About this Handbook
This Field Education Handbook supplements and elaborates upon the material in the William James College Graduate Student Handbook, and the MA in CMHC Program Handbook, providing information specific to the Counseling Department’s Field Education experience.

In order to retain necessary flexibility in the administration of program-specific policies and procedures, William James College reserves the right to change, revise, or eliminate any of the policies or procedures described in this Handbook. Revisions to the policies or procedures contained in this Handbook will only become effective when approved by the Department Chair. When such changes are made, the Counseling Department community will be informed via appropriate and means.

Information, policies, and/or procedures described in this Handbook will be overridden by the Graduate Student Handbook, but supersede those described in any manual, brochure, publication, or oral presentation provided by or through any component of the Counseling Department of William James College.
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>4</td>
</tr>
<tr>
<td>WHAT IS CLINICAL INSTRUCTION?</td>
<td>5</td>
</tr>
<tr>
<td>EVALUATION OF CLINICAL TRAINING</td>
<td>6</td>
</tr>
<tr>
<td>PRACTICUM</td>
<td>7</td>
</tr>
<tr>
<td>SECURING A PRACTICUM SITE</td>
<td>7</td>
</tr>
<tr>
<td>PRACTICUM ROLES/RESPONSIBILITIES</td>
<td>7</td>
</tr>
<tr>
<td>CN501 CLINICAL SKILLS AND PRACTICUM I</td>
<td>10</td>
</tr>
<tr>
<td>CN502 PRACTICUM II</td>
<td>15</td>
</tr>
<tr>
<td>DURING PRACTICUM CLASS</td>
<td>21</td>
</tr>
<tr>
<td>OTHER INFORMATION REGARDING PRACTICUM</td>
<td>22</td>
</tr>
<tr>
<td>INTERNSHIP</td>
<td>24</td>
</tr>
<tr>
<td>SECURING AN INTERNSHIP SITE</td>
<td>24</td>
</tr>
<tr>
<td>DURING INTERNSHIP CLASS</td>
<td>24</td>
</tr>
<tr>
<td>INTERNSHIP ROLES/RESPONSIBILITIES</td>
<td>26</td>
</tr>
<tr>
<td>OTHER INFORMATION REGARDING INTERNSHIP</td>
<td>28</td>
</tr>
<tr>
<td>CN601 Mental Health Counseling Internship I</td>
<td>29</td>
</tr>
<tr>
<td>CN602 Mental Health Counseling Internship II</td>
<td>35</td>
</tr>
<tr>
<td>GUIDELINES FOR COMPLETING PAPERWORK</td>
<td>39</td>
</tr>
<tr>
<td>APPENDICES</td>
<td>42</td>
</tr>
<tr>
<td>SECURING A PRACTICUM SITE</td>
<td>43</td>
</tr>
<tr>
<td>PRACTICUM SEARCH FORM</td>
<td>46</td>
</tr>
<tr>
<td>CHECKLIST FOR COVER LETTER AND RESUME EDITS</td>
<td>47</td>
</tr>
<tr>
<td>WILLINGNESS TO PARTICIPATE AS A WILLIAM JAMES COLLEGE FIELD SITE INSTRUCTIONS</td>
<td>48</td>
</tr>
<tr>
<td>WILLINGNESS TO PARTICIPATE AS A WILLIAM JAMES COLLEGE FIELD SITE</td>
<td>49</td>
</tr>
<tr>
<td>COUNSELING DEPARTMENT TIMETABLE - INTERNSHIP PLACEMENT SEARCH</td>
<td>56</td>
</tr>
<tr>
<td>COUNSELING DEPARTMENT INTERNSHIP SITE LIST FORM</td>
<td>59</td>
</tr>
<tr>
<td>William James College Consent For Audio And/Or Video Recording of Therapy Sessions</td>
<td>61</td>
</tr>
<tr>
<td>APPLICATION FOR APPROVAL OF JOB OR PRESENT POSITION AS PLACEMENT - PRACTICUM</td>
<td>62</td>
</tr>
<tr>
<td>APPLICATION FOR APPROVAL OF JOB OR PRESENT POSITION AS PLACEMENT - INTERNSHIP</td>
<td>64</td>
</tr>
<tr>
<td>MEMORANDUM ABOUT PROFESSIONAL LIABILITY INSURANCE FROM WJC</td>
<td>67</td>
</tr>
<tr>
<td>Driving and Motor Vehicle Policy</td>
<td>68</td>
</tr>
<tr>
<td>Motor Vehicle Authorization Form</td>
<td>71</td>
</tr>
<tr>
<td>PRACTICUM TRAINING REQUIREMENTS AT-A-GLANCE</td>
<td>72</td>
</tr>
<tr>
<td>INTERNSHIP TRAINING REQUIREMENTS AT-A-GLANCE - EMPHASIS: COUPLES &amp; FAMILY THERAPY</td>
<td>74</td>
</tr>
</tbody>
</table>
INTRODUCTION

Dear Counseling Department Graduate Students, Field Supervisors and Faculty Supervisors,

The clinical component (practicum and internship) of our graduate program in counseling provides each student with a sequential, supervised experience as a counselor trainee. This experience, which conforms to all Council for the Accreditation of Counseling and Related Educational Programs (CACREP) standards, gives the counseling student the opportunity to gain proficiency with therapeutic skills and interventions.

This manual outlines the clinical requirements for clinical mental health counseling students at William James College. As such, this document represents an invaluable resource that can be used to guide your clinical experience within the program.

Sincerely,

Melissa Koen, M.S., LMHC
Associate Director of Field Education
Counseling Department
WHAT IS CLINICAL INSTRUCTION?

Clinical instruction includes those training and educational experiences related directly to the practice of counseling, including the mastery of specific skills. At William James College, we have designed our clinical training sequence in accordance with the CACREP standards. As such, counseling students will receive clinical training via a sequence of coursework designed to gradually expose them to increasingly independent experiences in the application of clinical skills.

Because the mastery of clinical expertise is considered essential to the development of any professional counselor, high standards of performance and professional behavior are expected and adhered to. Students are required to complete each of the clinical training courses with a grade of CP (equivalent to a B-) or better in order to advance to the next clinical course. There are no exceptions to this requirement.

The clinical course sequence includes:

- CN501: Clinical Skills and Practicum I
- CN502: Practicum II
- CN601: Mental Health Counseling Internship I
- CN602: Mental Health Counseling Internship II

The primary focus of CN501 Clinical Skills and Practicum I involves the teaching and practice of specific counseling skills and interventions. Students will learn these skills within the context of a small class, and will practice them with each other. Students will be placed in the field and will have the opportunity to observe clinical interventions. Upon successful completion of this course and all prerequisites, students will be allowed to enroll in CN502: Practicum II.

Students are required to complete a supervised practicum that totals a minimum of 360 hours. The practicum lasts for the duration of the first academic year. Of the total 360 hours, 90 hours must qualify as direct service hours, which must involve direct intervention with clients. The remainder (indirect hours) may include participation in professional activities such as record keeping, supervision, information gathering, making referrals, in-service trainings, and staff meetings, among others. In addition, students need to receive one hour of weekly individual supervision on site by an approved Field Supervisor, and an average of 2 hours of weekly group supervision at WJC by a Faculty Supervisor. In addition, students may receive group supervision at their site. Upon successful completion of CN501 and CN502, students will be allowed to enroll in CN601.

Students are required to complete a supervised internship that totals a minimum of 600 hours. Two hundred and forty (240) of these 600 hours must be direct service hours. The remainder (indirect hours), may include participation in professional activities such as record keeping, supervision, information gathering, making referrals, in-service trainings, and staff meetings, among others. Students should have the opportunity to audio/video record counseling sessions for use in supervision, or participate in live supervision. In addition, students need to receive one hour of weekly individual supervision on site by an approved Field Supervisor, and an average of 2 hours of weekly group supervision at WJC by a Faculty Supervisor. In addition, students may receive group supervision at their site. Students are required to lead or co-lead a group in their field site, either in their practicum or internship experience. This is documented in Time2Track and in the Field Supervisor evaluation.
EVALUATION OF CLINICAL TRAINING

Regardless of previous experience and/or coursework, the Counseling Department requires that all students complete all of the clinical courses at William James College. Therefore, waivers and transfer credits are not available for any of the courses within the clinical training sequence.

In addition, students will be required to receive a grade of CP (Credit Problematic, which is the equivalent of a B-) or better in order to move into subsequent levels of clinical training. Personal and professional competencies are evaluated at each transition point in the clinical training.

Finally, within each of the clinical courses, requirements will be described and evaluation procedures will be explained. Students are required to meet minimum expectations and evaluation will be ongoing in order to maintain clear communication.

Field Supervisors and Faculty Supervisors complete interim and final evaluations based upon the student’s counseling performance at both the field site and in the practicum/internship seminar.

Faculty Supervisor/Advisor
A student’s Faculty Supervisor or their Advisor (if not enrolled in practicum or internship) is required to complete a Professional Counseling Performance Evaluation (PCPE) at the end of the fall and the spring semesters. A copy of the General Statement on Interpersonal Competence can be found in the Counseling Department Handbook. Additionally, incoming Counseling Department students are sent a copy of the general statement, evaluative instrument (Professional Counseling Performance Evaluation (PCPE)), and the ethical code upon admission to the program. This form is used to evaluate students and to provide feedback on skill levels in communication, counseling skills, ethical practice, and personality or behavior traits that interfere with providing professional counseling at an acceptable skill level. A poor evaluation on the PCPE will result in the filing of a Corrective Action Notice (CAN) with a referral to the faculty review committee and remediation plan, and/or failing the class.

Field Supervisor
The Field Supervisor is required to complete an interim and a final evaluation on a student’s field experience and performance related to the seven competency areas as well as to the learning goals specified in the Field Education Training Contract developed at the beginning of the field experience and signed by the student, the Field Supervisor and the Faculty Supervisor. A copy of this document is provided to the Field Supervisor by the student at the beginning of the field experience.
PRACTICUM

SECURING A PRACTICUM SITE

Prior to enrolling in **CN501: Clinical Skills and Practicum I**, students are required to work with the Counseling Department’s Associate Director of Field Education to secure a practicum site that will fit their professional goals and circumstances. This may happen after admission to the program, or for part-time students, during their first year in the program. After meeting with students, the Associate Director of Field Education will provide them with contact information for several sites to apply. Students must keep ongoing communication with the Associate Director of Field Education until they are placed.

Please refer to the Appendix for the appropriate forms regarding this process.

PRACTICUM ROLES/RESPONSIBILITIES

The practicum involves the collaboration of a number of professionals in order to ensure a meaningful educational experience for the counseling students. The student, Faculty Supervisor, and Field Supervisor must each play a role in creating this experience. Listed below are the role/responsibilities of each of these individuals as described by CACREP and endorsed by the William James Counseling Department faculty.

The Student:

The role of practicum students is to engage in an on-site clinical experience that results in the development and enhancement of their skills as a professional counselor. It is expected that students will behave in a professional manner and will abide by both the American Counseling Association and the American Mental Health Counseling Association’s *Code of Ethics* at all times.

Student’s Responsibilities:

1. To commit at least 360 clock hours to a site, including **90 hours spent in direct service**. Direct service hours are those in which the student is working directly with individuals, families, or groups, and in the milieu offering counseling. The 270 hours that can be devoted to indirect service include all other relevant professional activities on-site, including listening to recordings and record-keeping. Examples of appropriate activities are in-service training, participation in staff meetings, educational activities on site, preventive interventions, consultation, observation, supervision, and readings, among others.

2. To arrange a weekly, one-hour individual supervision schedule with the Field Supervisor that meets the needs of both the student and the site.

3. To attend the weekly practicum class that provides group supervision on campus by the Faculty Supervisor.

4. To write case notes on all clients and complete all other paperwork connected to practicum.

5. To meet all other course requirements.

6. To meet any additional requirements as determined by the Field Supervisor (e.g., onsite group supervision).
Associate Director of Field Education:

The role of the Associate Director of Field Education is to facilitate field placements and assist in communication among students, Faculty Supervisors, and Field Supervisors.

Associate Director of Field Education’s Responsibilities:

1. To meet with practicum students upon admission and prior to the practicum course to provide orientation to the practicum search process and field experience.
2. To provide guidance and support during the preparation of materials and throughout the field site search.
3. To investigate all potential sites to determine their appropriateness for practicum, especially as it pertains to compliance with accreditation, licensing and other regulations.
4. To make site visits prior to the establishment of a new training site, and as necessary and/or feasible thereafter.
5. To follow up with any special circumstances regarding practicum sites and/or students. To communicate with Faculty Supervisors regarding such circumstances.

Clinical Skills and Practicum I and Practicum II Faculty Supervisor:

In both semesters, the role of the Faculty Supervisor is to help students learn and begin to master skills essential to helping relationships and the competent practice of counseling and psychotherapy while having the opportunity to observe and practice under supervision in a field setting. An additional goal is to facilitate the group supervision component of the practicum experience, which involves providing a forum for discussing professional practice and development issues as they arise over the course of the training year. Students must be enrolled in the practicum class, which will be led by the Faculty Supervisor, and who will have ultimate responsibility for assigning the practicum grade (after reviewing the evaluations by the Field Supervisor).

Practicum Faculty Supervisor’s Responsibilities:

1. To conduct weekly group supervision during practicum class on campus.
2. To offer the student supervision of recorded counseling sessions.
3. To communicate several times per semester with the Field Supervisor regarding the clinical ability of the student as determined through supervision.
4. To read all case notes turned in by the student.
5. To maintain a record of communications with the Field Supervisor.
6. To review all records of all practicum activity engaged in by the student.
7. To review the student evaluations from the Site Supervisor.
8. To assign a grade at the end of the semester based on the student's performance.
9. To provide on-call emergency supervision.

Field Supervisor:

The role of the Field Supervisor is to provide on-site supervision and coordination for the practicum
student and to coordinate the field experience with the Faculty Supervisor.

**Field Supervisor's Responsibilities:**

1. To organize the practicum experience and assure that the student will have an opportunity to work with appropriate clients.
2. To help orient the student to the site.
3. To provide appropriate space for the student to meet with clients.
4. To monitor the practicum generally in order to determine that the student's needs and the client's needs are met.
5. To provide weekly one-hour individual supervision.
6. To communicate on a regular basis with the Faculty Supervisor about the student’s progress, and immediately if there are any problems.
7. To provide the Faculty Supervisor with evaluation of the student's overall performance and professionalism during the practicum.
8. To be available to the student in case of emergency.
CN501 CLINICAL SKILLS AND PRACTICUM I

Course Pre-requisites: Work with Associate Director of Field Education to secure a practicum site.

Course Description:
CN501: Clinical Skills and Practicum I provides students with a forum for integrating their classroom learning with their field experiences. The course introduces students to basic counseling skills as well as the intake interview and mental status exam; the class is largely devoted to learning and practicing these skills. Course content will also address, as needed, ethics, psychopathology, psychological theory, and the role of the self in counseling. In addition, students will be in the field for the first part of a practicum that requires a minimum total of 360 hours, with 90 hours of direct client services. During the first semester, students will be observing and having limited direct interaction with clients under supervision.

Course Goal:
The overarching goal of this course is to help students learn and begin to master skills essential to helping relationships and the competent practice of counseling and psychotherapy while having the opportunity to observe in a field setting. An additional goal is to provide a forum for discussing professional practice and development issues as they arise over the course of their training year.

Course Objectives:
1. Discuss and apply to their own experience and knowledge about the scope, limits, and ethical parameters of counseling and psychotherapeutic practice and the role of the professional mental health counselor.
2. Demonstrate comprehension of Clara Hill’s three-stage helping skills model of effective helping and apply the skills in class and to their fieldwork experiences.
3. Give constructive and appropriate feedback to peers about clinical skills.
4. Demonstrate ability to critically evaluate their own performance in using helping skills
5. Demonstrate basic knowledge of essential clinical evaluative procedures, including an intake evaluation with a detailed social history and mental status exam.
6. Examine counseling practice from a bio-psychosocially informed perspective that takes into account issues of culture and diversity.
7. Demonstrate self-knowledge and insight regarding impact of self in personal, clinical, and professional contexts.

Course length: 15 weeks

Course Policy:
1. You will be covered by two liability policies:
   a. The liability policy from William James College will cover you for the dates specified in your field placement contract. A copy of this policy will be available to you and to your field supervisor.
b. The individual liability policy that you are **required** to have and that is provided through your membership in the American Counseling Association or through the Massachusetts Mental Health Counselors Association. This is a requirement from the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

2. The Field Supervisor at your site provides the clinical and administrative supervision for your clinical work, as you are working under the license of that supervisor and the policies of that placement site. Client emergencies require you to seek immediate supervision from your Field Supervisor or covering on-site staff member from the facility.

3. Cases and clinical work discussed in class are confidential within an educational format to facilitate learning at William James College.

**CACREP Standards**

**CACREP Standards as applied to CN501**

<table>
<thead>
<tr>
<th>Code</th>
<th>Standard</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Counseling and Helping Relationships</strong></td>
<td><strong>Assessment</strong></td>
</tr>
<tr>
<td>Sec2.F.5.a.</td>
<td>Theories and models of counseling</td>
<td>Class discussion/group supervision</td>
</tr>
</tbody>
</table>
| Sec2.F.5.d. | Ethical and culturally relevant strategies for establishing and maintaining in-person and technology-assisted relationships | Hill  
ch. 3: Ethical Issues in Helping  
ch. 5: Cultural Awareness  
Mock Session Reflection Papers  
Journals  
Field Supervisor Interim Evaluation of Practicum Student |
| Sec2.F.5.f. | Counselor characteristics and behaviors that influence the counseling process               | Hill  
ch. 4: Self-Awareness  
**KEY PERFORMANCE INDICATOR - K**  
**KEY PERFORMANCE INDICATOR ASSESSMENTS:**  
Mock Session Reflection Papers  
Journals  
PCPE |
| Sec2.F.5.g. | Essential interviewing, counseling, and case conceptualization skills                      | Hill  
ch. 6: Overview of the Exploration Stage  
ch. 7: Skills for Attending, Listening, and Observing  
ch. 8: Skills for Exploring Thoughts and Narratives  
ch. 9: Skills for Exploring Feelings |
<table>
<thead>
<tr>
<th>Code</th>
<th>Standard</th>
<th>Assessment</th>
</tr>
</thead>
</table>
|      |          | ch. 10: Integrating the Skills of the Exploration Stage  
|      |          | ch. 11: Overview of the Insight Stage  
|      |          | ch. 12: Skills for Challenging Clients and Fostering Awareness  
|      |          | ch. 13: Skills for Facilitating Insight  
|      |          | ch. 14: Skills for Immediacy  
|      |          | ch. 15: Integrating the Skills of the Insight Stage  
|      |          | ch. 19: Putting It All Together: Working With Clients in the Three-Stage Model  
|      |          | **KEY PERFORMANCE INDICATOR ASSESSMENTS:**  
|      |          | Quizzes  
|      |          | Mock Session Reflection Papers  
|      |          | Journals  
<p>|      |          | Field Supervisor Interim Evaluation of Practicum Student PCPE |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Standard</th>
<th>Assessment</th>
</tr>
</thead>
</table>
| Sec2.F.5.j.| Evidence based counseling strategies and techniques for prevention and intervention            | *Hill*
|            |                                                                                               | *ch. 1: Introduction to Helping*
|            |                                                                                               | *ch. 16: Overview of the Action Stage*
|            |                                                                                               | *ch. 17: Steps for Working with Four Action Tasks*
|            |                                                                                               | *ch. 18: Integrating the Skills of the Action Stage*
|            |                                                                                               | Mock Session Reflection Papers
|            |                                                                                               | Journals
|            |                                                                                               | Field Supervisor Interim Evaluation of Practicum Student                    |

**PROFESSIONAL PRACTICE**

<table>
<thead>
<tr>
<th>Section 3.A</th>
<th>Students are covered by individual professional counseling liability insurance policies while enrolled in practicum and internship.</th>
<th>Student will provide proof of coverage by the first day of classes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 3.B</td>
<td>Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students’ interactions with clients.</td>
<td>Faculty Supervisor will review audio and video recordings of sessions, or summary of sessions as available. Field Supervisor will provide live supervision of activities such as intakes, individual and family therapy, and group counseling as applicable.</td>
</tr>
<tr>
<td>Section 3.C</td>
<td>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 internship. <strong>KEY PERFORMANCE INDICATOR – K and S</strong></td>
<td>An Interim Evaluation will be completed by the Field Supervisor and reviewed by the Faculty Supervisor, which along with the performance in the weekly seminar will account for the course grade. <strong>KEY PERFORMANCE ASSESSMENT</strong></td>
</tr>
<tr>
<td>Section 3.D</td>
<td>Students have the opportunity to become familiar with a variety of professional activities and resources, including technological resources, during their internship.</td>
<td>This will be noted in the Field Supervisor Interim Evaluation of Practicum Student.</td>
</tr>
<tr>
<td>Section 3.E</td>
<td>In addition to the development of individual counseling skills, during <em>either</em> the practicum or internship, students must lead or co-lead <em>a</em></td>
<td>If the student has the opportunity to co-lead or lead a group, this will be noted in the Interim Evaluation.</td>
</tr>
<tr>
<td>Section 3.F.</td>
<td>Students complete supervised counseling practicum experiences that total a minimum of 100 clock hours over a full academic term that is a minimum of 10 weeks.</td>
<td>The sum of this semester (CN501) and the second semester (CN502) of practicum will total 360 hours with a minimum of 30 weeks. This will be documented in the Time2Track log.</td>
</tr>
<tr>
<td>Section 3.G.</td>
<td>Practicum students complete at least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills.</td>
<td>Students will accrue a minimum of 90 hours of direct clinical contact with clients in the field. This will be documented in the Time2Track log.</td>
</tr>
<tr>
<td>Section 3.H.</td>
<td>Practicum students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum, provided by a counselor education program faculty member, or a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement.</td>
<td>Students receive an average of 1 hour of individual supervision per week with their Field Supervisor or a Contract Supervisor, who is in regular contact with the Faculty Supervisor. A Field Education Training Contract has been signed describing the responsibilities of the Field Supervisor, Faculty Supervisor and the student.</td>
</tr>
<tr>
<td>Section 3.M.</td>
<td>Practicum students participate in an average of 2 hours per week of group supervision on a regular schedule throughout the practicum. Group supervision must be provided by a counselor education program faculty member.</td>
<td>Students meet with their Faculty Supervisor for 2 hours per week throughout the practicum. Additional group supervision may be provided at the field site by an approved site supervisor.</td>
</tr>
<tr>
<td>Section 3.R.</td>
<td>Written supervision agreements define the roles and responsibilities of the faculty supervisor, site supervisor, and student during internship. When individual supervision is conducted by a site supervisor in consultation with counselor education program faculty, the supervision agreement must detail the format and frequency of consultation to monitor student learning.</td>
<td>Please see the Field Education Training Contract.</td>
</tr>
</tbody>
</table>
**Clinical Mental Health Counseling**

<table>
<thead>
<tr>
<th>Sec5.C.2.a</th>
<th>Roles and settings of clinical mental health counselors</th>
<th>Journals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sec5.C.2.c</td>
<td>mental health service delivery modalities within the continuum of care, such as inpatient, outpatient, partial treatment and aftercare, and the mental health counseling services networks</td>
<td>Class discussion/group supervision</td>
</tr>
<tr>
<td>Sec5.C.2.j</td>
<td>Cultural factors relevant to clinical mental health counseling</td>
<td>Mock Session Reflection Papers, Journals, Field Supervisor Interim Evaluation of Practicum Student</td>
</tr>
<tr>
<td>Sec5.C.3.a</td>
<td>Intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management</td>
<td>Mears, Kurlowicz, L. &amp; Wallace, M. Polanski, P.J. &amp; Hinkle, S.</td>
</tr>
<tr>
<td>Sec5.C.3.b</td>
<td>techniques and interventions for prevention and treatment of a broad range of mental health issues</td>
<td>Class discussion/group supervision, Journals, Field Supervisor Interim Evaluation of Practicum Student</td>
</tr>
<tr>
<td>Sec5.C.3.e</td>
<td>Strategies to advocate for persons with mental health issues</td>
<td>Class discussion/group supervision, Field Supervisor Interim Evaluation of Practicum Student</td>
</tr>
</tbody>
</table>

**CN502 PRACTICUM II**

**Course Pre-requisites: CN501 Clinical Skills and Practicum I**

**Course Description:**
The practicum experience intends to provide students with exposure to clients in mental health settings where more specific skills working with treatment populations can be practiced. Instruction occurs through substantive hands-on experience, and didactic and experiential training. This is the second of two courses that will total a minimum of 360 field hours at a mental health site. Students must attend a weekly 2-hour clinical seminar that will include a didactic component and group supervision. This group supervision is in addition to the group supervision provided by an approved supervisor on site. Students must have an approved site placement by the Associate Director of Field Education prior to the add/drop
date in order to be registered for the course. The didactic content will also address, as needed: ethics, psychopathology, counseling theory, and the role of self in counseling. The group supervision will help students deepen their clinical work with a particular focus on the therapeutic relationship, integrating theory with intervention, considering an array of therapeutic tools while appreciating multicultural and individual differences, evidence-based practice, ethical standards and professionalism.

**Course Goal:**
The overarching goal of this course is to continue to help students learn and begin to master skills essential to helping relationships and the competent practice of counseling and psychotherapy while having the opportunity to observe and practice under supervision in a field setting. An additional goal is to provide a forum for discussing professional practice and development issues as they arise over the course of their training year.

