

**GRADUATE COUNSELING PROGRAM**

**PRACTICUM AND INTERNSHIP HANDBOOK**



**Missouri State**<sup>™</sup>  
U N I V E R S I T Y

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## Dear Student

Congratulations! You have reached an exciting and important time in your counseling program. The practicum and internship experience provides opportunities for counseling students to develop and practice counseling skills within the context of a supervised field site. Through these experiences, students integrate knowledge and counseling skills in your work with clients or students in clinical mental health or school settings under careful direction and supervision provided by faculty and site-supervisors.

In preparing for practicums and internships, you also have opportunities to assess areas that might be a good fit for you in your future counseling career. During this process, we encourage you to consider your interests, challenges you prefer, and how you want to best use your counseling skills.

Prior to applying for internship, exploring options for sites and site supervisors will be important. Choosing the site and supervisor that will best prepare you for your career as a counselor is vital. Consider the following questions:

1. What populations would you like to work with? Are there certain areas of the helping profession that are important to you?
2. What are you looking for in a clinical supervisor?
3. What do you hope to learn from your sites and supervisors to be as prepared as possible in your career as a counselor?

## INFORMATION FOR ALL FIELD PLACEMENTS (Practicum and Internship):

The *Council for Accreditation of Counseling and Related Educational Programs* (CACREP) is the accrediting organization for counselor training program, including MSU. We follow the most recent CACREP standards. <http://www.cacrep.org/about-cacrep/2016-cacrep-standards/>

The CACREP (2016) definition of **practicum** is: “a distinctly defined, supervised clinical experience in which the student develops basic counseling skills and integrates professional knowledge. The Practicum is completed prior to entering Internship.”

Under these guidelines, a successful practicum requires a minimum of 100 total clock hours of practice, including **40 hours of “direct service with actual clients”** (Section 3: e, f, 2016).

The CACREP (2016) definition of **internship** is: “a distinctly defined, post-practicum, supervised clinical experience in which the student refines and enhances basic counseling or student development knowledge and skills, and integrates and authenticates professional knowledge and skills related to program objectives.”

CACREP guidelines require a minimum of **600 total clock hours** of practice, including “**240 clock hours of direct service**” (Section 3: j, k, 2016)

Students working toward Missouri School Counselor Certification will complete the same number of CACREP-required hours in school settings prescribed by the Department of Elementary and Secondary Education. *\*Due to the changing nature of DESE requirements, please contact the Internship Coordinator for the most current placement information.*

## **Ethical Guidelines**

As a counselor trainee at MSU, in both graduate work and field placements students are agreeing to provide services most appropriate for clients while working within their scope of training and practice and to not exceed their level of training, education, and competence. Students are agreeing to engage in professional practices using ethical and professional guidelines where it is understood that they will do no harm to the client’s welfare. Students must become familiar with the ACA Code of Ethics (CMCH) and/or the ASCA Ethical Guidelines (SC).

Refer to them as a guide for ethical professional practice. Check these links regularly for updates to the codes.

American Counseling Association (ACA) Ethical Guidelines:

<https://www.counseling.org/knowledge-center/ethics>

American School Counseling Association (ASCA) Ethical Guidelines

<https://www.schoolcounselor.org/About-School-Counseling/Ethical-Legal-Responsibilities>

### **Professional Behavior**

The primary purposes of a field placement are your continued development and application of counseling skills, and your work providing counseling to your clients in each site. You are expected to operate under the professional guidelines of the sites as well as the counseling program guidelines and expectations. This includes (but is not limited to) being punctual, dressing appropriately for the position, presenting oneself professionally, and engaging in professional verbal and written communication. As you continue the development of your professional identity, it is very important to be aware of current issues and trends. Professional behavior is evaluated informally through supervision meetings and feedback and formally at midterm and final through use of the Counselor Trainee Progress Assessments (CTPA) and in Dispositions Assessments. If you have concerns about the behavioral expectations at any site, contact the Practicum and Internship Coordinator as soon as you notice an issue.

### **Clinical Supervision:**

Regular clinical supervision is part of the practicum and internship experiences. It involves an instructor/supervisor who has training and experience in supervision and one, or more, supervisees. Supervisors must have a master's degree in counseling or related mental health discipline. Clinical mental health supervisors must be fully licensed in their field with two years of fully licensed/certified, post-master's experience. School counseling supervisors must have completed 5 years of certified school counseling past the mentoring stage, per DESE requirements.

Additionally, practicum and internship clinical supervisors must attend Missouri State University's Site Supervisor Training every three (3) years and must agree to provide supervision within the requirements of the counseling program and must maintain the following documents on file with the program: Current license, resume, liability insurance.

Site supervisors are eligible to attend any continuing education training programs offered by the program, including those sponsored by Center City Clinic.

During practicums and internships, students participate in weekly group supervision at a minimum average of one and a half (1.5) hours per week and weekly individual/triadic supervision at a minimum average of one (1) hour per week.

Supervision sessions must occur during the entire duration of the practicums and internships and must be provided by approved supervisors. Students who are unable to participate in required individual/triadic and group supervision meetings will not be allowed to provide direct contact services until they are fully participating in supervision. Students who miss more than two weeks of practicum or internship, including supervision, will likely not pass that semester of their field placement.

### **Evaluation**

Students are evaluated using multiple evaluations and will receive peer and instructor/supervisor feedback during group supervision. Students also complete self-reflective reviews, self-assessments, and journals as assigned.

Instructors and site supervisors will complete midterm and final Performance Fitness Evaluation (PFE) which assesses counseling skills and dispositions. School counseling interns are evaluated every semester using the DESE Missouri School Counselor Evaluation (MSCE or MEES). This document is required for certification and must be completed as directed. Additional instructions are found with the evaluation forms, and on the course syllabi.

### **Logging Hours**

Students are required to **keep detailed records and logs** of their hours and experiences including direct and indirect contact hours and professional development activities. A Summary and Cover Sheet is used to document the total hours at the end of each semester and interim period.

Samples of these logs and other documents are found in the handbook. Many instructors will provide them on Blackboard or other online formats as well.

### **Required Compliance Documents and Training**

All students who participate in any field experience in the MSU College of Education, which includes the Counseling program, must **complete the following “compliances”** which include a fingerprinting background check, and purchasing liability insurance. Purchase liability insurance which matches your “track.” The insurance links list what are the acceptable options for a student at MSU. When entering a professional career there are multiple options for insurance. While working as a student, these are the options MSU allows. Note that some internship sites and schools will require additional background checks or “compliances” which for which the intern may be financially responsible.

Once these “compliances” have been completed, they must be maintained and shown as “current.” They are checked monthly while you are in a field placement. If any one of these compliances lapses or is out-of-date, you are not allowed to participate in a field placement until that compliance is marked as current. Students may not register for a field placement course until these compliances are complete. If a compliance is out of date when the semester begins, you may start your placement. *If you do not understand any of this information, contact the Practicum and Internship Coordinator for clarification.*

#### **Compliance Documentation Requirements:**

Send the following completed requirements to the College of Education, Professional Education Services Office:  
**<https://www.missouristate.edu/professionaled/compliance/>**

•*MOVECHS Fingerprinting* Information (approx. cost: \$41.75)

refer to process explained on MSU website:

<https://www.missouristate.edu/professionaled/compliance/fbi-background-check.htm>

•*Liability Insurance/School Counseling* \$69

Membership in ASCA includes Insurance

<https://www.schoolcounselor.org/>

\**Liability Insurance/Clinical Mental Health Counseling* \$105

Membership in ACA includes Insurance

<https://www.counseling.org/>

#### **Required Training:**

Before you will be released to register for any field placement through the MSU Counseling program, you must **complete the following trainings:** (send the certificates showing completion to the Practicum and Internship Coordinator)

•*Mandated Reporter Training* \$0

[www.protectmokids.com](http://www.protectmokids.com)

•*Suicide Prevention/Gatekeeper Training\** \$30

<https://qprinstitute.com/individual-training>

\*Retain these certificates for your records and include on your resume and applications.

#### **Practicum and Internship Orientation and Application:**

Each fall and spring semester, a **mandatory orientation meeting** is held for students who are eligible to enroll in a practicum or internship in the next semester. Students who attend the mandatory meeting are provided information about the application process, details about each field experience and more, and will be provided with the most current list of already-approved placements.

Students who do not attend may not be able to retain a seat in the next semester's practicum or internship schedule.

The dates for these meetings are provided in the student newsletters or on the student Blackboard page. Be sure to determine where to find this information and sign up early for attendance. If you are not sure, contact your advisor or the Practicum and Internship Coordinator at the beginning of the semester.

Practicum and internship students must **complete an online application** which will open after the mandatory meeting and will remain open until the deadline set for registration. Students who do not complete an application cannot be guaranteed a spot for the upcoming semester.

### **PRACTICUM OVERVIEW:**

Practicum courses with their prerequisites, as described in the catalog include:

#### **COU 777 Counseling Practicum**

*Prerequisite: admission to Counseling program or certificate program; and COU 710 and COU 714 and COU 751 each with grade of B or better; and COU 711; and departmental approval for practicum.*

Supervised counseling experience involving work with clients from the community addressing a wide range of mental health and/or school counseling (elementary and/or secondary level) related presenting issues, observation, discussion, and evaluation of counseling sessions

#### **COU 778 Mental Health Practicum**

*Prerequisite: admission to Counseling program or certificate program; and COU 777 with a grade of P.*

Supervised clinical mental health counseling experience of clients from the community, observation, discussion, and evaluation of counseling sessions. Graded Pass/Not Pass only.

#### **COU 779 School Counseling Practicum**

*Prerequisite: admission to Counseling program or certificate program; and COU 777 with a grade of P.*

Supervised clinical mental health counseling experience of clients from the community, observation, discussion, and evaluation of counseling sessions. Graded Pass/Not Pass only.

#### **\*COU 780 Secondary School Counseling Practicum \*Not currently offered in any cohort plans of study.**

*Prerequisite: admission to Counseling program; and COU 710 and COU 714 and COU 751 each with grade of B or better; and COU 711; and department approval for practicum.*

Supervised counseling with secondary school aged students and their families; observation, discussion, and evaluation of the counseling process. Graded Pass/Not Pass only.

#### **\*COU 782 Elementary School Counseling Practicum \*Not currently offered in any cohort plans of study.**

*Prerequisite: admission to Counseling program; and COU 708 and COU 710 and COU 714 each with grade of B or better; and COU 711; and department approval for practicum.*

Supervised counseling with elementary school-aged children and their parents; observation, discussion, and evaluation of counseling sessions. Graded Pass/Not Pass only.

