



Site Supervisor Orientation

Counseling Program

Department of Counseling, Leadership and Special Education

Missouri State University



CACREP

- CACREP is the **Council for Accreditation of Counseling and Related Educational Programs**
- *Accreditation standards*
 - *educational and institutional guidelines*
 - *individual student learning outcomes*
 - *Including Practicum and Internship experiences!*



Thank You and Welcome!

- Thank you for working alongside the MSU Counseling Faculty to support counseling students in this next big step towards becoming certified and/or licensed Counselors!
- Welcome to this orientation training.
- Welcome back to those of you who are updating your training!



Orientation Process

- Orientation is in this online format, so please review each slide.
- Click on the hyperlinks to expand the information.
- If you have questions about the internship or supervision process, contact the Internship Coordinator: Amy Chenoweth (amelia302@missouristate.edu) or 417-860-8684
- Follow the instructions on the last slide to show you completed this training. We will send you confirmation.



Orientation Process

- Follow the instructions to show you completed this training.
- We will send confirmation that you have completed this orientation training.
- Orientation training is renewed every three years.

• Let's begin!



Program Description

- CACREP - accredited program.
- School Counseling and Community Mental Health tracks lead to certification and/or licensure-eligible degrees.
- All students complete 60 hours of coursework:
 - Includes core curriculum with focus on national standards of professional and ethical practice.
 - Practicum and internship placements including partnerships with area schools and community agencies which provide real-world, real-time experiences.



Sequence for field placement

- CACREP requires 700 hours of total field placement hours.
 - 100 total hours of Practicum
 - 600 total hours of Internship
- MSU students begin this process with pre-requisite coursework. (must be passed with a B or better)
 - **COU 710/711 Counseling and Helping Relationships and Counseling and Helping Relationships Lab**
 - This lab provides an opportunity to practice basic counseling skills in role-played sessions with live observation, video-taped review and supervisory feedback.



Sequence for field placement

- Additional prerequisite coursework (passed at a B or better) includes:
 - COU 714 Social-Cultural Diversity in Counseling
 - COU 751 Theories and Techniques of Counseling

- Students are encouraged to complete these courses before beginning field placements:
 - COU 708: Play Therapy and Child Counseling Techniques
 - COU 720: Substance Use and Addictions Issues in Counseling
 - COU 733: Couple and Family Counseling

MSU Counseling Practicums

- MSU Counseling students begin with Practicum work at Center City Counseling Clinic, the MSU-sponsored community mental health clinic.
- Students earn **100 total hours** at the Practicum Level.
- 40 hours must be direct client contact.**
- Typically, university faculty provide the clinical supervision on-site (group & individual/triadic)
- Some students have a 2nd semester placement off-site at school or community sites.



Students pose in a therapy room inside Center City Clinic.

Internships

- Students complete 600 total hours of “supervised counseling...in roles and settings...relevant to their specialty area.” (2016 CACREP Standards)
- Must include a minimum **240 clock hours of direct service**
- May be completed in **at least** two or more semesters as needed.





How do students enter internship?

- Students must successfully complete practicum, including hours, skills assessments, “dispositions” evaluations.
- Students then apply for approval to enter the internship program.
- All “compliance” documents and required trainings must be completed and up-to-date.



Compliance Documents

- Must be completed before students are released to register for any Practicum or Internship:
- Compliances required by MSU are found here: [Compliance Documents](#)
- These include:
 - FBI Background check with fingerprinting (MOVECHS)
 - Professional Liability Insurance (ASCA or ACA)