Students will:
1. enhance basic skills essential for interviewing and helping as clinicians.
2. enhance skills in applying Hill’s three stage model of effective helping to their fieldwork experience.
3. learn more advanced skills by which to foster engagement, alliance and the therapeutic process.
4. learn, discuss, and apply knowledge regarding the scope, limits, and ethical parameters of counseling and psychotherapeutic practice, as well as the roles(s) of the professional mental health counselor.
5. examine counseling practice from a bio-psychosocially and spiritually informed perspective that takes into account issues of diversity and difference.
6. develop increased capacities for open and accurate self-evaluation and peer evaluation of their clinical interventions.
7. acquire information related to evidence-based practice in psychology, and explore integration of EBPP into their work with practice “clients”.

**Performance Criteria:**

Students will:
1. structure a therapeutic session, including opening the session, engaging in fostering self-disclosure, managing transitions and interruptions, and closing the session.
2. demonstrate basic skills such as attending and listening, communicating empathy, clarification, reflection of feelings, summarizing, and appropriate questioning.
3. demonstrate the ability to assist client in clarification of feelings, thoughts, experiences, and communication.
4. demonstrate the ability to effectively respond to clients’ strong emotional expressions (e.g., anger, crying, suicidality, personal attraction, etc.)
5. demonstrate appropriate sensitivity to and respect for client diversity including racial, religious, ethnic, gender, disability, social class, age, and sexual orientation issues.
6. demonstrate therapeutic responses to silence and resistance.
7. demonstrate an understanding of professional therapeutic relationship and boundaries.
8. be able to identify basic legal, ethical, and professional issues involved in clinical interviewing.
9. become more objective in their self-evaluations and evaluation of peers.
10. demonstrate the ability to be self-reflective or self-monitoring during therapeutic interactions; to be aware of their own emotions, thoughts, experiences, and bodily reactions; and to be aware of personal biases and issues that may foster and/or inhibit therapeutic progress in the interview.

**Course length:** 15 weeks

**Course Policy:**

1. You will be covered by two liability policies:
   a. The liability policy from William James College will cover you for the dates specified in your field placement contract. A copy of this policy will be available to you and to your field supervisor.
   b. The individual liability policy that you are **required** to have and that is provided through your membership in the American Counseling Association. This is a requirement from the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

2. The Field Supervisor at your site provides the clinical and administrative supervision for your clinical work, as you are working under the license of that supervisor and the policies of that placement site. Client emergencies require you to seek immediate supervision from your Field Supervisor or covering on-site staff member from the facility.

3. Cases and clinical work discussed in class are confidential within an educational format to facilitate learning at William James College.

**CACREP Standards as applied to CN502**

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<tr>
<th>Code</th>
<th>Standard</th>
<th>Assessment</th>
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<tbody>
<tr>
<td></td>
<td><strong>Counseling and Helping Relationships</strong></td>
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<tr>
<td>Sec2.F.5.a.</td>
<td>Theories and models of counseling</td>
<td>Class discussion/group supervision</td>
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<tr>
<td>Sec2.F.5.d.</td>
<td>Ethical and culturally relevant strategies for establishing and maintaining in-person and technology-assisted relationships</td>
<td>Yalom 6, 7, 10 (see attached Table of Contents)</td>
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<td>Mock Session Case Presentation Journals Field Supervisor Final Evaluation of Practicum Student</td>
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<tr>
<td>Sec2.F.5.f.</td>
<td>Counselor characteristics and behaviors that influence the counseling process</td>
<td>Yalom 3, 8, 9, 11-13, 20, 25-32 (see attached Table of Contents) KEYPERFORMANCE INDICATOR ASSESSMENTS: Mock Session Reflection Paper Journals Journals Reflection Paper PCPE</td>
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<td>Code</td>
<td>Standard</td>
<td>Assessment</td>
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<tr>
<td>Sec2.F.5.g.</td>
<td>Essential interviewing, counseling, and case conceptualization skills</td>
<td><strong>KEY PERFORMANCE INDICATOR - S</strong>&lt;br&gt;Yalom 1-85 (see attached Table of Contents)&lt;br&gt;Morrison 16: Meeting Resistance&lt;br&gt;Morrison 17: Special or Challenging Patient Behaviors and Issues&lt;br&gt;Morrison 21: Troubleshooting Your Interview&lt;br&gt;<strong>KEY PERFORMANCE INDICATOR ASSESSMENTS:</strong>&lt;br&gt;Mock Session Case Presentation&lt;br&gt;Journals&lt;br&gt;Field Supervisor Final Evaluation of Practicum Student&lt;br&gt;PCPE</td>
</tr>
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<td>Sec2.F.5.j.</td>
<td>Evidence based counseling strategies and techniques for prevention and intervention</td>
<td>Yalom 2 (see attached Table of Contents)&lt;br&gt;Mock Session Case Presentation&lt;br&gt;Group Presentation&lt;br&gt;Journals&lt;br&gt;Field Supervisor Final Evaluation of Practicum Student</td>
</tr>
<tr>
<td>Sec2.F.5.l.</td>
<td>Suicide prevention models and strategies</td>
<td>Fowler (2012)&lt;br&gt;Morrison 9: Sensitive Subjects</td>
</tr>
<tr>
<td>Sec2.F.5.m.</td>
<td>Crisis intervention, trauma-informed, and community-based strategies, such as Psychological First Aid</td>
<td>Myer et al. (2013)</td>
</tr>
</tbody>
</table>

**Section PROFESSIONAL PRACTICE**

**3.A.** Students are covered by individual professional counseling liability insurance policies while enrolled in practicum and internship. Student will provide proof of coverage by the first day of classes.

**Section 3.B.** Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students’ interactions with clients. Faculty Supervisor will review audio and video recordings of sessions, or summary of sessions as available. Field Supervisor will provide live supervision of activities such as intakes, individual and family therapy, and group counseling as applicable.

**Section 3.C.** Formative and summative evaluations of the student’s counseling performance and ability to integrate. A Final Evaluation will be completed by the Field Supervisor and reviewed by the Faculty Supervisor, which along
and apply knowledge are conducted as part of the student’s internship. **KEY PERFORMANCE INDICATOR – K and S** with the performance in the weekly seminar will account for the course grade. **KEY PERFORMANCE ASSESSMENT**

<p>| Section 3.D. | Students have the opportunity to become familiar with a variety of professional activities and resources, including technological resources, during their internship. | This will be noted in the Final Evaluation. |
| Section 3.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. | If the student has the opportunity to co-lead or lead a group, this will be noted in the Final Evaluation. |
| Section 3.F. | Students complete supervised counseling practicum experiences that total a minimum of 100 clock hours over a full academic term that is a minimum of 10 weeks. | The sum of this semester (CN501) and the second semester (CN502) of practicum will total 360 hours with a minimum of 30 weeks. This will be documented in the Time2Track log. |
| Section 3.G. | Practicum students complete at least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills. | Students will accrue a minimum of 90 hours of direct clinical contact with clients in the field. This will be documented in the Time2Track log. |
| Section 3.H. | Practicum students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum, provided by a counselor education program faculty member, or a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement. | Students receive an average of 1 hour of individual supervision per week with their Field Supervisor or a Contract Supervisor, who is in regular contact with the Faculty Supervisor. A Field Education Training Contract has been signed describing the responsibilities of the Field Supervisor, Faculty Supervisor and the student. |
| Section 3.M. | Practicum students participate in an average of 2 hours per week of group supervision on a regular schedule throughout the practicum. Group supervision must be provided by a counselor education program faculty member. | Students meet with their Faculty Supervisor for 2 hours per week throughout the practicum. Additional group supervision may be provided at the field site by an approved site supervisor. |</p>
<table>
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<tr>
<th>Section 3.R.</th>
<th>Written supervision agreements define the roles and responsibilities of the faculty supervisor, site supervisor, and student during internship. When individual supervision is conducted by a site supervisor in consultation with counselor education program faculty, the supervision agreement must detail the format and frequency of consultation to monitor student learning.</th>
<th>Please see the Field Education Training Contract.</th>
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| Clinical Mental Health Counseling |
|---|---|---|
| Sec5.C.2.a | Roles and settings of clinical mental health counselors | Journals Journals Reflection Paper |
| Sec5.C.2.c | Mental health service delivery modalities within the continuum of care, such as inpatient, outpatient, partial treatment and aftercare, and the mental health counseling services networks | Discussed during group supervision Case presentation |
| Sec5.C.2.j | Cultural factors relevant to clinical mental health counseling | Mock Session Case Presentation Journals Field Supervisor Final Evaluation of Practicum Student |
| Sec5.C.3.a | Intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management | Morrison 9, 16, 17, 21 Mock Session Case Presentation Field Supervisor Final Evaluation of Practicum Student |
| Sec5.C.3.b | Techniques and interventions for prevention and treatment of a broad range of mental health issues | Yalom 1-85 (see attached Table of Contents) Group Presentation Journals Field Supervisor Final Evaluation of Practicum Student |
| Sec5.C.3.e | Strategies to advocate for persons with mental health issues | Group discussion Individual supervision Field Supervisor Final Evaluation of Practicum Student |
DURING PRACTICUM CLASS

Practicum requires a great deal of organization. There are numerous requirements in the form of paperwork throughout the semester. Some of these requirements are as follows:

Before Starting Practicum:

1. Submit proof of student liability insurance (may be obtained through ACA or MaMHCA) to the Faculty Supervisor on the first day of your weekly CN501 course if it has not been submitted it to the Field Education office.

   From the ACA website: In an effort to provide you with proof of your “Evidence of Insurance,” you must update your membership student program level status by logging on to the members-only section of the ACA website at counseling.org. Enter your username and password. Once logged in, select “Manage Membership,” then “Student Information (change),” and proceed to updating your student educational information; school name, graduation date and current program level (master’s, doctoral or other) (unspecified). If you do not know your username and password, or if you wish to update your profile by phone, please contact ACA Member Services at 800-347-6647, ext. 222/703-823-9800, ext. 222 (M-F, 8 am – 7 pm, ET).

   Distribution of the “Evidence of Insurance” will be mailed to you once your current program level has been updated. You may also go to “My ACA” and click on the Proof of Liability Insurance tab and get the evidence of insurance there.

2. Complete the Field Education Training Contract with the Field Supervisor, including the training goals for the training year, and bring the original (signed by the Field Supervisor and by the student) to the Faculty Supervisor for their signature. Once the form is signed, the student should provide a photocopy of the form to all parties for their records (student and supervisor will need to reference the learning goals to complete interim and final evaluations). The Faculty Supervisor will turn in the original contract to the Field Education Department Coordinator, Laura Bourgeois (laura_bourgeois@williamjames.edu; Workspace #215C).

Weekly:

1. Document practicum hours and supervision in Time2Track online.
2. Attend weekly group supervision with the Faculty Supervisor.
3. Attend weekly individual supervision with the Field Supervisor.
4. Attend other required supervision and meetings at the field site.
5. Complete journal as required for your practicum course.

Additional Forms: For Recording Consent and Consent for Counseling Minors

1. Permission for Audio/Video Recording: distributed and signed by each client prior to the beginning of counseling at the field site (if permitted). This WJC form is in addition to the field site form.
2. Permission to counsel from parents: to be signed by the guardians of clients under the age of 16 at
the field site (if applicable). This WJC form is in addition to the field site form.

End of Semester:

1. Student will receive feedback from Field Supervisor through the discussion of the Field Supervisor Interim and Final Evaluation of Practicum Student, which the Field Supervisor submits electronically to WJC.
2. Student will complete the Student Evaluation of Field Site and Supervision at the end of the Spring semester.
3. Student will complete the Course Evaluation for CN501 (Fall semester) and CN502 (Spring semester).
4. Student will complete the Time2Track Activity Summary Form and provide it to their Field Supervisor for signature, and then to the Faculty Supervisor. Another Time2Track Activity Summary Form will be completed for the practicum group supervision to be signed by the Faculty Supervisor.
5. Student will provide the Field Supervisor the Massachusetts LMHC Pre-Master’s Practicum Form for their signature and the documentation of hours. Student will keep the original to eventually submit with their licensure application, and will provide a copy to their Faculty Supervisor so that it can be filed in the student’s folder. Another LMHC Pre-Master’s Practicum Form will be completed and signed by the Faculty Supervisor to document the practicum group supervision hours.

OTHER INFORMATION REGARDING PRACTICUM

1. Site Visits/Communication with Site: Within the first week of classes, an email/telephone contact is initiated by the Faculty Supervisor. At this time, requirements for the course and the Field Supervisor's role are reviewed. Site visits are conducted within the department on an ongoing basis and/or when circumstances warrant such a visit.

2. Field Education Training Contract: The Field Education Training Contract needs to be submitted before the student is permitted to begin working with clients in any capacity. Students are responsible for collecting signatures and ensuring that the contract is submitted by 9/21/2018. The student will complete the Field Education Training Contract with the Field Supervisor, including the training goals for the training year, and bring the original (signed by the Field Supervisor and by the student) to the Faculty Supervisor for their signature. Once the form is signed, the student should provide a photocopy of the form to all parties for their records (student and supervisor will need to reference the learning goals to complete the interim and final evaluations). The Faculty Supervisor will turn in the original contract to the Field Education Department Coordinator.

   After submission, changes to your contract (e.g., supervisor, end date, etc.) must be formalized by completing an addendum (available on MyCampus) and receiving approval from Mrs. Koen, the Associate Director for Field Education.

3. Audio Recording: Audio recording of sessions with clients is encouraged in practicum, where the site allows for it. You must be able to play your recordings in supervision. Digital recorders with speakers provide the best clarity. It is the student's responsibility to ensure that recordings can be easily heard by supervisors.
4. **Practicum is not offered during the summer session.** This is due to the fact that acquiring the specified hours, as well as ensuring a beneficial learning experience is difficult within such a shortened time span. Students who are matriculated in practicum in the spring semester who need to continue hours after the semester will be enrolled in FP100 Extended Field Placement until they complete the required hours.

5. **General Criteria for Appropriate Practicum Sites**

i. Sites must have a credentialed supervisor with an advanced degree in counseling or a related field who will assume responsibility as a Field Supervisor, has at least 3 years of full-time or equivalent part-time post-licensure clinical mental health counseling experience, and who is also:
   a. A Massachusetts Licensed Mental Health Counselor (LMHC);
   b. A Massachusetts Licensed Independent Clinical Social Worker (LICSW);
   c. A Massachusetts Licensed Marriage and Family Therapist (LMFT);
   d. A Massachusetts Licensed Psychologist with Health Services Provider Certification;
   e. A Massachusetts Licensed Physician with a sub-specialization in psychiatry;
   f. A Massachusetts Licensed Nurse Practitioner with a sub-specialization in psychiatry; or where practice and supervision occur outside of the Commonwealth, an individual who is an independently licensed mental health practitioner with a license or registration equivalent to one listed in (a) through (f)

ii. Practicum training sites must provide an emergency contact on-site that is available to the student for consultation in the event that the primary supervisor is unavailable.

iii. The site must provide ongoing weekly supervision.

iv. Site must have a steady supply of clients who will be referred to the practicum student.

v. Site must provide counseling space most of the time for the student to use for purposes of confidentiality.

vi. Practicum students must be able to accumulate 90 hours of direct client contact over the span of two academic semesters.

vii. Practicum students may be able to record sessions for clinical supervision purposes where permitted by the site and with appropriate client or guardian consent.
INTERNSHIP

CN601: Mental Health Counseling Internship I and CN602: Mental Health Counseling Internship II represent the culminating field experiences for students within the Counseling Department. According to the CACREP standards, students are required to complete at least 600 hours of supervised clinical experience. Of these 600 hours, 240 must be direct service. Direct service hours refer to those hours spent in direct contact with clients, either individually or in a group setting. Six hundred (600) hours translates to approximately 20-24 hours per week on site throughout the course of two semesters (30 weeks).

SECUERING AN INTERNSHIP SITE

Securing a site for the internship experience should also be a collaborative effort. In November of each academic year, the Associate Director of Field Education introduces the site search process to students seeking an internship placement for the next academic year. Students are granted access to an institutional database of internship sites (please note that this database is not the one in Campus Café/SSIG, which is for a different department), asked to submit a list of five (5) sites to which they would like to apply, and given instructions for when and how to apply, as well as interview upon invitation. During this time, the Associate Director of Field Education will make every effort to assist you in mapping a plan for securing a site that will fit your professional goals and circumstances. You must notify the Associate Director of Field Education via email when you have secured a site, as well as the other sites where you interviewed, thanking them for the opportunity to interview there.

DURING INTERNSHIP CLASS

Internship requires a great deal of organization. There are numerous requirements in the form of paperwork throughout the semester. Some of these requirements are as follows:

Before Starting Internship:

1. Submit proof of student liability insurance (may be obtained through ACA or MaMHCA) to the Faculty Supervisor on the first day of your weekly CN501 course if it has not been submitted to the Field Education office.

From the ACA website: In an effort to provide you with proof of your “Evidence of Insurance,” you must update your membership student program level status by logging on to the members-only section of the ACA website at counseling.org. Enter your username and password. Once logged in, select “Manage Membership,” then “Student Information (change),” and proceed to updating your student educational information; school name, graduation date and current program level (master’s, doctoral or other (unspecified). If you do not know your username and password, or if you wish to update your profile by phone, please contact ACA Member Services at 800-347-6647, ext. 222/703-823-9800, ext. 222 (M-F, 8 am – 7 pm, ET). Distribution of the “Evidence of Insurance” will be mailed to you once your current program level has been updated. You may also go to “My ACA” and click on the Proof of Liability Insurance tab and get the evidence of insurance there.
2. Complete the Field Education Training Contract with the Field Supervisor, including the training goals for the training year, and bring the original (signed by the Field Supervisor and by the student) to the Faculty Supervisor for their signature. Once the form is signed, the student should provide a **photocopy of the form to all parties for their records** (student and supervisor will need to reference the learning goals to complete interim and final evaluations). The Faculty Supervisor will turn in the original contract to the Field Education Department Coordinator, **Laura Bourgeois** (laura_bourgeois@williamjames.edu; Workspace #215C).

**Weekly:**

1. Document internship hours and supervision in Time2Track online.
2. Attend weekly group supervision with the Faculty Supervisor.
3. Attend weekly individual supervision with the Field Supervisor.
4. Attend other required supervision and meetings at the field site.
5. Complete journal as required for your internship course.

**Additional Forms: For Recording**

1. Permission for Audio/Video Recording: distributed and signed by each client prior to the beginning of counseling at the field site. This WJC form is in addition to the field site form.
2. Permission to counsel from parents: to be signed by the guardians of clients under the age of 16 at the field site (if applicable). This WJC form is in addition to the field site form.

**End of Each Semester:**

1. Student will receive feedback from Field Supervisor through the discussion of the Field Supervisor Interim and Final Evaluation of Internship Student, which the Field Supervisor submits electronically to WJC.
2. Student will complete the Student Evaluation of Field Site and Supervision.
3. Student will complete the Course Evaluation for CN601 (Fall semester) and CN602 (Spring semester).
4. Only at the end of the Spring semester (CN602), the student will complete the Time2Track Activity Summary Form and provide it to their Field Supervisor for signature, and then to the Faculty Supervisor. The student will also complete the Time2Track Activity Summary for the group supervision hours in class to be signed by the Faculty Supervisor.
5. At the end of CN602, the student will provide the Field Supervisor the Massachusetts LMHC Pre-Master’s Internship Form for their signature and the documentation of hours. **Student will keep the original** to eventually submit with their licensure application, and will provide a copy to their Faculty Supervisor so that it can be filed in the student’s folder. Another Massachusetts LMHC Pre-Master’s Internship Form will be filled out and signed by the Faculty Supervisor to document the group supervision hours in class.
INTERNSHIP ROLES/RESPONSIBILITIES

Internship involves the collaboration of a number of professionals in order to ensure a meaningful educational experience for the counseling students. The student, Faculty Supervisor, and Field Supervisor must each play a role in creating this experience. Listed below are the role/responsibilities of each of these individuals as described by CACREP and endorsed by the William James College faculty.

The Student:

The role of internship students is to engage in an on-site clinical experience that results in the development and enhancement of professional counseling skills. It is expected that students will behave in a professional manner and will abide by the American Counseling Association and the American Mental Health Counselors Association’s Code of Ethics at all times. Students must be considerate of the demands on the Field Supervisor and accommodate the needs of the site, as well as their learning needs.

Student’s Responsibilities:

1. To commit at least 600 clock hours to a site, including 240 hours spent in direct service. Direct service hours are those in which the student is working directly with individuals, families, or groups, and in the milieu offering counseling. The 360 hours that can be devoted to indirect service include all other relevant professional activities on-site, including listening to recordings and record-keeping. Examples of appropriate activities are in-service training, participation in staff meetings, educational activities on site, preventive interventions, consultation, observation, supervision, and readings, among others.

2. To arrange a weekly, one-hour individual supervision schedule with the Field Supervisor that meets the needs of both the student and the site.

3. To attend the weekly internship class that provides group supervision on campus by the Faculty Supervisor.

4. To write case notes on all clients and complete all other paperwork connected to internship.

5. To meet all other course requirements.

6. To meet any additional requirements as determined by the Field Supervisor (e.g., onsite group supervision).

Associate Director of Field Education:

The role of the Associate Director of Field Education is to facilitate field placements and assist in communication among students, Faculty Supervisors, and Field Supervisors.

Associate Director of Field Education Responsibilities:

1. To meet with students in November prior to their enrollment in the internship course for the following academic year to provide orientation about the internship search and application process.

2. To provide guidance and support during the preparation of materials and throughout the field
To investigate all potential sites to determine their appropriateness for internship.
4. To make site visits prior to the establishment of a new training site, and as necessary and/or feasible thereafter.
5. To follow up with any special circumstances regarding internship sites and/or students. To make necessary communications to the internship instructor regarding such circumstances.

**Mental Health Counseling Internship I and II Instructor/Faculty Supervisor:**

The role of the Faculty Supervisor during internship is to coordinate the internship class (the group supervision portion of the internship experience). In addition, the Faculty Supervisor maintains communication with the Field Supervisors.

**Mental Health Counseling Internship I and II Instructor/Faculty Supervisor’s Responsibilities:**

1. To conduct weekly group supervision during internship class on campus.
2. To offer the student supervision of recorded counseling sessions.
3. To communicate several times per semester with the Field Supervisor regarding the clinical ability of the student as determined through supervision.
4. To read all case notes turned in by the student.
5. To maintain a record of communications with the Field Supervisor.
6. To review all records of all internship activity engaged in by the student.
7. To read the student evaluations from the Site Supervisor.
8. To assign a grade at the end of the semester based on the student’s performance.
9. To provide on-call emergency supervision.

**The Field Supervisor:**

The role of the Field Supervisor is to provide on-site supervision and coordination for the internship student and to coordinate the field experience with the Faculty Supervisor.

**Field Supervisor’s Responsibilities:**

1. To organize the internship experience and assure that the student will have an opportunity to work with appropriate clients.
2. To help orient the student to the site.
3. To provide appropriate space for the student to meet with clients.
4. To monitor the internship generally in order to determine that the student's needs and the client's needs are met.
5. To provide weekly one-hour individual supervision.
6. To communicate on a regular basis with the Faculty Supervisor about the student’s progress, and immediately if there are any problems.
7. To provide the Faculty Supervisor with evaluation of the student's overall performance and professionalism during the internship.
8. To be available to the student in case of emergency.
OTHER INFORMATION REGARDING INTERNSHIP

1. Site Visits/Communication with Site: Within the first week of classes, an email/telephone contact is initiated by the Faculty Supervisor. At this time, requirements for the course and the Field Supervisor's role are reviewed. Site visits are conducted within the department on an ongoing basis and/or when circumstances warrant such a visit.

2. Field Education Training Contract: The Field Education Training Contract needs to be submitted before the student is permitted to begin working with clients in any capacity. Students are responsible for collecting signatures and ensuring that the contract is submitted by 9/21/2018. The student will complete the Field Education Training Contract with the Field Supervisor, including the training goals for the training year, and bring the original (signed by the Field Supervisor and by the student) to the Faculty Supervisor for their signature. Once the form is signed, the student should provide a photocopy of the form to all parties for their records (student and supervisor will need to reference the learning goals to complete interim and final evaluations). The Faculty Supervisor will turn in the original contract to the Field Education Department Coordinator, Laura Bourgeois (laura_bourgeois@williamjames.edu; Workspace #215C). After submission, changes to your contract (e.g., supervisor, end date, etc.) must be formalized by completing an addendum (available on MyCampus) and receiving approval from Mrs. Koen, the Associate Director for Field Education.

3. Audio Recording: Audio recording of sessions with clients is encouraged in internship, where the site allows for it. You must be able to play your recordings in supervision. Digital recorders with speakers provide the best clarity. It is the student’s responsibility to ensure that recordings can be easily heard by supervisors.

4. Internship is not offered during the summer. This is due to the fact that acquiring the specified hours, as well as ensuring a beneficial learning experience is difficult within such a shortened time span. Graduating students who have not finished their internship hours by the end of May, will be allowed to walk in the commencement ceremony, but will have to be enrolled in FP100 Extended Field Placement for the summer session and will receive their degree and diploma at the end of August.

5. General Criteria for Appropriate Internship Sites
   
   i. The site must have a credentialed supervisor with an advanced degree in counseling or a related field who will assume responsibility as a Field Supervisor, has at least 3 years of full-time or equivalent part-time post-licensure clinical mental health counseling experience, and who is also:
      
      a. A Massachusetts Licensed Mental Health Counselor (LMHC);
      
      b. A Massachusetts Licensed Independent Clinical Social Worker (LICSW);
      
      c. A Massachusetts Licensed Marriage and Family Therapist (LMFT);
      
      d. A Massachusetts Licensed Psychologist with Health Services Provider Certification;
e. A Massachusetts Licensed Physician with a sub-specialization in psychiatry;
f. A Massachusetts Licensed Nurse Practitioner with a sub-specialization in psychiatry; or where practice and supervision occur outside of the Commonwealth, an individual who is an independently licensed mental health practitioner with a license or registration equivalent to one listed in (a) through (f).

ii. Internship training sites must provide an emergency contact on-site that is available to the student for consultation in the event that the primary supervisor is unavailable.

iii. The site must provide ongoing weekly supervision.

iv. The site must have a steady supply of clients who will be referred to the internship student.

v. The site must provide counseling space most of the time for the student to use for purposes of confidentiality.

vi. Internship students must be able to accumulate 240 hours of direct client contact over the span of two academic semesters.

vii. Internship students may be able to record sessions for clinical supervision purposes where permitted by the site and with appropriate client or guardian consent.