#### **\*COU 784 Mental Health Counseling Practicum \*Not currently offered in any cohort plans of study.**

*Prerequisite: admission to Counseling program; and COU 710 and COU 714 and COU 751 each with grade of B or better; and COU 711; and department approval for practicum.*

Supervised counseling experience of clients from the community; observation, discussion, and evaluation of counseling sessions. Graded Pass/Not Pass only.

Practicum courses are “by permission only” courses. Refer to the section above: Information for All Field Placements for specific information regarding the application and registration process for practicums. Failure to complete these steps will prevent you from entering practicum at the correct time in your plan of study.

### **Practicum Requirements**

- A. 100 total hours (minimum)
  - 1. 40 direct client/student contact hours
  - 2. Most practicums are completed at Center City Counseling Clinic.
  - 3. Auxiliary Site hours offered off-site if approved or required by program.
  - 4. A minimum of 10 class meetings (10 for summer, 16 fall/spring)
- B. Logs/Documentation
  - 1. Weekly Client Services Log
  - 2. Auxiliary Practicum Site Log (if needed)
  - 3. Final Summary and Cover Sheet (every semester throughout all field placements)
- D. Evaluation
  - 1. Midterm Performance Fitness Evaluation (PFE)
  - 2. Final Performance Fitness Evaluation (PFE)
- E. Weekly Requirements
  - 1. a minimum average of one (1) hour of in-person individual/triadic supervision
  - 2. a minimum average of one and a half (1.5) hours of in-person group supervision.
- F. Attendance and participation in weekly scheduled class meetings, assignments as required.
  - 1. Missing more than 2 classes/group supervisions in a semester will prevent a Pass grade for practicum.  
Refer to syllabus for details.

### **Practicum Auxiliary Site Information:**

Students seeking school counseling certification (K-8 and/or 7-12) who are not currently teacher certified, may be required to complete direct hours in a school site during the practicum experience.

Students should spend 4 of these auxiliary hours co-facilitating classroom guidance lessons or group sessions in schools. On-site supervisors will complete the Classroom Counseling Activity Feedback form. Students interested in completing auxiliary hours in Springfield Public Schools must notify their instructor and supervisor so that contact can be made with the Coordinator of Counseling Services to determine placement options. *Students interested in completing auxiliary hours placements in Ozark or Waynesville school districts must go through the Practicum/Internship Coordinator and should not contact these schools directly.*

The site must be pre-approved by the instructor/supervisor, approved by the Practicum/Internship Coordinator, and all required documents must be completed and submitted prior to attending the site and documenting client contact hours. Students must document direct and indirect activities at the auxiliary site.

### **Center City Clinic Orientation:**

Before beginning practicum at Center City Clinic, students participate in a mandatory Clinic Orientation. This is typically held during finals week, the semester before your practicum starts. Students learn about the policies and procedures of the clinic, including documentation, clinic professionalism, and client care. The clinic director will email students directly about the meeting with dates and times.

RSVP to the meeting by emailing the following documents and information to the Clinic director:

- A copy of your current liability insurance.
- Your most up to date contact information (phone and email)
- Have you completed the following courses?

COU 708 (Child Counseling and Play Therapy)  
COU 733 (Couple and Family Counseling)

Students who attend the orientation and/or who provide the required information will be assigned clients to being their practicum. Thus, following these directions is essential to your success in practicum and to the ability of the Clinic's clients to access care in a timely manner.

### Therapy Notes:

During your clinic orientation, you will learn how to access the clinic's electronic medical record (EMR) Therapy Notes where you will complete treatment plans, progress notes and other documentation on each of your clients every week before you leave the clinic. The clinic director will provide your log in and password. Protect this password carefully—your clients' protected health information depends on it.

### Practicum Application Checklist

\_\_\_\_\_ **Meet with your advisor** or the Practicum Coordinator, to verify you have completed all prerequisites and are ready to proceed to practicum.

\_\_\_\_\_ **Attend the mandatory Practicum Information meeting** in the semester prior to your scheduled practicum(s)

\_\_\_\_\_ **Complete the required Compliance Documents** and submit them to the COE Compliances Office

\_\_\_\_\_ MOVECHS Fingerprinting Background Check

\_\_\_\_\_ ACA or ASCA Liability Insurance (based on track)

\_\_\_\_\_ **Complete the required trainings** and submit certificates to the Practicum and Internship Coordinator

\_\_\_\_\_ Mandated Reporter Training

\_\_\_\_\_ QPR Suicide Prevention/Gatekeeper Training

\_\_\_\_\_ Once you have been provided the releases and overrides, **register for your practicum(s)**.

\_\_\_\_\_ Attend **mandatory Clinic Orientation** in the semester prior to application semester, provide required documents and information to clinic director.

\_\_\_\_\_ Provide a signed copy of the **Statement of Understanding** from the Practicum and Internship Handbook to your course instructor at the required clinic orientation.

\_\_\_\_\_ Memorize or carefully store your **Therapy Notes** log in information.

\_\_\_\_\_ Students completing a practicum off-site: Complete a **Site Agreement** before the second week of practicum and before completing any direct contact hours. Follow instructions on form for signatures.

### INTERNSHIP OVERVIEW

Internship courses, as described in the catalog with their prerequisites, include:

•COU 781 Secondary School Counseling Internship

*Prerequisite: admission to Counseling program; and COU 777 or COU 780 or COU 782 or COU 784; and either COU 778 or COU 779; and either ELE 302 or SEC 302; and department permission.*

Supervised experience in secondary school counseling at an approved school site. Minimum of 300 hours on-site. Students will receive individual supervision on-site, and small-group supervision from the department. May be repeated up to 9 hours. Graded Pass/Not Pass only.

•COU 783 Elementary School Counseling Internship

*Prerequisite: admission to Counseling program; and COU 777 or COU 780 or COU 782 or COU 784; and either COU 778 or COU 779; and either ELE 302 or SEC 302; and department permission.*

Supervised experience in elementary school counseling at an approved school site. Minimum of 300 hours on-site. Students will receive individual onsite supervision, and small-group supervision from the department. May be repeated up to 9 hours. Graded Pass/Not Pass only.

•COU 785 Mental Health Counseling Internship

*Prerequisite: admission to Counseling program; and either COU 780 or COU 784; and department permission.*

*\*Prerequisites for this course also may include COU 777 or COU 782, and either COU 778 or COU 779. (\*not yet in catalog)*

Supervised experiences (individual, family, group) in counseling at an approved community agency site. Minimum of 300 hours on-site. Students will receive individual supervision on-site, and small group supervision from the department. May be repeated to 9 hours. Graded Pass/Not Pass only.

## Course Requirements

Internship courses are “by permission only” courses. Refer to the section above: [Information for All Field Placements](#) for specific information regarding the application and registration process for internships. Failure to complete these steps will prevent you from beginning or remaining in an internship.

Internships are completed in approved schools or agencies under the direction of a clinical supervisor who has completed the required MSU site supervisor training. The training is updated every three years. Supervisors must have a master’s degree in counseling or related mental health discipline, must be fully licensed in their field, with two years of fully licensed/certified, post-master’s experience. School counseling supervisors must have completed 5 years of certified school counseling past the mentoring stage, per DESE requirements.

Interns are responsible for securing an internship site. It is best to contact a minimum of two (2) potential sites prior to the application deadline to begin the application and interview process. The Internship Coordinator maintains a list of sites which have been pre-approved for placements. However, if you have a site in mind that is not on the list, contact the Internship Coordinator as soon as possible so that we can begin the process of determining if the site can be approved for you to complete your internship there.

Students who are considering a placement outside the Springfield region (determined currently as a 60-mile radius around Greene County, Missouri) will need submit a series of requirements to be approved to complete an internship outside of this area. Contact the Internship Coordinator or your academic advisor for those requirements as soon as you become aware that you wish to consider a placement outside this 60 mile radius.

An internship search is like a job search. Plan to have an up-to-date resume and cover letter ready. Send professional-sounding emails and be ready to interview. Even better: **Contact the MSU Career Center** and let them help get your documents looking good, and ready to send. They will even work on interview skills and connect students with internship prospects. This is a free service for MSU students!

## Internship Requirements

Semester credit requirements (Two 3 credit hour semesters for a total of 6 credit hours)

- A. 300 total hours (minimum) each semester (additional hours may be carried over into the second internship semester).
  - 1. Up to 48 hours of in-class meetings (3 hours per week x 16 weeks = 48 indirect hours)
  - 2. Group requirement: Interns are required to facilitate or co-facilitate one six-week group during one of the internship experiences.
- C. Logs
  - 1. Daily Time/Task Activities Log (School Counseling Only-during MSCE weeks)
  - 2. Weekly Progress/Activities Log
  - 3. Final Summary and Cover Sheet

#### D. Evaluation

1. Midterm Performance Fitness Evaluation (PFE) completed by on-site supervisor
2. Final Performance Fitness Evaluation (PFE) completed by on-site supervisor
3. Final Site Supervisor Evaluation completed by intern
5. Missouri School Counselor Evaluation (2 formative, 1 Summative) by on-site supervisor and by instructor, each semester. Required for School Counselor Certification.

#### Weekly Requirements

- A. A minimum average of one (1) hour of in-person individual/triadic supervision by on-site supervisor
- B. A minimum average of one and a half (1.5) hours of in-person group supervision by course instructor as part of the weekly scheduled class time.
- C. Attendance and participation in weekly scheduled class meetings (students who miss more than two classes will not be able to get a Pass for the internship in that semester), including any additional assignments. Typically, a Case presentation, case staffing or case conceptualization is required. The nature of this assignment is your internship instructor's decision.
- D. Weekly Progress Report with Daily/Weekly Activities Log

A typical week during the semester includes:

1. An average of a **minimum 15 hours** of on-site activity, including one (1) hour per week of face-to-face supervision with the on-site supervisor and experiences in enhancing counseling skills. School interns should be engaged in each of the four component areas of the Comprehensive Counseling Program.

Over the course of the **semester**, this is a minimum of **300** total hours (including 16 hours of on-site supervision) completing a variety of counseling duties and activities. (Of the 15 hours of on-site activity, interns should average 8 hours per week of direct client contact for a total of 120 for the semester (7.5 hours x 16 weeks= 120 direct contact hours). Interns may log more than 120 direct hours. Indirect activities include a variety of experiences where time is spent balancing activities that contribute to overall counselor development. (*Remember that the complete internship requirement is 600 total hours, with at least 240 direct hours*)

Note that averaging 8 hours of direct client contact means working with clients or students during that time. Most counselors find that to see that many clients mean scheduling about twice as many. This means if you intend to see 8 clients, you will need to schedule at least 12 – 14 clients.