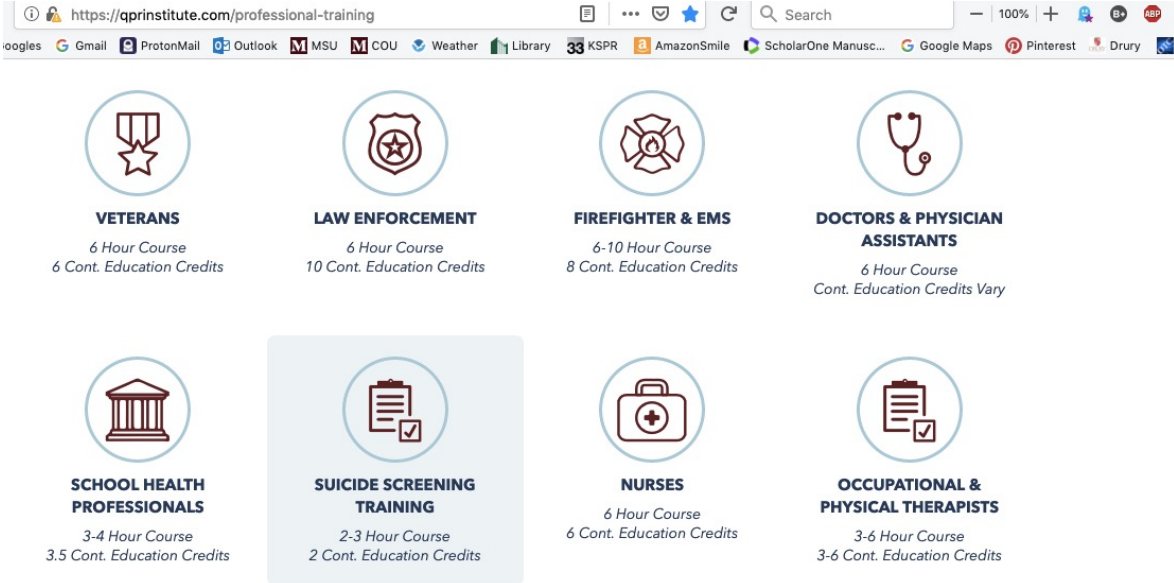


Required Training

- The MSU Counseling Program requires additional training by all students before entering Practicum:
 - Suicide Prevention Training
 - Mandated Reporter Training

Required Training: Suicide Screening

- All students complete:
- Suicide Screening Training using the QPR Institute Model.



The screenshot shows a web browser displaying the QPR Institute's professional training page. The page features a grid of course cards, each with an icon, a title, and course details. The 'SUICIDE SCREENING TRAINING' card is highlighted with a light blue background. Below the grid, there is a link for users already enrolled in a course.

Professional Group	Course Duration	Continuing Education Credits
VETERANS	6 Hour Course	6 Cont. Education Credits
LAW ENFORCEMENT	6 Hour Course	10 Cont. Education Credits
FIREFIGHTER & EMS	6-10 Hour Course	8 Cont. Education Credits
DOCTORS & PHYSICIAN ASSISTANTS	6 Hour Course	Cont. Education Credits Vary
SCHOOL HEALTH PROFESSIONALS	3-4 Hour Course	3.5 Cont. Education Credits
SUICIDE SCREENING TRAINING	2-3 Hour Course	2 Cont. Education Credits
NURSES	6 Hour Course	6 Cont. Education Credits
OCCUPATIONAL & PHYSICAL THERAPISTS	3-6 Hour Course	3-6 Cont. Education Credits


Already enrolled in a course? [Login here.](#)




Required Training: Suicide Prevention

- Required Training includes:
- **Suicide Prevention Training** using the QPR Institute Model.

<https://qprinstitute.com/individual-training> for the **Gatekeeper Training**.



 **QPR Online** Gatekeeper Training

Our Gatekeeper course is taught in a clear, concise format using the latest in educational technology and practices. The course takes approximately one hour to complete.

KEY COMPONENTS COVERED IN TRAINING:

- How to Question, Persuade and Refer someone who may be suicidal
- How to get help for yourself or learn more about preventing suicide
- The common causes of suicidal behavior
- The warning signs of suicide
- How to get help for someone in crisis

ONE TIME COST OF **\$29.95**

START TRAINING NOW



Required Training: Mandated Reporter

- Mandated Reporter Training at protectmokids.com: [Mandated Reporter Training](https://protectmokids.com)



Welcome!

Missouri Child Abuse and Neglect Mandated Reporter Training

Protecting Children by Empowering Mandated Reporters in Missouri

Thank you for visiting the Missouri Child Abuse and Neglect Mandated Reporter Training website. If this is your first time visiting and will be taking courses with us, please register below or using the header button. If you are a returning visitor, please login to access your profile and courses. Any additional questions can be directed to Missouri KidsFirst at (573) 632-4600.

REGISTER

LOGIN

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Mental Health Internships

- Students are encouraged to choose their own sites.
- MSU develops MOU with approved sites, and provides lists to students
- MSU encourages the development of new sites.
- Students typically stay at the same site for more than one semester.
- Site application process varies by site; students approach this process similar to any employment application.
- Students need to provide direct counseling services for approximately 8-11 hours each week.



Mental Health Internships

- Students need to provide direct counseling services for approximately 8-11 hours each week and be on-site about 17-20 hours to meet the required 240 direct/600 total hours requirement.
- MSU Counseling students enter your internship site with 100 hours completed at Center City Clinic. They are eager to begin work at your internship site, within their ability level (scope of practice).
- Their university supervisor and you should maintain good communication about your student's progress!
 - Documentation, email, phone calls, site visits, etc. will help!