CN601 Mental Health Counseling Internship I

Course Pre-requisites: CN501 Clinical Skills and Practicum I and CN502 Practicum II

Course Description:

The internship experience intends to provide students with exposure to clients in mental health settings where more specific skills working with treatment populations can be practiced. Instruction occurs through substantive hands-on experience, and didactic and experiential training. This is the first of two courses that will total a minimum of 600 field hours at a mental health site. Students must attend a weekly 2-hour clinical seminar that will include a didactic component and group supervision. This group supervision is in addition to the group supervision provided by an approved supervisor on site. Students must have an approved site placement by the Associate Director of Field Education prior to the add/drop date in order to be registered for the course. The seminar component will help students deepen their clinical work with a particular focus on the therapeutic relationship, integrating theory with intervention, considering an array of therapeutic tools while appreciating multicultural and individual differences, evidence-based practice, ethical standards and professionalism.

Course length: 15 weeks       Contact Hours: 30 Hours in class       Credit Value: 4.0

Course Policy:

1. You will be covered by two liability policies:
   a. The liability policy from William James College will cover you for the dates specified in your field placement contract. A copy of this policy will be available to you and to your field supervisor.
b. The individual liability policy that you are required to have and that is provided through your membership in the American Counseling Association. This is a requirement from the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

2. The Field Supervisor at your site provides the clinical and administrative supervision for your clinical work, as you are working under the license of that supervisor and the policies of that placement site. Client emergencies require you to seek immediate supervision from your Field Supervisor or covering on-site staff member from the facility.

3. Cases and clinical work discussed in class are confidential within an educational format to facilitate learning at William James College

CACREP Standards as applied to CN601

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<td>Discussed during case presentations</td>
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<td>Mental health service delivery modalities within the continuum of care, such as inpatient, outpatient, partial treatment and aftercare, and the mental health counseling networks</td>
<td>Discussed during group supervision Case presentation</td>
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<td>Sec5.C.2.d</td>
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| Sec5.C.3.a | Intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management | Discussed during group supervision  
Case Presentation  
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| Sec5.C.3.b | Techniques and interventions for prevention and treatment of a broad range of mental health issues | Discussed during group supervision  
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| Sec5.C.3.e | Strategies to advocate for persons with mental health issues              | Group discussion  
Individual supervision  
Field Supervisor Interim Evaluation of Internship Student |
CN602 Mental Health Counseling Internship II

Course Pre-requisites: CN601 Mental Health Counseling Internship I

Course Description:

The internship experience intends to provide students with exposure to clients in mental health settings where more specific skills working with treatment populations can be practiced. Instruction occurs through substantive hands-on experience, and didactic and experiential training. This is the second of two courses that will total a minimum of 600 field hours at a mental health site. Students must attend a weekly 2-hour clinical seminar that will include a didactic component and group supervision. This group supervision is in addition to the group supervision provided by an approved supervisor on site. Students must have an approved site placement by the Associate Director of Field Education prior to the add/drop date in order to be registered for the course. The seminar component will help students deepen their clinical work with a particular focus on the therapeutic relationship, integrating theory with intervention, considering an array of therapeutic tools while appreciating multicultural and individual differences, evidence-based practice, ethical standards and professionalism.

Course length: 15 weeks  Contact Hours: 30 Hours in class  Credit Value: 4.0

Course Policy:

1. You will be covered by two liability policies:
   a. The liability policy from William James College will cover you for the dates specified in your field placement contract. A copy of this policy will be available to you and to your field supervisor.
   b. The individual liability policy that you are required to have and that is provided through your membership in the American Counseling Association. This is a requirement from the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

2. The Field Supervisor at your site provides the clinical and administrative supervision for your clinical work, as you are working under the license of that supervisor and the policies of that placement site. Client emergencies require you to seek immediate supervision from your Field Supervisor or covering on-site staff member from the facility.

3. Cases and clinical work discussed in class are confidential within an educational format to facilitate learning at William James College.

CACREP Standards as applied to CN602

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<td>Theories and models of counseling</td>
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GUIDELINES FOR COMPLETING PAPERWORK

1) **2018-2019 Field Education Training Contract** – This form formalizes a training relationship between you and your practicum or internship site. **The form is due on Friday, 09/21/18.** When completing this form, please be mindful of the following:

a) Complete this key document in collaboration with your field site supervisor during the first two weeks at your field site placement.

b) Pay particular attention to start and end dates on the contract to ensure a minimum of 30 weeks of training in addition to 2 weeks of vacation (i.e., a minimum of 32 weeks between the start and end dates). **The earliest recommended start date you may specify is Monday, 8/27/18, and the earliest end date you may specify is Friday, 04/26/19.** Typically, students complete practicum placements sometime in May or June. Internship placements have to end in May in order to graduate in June. **The latest date for internship in order to graduate in June will be 5/24/19.**

c) It is critical that your supervisor’s name, degree, and email address are recorded accurately on the form.

d) You are required to have this contract completed with and signed by your primary supervisor (i.e., licensed mental health professional at your training site), **and** submitted to William James College BEFORE you are permitted to begin seeing clients.

e) By completing and signing the contract, you are stating that you have registered with Time2Track and that you will be using this tool throughout the training year.

f) After submission, changes to your contract (e.g., supervisor, end date, etc.) must be formalized by completing an addendum (available on MyCampus) and receiving approval from Mrs. Koen, the Associate Director for Field Education.

g) Please consult with your site supervisor when developing the learning goals for your contract. Each goal should begin with an action verb, and should be concrete and measurable. Please refer to the document, “Examples – Field Education Contract Learning Goals (2018-2019),” which is available on MyCampus, and also in the Appendix of this handbook, for examples of appropriately-written goals.

h) Once the form is completed and signed by the student and Field Supervisor, the student must **submit the contract to the Faculty Supervisor for their signature. Once signed,** the student should provide a photcopy of the form to all parties for their records (student and supervisor will need to reference the learning goals to complete interim and final evaluations). The Faculty Supervisor will turn in the original contract to the Field Education Department Coordinator, **Laura Bourgeois** (laura_bourgeois@williamjames.edu; Workspace #215C).

i) If the form is incomplete when it is submitted, it will be returned to you. If, for some reason, you are not able to submit the form by the deadline, please notify your Faculty Supervisor and Laura Bourgeois (laura_bourgeois@williamjames.edu), Department Coordinator in the Field Education Department, in advance. In the subject line of the email, please put “2018-2019 Field Education Training Contract – [LAST NAME].”

2) You have to provide a copy of the **individual liability policy** that you are **required** to have and that is provided through your membership in the American Counseling Association or through the Massachusetts Mental Health Counselors Association. Please provide a copy of this document to your faculty supervisor in your seminar, who will pass it along to the Field Education Office.
From the ACA website: In an effort to provide you with proof of your “Evidence of Insurance,” you must update your membership student program level status by logging on to the members-only section of the ACA website at counseling.org. Enter your username and password. Once logged in, select “Manage Membership,” then “Student Information (change),” and proceed to updating your student educational information; school name, graduation date and current program level (master’s, doctoral or other (unspecified). If you do not know your username and password, or if you wish to update your profile by phone, please contact ACA Member Services at 800-347-6647, ext. 222/703-823-9800, ext. 222 (M-F, 8 am – 7 pm, ET). Distribution of the “Evidence of Insurance” will be mailed to you once your current program level has been updated. You may also go to “My ACA” and click on the Proof of Liability Insurance tab and get the evidence of insurance there.

3) Interim and Final Evaluations – These forms provide your supervisor with an opportunity to evaluate your field experience and performance during the fall and spring semesters. The fall semester is from 08/27/18 to 12/13/18 and the spring semester is from 12/14/2018 until you finish your field experience. You will be evaluated in each of the seven aforementioned competency areas and on your progress toward the learning goals specified on your 2018-2019 Field Education Training Contract. The evaluation will be shared with the student’s Faculty Supervisor. This form is due on Thursday, 12/13/18 for the Interim Evaluation and on 05/27/2019 for the Final Evaluation. IMPORTANT: Please review this document, which is available on MyCampus, and share it with your site supervisor at your first supervision meeting, so you and he/she understand the evaluation criteria at the outset. It is your responsibility to provide your supervisor with this information. Please note that the actual evaluation will be sent electronically to site supervisors.

4) Time2Track Activity Summary – You are required to track your hours on a weekly basis throughout the training year. We monitor compliance with this requirement several times during the training year and your Faculty Supervisor will be notified if you are not keeping track of your hours. This may have a negative impact on your grade. At the end of the first semester, the Time2Track documentation should reflect the hours accrued through Monday, 12/10/18.

5) Documentation Instructions: Please be aware of the following guideline for correcting errors in official documents (i.e., 2018-2019 Field Education Training Contract, Interim Evaluation).
   a) When you submit any official documents with text that is obscured or text that is whited-out, we cannot tell whether the document was altered after it was signed by you and the supervisor(s). As such, documents with these deficiencies will be returned to you to be corrected.
   b) Please note that the following are unacceptable:
      i. Information that is crossed off by either a line or attempting to obscure the information in its entirety;
      ii. Information that is covered with “white-out” and then other information is written on top.
   c) Draw a single line over the mistaken information, and then put your initials (and everyone signing the document needs to initial it) next to it and date it. Then write the correct information. This cannot be done in any document that will go to a licensing board.

GUIDELINES FOR DOCUMENTING CLINICAL HOURS

Practicum and Internship students must complete Time2Track on a weekly basis and have it signed by their Field Supervisor at the end of the Spring semester. Here are the guidelines for documenting clinical hours:
1. Direct, face-to-face clinical contact with individuals, families, or groups counts toward the 90-hour clinical requirement for Practicum and 240-hour clinical requirement for Internship. The following are the LMHC Board (MA) definitions that apply (please refer to http://www.mass.gov/ocabr/licensee/dpl-boards/mh/regulations/rules-and-regs/262-cmr-200.html#2.02)

- **Direct Client Contact Experience.** Direct, face-to-face, clinical Mental Health Counseling experience with a range of individuals, groups, couples, or families at Clinical Field Experience Sites that conforms to the Mental Health Counseling scope of practice as defined in 262 CMR 2.02: Mental Health Counseling. Such experience does not include vocational guidance services, academic school guidance counseling, industrial or organizational consulting services, teaching or conducting research.

- **Mental Health Counseling.** The rendering of professional services to individuals, families or groups for compensation, monetary or otherwise. These professional services include: applying the principles, methods, and theories of counseling, human development, learning theory, group and family dynamics, the etiology of mental illness and dysfunctional behavior and psychotherapeutic techniques to define goals and develop a treatment plan of action aimed toward the prevention, treatment and resolution of mental and emotional dysfunction and intra or interpersonal disorders to all persons irrespective of diagnosis. The practice of Mental Health Counseling includes, but is not limited to, assessment, diagnosis and treatment, counseling and psychotherapy, of a nonmedical nature of mental and emotional disorders, psychoeducational techniques aimed at prevention of such disorders, and consultation to individuals, couples, families, groups, organizations and communities.

2. An hour of client contact equals 45-50 minutes.
3. Activities such as telephone contact are not considered direct client contact, according to Massachusetts LMHC regulations.
4. Contact with clients other than counseling includes any activity that involves working with a client but is not counseling per se. Examples of such contact would include attending court with a client, or attending an Individualized Educational Planning (IEP) meeting.
5. Staff meetings that you attend at your agency or school can be included in indirect service hours. Report writing, listening to recordings, and other administrative duties are also considered indirect.
6. Professional development includes attending workshops or other learning activities that enhance one's ability to provide service. Include a description of any workshop attended.
7. Your practicum and internship classes count as group supervision, for a maximum of 30 hours each semester. You can only count those classes you attended.
8. Students will be required to complete the appropriate LMHC Pre-Masters Practicum or Internship Form documenting the field hours completed at the site and also the group supervision hours completed during the seminar classes.
APPENDICES
Dear Incoming Master of Arts Student in the Counseling Department:

Congratulations on your decision to enroll as an entering student in our master’s degree program in Clinical Mental Health Counseling. It is now time to begin the site search process for your first field placement, which will lead to your eventual acceptance at a practicum site. Your practicum placement will begin during or shortly after the first week of classes in late-August/early-September.

Please begin your placement work with us by viewing a PowerPoint presentation, which can be found on the college website at the following link: http://www.williamjames.edu/student-life/new-students/counseling-welcome.cfm.

- Please concentrate on the first eight brief presentations that provide an overview of field training, the site search process, and recommendations related to preparing your application packet. Specific information is provided relative to your resume, cover letter, and letters of recommendation. Please also refer to the attached guidelines and samples for completing your resume and cover letter.

- After viewing the presentation, at your earliest convenience, please submit the following information to fpcounseling@williamjames.edu (type WJC Incoming MA Counseling Student in the subject line):
  - Field Education Survey (Note: This is a fillable Word document. Please type in your responses, save the document in Word, and attach the file to your email response.).
  - Resume (in Microsoft Word)
  - Cover letter (in Microsoft Word)

- Please pay special attention to presentation #7 concerning your letters of recommendation.

- After we have received, reviewed, and provided feedback on your resume and cover letter, we will send you instructions for scheduling your individual phone appointment.

- In preparation for the individual phone appointment, review presentation #8. During this individual phone appointment, we will identify potential practicum-level training opportunities.

- During the week following your phone appointment, you will learn more about the sites to which you intend to apply, create individual cover letters for each application, and then submit your applications.

We look forward to hearing from you and to discussing the clinical component of your education.

Please begin by:

- Listening to the initial set (1-8) of PowerPoint presentations
• Submitting your field education survey, resume, and sample cover letter in Microsoft Word to the designated email address, fpcounseling@williamjames.edu.

In closing, I would like to welcome you again to the William James College community.

Sincerely,

Melissa Koen, M.S, LMHC
Associate Director of Field Education
PRACTICUM SEARCH FORM

Instructions:

This form will be completed in consultation with the Associate Director of Field Education in person or via phone and then will be sent to the student via their WJC email.

Date:

Student Name:

Emphasis Area (if any):
College-wide Concentration (if any):
Advisor (if assigned already):
Sites to Apply:

1)

2)

3)

4)

5)

The deadline for securing a practicum placement is the last day of add/drop period in the fall semester.
CHECKLIST FOR COVER LETTER AND RESUME EDITS

Student Name:  
Version of materials:  

<table>
<thead>
<tr>
<th>Areas to be Addressed</th>
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</thead>
<tbody>
<tr>
<td>Materials do not follow guidelines for formatting (e.g., education section does not include William James information on resume, dates are not aligned properly, cover letter does not include 4 distinct sections, etc.)</td>
<td></td>
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<tr>
<td>Materials do not include student’s William James email address</td>
<td></td>
</tr>
<tr>
<td>Materials do not include student’s name or contact information (phone, address, and email)</td>
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<tr>
<td>Spelling errors</td>
<td></td>
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<tr>
<td>Grammatical errors</td>
<td></td>
</tr>
<tr>
<td>Font size is too big or too small (12 pt recommended)</td>
<td></td>
</tr>
<tr>
<td>Use of colloquial language or slang</td>
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</tr>
<tr>
<td>Phrasing is awkward/unclear, or does not flow well</td>
<td></td>
</tr>
<tr>
<td>Cover letter lacks header with student’s name, address, contact information (phone and email)</td>
<td></td>
</tr>
<tr>
<td>Cover letter lacks site name/address</td>
<td></td>
</tr>
<tr>
<td>Cover letter lacks student signature</td>
<td></td>
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<tr>
<td>Cover letter does not detail student’s relevant experience</td>
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</tr>
<tr>
<td>Cover letter does not link student’s skills/experience to training opportunities at the site</td>
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</tr>
<tr>
<td>Cover letter does not include appropriate greeting (e.g. Dear Dr./Mr./Mrs.)</td>
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</tr>
<tr>
<td>Resume does not include enough information on student’s experience (i.e. should have 3-4 bullet points discussing responsibilities/experience per position)</td>
<td></td>
</tr>
<tr>
<td>Resume includes outdated or irrelevant experience</td>
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</tr>
</tbody>
</table>

Edits and Track Changes Function

- Edits will be made to your documents using the Track Changes function in Microsoft Word.
- When Track Changes is turned on, changes made to the document are highlighted in red and balloons may appear on the right hand side of the document.
- Track Changes provides the option to accept or reject changes. If changes have been made, please accept them. To do this:
  - Go to Review tab
  - Select “Accept” to incorporate the change
  - Selecting “Reviewing Pane” will open a panel that lists all changes, for easier viewing/access. Or, you can use the “Previous” and “Next” buttons to scroll through changes
- Sometimes feedback will also be provided through comment balloons, which will show up in the right hand margin of the document. Please incorporate this feedback and delete the balloons by right clicking on them and selecting “Delete Comment.”
• Edits and comments will not show up if the document is being viewed on a tablet or smartphone. Please make sure to open the edited documents on your computer in order to see the edits.
WILLINGNESS TO PARTICIPATE AS A WILLIAM JAMES COLLEGE FIELD SITE INSTRUCTIONS

This form has been formatted to be completed on your computer. You can move through the form by use of the Tab key which will lead you from field to field. You may also scroll through the form and select a field by clicking on it with your mouse.

Those fields which require a yes/no response or a check mark will require you to double-click on the field with your mouse. Once you double-click, a box titled “check box form field options” will appear. In that box, change the default value from “unchecked” to “checked,” and click ok. Subsequently, your response will be recorded in the form. If you change your mind, double-click again and change the default value from “checked” to “unchecked,” and click ok.

Please:
- Complete all fields on the form
- Save a copy of the completed file for your records
- Send an electronic copy to melissa_koen@williamjames.edu so that your information can be entered in our database
- Print and sign a hard copy of the completed document
- Mail the signed copy, along with copies of CVs for the training director and all potential supervisors, a copy of your agency’s mission statement, and any additional application materials, program information, and brochures that we might keep in your site file for prospective trainees to:

  Melissa Koen, M.S., LMHC
  William James College #215F
  1 Wells Avenue
  Newton, MA  02459

You may also fax the signed form to Mrs. Koen at 617-477-2070. If you have questions about completing this form, please contact Mrs. Koen at 617-564-9417.
# WILLINGNESS TO PARTICIPATE AS A WILLIAM JAMES COLLEGE FIELD SITE FOR THE 2018-2019 ACADEMIC YEAR

(This form is formatted to be completed on your computer.)

<table>
<thead>
<tr>
<th>Site Information</th>
</tr>
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<tbody>
<tr>
<td><strong>Site Name:</strong></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
</tr>
<tr>
<td><strong>Main Phone # of site:</strong></td>
</tr>
<tr>
<td><strong>Site URL:</strong></td>
</tr>
<tr>
<td><strong>Director of Training:</strong></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
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<tr>
<td><strong>Contact Person:</strong></td>
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<tr>
<td><strong>Phone:</strong></td>
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</tbody>
</table>

Please indicate at what year level (s) you would consider training Interns:

<table>
<thead>
<tr>
<th>Year 1 – Practicum - A minimum of 360 hours (12 hours per week) from September through May. First-year students require 90 hours of direct client contact and 30 hours of supervision (individual/group combined)</th>
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</thead>
<tbody>
<tr>
<td><strong>How many Year 1 students would you consider?</strong></td>
<td><strong>#</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Year 2 – Internship - A minimum of 600 hours (20 hours per week) from September through May. Second-year students require 240 hours of direct client contact and 45 hours of supervision (individual/group combined)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>How many Year 2 interns would you consider?</strong></td>
<td><strong>#</strong></td>
</tr>
</tbody>
</table>

Please indicate the time commitment you require of trainees:

<table>
<thead>
<tr>
<th>Year 1 – Practicum</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>12 Hours/week, beginning (MM/DD/yr)</strong> &amp; <strong>ending (MM/DD/yr)</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Year 2 – Internship</th>
<th></th>
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<tbody>
<tr>
<td><strong>20 Hours/week, beginning (MM/DD/yr)</strong> &amp; <strong>ending (MM/DD/yr)</strong></td>
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</table>

Please indicate the amount of stipend/salary. **$** Per placement year.
**Application Criteria**

1. Is there an application deadline?  
   - **Yes** ☐  
   - **No** ☐
   
   (MM/DD/YR)

2. Please describe the application procedure & include a copy of any application forms or specific instructions you require of applicants.

3. Are there specific skills or requirements that the students should have before considering this field placement (such as individual therapy, DBT, etc.)?

4. Other considerations, comments or questions?

**FIELD SITE CHARACTERISTICS**

1. **Orientation of Site:**
   - Psychodynamic ☐  
   - Behavioral ☐  
   - Systems ☐  
   - Eclectic ☐  
   - If Other, Please Describe ☐  

2. **Type of Site:** Please place a check mark to the right of all of the characteristics that describe your site.
   - Hospital ☐  
   - Clinic ☐  
   - School ☐  
   - HMO ☐  
   - Business ☐  
   - Urban ☐  
   - Rural ☐  
   - Residential ☐  
   - College ☐  
   - Rehabilitation ☐  
   - Partial Hospitalization ☐  
   - Supervisors of racial/ethnic diversity available ☐  
   - Day Tx Program ☐  
   - Home Based ☐  
   - Community Mental Health Center ☐  
   - Other ☐  
   - If other, please describe: ☐

3. **Training Opportunities:** Place place a checkmark to the right of all categories that describe your site.
   - Age Range:  
     - Children ☐  
     - Adolescents ☐  
     - Adults ☐  
     - Geriatrics ☐  
   - Modality:  
     - Individuals ☐  
     - Couples ☐  
     - Families ☐  
     - Groups ☐

4. **Services Provided** – Please place a checkmark to the right of all of the services you provide.
   - A.D.H.D. ☐  
   - Divorce/Custody ☐  
   - Infant/pre-school ☐  
   - Adoption/Infertility ☐  
   - Expressive Arts ☐  
   - Rehabilitation ☐  
   - Affective Disorders ☐  
   - Forensic ☐  
   - Substance Abuse ☐
5. Please describe the agency’s services, programs, professional orientation, and staffing; attach pages as needed:

6. Please describe your site’s procedure for trainee orientation:

Training Program

1. What are the goals of your training program?

2. Please read and check off the following competencies that are addressed during this training opportunity (e.g. specific seminars, supervision, etc.) Please mark N/A for competencies not generally addressed.

- **A. Ethics and Professional Development:** Conducting oneself in accordance with American Counseling Association (ACA) and the American Mental Health Counselors Association (AMHCA) ethical guidelines; relating ethical principles and guidelines to problematic situations addressed in the field; appropriately protecting the privacy of confidential information; preparing for supervision and utilizing feedback from supervisors; professional appearance; punctuality and reliability; professional demeanor/attitude.

- **B. Development of Leadership Skills:** When appropriate and under supervision, student is able to assume a leadership role, such as presenting at a staff meeting, taking initiative to raise systemic issues that would result in patient care improvements, etc.

- **C. Research and Evaluation:** Although not typically expected or required at the field placement, this involves participation in research or evaluation activities on-site.

<table>
<thead>
<tr>
<th>Anxiety Disorders</th>
<th>GLBTQ</th>
<th>Stress Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABA</td>
<td>Health Psychology</td>
<td>Trauma/PTSD</td>
</tr>
<tr>
<td>Family Counseling</td>
<td>Major Mental Illness</td>
<td>Women’s Issues</td>
</tr>
<tr>
<td>Crisis Intervention</td>
<td>Milieu Therapy/School</td>
<td>Veterans</td>
</tr>
<tr>
<td>Couples Therapy</td>
<td>Multicultural Issues</td>
<td>Other</td>
</tr>
<tr>
<td>Developmental Disorders/LD</td>
<td>Primary Care</td>
<td>(Describe)</td>
</tr>
</tbody>
</table>
D. Assessment and Diagnosis: Gathering information to formulate clinical impressions of clients with attention to safety, mental status, mandated reporting, problematic behaviors, and strengths; conceptualizing clients’ presenting issues within a theoretical framework; evaluating clients using specialized diagnostic or evaluative procedures specific to the agency and populations served.

E. Counseling, Prevention, and Intervention: Establishing strong therapeutic relationships with clients; establishing collaborative relationships with site personnel; collaborating effectively with collateral contacts; maintaining professional boundaries with clients; intervening in developmentally-appropriate ways to help stabilize clients in times of crisis and/or distress; selecting and implementing appropriate therapeutic techniques.

F. Cultural Competence: Possessing the knowledge, skills, and awareness to provide culturally-competent psychological services; consistent awareness and practice according to the American Counseling Association Multicultural and Social Justice Counseling Competencies, promoting multicultural skills and competencies in practice, and providing a forum for discussion about how demographics may impact treatment. [https://www.counseling.org/docs/default-source/competencies/multicultural-and-social-justice-counseling-competencies.pdf?sfvrsn=20](https://www.counseling.org/docs/default-source/competencies/multicultural-and-social-justice-counseling-competencies.pdf?sfvrsn=20)

G. Consultation, Collaboration, and Advocacy: Collaborating effectively with other professionals, and serving as a competent and engaged consultant to individuals, groups, organizations, and systems.

3. What specific duties would be expected of students? Please specify the students’ average direct, face-to-face client contact hours each week.

4. Please list training seminars and structured learning activities* available to students and indicate the frequency with which they meet (also day(s) and times(s) if available).

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>TOPIC/FORMAT</th>
<th>TIME &amp; FREQUENCY</th>
<th>INSTRUCTOR</th>
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5. What days and times are mandatory for students to be at the site for training, supervision, meetings or specific structured learning activities?