Interns may accumulate indirect hours throughout the semester by completing a variety of training and professional development/learning activities. This includes shadowing other counselors, attending professional development workshops or conferences, listening to podcasts, attending webinars and other activities that have been approved by the course instructor.

All interns are expected to attend staff meetings, treatment team meetings, case consultations, IEPs, parent meetings, and many other site activities, by scheduling internship hours on days when meetings and activities are held.

School interns are also expected to attend school-related activities that their site supervisor attends such as parent-teacher conferences, professional learning/development days/workshops, IEPs, 504 plan meetings, Behavior Intervention Plan meetings and other school events.

Interns should not make home visits alone or be left alone in a school or agency location. Communicate with your internship instructor if home visits, school or site visits or regular off-site meetings are part of your internship, so that regular check ins are established, and your site supervisor and instructor can support your work in these settings.

All activities should be documented in logs. Consult with course instructor to verify appropriate documentation of such activities.

#### **Information for ALL Interns:**

CACREP requires 600 total clock hours of internship, and 240 of those hours must be direct client service clock hours.

Interns complete a minimum of two internship courses, earning 300 hours (120 direct service hours) per semester for the total of 600 hours of internship. Some students may need to take more than two semesters to complete their internships. Interns may take up to five semesters of internship to complete their hours.

Interns may also accumulate more than 300 hours in a semester and more than 120 hours of direct client contact. In these situations, the hours accumulated over the minimum requirements may be carried over into the next semester of internship.

Some individuals may apply to take on a second internship site in effort to meet additional certification or degree requirements and should consult with the Internship Coordinator to verify processes for these types of applications.

### **Information for School Counseling Interns:**

School sites within the public school system in Missouri are often already approved. If you are not sure the school you are hoping to work with is approved, contact the Internship Coordinator before beginning the application process.

Note that some school sites prefer that interns do not contact them directly, but that MSU makes the internship arrangements with them. For instance, school counseling interns should not contact the Ozark or Waynesville School Districts. If you want to intern at these districts, contact the Internship Coordinator so that they can arrange the next steps for you.

The Springfield Public Schools has specific steps to help MSU students get a placement within their schools. Follow the instructions found on the MSU Practicum and Internship page –scroll to the end of the page and follow the links and instructions. (<https://education.missouristate.edu/Counseling/Internships.htm>)

Missouri DESE updated their internship requirements in 2021. This information impacts all MSU school counseling interns beginning their internships in FA21 and after. Here is the most recent update information:

(The rule in its entirety may be viewed at the following website:

<https://www.sos.mo.gov/cmsimages/adrules/csr/current/5csr/5c20-400.pdf> (beginning on page 49).

(II) Field and Clinical Experience (three (3) semester hours minimum of three hundred (300) clock hours of which two hundred (200) clock hours will be in a major area (elementary or secondary); fifty (50) clock hours in a minor area (elementary or secondary); and the remaining fifty (50) clock hours will be at the discretion of the program and candidate.

(a) Culminating Clinical Experience. This refers to elementary and secondary school placement(s) in which candidates actively participate and complete class assignments and work with students as requested while under the supervision of a school counselor. The candidate should experience a wide range of class settings and have opportunities to collaborate with the supervising school counselor, preparation program supervisors, and/or other stakeholders working to improve student learning;

MSCA, in collaboration with DESE, has made the following determinations concerning the new internship requirements:

OPTION 1: A student may do a major (200 hours) in an elementary school. For secondary hours, they may choose between middle school or high school. The remaining 50 hours is at a site of their choosing, level-wise.

OPTION 2: A student may do a major (200 hours) in a middle school; middle school placement will ONLY count as secondary. For elementary hours, they would need to do 50 hours in an elementary setting. The remaining 50 hours is at a site of their choosing, level-wise.

OPTION 3: A student may do a major (200 hours) in a high school. For elementary hours, they would need to

do 50 hours in an elementary setting (not middle school). The remaining 50 hours is at a site of their choosing, level-wise.

Please consult with your advisor and/or the Internship Coordinator for additional information about choosing your sites each semester to adhere to these updated field experience rules.

### **Group Requirement (ALL internship students)**

Student interns are required to facilitate or co-facilitate at least one six-week group during one of the internship experiences. A minimum of four clients typically constitutes a group. If you are unsure if your group qualifies for this requirement, discuss this with your on-site supervisor and the Internship Coordinator. A Group Evaluation Form is utilized to summarize the intern's group facilitation abilities. The form should be submitted to the instructor upon completion of this requirement. Students are advised to begin working on finding and facilitating their group as early as possible during their internship process.

### **Recording Sessions**

CACREP standards require that “*Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students’ interactions with clients.*”

To complete this requirement then, MSU site supervisors will facilitate the audio and/or video recordings of student interactions with clients when clinically appropriate. In situations where such recordings may be detrimental to a client's mental health and wellbeing, or is forbidden by the institution at large, the site supervisor will document that the recording is not possible and will provide live supervision of the student's client interaction. The site is responsible for providing client consent forms for recording sessions. The *MSU Internship Recording Form* is used to document the recording authorization

### **Site Visits**

MSU internship university supervisor will make site visits, in person or via video conferencing as required, each semester or more frequently as needed. If the site supervisor or student would like a site visit sooner than scheduled, contact your instructor or internship coordinator. A summary of the site visit is documented using the *Site Visit form*.

### **Starting at Your Site**

Interns may begin at internship sites once approval has been granted by the Practicum and Internship Coordinator, an Internship Site Agreement and interim agreement (if appropriate) is signed and on file, clearance documents are updated to cover the duration of the semester, and *after the announced start date*. **First semester interns must be participating in group supervision through their internship class before providing direct client/student services.**

Interns who are **starting their first semester**, may begin accumulating *indirect hours* at a site, with approval from the Internship Coordinator and their instructor. Documentation must be complete, and interns must document all activities using required forms, must meet with the on-site supervisor for scheduled individual supervision, and must attend group supervision as available.

### **Interim Agreements**

Interns continuing at sites between semesters must have an **Interim Agreement on file** with the course instructor prior to the end of the current semester of internship. The Interim Agreement must be signed by all parties and approved by the course instructor and Practicum/Internship Coordinator prior the start of the interim period. Interns must continue to participate in weekly face-to-face supervision with the on-site supervisor and are encouraged to participate in group supervision at their site, when it is available.

Interns working at sites between semesters are required to take an Incomplete (I) grade during the interim until the start date of the next semester. The interim period should be clearly documented on the Interim Agreement and on weekly

logs.

### **Incomplete Grades**

At times, interns may not be able to complete all the internship requirements in one semester. Internships may continue beyond the current semester of enrollment with an “Incomplete (I)” grade assigned until the requirements for the current semester have been completed. In these instances, an Interim Agreement is required if the intern works in between MSU semesters and the agreement. Interns will complete a Final Summary and Cover Sheet at the end of each semester, and an updated version at the end of the interim period.

Interns and course instructors should consult with the Practicum/Internship Coordinator immediately upon determining if internship requirements are not going to be completed in the semester of enrollment.

### **Changing an Intern’s Placement**

Circumstances may arise where it is in the best interest of the intern to be removed from his/her placement because of incompatibility with the site and/or supervisor or other unforeseen issues that could be detrimental to a positive internship experience. This decision may be made by the course instructor in consultation with the intern, site administrator, Practicum/Internship Coordinator and Department Head. If the decision is to remove the intern, then every attempt for another more appropriate placement will be arranged and confirmed by the counseling program.

### **Removal Due to Unsatisfactory Progress**

Circumstances may arise where an intern must be removed from his/her placement because of unsatisfactory progress and performance or violation of site and/or university policies. This action may take place after consultation with the course instructor in consultation with the intern, site administrator, Practicum/Internship Coordinator and Department Head. The intern may have the following options depending on the decisions of the above-mentioned group:

- Withdrawing from internship with a grade of “W” if the withdrawal occurs within the appropriate university time frame for no penalty.
- Receive a grade of “NP” if intern does not withdraw from the course within the appropriate university time frame.
- The student intern may appeal the decisions of the administration and should refer to the undergraduate catalog for information. (See Academic Regulations: Grade Appeals and Academic Grievances)

### **Internship Application Checklist**

- \_\_\_\_\_ Attend the mandatory Internship Application Meeting in the semester prior to application
- \_\_\_\_\_ Complete the online Internship Application

Once your application has been conditionally approved, the following items are required:

- \_\_\_\_\_ Complete updates to required Clearance Documents and provide verification to the office of Educational Field Experiences
- \_\_\_\_\_ Student Professional Liability Insurance
  - American Counseling Association (ACA) or
  - American School Counselor Association (ASCA)
- \_\_\_\_\_ Mandated Reporter Training Update, send certificate to Internship Coordinator
- \_\_\_\_\_ Contact the Career Center for help with resume and interview skills
- \_\_\_\_\_ Contact at least two internship sites, begin applying for internship placements
- \_\_\_\_\_ Accept an internship placement, have a backup plan in mind.
- \_\_\_\_\_ Complete the Internship First Meeting Checklist with your on-site supervisor
- \_\_\_\_\_ Complete the Internship Site Agreement, provide a copy to your instructor by the second week of class.

Missouri State University  
Counseling Program

Practicum and Internship Documents



**Missouri State**<sup>TM</sup>  
U N I V E R S I T Y

### Documents for Practicum

The forms in the next pages are those that may be used in a practicum. Not all these forms and documents are used every semester or by every student. These forms are placed in order that they are typically used in a practicum. Refer to the Table of Contents for a listing of forms.

