/Internship Handbook

Master of Arts in Counseling

Addiction Counseling, Clinical Mental Health Counseling, and Marriage, Couples, and Family Counseling Specializations

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TABLE OF CONTENTS

INTRODUCTION **3**

PRACTICUM/INTERNSHIP GOALS **4**

PRACTICUM/INTERNSHIP EXPERIENCE **4**

ETHICAL GUIDELINES **10**

STUDENT INSURANCE **10**

TRAINING REQUIREMENTS **10**

Who must complete a Practicum/Internship experience? 10

Master of Arts in Counseling, Addiction Counseling Specialization 11

Master of Arts in Counseling, Clinical Mental Health Counseling Specialization 11

Master of Arts in Counseling, Marriage, Couples, and Family Counseling Specialization 12

Documenting the Practicum/Internship Experience 12

PRACTICUM/INTERNSHIP COURSES **13**

Master of Arts in Counseling, Addiction Counseling Specialization 13

CSL 6831 Addiction Counseling Practicum I (100 clock hours/term) 13

CSL 6832 Addiction Counseling Practicum II (100 clock hours/term) 14

CSL 6833 - 6837 Addiction Counseling Internship I (100 clock hours/term) 14

Master of Arts in Counseling, Clinical Mental Health Counseling Specialization 15

CSL 6851 Counseling Practicum I (100 clock hours/term) 15

CSL 6852 Counseling Practicum II (100 clock hours/term) 16

CSL 6853 - 6857 Counseling Internship (100 clock hours/term) 16

Master of Arts in Counseling, Marriage, Couples, and Family Counseling Specialization 17

CSL 6951 Marriage & Family Therapy Practicum I (100 clock hours/term) 17

CSL 6952 Marriage & Family Therapy Practicum II (100 clock hours/term) 18

CSL 6853 – CSL 6857 Marriage & Family Therapy Internship (100 clock hours/term) 18

PRACTICUM/INTERNSHIP PREREQUISITES **19**

Counseling Practicum/Internship Enrollment Checklist 19

Tracking Hours 20

Practicum Site Agreements 20

Failure to Comply with the Practicum/Internship Site Agreement 20

Remediation Plan 20

Changing Sites 20

Proposing a New Site 21

Evaluations 21
Supervision Report 21
Practicum/Internship Program Evaluation 22
PROFESSIONAL CONDUCT 22
Dress Code 22
Consequences for Violations of Professional Conduct 22
Confidentiality 22
Practicum/Internship at Site of Employment and Compensation 23
Code of Ethics 23
Notice of Non-Discrimination 23
DEFINITIONS 24
RESOURCES 25

INTRODUCTION

The purpose of this Handbook is to provide practicum/internship information for students in the University of Arizona Global Campus (UAGC) Master of Arts in Counseling with a specialization in Addiction Counseling (AC); Clinical Mental Health Counseling (CMHC); or Marriage, Couples, and Family Counseling (MCFC). This Handbook covers Practicum/Internship training for students, Practicum/Internship supervisors, and faculty. Supervised clinical training is an integral part of graduate education in counseling at UAGC. Students in practicum or internship participate in the provision of counseling services to clients during the Master of Arts in Counseling program at UAGC. The goal of Practicum/Internship is for students to acquire the knowledge, skills, attitudes, and values, as well as the self-knowledge needed to become competent counseling practicum students/interns and, eventually, mental health professionals. Practicum/Internship complements classroom education, provides the opportunity to work with experienced clinicians, and helps students develop their professional identity.

The Director of Clinical Training (DCT) is the contact person for all matters pertaining to Clinical Practicums/Internships. The Counseling Practicum/Internship Handbook for AC, CMHC, and MCFC addresses most counseling or administrative comments or questions, and the University of Arizona Global Campus Academic Catalog contains admissions requirements and program details. The DCT approves applications for the Practicum/Internship experience, requests to extend the Practicum/Internship experience, and develops advancement plans for students who do not meet the clinical and professional requirements of the Practicum/Internship. To reach the DCT, email mac-practicum@uagc.edu.

PRACTICUM/INTERNSHIP GOALS

Relationship: Practicum students/interns will acquire the knowledge, skills, and attitudes required to foster and sustain productive professional relationships with clients, colleagues, supervisors, and others.

Assessment: Practicum students/interns will acquire the knowledge, skills, and attitudes needed to accurately select, administer, and score clinical assessment techniques and interpret and report the results.

Intervention: Practicum students/interns will acquire the knowledge, skills, and attitudes needed to identify, plan, administer, and evaluate preventive treatment and remedial strategies designed to enhance the positive functioning and well-being of clients.

Research and Evaluation: Practicum students/interns will acquire the knowledge, skills, and attitudes necessary to critically analyze counseling theory and research, and, as practitioners, to act as clinical scientists and lifelong learners.

Peer supervision: Practicum students/interns will acquire the knowledge, skills, and attitudes required to utilize peer supervision and become consultants to their peers for supervision purposes.

Diversity: Practicum students/interns will become culturally sensitive professionals as a result of knowledge, skills, and attitudes integrated into such practice. Practicum students/interns will understand and appreciate differing cultural, ethnic, and societal circumstances of clients; will work effectively; and will develop therapeutic relationships with a wide range of populations varying in race, gender, age, ethnicity, national origin, socioeconomic status, language, religion, ability or disability, and sexual orientation, and other factors related to individual differences and cultural diversity.

PRACTICUM/INTERNSHIP EXPERIENCE

The Practicum/Internship experience at UAGC is designed to further the classroom experience that students have completed and to allow them to begin to practice skills.

The credits required to complete the Practicum/Internship experience total 700 clock hours. At least 40% of the hours must be in direct patient care and administering objective assessments. At least 20% of the hours must be participation in supervision. Each student is provided weekly required individual and group supervision and consultation. The other 40% of the hours can be in the provision of indirect services, such as making and answering phone calls, writing reports and progress notes, reviewing video and audio tapes, informal consultation with other professionals, and research completed for helping your clients. The time spent by Practicum/Internship students contemplating the client's case and planning interventions is necessary for a rich learning experience. Presenting cases in group supervision is also considered to be an indirect service provision.