6. Please indicate other training opportunities available to students, including a second year training track/opportunity, if available.

7. Please name possible supervisors* for William James College students, and indicate their discipline and licensure.

<table>
<thead>
<tr>
<th>NAME/DEGREE</th>
<th>DISCIPLINE</th>
<th>LICENSE #</th>
<th>EMAIL ADDRESS</th>
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</table>

Please attach a CV for each of the supervisors and training staff named above, a copy of the agency’s mission statement, and any other materials you wish for us to keep on file, when you mail us this signed form. Remember to also send an electronic version in advance to Melissa_Koen@williamjames.edu. Please make additional copies of this page as needed.

*It is the responsibility of the site Director of Training to inform the College’s Associate Director of Field Education of any subsequent administrative, supervisory, or training modifications that occur during a trainee’s placement.*

Signatures:

**Director of Training—Field Site**  
Date signed (MM/DD/YY)

**Associate Director of Field Education—William James College**  
Date signed (MM/DD/YY)

Please return this SIGNED FORM AND COPIES OF CURRENT CV’S OF ALL POTENTIAL SUPERVISORS
OF WILLIAM JAMES COLLEGE STUDENTS to Mrs. Koen at the following address. These documents may also be faxed to her at 617-477-2070.

Melissa Koen, M.S., LMHC
William James College #215F
1 Wells Avenue
Newton, MA 02459
COUNSELING DEPARTMENT TIMETABLE - INTERNSHIP PLACEMENT SEARCH

NOTE: This information applies to all students in the Clinical Mental Health Counseling Master of Arts program, including those in the following emphasis areas: Couples and Family Therapy, Expressive Arts Therapy, Forensic and Correctional Counseling, and Health and Behavioral Medicine.

November through January

PREPARATION

During this time, students will assess their learning and field placement needs by engaging in the following steps:

1. Contact the individuals you would like to write letters of recommendation for you. Most sites require 2 letters of recommendation. However, some sites, particularly university counseling centers, require 3 letters of recommendation. The process of writing letters of recommendation is very time-consuming. As such, it is strongly recommended that you request letters of recommendation as soon as possible via email. When asking for a letter of recommendation, in the subject line of your email write: “Request for LOR – your name,” so that your recommender can easily keep track of it. Your letters should come from the following individuals:
   a. Faculty Supervisor (CN501)
   b. Field Supervisor (If you have concerns about asking your Field Supervisor, please discuss these with your Faculty Supervisor, Academic Advisor, or Mrs. Koen)
   c. A faculty member or clinician who knows you well, either academically or clinically.

2. Students should contact their Faculty Supervisor or Academic Advisor and schedule a meeting to discuss their internship search.

3. Update your resume by adding your current field site information, as well as any additional, related activities that are not included on the current version.

4. Review the field placement site database on MyCampus for information regarding placements appropriate for your level of training, areas of interest (i.e., population served, type of program), and location. [Please do not use the Placement database in SSIG – it belongs to a different program.]

5. Read site evaluations written by students who were at these sites during the 2017-2018 academic year. This information is available on MyCampus. Once logged into MyCampus, click on the Field Education tab. From there, click on the link to Counseling Documents and then on the folder titled, “INTERNSHIP SEARCH (2019-2020).”

6. Speak with current WJC students who are at the sites in which you are interested. A list of current students and their corresponding internship placements is on MyCampus. Once logged
into MyCampus, click on the Field Education tab. From there, click on the link to Counseling Documents and then on the folder titled, “INTERNSHIP SEARCH (2019-2020).”

7. Develop a list of potential sites. The application process will occur in a series of rounds. For the first round, you will select up to five sites to which you will apply. Mrs. Koen is available to assist you in this process. **Note: You may only contact and apply to sites on the approved list on MyCampus. If you are interested in exploring other opportunities, you must consult with Mrs. Koen before contacting any site.**

8. Meet with your Faculty Supervisor or Academic Advisor. For this meeting, please engage in the following steps:

   a. Bring a list of sites you are considering, discuss these with your Faculty Supervisor or Academic Advisor, and finalize your list of five sites.

   b. Bring a copy of your updated resume for comments and feedback.

9. Submit your Internship Site List Form to Mrs. Koen in person, or via email or fax. **In the subject line of the email or fax, please put “Internship Site List – your name,”** so I can easily keep track of these. **Additionally, please cc your Faculty Supervisor or Academic Advisor on this email.** The deadline for students to finalize their lists and submit them to Mrs. Koen is **Friday, 12/14/2018.**

### Mid-December through April

**APPLICATION**

During this time, students will apply for internship placements by engaging in the following steps:

1. Prepare a separate cover letter for each of your five sites. It is critical that each letter focuses on the clinical and training opportunities at the site that appeal to you, as well as the specific skills and experience you will bring to the site. If you need assistance with your cover letters, please consult with your Faculty Supervisor or Academic Advisor.

2. Complete revisions to your resume.

3. Follow up on requests for letters of recommendation. **Please note the following:**

   a. Letters written by WJC faculty members should be formatted on WJC electronic stationery as a PDF and emailed to you for inclusion with your electronic applications.

   b. It is the student’s responsibility to send the letters to individual sites.

   c. If you must apply to a site before the letter is ready, please be sure to note this in your application email. State that a letter will be arriving from ________ (note specific name of recommender) in the near future.
4. Some sites specify deadlines for receipt of application materials, whereas others do not. In general, college counseling centers and selected other sites have earlier deadlines in December and January. **It is strongly recommended that all students submit their materials to sites between Monday, 12/17/18 and Wednesday, 1/2/19, unless an earlier deadline is noted.**

5. Schedule and attend interviews. Sites will contact students and schedule interviews at different times from early January through April. This is attributable to the fact that sites review application materials on a rolling basis and have different timelines. **Note:** Please do not tell a site, either verbally or in writing, that they are your first choice unless you intend to accept an offer the moment it is made regardless of whether you have additional interviews or hope to hear from other sites.

6. Following interviews, you should send a thank-you note, either electronically or by mail.

7. Continue to consult with resource and support staff in the Counseling Department and Field Education Office as needed.

**ACCEPTING OFFERS**

Students who receive offers from sites they would like to accept during the first round should follow these steps:

1. Inform the site that you would like to accept the offer. You may do so in person or by phone, but you should also follow up via email, thanking the person making the offer, and copying Mrs. Koen in order to formalize acceptance of your field placement training offer. It is critical that you contact Mrs. Koen to let her know that you have accepted an offer.

2. Immediately, let all other sites to which you have applied know that you are no longer seeking a placement. Withdraw your application immediately and formally from all other potential site placements by communicating this in writing after accepting an offer. You may call them on the telephone to decline the offer, but you **must follow this up by email to keep a written record of your communications.**

**RULES FOR THE APPLICATION PROCESS AND ACCEPTING OFFERS**

1. Again, it is critically important that you only contact and apply to sites on the approved list on MyCampus. If you are interested in exploring other opportunities, you must consult with Mrs. Koen before contacting any site.

2. If you receive an offer, you may hold the offer for a maximum of one week. However, sites typically prefer a response in less time than that. If a given site requests a response in less time than one week, it is important to be respectful of the site’s wishes.

3. You may never hold more than one offer at a time. You must turn down one of the two offers within 24 hours unless you and Mrs. Koen agree to a different timeframe. In order to decide
which offer to hold and which offer to decline, the student is encouraged to contact Mrs. Koen, as well as his/her Faculty Supervisor or Academic Advisor, to discuss the situation.

4. Should you receive three rejections in the first round, please notify Mrs. Koen at that time so he can recommend additional sites. It is important to keep your Faculty Supervisor or Academic Advisor abreast of your progress as well.

**SUMMARY**

1. Historically, students who have actively engaged in the site search process and submitted their application materials by the recommended deadlines have successfully secured internship placements.

2. Please keep in mind that Mrs. Koen will work closely with each student in this process and recommend additional sites as needed.

3. Although receiving an offer in February or March reduces anxiety, it is not necessary, nor does it predict one’s eventual satisfaction with the site.

4. The deadline for securing an internship placement for the 2019-2020 academic year is **Friday, 5/10/2019**. Students without an internship placement at that time will need to schedule a meeting with Mrs. Koen, Dr. Laboy, and their Academic Advisor to determine the best course of action.
COUNSELING DEPARTMENT INTERNSHIP SITE LIST FORM

Instructions:

1) This form should be completed in consultation with your clinical seminar instructor prior to its submission to Mrs. Koen and prior to submission of your applications to individual field sites.

2) The completed form should be submitted to Mrs. Koen in person, via email (melissa_koen@williamjames.edu), or via fax (617-477-2070). In the subject line of the email or fax, please put “Internship Site List – your name.” Additionally, please cc your clinical seminar instructor and advisor on this email.

3) The deadline for submission of the Internship Site List Form is Friday, 12/14/2018.

Date:

Student Name:

Emphasis Area (if any):

College-wide Concentration (if any):

Clinical Seminar (CN 501) Instructor:

Advisor:

Sites of Interest (Please write the names exactly as they appear in the database):

6) 

7) 

8) 

9) 

10) 

Signatures:

1) Student: _____________________________________________________________________________________________

2) CN501 Faculty Supervisor or Academic Advisor: ________________________________________________
William James College Consent For Audio And/Or Video Recording of Therapy Sessions

PURPOSE

I would like your permission to make audio and/or video recordings of you during a therapy session. As a master’s degree student in clinical mental health counseling, it is necessary that my work be reviewed by supervisors and/or instructors. The purpose of this review is to provide me with feedback on my work with you. If you agree to be audio and/or video-taped, recordings will only be made with your complete knowledge. At no time will recordings be made without your knowledge.

If you agree to be audio and/or video-taped by signing this consent, you have the right to withdraw this consent at any time.

Any recordings made will be securely stored at all times when not in use.

Recordings will be available only to immediate clinical supervisors, clinical faculty instructors, and other masters-level clinical mental health counseling trainees. They will be used only during supervision and/or clinical training seminars. Every effort will be made to avoid revealing the identity of the client. There will be no names or dates affixed to the recordings. All professionals are legally and ethically bound to keep information confidential.

It is our policy to erase and/or destroy tapes after use.

BENEFITS

If you decide to allow your sessions to be recorded, additional professionals will have an opportunity to comment on the therapy and provide suggestions that may help in our work together.

RISKS AND DISCOMFORTS

The content of the recorded sessions may include personal information. If, at any time, you decide that having this information recorded makes you uncomfortable, you may request that the recording be stopped. If such a request is made, the recording will be immediately stopped. You may also ask, at any time, that your responses be edited from a completed recording.

CONTACTS

If you have any questions or concerns regarding the recording of these sessions, you may contact my Faculty Supervisor, _________________________________ at ____________________________, or the Associate Director of Field Education for the Counseling Department at the William James College, Melissa Koen, M.S., LMHC, by calling 617-564-9417.
SIGNATURES

I confirm that the reasons for the audio and/or video recordings, and the possible risks and discomforts, the policy on confidentiality, as well as potential benefits that I may experience have been explained to me and that I have had the opportunity to ask and have all of my questions answered. I have read this consent form. My signature below indicates my willingness to allow my therapy sessions to be audio and/or videotaped. If I choose not to sign this form, it will not affect my opportunity to receive services.

__________________________________________ Date: __________
Patient’s signature

__________________________________________ Date: __________
Witness/Advocate/Minor-Legal Guardian (if required)

__________________________________________ Date: __________
Additional signature (if required) and relationship to patient
APPLICATION FOR APPROVAL OF JOB OR PRESENT POSITION AS PLACEMENT - PRACTICUM
COUNSELING DEPARTMENT
ACADEMIC YEAR: 2018-2019

Student Name: 
Site Name: 
Site Address: 
Site Telephone #: 

Present Position at Site: 
Date Present Position Started: 

Proposed Clinical Field Supervisor* (attach resume):

Name: 
Degree: 

Phone: 
Email: 

License Type: 
License Number: 

Administrative (Current) Field Supervisor: □ Same as above

Name: 
Degree: 

Phone: 
Email: 

*In order to pursue job-as-placement, a supervisor who meets the LMHC board’s definition of an “Approved Supervisor” must be available to provide weekly supervision. The requirements are outlined below:

The mental health professional must have three years of full-time or the equivalent part-time post-licensure clinical mental health counseling experience who is also:

a. A Massachusetts Licensed Mental Health Counselor (LMHC);
b. A Massachusetts Licensed Independent Clinical Social Worker (LICSW);
c. A Massachusetts Licensed Marriage and Family Therapist (LMFT);
d. A Massachusetts Licensed Psychologist with Health Services Provider Certification;
e. A Massachusetts Licensed Physician with a sub-specialization in psychiatry;
f. A Massachusetts Licensed Nurse Practitioner with a sub-specialization in psychiatry; or

where practice and supervision occur outside of the Commonwealth, an individual who is an independently licensed mental health practitioner with a license or registration equivalent to one listed in (a) through (f)

1. Duties: 
   a. Explain the ways in which the functions carried out with clients, other professionals, and agencies are consistent with the LMHC board’s definition of mental health counseling, which can be found at http://www.mass.gov/ocabr/licensee/dpl-boards/mh/regulations/rules-and-regs/262-cmr-200.html.
b. How much of your time will be allocated to direct client contact, meetings, supervision, paperwork, and other tasks?

2. **Supervision:**
   a. Weekly individual supervision is required. Individual supervision is defined as a meeting of one supervisee with an Approved Supervisor or Contract Supervisor for at least one Supervisory Contact Hour (i.e., 45 consecutive minutes). **Note:** When an Approved Supervisor is not available to provide weekly supervision, then someone with one of the aforementioned licenses may supervise as well. However, a minimum of one hour weekly of individual supervision with an Approved Supervisor are required at the practicum level and at the internship level. Please describe how you will meet the individual supervision requirement.

   b. Group supervision is also required. Group supervision is defined as a meeting of not more than ten mental health supervisees under the direction of an Approved Supervisor for a period of at least one Supervisor Contact Hour (i.e., 45 minutes). **Note:** This requirement is met through the clinical seminar at the college. If you provide group supervision on site, please describe how you will meet the group supervision requirement.

**Signature of Student:**

**Date:**

**Signature of Clinical Field Supervisor:**

**Date:**

Completion of this Application and the Willingness to Participate form does **not** constitute approval of the site for the purpose of training in general or job-as-placement. Any approval is granted for one “placement year” only (typically ten months).

Below this line is for administrative use only:

**Field Education Office Decision:**  
- [ ] Approved  
- [ ] Denied

**Signature of Associate Director of Field Education:**

**Date:**

Return this form to Ms. Laura Bourgeois via email (laura_bourgeois@williamjames.edu).
APPLICATION FOR APPROVAL OF JOB OR PRESENT POSITION AS PLACEMENT - INTERNSHIP
COUNSELING DEPARTMENT
ACADEMIC YEAR: 2018-2019

Student Name:

Site Name:

Site Address:

Site Telephone #:

Present Position at Site:

Date Present Position Started:

Proposed Clinical Field Supervisor* (attach resume):

Name:  

Degree:  

Phone:  

Email:  

License Type:  

License Number:  

Administrative (Current) Field Supervisor:  

Name:  

Degree:  

Phone:  

Email:  

*In order to pursue job-as-placement, a supervisor who meets the LMHC board’s definition of an “Approved Supervisor” must be available to provide weekly supervision. The requirements are outlined below:

The mental health professional must have three years of full-time or the equivalent part-time post-licensure clinical mental health counseling experience who is also:

a. A Massachusetts Licensed Mental Health Counselor (LMHC);
b. A Massachusetts Licensed Independent Clinical Social Worker (LICSW);
c. A Massachusetts Licensed Marriage and Family Therapist (LMFT);
d. A Massachusetts Licensed Psychologist with Health Services Provider Certification;
e. A Massachusetts Licensed Physician with a sub-specialization in psychiatry;
f. A Massachusetts Licensed Nurse Practitioner with a sub-specialization in psychiatry; or
g. where practice and supervision occur outside of the Commonwealth, an individual who is an independently licensed mental health practitioner with a license or registration equivalent to one listed in (a) through (f)

3. **Duties:**
   c. Explain the ways in which the functions carried out with clients, other professionals, and agencies are consistent with the LMHC board’s definition of mental health counseling, which

d. How much of your time will be allocated to direct client contact, meetings, supervision, paperwork, and other tasks?

4. Supervision:
   a. Weekly individual supervision is required. Individual supervision is defined as a meeting of one supervisee with an Approved Supervisor or Contract Supervisor for at least one Supervisory Contact Hour (i.e., 45 consecutive minutes). Note: When an Approved Supervisor is not available to provide weekly supervision, then someone with one of the aforementioned licenses may supervise as well. When an Approved Supervisor is not available to provide weekly supervision, then someone with one of the aforementioned licenses may supervise as well. However, a minimum of one hour weekly of individual supervision with an Approved Supervisor are required at the practicum level and at the internship level. Please describe how you will meet the individual supervision requirement.

   c. Group supervision is also required. Group supervision is defined as a meeting of not more than ten mental health supervisees under the direction of an Approved Supervisor for a period of at least one Supervisor Contact Hour (i.e., 45 minutes). Note: This requirement is met through the clinical seminar at the college. If you provide group supervision on site, please describe how you will meet the group supervision requirement.

   d. Will the individual and group supervision pertaining to the internship be clearly delineated from supervision for the student’s usual work activities (this is required)?
   □ Yes  □ No

5. Potential for professional growth: Explain the ways in which this placement represents for you, the student, an exposure to new and relevant professional skills, including activities and supervision separate and distinct from those associated with work activities. Note: According to 262 CMR 2.00: Requirements for Licensure as a Mental Health Counselor, for internship-level students, “Where the Internship is conducted in the intern's place of employment, the Internship site must provide additional activities and supervision clearly delineated from the intern's usual work activities.”

Signature of Student:

Date:

Signature of Clinical Field Supervisor:
Completion of this Application and the Willingness to Participate form does not constitute approval of the site for the purpose of training in general or job-as-placement. Any approval is granted for one “placement year” only (typically ten months).

Below this line is for administrative use only:

Field Education Office Decision:  ☐ Approved  ☐ Denied

Signature of Associate Director of Field Education:

Date:

Return this form to Ms. Laura Bourgeois via email (laura_bourgeois@williamjames.edu).
MEMORANDUM ABOUT PROFESSIONAL LIABILITY INSURANCE FROM WJC

To: Clinical Mental Health Counseling Practicum and Internship Students

From: Melissa Koen, M.S., LMHC, Associate Director of Field Education

Re: Professional Liability Insurance

Date: August 2018

I would like to clarify the professional liability coverage limits on the insurance that William James College carries for you while you are training in the field.

Our policy covers your professional activities only while you are in a contracted field training site (i.e., during your practicum and internship experiences). This coverage is in effect only during the time that you are registered for the specific field experience (i.e., between the start and end dates specified on your contract).

In addition to being covered under WJC’s policy, we require students to have their own professional liability insurance. This can be accomplished by joining and becoming a member of the American Counseling Association (ACA). As part of the membership, which costs $99.00, you will receive professional liability (“malpractice”) insurance through ACA. This provides coverage for those “enrolled and engaged in a master’s degree counseling curriculum at a post-secondary institution. Coverage is available to ACA student members solely while performing counseling services (e.g., practicum and internship) related to such curriculum.” Please visit the ACA’s website (www.counseling.org, or specifically https://www.counseling.org/membership/aca-and-you/students) for additional information. Another option to obtain student liability insurance is through the Massachusetts Mental Health Counselors Association (MaMHCA). The liability insurance cost is not included in the membership fee. Please visit MaMHCA’s website for more information (www.mamhca.org). Student liability policies, similar to the WJC policy, only cover students while they are in their registered field training experience.

After the academic training year and requirement for field placement has been met, some students may wish to continue at a site where they did their fieldwork (for example, as a summer employment opportunity). In that situation, students need to make sure that they are covered by insurance either through the agency’s malpractice policy, or under a policy that you, the student, hold. Once your practicum or internship is over, you are no longer covered on the WJC policy, EVEN if you remain at the same site.

Please contact me if you have any questions. The American Counseling Association may be reached by phone at 1-800-347-6647, ext. 222 or by email at membership@counseling.org. The Massachusetts Mental Health Counselors Association may be reached by phone at 508-698-0010.
WILLIAM JAMES COLLEGE
Driving and Motor Vehicle Policy
For Student Interns

Purpose
To ensure the safety of students at William James College. This policy is applicable to all students who are responsible for transporting clients in their own personal cars during Field Placements.

Policy
It is the policy of the College that students who transport or may have the potential to transport clients during their Field Placement, to submit to a Motor Vehicle background check. All Motor Vehicle background checks must be completed prior to the student beginning any internship or placement. Students must maintain a clean driving record in accordance with the criteria established below.

Procedure

Massachusetts Residents
1. Field Placement students must complete a Motor Vehicle form authorizing the College to conduct a Motor Vehicle check.
2. The following information must be attached to the form:
   a. Copy of unexpired Insurance Coverage (Declaration Page)* with the student specifically identified on the policy as a covered driver; and
   b. Copy of unexpired Driver’s License.
   c. These forms will need to be renewed annually or upon expiration of the car insurance or Driver’s License, whichever one is sooner.
3. Once received, the College will conduct the background check.

Out-of-state Residents
1. Field Placement students must complete a Motor Vehicle form authorizing the College to conduct a Motor Vehicle check.
2. Depending upon the state in which the student resides, the College may require the student to obtain his or her own Motor Vehicle check. The College will reimburse the student for any out-of-pocket expenses incurred in procuring the Motor Vehicle check.
3. The following information must be attached to the form:
   a. Copy of unexpired Insurance Coverage (Declaration Page)* with the student specifically identified on the policy as a covered driver; and
   b. Copy of unexpired Driver’s License.
   c. These forms will need to be renewed annually or upon expiration of the car insurance or Driver’s License, whichever one is sooner.
4. If the College is able to obtain an out-of-state Motor Vehicle check, one will be conducted upon receipt of the information.

Criteria

(1) The Motor Vehicle Report (MVR) criterion for vehicle operation is set as follows:
(1) No more than three (3) moving violations and/or accidents in the most recent three (3) years;
(2) No more than two (2) moving violations and/or accidents in the most recent year.

(2) Any driver with any of the following “major convictions” in the last three (3) years is unacceptable:
   (1) Suspension or revocation for other than failure to pay fines;
   (2) Driving under the influence of drugs or alcohol;
   (3) Careless driving;
   (4) Leaving the scene of an accident;
   (5) Negligent homicide arising out of the use of a motor vehicle;
   (6) Operating during a period of revocation or suspension;
   (7) Using a motor vehicle for the commission of a felony;
   (8) Aggravated assault with a motor vehicle;
   (9) Operation of a motor vehicle without owners’ authority;
   (10) Operating a motor vehicle while unlicensed;
   (11) Speeding contests;
   (12) Any other criminal use of a motor vehicle; or
   (13) Loss for any other reason.

*Please note this list is not inclusive.*

(3) Students between the ages of 21 and 25 will be allowed to transport clients under the following criteria:
   (1) Possession of a “clean” MVR;
   (2) Possession of a valid Driver’s License for at least three (3) years; and
   (3) Possession of current personal motor vehicle insurance coverage.

If a current student is not able to meet the MVR criteria as documented above, the Director of Field Education will determine alternatives for the student within 30 days of t’s receipt of the MVR.

Upon passing the guidelines set forth in this policy, the student will be allowed to transport or potentially transport or clients in their personal vehicle. However, any student cannot transport more than three individuals at one time, and the student is not permitted to drive 15-passenger vans.

If a student who has been cleared to drive clients loses either his or her license or motor vehicle insurance coverage, the student may be terminated from their Field Placement.

If a student who has been cleared to drive clients is found to have driven a 15-passenger van to transport clients or has transported clients with more than three individuals as passengers, the student may be terminated from their Field Education.

If a current student has been cleared to drive clients incurs a “major conviction” and fails to inform the school and/or the Director of Field Education, the student will be immediately removed from the Field Placement pending further investigation.

If a current student incurs a “major conviction” and informs the school and/or Director of Field
Placement, the student will be immediately removed until the investigation is complete.

All decisions regarding a student’s ability to transport Field Placement clients are made at the discretion of the Director of Field Education and Human Resources. Any exceptions to this policy will be made in writing and must have the approval of the Director of Human Resources and the Vice President of Finance and Operations.

*We ask that students contact their individual insurance company/agent prior to any transport of clients to review policy and/or coverage.*
Motor Vehicle Authorization Form
Student Information

Please note:
The following information must be attached when submitting the MV form for processing. If this information is not included, it will not be processed, delaying your field placement.

a. Copy of unexpired Insurance Coverage (Declaration Page)* with the student specifically identified on the policy as a covered driver; and
b. Copy of unexpired Driver’s License.

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<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
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Maiden Name (or other names(s) by which you have been known

Date of Birth Place of Birth

Mother’s Full Name Father’s Full Name

____________________Mother’s Maiden Name

Social Security Number_____________________

Sex _____ Height_____ Eye Color_______ Race_______

Driver’s License Number or ID Number_____________________

Current & Former Addresses:

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<tr>
<th>Street Name &amp; Number</th>
<th>City /Town</th>
<th>State</th>
<th>Zip</th>
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Name of Field Site: ______________________________________________________________

Name of Automobile Insurance Company: ___________________________________________

How frequently will you be transporting Clients/Patients: _________________________

How far will you be transporting Clients/Patients: _____________________________

*Please provide the College with a copy of your driver’s license and a copy of your insurance policy. Please return completed form with attachments to Denise Feeley (denise_feeley@williamjames.edu, ext. 1200), Executive Assistant, located on the 5th Floor.
COUNSELING DEPARTMENT
M.A. in CLINICAL MENTAL HEALTH COUNSELING
PRACTICUM TRAINING REQUIREMENTS AT-A-GLANCE

Time Commitment: The training year spans September through mid-May. Two required vacation weeks do not count toward the total number of required weeks of training.

