



Graduate Program in Clinical Mental Health Counseling

Practicum and Internship Manual

ACADEMIC YEAR 2021-2022

TABLE OF CONTENTS

INTRODUCTION.....	3
• Overview	3
• Course Descriptions.....	3
• Prerequisites	4
• Faculty.....	5
• Licensure Requirements Regarding Supervised Experience	6
STUDENT REQUIREMENTS	6
• Requirements for both Practicum and Internship	6
• Student Rights.....	9
• Making the Most of Your Clinical Experience	9
• Addressing Concerns with Your Site Supervisor.....	10
• Addressing Concerns with Your Faculty Supervisor	11
• Completion of Hours in the Clinical Experience	12
• What Counts as Direct and Indirect Hours?	12
• Submission of Documentation.....	12
• Counting Work Hours As Supervised Hours	13
• Consent for and Confidentiality of Recordings	14
• Confidentiality and Social Media	14
• Policy Regarding Student’s Evaluations and Course Grade	14
SITE SUPERVISOR REQUIREMENTS.....	16
• A Word to the Site Supervisor	16
• Site Supervisor Requirements.....	16
• Site Supervisor Expectations	16
• Site Supervisor Rights.....	18
• Addressing Concerns with the Supervisee.....	19
• Contact Information for the Director of Clinical Experiences	19
FACULTY SUPERVISOR REQUIREMENTS.....	20
• Faculty Supervisor Requirements	20
• Faculty Supervisor Rights	20

• Program Rights	21
• Completion of Hours in the Clinical Experience	21
• Submission of Documentation.....	22
• Policy Regarding Student’s Evaluations and Course Grade	22
THE PRACTICUM EXPERIENCE.....	23
• Overview	23
• Readiness Evaluation.....	23
• Applying for the Practicum Experience.....	23
• Group Counseling	24
• The Supervision Process	24
• Evaluation and Grading.....	24
• Student Retention in the Practicum.....	24
THE INTERNSHIP EXPERIENCE	26
• Overview	26
• Applying for an Internship Experience.....	26
• Selecting an Internship Site and Supervisor.....	26
• The Supervision Process	27
• Evaluation and Grading.....	28
• Student Retention in the Internship	28
ETHICS.....	29
• Statement on Ethics.....	29
MANUAL ACKNOWLEDGEMENT FORM	31

INTRODUCTION

Overview

Counseling practica and internships represent a vital period in the preparation of future counselors. It is during this time that students immerse themselves in synthesizing prior learning involving counseling theories, concepts, skills, techniques, roles, procedures, and more. Practica and internships encompass the integration and application of all that they have learned in the counselor education program. Practica and internships involve the systematic supervision and evaluation of the counseling process with emphasis upon the following:

- Application of theoretical approaches to a wide range of difficulties.
- Application and development in cross-cultural counseling skills.
- Conceptualizing cases, diagnostic impressions, and treatment planning.
- Recording, listening to, and evaluating taped interviews.
- Conducting an assessment process.
- Administering and interpreting assessment instruments.
- Clinical documentation and report writing
- Responding to observation and supervision both in individual conferences and in small group sessions.
- Integrating Christian faith, both implicitly and explicitly, in ways appropriate to clients and contexts.

It is during practica and internships that you move from your status as students to professionals, developing your expertise as counselors. This manual is presented to make the transition period as smooth as possible. The information describes the processes, requirements, and responsibilities of the practica and internship process utilized by Master of Arts in Counseling at Huntington University. It is essential that student-counselors become thoroughly familiar with the contents and procedures described herein.

Course Descriptions

The following are the course descriptions relevant to our practicum and internships:

CN650 Supervised Practicum (3 credits)

A supervised counseling experience providing the opportunity to practice individual, family, and group counseling skills in a clinic setting. The 100-hour practicum requires a minimum of 50 direct client contact hours and includes weekly individual and group supervision from a University supervisor.

CN 651 & 652 Supervised Internship (3 credits each)

The opportunity to practice and provide a variety of counseling-related activities that would normally be expected of a regularly-employed counselor. The 300-hour internship (for each course) requires a minimum of 150 direct client contact hours and includes weekly individual and group supervision from a site and a University supervisor.

CN653 Advanced Internship (3 credits; as necessary)

The opportunity to practice and provide a variety of counseling-related activities that would normally be expected of a regularly-employed counselor. The 300-hour internship (for each course) requires a minimum of 150 direct client contact hours and includes weekly individual and group supervision from a site and a University supervisor.

CN 654 Internship Completion (1-3 credits; as necessary)

This course is a continuation of the internship experience. This course becomes necessary if the student has not completed the required direct clinical hours in the previous internship courses. The student will be required to enroll for the following credit hours based upon the number of direct contact hours needed: 1 credit for 0-50 direct hours, 2 credits for 51-99 direct hours, 3 credits for 100 or more hours. Students may take CN 654 Internship Completion only once; failure to complete all hours in CN654 will result in failure of the course. The Program Director reserves the right to waive this restriction due to exceptional circumstances.

Prerequisites

Before a student can register for CN650, he or she must have successfully completed the following courses*:

- CN601 Human Growth and Development (3 credits)
- CN602 Legal, Ethical, and Professional Issues (3 credits)
- CN603 Theory and Techniques of Helping Relationships (3 credits)
- CN606 Theory and Practice of Groups (3 credits)
- CN610 Foundations and Contextual Dimensions of Mental Health Counseling (3 credits)
- CN611 Knowledge and Skills of Mental Health Counseling (3 credits)

In addition to the above curricular requirements, the Director, in consultation with program faculty, will assess the student's preparedness in other dimensions, such as the student's academics, counseling aptitude, and relationships with faculty and students. This evaluation involves the administration of a survey of program faculty, the Student Readiness Evaluation; the completed surveys are reviewed by the evaluation committee to determine the student's readiness for working with clients and the student's progress in the program. A synthesis of the survey will be sent to each student to inform him/her of their progress and to create dialogue around any concerns.

Registration for each successive internship course is conditional upon the successful completion of the prior internship course. Additionally, CN609 Models and Application of Integration must be completed before registering for CN652. If the student successfully completes CN650, CN651, and CN652, but does not complete 350 direct client contact hours and 700 total hours, he or she must enroll in either CN653 Advanced Internship or CN654 Internship Completion.

****The Director of Clinical Experiences may choose to waive some requirements for special circumstances.***

Faculty

Dr. Elijah Lee, LPC/LCPC (MO/KS), NCC

Assistant Professor of Counseling

Program Director

elee@huntington.edu



Dr. Elijah Lee is a licensed professional counselor and counselor educator who seeks to advance the Kingdom of God through equipping shepherds in the field of counseling. As well as receiving clinical training from MidAmerica Nazarene University (MA in Counseling, Spiritual Formation) and Regent University (PhD in Counselor Education and Supervision), Elijah is also an ordained minister with the River Fellowship.

The merging of both counseling concepts and Biblical truth has been a major part of Dr. Lee's practice and studies. Relationship acts as the centerpiece in both contexts, which becomes both the place where the greatest pain and healing can occur.