To successfully complete a Practicum/Internship experience, students must demonstrate competence in the following counseling skills:

Interviewing Techniques: This clinical proficiency includes core skills and competencies that counselors must have to conduct interviews and discussions for the provision of professional service to their clients.

***Objectives**:* Students must be able to:

1. Structure an interview appropriate for goal, time, and client need.
2. Identify and maintain focus to reach the goal of the interview.
3. Establish rapport and an environment of safety for the client.
4. Ask meaningful questions of the client clearly.
5. Make assessments clearly to the client.
6. Summarize results of the interview.
7. Make transitions.
8. Take appropriate notes during the interview process.
9. Understand appropriate and effective methods of addressing ethical concerns that may be necessary to navigate through many cases and situations in the Practicum/Internship experience.

Managing the Dynamics of the Treatment Relationship: This clinical proficiency includes the core skills needed by counselors to understand and facilitate the emotional and interpersonal processes and conflicts that emerge while services are provided to clients.

***Objectives**:* Students must be able to:

1. Develop rapport.
2. Demonstrate and communicate empathy.
3. Define and maintain appropriate boundaries.
4. Address resistance behaviors empathetically.
5. Identify and manage transference.
6. Identify and manage counter-transference in a clinically helpful manner.
7. Maintain agreed upon tasks or outcome goals.
8. Demonstrate integrity.
9. Maintain confidentiality.

Maintaining Ethical and Professional Relationships: This clinical proficiency includes core skills needed by counselors to act properly and ethically for the well-being of all clients.

***Objectives**:* Students must be able to:

1. Create and maintain appropriate boundaries.
2. Practice only within areas of one's personal competence.
3. Secure and facilitate informed consent for all procedures.
4. Speak and act with respect in the presence of all clients.
5. Identify and avoid dual relationships and conflicts of interest.
6. Maintain a professional, contractual relationship with clients.
7. Seek consultation and supervision when needed.
8. Maintain up-to-date diagnostic and treatment knowledge.
9. Provide and maintain a usable and effective emergency plan.
10. Present an attitude of "do no harm."

Cultural Sensitivity: This clinical proficiency includes core skills counselors must have to understand and effectively negotiate issues of individual differences, delivery of mental health services, and the therapeutic process.

***Objectives**:* Students must be able to:

1. Recognize the ways in which factors such as race, culture, ethnicity, gender, sexual orientation, social class, religion, physical condition, and age may affect the interview situation and therapeutic process.
2. Attend to individual differences in interviewing and the therapeutic process.
3. Define, establish, and maintain appropriate boundaries.
4. Account for ways in which the clinical mental health counselor and marriage, couples, and family counselor's personal characteristics may impact the therapeutic relationship.
5. Identify and manage transference.
6. Identify and manage counter-transference in a clinically helpful manner.
7. Recognize special considerations in working with sexual orientation issues including required clinical mental health counselor and marriage and couples and family counselor behavior in assisting a client in the coming out process.
8. Demonstrate integrity.
9. Maintain confidentiality.

General Assessment Skills: This counseling proficiency includes the knowledge, skills, and abilities necessary to engage the assessment process using norm-referenced tests.

***Objectives**:* Students must be able to:

1. Understand the assessment process.
2. Review referral information.
3. Conduct interviews with appropriate parties.
4. Conduct observations, behavioral observations, and mental status examinations.
5. Write a report and communicate conclusions clearly.
6. Follow-up on recommendations and provide ongoing assessment.

Psycho-diagnostic Skills: This counseling proficiency involves the knowledge, skills, and abilities necessary to assess and diagnose client problems without the use of norm-referenced test instruments.

***Objectives**:* Students must be able to:

1. Conduct a clinical interview.
2. Conduct an interview to obtain a psychosocial history.
3. Conduct a Mental Status Examination.
4. Distinguish between psychological disorders and organic disorders with emotional and behavioral symptoms.
5. Distinguish between an organic disorder masquerading as a psychological disorder and a true psychological disorder.
6. Identify the need to make referrals to a specialist.
7. Compose a psychological intake report meeting professional quality standards.
8. Adapt the above skills to couple, family, group, and organizational diagnoses.

Individual Interventions: This clinical proficiency includes the knowledge, skills, and abilities necessary for counselors to assist clients in making progress toward their treatment goals in counseling.

***Objectives**:* Students must be able to:

1. Establish a strong therapeutic alliance.
2. Create an environment of hopefulness about treatment.
3. Develop initial treatment goals and treatment plans.
4. Review goals and plans every 10 weeks.
5. Educate the client about the disorder.
6. Make appropriate contracts.
7. Use appropriate paperwork and documentation.
8. Make appropriate interpretations.
9. Make appropriate confrontations.

10. Make appropriate homework assignments.
11. Follow-up on assignments and agreements made with clients.
12. Assist the client in taking credit for progress toward goals.
13. Point out progress to client at appropriate times.
14. Manage transference and counter-transference that may be interfering with progress toward therapeutic goals.

Family Intervention: This clinical proficiency encompasses the knowledge, skills, and abilities necessary for counselors to assist families and couples in making progress toward their goals in counseling.

***Objectives**:* Students must be able to:

1. Establish rapport with families and couples.
2. Create an environment of hopefulness about treatment.
3. Define family and couple (if applicable), problems and challenges.
4. Collaboratively develop initial treatment goals and plans.
5. Review goals and plans every 10 weeks.
6. Make appropriate contracts.
7. Use appropriate paperwork and documentation.
8. Make appropriate interpretations.
9. Make appropriate confrontations.
10. Make appropriate homework assignments.
11. Follow up on assignments and agreements made with families and couples, if applicable.
12. Maintain equilateral regard for all members.
13. Identify and use triangulation appropriately.
14. Identify and use interaction sequence techniques.
15. Assist the family and couple, if applicable, in taking credit for their progress.
16. Define, establish, and maintain roles and boundaries.
17. Produce a family Genogram.
18. Manage transference and counter-transference that may be interfering with progress toward therapeutic goals.