### Weekly Client Services Practicum Log

Select: COU 777 \_\_\_ 778 \_\_\_ 779 \_\_\_

**Student Name:** \_\_\_\_\_ **Semester/Year:** \_\_\_\_\_

Directions: Use ¼ hour approximations. (Ex. .25 for 10-15 minutes, .5 for 25-30 minutes, .75 for 40-45 minutes, and 1.0 for 50-60 minutes. Each session is counted as 1 hour.

| Add Semester Meeting Dates:                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | Totals |  |
|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|--------|--|
| Adult/Teen  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
| Couple or Family                                    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
| Play Therapy  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
| Parent Meeting                                      |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
| Auxiliary Direct                                    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
| Other Direct (attach info)                          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
| <b>TOTAL DIRECT</b>                                 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
| Individual /Triadic Supervision 1.0 weekly          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
| Group Supervision 1.5 weekly                        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
| Peer Review/ Peer Feedback                          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
| Case Notes, Tx Plans Documentation                  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
| Mandated Reports, Related crisis calls              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
| Tape Review/ Self-Review                            |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
| Professional Development (Document on Form)         |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
| Auxiliary Indirect                                  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
| <b>TOTAL INDIRECT</b>                               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |
| <b>WEEKLY TOTAL (Total Direct + Total Indirect)</b> |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |        |  |

**Direct Hours (at least 40 hours):** \_\_\_\_\_ **Indirect Hours:** \_\_\_\_\_ **Practicum Total (must total 100):** \_\_\_\_\_

\_\_\_\_\_  
Counselor Trainee Signature

\_\_\_\_\_  
Date of Completion

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date of Review



Missouri State University- Counseling Program

PRACTICUM AND INTERNSHIP SUMMARY AND COVER SHEET

COU 777\_\_778\_\_778\_\_781\_\_783\_\_785\_\_ M#\_\_\_\_\_ 1<sup>st</sup>\_\_2<sup>nd</sup>\_\_3<sup>rd</sup>\_\_ Internship

Counselor Trainee Name:\_\_\_\_\_ Semester/Year:\_\_\_\_\_

Site Name:\_\_\_\_\_ Site Supervisor: \_\_\_\_\_

Final Grade: Pass\_\_\_ Not Pass\_\_\_ Incomplete\_\_\_ Instructor: \_\_\_\_\_

| Semester Totals   |                |
|---|----------------|
| <b>Attendance:</b> # of Classes<br>Attended<br>(No more than 2 absences)                          | _____ of _____ |
| <b>Semester Direct Hours Total</b> (practicum minimum 40)<br>(Intern minimum 240: 120/semester)   |                |
| <b>Semester Indirect Hours Total:</b>   |                |
| <b>Semester Hours TOTAL:</b><br>(Practicum minimum 100 total)<br>(Intern 300/semester 600 total): |                |

| Domain   | Complete | Incomplete |
|--|----------|------------|
| Assignments  |          |            |
| Student Midterm Evaluation   |          |            |
| Student Final Evaluation   |          |            |
| Dispositions Rubric by Instructor  |          |            |
| Evaluation of Site/Supervisor by Intern  |          |            |
| Weekly Activity/Time Logs/Progress Reports   |          |            |
| All Evaluations Requested by Student (MSCE for School Counseling)  |          |            |
| Internship only:<br>6-week Group (N/A if not applicable or semester of completion from 1 <sup>st</sup> internship) |          |            |
| Other: (specify if needed)   |          |            |

| Supervision   |             |
|---|-------------|
| <b>Individual Supervision</b><br>(Minimum average of 1 hour per week, face-to-face) | _____ hours |
| <b>Group Supervision</b><br>(Minimum average of 1.5 hours per week)                 | _____ hours |

Notes: (Explanation of added hours, accommodations, etc.) \_\_\_\_\_

| Student Cumulative Clinical Training Log (complete all <i>prior</i> semesters that apply) |  |                 |  |                 |  |                   |  |                 |  |                   |  |
|---|--|-----------------|--|-----------------|--|-------------------|--|-----------------|--|-------------------|--|
| Practicum   |  | Practicum II    |  | Internship I    |  | Interim I         |  | Internship II   |  | Interim II        |  |
| (Semester/year)   |  | (Semester/year) |  | (Semester/year) |  | (Start-end dates) |  | (Semester/year) |  | (Start-end dates) |  |
| Direct  |  | Direct          |  | Direct          |  | Direct            |  | Direct          |  | Direct            |  |
| Indirect  |  | Indirect        |  | Indirect        |  | Indirect          |  | Indirect        |  | Indirect          |  |
| <b>TOTAL</b>  |  | <b>TOTAL</b>    |  | <b>TOTAL</b>    |  | <b>TOTAL</b>      |  | <b>TOTAL</b>    |  | <b>TOTAL</b>      |  |

\*Keep running total of practicum hours. \*Keep running total of Internship hours

\_\_\_\_\_  
Counselor Trainee Signature Date

\_\_\_\_\_  
Instructor Signature Date

## Auxiliary Practicum Site First Meeting Checklist

**Counselor Trainee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Site Name:** \_\_\_\_\_

**Site Physical Address:** \_\_\_\_\_

**On-Site Supervisor Name and Credentials:** \_\_\_\_\_

**On-Site Supervisor Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

During the first meeting, please discuss/complete the following items:

- \_\_\_\_\_ 1. Complete *Site Agreement* with appropriate signatures.
- \_\_\_\_\_ 2. Set dates and times for site attendance and clinical supervision. Discuss site supervisor's expectations related to direct/indirect student hours.
- \_\_\_\_\_ 3. Discuss format of record keeping, including daily log (for class) and any site documentation (per site-supervisor/site policy and expectations). Students log and document hours, site supervisors review and sign logs.
- \_\_\_\_\_ 4. Discuss duties that the student will participate in and the supervisor expectations of participation. This may include individual and group counseling, whole classroom lessons, and small group co-facilitation and in planning counseling curriculum. School based counselor trainees may also be participating in opportunities that optimize learning in the four components of the Comprehensive Counseling Program.
- \_\_\_\_\_ 5. Discuss counselor trainee personal/professional goals, including areas of growth desired.
- \_\_\_\_\_ 6. Review the Auxiliary Site Performance Feedback form. This form will be completed by the site supervisor at the end of the experience to assist in completion of the student's progress assessment.
- \_\_\_\_\_ 7. (School) Schedule minimum classroom lesson opportunities and discussion of lessons to be conducted. Review *Classroom Observation Feedback* form. (Non-teacher certified counselor-trainees must complete a minimum of four (4) hours of classroom lesson instruction with site supervisor completing classroom feedback rubrics. These do not have to be completed in one-hour increments. Please utilize the on-site supervisor's judgement and schedule to complete the minimum hourly requirements.)



**Missouri State**  
UNIVERSITY

COUNSELING FIELD PLACEMENT SITE AGREEMENT

*Interns: Turn this document in to your internship instructor prior to beginning work at your site; no later than the second week of internship class. Practicum Students: This signed form must be turned in to your instructor before you may begin your placement.*

Select Course

781 SEC School Counseling: \_\_\_\_\_ 783 ELE School Counseling: \_\_\_\_\_ 785 Mental Health: \_\_\_\_\_  
777 Counseling Practicum: \_\_\_\_\_ 778 MH Practicum: \_\_\_\_\_ 779 SC Practicum: \_\_\_\_\_  
Other Field Placement not listed (include course code): \_\_\_\_\_

1. Counseling Programs  
Department of Counseling, Leadership, and Special Education  
Missouri State University  
901 South National  
Springfield, MO 65897
2. Site/Agency Name: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Phone: \_\_\_\_\_
5. Email: \_\_\_\_\_
6. Site Director: \_\_\_\_\_  
Site Supervisor: \_\_\_\_\_  
Site Supervisor Phone (if different from above): \_\_\_\_\_  
Site Supervisor Email: \_\_\_\_\_
7. Student:  
Name: \_\_\_\_\_ M#: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

It is mutually agreed that the above-named mental health agency/school and/or site supervisor will provide the following services:

1. Assign a site supervisor who is a licensed professional counselor, licensed psychologist/certified school counselor, or other qualified licensed professional who has at least two (2) years of fully licensed/certified experience. The site supervisor must complete (or have attended within the last 3 years) MSU's site supervisor training, and provide copies of an updated resume, professional liability insurance and license/certification.
2. Orientation to the agency or school for the student with specific counselor-trainee duties defined.
3. A site and supervisor operating under ACA/ASCA ethical guidelines.
4. Define and communicate intern/practicum duties, responsibilities, expectations, specific information related to supervision provided by site supervisor on site, contact information, and an emergency policy with contact information.
5. Coordinate student's duties with direct client contact at a minimum of 40% of total time spent (120 hours of direct contact for total of 300 clock hours/semester for internship, 40/100 for practicum).
6. Ensure that the student is working within their level of training. Students who have not had coursework in the use of certain specific therapies such as couples and family, addictions, etc. should not work in these areas without specific training, and/or supervision.
7. Permit student intern's videotaping of one session, with signed permission, for analysis and supervision. In populations where video is not possible, contact the student intern's university supervisor or internship coordinator for alternative arrangements.
8. Individual supervision of the student by the site supervisor is required at a minimum of one hour per week to provide feedback and to communicate progress. Please contact the university supervisor immediately in case of any concerns or deficiencies noted.
9. Provide the student with a mid-term and final progress evaluations, using program evaluation forms provided, including any documentation required for certification.

The student intern agrees to:

1. Be at the agreed-upon location at the scheduled times.
2. Always demonstrate professional behavior consistent with ethical guidelines, including providing only those services within student intern's level of training and preparation.

3. Complete all required documentation of duties for the university and site.
4. Be assigned the following general duties and responsibilities: Clinical mental health will include individual counseling and may include group, couples, family, child therapy, etc. as applicable based on level of training. School counseling will include individual and whole classroom counseling, guidance lessons and planning, and may include play therapy, group counseling, etc. as applicable based on level of training.

•*Site supervisor: Please list any additional specific responsibilities here:*

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5. Attend scheduled MSU classes to receive feedback and training regarding counseling performance, techniques, and skills. Students must attend each class to receive total credit. Additionally, students must attend an average of 1.5 hours per week group supervision as part of the scheduled class time, for a minimum of 30 hours of group supervision. Failure to attend class results in loss of group supervision. Failure to meet class attendance and group supervision requirements will result in a NP (Not Pass) grade.
6. Complete an evaluation of the site supervisor and the field experience to provide to the instructor at the end of the semester.
7. Maintain all College of Education and program required documents including current MOVECHS FBI Fingerprinting National Background Check, professional liability insurance, TB test results, mandated reporter training, suicide screening training.

The MSU field experience instructor will provide the following:

1. Explain the internship and/or practicum requirements (class meetings, activities, reports, evaluations, assignments, etc.)
2. Provide weekly class meetings to discuss common needs and experiences, provide instruction and relevant trainings at a minimum of 1.5 hours per week.
3. Maintain periodic contact to discuss progress (telephone contact, email, site visits, etc.) as deemed necessary.
4. Give the student feedback regarding faculty supervision and maintain appropriate records for evaluation and grading and provide final grading for the internship.
5. Ensure that the student is working within their level of training based on assigned duties and weekly review of logs.