Along with his current duties, Dr. Elijah Lee presently counsels out of his private practice, Hope Healing LLC. He is also married, with two children. In his free time, he enjoys taking long walks and having meaningful conversations with friends.

Dr. Michelle Caulk, LPC (MO), LMHC (FL), NCC

Assistant Professor of Counseling

Director of Clinical Experiences

mcaulk@huntington.edu

Dr. Michelle Caulk, Licensed Professional Counselor (MO), Licensed Mental Health Counselor (FL), and NCC, has founded a counseling center and worked with many clients to help them live in hope and wholeness.

Dr. Caulk has an established history of writing and speaking on topics such as mental health in the church and counseling the bereaved. She partners with community churches to create "relational homes" in which those with mental illness may find community, advocacy, and understanding.

She is a graduate of Southern Illinois University at Edwardsville with a B.A. in English Literature, University of Illinois with an M.S. in Library and Information Science, and Argosy University with an M.A. in Mental Health Counseling. Dr. Caulk obtained her doctoral degree in Counselor Education and Supervision from Regent University.

Her research interests include spirituality in grief, creating trauma-informed churches, and the experiences of the Christian, childfree by choice population. Michelle enjoys walking her dog with her husband, reading, and occasionally going for a ride on her motorcycle.



Dr. Eric Williams, LCMHS (NC), LMFT (NC)
 Assistant Professor of Counseling
ewilliams@huntington.edu



Dr. Eric A. Williams teaches in the clinical mental health counseling program. His time as a counselor has seen him in many places, counseling everywhere from military bases to grade schools. He is credentialed as a Licensed Clinical Mental Health Counselor Supervisor (LCMHCS) and as a Licensed Marriage and Family Therapist (LMFT) in the state of North Carolina. Eric believes that we are all influenced by and influencing others; he hopes that the counseling program at Huntington University will positively influence students and that that influence trickles down into others in their communities. A Georgia native, Eric and his wife have three children: twin boys with autism and a neurotypical daughter. As a paratrooper with the US Army, he served on the front lines during 9/11. He is an avid fan of the Georgia Bulldogs, the Georgia Tech Yellow Jackets, and the Atlanta Falcons; any New England Patriots or Alabama fans may not do well in his courses. (He's kidding. Really.) In his spare time, Eric enjoys playing with his children, blogging, posting inspirational quotes on social media, spending time with friends, serving the autistic community, and working out.

The Counseling Program, both online and residential, utilizes several competent adjunct faculty as supervisors for our practica and internships, also.

Licensure Requirements Regarding Supervised Experience

According to Indiana Code, licensure as a Licensed Mental Health Counselor – for both LMHC and LMHC-A – requires the completion of 700 hours of supervised clinical experience before the student's graduation. These 700 hours must include 350 direct hours (including 10 hours of group leadership) and 80 hours of supervision.

The leadership of HU's Counseling Program has designed the practicum and internship experience to meet the requirements for Indiana licensure as of this writing. We also will make every effort to maintain compliance with Indiana state requirements regarding all matters of curriculum and instruction relevant to LMHC and LMHC-A licensure. Online students are advised to become familiar with the clinical experience requirements of their state of residence or intended practice. Counseling program faculty and staff have provided some resources regarding contact agencies for each state on the University's website at <https://www.huntington.edu/state-authorization>. Program leadership will work with you to determine your state's requirements and our program's capacity to meet those requirements.

STUDENT REQUIREMENTS

Requirements for both Practicum and Internship

- The student is required to carry liability insurance with a minimum coverage of 1 million per incident, 3 million cap. Insurance may be acquired through either ACA or AACC or Healthcare Providers Service Organization (HPSO.com).
- The student is required to read and be familiar with all of the information in this manual, and must acknowledge receipt and reading of the manual by signing the Acknowledgement of Receipt and Reading of the Manual form at the beginning of each internship course. The form can be found on the University portal under Graduate Students > Counseling > Internship Information > Forms.
- The student is required to apply for the practicum and/or internship experience by the specified deadline prior to the beginning of the semester. The form can be found on the University portal under Graduate Students > Counseling > Internship Information > Forms.
- Students must find an appropriate site and site supervisor. The site must offer face-to-face counseling services by licensed professionals. Site supervisors must be licensed by the state board governing counseling professionals. In Indiana, supervisors can be licensed as an LMHC, LMFT, LCSW, or HSPP. Online students should check the requirements for the state of practice. For our program, supervisors must also have at least 2 years of experience after achieving full licensure.
- Students must complete the following forms to be submitted digitally before beginning the practicum/internship: Acknowledgement of Receipt and Reading of the Manual, Practicum and Internship Contract, Proof of Insurance, Emergency Contact and Procedures, and Practicum/Internship Self-Evaluation and Learning Goals.
- Students are required to complete and document the appropriate direct and indirect hours for practicum and each internship. Practicum requires 100 hours of supervised experience with 50 hours involving direct client contact (including 10 hours of group facilitation). Each internship course requires 300 hours of supervised experience. Of those 300 hours, 150 hours must be direct contact hours (with clients).
- Students are required to accumulate 80 hours of supervision over the course of practicum and two internships. These include both site and faculty supervision.
- Students are required to complete at least 10 supervised hours of group facilitation or co-facilitation as part of the 50 direct hours during the practicum.
- Students are required to inform clients of the student's status as a graduate student under supervision – including the necessary disclosure of client material to the site supervisor, the faculty supervisor, and class colleagues. Some organizations may require that students use a disclosure form regarding the student's status.
- Appropriate dress and professional behavior is expected. Consult with your site and/or faculty supervisor for specific guidelines.
- Students are expected to be fully prepared and on time for supervision sessions and for counseling sessions.
- Students should remember that they are a guest at their practicum/internship site and should adjust their schedules to accommodate the site's requirements and their site supervisor's schedule.
- Group supervision by faculty supervisors and individual supervision by site supervisors is a mandatory requirement.

- Students should request additional supervision as needed.
- Students are expected to educate themselves as necessary about client difficulties, diagnoses, treatments, and interventions using professional resources, including research literature. Students may solicit professional resource suggestions from both site and faculty supervisors, as well as their own research into evidence-based treatments.
- Students must inform the site supervisor and the faculty supervisor of client emergencies, including any that endanger the client or anyone else, as soon as is possible.
- Students are expected to compile and maintain complete client records and documentation in a timely and professional manner.
- Hours, direct and indirect, must be recorded, and the logs must be signed by the student, the site supervisor, and the faculty supervisor. These monthly logs must then be submitted digitally as instructed by the student's faculty supervisor.
- In the event that a student becomes aware that he or she knows personally the client being discussed during a fellow student's case presentation, the student should politely interrupt the presentation, informing the faculty supervisor, and then excuse himself or herself from the room.
- Students are expected to be introspective, open, and receptive to feedback, and to demonstrate flexibility by making appropriate changes in response. Students are expected to follow-through on directives given by site and/or faculty supervisors as soon as is possible.
- Residential students are required to abide by Indiana law governing Licensed Mental Health Counselors. Online students are required to practice according to the appropriate jurisprudence of the state of their internship practice. Students are also expected to adhere to the code of ethics ascribed to by the site. In situations where state law and the code of ethics are in disagreement, students should be advised that state law supersedes the code of ethics. Students are also obligated to adhere to the policies and practices of the organization in which they are serving. The policies and practices of the organization supersede the code of ethics.
- Students must complete a written treatment plan, including treatment goals and objectives, by the end of the third session even when the practice of the site allows for a later report. If the site requires an earlier development of the treatment plan, students should comply with the site requirement.
- The student must complete a Case Presentation Report for each presentation made, whether in individual or group supervision.
- If the student has planned a break that will require time away from the internship or practicum, the student should inform the site supervisor and the faculty supervisor at the beginning of the course, or as soon as possible. Students should be mindful of the University's policy regarding absences and of any additional policies and practices instituted by the faculty as described in the syllabus.
- If the student must be absent due to an illness or crisis, the student must inform the site supervisor and/or the faculty supervisor as soon as is possible.
- Each semester, students must submit an application for each internship site.