Group Intervention: This clinical proficiency encompasses the knowledge and skills necessary for counselors to assist clients within a therapy group in achieving therapy goals.

***Objectives**:* Students must be able to:

1. Screen, assess, and prepare group members effectively.
2. Observe ethical principles specific to groups.
3. Define the rules, boundaries, and limits of the group.
4. Build cohesion among group members.
5. Activate the therapeutic factors essential to healthy group process appropriate to the stages of group development.
6. Make appropriate interpretations, bridging statements and confrontations.
7. Promote "process" over and above "content."
8. Manage conflict among group members.
9. Balance interventions aimed at "group as a whole" vs. "group as individuals."
10. Exercise leadership functions within the group.
11. Work effectively as a co-therapist, as appropriate.
12. Assist clients in achieving both interpersonal and intrapersonal change.
13. Plan and promote effective group termination.
14. Make appropriate referrals for group therapy and individual therapy (outside of the group).

Crisis Intervention and Risk Assessment: This clinical proficiency includes the core skills and knowledge base counselors must have to help clients prepare for, minimize, and resolve crisis situations during and after a crisis situation.

***Objectives**:* Students must be able to:

1. Assess risk of self-injury.
2. Assess risk of homicide and violence to others, if applicable.
3. Assess available resources before and during a crisis situation.
4. Make a contract for safety or relief using appropriate documentation for client and file.
5. Determine duty to warn or protect.
6. Make timely interventions (e.g., hospitalization, additional sessions, calling 911, etc.).
7. Ensure all appropriate documentation in client file.
8. Provide appropriate support between sessions.
9. Educate client about crisis prevention and intervention.

10. Make timely follow-up.

Records Management: This clinical proficiency includes the core skills that meet ACA and AAMFT standards that counselors must have to manage all client records.

***Objectives**:* Students must be able to:

1. Write clear and concise clinical notes, reports, and evaluations.
2. Maintain client confidentiality.
3. Discuss Consent to Treat and mandatory Disclosure Form information with clients and obtain appropriate signatures.
4. Obtain appropriate written releases of information and complete Release of Information forms.

ETHICAL GUIDELINES

Students are expected to refrain from engaging in clinical activities that are unethical or illegal, those for which they are not qualified, or those for which they lack the required credentials. Students are expected to comply with the professional and ethical standards established by the ACA. Students may not evaluate or treat friends or relatives as clients. Counseling services are provided under the control, direction, and full professional supervision of a licensed professional. The Director of Clinical Training (DCT) has final authority for evaluating students in the Practicum/Internship experience.

STUDENT INSURANCE

Due to the liabilities associated with providing direct patient care, students are required to be insured during the Practicum/Internship experience while in the Master of Arts in Counseling program. Liability insurance can be purchased from one of several insurance carriers. Most students use the ACA/AAMFT for obtaining their insurance. Student/intern policies are relatively inexpensive and cover students only during school-related activities. Students are required to provide documentation of insurance by maintaining a current copy of their declarations page (face sheet), showing valid insurance coverage in their student file in the office of the Director of Clinical Training (DCT). It is the responsibility of the student to ensure that their liability insurance is current. Failure to maintain current coverage will result in suspension of the student from seeing clients until the insurance is updated and verification is submitted to the DCT for filing.

TRAINING REQUIREMENTS

Who must complete a Practicum/Internship experience?

All students admitted to the Master of Arts in Counseling Addiction Counseling Specialization; Clinical Mental Health Counseling Specialization; and Marriage, Couples, and Family Counseling Specialization are required to complete a clinical Practicum/Internship experience in a Practicum/Internship site approved by the Director of Clinical Training (DCT).

Upon completion of the third term of coursework, all Practicum/Internship students must work with the DCT to complete the Application for Practicum/Internship.

Upon approval of a Practicum/Internship site, the student and DCT will enter into a signed agreement outlining the student's hours and responsibilities. This agreement is kept on file in the office of the DCT.

UAGC cannot guarantee that a student will qualify for licensure. Students are responsible for assuring that their program at University of Arizona Global Campus will meet requirements for licensure in the state where they plan to practice upon completion of the program. Licensure regulations vary by state and by specialization and may change over time. Thus, it is strongly recommended that students familiarize themselves with the regulations of the jurisdiction in which they plan to practice counseling.

Colorado students must be registered as a registered psychotherapist (or as a licensed mental health counselor or social worker) with the Colorado Department of Regulatory Agencies database. All students residing outside of Colorado must adhere to the requirements of the state in which they are completing their Practicum/Internship experience. It is the responsibility of the student to become registered, if applicable, and documentation must be submitted to the Director of Clinical Training (DCT) for verification.

Master of Arts in Counseling, Addiction Counseling Specialization

UAGC requires students accepted to the Master of Arts in Counseling Addiction Counseling Specialization to complete a minimum of 700 hours of Master's-level Practicum/Internship training. Each term of Practicum/Internship requires 100 clock hours at a Practicum/Internship site approved by the Director of Clinical Training (DCT) for completion of these hours. Students will complete the following courses during their program:

- CSL 6831 - CSL 6832 (200 clock hours over 2 terms)
- CSL 6833 - CSL 6837 (500 clock hours over 5 terms)

At the end of the Practicum/Internship experience, the student must have completed a minimum of 700 Practicum/Internship hours.

All students have the option to complete additional Master's-level Practicum/Internship hours during their program above and beyond the required hours with application and approval from the DCT. This decision may impact financial aid eligibility since the extension is not required for their program.