School Counseling Internships

- Students are encouraged to find their own sites.
- Will typically work a different site each semester—
Elementary/Secondary
- DESE has specific evaluation procedures for school counseling interns.
- All supervisors need to complete the DESE training related to the MSCE
- (<https://dese.mo.gov/college-career-readiness/school-counseling/counselor-educators>) Please email your certificate to MSU internship coordinator and retain a copy for yourself and your admin.



Site Supervisor Requirements

- Agency/School must sign Memorandum of Understanding with College of Education at Missouri State University
- Be fully licensed or certified in Missouri, with minimum of two years post-licensure experience.
- School Counselors are required by DESE to have *five years* post-mentorship experience.
- Clinical supervision for Mental Health interns to be provided by LPC or Licensed Psychologists. (On-site *work* supervisors may include other clinical disciplines*)



Site Supervisor Requirements

- Complete site supervisor training every three (3) years
- Review online orientation annually, more often if needed.
- Provide the following documents as often as needed:
 - **Current** copy of resume or CV to [MSU Internship Coordinator](#), with:
 - Contact Information • Credentials • Degrees • Relevant work experience.
 - **Current** professional license or certification credential
 - **Current** Professional Liability Insurance



Site Supervisor Requirements

- Provide average of one hour per week of face-to-face clinical supervision throughout the student's entire placement at your site.
- Complete all required documentation.
- Engage in professional and ethical supervision as outlined in the ASCA or ACA Guidelines.



Site Supervisor Requirements

- Be fully engaged in the supervisory process throughout the experience.
- Be accessible to the intern for assistance, support and crisis care.
- If you are unable to provide supervision or are inaccessible for a period of time, arrange for a qualified back up, and inform the Internship Coordinator.
- Contact the student's university supervisor or the Counseling Program internship coordinator as soon as concerns are noted.
- Phone, email or using provided documentation are all appropriate ways for contact, depending on level of need.



Supervising Counseling Students

- A model for supervision is crucial to our development as counselors.
- Developmental Models show the supervisee growing and changing over time, as a result of supervision.
- Thompson (2004) identified 3 stages of supervision:
 - Dependency
 - Trial and turbulence
 - Growth



Supervision for students, interns and professionals

- An "Integrated Developmental Model" (Stoltenberg, et al 1998) shows:
 - **Level One:** Beginning Master's Level supervisees may be seen as dependent and needing structure.
 - The supervisor serves best as "teacher."
 - **Level Two:** Master's Level Interns, are seen as experiencing conflict between dependence and their own autonomy.
 - The supervisor serves best as "coach."



Supervision for students, interns and professionals

- An "Integrated Developmental Model" (Stoltenberg, et al 1998) continued:
- **Level Three:** Post-Master's degree, doctoral level supervisees are described as more stable, desire mutual sharing, challenge and confrontations
- **Level Four:** Master counselors, supervision is typically "collegial"



Supervising Counseling Students

- Various models indicate core characteristics for **effective** supervision.

Consistent: Meet regularly with supervisee

Strengths-based: Supervisee should have a foundation of understanding, leave feeling stronger than when they came in.

Encouraging: Good listening skills, and the ability to validate the supervisee's experiences while encouraging growth.

Accountable: Model accountability for their own actions and hold supervisee accountable for theirs.



Supervising Counseling Students

- Core characteristics of effective supervision, continued:
 - **Provides constructive feedback:** about job performance, strengths, areas for growth.
 - **Responsive:** Is there when supervisee has questions, concerns; especially in times of client/student crisis.
 - **Strong ethics:** Educates and models strong ethics.
 - **Clear boundaries:** The supervisor is not a “friend” and understands how to share personal information appropriately.
 - **Provides practical answers:** Has knowledge and experience to give meaningful directions or suggestions.



Supervising Counseling Students

- Appropriate boundaries in counseling supervision are essential:
 - For ethical counselor development.
 - For effective therapeutic interventions and alliances.
- Supervision may be therapeutic, but supervision is not therapy.
 - MSU counselor trainees are encouraged to seek counseling as part of their developmental process .
 - Contact MSU faculty for counseling referrals.



Supervisor Ethics and Boundaries

- It is important to monitor boundaries in the supervisor/supervisee relationship and supervisee/client relationship.
- Supervisors attend to appropriate boundaries and model them for supervisees.
- Supervisors address boundaries and supervision areas using [ACA](#) or [ASCA](#) Code of Ethics
- Supervisors have awareness that supervisees may need assistance establishing and maintaining boundaries.
- Supervisors and supervisees demonstrate compliance with the ACA or ASCA Codes of Ethics.