- Students are responsible to locate and secure a sufficient site for CN650 Supervised Practicum, including an appropriate site supervisor, and then to apply for approval of the site and the supervisor by the specified deadline prior to the beginning of the practicum.
- Students must complete and post all required paperwork to pass the course. Failure to submit completed paperwork will result in a failing grade for the course.

In addition to these requirements and responsibilities, the faculty supervisor has added requirements as described in his/her syllabus. Finally, site and faculty supervisors reserve the right to add any requirements as deemed necessary to develop a sufficient learning experience for the student.

Student Rights

The student has the right to –

- Know the criteria for evaluation in the course and to receive sufficient feedback from both the site and faculty supervisor.
- Expect supervision and feedback in the management of cases and in professional development by the site supervisor and the faculty supervisor according to syllabus expectations.
- Be familiarized with the personnel, the policies, and the procedures of the practicum/internship site.
- Ask questions regarding the supervision process, the counseling process, standards of care, and the most appropriate management of clients.
- Be given an explanation of the reasons for termination should either Director of Clinical Experiences or the Site Supervisor/Director terminate the internship.

Making the Most of Your Clinical Experience

This is the beginning of your clinical experience and most students feel at least somewhat incompetent going in. This timidity is actually good as it may keep you humble and teachable. Unfortunately, this timidity may become a paralyzing fear for some and can prevent you from gaining the most from your clinical experience. The following are several tips to help you make the most of our experience:

- Remember that you are a student. You are there to learn – that means an attitude of humility and “teachability.” This also means that no one expects you to know everything.
- Ask questions. Never be afraid to ask your supervisor and /or co-workers about anything related to the practicum/internship experience. Keeping a log of questions to ask your supervisor is a great idea.
- Work near your “learning edge.” Trying new skills, methods or techniques while under supervision is a good idea. Be willing to take some risks and extend yourself with the approval of your supervisor. Your learning edge is the point just beyond your present level of mastery. It is not so far ahead that you risk making serious mistakes, but only just beyond your current level of functioning and comfort. Realize, however, that client safety is the foremost concern, and you should never risk client safety.

- Remember that you do know some things. Look for opportunities to integrate what you have learned in class. The practicum/internship affords the opportunity to understand and apply what you have studied in counseling skills, counseling theories, ethics, crisis and trauma counseling, and more. This is a very important part of your experience; do not miss this opportunity by failing to reflect on your experience.
- Pray throughout your experience. Consistently ask the Lord to teach you through the experience. Ask for His guidance and leadership. With an attitude of prayer, you will be in the best position to develop both personally and professionally from your practicum/internship. Always strive to be intimately connected to both God and your client.
- Come to class prepared. Coming to class with forms completed and presentation reports ready greatly facilitates learning.
- Never be afraid to get help when you need it. If you have any questions or problems during your practicum/internship, be sure to seek the assistance of your supervisor. Get help and do so earlier rather than later. Having contact information (complete the Emergency Contact and Procedures Information Form) handy during a counseling crisis is strongly suggested.
- Complete and submit your documentation in a timely manner. Students must complete all documentation, including requisite signatures, and submit as instructed by their faculty in order to pass the course. Failure to do so will result in a grade of Unsatisfactory for the course. Failure of a practicum or internship course also means that the supervised hours will not count.

Remember that the success of your practicum/internship experience is largely up to you. Your attitude and mindset are the most critical elements of the experience. Keep in mind that you represent not only yourself, but also the counseling program, the University, and, most importantly, our common faith. Do not give anyone an opportunity to question your integrity.

Addressing Concerns with Your Site Supervisor

Occasionally, a student might have a concern involving his/her site supervisor. In the event that this does occur, here are some helpful hints for resolution:

- It is best for you to record the exact nature and date(s) of the events in question. This can help you to reflect on the concern and to possibly represent the concern to your faculty supervisor, if necessary
- Pray about the situation first. Ask the Lord to reveal if you have been remiss in anything. If so, take full responsibility for your behavior, and do your best to make amends.
- Respectfully approach your site supervisor to discuss the issue. Generally-speaking, your site supervisor truly wants to make the practicum/internship a good experience for you. Remember to take responsibility for your own behavior and attitudes. Be clear (but gentle and respectful) about your concern.
- Be open to feedback from your site supervisor regarding the situation and your behavior and attitudes. Prayerfully consider it. Remember that you are there to learn, not to dictate the learning.

- Inform your faculty supervisor about the situation as soon as possible. He or she may be able to offer some suggestions to resolve the situation. Do not assume that the faculty supervisor will automatically “take your side” regarding the situation. It is his/her responsibility to ensure that the practicum/internship is a good experience for all parties involved.
- In situations involving physical or sexual harassment initiated by the site supervisor, the student is advised to report the incident immediately to his/her faculty supervisor before approaching the site supervisor.
- In the event that the faculty supervisor must intervene, one possible outcome (and the one to be avoided if at all possible) might be to find a different site or to withdraw from the internship.
- The Program Director or Director of Clinical Experiences has the ultimate say regarding the University’s involvement and the student’s involvement. Normally the Director will defer to the site supervisor regarding client treatment and the site’s policies and procedures.
- Students are required to abide by the policies and procedures of the organization while completing the practicum and internship.

Addressing Concerns with Your Faculty Supervisor

Occasionally, a student might have a concern involving his/her faculty supervisor. In the event that this does occur, here are some helpful hints for resolution:

- As previously with your site supervisor, it is best for you to record the exact nature and date(s) of the events in question. This can help you to reflect on the concern and to possibly represent the concern to your program/academic leadership, if necessary
- Pray about the situation first. Ask the Lord to reveal if you have been remiss in anything. If so, take full responsibility for your behavior, and do your best to make amends.
- Respectfully approach your faculty supervisor to discuss the issue. Remember to take responsibility for your own behavior and attitudes. Be clear (but gentle and respectful) about your concern.
- Be open to feedback from your faculty supervisor regarding the situation and your behavior and attitudes. Prayerfully consider it. Remember that you are there to learn, not to dictate the learning.
- Remember that your faculty supervisor must consider all vested interests in the situation. Client welfare is the foremost consideration. Beyond client welfare and your own development, the faculty supervisor must also be mindful of the integrity of the internship site, the counseling program, the University, our shared code of ethics, and the Kingdom of God.
- In situations involving physical or sexual harassment, the student is advised to report the incident immediately to his/her faculty supervisor.
- If the concern is not addressed satisfactorily, the student may request a meeting between the faculty supervisor, the student, and/or the Director of Clinical Experiences. In the event that the faculty supervisor is the Director of Clinical Experiences, the student may request a meeting between the student, the Director of Clinical Experiences and the Program Director.