Master of Arts in Counseling, Clinical Mental Health Counseling Specialization

UAGC requires students accepted to the Master of Arts in Counseling, Clinical Mental Health Counseling Specialization to complete a minimum of 700 hours of Master's-level Practicum/Internship training. Each term of Practicum/Internship requires 100 clock hours at a Practicum/Internship site approved by the Director of Clinical Training (DCT) for completion of these hours. Students will complete the following courses during their program:

- CSL 6851 - CSL 6852 (200 clock hours over 2 terms)
- CSL 6853 - CSL 6857 (500 clock hours over 5 terms)

At the end of the Practicum/Internship experience, the student must have completed a minimum of 700

Practicum/Internship hours.

All students have the option to complete additional Master's-level Practicum/Internship hours during their program above and beyond the required hours with application and approval from the DCT. This decision may impact financial aid eligibility since the extension is not required for their program.

Master of Arts in Counseling, Marriage, Couples, and Family Counseling Specialization

UAGC requires students accepted to the Master of Arts in Counseling, Marriage, Couples, and Family Counseling Specialization to complete a minimum of 700 hours of Master's-level Practicum/Internship training. Each term of Practicum/Internship requires 100 clock hours at a Practicum/Internship site approved by the Director of Clinical Training (DCT) for completion of these hours. Students will complete the following Practicum/Internship courses during their program:

- CSL 6951 - CSL 6952 (200 clock hours over 2 terms)
- CSL 6953 - CSL 6957 (500 clock hours over 5 terms)

At the end of the Practicum/Internship experience, the student must have completed a minimum of 700 Practicum/Internship hours.

All students have the option to complete additional Master's-level Practicum/Internship hours during their program above and beyond the required hours with application and approval from the DCT. This decision may impact financial aid eligibility since the extension is not required for their program.

Documenting the Practicum/Internship Experience

University of Arizona Global Campus subscribes to Time2Track, an online service, to document training hours and experiences. Students are responsible for maintaining detailed records documenting their experience and the activities in which they have participated, which must be signed off on by their clinical supervisor and submitted to the Director of Clinical Training (DCT) at the end of each term. These records should include the number and type of tests administered and scored, testing reports completed, records of numbers and types of clients, and records of types of therapy training completed.

At the conclusion of each term, the Director of Clinical Training (DCT) will review the progress of all students. In order for a grade to be posted for the Practicum/Internship course, the following items must be completed and submitted:

- Practicum/Internship Site Agreement Form
- Evaluation of Practicum/Internship Site Form
- Evaluation of Supervisor by Student Form
- Evaluation of Student by Supervisor Form
- Signed copy of Time2Track Hours Report

Supervisors are required to describe each student's strengths and weaknesses and discuss the evaluation with the student. The form is completed every term so that the student receives ongoing feedback on

their performance. If a student anticipates an unfavorable rating, this issue should be discussed with the Director of Clinical Training (DCT) prior to receiving the written evaluation. If necessary, meetings can be arranged between the student, the DCT, and the supervisor during the Practicum/Internship experience to address issues of concern.

A rating of two (2) or below (current progress) on any of the counseling proficiencies may result in a non-passing grade (NP) for that term. Hours accumulated during a term in which an NP is received will not count toward meeting the required hours for the Practicum/Internship course, and the student will need to repeat the hours and re-enroll for the term. The first incidence of an NP grade during Practicum/Internship experience will result in a remediation plan designed by the Director of Clinical Training (DCT) and the student's supervisor in collaboration with the student. Please refer to *Repeated Courses - Masters* in the *General Academic Policies and Information* section of the catalog for more information on course repeat policies.

PRACTICUM/INTERNSHIP COURSES

Master of Arts in Counseling, Addiction Counseling Specialization

CSL 6831 Addiction Counseling Practicum I (100 clock hours/term)

CSL 6831 Addiction Counseling Practicum I is designed for students new to professional counseling practice. It provides an orientation to professional counseling practice.

Addiction Counseling Practicum I students will participate in three types of activities: observation of direct services; indirect services; and supervision, consultation, and training.

1. Observation of Direct Services (20 hours) – Students will learn the systems and paperwork used to track and document service delivery and service delivery outcomes. Students will work at the front desk answering phone calls, taking appropriate messages, responding appropriately to crises, and seeking supervision when needed. Students will use the Introduction to Practicum/ Internship to augment their coursework and to observe intakes, mental status examinations, intellectual assessments, and the process of documentation.
2. Indirect Services (60 hours) – Students will observe the licensed mental health professionals and counseling Practicum/Internship students delivering mental health services. Students will observe intakes, individual, couples, family, and group psychological sessions, consultation, and psycho-educational activities. They will also observe the process of intellectual and personality assessment from the initial phase to its conclusion.
3. Supervision, Consultation, and Training (20 hours) – Students will participate in individual supervision, group supervision, and additional outside trainings. Individual face-to-face supervision is scheduled with a licensed professional with the specific intent of identifying and learning about mental health services that will be provided by the student. This supervision is scheduled for one hour per week. Group supervision includes case presentations and didactic presentations and is scheduled one hour per week. Attendance is mandatory at both supervision sessions. Students who attend outside training through workshops and seminars can accumulate

additional Practicum hours (up to 8 hours) if the training is officially approved by the DCT and documentation is submitted.

CSL 6832 Addiction Counseling Practicum II (100 clock hours/term)

CSL 6832 Addiction Counseling Practicum II is designed for students who have completed CSL 6831. Students will provide counseling services in collaboration with, and under the supervision of, a licensed professional. Addiction Counseling Practicum II students will participate in three types of activities: direct services; indirect services; and supervision, consultation, and training.

