Counseling Clinical Handbook

COLLEGE COUNSELING/STUDENT AFFAIRS TRACK: Successful completion of the “ALL STUDENTS” courses, as well as the following courses:

COUN 7430 Student Affairs Practice and Leadership

COUN 7410 Student Development Theories

GUIDELINES AND EXPECTATIONS FOR PRACTICUM STUDENTS

The Counseling program at UNG

Checklist for Practicum

University of North Georgia
Department of Counseling
Practicum Application

Semester & year you wish to enroll in this class: Summer_____

Track: CMHC_____ Addictions_____ College Counseling/Student Affairs_____

DIRECTIONS: This form must be completed and returned to the Clinical Coordinator no later than the due date prior to enrolling in the Practicum class. A SEPARATE APPLICATION IS ***REQUIRED*** FOR EACH APPLIED PRACTICE COURSE YOU TAKE.

_____ COUN 7200 –

University of North Georgia
Department of Counseling
Practicum Site Selection

7.

For the specified time frame, _____ will be the primary site supervisor/supervisor of record. The training activities (checked below) will be provided for the student in sufficient amounts to allow an adequate evaluation of the student's level of competence in each activity. The student's university supervisor will be the faculty liaison with whom the student and site supervisor will communicate regarding progress, problems, and performance evaluation.

Please check all that apply:

Practicum Activities

_____ Individual Counseling **(Required)** (*A minimum of 60% of direct service must be completed via individual counseling*)

_____ Individual Supervision **(Required)** (*A minimum of 1 hour per week*)

_____ Intake Interviewing

_____ Consultation, Referrals, & Team Collaboration

COUN 7510 & 7520
Internship

This course provides opportunities for practical clinical/field experience with actual clients in community agency settings. The Counseling student audio or video records counseling sessions once consent from the client has been obtained. These recordings are used for clinical supervision of counseling skill development and counselor license eligibility. Upon completion of both courses (COUN 7510 and COUN 7520), Counseling students will receive verification of 600 hours of supervised clinical/field experience.

Goals of the Internship courses:

The general goal is for Counseling students to master skills learned in previous courses by effectively working with actual clients in individual and group counseling sessions.

Prerequisites for registering for Internship:

Successful completion of the following courses:

COUN 7500 Practicum

All prerequisites for COUN 7500

GUIDELINES AND EXPECTATIONS FOR INTERNSHIP STUDENTS

The Internship courses in the Counseling program at UNG requires students to complete supervised clinical/field experiences that total a **minimum** of 600 clock hours. Internship includes the following:

A minimum of 240 hours of direct service with clients, which includes individual and group counseling. A minimum of 60% of direct service must be completed via individual counseling. Direct service also may include intake interviewing and consultation.

A minimum of one hour per week of individual clinical supervision from the on-site supervisor.

An average of one and one-half hours per week of group supervision with students in Internship (actual meeting times and dates will be determined and assigned by the University supervisor).

One audio or video recorded counseling session should be submitted to the University Supervisor on a weekly basis.

Students are expected to adhere to American Counseling Association *Code of Ethics* and the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists *Code of Ethics*.

Counseling sites must provide interns with the opportunity to work with a diverse clientele, if possible.

The Internship experience gives the student the opportunity to understand the philosophy and administrative guidelines of the organization and to participate to a limited extent in the organization's day-

Checklist for Internship

_____ Read the Clinical Handbook

_____ Meet with your advisor to discuss your Internship plan

_____ Complete ALL Internship course prerequisites

_____ Schedule and complete an interview with potential site supervisor

_____ Ensure that your site-supervisor is licensed as a Professional Counselor, Clinical Social Worker, or Psychologist

_____ Submit an Internship Application to the Clinical Coordinator one semester prior to registering for the course

_____ Receive Internship Application approval from the Clinical Coordinator

_____ Secure Professional Liability Insurance

University of North Georgia

University of North Georgia
Department of Counseling
Internship Site Selection

STUDENT NAME_____

DATE_____

Practicum Site Information

NAME OF COUNSELING AGENCY/CENTER_____

ADDRESS_____

_____ COUNTY_____

University o

7. provide sufficient training and orientation to the student as to the policies, procedures, rules, regulations, and site-specific counseling approaches (if applicable) that student will be expected to follow per the site;
8. provide supervisory contact that involves some examination of student work using audio/visual tapes, observation, and/or live supervision;
9. engage in a minimum of one hour per week of individual or triadic clinical supervision with the student;
10. complete and review with the student at least two written evaluations (one midterm, one final) of their performance based on criteria established by the University of North Georgia Department of Counseling;
11. provide students with a diverse client population as allowed by the overall client population of the agency; and
12. complete the required site supervisor training and accompanying quiz established by the University of North Georgia Department of Counseling.

University of North Georgia Counseling Student agrees to:

1. obtain a minimum of 300 clock hours, adhering to the following breakdown minimums:
    d) Direct Service: 120 hours
    e) Individual Site Supervision: 15 hours
    f) Indirect Service: 180 hours

    Note for all students: A minimum of 60% of direct service must be completed via individual counseling.