Hours Per Week: 12 minimum
Weeks: 30 minimum
Total Hours: 360 minimum

Direct Service Requirements
Total hours of face-to-face client contact: 90 for the entire practicum year

Supervision Requirements
In order to meet the Massachusetts LMHC board regulations, practicum students are required to accrue a minimum of 30 hours of supervision (10 hours minimum of individual, 5 hours minimum of group, and 15 additional hours of individual or group). In order to meet accreditation (CACREP) requirements, weekly individual supervision is required. **A Supervisory Contact Hour is defined as a minimum of 45 consecutive minutes.** The supervision must be distributed as follows:

1. Individual Supervision: weekly for the duration of the practicum
2. Group Supervision (no more than ten mental health supervisees in the group): 5 hours minimum

Approved Supervisors
The mental health professional must have three years of full-time or the equivalent part-time **post-licensure** clinical mental health counseling experience who is also:

a. A Massachusetts Licensed Mental Health Counselor (LMHC);
b. A Massachusetts Licensed Independent Clinical Social Worker (LICSW);
c. A Massachusetts Licensed Marriage and Family Therapist (LMFT);
d. A Massachusetts Licensed Psychologist with Health Services Provider Certification;
e. A Massachusetts Licensed Physician with a sub-specialization in psychiatry;
f. A Massachusetts Licensed Nurse Practitioner with a sub-specialization in psychiatry; or
g. where practice and supervision occur outside of the Commonwealth, an individual who is an independently licensed mental health practitioner with a license or registration equivalent to one listed in (a) through (f)

Other
1. Practicum training sites must provide an emergency contact on-site that is available to the student for consultation in the event that the primary supervisor is unavailable.
2. If the practicum occurs at the student’s place of employment, the site must provide additional activities and supervision that are clearly delineated as separate from the trainee’s usual work activities.
COUNSELING DEPARTMENT
M.A. in CLINICAL MENTAL HEALTH COUNSELING

INTERNSHIP TRAINING REQUIREMENTS AT-A-GLANCE - EMPHASIS: COUPLES & FAMILY THERAPY

**Time Commitment:** The training year spans September through mid-May. Two required vacation weeks do not count toward the total number of required weeks of training.

- Hours per Week: 20 minimum
- Weeks: 30 minimum
- Total Hours: 600 minimum

**Direct Service Requirements**
Total hours of face-to-face client contact: 240 for the entire internship year

**Supervision Requirements**
In order to meet the Massachusetts LMHC and LMFT board regulations, internship students are required to accrue a minimum of 70 hours of supervision (40 hours minimum of individual, 30 hours minimum of group). In order to meet accreditation (CACREP) requirements, weekly individual supervision is required. A Supervisory Contact Hour is defined as a minimum of 45 consecutive minutes. The supervision must be distributed as follows:

1. **Individual Supervision:** weekly for the duration of the internship (25 hours need to be direct observation or audio or videotape supervision). **Note:** Individual supervision is a meeting of one supervisee with an Approved Supervisor or Contract Supervisor for at least one Supervisory Contact Hour.

2. **Group Supervision:**
   a. LMHC: 15 hours minimum (regularly scheduled meeting of not more than 10 mental health supervisees under the direction of an Approved Supervisor or Contract Supervisor for a period of at least one Supervisor Contact Hour).
   b. LMFT: 15 hours minimum (regularly scheduled meeting of marriage and family supervision of not more than 6 practitioners, plus an approved supervisor, for a period of at least 1.5 hours). **Note:** Clinical seminar at the College can meet this requirement, assuming the instructor is an Approved Supervisor as defined below)

**Approved Supervisors**
The mental health professional must have three years of full-time or the equivalent part-time post-licensure clinical mental health counseling experience who is also:

a. A Massachusetts Licensed Mental Health Counselor (LMHC);
b. A Massachusetts Licensed Independent Clinical Social Worker (LICSW);
c. A Massachusetts Licensed Marriage and Family Therapist (LMFT);
d. A Massachusetts Licensed Psychologist with Health Services Provider Certification;
e. A Massachusetts Licensed Physician with a sub-specialization in psychiatry;
f. where practice and supervision occur outside of the Commonwealth, an individual who is an independently licensed mental health practitioner with a license or registration equivalent to one listed in (a) through (e)

**Important Note:** If the supervisor is not a marriage and family therapist designated as an “approved supervisor” by the AAMFT to supervise practice of marriage and family therapists, then he/she must

1. have had primary supervisory responsibility for two practitioners providing marriage and family therapy for a period of two years or the equivalent, OR
2) hold either a teaching or supervisory position in a recognized educational institution, institute or agency which trains marriage and family therapists, provides clinical services to individuals, couples and families on a regular basis, or offers graduate degrees in marriage and family therapy or a related field.

Other

1. Internship training sites must provide an emergency contact on-site that is available to the student for consultation in the event that the primary supervisor is unavailable.
2. If the internship occurs at the student’s place of employment, the site must provide additional activities and supervision that are clearly delineated as separate from the intern’s usual work activities.

Relevant definitions from 262 CMR 2.00: Requirements for Licensure as a Mental Health Counselor (http://www.mass.gov/ocabr/licensee/dpl-boards/mh/regulations/rules-and-regs/262-cmr-200.html)

1) Group Supervision: A regularly scheduled meeting of not more than ten mental health supervisees under the direction of an Approved Supervisor or Contract Supervisor for a period of at least one Supervisory Contact Hour. "Peer" supervision groups do not constitute Group Supervision.

2) Individual Supervision: A meeting of one supervisee with an Approved Supervisor or Contract Supervisor for at least one Supervisory Contact Hour.

Relevant definitions from 262 CMR 3.00: Requirements for Licensure as a Marriage and Family Therapist (http://www.mass.gov/ocabr/licensee/dpl-boards/mh/regulations/rules-and-regs/262-cmr-300.html)

1) Group Supervision: A regularly scheduled meeting of marriage and family therapy supervision of not more than six practitioners, plus an approved supervisor, for a period of at least 1½ hours "Peer" supervision will not be considered to be qualifying supervision for these purposes.

2) Marriage and Family Therapy: The rendering of professional mental health services to individuals, family groups, couples, groups or organizations (public or private) for compensation, monetary or otherwise. Said professional services shall include applying principles, methods and therapeutic techniques to individuals, family groups, couples, groups or organizations (public or private) for the purpose of resolving emotional conflict, modifying perceptions and behavior, enhancing communication and understanding among family members and the prevention of family and individual crises. Marriage and family therapists may also engage in psychotherapy of a non-medical nature with appropriate referrals to psychiatric resources and other mental health professionals and organizations.
COUNSELING DEPARTMENT
M.A. in CLINICAL MENTAL HEALTH COUNSELING

INTERNSHIP TRAINING REQUIREMENTS AT-A-GLANCE - EMPHASIS: EXPRESSIVE ARTS THERAPY

Time Commitment: The training year spans September through mid-May. Two required vacation weeks do not count toward the total number of required weeks of training.

Hours per Week: 20 minimum
Weeks: 30 minimum
Total Hours: 600 minimum

Direct Service Requirements
Total hours of face-to-face client contact: 240 for the entire internship year

Supervision Requirements
In order to meet the Massachusetts LMHC board regulations, internship students are required to accrue a minimum of 45 hours of supervision (15 hours minimum of individual, 15 hours minimum of group, and 15 additional hours of individual or group). In order to meet accreditation (CACREP) requirements, weekly individual supervision is required. A Supervisory Contact Hour is defined as a minimum of 45 consecutive minutes. The supervision must be distributed as follows:

1) Individual Supervision: weekly for the duration of the internship
2) Group Supervision (no more than ten mental health professionals in the group): 15 hours minimum

Approved Supervisors
The mental health professional must have three years of full-time or the equivalent part-time post-licensure clinical mental health counseling experience who is also:

a. A Massachusetts Licensed Mental Health Counselor (LMHC);
b. A Massachusetts Licensed Independent Clinical Social Worker (LICSW);
c. A Massachusetts Licensed Marriage and Family Therapist (LMFT);
d. A Massachusetts Licensed Psychologist with Health Services Provider Certification;
e. A Massachusetts Licensed Physician with a sub-specialization in psychiatry;
f. A Massachusetts Licensed Nurse Practitioner with a sub-specialization in psychiatry; or
g. where practice and supervision occur outside of the Commonwealth, an individual who is an independently licensed mental health practitioner with a license or registration equivalent to one listed in (a) through (f)

Important Consideration: You must be supervised by an expressive arts therapist, which may be accomplished in one of the two following ways:
1) If the student has one supervisor, that person must meet the aforementioned requirements and have a background in expressive arts (i.e., REAT, ATR, ATR-BC, RDT, FMT-BC, or LCAT). The LMHC board regulations stipulate that a minimum of 15 of the 45 hours of required supervision must be in individual supervision. However, for students pursuing a degree in Counseling in Expressive Arts Therapy, a minimum of 30 of the 45 hours of required supervision must be in individual supervision with an arts-based provider.

2) If the student’s supervisor who meets the aforementioned LMHC board requirements does not have a background in expressive arts, then the student needs an additional supervisor. The additional supervisor must have a background in expressive arts (i.e., REAT, ATR, ATR-BC, RDT, FMT-BC, or LCAT), two years of full-time, post-degree experience, and provide 30 hours of individual supervision above and beyond the 45 hours of supervision required by the LMHC board.
Other

1. Internship training sites must provide an emergency contact on-site that is available to the student for consultation in the event that the primary supervisor is unavailable.

2. If the internship occurs at the student’s place of employment, the site must provide additional activities and supervision that are clearly delineated as separate from the intern’s usual work activities.
COUNSELING DEPARTMENT
M.A. in CLINICAL MENTAL HEALTH COUNSELING

INTERNSHIP TRAINING REQUIREMENTS AT-A-GLANCE - EMPHASIS: FORENSIC & CORRECTIONAL COUNSELING

Time Commitment: The training year spans September through mid-May. Two required vacation weeks do not count toward the total number of required weeks of training.

Hours per Week: 20 minimum
Weeks: 30 minimum
Total Hours: 600 minimum

Direct Service Requirements
Total hours of face-to-face client contact: 240 for the entire internship year

Supervision Requirements
In order to meet the Massachusetts LMHC board regulations, internship students are required to accrue a minimum of 45 hours of supervision (15 hours minimum of individual, 15 hours minimum of group, and 15 additional hours of individual or group). In order to meet accreditation (CACREP) requirements, weekly individual supervision is required. A Supervisory Contact Hour is defined as a minimum of 45 consecutive minutes. The supervision must be distributed as follows:

3) Individual Supervision: weekly for the duration of the internship
4) Group Supervision (no more than ten mental health professionals in the group): 15 hours minimum

Approved Supervisors
The mental health professional must have three years of full-time or the equivalent part-time post-licensure clinical mental health counseling experience who is also:

a. A Massachusetts Licensed Mental Health Counselor (LMHC);

b. A Massachusetts Licensed Independent Clinical Social Worker (LICSW);

c. A Massachusetts Licensed Marriage and Family Therapist (LMFT);

d. A Massachusetts Licensed Psychologist with Health Services Provider Certification;

e. A Massachusetts Licensed Physician with a sub-specialization in psychiatry;

f. A Massachusetts Licensed Nurse Practitioner with a sub-specialization in psychiatry; or

g. where practice and supervision occur outside of the Commonwealth, an individual who is an independently licensed mental health practitioner with a license or registration equivalent to one listed in (a) through (f)

Other

1. Internship training sites must provide an emergency contact on-site that is available to the student for consultation in the event that the primary supervisor is unavailable.

2. If the internship occurs at the student’s place of employment, the site must provide additional activities and supervision that are clearly delineated as separate from the intern’s usual work activities.
COUNSELING DEPARTMENT  
M.A. in CLINICAL MENTAL HEALTH COUNSELING  

INTERNSHIP TRAINING REQUIREMENTS AT-A-GLANCE - GENERAL TRACK  

**Time Commitment:** The training year spans September through mid-May. Two required vacation weeks do not count toward the total number of required weeks of training.  

Hours per Week: 20 minimum  
Weeks: 30 minimum  
Total Hours: 600 minimum  

**Direct Service Requirements**  
Total hours of face-to-face client contact: 240 for the entire internship year  

**Supervision Requirements**  
In order to meet the Massachusetts LMHC board regulations, internship students are required to accrue a minimum of 45 hours of supervision (15 hours minimum of individual, 15 hours minimum of group, and 15 additional hours of individual or group). In order to meet accreditation (CACREP) requirements, weekly individual supervision is required. **A Supervisory Contact Hour is defined as a minimum of 45 consecutive minutes.** The supervision must be distributed as follows:  

5) Individual Supervision: weekly for the duration of the internship  
6) Group Supervision (no more than ten mental health professionals in the group): 15 hours minimum  

**Approved Supervisors**  
The mental health professional must have three years of full-time or the equivalent part-time post-licensure clinical mental health counseling experience who is also:  

a. A Massachusetts Licensed Mental Health Counselor (LMHC);  
b. A Massachusetts Licensed Independent Clinical Social Worker (LICSW);  
c. A Massachusetts Licensed Marriage and Family Therapist (LMFT);  
d. A Massachusetts Licensed Psychologist with Health Services Provider Certification;  
e. A Massachusetts Licensed Psychologist with a sub-specialization in psychiatry;  
f. A Massachusetts Licensed Nurse Practitioner with a sub-specialization in psychiatry; or  
g. where practice and supervision occur outside of the Commonwealth, an individual who is an independently licensed mental health practitioner with a license or registration equivalent to one listed in (a) through (f)  

**Other**  
1. Internship training sites must provide an emergency contact on-site that is available to the student for consultation in the event that the primary supervisor is unavailable.  
2. If the internship occurs at the student’s place of employment, the site must provide additional activities and supervision that are clearly delineated as separate from the intern’s usual work activities.
COUNSELING DEPARTMENT
M.A. in CLINICAL MENTAL HEALTH COUNSELING

INTERNSHIP TRAINING REQUIREMENTS AT-A-GLANCE - EMPHASIS: HEALTH & BEHAVIORAL MEDICINE

Time Commitment: The training year spans September through mid-May. Two required vacation weeks do not count toward the total number of required weeks of training.

Hours per Week: 20 minimum
Weeks: 30 minimum
Total Hours: 600 minimum

Direct Service Requirements
Total hours of face-to-face client contact: 240 for the entire internship year

Supervision Requirements
In order to meet the Massachusetts LMHC board regulations, internship students are required to accrue a minimum of 45 hours of supervision (15 hours minimum of individual, 15 hours minimum of group, and 15 additional hours of individual or group). In order to meet accreditation (CACREP) requirements, weekly individual supervision is required. A Supervisory Contact Hour is defined as a minimum of 45 consecutive minutes. The supervision must be distributed as follows:

7) Individual Supervision: weekly for the duration of the internship
8) Group Supervision (no more than ten mental health professionals in the group): 15 hours minimum

Approved Supervisors
The mental health professional must have three years of full-time or the equivalent part-time post-licensure clinical mental health counseling experience who is also:

a. A Massachusetts Licensed Mental Health Counselor (LMHC);
b. A Massachusetts Licensed Independent Clinical Social Worker (LICSW);
c. A Massachusetts Licensed Marriage and Family Therapist (LMFT);
d. A Massachusetts Licensed Psychologist with Health Services Provider Certification;
e. A Massachusetts Licensed Physician with a sub-specialization in psychiatry;
f. A Massachusetts Licensed Nurse Practitioner with a sub-specialization in psychiatry; or
g. where practice and supervision occur outside of the Commonwealth, an individual who is an independently licensed mental health practitioner with a license or registration equivalent to one listed in (a) through (f)

Other
1. Internship training sites must provide an emergency contact on-site that is available to the student for consultation in the event that the primary supervisor is unavailable.
2. If the internship occurs at the student’s place of employment, the site must provide additional activities and supervision that are clearly delineated as separate from the intern’s usual work activities.
Instructions: 2018-2019 Field Education Training Contract – Practicum Level

Each year, the Field Education Training Contract is completed to formalize a training relationship between the student and his/her practicum site.

This contract is for all practicum-level students in the general Clinical Mental Health Counseling program, including those in the following departmental emphasis areas: 1) couples & family therapy, 2) expressive arts therapy, 3) forensic and correctional counseling, and 4) health and behavioral medicine.

The contract is due on Friday, 9/21/2018. It must be completed and submitted before the student can begin working with clients.

This information allows us to document the student’s training site and proposed duration/hours of training; the name, degree, license, and contact information for the supervisor(s); and to learn about the student’s individual training goals. All of this information is required for WJC’s liability insurance policy, which covers the student for his/her contracted training experience. It also spells out the responsibilities for the Field Supervisor, the Faculty Supervisor, and the student.

When completing this form, please be mindful of the following:

a) Pay particular attention to start and end dates on the contract to ensure a minimum of 30 weeks of training in addition to 2 weeks of vacation (i.e., a minimum of 32 weeks between the start and end dates). The earliest start date you may specify is Monday, 8/27/2018, and the earliest end date you may specify is Friday, 4/26/2019. The latest end date internship-level students may specify is Friday, 5/24/2019, in order to meet eligibility requirements to graduate in June.

b) It is critical that the supervisor’s name, degree, and email address are recorded accurately on the form.

c) The contract should be completed with and signed by the primary supervisor (i.e., licensed mental health professional at your training site) and submitted to William James College BEFORE the student is permitted to begin seeing clients.

d) By completing and signing the contract, the student is confirming that he/she has registered with Time2Track and that he/she will be using this tool on a weekly basis throughout the training year.

e) After submission, changes to the contract (e.g., supervisor, end date, etc.) must be formalized by completing an addendum (available on MyCampus) and receiving approval from Ms. Koen.

f) Once the form is completed and signed by the student and Field Supervisor, the student must submit the contract to the Faculty Supervisor for their signature. Once signed, the student should provide a photocopy of the form to all parties for their records (student and supervisor will need to reference the learning goals to complete interim and final evaluations). The Faculty Supervisor will turn in the original contract to the Field Education Department Coordinator, Laura Bourgeois (laura_bourgeois@williamjames.edu; Workspace #215C).

g) If the form is incomplete when it is submitted, it will be returned to the student. If, for some reason, the student is not able to submit the form by the deadline, please notify the Faculty Supervisor and Laura Bourgeois (laura_bourgeois@williamjames.edu) in advance. In the subject line of the email, please put “2018-2019 Field Education Training Contract – [LAST NAME].”
Counseling Department  
Field Education Training Contract 2018-2019  
PRACTICUM LEVEL

Program: M.A. in Clinical Mental Health Counseling

Area(s) of Emphasis:

- African & Caribbean Mental Health
- Forensic & Correctional Counseling
- Latino Mental Health
- Couples & Family Therapy
- Global Mental Health
- Military & Veterans Psychology
- Health & Behavioral Medicine

The following student:

<table>
<thead>
<tr>
<th>Name:</th>
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is placed as a trainee at:

<table>
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<tr>
<th>Site Name:</th>
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<tr>
<th>Address:</th>
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<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
</table>

Please check one:  

- [ ] Paid Field Placement  
  Please indicate amount of stipend: $ __________ per year

- [ ] Unpaid Field Placement  
  [ ] Job as Placement

TERM OF CONTRACT:

The field placement will begin _____/_____/2018 and will end on _____/_____/2019

NOTE: Two required vacation weeks do not count toward the total number of required weeks of training.

- [ ] Practicum  
  12-16 hours/week (minimum of 360 hours per year required for practicum)

Please indicate what days/hours you will be at site: __________________________________________________________

The student will have experience in the following areas/activities: (check all that apply)

<table>
<thead>
<tr>
<th>SERVICES/TRAINING:</th>
<th>SETTING:</th>
<th>MODALITY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Assessment/Intake</td>
<td>□ Clinic/Community Mental Health Center</td>
<td>□ Individual</td>
</tr>
<tr>
<td>□ Community Outreach</td>
<td>□ Corrections</td>
<td>□ Group</td>
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<tr>
<td>□ Consultation</td>
<td>□ Day Treatment or Partial Program</td>
<td>□ Couples</td>
</tr>
<tr>
<td>□ Crisis Intervention</td>
<td>□ Hospital: □ Inpatient □ Outpatient</td>
<td>□ Family</td>
</tr>
<tr>
<td>□ Developmental Disorders and LD</td>
<td>□ Nursing Home/Assisted Living Facility</td>
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<td>□ Evaluation</td>
<td>□ School</td>
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<tr>
<td>□ Forensic</td>
<td>□ University Counseling Center</td>
<td></td>
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<tr>
<td>□ Health Psychology</td>
<td>□ Other:</td>
<td></td>
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<tr>
<td>□ Lesbian, Gay, Bisexual, Transgender</td>
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<tr>
<td>□ Major Mental Illness</td>
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<td>□ Milieu Therapy</td>
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<td>□ Multicultural Affairs</td>
<td>□ Child</td>
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<td>□ Rehabilitation</td>
<td>□ Adolescent</td>
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<td>□ Stress Management</td>
<td>□ Adult</td>
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<td>□ Substance Abuse</td>
<td>□ Geriatric</td>
<td></td>
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<tr>
<td>□ Therapy</td>
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<tr>
<td>□ Trauma/PTSD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**POPULATION:**

- [ ] Child
- [ ] Adolescent
- [ ] Adult
- [ ] Geriatric

**Note:** The student’s clinical or applied materials may be used in the academic setting for the purpose of training. Issues of confidentiality and protection of case anonymity will be respected in all presentations at William James College.
**SUPERVISION (Please print)**

<table>
<thead>
<tr>
<th>Primary On-Site Supervisor*:</th>
<th>Secondary Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Type:</td>
<td>License Type:</td>
</tr>
<tr>
<td>Number:</td>
<td>Number:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
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</tbody>
</table>

*Primary on-site supervisor must be an 1) LMHC, LICSW, LMFT, Licensed Psychologist, Physician with a sub-specialization in psychiatry, or Nurse Practitioner with a sub-specialization in psychiatry; 2) have 3 years of full-time or equivalent part-time post-licensure clinical mental health counseling experience; and 3) agrees to:

1. Ensure that the student has the required minimum level of **direct client contact** hours during the training year:
   - Year 1 Practicum = 90 hours

2. Ensure that the student receives the required minimum number of **direct supervision** hours, supervision occurs on at least a weekly basis, each supervision hour is a minimum of 45 consecutive minutes, and the supervision counts as part of the student’s total contracted hours:
   - Year 1 Practicum = 30 hours

3. Ensure that the student has the required **distribution of supervision** hours during the training year:
   - Year 1 Practicum = 10 hours individual, 5 hours group, and 15 additional hours that may be individual or group

4. Provide supervision that takes into consideration:
   a) The student’s developmental level as a counselor-in-training and academic experience at the College (the student will provide the supervisor with relevant course outlines)
   b) The College’s curricular goals and competencies for students
   c) The student’s individual applied learning goals, which include:
      i. __________________________________________________________________________________________________________
      ii. __________________________________________________________________________________________________________
      iii. __________________________________________________________________________________________________________
      iv. __________________________________________________________________________________________________________
      v. __________________________________________________________________________________________________________

4. Provide site access to the College’s Directors of Field Education, their designee, and College faculty.

5. Complete timely written evaluations at the end of each semester using William James College forms.

**ANY CHANGES TO THIS CONTRACT ARE SUBJECT TO THE APPROVAL OF THE ASSOCIATE DIRECTOR OF FIELD EDUCATION.**

**SIGNATURES:**

<table>
<thead>
<tr>
<th>Primary On-Site Supervisor:</th>
<th>Date: / /2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Supervisor:</td>
<td>Date: / /2018</td>
</tr>
<tr>
<td>Student:</td>
<td>Date: / /2018</td>
</tr>
</tbody>
</table>

I have registered for Time2Track: ________ (Student must initial here)

I understand that I must complete and return this contract to William James College before seeing clients: ________ (Student must initial here)
PRACTICUM ROLES/RESPONSIBILITIES

Practicum involves the collaboration of a number of professionals in order to ensure a meaningful educational experience for the counseling students. The student, instructor, and on-field supervisor must each play a role in creating this experience. Listed below are the role/responsibilities of each of these individuals as described by CACREP and endorsed by the William James Counseling Department faculty.

The Student:
The role of practicum students is to engage in an on-site clinical experience that results in the development and enhancement of their skills as a professional counselor. It is expected that students will behave in a professional manner and will abide by both the American Counseling Association and the American Mental Health Counseling Association’s Code of Ethics at all times.

Student’s Responsibilities:
1. To commit 360 clock hours to a site, including 90 hours spent in direct service. Direct service hours are those in which the student is working directly with individuals, families, or groups, and in the milieu offering counseling. The 270 hours that can be devoted to indirect service include all other relevant professional activities on-site, including listening to recordings and record-keeping. Examples of appropriate activities are in-service training, participation in staff meetings, educational activities on site, preventive interventions, consultation, observation, supervision, and readings, among others.
2. To arrange a weekly, one-hour supervision schedule with the on-field supervisor that meets the needs of both the student and the site.
3. To attend the weekly practicum class that provides group supervision on campus by the Faculty Supervisor.
4. To write case notes on all clients and complete all other paperwork connected to practicum.
5. To meet all other course requirements.
6. To meet any additional requirements as determined by the Field Supervisor (e.g., onsite group supervision).

Associate Director of Field Education:
The role of the Associate Director of Field Education is to facilitate field placements and assist in communication among students, Faculty Supervisors, and Field Supervisors.