1. Direct Services (30 hours)
    a. Counseling – Students will spend time providing direct counseling services to clients (individual, couples, families, and groups), including consultation and primary prevention services with outreach and psycho- educational activities.
    b. Assessment – Students will also spend a portion of their time providing interview, observation, diagnostic and psychometric services to clients, including self-report measures, structured diagnostic interviews, parent report measures, behavioral assessments, personality assessments, and client outcome measures.
2. Indirect Services (50 hours) – For mental health professionals in training, the time spent outside the therapy hour, focused on the client, is valuable learning time. Whether the activity is writing reports or progress notes, reviewing video/audio tapes, or informal consultation with other professionals, the time spent contemplating the client and planning interventions is necessary for a rich learning process.
3. Supervision, Consultation, and Training (20 hours) – Students will participate in individual supervision, group supervision, and additional outside trainings. Individual face-to-face supervision is scheduled with a licensed professional with the specific intent of discussing mental health services provided by the student. This supervision is scheduled for one hour per week. Group supervision includes case presentations and didactic presentations and is scheduled one and a half hours per week. Attendance is mandatory at both supervision sessions. Students who attend outside training through workshops and seminars can accumulate additional Practicum hours (up to 8 hours) if the training is officially approved by the DCT and documentation is submitted.

CSL 6833 - 6837 Addiction Counseling Internship I (100 clock hours/term)

CSL 6853 - 6857 Counseling Internship is designed for students who have completed CSL 6831 and CSL 6832. Students will provide counseling services in collaboration with, and under the supervision of, a licensed professional. Cases will be of increasing complexity and difficulty. Addiction Counseling Internship students will participate in three types of activities: direct services; indirect services; and supervision, consultation, and training.

1. Direct Services (30 hours)
    a. Counseling – Students will spend time providing direct counseling services to clients

(individual, couples, families, and groups), including consultation and primary prevention services with outreach and psycho- educational activities.

b. Assessment – Students will also spend a portion of their time providing interview, observation, diagnostic and psychometric services to clients, including self-report measures, structured diagnostic interviews, parent report measures, behavioral assessments, personality assessments, and client outcome measures.

c. Supervision – Time spent by advanced students supervising more junior students who are enrolled in the practicum/internship courses is counted as direct service.

2. Indirect Services (50 hours) – For therapists in training, the time spent outside the therapy hour, focused on the client, is valuable learning time. Whether the activity is writing reports or progress notes, reviewing video/audio tapes, or informal consultation with other professionals, the time spent contemplating the client and planning interventions is necessary for a rich learning process.

3. Supervision, Consultation, and Training (20 hours) – Students will participate in individual supervision and group supervision. Individual face-to-face supervision is scheduled with a licensed professional with the specific intent of discussing mental health services provided by the student. Group supervision includes case presentations and didactic presentations. Both individual and group supervision are scheduled one time each per week. Attendance at both is mandatory. Student who attend outside training through workshops and seminars can accumulate additional Internship hours (up to 8 hours) if the training is officially approved by the DCT and documentation is submitted.

Master of Arts in Counseling, Clinical Mental Health Counseling Specialization

CSL 6851 Counseling Practicum I (100 clock hours/term)

CSL 6851 Counseling Practicum I is designed for students new to professional counseling practice. It provides an orientation to professional counseling practice. Counseling Practicum I students will participate in three types of activities: observation of direct services; indirect services; and supervision, consultation, and training.

1. Observation of Direct Services (20 hours) – Students will learn the systems and paperwork used to track and document service delivery and service delivery outcomes. Students will work at the front desk answering phone calls, taking appropriate messages, responding appropriately to crises, and seeking supervision when needed. Students will use the Introduction to Practicum/ Internship to augment their coursework and to observe intakes, mental status examinations, intellectual assessments, and the process of documentation.

2. Indirect Services (60 hours) – Students will observe the licensed mental health professionals and counseling Practicum/Internship students delivering mental health services. Students will observe intakes, individual, couples, family, and group psychological sessions, consultation, and psycho-educational activities. They will also observe the process of intellectual and personality assessment from the initial phase to its conclusion.

3. Supervision, Consultation, and Training (20 hours) – Students will participate in individual supervision, group supervision, and additional outside trainings. Individual face-to-face supervision is scheduled with a licensed professional with the specific intent of identifying and learning about mental health services that will be provided by the student. This supervision is scheduled for one hour per week. Group supervision includes case presentations and didactic presentations and is scheduled one hour per week. Attendance is mandatory at both supervision sessions. Students who attend outside training through workshops and seminars can accumulate additional Practicum hours (up to 8 hours) if the training is officially approved by the DCT and documentation is submitted.

CSL 6852 Counseling Practicum II (100 clock hours/term)

CSL 6852 Counseling Practicum II is designed for students who have completed CSL 6851. Students will provide counseling services in collaboration with, and under the supervision of, a licensed professional. Counseling Practicum II students will participate in three types of activities: direct services; indirect services; and supervision, consultation, and training.

1. Direct Services (30 hours)
    a. Counseling – Students will spend time providing direct counseling services to clients (individual, couples, families, and groups), including consultation and primary prevention services with outreach and psycho- educational activities.
    b. Assessment – Students will also spend a portion of their time providing interview, observation, diagnostic and psychometric services to clients, including self-report measures, structured diagnostic interviews, parent report measures, behavioral assessments, personality assessments, and client outcome measures.
2. Indirect Services (50 hours) – For mental health professionals in training, the time spent outside the therapy hour, focused on the client, is valuable learning time. Whether the activity is writing reports or progress notes, reviewing video/audio tapes, or informal consultation with other professionals, the time spent contemplating the client and planning interventions is necessary for a rich learning process.
3. Supervision, Consultation, and Training (20 hours) – Students will participate in individual supervision, group supervision, and additional outside trainings. Individual face-to-face supervision is scheduled with a licensed professional with the specific intent of discussing mental health services provided by the student. This supervision is scheduled for one hour per week. Group supervision includes case presentations and didactic presentations and is scheduled one and a half hours per week. Attendance is mandatory at both supervision sessions. Students who attend outside training through workshops and seminars can accumulate additional Practicum hours (up to 8 hours) if the training is officially approved by the DCT and documentation is submitted.