    For Addictions Counseling track students: a minimum of 60% of your direct hours must come from addictions-specific counseling work (Check this box if the item is applicable to the student);
2. maintain the assigned number of weekly contact hours as agreed upon with the site/site supervisor;
3.

With the specified time frame, _____ will be the primary site supervisor. The training activities (checked below) will be provided for the students in sufficient amounts to allow an adequate evaluation of the student's level of competence in each activity. The student's university supervisor will be the faculty liaison with whom the student and site supervisor will communicate regarding progress, problems, and performance evaluation.

Please check all that apply:

Internship Activities

_____ Individual Counseling **(Required)** (*A minimum of 60% of direct service must be completed via individual counseling*)

_____ Individual Supervision **(Required)** (*A minimum of 1 hour per week*)

_____ Intake Interviewing

_____ Consultation, Referrals, & Team Collaboration

_____ Report Writing

_____ Psychoeducational Activities

_____ Group Counseling

_____ Peer or Group Supervision

_____ Career Counseling

_____ Testing Administration, Analysis & Interpretation

_____ Staff Meetings

_____ Other (please list below)

_____

_____

_____

_____

Note: If the intern is in the Addictions Counseling track, 60% of their direct hours **each semester must come from working with clients impacted by addiction or substance use/abuse. If you have any questions about what qualifies, please contact the clinical coordinator.*

Site Supervisor: _____ Date: _____

Student: _____ Date: _____

Faculty liaison: _____ Date: _____

University of North Georgia
Department of Counseling
Consent to Video/Audio Record Practicum/Internship Counseling Sessions
Adult

Counselor supervision for Practicum and Internship courses requires the video recording of counseling sessions and assessment of my work with clients in order to help evaluate my skills. My university supervisor, site supervisor and/or other counseling graduate students enrolled in Practicum/Internship class will review the recordings. We are not allowed to reveal the identity of any clients. All recordings will be erased/destroyed upon completion of the course.

These procedures require your consent. Information from the recordings is confidential given the above-described supervision and learning experiences. Additional exceptions to confidentiality are:

1. You direct me, in writing, to discuss your situation with someone else.
2. It is determined that you are a threat to yourself or others.
3. I am ordered by a court to disclose information.
4. I am a defendant in a civil, criminal, or disciplinary action arising from the counseling.
5. There is indication of child abuse/neglect or elder abuse/neglect that I am legally required to report.

CONSENT:

I,* _____(print full name),** ***understand the above conditions and have resolved any questions or concerns.

***I have been given a copy of the* PRACTICUM/INTERNSHIP INFORMATION AND CONSENT GUIDELINES.**

_____ _____

(Client) ***(Date)***

_____

University of North Georgia
Department of Counseling
Consent to Video/Audio Record Practicum/Internship Counseling Sessions
Minor

Counselor supervision for Practicum/Internship courses requires the videotaping of counseling sessions and assessment of my work with clients in order to help evaluate my skills. My University supervisor, site supervisor and/or other counseling graduate students enrolled in Practicum/Internship class will review the recordings. The camera will focus on the counselor only. We are not allowed to reveal the identity of any clients. All recordings will be erased/destroyed upon completion of the course.

These procedures require your consent. Information from the recordings is confidential given the above described supervision and learning experiences. Additional exceptions to confidentiality are:

1. You direct me, in writing, to discuss your situation with someone else.
2. It is determined that you are a threat to yourself or others.
3. I am ordered by a court to disclose information.
4. I am a defendant in a civil, criminal, or disciplinary action arising from the counseling.
5. There is indication of child abuse/neglect or elder abuse/neglect that I am legally required to report.

CONSENT:

I,* _____(print full name)** ***parent or guardian of

_____ ull name), ***agree to allow this minor child to participate in Practicum/Internship counseling sessions. I understand the above conditions and have resolved any questions or concerns***

I have been given a copy of the **PRACTICUMNFORMATION AND CONSENT GUIDELINES.**

_____ _____

(Parent or Guardian) ***(Date)***

_____ _____

(Counselor-in-Training) ***(Date)***

SAMPLE PROFESSIONAL DISCLOSURE STATEMENT FOR STUDENTS

I am pleased to work with you/your child, _____ as a counselor-in-training. I am required to inform you about my background and to ensure that you understand my professional

University of North Georgia
Department of Counseling
Student Record Form

COPY THIS FORM FOR EACH PRACTICUM AND INTERNSHIP COURSE YOU TAKE.
This form becomes part of the student record to document the completion of applied practice hours. It is the to record the appropriate information on the form and obtain the signaturiate information on the form and obtain the

Completed by (circle one): Site Supervisor University Supervisor

The University of North Georgia
Department of Counseling

Please comment on the following questions. (*Please feel free to use the back of this page for any additional comments)*

What are the strengths of the student as a counseling intern?

What areas need further development?

What recommendations would you make to enhance this student's development?

Any additional comments?

UNG C

Gives me useful feedback when I do something wrong.	1	2	3	4	5
Allows me to discuss problems I encounter in my internship setting.	1	2	3		

UNG Clinical Handbook

UNG C

UNG Clinical Han

UNG Clinical Han