In addition to the above suggestions, the student is advised to read the University's policy and procedures for filing a grievance against a faculty member (see Grievance Procedure for Academic Matters in the Student Handbook).

Completion of Hours in the Clinical Experience

All students are required to complete 700 hours total of supervised experience, including 350 direct hours (10 hours must be in group leadership) and 80 hours of supervision. Failure to complete these hours in CN652 will necessitate an Unreported (NR) grade and the necessity of registering for CN654 Internship Completion or CN653 Advanced Internship. Students who do not complete all hours must register for either CN654 or CN653 in the semester following CN652. Students will not be allowed to "skip" a semester. In CN654, students should sign-up for 1 credit hour for every 50 remaining supervised hours. Once a student successfully completes all hours, the grade in CN652 will be changed to a Satisfactory. Failure to complete all hours in CN654 will result in an Unsatisfactory grade for the course. Students are allowed to take CN654 only once. The Program Director reserves the right to except this policy due to exceptional circumstances.

What Counts as Direct and Indirect Hours?

Direct hours and indirect hours are recorded differently. The following are definitions of direct and indirect hours:

1. Direct hours involve time spent in a counseling-related scope of practice such as counseling (a direct application of counseling theory, skills, techniques, or interventions to treat mental illness or promote wellness and adaptive life skills), psychoeducation (e.g., parent-skill training, social skills training, etc.), or consultation (e.g., meeting with a school counselor/psychologist on behalf of a client) ***involving the presence of the client.***
2. Indirect hours include activities such as supervision and the use of counseling-related resources, such as "assessment instruments, computers, print and non-print media, professional literature, research, and information and referral to appropriate providers." (IAC Rule 5, 839 IAC 1-5-1 G.6). The general rule is that the activity should apply, in some manner, to the care of a specific client(s), but does not involve the presence of the client.
3. Services provided in an internship or practicum that do NOT count toward supervision hours, either direct or indirect, are duties such as indirect advocacy, driving clients to appointments, non-clinical case management/social work-type tasks, etc. If you have any questions regarding whether the activity may count, please ask your faculty supervisor.

Submission of Documentation

All documents must now be submitted digitally by the student as instructed by his/her faculty supervisor. As necessary, University copiers/scanners can be used to help scan all documents. If a copier/scanner is not available at a site, or a student is unable to utilize campus resources, students should download a .pdf scanning application for a smart phone and only plan to submit documents in this format. (.jpg or other formats will not be accepted). ***Failure to submit all required documents by the due date***

designated by faculty will result in failure of the course. Hard copies of documents will no longer be accepted. Faculty are required to report a failing grade for students who do not submit all documents (an exception may be granted by the Director of Clinical Experiences).

Counting Work Hours As Supervised Hours

In addition to serving as an intern (paid or unpaid), students often work in mental health organizations as case-managers or the equivalent, and want to know if time spent in those associated duties can count toward their supervised hours requirements. The state of Indiana restricts what counts as supervised hours and defines time spent “in the provision of direct counseling services. This includes knowledge, skill, or experience derived from direct observations of, and participation in, the practice of counseling,” (Indiana Administrative Code, Behavioral Health and Human Services Licensing Board, Rule 5, 839 IAC 1-5-1 G.7.j) as direct hours. Indirect hours includes activities such as supervision and the use of counseling-related resources, such as “assessment instruments, computers, print and non-print media, professional literature, research, and information and referral to appropriate providers.” (IAC Rule 5, 839 IAC 1-5-1 G.6). The general rule is that the activity should apply, in some manner, to the care of a specific client(s). Positions, such as case managers, often involve duties and responsibilities within the scope of counseling practice. As such, our policy is as follows:

1. In mental-health related positions (other than an intern position), work hours can count for both direct and indirect hours if a licensed supervisor provides weekly supervision. In order for hours to count, work duties must meet the following requirements:
 - a. For work time to count as direct hours, it must involve time spent in a counseling-related scope of practice such as counseling (a direct application of counseling theory, skills, techniques, or interventions to treat mental illness or promote wellness and adaptive life skills), psychoeducation (e.g., parent-skill training, social skills training, etc.), or consultation (e.g., meeting with a school counselor/psychologist on behalf of a client) involving the presence of the client.
 - b. For work time to count as indirect hours, it must involve documentation/charting, client records management, training, scoring or interpreting assessment measures, or consuming professional media (by a licensed professional) relevant to specific clients.
 - c. Services provided in a work position, other than an internship, that do NOT count toward supervision hours, either direct or indirect, are duties such as indirect advocacy, driving clients to appointments, non-clinical case management/social work-type tasks, etc. If you have any questions regarding whether the activity may count, please ask your faculty supervisor.
2. Students must submit a Practicum/Internship Application for their work site and site supervisor and have it approved.
3. Students must have a site supervisor for their work site with whom they meet weekly for an hour.
4. Students can count up to 175 direct and 175 indirect hours with appropriate supervision at their work site.

5. All supervisors must complete evaluation forms (both formative and summative) and review the evaluations with students. Additionally, students must complete evaluations of all supervisors and of all sites.

Consent for and Confidentiality of Recordings

The state of Indiana requires that supervision involve the review of recordings of students working with clients. In order for clients to be recorded, they must grant written consent. Most sites will have a form for client consent for video/audio recording. If not, a "Consent for Video/Audio Recording" form can be provided by your faculty supervisor. Clients who are minors will require the consent of a parent or guardian. All client recordings constitute client information and need to be protected with the utmost confidentiality. Students in Practicum need to be vigilant with the security of recordings. Recordings should always be reviewed in a secure setting, where other clients or persons are unable to see or hear them. Recordings should only be discussed with those persons who have privilege to review such information, such as supervisors and other students in the practicum class or internship, when cases are being reviewed for supervision. Some sites will not allow for the recordings of clients to be reviewed outside of the organization; in said case, the site supervisor must be willing to either review the recordings with the student or to conduct live observations of the student working with clients.

Confidentiality and Social Media

Given the popularity of social media, such as Facebook, Twitter, and more, both counseling students and their clients often are engaged, as well. And, given that communication in these platforms is loosely controlled and often results in scrutiny by those unintended, student-counselors are restricted from posting any client information or material in any public platform. The posting of client material in any public platform will be considered an unethical disclosure and a violation of confidentiality. Finally, given the far-reach of information in social media platforms, students should not disclose even general posts about their counseling engagements. For example, while a post such as, "Frustrating day at the clinic" by a student might seem innocuous, a client may react with offense, assuming, "I am a frustration to her." Student-counselors should bear in mind that they cannot control entirely who views the posts and how people interpret the posts. Therefore, students are restricted from posting anything in relation to counseling activities.