Associate Director of Field Education’s Responsibilities:
1. To meet with practicum students upon admission and prior to the practicum course to provide orientation to the practicum search process and field experience.
2. To provide guidance and support during the preparation of materials and throughout the field site search.
3. To investigate all potential sites to determine their appropriateness for practicum, especially as it pertains to compliance with accreditation, licensing and other regulations.
4. To make site visits prior to the establishment of a new training site, and as necessary and/or feasible thereafter.
5. To follow up with any special circumstances regarding practicum sites and/or students. To communicate with Faculty Supervisors regarding such circumstances.

Clinical Skills and Practicum I (CN501) and Practicum II (CN502) Faculty Supervisor:
In both semesters, the role of the Faculty Supervisor is to help students learn and begin to master skills essential to helping relationships and the competent practice of counseling and psychotherapy while having the opportunity to observe and practice under supervision in a field setting. An additional goal is to facilitate the group supervision component of the practicum experience, which involves providing a forum for discussing professional practice and development issues as they arise over the course of the training year. Students must...
be enrolled in the practicum class, which will be led by the Faculty Supervisor, and who will have ultimate responsibility for assigning the practicum grade (after reviewing the evaluations by the Field Supervisor).

**Practicum Faculty Supervisor’s Responsibilities:**

1. To conduct weekly group supervision during practicum class on campus.
2. To offer the student supervision of recorded counseling sessions.
3. To communicate several times per semester with the Field Supervisor regarding the clinical ability of the student as determined through supervision.
4. To read all case notes turned in by the student.
5. To maintain a record of communications with the Field Supervisor.
6. To review all records of all practicum activity engaged in by the student.
7. To review the student evaluations from the Site Supervisor.
8. To assign a grade at the end of the semester based on the student’s performance.
9. To provide on-call emergency supervision.

**Field Supervisor:**

The role of the Field Supervisor is to provide on-site supervision and coordination for the practicum student and to coordinate the field experience with the Faculty Supervisor.

**Field Supervisor’s Responsibilities:**

1. To organize the practicum experience and assure that the student will have an opportunity to work with appropriate clients.
2. To help orient the student to the site.
3. To provide appropriate space for the student to meet with clients.
4. To monitor the practicum generally in order to determine that the student’s needs and the client’s needs are met.
5. To provide weekly one-hour individual supervision.
6. To communicate on a regular basis with the Faculty Supervisor about the student’s progress, and immediately if there are any problems.
7. To provide the Faculty Supervisor with evaluation of the student’s overall performance and professionalism during the practicum.
8. To be available to the student in case of emergency.

**OTHER INFORMATION REGARDING PRACTICUM**

1. **Site Visits/Communication with Site:** Within the first week of classes, an email/telephone contact is initiated by the Faculty Supervisor. At this time, requirements for the course and the field supervisor’s role are reviewed. Site visits are conducted within the department on an ongoing basis and/or when circumstances warrant such a visit.

2. **Field Education Training Contract:** The Field Education Training Contract needs to be submitted before the student is permitted to begin working with clients in any capacity. Students are responsible for collecting signatures and ensuring that the contract is submitted by 9/21/2018. The student will complete the Field Education Training Contract with the Field Supervisor, including the training goals for the training year, and bring the original (signed by the Field Supervisor and by the student) to the Faculty Supervisor for their signature. Once the form is signed, the student should provide a photocopy of the form to all parties for their records (student and supervisor will need to reference the learning goals to complete the interim and final evaluations). The Faculty Supervisor will turn in the original contract to the Field Education Department Coordinator. After submission, changes to your contract
(e.g., supervisor, end date, etc.) must be formalized by completing an addendum (available on MyCampus) and receiving approval from Mrs. Koen, the Associate Director for Field Education.

3. **Audio Recording**: Audio recording of sessions with clients is encouraged in practicum, where the site allows for it. You must be able to play your recordings in supervision. Digital recorders with speakers provide the best clarity. It is the student’s responsibility to ensure that recordings can be easily heard by supervisors.

4. **Practicum is not offered during the summer**. This is due to the fact that acquiring the specified hours, as well as ensuring a beneficial learning experience is difficult within such a shortened time span. Students who are matriculated in practicum in the spring semester who need to continue hours after the semester will be enrolled in FP100 Extended Field Placement until they complete the required hours.

5. **General Criteria for Appropriate Practicum Sites**
   a. Site must have a credentialed supervisor with an advanced degree in counseling or a related field who will assume responsibility as a Field Supervisor, has at least 3 years of full-time or equivalent part-time post-licensure clinical mental health counseling experience, and who is also:
      i. A Massachusetts Licensed Mental Health Counselor (LMHC);
      ii. A Massachusetts Licensed Independent Clinical Social Worker (LICSW);
      iii. A Massachusetts Licensed Marriage and Family Therapist (LMFT);
      iv. A Massachusetts Licensed Psychologist with Health Services Provider Certification;
      v. A Massachusetts Licensed Physician with a sub-specialization in psychiatry;
      vi. A Massachusetts Licensed Nurse Practitioner with a sub-specialization in psychiatry;
   b. Practicum training sites must provide an emergency contact on-site that is available to the student for consultation in the event that the primary supervisor is unavailable.
   c. The site must provide ongoing weekly supervision.
   d. Site must have a steady supply of clients who will be referred to the practicum student.
   e. Site must provide counseling space most of the time for the student to use for purposes of confidentiality.
   f. Practicum students must be able to accumulate 90 hours of direct client contact over the span of two academic semesters.
   g. Practicum students may be able to record sessions for clinical supervision purposes where permitted by the site and with appropriate client or guardian consent.
2018-2019 Field Education Training Contract Instructions – Internship Level

Each year, the Field Education Training Contract is completed to formalize a training relationship between the student and his/her practicum site.

This contract is for internship-level students in the general Clinical Mental Health Counseling program, as well as those in all college-wide concentrations and departmental emphasis areas, EXCEPT the Couples & Family Therapy emphasis area.

Note: There is a different contract for internship-level students in the Couples & Family Therapy emphasis area.

The contract is due on Friday, 9/21/2018. It must be completed and submitted before the student can begin working with clients.

This information allows us to document the student’s training site and proposed duration/hours of training; the name, degree, license, and contact information for the supervisor(s); and to learn about the student’s individual training goals. All of this information is required for WJC’s liability insurance policy, which covers the student for his/her contracted training experience. It also spells out the responsibilities for the Field Supervisor, the Faculty Supervisor, and the student.

When completing this form, please be mindful of the following:

a) Pay particular attention to start and end dates on the contract to ensure a minimum of 30 weeks of training in addition to 2 weeks of vacation (i.e., a minimum of 32 weeks between the start and end dates). The earliest start date you may specify is Monday, 8/27/2018, and the earliest end date you may specify is Friday, 4/26/2019. The latest end date internship-level students may specify is Friday, 5/24/2019, in order to meet eligibility requirements to graduate in June.

b) It is critical that the supervisor’s name, degree, and email address are recorded accurately on the form.

c) The contract should be completed with and signed by the primary supervisor (i.e., licensed mental health professional at your training site) and submitted to William James College BEFORE the student is permitted to begin seeing clients.

d) By completing and signing the contract, the student is confirming that he/she has registered with Time2Track and that he/she will be using this tool on a weekly basis throughout the training year.

e) After submission, changes to the contract (e.g., supervisor, end date, etc.) must be formalized by completing an addendum (available on MyCampus) and receiving approval from Ms. Koen.

f) Once the form is completed and signed by the student and Field Supervisor, the student will submit the contract to the student’s Faculty Supervisor for their signature. Once the form is signed, the student should provide a photocopy of the form to all parties for their records (student and supervisor will need to reference the learning goals to complete the interim and final evaluations). The Faculty Supervisor will turn in the original contract to the Field Education Department Coordinator (laura_bourgeois@williamjames.edu; Workspace #215C.).

g) If the form is incomplete when it is submitted, it will be returned to the student. If, for some reason, the student is not able to submit the form by the deadline, please notify the Faculty Supervisor and Laura Bourgeois (laura_bourgeois@williamjames.edu) in advance. In the subject line of the email, please put “2018-2019 Field Education Training Contract – [LAST NAME].”
Counseling Department
Field Education Training Contract 2018-2019

INTERNSHIP LEVEL

Program: M.A. in Clinical Mental Health Counseling

Area(s) of Emphasis:
- African & Caribbean Mental Health
- Global Mental Health
- Military & Veterans Psychology
- Expressive Arts Therapy
- Health & Behavioral Medicine
- Forensic & Correctional Counseling
- Latino Mental Health

The following student:

Name:

is placed as a trainee at:

Site Name:
Address:
City:    State:    Zip:

Please check one: □ Paid Field Placement  Please indicate amount of stipend: $ ___________ per year

□ Unpaid Field Placement  □ Job as Placement

TERM OF CONTRACT:

The field placement will begin _____/_____/2018 and will end on _____/_____/2019

NOTE: Two required vacation weeks do not count toward the total number of required weeks of training.

□ Internship  20-24 hours/week (minimum of 600 hours per year required for internship)

Please indicate what days/hours you will be at site: ____________________________________________________________

The student will have experience in the following areas/activities: (check all that apply)

<table>
<thead>
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<th>MODALITY:</th>
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<td>□ Couples</td>
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<td>□ Crisis Intervention</td>
<td>□ Hospital: □ Inpatient □ Outpatient</td>
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<td>□ Developmental Disorders and LD</td>
<td>□ Nursing Home/Assisted Living Facility</td>
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<td>□ Evaluation</td>
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<td>□ University Counseling Center</td>
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<td>□ Health Psychology</td>
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<td>□ Lesbian, Gay, Bisexual, Transgender</td>
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<td>□ Trauma/PTSD</td>
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POPULATION:

Note: The student’s clinical or applied materials may be used in the academic setting for the purpose of training. Issues of confidentiality and protection of case anonymity will be respected in all presentations at William James College.
**SUPERVISION (Please print)**

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*Primary on-site supervisor must be an 1) LMHC, LICSW, LMFT, Licensed Psychologist, Physician with a sub-specialization in psychiatry, or Nurse Practitioner with a sub-specialization in psychiatry; 2) have 3 years of full-time or equivalent part-time post-licensure clinical mental health counseling experience; and 3) agrees to:

1. Ensure that the student has the required minimum level of direct client contact hours during the training year:
   - Year 2 Internship = 240 hours

2. Ensure that the student receives the required minimum number of direct supervision hours, supervision occurs on at least a weekly basis, each supervision hour is a minimum of 45 consecutive minutes, and the supervision counts as part of the student’s total contracted hours:
   - Year 2 Internship = 45 hours

3. Ensure that the student has the required distribution of supervision hours during the training year:
   - Year 2 Internship = 15 hours individual, 15 hours group, and 15 additional hours that may be individual or group

4. Provide supervision that takes into consideration:
   - d) The student’s developmental level as a counselor-in-training and academic experience at the College (the student will provide the supervisor with relevant course outlines)
   - e) The College’s curricular goals and competencies for students
   - f) The student’s individual applied learning goals, which include:
     - I. ________________________________________________
     - II. ________________________________________________
     - III. ________________________________________________
     - IV. ________________________________________________
     - V. ________________________________________________

5. Provide site access to the College’s Directors of Field Education, their designee, and College faculty.

6. Complete timely written evaluations at the end of each semester using William James College forms.

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**ANY CHANGES TO THIS CONTRACT ARE SUBJECT TO THE APPROVAL OF THE ASSOCIATE DIRECTOR OF FIELD EDUCATION.**

**SIGNATURES:**

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<thead>
<tr>
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<td>Date: / /2018</td>
</tr>
<tr>
<td>Student:</td>
<td>Date: / /2018</td>
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</tbody>
</table>

I have registered for Time2Track: ________ (Student must initial here)

I understand that I must complete and return this contract to William James College before seeing clients: ________ (Student must initial here)
ADDENDUM TO FIELD EDUCATION CONTRACT - INTERNSHIP ROLES/RESPONSIBILITIES

Internship involves the collaboration of a number of professionals in order to ensure a meaningful educational experience for the counseling students. The student, instructor, and on-field supervisor must each play a role in creating this experience. Listed below are the role/responsibilities of each of these individuals as described by CACREP and endorsed by the William James College faculty.

The Student:
The role of internship students is to engage in an on-site clinical experience that results in the development and enhancement of professional counseling skills. It is expected that students will behave in a professional manner and will abide by the American Counseling Association and the American Mental Health Counselors Association’s Code of Ethics at all times. Students must be considerate of the demands on the field supervisor and accommodate the needs of the site, as well as their learning needs.

Student’s Responsibilities:
1. To commit at least 600 clock hours to a site, including 240 hours spent in direct service. Direct service hours are those in which the student is working directly with individuals, families, or groups, and in the milieu offering counseling. The 360 hours that can be devoted to indirect service include all other relevant professional activities on-site, including listening to recordings and record-keeping. Examples of appropriate activities are in-service training, participation in staff meetings, educational activities on site, preventive interventions, consultation, observation, supervision, and readings, among others.
2. To arrange a weekly, one-hour individual supervision schedule with the Field Supervisor that meets the needs of both the student and the site.
3. To attend the weekly internship class that provides group supervision on campus by the Faculty Supervisor.
4. To write case notes on all clients and complete all other paperwork connected to internship.
5. To meet all other course requirements.
6. To meet any additional requirements as determined by the Field Supervisor (e.g., onsite group supervision).

Associate Director of Field Education:
The role of the Associate Director of Field Education is to facilitate field placements and assist in communication among students, Faculty Supervisors, and Field Supervisors.

Associate Director of Field Education Responsibilities:
1. To meet with internship students in November prior to their enrollment in the internship course for the following academic year to provide orientation about the internship search and application process.
2. To provide guidance and support during the preparation of materials and throughout the field site search.
3. To investigate all potential sites to determine their appropriateness for internship.
4. To make site visits prior to the establishment of a new training site, and as necessary and/or feasible thereafter.
5. To follow up with any special circumstances regarding internship sites and/or students. To make necessary communications to the internship instructor regarding such circumstances.

Mental Health Counseling Internship I and II Instructor/Faculty Supervisor:
The role of the faculty supervisor during internship is to coordinate the internship class (the group supervision portion of the internship experience). In addition, the faculty supervisor maintains communication with the Field Supervisors.

**Mental Health Counseling Internship I and II Instructor/Faculty Supervisor’s Responsibilities:**

1. To conduct weekly group supervision during practicum class on campus.
2. To offer the student supervision of recorded counseling sessions.
3. To communicate several times per semester with the Field Supervisor regarding the clinical ability of the student as determined through supervision.
4. To read all case notes turned in by the student.
5. To maintain a record of communications with the Field Supervisor.
6. To review all records of all internship activity engaged in by the student.
7. To review the student evaluations from the Site Supervisor.
8. To assign a grade at the end of the semester based on the student’s performance.
9. To provide on-call emergency supervision.

**The Field Supervisor:**

The role of the field supervisor is to provide the on-site portion of the supervision to the student during the internship experience. This is a voluntary position. Students must be considerate of the time and effort provided by supervisors.

**Field Supervisor’s Responsibilities:**

1. To organize the practicum experience and assure that the student will have an opportunity to work with appropriate clients.
2. To help orient the student to the site.
3. To provide appropriate space for the student to meet with clients.
4. To monitor the internship generally in order to determine that the student’s needs and the client’s needs are met.
5. To provide weekly one-hour individual supervision.
6. To communicate on a regular basis with the Faculty Supervisor about the student’s progress, and immediately if there are any problems.
7. To provide the Faculty Supervisor with evaluation of the student’s overall performance and professionalism during the practicum.
8. To be available to the student in case of emergency.

**OTHER INFORMATION REGARDING INTERNSHIP**

1. **Site Visits/Communication with Site:** Within the first week of classes, an email/telephone contact is initiated by the Faculty Supervisor. At this time, requirements for the course and the field supervisor’s role are reviewed. Site visits are conducted within the department on an ongoing basis and/or when circumstances warrant such a visit.

6. **Field Education Training Contract:** The Field Education Training Contract needs to be submitted before the student is permitted to begin working with clients in any capacity. Students are responsible for collecting signatures and ensuring that the contract is submitted by 9/21/2018. The student will complete the Field Education Training Contract with the Field Supervisor, including the training goals for the training year, and bring the original (signed by the Field Supervisor and by the student) to the Faculty Supervisor for their signature. Once the form is signed, the student should provide a photocopy...
of the form to all parties for their records (student and supervisor will need to reference the learning goals to complete the interim and final evaluations). The Faculty Supervisor will turn in the original contract to the Field Education Department Coordinator. After submission, changes to your contract (e.g., supervisor, end date, etc.) must be formalized by completing an addendum (available on MyCampus) and receiving approval from Mrs. Koen, the Associate Director for Field Education.

2. **Audio Recording**: Audio recording of sessions with clients is encouraged in internship, where the site allows for it. You must be able to play your recordings in supervision. Digital recorders with speakers provide the best clarity. It is the student’s responsibility to ensure that recordings can be easily heard by supervisors.

3. **Internship is not offered during the summer.** This is due to the fact that acquiring the specified hours, as well as ensuring a beneficial learning experience is difficult within such a shortened time span. Graduating students who have not finished their internship hours by the end of May, will be allowed to walk in the commencement ceremony, but will have to be enrolled in FP100 Extended Field Placement for the summer session and will receive their degree and diploma at the end of August.

4. **General Criteria for Appropriate Internship Sites**
   a. The site must have a credentialed supervisor with an advanced degree in counseling or a related field who will assume responsibility as a Field Supervisor, has at least 3 years of full-time or equivalent part-time post-licensure clinical mental health counseling experience, and who is also:
      i. A Massachusetts Licensed Mental Health Counselor (LMHC);
      ii. A Massachusetts Licensed Independent Clinical Social Worker (LICSW);
      iii. A Massachusetts Licensed Marriage and Family Therapist (LMFT);
      iv. A Massachusetts Licensed Psychologist with Health Services Provider Certification;
      v. A Massachusetts Licensed Physician with a sub-specialization in psychiatry;
      vi. A Massachusetts Licensed Nurse Practitioner with a sub-specialization in psychiatry;
      or where practice and supervision occur outside of the Commonwealth, an individual who is an independently licensed mental health practitioner with a license or registration equivalent to one listed in (a) through (f)
   b. Internship training sites must provide an emergency contact on-site that is available to the student for consultation in the event that the primary supervisor is unavailable.
   c. The site must provide ongoing weekly supervision.
   d. The site must have a steady supply of clients who will be referred to the practicum student.
   e. The site must provide counseling space most of the time for the student to use for purposes of confidentiality.
   f. Internship students must be able to accumulate 240 hours of direct client contact over the span of two academic semesters.
   g. Internship students may be able to record sessions for clinical supervision purposes where permitted by the site and with appropriate client or guardian consent.
2018-2019 Field Education Training Contract Instructions – Internship Level

Each year, the Field Education Training Contract is completed to formalize a training relationship between the student and his/her internship site.

This contract is for internship-level students in the Couples and Family Therapy departmental emphasis area within the M.A. in Clinical Mental Health Counseling program.

The contract is due on Friday, 9/21/2018. It must be completed and submitted before the student can begin working with clients.

This information allows us to document the student’s training site and proposed duration/hours of training; the name, degree, license, and contact information for the supervisor(s); and to learn about the student’s individual training goals. All of this information is required for WJC’s liability insurance policy, which covers the student for his/her contracted training experience. It also spells out the responsibilities for the Field Supervisor, the Faculty Supervisor, and the student.

When completing this form, please be mindful of the following:

a) Pay particular attention to start and end dates on the contract to ensure a minimum of 30 weeks of training in addition to 2 weeks of vacation (i.e., a minimum of 32 weeks between the start and end dates). The earliest start date you may specify is Monday, 8/27/2018, and the earliest end date you may specify is Friday, 4/26/2019. The latest end date internship-level students may specify is Friday, 5/24/2019, in order to meet eligibility requirements to graduate in June.

b) It is critical that the supervisor’s name, degree, and email address are recorded accurately on the form.

c) The contract should be completed with and signed by the primary supervisor (i.e., licensed mental health professional at your training site) and submitted to William James College BEFORE the student is permitted to begin seeing clients.

d) By completing and signing the contract, the student is confirming that he/she has registered with Time2Track and that he/she will be using this tool on a weekly basis throughout the training year.

e) After submission, changes to the contract (e.g., supervisor, end date, etc.) must be formalized by completing an addendum (available on MyCampus) and receiving approval from Ms. Koen.

f) Once the form is completed and signed by the student and Field Supervisor, the student will submit the contract to the student’s Faculty Supervisor for their signature. Once the form is signed, the student should provide a photocopy of the form to all parties for their records (student and supervisor will need to reference the learning goals to complete the interim and final evaluations). The Faculty Supervisor will turn in the original contract to the Field Education Department Coordinator.

(g) If the form is incomplete when it is submitted, it will be returned to the student. If, for some reason, the student is not able to submit the form by the deadline, please notify the Faculty Supervisor and Laura Bourgeois (laura_bourgeois@williamjames.edu) in advance. In the subject line of the email, please put “2018-2019 Field Education Training Contract – [LAST NAME].”
Counseling Department
Field Education Training Contract 2018-2019
INTERNSHIP LEVEL

Program: M.A. in Clinical Mental Health Counseling
Area of Emphasis: Couples and Family Therapy

College-wide Concentration (if Applicable):

- African & Caribbean Mental Health
- Latino Mental Health
- Global Mental Health
- Military & Veterans Psychology

The following student:

Name:

is placed as a trainee at:

Site Name:
Address:
City: State: Zip:

Please check one:

- Paid Field Placement
  - Please indicate amount of stipend: $ __________ per year
- Unpaid Field Placement
  - Job as Placement

TERM OF CONTRACT:

The field placement will begin _____/_____/2018 and will end on _____/_____/2019

NOTE: Two required vacation weeks do not count toward the total number of required weeks of training.
- Internship 20-24 hours/week (minimum of 600 hours per year required for internship)

Please indicate what days/hours you will be at site: ____________________________________________________________

The student will have experience in the following areas/activities: (check all that apply)

<table>
<thead>
<tr>
<th>SERVICES/TRAINING:</th>
<th>SETTING:</th>
<th>MODALITY:</th>
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<tbody>
<tr>
<td>Assessment/Intake</td>
<td>Clinic/Community Mental Health Center</td>
<td>Individual</td>
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<td>Community Outreach</td>
<td>Corrections</td>
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Note: The student's clinical or applied materials may be used in the academic setting for the purpose of training. Issues of confidentiality
**Counseling Department Field Education Contract 2018-2019**  
**Page 2**

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*Primary on-site supervisor must be an 1) LMHC, LICSW, LMFT, Licensed Psychologist, Physician with a sub-specialization in psychiatry, or Nurse Practitioner with a sub-specialization in psychiatry and 2) have 3 years of full-time or equivalent part-time post-licensure clinical mental health counseling experience. If the supervisor is not a marriage and family therapist designated as an “approved supervisor” by the AAMFT to supervise practice of marriage and family therapists, then he/she must have had primary supervisory responsibility for two practitioners providing marriage and family therapy for a period of two years or the equivalent. Additionally, the supervisor agrees to:

1. Ensure that the student has the required minimum level of direct client contact hours during the training year:
   - **Year 2 Internship = 240 hour**

2. Ensure that the student receives the required minimum number of direct supervision hours, supervision occurs on a weekly basis, each supervision hour is a minimum of 45 consecutive minutes, and the supervision counts as part of the student’s total contracted hours:
   - **Year 2 Internship = 40 hours individual, 15 hours group**

   **Important Note #1:** 25 of the 40 individual supervision hours must be in direct observation or audio or videotape supervision.

   **Important Note #2:** Group supervision consistent with the LMHC board regulations must be provided by the internship site. Group supervision consistent with the LMFT board regulations will be provided by William James College.

3. Provide supervision that takes into consideration:
   - g) The student’s developmental level as a counselor-in-training and academic experience at the College (the student will provide the supervisor with relevant course outlines)
   - h) The College’s curricular goals and competencies for students
   - i) The student’s individual applied learning goals, which include:
     - I. ..................................................................................................................
     - II. ...............................................................................................................
     - III. .............................................................................................................
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4. Provide site access to the College’s Directors of Field Education, their designee, and Faculty Supervisors.
Internship involves the collaboration of a number of professionals in order to ensure a meaningful educational experience for the counseling students. The student, instructor, and on-field supervisor must each play a role in creating this experience. Listed below are the role/responsibilities of each of these individuals as described by CACREP and endorsed by the William James College faculty.

**The Student:**
The role of internship students is to engage in an on-site clinical experience that results in the development and enhancement of professional counseling skills. It is expected that students will behave in a professional manner and will abide by the American Counseling Association and the American Mental Health Counselors Association’s *Code of Ethics* at all times. Students must be considerate of the demands on the field supervisor and accommodate the needs of the site, as well as their learning needs.

**Student’s Responsibilities:**

1. **To commit at least 600 clock hours to a site, including 240 hours spent in direct service.** Direct service hours are those in which the student is working directly with individuals, families, or groups, and in the milieu offering counseling. The 360 hours that can be devoted to indirect service include all other relevant professional activities on-site, including listening to recordings and record-keeping. Examples of appropriate activities are in-service training, participation in staff meetings, educational activities on site, preventive interventions, consultation, observation, supervision, and readings, among others.

2. **To arrange a weekly, one-hour individual supervision schedule with the Field Supervisor that meets the needs of both the student and the site.**

3. **To attend the weekly internship class that provides group supervision on campus by the Faculty Supervisor.**

4. **To write case notes on all clients and complete all other paperwork connected to internship.**

5. **To meet all other course requirements.**

6. **To meet any additional requirements as determined by the Field Supervisor (e.g., onsite group supervision).**
**Associate Director of Field Education:**

The role of the Associate Director of Field Education is to facilitate field placements and assist in communication among students, Faculty Supervisors, and Field Supervisors.