If at any time circumstances prevent any of these participants from providing the conditions herein, including required supervision of the student intern, the course instructor and Practicum/Internship Coordinator should be notified immediately.

This Agreement will remain in effect as long as the student intern remains in place as an intern or practicum student, for up to three consecutive semesters.

The following signatures verify agreement to these conditions:

|   |                        |
|---|------------------------|
| _____<br>Student Intern Signature                       | _____<br>Date          |
| _____<br>Site Supervisor Signature                      | _____<br>Date          |
| _____<br>Site Director/Administrator Signature          | _____<br>Date          |
| _____<br>MSU Internship/Practicum Instructor Signature  | _____<br>Date          |
| _____<br>MSU Practicum/Internship Coordinator Signature | _____<br>Date Received |

### Auxiliary Practicum Site Performance Feedback

Site supervisors: Please complete at the end of the auxiliary experience and attach to the student's final hours log.

Does the counselor trainee:

- |  |        |       |
|--|--------|-------|
| 1. Utilize effective management strategies/techniques? | Yes___ | No___ |
| 2. Build rapport with others?                          | Yes___ | No___ |
| 3. Vary strategies/techniques?                         | Yes___ | No___ |
| 4. Utilize active listening/reflection?                | Yes___ | No___ |
| 5. Utilize formative and summative assessment?         | Yes___ | No___ |
| 6. Utilize appropriate follow up as needed?            | Yes___ | No___ |
| 7. Demonstrate openness to feedback/supervision?       | Yes___ | No___ |
| 8. Establish appropriate closure?                      | Yes___ | No___ |
| 9. Demonstrate professionalism?                        | Yes___ | No___ |

Comment on counseling skills, especially strengths and areas for growth:

**Performance Evaluation: Satisfactory\_\_\_Unsatisfactory\_\_\_**

Counselor Trainee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

On-Site Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Classroom Activity/Presentation

*Instructions: Site supervisors should complete this to provide counselor trainees with feedback following classroom guidance and counseling activities.*

Counselor Trainee: \_\_\_\_\_

Name of Reviewer: \_\_\_\_\_

Date of Review: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Please rate the following items if applicable during the review.

Circle one - Rating scale: 5 High- 1 Low, NO – Not Observed

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. <b>Lesson Objectives:</b> Were objectives established and/or addressed?<br>Describe/comment about effectiveness: | 5 | 4 | 3 | 2 | 1 |
| 2. <b>Rapport:</b> Was rapport observed and established? Describe/comment about effectiveness:                      | 5 | 4 | 3 | 2 | 1 |
| 3. <b>Materials:</b> Effectiveness of materials used?<br>Describe/comment about effectiveness:                      | 5 | 4 | 3 | 2 | 1 |
| 4. <b>Listening:</b> Did you observe active listening?<br>Describe/comment about effectiveness:                     | 5 | 4 | 3 | 2 | 1 |
| 5. <b>Reflection:</b> Did you observe reflection?<br>Describe/comment about effectiveness:                          | 5 | 4 | 3 | 2 | 1 |
| 6. <b>Questioning:</b> you observe follow-up questions?<br>Describe/comment about effectiveness:                    | 5 | 4 | 3 | 2 | 1 |
| 7. <b>Lesson Assessment:</b> Was formative assessment observed?<br>Describe/comment about effectiveness:            | 5 | 4 | 3 | 2 | 1 |
| 8. <b>Closing session:</b> Effective closure of session?<br>Describe/comment about effectiveness:                   | 5 | 4 | 3 | 2 | 1 |

**Missouri State University- Counseling Program**  
**School Counseling Weekly Progress Report-COU 779 COU 781 COU 783**

Student: \_\_\_\_\_ Site: \_\_\_\_\_

Week # \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Semester Totals:

Direct Hours: \_\_\_\_\_ + Indirect Hours: \_\_\_\_\_ = Semester Running Total \_\_\_\_\_

|    |  | Satisfactory | Needs Improvement |
|----|--|--------------|-------------------|
| 1. | Rate the counselor-trainee's rapport with students:  |              |                   |
| 2. | Rate the counselor-trainee's progression toward independence as a counselor:   |              |                   |
| 3. | Rate the counselor-trainee's rapport with colleagues:  |              |                   |
|    |  | Yes          | No                |
| 4. | We completed 1 hour face to face individual supervision this week  |              |                   |
| 5. | Supervision included discussing areas the trainee needs to focus on for improvement, additional work or which are areas of concern.  |              |                   |
| 6. | Supervision included highlighting areas where the trainee is showing strength or success.  |              |                   |
| 7. | The trainee is receiving opportunities to learn about school counseling curriculum and goals.  |              |                   |
| 8. | We have requested assistance from the University Supervisor this week for the following concern: _____<br>(Contact the University Supervisor directly for quickest response) |              |                   |

9. Please list any concerns addressed with the counselor-trainee this week:

10. Please list the area(s) of strengths and successes you are noticing with the counselor-trainee this week:

Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Missouri State University- Counseling Program  
Student Evaluation of Site Supervisor/Site Experience**

**Student Name:** \_\_\_\_\_ **Sem/Yr:** \_\_\_\_\_

**Track:** Clinical Mental Health \_\_\_\_\_ School \_\_\_\_\_

**Course:** Practicum \_\_\_\_\_ Internship \_\_\_\_\_

**University Supervisor:** \_\_\_\_\_

**Site Supervisor:** \_\_\_\_\_

**Site Name:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Site Phone:** \_\_\_\_\_ **Site Email:** \_\_\_\_\_

**Total hours on site:** \_\_\_\_\_ **Direct contact hours:** \_\_\_\_\_

**Hours of individual supervision from Site Supervisor:** \_\_\_\_\_

**Please answer check Y (Yes) or N (No) for the following questions.**

**If you check N (No), please explain in the space provided under each question.**

Y\_\_\_ N\_\_\_ 1. Was the orientation to the site that you received helpful?

Y\_\_\_ N\_\_\_ 2. Were the expectations at your site clearly explained?

Y\_\_\_ N\_\_\_ 3. Was your site supervisor available for consultation when needed?

Y\_\_\_ N\_\_\_ 4. Were you able to meet with your site supervisor for supervision for the required minimum amount of time each week? (1 hr/week)

Y\_\_\_ N\_\_\_ 5. Was the supervision that you received from your site supervisor helpful?

Y\_\_\_ N\_\_\_ 6. Were other professionals at the site helpful?

Y\_\_\_ N\_\_\_ 7. Were you given appropriate levels of responsibility?

Y\_\_\_ N\_\_\_ 8. Did you receive adequate opportunities to engage in individual counseling with clients?

Y\_\_\_ N\_\_\_ 9. Did you receive adequate opportunities to engage in small group counseling with clients?

Y\_\_\_ N\_\_\_ 10. Did you receive opportunities to record counseling sessions with clients?

Y\_\_\_ N\_\_\_ 11. If you were unable to record client sessions, did your site supervisor provide alternatives for live supervision?

Y\_\_\_ N\_\_\_ 12. Would you recommend this site to another student?

**Please comment on these aspects of your clinical experience:**

1. What were the **strengths** of this site?
  
2. What were the **weaknesses** of this site?

**Additional comments:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Missouri State University-Graduate Counseling Program  
Statement of Understanding/Handbook Receipt**

I \_\_\_\_\_ (print name) attest that I have read the **Practicum and Internship Handbook** including the forms, documents, information, and procedures contained within it.

I further attest that I have reviewed the ethical expectations and that I understand the professional responsibilities and behaviors that are required of me during my practicums and internships.

I understand my responsibility to follow the requirements and processes for applying to and participating in practicums and internships including (but not limited to) application deadlines, evaluations, and assignments.

I understand the ramifications of not adhering to these requirements may result in such consequences as my not participating in a required field experience to my being unable to obtain certification or licensure in my desired area.

I am aware that I may obtain clarification or get additional information with my practicum or internship instructor or the practicum and internship coordinator if needed.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Semester/Year

### **Documents for Internship**

The forms in the next pages are those that may be used in an internship. These forms are placed in order that they are typically used in internships. You will note that some are used only in CMHC internships, some are used only in School Counseling internships, and many are used in both. Refer to the Table of Contents for a listing of forms.

**Internship First Meeting Checklist**  
Missouri State University Counseling Program

It is *recommended* that the Internship Site Supervisor and Intern complete the following items during the intern's first meeting at the placement site:

\_\_\_\_ Discuss and sign the Internship Site Agreement form prior to intern beginning at the site. This is an agreement between the intern, site supervisor, site director, and MSU, which is specific to this intern's field placement. It does not replace the Memorandum of Understanding between the Site and the University.

\_\_\_\_ Provide site supervisor information regarding access to forms (including copies if requested), TaskStream, MSCE training (for school counseling) and any related documentation requirements.

\_\_\_\_ Site Supervisor will provide emergency policies and procedures to intern.

\_\_\_\_ Discuss strengths and challenges for intern that may be helpful for the site supervisor to know in the early stages of the internship, so that the intern to be able to fully benefit from supervision.

\_\_\_\_ Schedule weekly clinical supervision including a day and time. If permanent changes are made to this schedule, inform the internship instructor in writing.

\_\_\_\_ Intern should be able provide Mandated Reporter training and QPR Suicide Screening training certificates and any background check requirements if requested/required.

The signatures below indicate that these areas have been discussed by the undersigned. Provide as required by instructor or coordinator.