Policy Regarding Student's Evaluations and Course Grade

In CN650 Practicum, students must receive a minimum computed grade of 69% on their Evaluation of Counseling Skills and Dispositions to pass the course. In CN651, students must receive a minimum computed grade of 72%, and a minimum computed grade of 75% in CN652. These grades are required regardless of the student's grades on other assignments in the course. Failure to achieve these grades will result in either an F for the course or an Unsatisfactory for the course. Failing to receive a sufficient computed grade on the Evaluation will require either a repetition of the course, a repetition and a plan for remediation, or termination from the M.A. in CMHC program. Greater preference is given to evaluations from site supervisors, but does not exclude

evaluations by faculty supervisors. The Program Director reserves the right to make exceptions to this policy in warranted cases.

SITE SUPERVISOR REQUIREMENTS

A Word to the Site Supervisor

First of all, thank you so very much for considering this opportunity for our students. The practicum/internship experience is vital to the education of our students, and, as the site supervisor, you are the most significant person in that experience. We simply cannot thank you enough.

Secondly, though the practicum/internship is most immediately beneficial to the student, we hope that it is also beneficial to your organization and to you personally. We understand that this is an investment of your time, and it is the University's desire to make this experience as rewarding as possible for you, as well. With that goal in mind, the student's faculty supervisor is open to any suggestions or concerns you might have. The student should provide his/her faculty supervisor's contact information for you.

Finally, please feel free to address any questions or concerns with the student's faculty supervisor. You may contact him/her at any time throughout the practicum experience.

Site Supervisor Requirements

Site supervisors must be licensed by the state board governing counseling professionals. In Indiana, supervisors can be licensed as an LMHC, LMFT, LCSW, or HSBPP. Online students should check the requirements for their state of practice. For our program, supervisors must also have at least 2 years of experience after achieving full licensure.

Site Supervisor Expectations

In the internship experience, the site supervisor has the greatest supervisory obligation in the conduct of immediate supervision in the organization. We ask that you facilitate the best learning experience possible for the student while making the experience one that is beneficial for your agency and yourself also. Following are some general expectations of the site supervisor:

- Review the program's site supervisor orientation video and any other materials requested by program leadership. Please be assured that we are mindful of your time constraints and will conscientiously minimize supervisory requirements upon you.
- Be sure that the student is familiarized with policies, procedures and personnel at your organization, and is provided with professional space, facilities, supplies, and especially clients to successfully conduct the responsibilities of the practicum/internship.
- **Site supervisors should indicate to students which ethical code is followed by the organization.**
- The supervisor is expected to provide security for client files in accordance with any respective regulations, and will familiarize the student with the policies and procedures related to confidentiality and privacy of client information.

- Help the student to set learning goals for their clinical experience. The student should review the Practicum/Internship Self-Evaluation and Learning Goals Form with you. Since you are the one most familiar with your organization, you are in the best position to collaboratively assist with goal-setting for the student.
- Meet individually or triadically (with 2 students) for a minimum of one hour, face to face, with the student at least weekly throughout the experience to review the student's work with clients as a regular part of an ongoing supervisory process.
- The site supervisor is expected to provide students with experiences that are within the supervisee's capabilities and that will help prepare them for future employment as a professional counselor. For internships, this will include 300 hours of supervised experience per semester of counseling experience, composed of at least 150 hours of direct contact with clients. For practicum, this will include 100 hours of supervised experience, including 40 direct hours and 10 group leadership hours.
- Be available to the student as much as possible throughout the experience. Please make sure that the student has all contact information necessary to reach you or another appropriate person should the need arise during the student's experience.
- Offer feedback to the student throughout the experience rather than waiting until the evaluation sessions at the end. Be sure to offer both positive and constructive feedback. Feel free to constructively challenge any attitudes or behaviors that might be a hindrance to personal or professional development. Supervisors will receive biweekly communication from the faculty supervisor that includes a very brief evaluation of the student. Additionally, site supervisors are expected to offer a more substantive evaluation at the midterm (formative) and end of term (summative) using our Evaluation of Clinical Skills and Dispositions Form. These should be reviewed with the student.
- Take notes during or after your supervision sessions in order to record the strengths and limitations of the intern, record recommendations and directives, and track the progress of the student.
- Check in with the student often and ask if he/she is getting what he/she needs in supervision.
- As the site supervisor, you will need to sign off on the student's Hours Logs monthly.
- Respond timely to contacts from the faculty supervisor. We will make these contacts as convenient as possible.
- Recognize that Huntington University is an evangelical, Christian institution, and the vast majority of our students ascribe to the same Christian faith. If the student is living consistently with our faith, he/she will be a conscientious, ethical, "servant-hearted" person. Furthermore, our students have been instructed to abide by the policies and procedures of the agency during their experience. Please inform the student about what expressions of faith are acceptable and what are not according to the policies and procedures of your organization.
- Should you have a concern with the student, please address that concern with the student earlier rather than later.
- Please feel free to contact the faculty supervisor or the Director of Clinical Experiences (mcaulk@huntington.edu or 260-359-4166) at any time throughout

the experience, but especially when you have a concern with a student that needs to be addressed.

- Please familiarize yourself with the relevant sections of this manual. You will need to complete the appropriate evaluations, review them with the student, and forward them to the faculty supervisor at the end of the clinical experience.
- Please keep the safety of our students and their clients in mind as you facilitate this experience. We would rather that you err on the side of caution rather than expose the student to a potentially harmful situation.
- Near the end of the semester, you will need to meet with the student for an evaluation session. In this session, you should offer feedback to the student, including the University's evaluation form for students, and will receive feedback, including the University's evaluation forms for sites and site supervisors, from the student.
- It is expected that the site supervisor will respond in a timely manner to any communication from the student's faculty supervisor.
- As the site supervisor, it is expected that you will give client welfare and organizational integrity the greater priority over the student's professional development in the internship experience.

By following these guidelines, we hope that this experience will be almost as rewarding for you as for the student.

Site Supervisor Rights

The site supervisor has the right to . . .

- Act in the best interest of the agency's clients and of the agency itself in the conduct of the supervision process.
- An explanation of any part of this manual or of the internship process from the supervisee and/or the faculty supervisor and/or the Director of Clinical Experiences.
- A timely and professional response from the supervisor to any communication or feedback regarding the conduct of counseling and other relevant professional activities.
- A timely and professional response from the supervisee's faculty supervisor to any communication from you regarding the supervisee or practicum/internship experience.
- Request a meeting with the supervisee and/or the faculty supervisor regarding significant concerns with the supervisee and/or internship experience at any time.
- Receive honest, professional feedback regarding the quality of the student's supervised experience with the site supervisor and of the site.
- Terminate the practicum/internship experience at any time if the supervisee acts in a manner irresponsible, unethical, or illegal. The student, the faculty supervisor, and the Director of Clinical Experiences should be given honest, appropriate communication regarding the rationale for the termination of the internship experience.