CSL 6853 - 6857 Counseling Internship (100 clock hours/term)

CSL 6853 - 6857 Counseling Internship is designed for students who have completed CSL 6851 and CSL 6852. Students will provide counseling services in collaboration with, and under the supervision of,

a licensed professional. Cases will be of increasing complexity and difficulty. Counseling Internship students will participate in three types of activities: direct services; indirect services; and supervision, consultation, and training.

1. Direct Services (30 hours)
    a. Counseling – Students will spend time providing direct counseling services to clients (individual, couples, families, and groups), including consultation and primary prevention services with outreach and psycho- educational activities.
    b. Assessment – Students will also spend a portion of their time providing interview, observation, diagnostic and psychometric services to clients, including self-report measures, structured diagnostic interviews, parent report measures, behavioral assessments, personality assessments, and client outcome measures.
    c. Supervision – Time spent by advanced students supervising more junior students who are enrolled in the practicum/internship courses is counted as direct service.
2. Indirect Services (50 hours) – For therapists in training, the time spent outside the therapy hour, focused on the client, is valuable learning time. Whether the activity is writing reports or progress notes, reviewing video/audio tapes, or informal consultation with other professionals, the time spent contemplating the client and planning interventions is necessary for a rich learning process.
3. Supervision, Consultation, and Training (20 hours) – Students will participate in individual supervision and group supervision. Individual face-to-face supervision is scheduled with a licensed professional with the specific intent of discussing mental health services provided by the student. Group supervision includes case presentations and didactic presentations. Both individual and group supervision are scheduled one time each per week. Attendance at both is mandatory. Students who attend outside training through workshops and seminars can accumulate additional Internship hours (up to 8 hours) if the training is officially approved by the DCT and documentation is submitted.

Master of Arts in Counseling, Marriage, Couples, and Family Counseling Specialization

CSL 6951 Marriage & Family Therapy Practicum I (100 clock hours/term)

CSL 6951 Marriage & Family Therapy Practicum I is designed for students new to professional practice. This Practicum provides an orientation to professional practice. Marriage & Family Therapy Practicum I students will participate in three types of activities: observation of direct services; indirect services; and supervision, consultation, and training.

1. Observation of Direct Services (20 hours) – Students will learn the systems and paperwork used to track and document service delivery and outcomes. Practicum students may observe licensed professionals and other students conducting initial intakes, couples, family, and group sessions, consultation, and psycho- educational activities.

2. Indirect Services (60 hours) –Students will use the orientation component of Practicum I to augment their coursework and gain experience in writing intakes, mental status examinations, intellectual assessments, and treatment notes.
3. Supervision, consultation, and training (20 hours) – Students will participate in individual supervision and group supervision. The individual supervision is scheduled (face-to-face supervision) with a licensed professional supervisor. Group supervision will include case presentations and didactic activities. Students who attend outside training through workshops and seminars can accumulate additional Practicum hours (up to 8 hours) if the training is officially approved by the DCT and documentation is submitted.

CSL 6952 Marriage & Family Therapy Practicum II (100 clock hours/term)

CSL 6952 Marriage & Family Therapy Practicum II is designed for students who have completed CSL 6951 or have transferred in minimal Practicum hours from a Master's level program in a related field of study. Students will provide counseling services in collaboration with, and under the supervision of, licensed mental health professionals. Marriage & Family Therapy Practicum II students will participate in three types of activities: direct services; indirect services; and supervision, consultation, and training.

1. Direct Services (30 hours)
    a. Counseling – Students will spend time providing direct counseling services to clients (individual, couples, families, and groups), including consultation and primary prevention services with outreach and psycho- educational activities.
    b. Assessment – Students may spend a portion of their time providing a variety of behavioral and diagnostic assessments to clients.
2. Indirect Services (50 hours) – The time spent outside the therapy hour, focused on the client, is valuable learning time. Whether the activity is writing reports or progress notes, reviewing video/audio tapes, or informal consultation with other professionals, the time spent contemplating the client and planning interventions is necessary for a rich learning process.
3. Supervision, Consultation, and Training (20 hours) – Students will participate in individual supervision, group supervision, and additional outside trainings. Individual face-to-face supervision is scheduled with a licensed professional with the specific intent of discussing mental health services provided by the student. This supervision is scheduled for one hour per week. Group supervision includes case presentations and didactic presentations and is scheduled one hour per week. Attendance is mandatory at both supervision sessions. Student who attend outside training through workshops and seminars can accumulate additional Practicum hours (up to 8 hours) if the training is official approved by the DCT and documentation is submitted.

CSL 6853 – CSL 6857 Marriage & Family Therapy Internship (100 clock hours/term)

CSL 6953 – CSL 6957 Marriage & Family Therapy Internship is designed for students who have completed CSL 6951 and CSL 6952. Students will provide counseling services in collaboration with,

and under the supervision of, mental health professionals. Marriage & Family Therapy Internship students will participate in three types of activities: direct services; indirect services; and supervision, consultation, and training.

1. Direct Services (30 hours)
    a. Counseling – Students will spend time providing direct counseling services to clients (individual, couples, families, and groups), including consultation and primary prevention services with outreach and psycho- educational activities.
    b. Assessment – Students will spend a portion of their time providing interview, observation, diagnostic and psychometric services to clients, including self-report measures, structured diagnostic interviews, parent report measures, behavioral assessments, personality assessments, and client outcome measures.
    c. Supervision – Time spent by advanced students supervising more junior students who are enrolled in the practicum/internship courses is counted as direct service.
2. Indirect Services (50 hours) – For counselors/therapists in training, the time spent outside the therapy hour, focused on the client, is valuable learning time. Whether the activity is writing reports or progress notes, reviewing video/audio tapes, or informal consultation with other professionals, the time spent contemplating the client and planning interventions is necessary for a rich learning process.
3. Supervision, Consultation, and Training (20 hours) – Students will participate in individual supervision and group supervision. Individual face-to-face supervision is scheduled with a licensed professional with the specific intent of discussing mental health services provided by the student. Group supervision includes case presentations and didactic presentations. Both individual and group supervision are scheduled one hour per week. Attendance at both is mandatory. Students who attend outside training through workshops and seminars can accumulate additional Internships hours (up to 8 hours) if the training is officially approved by the DCT and documentation is submitted.