Student Intern Signature: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_

Date \_\_\_\_\_



# Missouri State<sup>™</sup>

U N I V E R S I T Y

## COUNSELING FIELD PLACEMENT SITE AGREEMENT

*Interns: Turn this document in to your internship instructor prior to beginning work at your site; no later than the second week of internship class.*

781 SEC School Counseling: \_\_\_\_\_ 783 ELE School Counseling: \_\_\_\_\_ 785 Mental Health: \_\_\_\_\_  
 777 Counseling Practicum: \_\_\_\_\_ 778 MH Practicum: \_\_\_\_\_ 779 SC Practicum: \_\_\_\_\_  
 Other Field Placement not listed (include course code): \_\_\_\_\_

1. Counseling Programs  
 Department of Counseling, Leadership, and Special Education  
 Missouri State University  
 901 South National  
 Springfield, MO 65897
  
2. Site/Agency Name: \_\_\_\_\_
  
3. Address: \_\_\_\_\_
  
3. Phone: \_\_\_\_\_
  
4. Email: \_\_\_\_\_
  
5. Site Director: \_\_\_\_\_  
 Site Supervisor: \_\_\_\_\_  
 Site Supervisor Phone (if different from above): \_\_\_\_\_  
 Site Supervisor Email: \_\_\_\_\_
  
6. Student (herein called the "student intern"):  
 Name: \_\_\_\_\_ M#: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

It is mutually agreed that the above-named mental health agency/school and/or site supervisor will provide the following services:

7. Assign a site supervisor who is a licensed professional counselor, licensed psychologist/certified school counselor, or other qualified licensed professional who has at least two (2) years of fully licensed/certified experience. The site supervisor must complete (or have attended within the last 3 years) MSU's site supervisor training, and provide copies of an updated resume, professional liability insurance and license/certification.
8. Orientation to the agency or school for the student with specific counselor-trainee duties defined.
9. A site and supervisor operating under ACA/ASCA ethical guidelines.
10. Define and communicate intern/practicum duties, responsibilities, expectations, specific information related to supervision provided by site supervisor on site, contact information, and an emergency policy with contact information.
11. Coordinate student intern's duties with direct client contact at a minimum of 40% of total time spent (120 hours of direct contact for total of 300 clock hours/semester for internship, 40/100 for practicum).
12. Ensure that the student intern is working within their level of training. Student interns who have not had coursework in the use of certain specific therapies such as couples and family, addictions, etc. should not work in these areas without specific training, and/or supervision.
13. Permit student intern's videotaping of one session, with signed permission, for analysis and supervision. In populations where video is not possible, contact the student intern's university supervisor or internship coordinator for alternative arrangements.
14. Individual supervision of the student intern by the site supervisor is required at a minimum of one hour per week to provide feedback and to communicate progress. Please contact the university supervisor immediately in case of any concerns or deficiencies noted.
15. Provide the student intern with a mid-term and final progress evaluations, using program evaluation forms provided, including any documentation required for certification.

The student intern agrees to:

16. Be at the agreed-upon location at the scheduled times.  
 Always demonstrate professional behavior consistent with ethical guidelines, including providing only those services within student intern's level of training and preparation.
17. Complete all required documentation of duties for the university and site.

18. Be assigned the following general duties and responsibilities: Clinical mental health will include individual counseling and may include group, couples, family, child therapy, etc. as applicable based on level of training. School counseling will include individual and whole classroom counseling, guidance lessons and planning, and may include play therapy, group counseling, etc. as applicable based on level of training.

•*Site supervisor: Please list additional specific responsibilities here:*

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19. Attend scheduled MSU classes to receive feedback and training regarding counseling performance, techniques, and skills. Students must attend each class to receive total credit. Additionally, students must attend an average of 1.5 hours per week group supervision as part of the scheduled class time, for a minimum of 30 hours of group supervision. Failure to attend class results in loss of group supervision. Failure to meet class attendance and group supervision requirements will result in a NP (Not Pass) grade.

20. Complete an evaluation of the site supervisor and the internship experience to provide to the instructor at the end of the semester.

21. Maintain all College of Education and program required documents including current MOVECHS FBI Fingerprinting National Background Check, professional liability insurance, TB test results, mandated reporter training, suicide screening training.

The MSU internship instructor will provide the following:

1. Explain the internship requirements (class meetings, activities, reports, evaluations, assignments, etc.)
- 2 Provide weekly class meetings to discuss common needs and experiences, provide instruction and relevant trainings at a minimum of 1.5 hours per week.
- 3 Maintain periodic contact to discuss progress (telephone contact, email, site visits, etc.) as deemed necessary.
- 4 Give the student intern feedback regarding faculty supervision and maintain appropriate records for evaluation and grading and provide final grading for the internship.
- 5 Ensure that the student intern is working within their level of training based on assigned duties and weekly review of logs.

If at any time circumstances prevent any of these participants from providing the conditions herein, including required supervision of the student intern, the course instructor and Practicum/Internship Coordinator should be notified immediately.

This Agreement will remain in effect as long as the student intern remains in place as an intern or practicum student, for up to three consecutive semesters.

The following signatures verify agreement to these conditions:

|  |               |
|--|---------------|
| Student Intern Signature                       | Date          |
| Site Supervisor Signature                      | Date          |
| Site Director/Administrator Signature          | Date          |
| MSU Internship Instructor Signature            | Date          |
| MSU Practicum/Internship Coordinator Signature | Date Received |

Missouri State University- Counseling Program  
 CMHC Weekly Log- COU 778 COU 785

Counselor-Trainee: \_\_\_\_\_ SEM/YR \_\_\_\_\_

Week of \_\_\_\_\_ to \_\_\_\_\_ (date) Week # \_\_\_\_\_ Total \_\_\_\_\_

Directions: Use ¼ hour approximations: .25 for 10-15 minutes, .5 for 25-30 minutes, .75 for 40-45 min.

*Counseling sessions are counted in 1/2-hour (.5) approximations.*

| Week of:   | MON: | TUES: | WED: | THURS: | FRI: | SAT: | SUN: | Activity Totals     |
|--|------|-------|------|--------|------|------|------|---------------------|
| <b>DIRECT SERVICES</b>   |      |       |      |        |      |      |      |                     |
| Adults/Teens<br>Individual Counseling                          |      |       |      |        |      |      |      |                     |
| Group Counseling   |      |       |      |        |      |      |      |                     |
| Couples/Family<br>(CMHC only)                                  |      |       |      |        |      |      |      |                     |
| Play Therapy/<br>Child Counseling                              |      |       |      |        |      |      |      |                     |
| Parent Meeting   |      |       |      |        |      |      |      |                     |
| Psychosocial<br>Activities/Groups                              |      |       |      |        |      |      |      |                     |
| \Other (obtain approval<br>or attach explanation)              |      |       |      |        |      |      |      |                     |
| <b>INDIRECT SERVICES</b>                                       |      |       |      |        |      |      |      |                     |
| Supervision: (1/week)<br>Individual or Triadic                 |      |       |      |        |      |      |      |                     |
| Group Supervision<br>1.5 hours/ week                           |      |       |      |        |      |      |      |                     |
| Reports, case notes<br>team meetings, related.                 |      |       |      |        |      |      |      |                     |
| Professional<br>Development, Training,<br>resource development |      |       |      |        |      |      |      |                     |
| Video/Case Review and<br>presentations.                        |      |       |      |        |      |      |      |                     |
| Observations, shadowing,<br>Other individualized<br>training.  |      |       |      |        |      |      |      |                     |
| <b>Totals:</b>   |      |       |      |        |      |      |      | <b>WEEKLY TOTAL</b> |

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Missouri State University-Graduate Counseling Program**  
**CMHC Weekly Progress Report-COU 778\_\_\_\_\_ COU 785\_\_\_\_**

Student: \_\_\_\_\_

Location: \_\_\_\_\_

Week # \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Semester Totals:

Direct Hours: \_\_\_\_\_ + Indirect Hours: \_\_\_\_\_ = Semester Running Total \_\_\_\_\_

|    |  | Satisfactory | Needs Improvement |
|----|--|--------------|-------------------|
| 1. | Rate the counselor-trainee's rapport with clients:   |              |                   |
| 2. | Rate the counselor-trainee's progression toward independence as a counselor:   |              |                   |
| 3. | Rate the counselor-trainee's rapport with colleagues:  |              |                   |
|    |  | Yes          | No                |
| 4. | We completed 1 hour face to face individual supervision this week  |              |                   |
| 5. | Supervision included discussing areas the trainee needs to focus on for improvement, additional work or which are areas of concern.  |              |                   |
| 6. | Supervision included highlighting areas where the trainee is showing strength or success.  |              |                   |
| 7. | The trainee is receiving opportunities to learn about clinical mental health counseling concepts as they relate to the client, agency and community.                                     |              |                   |
| 8. | We have requested assistance from the University Supervisor this week for the following concern: _____<br><i>(Please contact the University Supervisor directly for a quicker reply)</i> |              |                   |

11. Please list any concerns addressed with the counselor-trainee this week:

12. Please list the area(s) of strengths and successes you are noticing with the counselor-trainee this week:

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**Missouri State University**  
**Counseling Program School Counseling**  
**Internship/Auxiliary Site Log**  
 COU 779\_\_\_ COU 781\_\_\_ COU 783\_\_\_ Other: \_\_\_\_\_

Student: \_\_\_\_\_ Sem/Yr: \_\_\_\_\_

Week \_\_\_\_\_ to \_\_\_\_\_ (date) Week # \_\_\_\_\_ Site: \_\_\_\_\_

Directions: Use ¼ hour approximations. Example: .25 for 10-15 minutes, .5 for 25-30 minutes, .75 for 40-45 mins

| Week of:   | MON: | TUES: | WED: | THURS: | FRI: | SAT: | SUN: | Activity Totals         |
|--|------|-------|------|--------|------|------|------|-------------------------|
| <b>DIRECT SERVICES</b>                           |      |       |      |        |      |      |      |                         |
| Student Contact<br>In classroom                  |      |       |      |        |      |      |      |                         |
| Small Groups                                     |      |       |      |        |      |      |      |                         |
| Individual Student<br>Counseling                 |      |       |      |        |      |      |      |                         |
| Other Responsive<br>Services                     |      |       |      |        |      |      |      |                         |
| Parent Meetings                                  |      |       |      |        |      |      |      |                         |
| Student-focused<br>Groups/Meetings               |      |       |      |        |      |      |      |                         |
| Other (obtain<br>approval<br>attach explanation) |      |       |      |        |      |      |      |                         |
| <b>INDIRECT<br/>SERVICES</b>                     |      |       |      |        |      |      |      |                         |
| Supervision: 1hr/wk<br>Individual/Triadic        |      |       |      |        |      |      |      |                         |
| Group Supervision<br>1.5/week                    |      |       |      |        |      |      |      |                         |
| Reports, team<br>meetings, staffings,            |      |       |      |        |      |      |      |                         |
| Prof Dev, Training,<br>Resourcing                |      |       |      |        |      |      |      |                         |
| Video/Case Review<br>presentations.              |      |       |      |        |      |      |      |                         |
| Observations,<br>shadowing, related.             |      |       |      |        |      |      |      |                         |
| <b>Totals</b>                                    |      |       |      |        |      |      |      | <b>WEEKLY<br/>TOTAL</b> |