Addressing Concerns with the Supervisee

On rare occasions, a situation might arise with the student that needs to be addressed. Most often, these situations can be remedied with a dialogue with the student. Should you need to address a concern with a student, be advised of the following:

- Again, address concerns with the student earlier rather than later in the experience. This will provide a better learning experience for the student.
- Frame the discussion as a learning experience. This is an opportunity for the student to develop professionally and/or personally.
- Keep a written record of the concern, the action(s) taken toward resolution, and associated changes in the student's behavior.
- Inform the faculty supervisor of the concern early on. She/he may be able to offer some perspective on the concern and/or the student.
- If the situation is severe enough or is not resolved, the faculty supervisor and/or the Director of Clinical Experiences may intervene to help negotiate a resolution.
- If no resolution is apparent, the site supervisor or the Director of Clinical Experiences may terminate the student's internship.
- In cases where the site supervisor and/or agency share some responsibility in the concern, the faculty supervisor and/or the Director of Clinical Experiences may offer honest feedback to the agency. The Program Director or Director of Clinical Experiences reserves the right to withdraw the agency as an approved internship site for our students. We consider our students to be the privileged ones to be able to learn from you; therefore, withdrawal of the agency as an approved site would be extremely rare.
- The agency reserves the right to terminate the practice at any time. It is expected that the site supervisor will keep the faculty supervisor and the Director of Clinical Experiences informed of the situation.

Again, most concerns are addressed by a gentle, but honest conversation with the student.

Contact Information for the Director of Clinical Experiences

Contact information for the Director of Clinical Experiences is as below:

Michelle Caulk, MA, LPC, LMHC, NCC
Huntington University
2303 College Ave.
Huntington, Indiana 46750
mcaulk@huntington.edu
260-359-4166

FACULTY SUPERVISOR REQUIREMENTS

Faculty Supervisor Requirements

The following are the expectations and requirements obliged upon the faculty supervisor. The faculty supervisor is expected to . . .

- Collaborate with the Director of Clinical Experiences to approve students and sites/supervisors for practicum and internships, as necessary.
- In internships, meet weekly with supervisees individually for a minimum of 1 hour or in a group for a minimum of 1 ½ hours, to review audio, video, or oral case presentations.
- In practicum, meet with supervisees for 1 ½ - 2 hours per week for instruction and/or to review audio, video, or oral case presentations.
- Offer students constructive feedback in the conduct of counseling, including but not limited to mid-term and final evaluations.
- Make contact with site supervisors biweekly to address any questions or concerns. The program has a developed a Biweekly Student Evaluation Form to facilitate this process.
- Address concerns by site supervisors and by students in a timely and professional manner.
- Respond to communication from students and site supervisors in a timely and professional manner.
- Be mindful of the interest of all parties involved in the internship experience, but give priority to client welfare above all others.
- Comply with University values, policies and procedures, state regulatory statutes, and AMHCA, ACA and AACC Code of Ethics regarding the ethical supervision of students.
- Receive feedback from students regarding the supervision process, and to carefully consider an appropriate response to consistent feedback.
- Clearly communicate the criteria for the evaluation of course assignments and of final grades to students.
- Evaluate course assignments judiciously and timely, offering clear and constructive feedback to students.
- Compute and submit final grades to the University Registrar by the due date.
- Communicate to the Director of Clinical Experiences any significant concerns that may arise with students in the course of the experience.
- Review the student's documentation to ensure submission of all required records.
- Administer (and evaluate when necessary) any assessments and/or assignments required by the program's assessment process or accreditation requirements.

Faculty Supervisor Rights

The faculty supervisor, in collaboration with the Director of Clinical Experiences, reserves the right to . . .

- Communicate any significant concerns related to a student's performance, attitude, and condition.

- Communicate concerns to the Director of Clinical Experiences regarding a student's preparation and/or acumen for working with clients.
- Collaborate with the Director of Clinical Experiences to terminate an internship if the site supervisor does not comply with ethical standards as determined by the Code of Ethics of the American Mental Health Counseling Association (AMHCA), the American Counseling Association (ACA), or the American Association of Christian Counselors (AACC), and/or state statutes relevant to the profession of counseling. This termination is to be understood as nullifying the Practicum/Internship Contract.
- Collaborate with the Director of Clinical Experiences to terminate a practicum/internship in the event that a student's performance is judged to be unsatisfactory, insubordinate, unethical, inappropriate, or harmful to a client. The Director of Clinical Experiences would only do so after consultation with the site supervisor and with the student in question. This termination is to be understood as nullifying the Practicum/Internship Agreement.
- Add additional assignments for all students in the course, or for any single student in the course, as deemed necessary to facilitate a sufficient learning experience.

Program Rights

The program reserves the right to . . .

- Amend, change, modify or except (in warranted cases) the policies and procedures regarding the practicum/internship experience, including any of the information included in this manual.
- Address and/or terminate the contract of a faculty supervisor in the event of any of the following:
 - The faculty supervisor is found to be in violation of the University's Lifestyle Agreement.
 - The faculty supervisor is found to be in violation of the Code of Ethics of AMHCA, ACA, or AACC or of the University's expectations.
 - The faculty supervisor's performance or behavior is deemed to be unsatisfactory, insubordinate, unethical, inappropriate, or harmful to students and/or the clients they serve.
- Require any specific assessments, assignments or other elements of the course as deemed necessary due to the program's assessment process or accreditation expectations.

Completion of Hours in the Clinical Experience

All students are required to complete 700 hours total of supervised experience, including 350 direct hours (10 hours must be in group leadership) and 80 hours of supervision. Failure to complete these hours in CN652 will necessitate an Unreported (NR) grade and the necessity of registering for CN654 Internship Completion or CN653 Advanced Internship. Students who do not complete all hours must register for either CN654 or CN653 in the semester following CN652. Students will not be allowed to "skip" a semester. In CN654, students should sign-up for 1 credit hour for every 50 remaining supervised hours. Once a student successfully completes all hours, the grade

in CN652 will be changed to a Satisfactory. Failure to complete all hours in CN654 will result in an Unsatisfactory grade for the course. Students are allowed to take CN654 only once. The Program Director reserves the right to except this policy due to exceptional circumstances.

Submission of Documentation

All documents must now be submitted digitally by the student as instructed by his/her faculty supervisor. As necessary, University copiers/scanners can be used to help scan all documents. ***Failure to submit all required documents by the due date designated by faculty will result in failure of the course.*** Hard copies of documents will no longer be accepted. Faculty are required to report a failing grade for students who do not submit all documents (an exception may be granted by the Director of Clinical Experiences).

Policy Regarding Student's Evaluations and Course Grade

In CN650 Practicum, students must receive a minimum computed grade of 69% on their Evaluation of Counseling Skills and Dispositions to pass the course. In CN651, students must receive a minimum computed grade of 72%, and a minimum computed grade of 75% in CN652. These grades are required regardless of the student's grades on other assignments in the course. Failure to achieve these grades will result in either an F for the course or an Unsatisfactory for the course. Failing to receive a sufficient computed grade on the Evaluation will require either a repetition of the course, a repetition and a plan for remediation, or termination from the M.A. in CMHC program. Greater preference is given to evaluations from site supervisors, but does not exclude evaluations by faculty supervisors. The Program Director reserves the right to make exceptions to this policy in warranted cases.