PRACTICUM/INTERNSHIP PREREQUISITES

Students intending to enroll in a Practicum/Internship must submit the signed, completed **Application for Counseling Practicum/Internship** prior to enrolling in the first Practicum/Internship course. A copy of the student's liability insurance must be attached to the completed application.

Counseling Practicum/Internship Enrollment Checklist

- ☐ Submit a completed Application for Counseling Practicum/Internship form signed by the Director of Clinical Training
- ☐ Enroll in Time2Track
- ☐ Include proof of purchased liability insurance

- Include proof of registration in the Colorado Unlicensed Psychotherapist Database or proof of state counseling board registration in the state in which it is held, if required

Tracking Hours

All students are required to provide regular time and activity summary forms that track Practicum/Internship hours. The tracking of hours must include:

- Total Direct Service Hours
- Total Additional Experience Hours
- Total Supervision Hours

Hours are tracked using the Time2Track program, which is provided at no cost to students enrolled in Practicum/Internship at Practicum/Internship sites.

Practicum Site Agreements

A Practicum/Internship assignment agreement is an agreement between the student, Practicum/Internship supervisor, and the Practicum/Internship site. There is one site agreement form which is completed on an annual basis with the site and the Director of Clinical Training (DCT)/University of Arizona Global Campus. Students need to complete the Counseling Practicum/Internship Site Proposal and submit it to the DCT. This form only needs to be completed and submitted once unless the student changes sites. Please email the DCT for this document at mac-practicum@uagc.edu. A new agreement is required if there is a change in supervisors.

Failure to Comply with the Practicum/Internship Site Agreement

If the student does not complete the Practicum/Internship Site Agreement by the end of the term, they will not be able to be placed at that site. The student's grade may also be affected, and this may result in a remediation plan. The student is referred to the to review University grading policies.

Remediation Plan

A remediation plan will be developed by the Director of Clinical Training (DCT) and the supervisor with the approval of the DCT. The remediation plan shall include, but not be limited to, reduction of or elimination of caseload for educational or training purposes.

Remediation plans are to be supervisory and not punitive. If such remediation is not effective, the student will be referred to the DCT, and their faculty mentor (advisor), and the case may be handled as a disciplinary matter in accordance with the *University of Arizona Global Campus Academic Catalog* and Master of Arts in Counseling Student Handbook.

Changing Sites

Once a student is assigned to a Practicum/Internship site, they are expected to remain at that site for the duration agreed upon in the Practicum/Internship Site/Supervisor Agreement, usually one term. However, occasionally it is necessary to change sites or supervisors for various reasons. If this need

should occur, students need to follow proper procedures for changing assignments during the Practicum/Internship assignment.

1. The student and supervisor of the site should meet and discuss the proposed change.
2. Submit the change request in writing to the Director of Clinical Training (DCT).
3. The DCT will work with the student to make the change.
4. If necessary, the student will be referred to the Academic Standing Committee for action.

Proposing a New Site

Students can submit a proposal to the Director of Clinical Training (DCT) in order to change their designated internship site. The site must meet the established requirements of the University of Arizona Global Campus Practicum/Internship. The DCT, or designee, may visit the site and the site supervisor to discuss the site and make a decision about placement of student(s) at the site.

Evaluations

Evaluations of all Practicum/Internship students include performance evaluation of knowledge, skills, and attitudes. Evaluations are based on the institutional outcomes (core competencies) and counseling proficiencies linked to the Practicum/Internship goals: interviewing techniques, managing dynamics of the treatment relationship, maintaining ethical professional relationships, sensitivity to diversity issues, general assessment skills, personality assessment and psycho diagnostic skills, intellectual assessment skills, individual interventions, family interventions, group interventions, crisis intervention and risk assessment skills, and client outcome measures. Feedback on performance evaluation and attendance in group supervision will be provided to the individual supervisor for use in the evaluative process.

Evaluations are to be reviewed by the student evaluated, the supervisor(s), and the Director of Clinical Training (DCT) at the end of each term and submitted to the DCT for placement in the student's file. Evaluations of students will be used as part of the annual faculty review of student progress.

Supervision Report

Reports from the supervisor will be used to address issues that arise prior to the end of the specific Practicum/Internship course (i.e., Practicum I, II, and Internship I, II, III, IV, and V). Any issues of difficulty or conflict among supervisors, sites, and students which cannot be resolved directly at the level of conflict may be brought to the Director of Clinical Training (DCT), who will then convene a meeting with all involved parties and attempt to resolve the problem. Problems that remain unresolved are then brought to the attention of the DCT and the Academic Standing Committee, who will then intervene according to the guidelines set forth by the University of Arizona Global Campus Grievance Process.

Any grievances by the student at this or any other point in the process are handled according to the Grievance Procedure for Student Complaints as outlined in the *University of Arizona Global Campus Academic Catalog*, *Student Rights and Responsibilities* section.

Practicum/Internship Program Evaluation

Evaluation of the overall Practicum/Internship program will be accomplished by gathering evaluations from Practicum/Internship students once a term. Results of evaluations and are distributed to the Director of Clinical Training (DCT) and the Clinical Training Committee for discussion and recommendation for continuous improvement of the program. These evaluations include, but are not limited to, student evaluations of the site, supervisors, and the group supervision process.

PROFESSIONAL CONDUCT

Students, faculty, staff, and administrators are expected to conduct themselves in accordance with the overall mission and philosophy of UAGC. The principles set forth by the ACA/AAMFT *Ethical Guidelines and Code of Conduct* are considered minimum standards for professional behavior.

Discrimination, sexual harassment, stealing, cheating, or any unethical, unprofessional, or illegal behavior on the part of students, staff, faculty, or administrators will not be tolerated. For additional information on *Student Rights and Responsibilities*, see the *University of Arizona Global Campus Academic Catalog*.

