




Site Supervisor Orientation



Counseling Programs
School of Mental Health and Behavioral Sciences
Missouri State University



Program Description

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



Field Placement Description

- Counseling students complete a **total of 700 Field Placement** hours
- Counseling students complete **100 hours Practicum** (40 direct contact +60 indirect = 100 hours)
- All students complete **600 hours of Internship**. (240 direct + 360 indirect = 600 total)
 - These hours are spread out over a minimum of two semesters (School and CMHC).
 - Counseling students receive weekly **group supervision** at the university
 - And they receive **individual supervision** every week at their placement site.



Compliance Documents

- "Compliances" must be completed before students are released to register for any Practicum or Internship:
- Compliance Info found here: [Compliance Documents](#)
- MSU requires the following "Compliances:"
 - FBI Background check with fingerprinting (MOVECHS)
 - Professional Liability Insurance (ASCA or ACA)
 - Required training (Mandated Reporter, Suicide Prevention)

Required Training, Mandated Reporter

- Mandated Reporter Training at
protectmokids.com : Go here: [Mandated Reporter Training](#)



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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Required Training: Suicide Prevention


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



The screenshot shows the QPR Institute website. At the top is the QPR Institute logo and navigation links: ONLINE TRAINING, IN-PERSON TRAINING, [BECOME AN INSTRUCTOR](#), and [ABOUT QPR](#). The main section is titled "QPR Online Gatekeeper Training" with a person icon. Below the title, it states: "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." It then lists "KEY COMPONENTS COVERED IN TRAINING:" followed by a bulleted list: "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", and "How to get help for someone in crisis". At the bottom, there is a white box with the text "ONE TIME COST OF \$29.95" and a blue button labeled "PURCHASE COURSE". The background of the website features a silhouette of a person's head against a sunset.

QPR INSTITUTE

ONLINE TRAINING IN-PERSON TRAINING [BECOME AN INSTRUCTOR](#) [ABOUT QPR](#)

 **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**

[PURCHASE COURSE](#)

MSU Counseling Practicums

- Students work in a clinic and/or school setting for a total of 100 direct and indirect hours.
- All students often begin with practicums at Center City Clinic, with live supervision provided on site.
- School counseling students may have opportunities to begin with off site placements, supported by individual and group supervision at the university as well as on-site.



Internship

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





Mental Health Internships

- Students stay at the same site for more than one semester(usually two)
- Students are encouraged to choose their own sites
- MSU encourages the development of new sites.
- Application process for students at MSU and sites (MSU process is online for students. Site application process varies by site.)
- Site supervisors may contact MSU Internship Coordinator for application suggestions if desired. laurenhembree@missouristate.edu



School Counseling Internships

- *Certificate-only students may have different requirements
- Students are encouraged to find their own sites.
- Will typically work at a different site each semester—Elementary and Secondary.
- MSU follows the CACREP and DESE requirements for placements. Note that these may change after this training is posted. Contact the MSU Internship Coordinator with questions.
- School systems may have their own application process: *Please inform MSU Internship Coordinator of your school site's application process/requirements: (laurenhembree@missouristate.edu)*



Site Supervisor Requirements

- Agency/School must sign Memorandum of Understanding with College of Education at Missouri State University
- Be fully licensed (CMHC) or certified (SC) in Missouri, with *minimum* of two years post-licensure experience.
- Clinical supervision for Mental Health interns must be provided by LPC or Licensed Psychologists. (On-site *work* supervisors may include other clinical disciplines*)
- Complete site supervisor training every three (3) years
- Review online orientation annually, more often if needed.
- Provide current copy of resume or CV to MSU Internship Coordinator, with:
 - Contact Information • Credentials • Degrees • Relevant work experience.



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.
- Be fully engaged in the supervisory process throughout the experience.
- Be accessible to the intern throughout the experience.
- Contact the student's university supervisor or the Counseling Program internship coordinator as soon as concerns are noted.



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.



Tevera

- The Counseling program adopted an online program to track hours and student progress: Tevera.
 - Tevera is geared toward simplifying the process for signing off on your intern's hours and activities
 - Tevera automates the process of submitting student evaluations



Tevera, con't.

- Students use Weekly Reports to track their hours on site.
- Site supervisors use Progress Reports to give student feedback and notify the group supervisor/course instructor of any concerns or need for a discussion.
- Students are required to submit their Weekly Reports (timesheets) each week.



Tevera: what's next:

- Site supervisors and placement coordinators will receive an email from Tevera with instructions on how to register as a user.
 - Add: noreply@app.tevera.com to your email contacts to ensure you receive the Tevera email.
 - Watch for the email, then register! You can then access your student's information and update your own.



Tevera: Now what?

- Once you have registered in Tevera, your student will be assigned to you, and can send you documentation for review and signature!
 - Sign the Site Agreement (once a semester)
 - Review and sign Weekly Reports (each week of placement)
 - Complete and sign Progress Reports



Documentation of Services

Direct Services include:

- Individual counseling
- Couples and family counseling
- Group counseling
- Whole class counseling
- Intakes with client contact
- 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?

- New counseling interns may begin earning indirect hours before the start of a MSU semester only with university and site approval.
- All interns working before or after the actual MSU semester complete the *Interim Agreement form*.
- Document all “interim” hours using Tevera.
- Interns who have completed their first internship may provide direct service during the interim period, once the Interim Agreement is signed.



Special areas of consideration

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



Special areas of consideration

- Students should verify that they have completed training in telehealth before implementing this intervention.
- Students are provided access to online training including these:
 - Telemental Health Counseling Crash Course
 - <https://personcenteredtech.com>
 - Telemental Health Counseling: Practical Tips for Counselors



Supervisor Emergencies

- If an emergency arises that would:
 - Prevent the on-site supervisor from being at the site for an extended time
 - Prevent the supervisor from meeting with the intern for weekly supervision
 - **Notify the course instructor immediately** so we can help!



Online Training Review and Documents

- **Site Supervisors who are reviewing these slides online must:**
 - Send the most current copy of the following documents via email to the MSU Internship Coordinator: laurenhembree@missouristate.edu
 - When we receive these documents, we will send you verification by return email that you completed this training and *are approved for ongoing supervision of MSU counseling students.*

1. License, School Certification, other Related Certification

2. Liability Insurance

3. Resume



Thank you!

- Thank you for your willingness to provide supervision and share your expertise with MSU counseling trainees!
- If you have additional questions or concerns, please email the *Practicum and Internship Coordinator*