THE PRACTICUM EXPERIENCE

Overview

The practicum represents a vital period in the preparation of future counselors. It is during this time that students involve themselves in synthesizing prior learning involving: information and concepts; counseling skills—techniques—strategies; and professional roles and self-development. Practica encompass the integration and application of prior knowledge gained in the counselor education program, readying students for the professional internship. Practica involve systematic supervision and evaluation of counseling cases with emphasis upon the following:

- Counseling clients.
- Applying knowledge of cultural differences.
- Conceptualizing cases, diagnostic impressions, and treatment planning.
- Consulting with client's parents, spouses, and significant others, as appropriate.
- Recording, listening to, and evaluating counseling sessions.
- Report writing.
- Responding to feedback and suggestions and supervision both in individual and small group supervision.
- Appropriate and ethical integration of Christian faith in the counseling process.

It is during your practicum that you move from your status as students to become professionals, developing your expertise as counselors. This manual is presented to make the transition period as smooth as possible. Practicum students should also familiarize themselves with the policies and procedures manual of the organization in which they will serve.

CN 650 Supervised Practicum (3 hrs.) provides the opportunity to practice individual, family and group counseling skills in a clinic setting. The 100-hour practicum requires a minimum of 50 direct client-contact hours, including 10 group leadership hours, and includes weekly supervision from a faculty supervisor and site supervisor.

Readiness Evaluation

In the semester prior to the student's practicum, program leadership will conduct a readiness and progress evaluation, essentially surveying program faculty regarding the student's abilities and dispositions. Program leadership will then synthesize the evaluations and give feedback to the student. Students must be deemed ready to work with clients for their practicum application to be approved.

Applying for the Practicum Experience

As stated in the Student Responsibilities of Practicum section, students must apply for the practicum experience by the specified deadline prior to the semester in which they want to practice. The prerequisites for Practicum are outlined in the Introduction section of this manual. The Application for Practicum/Internship Form can be found on the portal.

Group Counseling

The state of Indiana requires that students acquire ten hours of group leadership as part of their direct hours and that the group hours must be done in the practicum course. Residential students will learn of group leadership arrangements in class. Online practicum students must arrange for ten hours of group leadership through the organization in which they will serve. The requirements for group leadership may be satisfied by singular facilitation or co-facilitation of group counseling over the course of the semester.

The Supervision Process

Students receive both individual and group supervision during the practicum experience. The class meets for 1 ½ to 2 hours weekly. Students must also meet with their site supervisor for one hour weekly of individual or triadic supervision. More specifics about the supervision process will be shared by the faculty supervisor during the Practicum class.

Evaluation and Grading

Students will receive a grade of A-F for the practicum. It is not expected that a student's counseling skills will be polished at the beginning of the semester. It is expected that counseling skills will improve as the semester progresses. Students can best facilitate progress through cooperation and a "teachable" spirit. Students are also encouraged to show their supervisor where they struggle with their clients. The supervisor will complete a midterm and final written evaluation of the student's knowledge, skills, and personal and professional development during the practicum experience. If a student is having difficulty securing clients or meeting the requirements for the practicum, he or she may be asked to drop the course and re-enroll at a more suitable time. A passing grade in the practicum is a C or higher. Students who earn a C or less in the practicum may be given permission to repeat the practicum one more time. If it becomes necessary to repeat the practicum, it must be taken in the subsequent semester unless a course of remediation prevents it. Receiving a C- or less twice in the Practicum may result in a course of remediation or dismissal from the program. Program leadership reserves the right to make an exception to this policy in warranted circumstances.

Student Retention in the Practicum

Practicum is a time to determine if students are well-suited for completion of the program and the profession of counseling. Students who do not appear to possess the necessary qualities and/or skills associated with effective counseling may be required to withdraw from the practicum. In these cases, students shall be required to pursue a course of remediation, as prescribed by program leadership, to better prepare them for the practicum, be required to pursue an alternate program or be dismissed from the program. For students dismissed from the program, they may be assisted in identifying an area of study or specialization that is more suited or appropriate to their talents and skills

Students are expected to behave in a responsible and professional manner while functioning in the practicum. Failure to conform one's behavior to acceptable standards

of practice can be considered cause for dismissal from the program. See the Student Handbook for more specific information on student retention.

THE INTERNSHIP EXPERIENCE

Overview

Students are eligible for internship after they have successfully completed their practicum experience. The internship courses are CN 651 Supervised Internship, CN 652 Supervised Internship, CN653 Advanced Internship (elective) and CN654 Internship Completion (as necessary). Each course requires a weekly meeting with the faculty supervisor for group or triadic supervision, and a weekly meeting with the site supervisor for individual supervision. Other requirements will be described in the course syllabus.

Applying for an Internship Experience

Admission into the internship experience is not granted automatically. While in the practicum, students must apply to be admitted into an internship course. Students should complete and submit the Application for Practicum/Internship Form (on the portal or on the Counseling Practicum and Internship site) to the Director of Clinical Experiences by the specified deadline. The Director may consult with appropriate other faculty to reach a decision regarding approval of the application. The approval process includes approval of the potential internship site and supervisor. Any changes in his/her internship site or site supervisor must also be approved. Students must apply for each internship site before each semester of internship.

Once approval is granted, the student is cleared to register for the appropriate internship course. Since the approval process is an evaluation of the student's preparedness, of the site's suitability, and of the site supervisor's suitability, a student may be directed in any of several options if approval is not granted. The student may be required to seek another internship site, another internship supervisor, or the student may be asked to complete some further requirement before approval is granted. In the event that an application is not approved, the Director will communicate with the student to discuss the reason for non-approval and give direction to facilitate approval.

Selecting an Internship Site and Supervisor

Your internship experience is one of the single-most important experiences of your graduate journey. It is an opportunity to learn and employ skills, to begin to develop a counseling orientation, to determine "fit" as a counselor, to refine your vision of your calling, and, most importantly, to develop your character *in vivo*. For these reasons and more, your selection of an internship opportunity should be approached with prayerful and careful discernment.

Many sites are eager to work with student-interns; however, keep in mind that you must evaluate any internship opportunity for its "fit" with your passion, calling, theoretical orientations, expectations, and the Lord's guidance. When evaluating an internship opportunity, the following criteria have been found by students to be important:

- **The Site Supervisor:** The most important criteria is the quality of the site supervisor who will guide your internship experience. The Indiana Professional

Licensing Agency requires that your site supervisor be a LMHC, LCSW, LMFT, or HSPP (Psychologist) and have two years of experience. Online students should consult their state's statutes for appropriate site supervisor requirements. Otherwise, an excellent supervisor is one who is competent, encouraging, supportive, available, and skilled at mentoring. The best way to get to know potential supervisors is to schedule a meeting or phone interview with them. You will need to ask if the site supervisor could meet with you face to face at least one hour per week to satisfy the requirements of the internship.