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Missouri State University-Graduate Counseling Program**  
**School Counseling Weekly Progress Report-COU 779 COU 781 COU 783**

Student: \_\_\_\_\_ Site: \_\_\_\_\_

Week # \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Semester Totals:

Direct Hours: \_\_\_\_\_ + Indirect Hours: \_\_\_\_\_ = Semester Running Total \_\_\_\_\_

|    |   | Satisfactory | Needs Improvement |
|----|---|--------------|-------------------|
| 1. | Rate the counselor-trainee's rapport with students:   |              |                   |
| 2. | Rate the counselor-trainee's progression toward independence as a counselor:  |              |                   |
| 3. | Rate the counselor-trainee's rapport with colleagues:   |              |                   |
|    |   | Yes          | No                |
| 4. | We completed 1 hour face to face individual supervision this week   |              |                   |
| 5. | Supervision included discussing areas the trainee needs to focus on for improvement, additional work or which are areas of concern.   |              |                   |
| 6. | Supervision included highlighting areas where the trainee is showing strength or success.   |              |                   |
| 7. | The trainee is receiving opportunities to learn about school counseling curriculum and goals.   |              |                   |
| 8. | We have requested assistance from the University Supervisor this week for the following concern: _____<br><i>(Contact the University Supervisor directly for quickest response)</i> |              |                   |

13. Please list any concerns addressed with the counselor-trainee this week:

14. Please list the area(s) of strengths and successes you are noticing with the counselor-trainee this week:

Site Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**Missouri State University-Counseling Program  
PRACTICUM AND INTERNSHIP  
SUMMARY AND COVER SHEET**

COU 777 \_\_\_ 778 \_\_\_ 778 \_\_\_ 781 \_\_\_ 783 \_\_\_ 785 \_\_\_ 1<sup>st</sup> \_\_\_ 2<sup>nd</sup> \_\_\_ Internship M# \_\_\_\_\_

Student: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Site Name: \_\_\_\_\_ Site Supervisor: \_\_\_\_\_

Final Grade: Pass \_\_\_ Not Pass \_\_\_ Incomplete \_\_\_ Instructor: \_\_\_\_\_

| Semester Totals  |                |
|--|----------------|
| <b>Attendance:</b><br># Of Classes Attended<br>(No more than 2 absences)                         | _____ of _____ |
| <b>Semester Direct Hours Total</b> (practicum minimum 40)<br>(Intern minimum 240: 120/semester)  |                |
| <b>Semester Indirect Hours Total:</b>  |                |
| <b>Semester Hours TOTAL:</b><br>(Practicum minimum 100 total)<br>(Intern 300/semester 600 total) |                |
| Supervision  |                |
| <b>Individual Supervision</b><br>(Minimum average of 1 hour per week, face-to-face)              | _____ hours    |
| <b>Group Supervision</b><br>(Minimum average of 1.5 hours per week)                              | _____ hours    |

| Domain  | Complete | Incomplete |
|---|----------|------------|
| Assignments   |          |            |
| Student Midterm Evaluation  |          |            |
| Student Final Evaluation  |          |            |
| Dispositions Rubric by Instructor   |          |            |
| Evaluation of Site/Supervisor by Intern   |          |            |
| Weekly Activity/Time Logs/Progress Reports  |          |            |
| All Evaluations Requested by Student ( <b>MSCE</b> for School Counseling)   |          |            |
| <b>Internship only:</b><br>6-week Group (N/A if not applicable or semester of completion from 1 <sup>st</sup> internship) |          |            |
| <b>Other:</b> (specify if needed)   |          |            |

Notes: (Explanation of added hours, accommodations, etc.) \_\_\_\_\_  
\_\_\_\_\_

| Student Cumulative Clinical Training Log (complete all <i>prior</i> semesters that apply) |  |                 |  |                 |  |                   |  |                 |  |                   |  |
|---|--|-----------------|--|-----------------|--|-------------------|--|-----------------|--|-------------------|--|
| Practicum   |  | Practicum II    |  | Internship I    |  | Interim I         |  | Internship II   |  | Interim II        |  |
| (Semester/year)   |  | (Semester/year) |  | (Semester/year) |  | (Start-end dates) |  | (Semester/year) |  | (Start-end dates) |  |
| Direct  |  | Direct          |  | Direct          |  | Direct            |  | Direct          |  | Direct            |  |
| Indirect  |  | Indirect        |  | Indirect        |  | Indirect          |  | Indirect        |  | Indirect          |  |
| <b>TOTAL</b>  |  | <b>TOTAL</b>    |  | <b>TOTAL</b>    |  | <b>TOTAL</b>      |  | <b>TOTAL</b>    |  | <b>TOTAL</b>      |  |

\*Keep running total of practicum hours.      \*Keep running total of Internship hours

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Instructor Signature/Date



### Missouri State University-Counseling Program Missouri School Counselor Evaluation System

Included in the requirements for School Counselor certification under the Missouri Department of Elementary and Secondary Education, are intern's successful scores on the Missouri School Counselor Evaluation (MSCE, or MEES).

The MSCE is completed three times each semester of internship (2 formative and 1 summative per semester), by both the site supervisor and university supervisor. Failure to have all formative and summative MCSEs will result in the intern being ineligible for Missouri School Counselor Certification.

- The first formative MSCE must be completed after the first six weeks of internship.
- The second formative MSCE must be completed after the first 12 weeks of internship.
- The summative MSCE must be completed by the 15th week of internship. (Students who are graduating should request their summative MCSEs to be completed at least one week earlier.) Interns should remind their supervisors when the MSCE due dates are approaching and verify that they are complete.

Site supervisors must complete a DESE training on how to use the MSCE, found here:  
<https://dese.mo.gov/college-career-readiness/school-counseling/counselor-educators>

Upon completion of the training, supervisors then complete the *Site Supervisor Training Completion Form* (found at link above) to send to the MSU Internship Coordinator, and to retain in their own files. They may be asked to provide a copy of this document to DESE or their school administration as well.

Each school counseling intern will provide information about the MSCE and the required training to their site supervisor during the first meeting. School counseling site supervisors are exempt from completing the Performance Fitness Evaluation (PFE).

The MSCE evaluation form can be found here:  
(Scroll to [Missouri School Counselor Candidate Evaluation](#)):  
<https://dese.mo.gov/college-career-readiness/school-counseling/counselor-educators>

Note: When the **Time/Task Analysis** is also required by your instructor or site supervisor, they will provide the form and instructions during internship class.

**Missouri State University- Counseling Program****Six-Week Group Evaluation Form**

Intern: \_\_\_\_\_ SEM/YR: \_\_\_\_\_

Type of Group: \_\_\_\_\_

Criteria for selection of group members: \_\_\_\_\_

Group session dates: \_\_\_\_\_

Rate the following on a 1 – 5 Scale (1=needs improvement to 5=exceeds)

\_\_\_\_\_ Purpose of group clearly defined (goals &amp; objectives)

\_\_\_\_\_ Permission forms/letters complete

\_\_\_\_\_ Pre-group interview/screening completed for all group members

\_\_\_\_\_ Invitation/reminders sent to all group members

\_\_\_\_\_ Lesson plans (if appropriate)

\_\_\_\_\_ Pre-test/post-test (if appropriate)

\_\_\_\_\_ Assessment/Evaluation

\_\_\_\_\_ Overall group experience

Other strengths or challenges for group not listed above:

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Missouri State University- Graduate Counseling Program  
Internship Site Visit Feedback Form-Supervisor Version**

MSU Intern: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Site: \_\_\_\_\_ Site Visit Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_

Missouri State University Faculty: \_\_\_\_\_

What strengths did you observe in this intern?

What are some areas of continued growth you can recommend for this intern?

On a scale of 1-5 (with 1 low and 5 high), how did this intern compare to other MSU interns? \_\_\_\_

Using the same scale, rank this intern compared to interns from programs other than MSU: \_\_\_\_

What suggestions do you have for improving the training that counselor trainees receive at Missouri State University?

Return this Site Visit Feedback Form to MSU faculty at the site visit, or email to the internship coordinator.

Thank you for hosting our interns.

**Missouri State University-Graduate Counseling Program  
Student Evaluation of Site Supervisor/Site Experience**

**Student Name:** \_\_\_\_\_ **Sem/Yr:** \_\_\_\_\_

**Track:** Clinical Mental Health \_\_\_\_\_ School \_\_\_\_\_

**Course:** Practicum \_\_\_\_\_ Internship \_\_\_\_\_

**University Supervisor:** \_\_\_\_\_

**Site Supervisor:** \_\_\_\_\_

**Site Name:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Site Phone:** \_\_\_\_\_ **Site Email:** \_\_\_\_\_

**Total hours on site:** \_\_\_\_\_ **Direct contact hours:** \_\_\_\_\_

**Hours of individual supervision from Site Supervisor:** \_\_\_\_\_

**Please answer check Y (Yes) or N (No) for the following questions. If you check N (No), please explain in the space provided under each question.**

Y\_\_\_ N\_\_\_ 1. Was the orientation to the site that you received helpful?

Y\_\_\_ N\_\_\_ 2. Were the expectations at your site clearly explained?

Y\_\_\_ N\_\_\_ 3. Was your site supervisor available for consultation when needed?

Y\_\_\_ N\_\_\_ 4. Were you able to meet with your site supervisor for supervision for the required minimum amount of time each week? (1 hr/week)

Y\_\_\_ N\_\_\_ 5. Was the supervision that you received from your site supervisor helpful?

Y\_\_\_ N\_\_\_ 6. Were other professionals at the site helpful?

Y\_\_\_ N\_\_\_ 7. Were you given appropriate levels of responsibility?

Y\_\_\_ N\_\_\_ 8. Did you receive adequate opportunities to engage in individual counseling?

Y\_\_\_ N\_\_\_ 9. Did you receive adequate opportunities to engage in small group counseling?

Y\_\_\_ N\_\_\_ 10. Did you receive opportunities to record counseling sessions?

Y\_\_\_ N\_\_\_ 11. If you were unable to record client sessions, did your site supervisor provide adequate alternatives?

Y\_\_\_ N\_\_\_ 12. Would you recommend this site to another student?

**Please comment on these aspects of your clinical experience:**

3. What were the **strengths** of this site?

4. What were the **weaknesses** of this site?

**Additional comments:**

---

**Signature of Student**

---

**Date**

**Interim Agreement**  
**Missouri State University- Counseling Program**

Intern: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Site: \_\_\_\_\_ Site Supervisor: \_\_\_\_\_

This agreement, made between (site) \_\_\_\_\_ (site supervisor) \_\_\_\_\_ and (student) \_\_\_\_\_ permits the counselor trainee (intern) to continue at the site to provide continuity of care for clients, and to continue to accumulate interim (between semester) supervised direct and indirect counseling service hours.