Mandated Reporting

- Counselor trainees are mandated reporters of suspected abuse and/or neglect.
 - Suspicion, not proof, merits reporting.
 - Counselor trainees are not investigators and should not engage in questioning that could impede an investigation.
- Notifying a supervisor *does not* exempt a counselor trainee from reporting requirements.
- Notifying a supervisor is NOT required under the law.



Supervision via Telehealth

- Both the ACA and ASCA have information about ethics and best practices related to telehealth and supervision using telehealth:
- <https://www.counseling.org/knowledge-center/ethics#2014code>
- [https://www.schoolcounselor.org/About-School-Counseling/Ethical-Legal-Responsibilities/ASCA-Ethical-Standards-for-School-Counselors-\(1\)](https://www.schoolcounselor.org/About-School-Counseling/Ethical-Legal-Responsibilities/ASCA-Ethical-Standards-for-School-Counselors-(1))



Telehealth and Distance Learning Information and Training

- Behind the Book: Distance Counseling and Supervision, A Guide for Mental Health Clinicians (compiled by Bethany Bray, January 2022)
- Adapting Evidence-Based Interventions for Telehealth (Nicole M. Arcuri Sanders, October 2021)
- <https://videos.schoolcounselor.org/making-supervision-work> (ASCA Webinar Series, Taqueena Quintana, Ed.D, Sonia Gooden-Alexis, Ed.D, December 2020)
- Paula A. Bernhard & Joshua S. Camins (2021) Supervision from Afar: trainees' perspectives on telesupervision, *Counselling Psychology Quarterly*, 34:3-4, 377-386, DOI: [10.1080/09515070.2020.1770697](https://doi.org/10.1080/09515070.2020.1770697)



Practicum and Internship Documentation Information

- Students, faculty and supervisors have access to the *Practicum and Internship Handbook*. (Updated in 2022!)
- Information and most documents are in this handbook.
- May be downloaded or viewed in .pdf format here:
 - [Practicum and Internship Handbook Link](#)



Documentation of Services

Direct Services include:

- Individual counseling
- Couples and family counseling
- Group counseling
- Whole class counseling
- Small Groups/SEL lessons
- Intakes and related
- Other services as approved by course instructor and involving **direct contact** with clients.

Indirect Services include:

- Treatment planning, case notes, records
- Lesson/small group planning
- Individual and group supervision
- Professional development
- Observations
- Team meetings, consultation, collaboration, etc.
- Other services as approved by course instructor



When May Students Begin?

- Counseling interns may begin earning **indirect hours** prior to the start of the MSU semester with university and site approval.
- Document all “interim” hours the first *Weekly Progress Report*.
- Students working before or after the MSU semester complete the Interim Agreement form.
- Students who have completed their first internship may provide direct service during the interim period.



Special areas of consideration

- Supervisors ensure counselor trainees are working within scope of training.
 - Contact student's instructor or Internship Coordinator if there are concerns or questions as soon as you notice them.
- Counselor trainees are not to:
 - transport clients
 - engage in **any activities off-site** without approval of course instructor
- If issues arise, supervisors should contact the course instructor immediately and follow up with the internship coordinator as needed.



Supervisor Emergencies

- If an emergency arises that would:
 - Prevent the on-site supervisor from being at the site for an extended period of time,
 - Unable to meet with the counselor trainee for weekly supervision
 - **Notify the course instructor or internship coordinator immediately. (amelia302@missouristate.edu)**



Site Supervisor Stipend

- To obtain your stipend for supervising an intern, download the Independent Contractor form:
- <https://apps.missouristate.edu/financialservices/Forms/IndependentContractorForm.pdf>
- Complete form in black ink, mail to Marian Green, CLSE, MSU 901 S. National, Springfield, MO 65897
- Questions about the stipend or form? Email Mrs. Green: MarianGreen@missouristate.edu or contact by phone: 417-836-5392
- Employed at MSU within the past 12 months? Contact Mrs. Green regarding alternative methods of payment.



Proof of Training Completion:

EMAIL TO: amelia302@missouristate.edu

- Receipt of the following documents is indication that you have completed this **required** training.
 - **Resume**
 - **License/Certification**
 - **Liability Insurance**



Thank you!

- Thank you for your willingness to provide supervision and share your expertise with counselor trainees!
- If you have additional questions or concerns, please email the *Practicum and Internship Coordinator* or call 417-836-4918.