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1. To meet with internship students in November prior to their enrollment in the internship course for the following academic year to provide orientation about the internship search and application process.
2. To provide guidance and support during the preparation of materials and throughout the field site search.
3. To investigate all potential sites to determine their appropriateness for internship.
4. To make site visits prior to the establishment of a new training site, and as necessary and/or feasible thereafter.
5. To follow up with any special circumstances regarding internship sites and/or students. To make necessary communications to the internship instructor regarding such circumstances.

**Mental Health Counseling Internship I and II Instructor/Faculty Supervisor:**

The role of the faculty supervisor during internship is to coordinate the internship class (the group supervision portion of the internship experience). In addition, the faculty supervisor maintains communication with the Field Supervisors.

**Mental Health Counseling Internship I and II Instructor/Faculty Supervisor’s Responsibilities:**

1. To conduct weekly group supervision during internship class on campus.
2. To offer the student supervision of recorded counseling sessions.
3. To communicate several times per semester with the Field Supervisor regarding the clinical ability of the student as determined through supervision.
4. To read all case notes turned in by the student.
5. To maintain a record of communications with the Field Supervisor.
6. To review all records of all internship activity engaged in by the student.
7. To review the student evaluations from the Site Supervisor.
8. To assign a grade at the end of the semester based on the student's performance.
9. To provide on-call emergency supervision.

**The Field Supervisor:**

The role of the field supervisor is to provide the on-site portion of the supervision to the student during the internship experience. This is a voluntary position. Students must be considerate of the time and effort provided by supervisors.

**Field Supervisor’s Responsibilities:**

1. To organize the internship experience and assure that the student will have an opportunity to work with appropriate clients.
2. To help orient the student to the site.
3. To provide appropriate space for the student to meet with clients.
4. To monitor the internship generally in order to determine that the student's needs and the client's needs are met.
5. To provide weekly one-hour individual supervision.
6. To communicate on a regular basis with the Faculty Supervisor about the student’s progress, and immediately if there are any problems.
7. To provide the Faculty Supervisor with evaluation of the student's overall performance and professionalism during the practicum.
8. To be available to the student in case of emergency.

OTHER INFORMATION REGARDING INTERNSHIP

1. Site Visits/Communication with Site: Within the first week of classes, an email/telephone contact is initiated by the Faculty Supervisor. At this time, requirements for the course and the field supervisor's role are reviewed. Site visits are conducted within the department on an ongoing basis and/or when circumstances warrant such a visit.

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4. Internship is not offered during the summer. This is due to the fact that acquiring the specified hours, as well as ensuring a beneficial learning experience is difficult within such a shortened time span. Graduating students who have not finished their internship hours by the end of May, will be allowed to walk in the commencement ceremony, but will have to be enrolled in FP100 Extended Field Placement for the summer session and will receive their degree and diploma at the end of August.

5. General Criteria for Appropriate Internship Sites
   a. The site must have a credentialed supervisor with an advanced degree in counseling or a related field who will assume responsibility as a Field Supervisor, has at least 3 years of full-time or equivalent part-time post-licensure clinical mental health counseling experience, and who is also:
      i. A Massachusetts Licensed Mental Health Counselor (LMHC);
      ii. A Massachusetts Licensed Independent Clinical Social Worker (LICSW);
      iii. A Massachusetts Licensed Marriage and Family Therapist (LMFT);
iv. A Massachusetts Licensed Psychologist with Health Services Provider Certification;

v. A Massachusetts Licensed Physician with a sub-specialization in psychiatry;

vi. A Massachusetts Licensed Nurse Practitioner with a sub-specialization in psychiatry; or where practice and supervision occur outside of the Commonwealth, an individual who is an independently licensed mental health practitioner with a license or registration equivalent to one listed in (a) through (f)

b. Internship training sites must provide an emergency contact on-site that is available to the student for consultation in the event that the primary supervisor is unavailable.

c. The site must provide ongoing weekly one hour individual supervision.

d. The site must have a steady supply of clients who will be referred to the internship student.

e. The site must provide counseling space most of the time for the student to use for purposes of confidentiality.

f. Internship students must be able to accumulate 240 hours of direct client contact over the span of two academic semesters.

g. Internship students may be able to record sessions for clinical supervision purposes where permitted by the site and with appropriate client or guardian consent.
Examples – Practicum/Internship Field Education Contract Learning Goals

Ethics and Professional Development
1) Understand ethical issues and considerations pertaining to the treatment setting in which I am working
2) Learn about and maintain electronic medical records/charts

Assessment and Diagnosis
1) Learn to conduct initial intakes, mental status exams, and assess for safety, dangerousness and domestic violence risks
2) Become more fully conscious of specialized assessment needs by population (for example, juveniles in the court system)
3) Learn to conduct biopsychosocial assessments
4) Practice writing skills as related to the evaluative process
5) Learn to write treatment goals in a lucid and succinct manner
6) Learn to conduct crisis management work

Counseling, Prevention, and Intervention
1) Learn how to build rapport and trust, communicate empathy, and establish a therapeutic relationship with clients
2) Increase my understanding of the therapeutic alliance
3) Maintain effective therapeutic relationships with individual clients and/or with clients in a group treatment setting
4) Learn to work with the elder mental health population within the community
5) Learn to conduct short-term and long-term individual psychotherapy
6) Learn to co-lead psychotherapy groups with adolescents and adults
7) Integrate and apply theories and research learned in courses to case conceptualization, treatment planning, and intervention strategies
8) Engage in psychotherapeutic activities with family members of identified patient
9) Utilize supervision effectively to understand the therapeutic relationship and to more easily identify and work with transference and countertransference
10) Learn to tailor mental health interventions to individuals with differing mental health concerns
11) Learn the most prominent and evidence-based models of intervention
12) Learn to provide psychotherapeutic services outside of the standard treatment setting (for example, within the community)
13) Develop knowledge of inpatient hospital setting
14) Learn about the relationship of substance abuse and trauma
15) Learn about the role of medication with clients and my role in the coordination of treatments

Cultural Competence
1) Enhance clinical competence with patients from diverse social and cultural backgrounds
2) Build multicultural competence both as it pertains to the clinical dyad and to self as a developing clinician
3) Acquire experience with persons from backgrounds different from my own
4) Explore culture within each individual’s context

Consultation, Collaboration, and Advocacy
1) Learn about school as a system
2) Learn wraparound services model of care
3) Learn to become a contributing member of a multidisciplinary team
4) Learn about resources available to clients/community resources/referrals
Counseling Department
Addendum - Field Education Training Contract 2018-2019
Supervisor Change

Name: ______________________________________________________________________________________

Date: ______/_____/____

Site Name: ______________________________________________________________________________________

Address: ______________________________________________________________________________________

City: ______________________ State: ___________ Zip: ___________

As of the above date, the following change in supervisor(s) occurred:

<table>
<thead>
<tr>
<th>SUPERVISION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Supervisor:</td>
<td>Secondary Supervisor:</td>
</tr>
<tr>
<td>Degree &amp; License:</td>
<td>Degree &amp; License:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURES:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Supervisor:</td>
<td>Date: / /</td>
</tr>
<tr>
<td>Faculty Supervisor:</td>
<td>Date: / /</td>
</tr>
<tr>
<td>Associate Director of Field Education:</td>
<td>Date: / /</td>
</tr>
<tr>
<td>Student:</td>
<td>Date: / /</td>
</tr>
</tbody>
</table>

Once complete, please submit this form to Laura Bourgeois in person (Workstation #215C), or via email (laura_bourgeois@williamjames.edu) or fax (617-564-9381).
Counseling Department  
Addendum - Field Education Training Contract 2018-2019  
Contract Dates Change

Name: _______________________________________________________________________________________
Date: _____/_____/_____

Site Name: _____________________________________________________________________________________
Address: _______________________________________________________________________________________
City: _______________________________ State: ___________ Zip: ___________

As of the above date, the following change in contract dates occurred:

<table>
<thead>
<tr>
<th>ORIGINAL CONTRACT DATES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>START:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEW CONTRACT DATES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>START:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Supervisor: Date: / /</td>
</tr>
<tr>
<td>Faculty Supervisor: Date: / /</td>
</tr>
<tr>
<td>Associate Director of Field Education: Date: / /</td>
</tr>
<tr>
<td>Student: Date: / /</td>
</tr>
</tbody>
</table>

Once complete, please submit this form to Laura Bourgeois in person (Workstation #215C), or via email (laura_bourgeois@williamjames.edu) or fax (617-564-9381).
### STUDENT EVALUATION OF FIELD EDUCATION PLACEMENT AND SUPERVISOR

<table>
<thead>
<tr>
<th>Name of Site</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type:</th>
<th>Avg. # contracted hours per week</th>
<th>Estimated # actual hours per week</th>
<th>Paid?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Rating Scale:** (1) Strongly Disagree, (2) Disagree, (3) Neutral, (4) Agree, (5) Strongly Agree

#### Supervision Rating:

**Primary Supervisor:**

- ...conducted on a punctual and regular weekly basis ...
- ...thorough ........................................... 5
- ...provided direction ................................
- ...conceptually rich ................................
- ...conducted in a respectful manner .............
- ...culturally competent ............................

I felt my primary supervisor...

- ...understood my experience at the site ...........
- ...was able to provide constructive feedback regarding client issues ................................
- ...effectively helped me manage my case load ....
- ...helped me understand my personal reactions to clients ..............................................

**Secondary Supervisor:**

- ...conducted on a punctual and regular weekly basis ...
- ...thorough ........................................... 5
- ...provided direction ................................
- ...conceptually rich ................................
- ...conducted in a respectful manner .............
- ...culturally competent ............................

I felt my secondary supervisor...

- ...understood my experience at the site ...........
- ...was able to provide constructive feedback regarding client issues ................................
- ...effectively helped me manage my case load ....
- ...helped me understand my personal reactions to clients ..............................................

**Comments for primary supervision:**

**Secondary Supervisor:**

**Comments for secondary supervision:**

**Staff Rating (in general):**

**Clinical staff at site (in general):**

- Staff communicated well with each other ...........
- Staff treated students with respect ..................
- Staff morale seemed high ............................
- Minority staff were available for consultation / supervision .............................................

**Support staff at site (in general):**

- Staff communicated well with each other ...........
- Staff morale seemed high ............................
- Staff treated trainees with respect ...............
Comments for administrative, support and clinical staff:

**Training, Setting and Personal Safety Ratings:**

<table>
<thead>
<tr>
<th>Training at site:</th>
<th>Physical setting at site:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Included training on proper documentation.................................</td>
<td>Trainees had adequate office space for paperwork .....</td>
</tr>
<tr>
<td>Was conducted on a punctual and weekly basis.........................</td>
<td>Trainees had adequate space for clinical work.............</td>
</tr>
<tr>
<td>Guest speakers were included ..........................................</td>
<td>Trainees generally had a phone available for their use .............................................</td>
</tr>
<tr>
<td>Seminars were interesting / stimulating ..................................</td>
<td>Trainees generally had a computer available for their use ..........................</td>
</tr>
<tr>
<td>Multicultural training was available...................................</td>
<td></td>
</tr>
</tbody>
</table>

**Personal safety issues:**

- I was oriented about safety procedures at the site ......
- I received training regarding handling emergencies.....
- I received training about dealing with aggressive clients...........

**Comments for training, setting, and personal safety issues:**

**Additional Questions for Trainees:**

| Trainees received an appropriate orientation to the site .................. | Trainees received regular feedback about their performance .............................. |
| Site was open to feedback regarding a trainee’s clinical training ................ | The site was physically safe in terms of the building, parking and work expectations ..... |
| Supervision covered the full range of student training activities ................ | Any concerns were adequately addressed .... |
| If applicable, there was respect and planning for trainees who require accommodations«AQAccomod» | Cultural factors were adequately addressed .... «AQCultural» |

**Additional Comments:**

«Comment»
Procedures and Policies Regarding Comprehensive Assessments of Student Competencies while enrolled in the M.A. in Clinical Mental Health Counseling program at William James College

The procedures and policies document was adapted from Columbia University Teachers College Counseling Programs, and the specific instrument, the Professional Counseling Performance Evaluation (PCPE), which was developed by Southwest Texas State University is intact in its content, with the exception of a few clarifications that were noted with footnotes.

The following policy was adapted from the American Psychological Association Student Competence Task Force of the Council of Chairs of Training Councils (CCTCT) on December 4, 2003 and follows the American Counseling Association’s (ACA, 1995) Code of Ethics and Standards of Practice—this statement is policy that governs our training program (both masters and doctoral) in terms of the evaluation of student academic and professional competencies:

Students in training programs that lead to license eligibility in psychology and mental health counseling (at the masters, doctoral, internship and post-degree level) should know—before their training begins—that their faculty, training staff, and supervisors have a professional, ethical, and potentially legal obligation to: (a) evaluate the interpersonal competence and emotional well-being of student trainees who are under their supervision and who provide services to clients and consumers, and (b) ensure—insofar as possible—that the trainees who complete their programs are competent to manage future relationships (e.g., client, collegial, professional, public, scholarly, supervisory, teaching) in an effective and appropriate manner. Because of this commitment, professional graduate programs in mental health have an ethical obligation to screen out students with issues or problems (e.g., cognitive, emotional, psychological, interpersonal, technical, and ethical) that may interfere with professional competence to other programs, the profession, employers or the public at large.

Therefore, within a developmental framework and with appropriate regard for the inherent power differences between student and faculty, students and trainees should know that their faculty, training staff and supervisors will evaluate their competence in areas beyond the acquisition of general didactic knowledge in the form of theory and specific content. These professional competencies which will be observed and evaluated in didactic and experiential course work with a systematic academic evaluation of counseling competencies include, but are not limited to, demonstration of sufficient:

a) interpersonal and professional competence (e.g., the ways students relate to diverse individuals, groups, and organizations including clients, peers, faculty, staff, allied professionals and the public);

b) self-awareness, self-reflection, and self-evaluation (e.g., knowledge of the content and the potential impact of one’s own beliefs and values on diverse individuals, groups, and organizations including clients, peers, faculty, staff, allied professionals and the public); openness to processes of supervision (e.g., the ability and willingness to explore issues that interfere with the appropriate provision of care or impede the professional
development or functioning); and

c) resolution of problems or issues that interfere with professional development or functioning in a satisfactory manner (e.g., by responding constructively to feedback from supervisors or program faculty; by participating in personal therapy in order to resolve problems or issues).

Students will be evaluated on the above items as a part of their academic and field education training performance. Issues in meeting these expectations can lead to program intervention, including change of program status, course failures or program dismissal. However, faculty aims to work with students on these issues when they arise to aid them in meeting these expectations.
Interpersonal competence evaluation agreement - Professional Counseling Performance Evaluation (PCPE):

There is a well-established relationship between clinical competence and personal and professional development; therefore, counselor educators have a professional and an ethical obligation to evaluate student development in areas other than academic performance and skills acquisition. CACREP (2000), ACA (1995), and AOA (2002) ethical guidelines require counselor educators to assess and evaluate students’ professional and personal growth and development and ensure competence in these areas. These areas include, but are not limited to: 1) interpersonal and professional competence; 2) self-awareness, self-reflection, and self-evaluation; and 3) multicultural sensitivity and awareness in professional and interpersonal interactions. As a result, you will be assessed using the Professional Counseling Performance Evaluation Form. This form will be used to evaluate students and to provide feedback on skill levels in communication, counseling skills, ethical practice, and personality or behavior traits that interfere with providing professional counseling at an acceptable skill level. A poor evaluation on the PCPE will result in either being referred to the faculty review committee for review and remediation plan and/or failing the class. Failing the course would only occur if you were to receive a rating of 0 on one or more of the evaluation areas.

I ______________________________, have read the above statement regarding the evaluation process (Print Name) using the PCPE and I understand that I will be evaluated using this instrument in all CCPJ coursework.

_______________________________  _______________________________
Signature                                      Date
Interpersonal Competence

Experiential

PROFESSIONAL COUNSELING PERFORMANCE EVALUATION (PCPE):

There is a well-established relationship between clinical competence and personal and professional development; therefore, counselor educators have a professional and an ethical obligation to evaluate student development in areas other than academic performance and skills acquisition. CACREP (2000), ACA (1995), and AOA (2002) ethical guidelines require counselor educators to assess and evaluate students’ professional and personal growth and development and ensure competence in these areas. These areas include, but are not limited to: 1) interpersonal and professional competence; 2) self-awareness, self-reflection, and self-evaluation; and 3) multicultural sensitivity and awareness in professional and interpersonal interactions. As a result, you will be assessed at the end of the Fall semester and the Spring semester using the Professional Counseling Performance Evaluation Form, a copy to be found in the Department’s page on MyCampus. Your Field Supervisor will fill it out. You may also be evaluated with this form in case of deficiencies noted by any faculty member, which will be attached to a Corrective Action Notice. This form will be used to evaluate students and to provide feedback on skill levels in communication, counseling skills, ethical practice, and personality or behavior traits that interfere with providing professional counseling at an acceptable skill level. A poor evaluation on the PCPE will result in either being referred to the Department Chair or designee for review and remediation plan and/or failing the class. Failing the course would only occur if you were to receive a rating of 0 on one or more of the evaluation areas.

Didactic

PROFESSIONAL COUNSELING PERFORMANCE EVALUATION (PCPE):

There is a well-established relationship between clinical competence and personal and professional development; therefore, counselor educators have a professional and an ethical obligation to evaluate student development in areas other than academic performance and skills acquisition. CACREP (2000), ACA (1995), and APA (2002) ethical guidelines require counselor educators to assess and evaluate students’ professional and personal growth and development and ensure competence in these areas. These areas include, but are not limited to: 1) interpersonal and professional competence; 2) self-awareness, self-reflection, and self-evaluation; and 3) multicultural sensitivity and awareness in professional and interpersonal interactions. As a result, you will be assessed at the end of the Fall semester and the Spring semester using the Professional Counseling Performance Evaluation Form, a copy to be found in the Department’s page on MyCampus. Your Faculty Supervisor will fill it out; if you are not in a seminar course, your advisor will fill it out. You may also be evaluated with this form in case of deficiencies noted by any faculty member, which will be attached to a Corrective Action Notice. Although this class is didactic in nature with letter grades assigned to written and oral work, a poor evaluation on the PCPE will result in either being referred to the Department Chair or designee for review and remediation plan and/or failing the class. Failing the course would only occur if you were to receive a rating of 0 on one or more of the evaluation areas.
Professional Counseling Performance Evaluation (PCPE)

Student ________________________________  Semester ________________________________
Person Initiating the Form __________________________________________________________
Area of concern (i.e., Course Number) ________________________________________________
Date ________________________________

Rating Scale

N No opportunity to observe
0 Does not meet criteria for program level
1 Meets criteria minimally or inconsistently for program level
2 Meets criteria consistently at this program level

A. Counseling Skills and Abilities

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The student demonstrates the ability to establish relationships in such a manner that a therapeutic alliance can be created.</td>
<td>N</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>2. The student demonstrates therapeutic communication skills including:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Creating appropriate structure – setting the boundaries of the helping frame and maintaining boundaries throughout the work such as setting parameters for meeting time and place, maintaining time limits, etc.</td>
<td>N</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>b. Understanding content – understanding the primary elements of the client’s story.</td>
<td>N</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>c. Understanding context – understanding the uniqueness of the client’s story elements and their underlying meanings.</td>
<td>N</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>d. Responding to feelings – identifying client affect and addressing those feelings in a therapeutic manner.</td>
<td>N</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>e. Congruence – genuineness; external behavior consistent with internal affect.</td>
<td>N</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>f. Establishing and communicating empathy – taking the perspective of the client without over identifying and communicating this experience to the client.</td>
<td>N</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>g. Non-verbal communication – demonstrates effective use of head, eyes, hands, feet, posture, voice, attire, etc.</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>h.</td>
<td>Immediacy – staying in the here and now</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>i.</td>
<td>Timing – responding at the optimal moment</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>j.</td>
<td>Intentionality – responding with a clear understanding of the therapist’s therapeutic intention</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>k.</td>
<td>Self-disclosure – skillful and carefully considered for a specific therapeutic purpose</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>3.</td>
<td>The student demonstrates awareness of power differences in the therapeutic relationship and manages these differences therapeutically.</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>4.</td>
<td>The student collaborates with the client to establish clear therapeutic goals.</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>5.</td>
<td>The student facilitates movement toward client goals.</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>6.</td>
<td>The student demonstrates the capacity to match appropriate interventions to the presenting clinical profile in a theoretically consistent manner.</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>7.</td>
<td>The student creates a safe clinical environment.</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>8.</td>
<td>The student demonstrates analysis and resolution of ethical dilemmas.</td>
<td>N</td>
<td>0</td>
</tr>
</tbody>
</table>

**B. Professional Responsibility**

<table>
<thead>
<tr>
<th></th>
<th>1. The student conducts self in an ethical manner so as to promote confidence in the counseling profession.</th>
<th>N</th>
<th>0</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>The student relates to peers, professors, and others in a manner consistent with stated professional standards.</td>
<td>N</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3.</td>
<td>The student demonstrates sensitivity to real and ascribed differences in power between themselves and others, and does not exploit or mislead other people during or after professional relationships.</td>
<td>N</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

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1 Rate this item as appropriate with consideration of student's individual physical and cultural differences.
2 Rate this item such that it includes professional attire.
### Competence

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>N</th>
<th>0</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>The student demonstrates application of legal requirements relevant to counseling training and practice.</td>
<td>N</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>N</th>
<th>0</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>The student provides only those services and applies only those techniques for which she/he is qualified by education, training, and experience.</td>
<td>N</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

### Maturity

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>N</th>
<th>0</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>The student demonstrates appropriate self-control (such as anger control, impulse control) in interpersonal relationships with faculty, peers, and clients.</td>
<td>N</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>N</th>
<th>0</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>The student demonstrates honesty, fairness, and respect for others.</td>
<td>N</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>N</th>
<th>0</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>The student demonstrates an awareness of his/her own belief systems, values, needs, and limitations and the effect of these on his/her work.</td>
<td>N</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>N</th>
<th>0</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>The student demonstrates the ability to receive, integrate, and utilize feedback from peers, teachers, and supervisors.</td>
<td>N</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>N</th>
<th>0</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>The student exhibits appropriate levels of self-assurance, confidence, and trust in own ability.</td>
<td>N</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

---

3 Rate this item as it refers to student’s ability to meet required standards such as maintaining confidentiality, providing informed consent, following HIPAA rules, mandated reporting.

4 Rate this item such that it addresses the student’s ability to respond appropriately to constructive feedback.

5 Rate this item as appropriate with consideration of student’s individual physical and cultural differences.

6 Rate this item inclusive of the “awareness” component of cultural competence.
6. The student follows professionally recognized conflict resolution processes, seeking to informally address the issue first with the individual(s) with whom the conflict exists. | N | 0 | 1 | 2 |

E. **Integrity**

1. The student refrains from making statements which are false, misleading, or deceptive. | N | 0 | 1 | 2 |

2. The student avoids improper and potentially harmful dual relationships. | N | 0 | 1 | 2 |

3. The student respects the fundamental rights, dignity, and worth of all people. | N | 0 | 1 | 2 |

4. The student respects the rights of individuals to privacy, confidentiality, and choices regarding self-determination and autonomy. | N | 0 | 1 | 2 |

5. The student respects cultural, individual, and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status. | N | 0 | 1 | 2 |
Counseling Department
Field Supervisor Evaluation of Practicum and Internship Students

If you have any questions along the way or need additional assistance completing this online form, please contact Rebecca Solberg (rebecca_solberg@williamjames.edu; 617-564-9442) or Laura Bourgeois (laura_bourgeois@williamjames.edu; 617-564-9381).

The supervisor is required to review the evaluation with the student before signing and submitting it.

Please Complete by: December 11, 2018

Before you complete this form, please make sure you have the following items available for your reference (dating from start to end of training):

- Individual supervision hours
- Group supervision hours
- Number of hours onsite
- Number of direct, face-to-face client contact hours
- Trainee's goals for the year (from the Training Contract)
- List of trainings the student has completed

Type of Evaluation:
- Interim
- Final

Training Level:
- Practicum (year 1)
- Internship (year 2)

WJC Student:
First name: ____________________
Last name: ____________________

Primary Supervisor:
First name: ____________________
Last name: ____________________
Degree: ____________________
License (e.g., LMHC, LICSW, LMFT, Psychologist or Psychiatrist): ____________________
Does this trainee have an optional secondary supervisor?

○ Yes
○ No

Secondary Supervisor:

First name: ____________________
Last name: ____________________
Degree: ____________________
License (e.g., LMHC, LICSW, LMFT, Psychologist or Psychiatrist): ___________________

Placement Site: ____________________________

________________________
**Supervision Evaluation Check List**

Please indicate the training areas in which the student has been supervised at your site. Please indicate if this had been a primary or secondary area of supervision.

**Areas of Supervision**

<table>
<thead>
<tr>
<th></th>
<th>Child 0-6</th>
<th>Child 7-12</th>
<th>Adolescent 13-18</th>
<th>Adult 19-64</th>
<th>Older Adult 65-Up</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary</td>
<td>Secondary</td>
<td>Primary</td>
<td>Secondary</td>
<td>Primary</td>
</tr>
<tr>
<td>Clinical Intake and Evaluation</td>
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<td></td>
<td>Primary</td>
<td>Secondary</td>
<td>Primary</td>
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<tr>
<td>Case Formulation</td>
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<td>○</td>
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<td>Case Management</td>
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</tr>
<tr>
<td>Group Therapy</td>
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<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Family Therapy</td>
<td>○</td>
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<td>Couples Therapy</td>
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<tr>
<td>Community Consultation/Outreach</td>
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<tr>
<td>Other (Specify i.e. Forensic Psychology)</td>
<td></td>
<td></td>
<td>Primary</td>
<td>Secondary</td>
<td>Primary</td>
</tr>
</tbody>
</table>
Field Supervisor Evaluation of Student

Rating Scale

*Please evaluate student based upon performance in competencies as described below.*

1 – Unsatisfactory/Problematic: The student fails to meet the expected standard. An Interim Assessment & Planning (A & P) meeting will be held if a student receives a rating of 1 on any item.