- The student intern must be in good standing, have accumulated the required minimum individual supervision hours for the semester and continue to meet for weekly individual supervision during the interim.
- The student intern will maintain all compliance documents including liability insurance, TB tests, background checks and any additional required compliances throughout this interim period. Out of date compliances will terminate this agreement.
- Student Interns working during the interim must agree to an “Incomplete” grade in the internship class until the beginning of the next semester, or completion of required hours, if longer.
- It is understood that the field site clinical supervisor will continue to provide weekly face-to-face supervision services for one hour per week during the interim (between-semester) period.
- It is understood that the student intern has accrued sufficient group supervision hours to average minimum required group supervision over the interim period, and that the Missouri State University counseling program faculty will not provide regularly scheduled supervision services during this period, although the Internship Instructor/Supervisor will be available for consultation by phone during this time.
- It is understood that the site supervisor will contact the Missouri State University instructor and/or the Practicum/Internship Coordinator if problems arise with the student intern’s work/services and that in such cases the student intern may be requested to discontinue interim services at the discretion of the instructor, and in consultation with the Practicum/Internship Coordinator, acting on behalf of the counselor training program at Missouri State University.
- The student intern will document direct and indirect hours on the Weekly Progress Log, which the site supervisor will sign weekly. These logs should clearly indicate the start and end date of the interim period matching the dates below. The student intern submits signed originals to the course instructor for completion of required documentation to remove the incomplete grade.

The period covered by this agreement begins on \_\_\_ / \_\_\_ / \_\_\_ and ends on \_\_\_ / \_\_\_ / \_\_\_

\_\_\_\_\_  
 Agency Administrator/Date

\_\_\_\_\_  
 Site Supervisor/Date

\_\_\_\_\_  
 Student/Date.

\_\_\_\_\_  
 Instructor/Date

Reviewed and approved for file by the Practicum/Internship Coordinator on: \_\_\_\_\_ (Date)

**Internship Video Consent Form**  
**Missouri State University**  
**Graduate Counseling Program**

As part of its teaching curriculum, Missouri State University's Counseling program requires counseling students to submit video recordings of counseling sessions they have facilitated so that faculty can evaluate the student's counseling skills and practice.

To assist in this student evaluation process, we are asking that you consent to the videotaping of your counseling session(s) with your counselor trainee (i.e., student counselor). Please complete the following to provide consent:

I \_\_\_\_\_ hereby give my permission to Missouri State University ("MSU"), and the agency or clinic in which my counseling sessions are being, held to videotape my session with my counselor trainee, \_\_\_\_\_ for the purpose of assisting in the academic evaluation of my counselor trainee and their counseling skills and practice.

I understand that the videotaped sessions will be shared only with my counselor trainee and the faculty member(s) evaluating my counselor trainee's counseling skills and practice. The videotaped sessions will not be used by persons other than those in training with the Counseling program at MSU, absent court requiring disclosure.

Additionally, the content of the counseling sessions will be confidential within the Counseling program to the fullest extent permitted by law. In that the videotaping is for educational and training, rather than therapeutic, purposes, the video recording(s) will not be included in my client records maintained by MSU or the agency at which I am being seen in a counseling capacity. All such video recordings will be destroyed after the semester in which they are used.

I understand and agree that no consideration will be furnished to me in exchange for my consent, and I agree that no representations or promises have been made to me for payment of any kind.

Client's Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Trainee Name (print): \_\_\_\_\_

Internship Instructor Name (print): \_\_\_\_\_

**Missouri State University-Graduate Counseling Program  
Statement of Understanding/Handbook Receipt**

I \_\_\_\_\_ (print name) attest that I have read the **Practicum and Internship Handbook** including the forms, documents, information, and procedures contained within it.

I further attest that I have reviewed the ethical expectations and that I understand the professional responsibilities and behaviors that are required of me during my practicums and internships.

I understand my responsibility to follow the requirements and processes for applying to and participating in practicums and internships including (but not limited to) application deadlines, evaluations, and assignments.

I understand the ramifications of not adhering to these requirements may result in such consequences as my not participating in a required field experience to my being unable to obtain certification or licensure in my desired area.

I am aware that I may obtain clarification or get additional information with my practicum or internship instructor or the practicum and internship coordinator if needed.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Semester/Year

**Performance Fitness Evaluation**  
**Counseling Programs**  
**Missouri State University**

Student \_\_\_\_\_  
 Faculty/Supervisor \_\_\_\_\_  
 Site Supervisor \_\_\_\_\_

Midterm \_\_\_\_\_ Final \_\_\_\_\_ Date: \_\_\_\_\_  
 COU 785 COU 781 COU 783 COU 791  
 School/Agency \_\_\_\_\_

This evaluation is to be completed at the practicum application review checkpoint, during practicum and internship supervisor evaluations, and as needed in retention procedures. This evaluation follows from ACA Ethics Code (especially F.5.b), CACREP Standard II.F, and CACREP's definition of fitness, and drawing from several other sources.

**Directions: Based on your observations of Counselor-trainee, circle the number that corresponds to the level of competency.**

- 1=harmful, very poor demonstration of skills or dispositions**  
**2= below expectations; poor demonstration of skills or dispositions**  
**3= expected level of competency for level of development, average demonstration of skills or dispositions**  
**4= good; above average demonstration of skills or dispositions**  
**5= excellent, exceeds expectations for counseling skills and/or dispositions; N/A= insufficient opportunity to evaluate**

| <b>A. Professional Dispositions and Social-Emotional Maturity</b>  |  | <b>Score</b> |
|--|--|--------------|
| 1.   | Counselor-trainee projects a professional image and positive attitude: regularly attending and on time for class and is engaged with and stays for the full class meeting time.  |              |
| 2.   | Counselor-trainee demonstrates self-awareness and commitment to continue their growth.   |              |
| 3.   | Counselor-trainee exhibits humility and willingly increases knowledge (and implementation) of effective counseling knowledge and strategies.   |              |
| 4.   | Counselor-trainee demonstrates the ability to non-defensively receive, integrate, and utilize feedback from peers, instructors, and supervisors.   |              |
| 5.   | Counselor-trainee demonstrates sensitivity to real and ascribed differences in social power between themselves and others.   |              |
| 6.   | Counselor-trainee demonstrates appropriate boundaries in recognizing and valuing those whose life experiences or choices are different from their own.   |              |
| 7.   | Counselor-trainee relates to peers, professors, and others with openness and curiosity and promotes confidence in the counseling profession.   |              |
| 8.   | Counselor-trainee demonstrates appropriate self-control (such as anger and impulse control) in interpersonal relationships with faculty, supervisors, peers, and clients.  |              |
| 9.   | Counselor-trainee is aware of his/her own belief systems, values, needs, and limitations and the effect of these on others in his/her work.  |              |
| 10.  | Counselor-trainee is honest, fair and respectful, and exhibits appropriate levels of self-assurance, confidence, and trust in own ability.   |              |
| 11.  | Counselor-trainee follows professionally recognized problem-solving processes, seeking to informally solve problems first with the individual(s) with whom the problem exists.   |              |
| <b>B. Integrity and Ethical Standards</b>  |  |              |
| 12.  | The counselor-trainee understands and conscientiously applies the ethical, legal and multicultural competence standards of a professional counselor.   |              |
| 13.  | Counselor-trainee refrains from making statements which are false, misleading, or deceptive.   |              |
| 14.  | Counselor-trainee avoids improper and potentially harmful dual relationships.  |              |
| 15.  | Counselor-trainee respects the fundamental rights, dignity, and worth of all people.   |              |
| 16.  | Counselor-trainee respects the rights of individuals to privacy, confidentiality, and choices regarding self-determination and autonomy.   |              |
| 17.  | Counselor-trainee respects cultural, individual and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status.                        |              |
| <b>Mean Score for Professional Dispositions and Social-Emotional Maturity &amp; Integrity and Ethical Standards:</b> |  | <b>0</b>     |
| <b>C. Counseling Skills</b>  |  |              |
| 18.  | Counselor-trainee conducts her or himself in an ethical manner that promotes confidence in the counseling profession, and relates to clients, peers, staff, professors and others in a manner consistent with recognized professional standards. |              |
| 19.  | Counselor-trainee demonstrates appropriate and therapeutic affect.   |              |
| 20.  | Counselor-trainee demonstrates therapeutic empathy that the receiver recognizes as empathy.  |              |
| 21.  | Counselor-trainee demonstrates therapeutic presence; attending to client's explicit and implied meanings.  |              |

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| 22. Counselor-trainee demonstrates appropriate and adequate advanced counseling skills, including focusing, confrontations, reflecting implied feelings and meanings, appropriate navigation of periods of silence, and effective navigation of client activation with stated or implied traumatic historical experiences. |             |
| 23. Counselor-trainee demonstrates culturally relevant skills as evidenced by sensitivity and responsiveness to a range of identity and cultural factors that may impact the experience of clients and fellow students.  |             |
| 24. Counselor-trainee takes responsibility for assuring client welfare and conducts appropriate risk assessment and response, including client advocacy when appropriate.  |             |
| 25. Counselor-trainee provides only those services, and applies only those techniques, for which s/he is qualified by education, training, or experience.  |             |
| 26. Counselor-trainee takes responsibility for recognizing and compensating for the boundaries of their particular competence and addresses personal/professional growth edges.  |             |
| 27. Counselor-trainee demonstrates appropriate oral and written language skills, including completing paperwork and documentation in a timely and professional manner.   |             |
| <b>Mean Score for Counseling Skills:</b>   |             |
| <b>D. Global Assessment</b>  |             |
| 28. How do you rate this counselor-trainee in terms of global knowledge, skills, and self-awareness as applied to the counseling profession?   |             |
| <b>Mean Total Score for Professional Dispositions and Social-Emotional Maturity &amp; Integrity and Ethical Standards, Global Assessment and Counseling Skills:</b>  |             |
| <b>Rater Comprehensive Narrative Comments:</b>   |             |
|  |             |
| 29. Have you noticed any deficiencies that would hinder the student's successful progress through the counselor training program or impede their professional development?   | Yes      No |
| <b>If yes, please describe below:</b>  |             |
|  |             |
| <b>Rater recommended developmental support action:</b>   |             |
|  |             |

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty/Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_