Dress Code

Students, faculty, and staff are required to dress appropriately when at Practicum/Internship sites, or when representing UAGC in the community. Professional attire for men is interpreted as clean and neat slacks and dress shirts (men must wear a dress shirt, a professional casual sport shirt, or a collarless, banded shirt or turtleneck with a sport coat). Professional attire for women is interpreted as dresses (with appropriate neck, sleeve and hemlines, revealing no undergarments or cleavage), business suit, or slacks with professional top. Allowances can be made according to the dress code for each individual Practicum/Internship site.

Consequences for Violations of Professional Conduct

Disregard for the professional conduct policy is grounds for discipline, up to and including suspension or termination from Practicum/Internship. Non-adherence to policies and procedures of a Practicum/Internship site is also grounds for discipline and/or suspension. It is expected that students adhere to all rules and requirements of the site where they are practicing. Professional, respectful conduct is expected among all parties. It is requested that individuals refrain from using offensive language. No weapon of any type may be carried into an assigned Practicum/Internship site. Clients are to be treated with dignity and respect regardless of income level or service payment status.

Confidentiality

It is the responsibility of the Practicum/Internship student to adhere to all ethical standards held by UAGC, aligned with the standards of ACA/AAMFT. No protected health information about clients shall be kept in scheduling books, any electronic device, or other personal materials belonging to the student that would reveal any client's identity or violate confidentiality in any way. If a student chooses to use an electronic or hardcopy device to maintain a record of appointments, only initials of clients or

pseudonyms are to be recorded, and a password is to be in place to access information on electronic devices. Client charts and any information pertaining to the client should never be removed from the clinic or Practicum/Internship site.

Practicum/Internship students are to adhere to the provisions of the Health Information Portability and Accountability Act (HIPAA) in all dealings with clients and client records.

Practicum/Internship at Site of Employment and Compensation

UAGC discourages students from seeking to complete a Practicum/Internship experience at their place of employment. Boundary issues and ethical concerns involving dual/multiple relationships create serious potential difficulties in this type of situation. However, the faculty recognizes that in some circumstances this type of arrangement may be acceptable. If a student requests a Practicum/Internship placement at their site of employment, the site must ensure that the student's responsibilities are exclusive from the student's paid responsibilities as an employee. Students must work with a different population/client than their paid position. If a Practicum/Internship site offers the student a stipend, a new Practicum/Internship Site Agreement will need to be completed and signed by the site supervisor, as well as the Director of Clinical Training.

Code of Ethics

Students, faculty, and staff are expected to adhere to the ethical standards and statements as defined by the ACA/AAMFT, University of Arizona Global Campus, and the State Licensing Boards. Substantiated violations of professional or ethical conduct will result in termination from the Practicum/Internship experience, possibly from the Master of Arts in Counseling program, and may lead to dismissal from UAGC. When students undertake certain specialty studies and practice areas, they are required to adhere to the special codes of ethics related to areas of practice (such as AAMFT/ACA). It is the student's responsibility to be familiar with the professional code of ethics of any specialty discipline in which they are conducting practice activities.

UAGC has the right to investigate any current or previous allegations of sexual misconduct or other improprieties involving children (through background checks, drug tests, offender registries, etc.).

Notice of Non-Discrimination

UAGC does not discriminate against any person on the basis of race, color, creed, national or ethnic origin, religion, sex, pregnancy, childbirth and related medical conditions, marital status, medical condition, service in the uniformed services, political activities and affiliations, age, disability, sexual orientation, gender identity, veteran status, or any other consideration made unlawful by federal, state, or local laws, or in any policy or practice, including but not limited to, admissions, academic requirements, financial aid, or any school-administered program or service. It is the intention of UAGC that all qualified applicants are given equal opportunity and that selection decisions are based on qualifications and projected ability to excel in the Master of Arts in Counseling Addiction Counseling Specialization; Clinical Mental Health Counseling Specialization; or Marriage, Couples, and Family Counseling Specialization.

DEFINITIONS

Assessment – Any evaluation of a client which may include but is not limited to the use of counseling or psychological instruments, observation, or consultation with others.

Counseling Proficiencies – The skills needed to be a competent clinician. The proficiencies are aligned with the ACA competencies and UAGC institutional, program, and course outcomes.

Crisis intervention – Providing services to clients in distress for a variety of reasons during clinic hours of operations.

Direct Services – The time that students spend providing direct mental health services to clients (individual, couples, families, and groups), including consultation and primary prevention services with outreach and psycho-educational activities. Additional direct services may include assessment, observation, and time spent consulting with students. Time spent by advanced students supervising more junior students who are enrolled in the practicum/internship courses is counted as direct service.

Director of Clinical Training (DCT) – The individual employed by UAGC who plays a central role in all aspects of overseeing students in training at the University. The DCT directly supervises students enrolled in Practicum/Internship. The DCT is a resource for students as they search for Practicum/Internship placements, and maintains communication with all Practicum/Internship placements.

Indirect Services – For students in training, this includes the time spent outside the therapy hour, focused on the client. Activities include, but are not limited to, writing reports or progress notes, reviewing video/audio tapes, informal consultation with other professionals, or the time spent contemplating the client and planning interventions.

Intervention – An interaction with clients designed to improve their functioning consistent with their treatment goals.

Supervision – Feedback provided by a more senior member of a profession to a more junior member (or members) of that same profession. It is evaluative, extends over time, and has the simultaneous purpose of enhancing the professional functioning of the more junior person(s), monitoring the quality of professional services offered to the clients, and serving as a gatekeeper for those who are to enter the profession.

RESOURCES

- Application for Counseling Practicum/Internship
- Site Counseling Practicum/Internship Site Proposal
- Practicum/Internship Site Agreement
- Evaluation of Supervisor by Student
- Evaluation of Practicum/Internship Site
- Evaluation of Student by Supervisor