2 – Novice: Trainee has a limited level of knowledge and understanding. Engages in developmentally-appropriate level of analysis of situations and requires substantial support. At the end of the *first semester of practicum*, the trainee must achieve a level of “Novice” (i.e., rating of 2 or higher) on each item. If this criterion is not met, an interim A & P meeting will be held and the student may not be permitted to progress to the subsequent field placement experience (i.e., second semester of practicum).

3 – Developing Proficiency: Trainee has gained some experience and is able to recognize important details and features. Skills do not yet generalize to new situations and trainee requires support to guide performance. At the end of the *second semester of practicum*, the trainee must achieve a level of “Developing Proficiency” (i.e., rating of 3 or higher) on each item. If this criterion is not met, an interim Assessment & Planning meeting will be held and the student may not be permitted to progress to internship.

4 – Intermediate Proficiency: Trainee has begun to generalize skills and effectively apply them with supervision. At the end of the *first semester of internship*, the trainee must achieve a level of “Intermediate Proficiency” (i.e., ratings of 3 and 4) on each item. If this criterion is not met, an interim Assessment & Planning meeting will be held and the student may not be permitted to progress to the subsequent field placement experience (i.e., second semester of internship).

5 – Advanced Intermediate Proficiency: Trainee has gained deeper, more integrated knowledge and, with appropriate supervision, can fulfill expectations independently. At the end of the *second semester of internship*, the trainee must achieve a level of “Advanced Intermediate Proficiency” (i.e., ratings of 4 and 5) on each item. If this criterion is not met, this may impact the student’s academic standing.

If your rating on any item falls below the expected rating for the student’s level of training, please explain whether this is appropriate to your site and meets your training expectations. If not, please explain and include specific examples.
Domain 1- Ethics and Professional Development

Conducts oneself and assesses problematic situations in accordance with the most current American Counseling Association (ACA) and American Mental Health Counselors Association (AMHCA) ethical guidelines

1 – Lacks or demonstrates minimal awareness of basic ethical principles and guidelines, and/or fails to conduct oneself ethically in terms of upholding values of the profession and following ethical principles stipulated by ACA and AMHCA ethical guidelines. Please provide specific examples.

2 – With supervisory support, demonstrates basic awareness of and ability to uphold ethical principles and values of profession, and accepts guidance from supervisor. Fundamental ethical principles include, but are not limited to, values of the profession, standard of care, informed consent, confidentiality and limits, appropriate use of boundaries, mandated reporting and duty to protect, dealing with high-risk clients, record keeping, and awareness of diversity issues.

3 – Is independently able to identify and uphold ethical principles, apply these to clinical work, and seeks out supervisory clarification when needed.

4 – In addition to #3 above, is able to generalize to a variety of contexts and situations. With supervisory support, has the ability to identify the nuanced complexities of managing ethical dilemmas.

5 – Conducts oneself with a high level of professionalism and ethical integrity; demonstrates a solid grasp of ethical principles/values/guidelines, and is able to apply these to clinical, supervision, programmatic and other situations requiring professional behavior.

Appropriately protects privacy of confidential information

1 – Lacks or demonstrates minimal awareness of privacy of confidential information (e.g., leaves materials or talks about clients in public areas, without regard for the privacy of confidential information). Please provide specific examples.

2 – Occasionally has to be reminded about maintaining privacy of confidential information (e.g., not to talk about clients in public areas, to log off the computer after using it, or to file clients’ records after using them). Please provide specific examples in the comment area.

3 – Consistently takes appropriate precautions to protect the privacy of confidential information of all clients. (Select this option for a student at the practicum level).

4 – Consistently takes appropriate precautions to protect the privacy of confidential information of all clients. (Select this option for a student at the end of the first semester of internship.)

5 – Consistently takes appropriate precautions to protect the privacy of confidential information of all clients. (Select this option for a student at the end of the second semester of internship.)

Prepared for supervision and possesses the ability to accept and utilize feedback from supervisors

1 – Does not regularly prepare for and/or attend supervision, is frequently defensive or resistant to feedback, and/or seriously misjudges strengths and/or important limitations. Please provide specific examples.

2 – Accepts supervision in many areas, and is learning how to prepare for supervision and accept feedback in a non-defensive manner; needs supervisory input for determination of readiness to try new skills.

3 – Actively participates in supervision, initiates topics for discussion, and is open to feedback when offered; tries new ideas and skills with varying degrees of comfort and success.
4 – Uses supervision well for clarification of areas of uncertainty; consistently applies feedback from supervision and initiates discussions about application of the feedback; shows awareness of own strengths and weaknesses;

5 – Integrates feedback from supervision and applies it in most clinical interactions; uses supervision to process complex clinical cases and implements the feedback; makes generally accurate self-appraisal, recognizes tendencies to misjudge abilities, and demonstrates particular care in those areas.

**Presents appropriate appearance**

1 – Dresses inappropriately for the setting. Please provide specific examples.

2 – Has to be reminded to dress appropriately for the setting.

3 – Appearance is professional at all times. (Select this option for a student at the practicum level.)

4 – Appearance is professional at all times. (Select this option for a student at the end of the first semester of internship.)

5 – Appearance is professional at all times. (Select this option for a student at the end of the second semester of internship.)

**Punctuality and reliability**

1 – Frequently arrives late or does not attend as required, consistently evidences problems following instructions, and/or consistently turns in assignments/tasks after the due date. Please provide specific examples.

2 – Is punctual and is learning how to follow agency-specific instructions related to paperwork and other tasks.

3 – Consistently follows instructions, and completes tasks/assignments in a timely manner.

4 – Consistently completes assignments ahead of time. (Select this option for a student at the end of the first semester of internship.)

5 – Consistently completes assignments ahead of time. (Select this option for a student at the end of the second semester of internship.)

**Professional Demeanor/Attitude: participation in team setting (e.g., meetings, milieu, shared office space); understanding of and compliance with agency procedures**

1 – Frequently engages in unprofessional behavior; demonstrates problems seeking assistance to cope with interpersonal concerns with colleagues and/or a lack of awareness of these difficulties; does not comply with agency procedures. Please provide specific examples.

2 – Attends and actively listens in a team setting, and is learning how to engage and participate appropriately; generally complies with agency procedures.

3 – Participates in team setting; understands and complies with agency procedures.

4 – Actively participates in team setting and provides useful input; consistently well regarded by colleagues; abides by all agency procedures.

5 – Has developed and maintained harmonious working relationships; effectively relates to team members in accordance with their unique roles; handles differences openly; takes initiative and volunteers for positions of leadership within the agency, if applicable.
Are there ongoing training opportunities available at the site for the trainee?
Yes  No

[If yes] Participates in available training opportunities at the site
☐ 1 – Rarely engages in trainings.
☐ 2 – Demonstrates interest and sometimes attends available trainings; occasionally participates; and uses supervision to discuss application of training information to clinical work.
☐ 3 – Often attends trainings provided by the site; regularly participates; and with supervisory support applies training information to clinical work.
☐ 4 – Always attends trainings provided by the site, actively participates; and proactively attempts to apply training information to clinical work, but still needs supervisory support to do this effectively.
☐ 5 – In addition to #4, independently applies training information to clinical work effectively.

Please provide a list of training sessions attended and/or certificates earned.
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Domain 2- Development of Leadership Skills

When appropriate and under supervision, student is able to take a leadership role (e.g., leading clinical activities, developing psycho-educational curricula, presenting at a staff meeting, taking initiative to raise systemic issues that would result in patient care improvements, etc.)
☐ 1 – Refuses to take the lead when asked to do so by supervisor. Please provide specific examples.
☐ 2 – Demonstrates willingness and interest in learning how and when to take the lead in clinical activities.
☐ 3 – Able to occasionally assume leadership role with encouragement and prompting by supervisor.
☐ 4 – Consistently assumes leadership role with supervisory support and feedback.
☐ 5 – Consistently assumes leadership role independently and effectively.

Domain 3- Research and Evaluation

Please note here if student has had an opportunity to participate on any research or evaluation activity at your site
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

___________________________________________________________________________________________
Domain 4- Assessment and Diagnosis

Gathers information to inform diagnosis and treatment planning on an ongoing basis (e.g., attends to safety, mental status, mandated reporting, problematic behaviors, and individual strengths).

- 1 – Neglects to respond to critical background information and immediate client concerns in a developmentally-appropriate manner (i.e., practicum trainee lacks awareness, whereas internship trainee fails to take appropriate action). Please provide specific examples.
- 2 – Through observation and supervision, demonstrates basic awareness of how to respond to critical background information and immediate client concerns; actively participates in opportunities to apply developmentally-appropriate clinical skills.
- 3 – With supervision, demonstrates the ability to gather and apply information for diagnosis and treatment planning.
- 4 – Effectively utilizes systematic approaches to gathering data; demonstrates ability to characterize all relevant aspects of a client’s experience and presenting concerns; seeks supervision for more challenging or complex cases.
- 5 – In addition to #4, demonstrates nuanced understanding of the different contributing factors, including individual, familial, social, and cultural concerns.

Is able to use diagnostic criteria to frame the client’s presenting problem.

- 1 – Neglects to consider obvious signs of major diagnostic categories when bringing the case to supervision (e.g., a person crying in the session, someone appearing to respond to hallucinations). Please provide specific examples.
- 2 – Is able to consider obvious signs of major diagnostic categories when bringing the case to supervision.
- 3 – Demonstrates basic awareness of diagnosis and is able to diagnose more obvious pathology.
- 4 – Is able to diagnose more obvious pathology; sometimes requires supervision to recognize co-occurring disorders or subtle aspects of dysfunction.
- 5 – Demonstrates independent working knowledge of DSM-5 including differential diagnosis and correct use of codes.

Conceptualizes clients’ problems in a theoretical framework, maintains awareness of different theoretical models, and demonstrates an understanding of the rationale for utilizing different approaches.

- 1 – Lacks or demonstrates minimal awareness of the utility of a theoretical framework to guide clinical work. Please provide specific examples.
- 2 – With supervisory support, exhibits basic knowledge of theory and its relevance to clinical work (e.g., understands how a CBT perspective would focus on current thoughts and behaviors while a psychodynamic perspective would focus on the role of early life experiences in explaining the origin of the client’s distress).
- 3 – With supervisory support, is able to apply the basic tenets of a theoretical approach in explaining the origin of the client’s problem(s) and guiding clinical interventions.
- 4 – Independently demonstrates case conceptualization skills within their preferred theoretical orientation; can integrate other theoretical perspectives with supervisory support.
5 – Independently able to apply two or more theoretical models to clinical work. Appreciates the importance of incorporating a full array of data into the conceptualization, including dynamics, systems at work, physiological considerations, relevant behavior, cognition, social context, and diversity.

Are there any specialized assessment procedures specific to the agency and populations served? YES NO

[If yes] Evaluates clients using any specialized assessment procedures specific to the agency and populations served.

1 – Lacks or demonstrates minimal awareness of assessment procedures specific to the agency or to the population served as required. Please provide specific examples.

2 – Occasionally has to be reminded to use assessment procedures specific to the agency or to the population served.

3 – With supervisory support, consistently evaluates clients using agency-specific assessment procedures or ones that are appropriate to the populations served.

4 – Independently evaluates clients using agency-specific assessment procedures or ones that are appropriate to the populations served; with supervisory support, integrates information obtained from assessment procedures into treatment.

5 – Independently evaluates clients using agency-specific assessment procedures or ones that are appropriate to the populations served and integrates information obtained from assessment procedures into treatment.

Domain 5 - Counseling, Prevention and Intervention

Interacts with clients in ways that communicate empathy, engages them in the helping process, establishes rapport and respect, and reflects a therapeutic alliance.

1 – Lacks or demonstrates minimal awareness of the skills necessary to build relationships with clients (i.e., difficulty being empathic; difficulty communicating in a therapeutic manner). Please provide specific examples.

2 – Shows basic capacity to consider clients’ perspectives and communicate with clients in a manner that leaves them feeling understood.

3 – Consistently paraphrases clients’ thoughts and reflects their feelings accurately in a manner that leaves them feeling understood.

4 – Demonstrates an ability to develop solid therapeutic rapport via empathic listening and validation.

5 – Establishes strong therapeutic alliances where clients feel understood, accepted, validated, and empowered by the therapeutic relationship.

Establishes collaborative relationships with training site personnel.

1 – Engages in difficult and/or obstructive interactions with internship site personnel. Please provide specific examples.

2 – Interacts with site personnel and responds to supervision in an appropriate manner.

3 – Consistently collaborates with site personnel and functions well as a team player.

4 – In addition to #3 above, the student looks for ways to improve collaboration with others at the site.
5 – Consistently fosters an environment of good relationships among trainees and staff, and serves as a role model in this regard to other trainees.

Does agency expect trainee to communicate with clients’ collateral contacts? YES NO

[If yes] Communicates effectively with clients’ collateral contacts (after obtaining appropriate consent).

1 – Lacks skills or demonstrates minimal awareness of the importance of and how to obtain collateral information for clients (when indicated). Please provide specific examples.
2 – Occasionally has to be reminded to obtain collateral information for clients.
3 – Consistently obtains appropriate and necessary collateral information for clients, does so independently, and follows the agency’s guidelines.
4 – In addition to #3, consistently reaches out to collateral contacts to better the treatment of each client.
5 – In addition to #4, establishes positive professional relationships within the professional community.

Maintains professional boundaries with clients that allow for the establishment of a therapeutic relationship/ alliance.

1 – Has poor boundaries with clients and no awareness of the impact of his/her behavior on the client and agency. Please provide specific examples.
2 – Occasionally has to be reminded to observe appropriate boundaries with clients, but is receptive to supervision in this area.
3 – Maintains professional boundaries with clients at all times; treats clients with dignity and respect.
4 – In addition to #3, manages boundaries with clients effectively on an ongoing basis (e.g., responds appropriately if/when clients challenge them).
5 – In addition to #4, shows awareness of the power differential inherent in the therapeutic relationship; distinguishes between boundary crossings and boundary violations, and the impact these issues can have on a client.

Intervenes in developmentally-appropriate ways to help stabilize clients in times of crisis and/or distress.

1 – Unable to identify obvious clinical indicators when clients are in crisis or acute distress, and/or exacerbates clients’ difficulties. Please provide specific examples.
2 – Occasionally able to identify obvious clinical indicators when clients are in crisis or acute distress; may not seek supervision consistently, but is receptive to it.
3 – Consistently identifies obvious clinical indicators that clients are in crisis or acute distress, and seeks supervisory support to deal with immediate threats to safety of self or others.
4 – In addition to #3, helps clients identify stressful situations when clients raise them in therapy; includes relevant and helpful interventions in the client’s treatment plan.
5 – In addition to #3 and #4, consistently assesses all clients for potential stressors via mental status exam, and includes preventive measures in treatment plans.

Selects and implements appropriate therapeutic techniques.

1 – Demonstrates lack of familiarity with treatment techniques. Please provide specific examples.
2 – Demonstrates a basic awareness of possible interventions, but tends to rely on a small number of techniques; needs supervisory support to identify and implement a wider range of interventions.
 Domain 6 - Cultural Competence

Possesses the knowledge, skills, and attitudes to provide culturally competent counseling services.

1 – Has difficulty recognizing or working with prejudices, holds beliefs which limit effectiveness with certain patients, and is unable or unwilling to surmount these problems in supervision. Please provide specific examples.

2 – Demonstrates beginning development of self-awareness and an appreciation of the influence of culture, diversity, and individual differences on health and mental health concerns, and exhibits basic knowledge in these areas.

3 – Demonstrates knowledge of culture, diversity, and individual differences and how they inform diagnosis and treatment; initiates supervisory discussion regarding areas of inexperience in personal differences, as needed; shows sensitivity, concern, and respect for others regardless of culture, ethnicity, language, gender, disability, social class, and/or sexual orientation.

4 – In addition to #3, demonstrates ability to be culturally self-aware and to self-monitor own responses to differences; routinely integrates knowledge of diversity and individual difference to inform diagnosis and treatment. With supervisory support, is able to initiate conversations with clients about individual differences.

5 – In addition to #4, demonstrates ability to independently raise issues relating to individual differences with patients, as appropriate; conveys comfort in working with clients from a wide range of backgrounds, maintaining awareness of and sensitivity to individual differences.

 Domain 7- Consultation, Collaboration and Advocacy

Does trainee have an opportunity to participate in agency consultation related to staff and program development and program evaluation (e.g., giving a presentation to agency staff about a topic of the student’s and supervisor’s mutual choosing)?  YES  NO

[If yes] Participates in agency consultation related to staff and program development and program evaluation (e.g., giving a presentation to agency staff about a topic of the student’s and supervisor’s mutual choosing)?

1 – Has difficulty establishing rapport with consultees and is unable to provide useful and objective input. Please provide specific examples.

2 – Demonstrates basic ability to collaborate with consultees and to provide basic input.

3 – Generally collaborates well with consultees and demonstrates emerging ability to formulate recommendations independently.
4 – With supervisory support, consistently provides useful and relevant recommendations in a collaborative manner.
5 – In addition to #4, identifies areas of improvement and makes appropriate suggestions on how improvements can be addressed.

Does trainee engage in psycho-educational service delivery?  YES  NO

[If yes] Trainee demonstrates knowledge, skills, and attitudes for effective psycho-educational service delivery.

1 – Provides inadequate content and poorly organized presentation of information, which is not tailored to audience’s level of expertise. Please provide specific examples.
2 – Demonstrates basic knowledge of content area, but supervision is needed to organize and present information effectively.
3 – Exhibits solid foundation of content, but supervision is needed to organize and present information effectively.
4 – Demonstrates comprehensive knowledge of content; independently organizes and presents materials well.
5 – In addition to #4, presentation of material is consistently well-organized and tailored to the audience.

For internship students ONLY: Trainee is familiar with common methods of program development and evaluation, and how those are applied at the training site.
1 – Lacks awareness of common methods of program development, and is unaware of the need for programs to evaluate their outcomes. Please provide specific examples.
2 – Exhibits limited awareness of the site’s program development and evaluation activities, as well as their relevance.
3 – Demonstrates basic knowledge of the site’s methods of program development and evaluation, as well as a developing appreciation the importance of these activities.
4 – Conveys an understanding of needs assessment methodologies and relevant best practices applicable to the site; appreciates the use of outcome data to guide program development.
5 – In addition to #4, actively participates in the program development and evaluation process at the site.

Additional Feedback

For any items with a score of 1 or 2 in domains 1 through 7, please provide additional specific information that supports the score, including descriptive behavioral examples.

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Other Areas of Supervision

We are interested in other areas that you may have supervised. Please comment on the student’s level of functioning in any of these areas:
Learning Goals from Field Education Training Contract

Considering the learning goals established in the Field Education Training Contract, please comment on the student's progress toward each individual learning goal. Comment on the student's initiative, ability to maintain a focus, ability to continue to make progress toward achieving the goal. Please be specific about any aspect of the student's performance that impedes progress toward a goal.

Goal I: ____________________________________________

Comment on Goal I:
____________________________________________________
____________________________________________________
____________________________________________________

Goal II: ____________________________________________

Comment on Goal II:
____________________________________________________
____________________________________________________
____________________________________________________

Goal III: ____________________________________________

Comment on Goal III:
____________________________________________________
____________________________________________________
____________________________________________________

Goal IV: ____________________________________________

Comment on Goal IV:
____________________________________________________
____________________________________________________
____________________________________________________

Goal V: ____________________________________________
Comment on Goal V:
___________________________________________________________________________________________
___________________________________________________________________________________________

Has the contracting between the student and the agency been realistic (e.g., scheduling, supervisor assignment, start/end dates)?
○ Yes
○ No

If no, please specify: __________________________________________________________

In your experience with the student, has anything necessitated modification of the learning goals?
○ Yes
○ No

If yes, please specify: __________________________________________________________

Have there been any changes in the agency that necessitated modification of the learning goals?
○ Yes
○ No

If yes, please specify: __________________________________________________________

*By electronically signing this document, I am confirming that I have reviewed and discussed this evaluation with the trainee on ____________ (date). I also verify that all information contained in this evaluation is true and accurate.*

Primary Supervisor’s Signature: ______________________________________________________

Secondary Supervisor Signature (Optional): _____________________________________________
COUNSELING DEPARTMENT

PROTOCOL FOR RESOLVING ISSUES OCCURRING ON SITE FOR PRACTICUM AND INTERNSHIP STUDENTS

Policy: This document represents a process for the Counseling Department designed to resolve issues that occur at students’ practicum and/or internship sites. This protocol is a guide for ethical practice and is flexible to address the individual issues that may occur. As we know, “issues” occur on sites on a weekly basis. It is expected that Faculty Supervisors, Field Supervisors, and the Associate Director of Field Education will use their professional judgment, and educational and professional backgrounds and experiences in determining which issues might warrant the use of this protocol, as it would be untenable to deal with every clinical issue in this manner. This protocol should be reserved for use in situations that are serious in nature and/or if prior attempts to resolve an issue have failed. Faculty Supervisors, Field Supervisors or the Associate Director of Field Education should seek consultation at any time if an issue arises that may not be considered serious, but is troubling to any of the supervising professionals.

Supervising Professionals:

  - **Associate Director of Field Education:** Coordinator of clinical placements
  - **Faculty Supervisor:** Practicum or Internship faculty member responsible for CN501, CN502, CN601 or CN602
  - **Field Supervisor:** The Field Supervisor for Practicum and Internship students
  - **Department Chair:** Faculty with administrative responsibility for the department
  - **Student:** Student enrolled in Practicum or Internship

If at any time a Field Supervisor has a concern about a student’s clinical performance, professional behavior, or a serious event occurs including the student that is beyond the bounds of a particular site’s regular practice and/or brings the Field Supervisor to seek consultation, they should contact the Associate Director of Field Education.

Faculty should follow the process below: First contact the Associate Director of Field Education. If unavailable, then contact the Department Chair. They should be reached directly.

For serious incidents occurring on clinical site:

1. The Field Supervisor should first utilize consultation on site to assure safety of the student, client(s), and anyone else directly involved, especially following a serious event. In cases in which the situation may involve removing the student from the placement either temporarily or permanently, the Department Chair needs to be involved in this process.

2. The Field Supervisor, with the knowledge of the student (if possible), contacts first the Associate Director of Field Education (if unavailable, then the Department Chair) within 24 hours of the incident. The Associate
Director of Field Education will inform the Faculty Supervisor.

3. The Associate Director of Field Education consults with the Field Supervisor and the student to assess the situation before other action is taken. If the student’s performance in the field site or their professional behavior is the focus, a preliminary meeting with the Faculty Supervisor and Associate Director of Field Education may precede meeting with the student to develop a mutual approach for remediation and commitment from the field site toward this end.

4. The Associate Director of Field Education keeps the Faculty Supervisor and Field Supervisor apprised of what is occurring at all times as the resolution process proceeds, with any direction in terms of if/how the situation may be addressed in class (as a learning opportunity) before the next class time occurs. The Faculty Supervisor in turn relates any relevant discussion during class to the Associate Director of Field Education and to the Field Supervisor. This communication is critical as the Field Supervisor bears primary responsibility for the student in the field site, and the Faculty Supervisor is ultimately responsible for the evaluation of the student’s clinical training.

For concerns related during class time:

1. If the Faculty Supervisor has a concern about the student’s performance at the field site or their professional behavior, or the student has shared concerns about site supervision that are serious in nature, the Faculty Supervisor should seek consultation with the Associate Director of Field Education. The student’s Academic Advisor should be notified of these difficulties.

2. In the event that the incident is reported after hours, the Faculty Supervisor should first contact the Associate Director of Field Education or the Department Chair.

3. If, as a result of this consultation, the Faculty Supervisor decides that contact should be made with the Field Supervisor, this information should be given to the Associate Director of Field Education (if she has not been included within the process up to this point). In the event that the Associate Director of Field Education is not available, the Department Chair should be notified and informed and will identify the person who will act on behalf of the counseling program. Whoever is contacted will share the incident/concern with the Field Supervisor.

4. Any contact with Field Supervisors and/or with other administrators on campus should be made only after these consultations have occurred. The Department Chair is the liaison between the department and the administration. An exception may be an immediate threat to self or others, which will follow the established protocol (available in the Graduate Student Handbook).

Consultation can result in changes or removal of the student from the site. The focus of the resolution process should be first on safety and well-being of those involved, protection of the public, and then on learning and growth for the student. Removal of a student implies either or both of the above are not possible or an ethical issue dictates a stronger response.
TIME TO TRACK MANUAL

Please click to open the document:

Time2Track Manual
- Counseling Departr
ACKNOWLEDGEMENT FORM – FIELD EDUCATION HANDBOOK

Counseling Department
Master of Arts in Clinical Mental Health Counseling (CMHC)
Field Education Handbook Form

The Counseling Department Master of Arts in Clinical Mental Health Counseling (CMHC) Field Education Handbook provides important program policies and procedures.

I acknowledge that I have been provided with the document listed above in electronic form on the WJC website and that I have familiarized myself with its contents.

I recognize that the information, policies, and procedures described in the Handbook are subject to change, and that revisions to these Policies may supersede, modify, or eliminate existing policies. I acknowledge that the Counseling Department and/or Field Education Department will communicate any such changes through official notices, but the effectiveness of such changes is not contingent on the department giving such notice or my receiving it.

Furthermore, I acknowledge that I have received in electronic form and read this. By signing this form, I accept that I am responsible for the information in the Counseling Department Master of Arts in Clinical Mental Health Counseling (CMHC) Field Education Handbook.

I, ______________________________________________ (student’s name) have received and read the Counseling Department Master of Arts in Clinical Mental Health Counseling (CMHC) Field Education Handbook.

STUDENT’S SIGNATURE: ____________________________________________

DATE: ___________________________________________________________