- **The Learning Opportunities:** Another important criteria is the quality of the learning opportunities. Client contact is the most important part of the internship experience. You need to confirm that the organization can provide enough clients to comprise the 150 direct contact hours needed to successfully complete the internship requirements for each semester.
- **The Treatment Approach:** The student may also want to consider the importance of the agency's treatment approach. You will need to evaluate your ability and willingness to work within the organization's treatment approach and maintain integrity. If you have concerns about the approach, it is wise to discuss these with your faculty supervisor during the selection process. Additionally, some students desire practical experience in a specific treatment approach, and seek out internship opportunities that offer that approach.
- **The Clientele:** Some students may desire to select an internship site due to the particular clientele of the agency. For example, students whose desire is to work with adolescents might select a juvenile detention center or an adolescent-focused program in a regional mental health center. Additionally, some students desire to work with a specific problem-focus, such as teen-pregnancy concerns, domestic violence, or dissociative identity disorder. Other students may desire to work with a wide range of concerns rather than a more specific focus.
- **Logistics:** The leadership of the counseling program has gone to great lengths to provide some general direction in selecting an appropriate internship site. The student is advised to be mindful of his/her limitations regarding time, finances and location in the consideration of the internship possibilities.

Students are strongly encouraged to be mindful of these criteria during the internship selection process.

Internship sites must be approved by the Director before any agreement can be made between the student and the organization. If you have any concerns about the selection process, please do not hesitate to contact the Director. Our desire is to make this the best experience possible for you.

The Supervision Process

In the internship, the student-counselor is required to meet weekly for one hour with his/her site supervisor and weekly for 1 or 1 ½ hours in individual and/or group supervision with the faculty supervisor. The content of these meetings may be comprised of case review, developmental reflection, review of evaluations and assignments, and more. For supervision meetings, it is vitally important that students be prompt and prepared, having all materials copied and ready for submission. Be mindful

that each faculty supervisor may have additional and different requirements, practices, and policies for the course as specified in the course syllabus.

Evaluation and Grading

Since internship courses are either pass or fail, students will receive a grade of either Satisfactory or Unsatisfactory. Students will receive weekly feedback from their supervisor about their performance. It is not expected that a student's counseling skills will be polished at the beginning of the semester. It is expected that counseling skills will improve as the semester progresses. Students can best facilitate progress through cooperation and a "teachable" spirit. Students are also encouraged to show their supervisor where they struggle with their clients. The supervisor will complete a midterm and final written evaluation of the student's knowledge, skills, and personal and professional development during the practicum experience. If a student is having difficulty securing clients or meeting the requirements for the internship, he or she may be asked to drop the course and re-enroll at a more suitable time. Also, students must make a minimum computed grade on the final evaluations to receive a Satisfactory grade for the course; see the Policy Regarding Student's Evaluations and Course Grade on p. 17 of this manual for more information. Students who receive an Unsatisfactory grade in the course may be given permission to repeat it one more time, be given a remediation contract to better prepare, be given the option of an alternate program, or be dismissed from the program. If it becomes necessary to repeat the course, it must be taken in the subsequent semester unless a course of remediation prevents it. Program leadership reserves the right to make an exception to this policy in warranted circumstances.

Student Retention in the Internship

The internship is a time to determine if students are well-suited for completion of the program and the profession of counseling. Students who do not appear to possess the necessary qualities and/or skills associated with effective counseling may be required to withdraw from the internship. In these cases, students shall be required to pursue a course of remediation or they may be dismissed from the program, as prescribed by the program leadership. For students dismissed from the program, they may be assisted in identifying an area of study or specialization that is more suited or appropriate to their talents and skills. Students who fail two courses or twice in the same course in any of the clinical courses will be dismissed from the program. The Program Director reserves the right to grant an exception to this policy due to extenuating circumstances.

Students are expected to behave in a responsible and professional manner while functioning in the internship. Failure to conform one's behavior to acceptable standards of practice can be considered cause for dismissal from the program. . See the Student Handbook for more specific information on student retention.

ETHICS

Statement on Ethics

Given the depth and complexity of human problems and the potential for serious implications of counselor actions/inactions for clients, it is of utmost importance that interns conduct themselves in the most ethical manner possible. From a Christian worldview, professional ethics cannot be divorced from personal ethics, recognizing that the foundation for ethical behavior is ethical character. Further, as an Evangelical, Christian institution, we assert that all of life is lived *coram Deo* (before the face of God), and that the Bible is the ultimate authority and guide for believers. Therefore, we uphold the preeminent role of the Holy Spirit and the Holy Bible in the conduct of Christian counselors, both personally and professionally. Students will be expected to conduct themselves in a manner consistent with the highest standard of Christian ethics.

As an institution of higher education located in the state of Indiana, Indiana State Statutes regarding the profession of mental health counseling are legally binding upon all student-counselors residing in Indiana. (Available on the University's portal.) Online students are obligated to adhere to the state statutes of the state in which the practicum/internship takes places. Students are expected to be familiar with and to adhere to the state codes throughout the practicum and internship.

Additionally, the counseling profession – specifically the American Mental Health Counseling Association and the American Counseling Association – has each composed a Code of Ethics as a guide for ethical decisions and behavior. (Available on the central practicum and internship Moodle website.) As the standard of ethical care, and conduct in the profession, the leadership of the counseling program has upheld AMHCA's or ACA's Code of Ethics as obligatory for our students, and, accordingly, expects compliance during both the practicum and internship. Students, faculty supervisors, and site supervisors are expected to be familiar with the relevant Code.

Finally, the American Association of Christian Counselors has also developed a Code of Ethics for the counseling profession that incorporates specifically Christian virtues and values as foundational. (Available on the central practicum and internship Moodle website.) Though the leadership of the counseling program promotes AMHCA's and ACA's Code of Ethics as the greater expectation, we do consider AACC's Code of Ethics to be a helpful adjunct in ethical decision-making.

Site supervisors should indicate to students which ethical code is followed by the organization.

Throughout one's journey through the counseling program, students are again expected to conduct themselves according to the highest standard of ethics. However, we also recognize fully that ethical principles and practice are part of the learning experience, and that, occasionally, students may fall short of ethical expectations. Most ethical lapses can be addressed through some process of instruction, correction and/or remediation. Certain ethical lapses may necessitate a formal remediation process, and, in such cases, the process can include – but not necessarily be limited to – specific requirements in writing to address the ethical concern. On some occasions, the

remediation process may include withdrawal from the practicum or internship until the requirements have been completed and until program leadership is assured of the student's personal and professional integrity. Failure to achieve these expectations may result in delay of the student's progression through the program or expulsion from the program. On even rarer occasions, severe ethical lapses may warrant dismissal of the student from the program.

At any time throughout the course of the practicum and internship, students are strongly encouraged to consult his/her site supervisor and faculty supervisor regarding any ethical concerns and especially when the guidance of the aforementioned authorities seem to conflict.

HUNTINGTON

UNIVERSITY

Graduate Program in Clinical Mental Health Counseling

Acknowledgement of Receipt and Reading of the Practicum and Internship Manual

By signing below, I acknowledge that I, _____ (student's name), have received Huntington University's Practicum and Internship Manual. Further, my signature affirms that I have fully read the manual and have had any questions or concerns adequately addressed. Finally, my signature below affirms that I understand that this manual is obligatory upon me as a student throughout the practicum and internship experience, and that it is my responsibility to ensure that my site supervisor has received a copy of it.

Printed Name

Date

Signature

Be prepared to submit this document on the first day of class as instructed by your faculty supervisor.