

CNSL 5399 Internship A & B Application Packet (rev 1-28-19)

1. Please complete the attached internship application materials, and present a completed hard copy to the Department Administrative Assistant, by the deadline date. Applications sent via campus mail or scanned as an email attachment will not be accepted. You may either drop off your completed packet in person or mail the paper copies via U.S. Mail to:

Teresa Sanders, Administrative Associate IV
Department of Counseling
Tarleton State University
Box T-0765
Stephenville, TX 76402

If mailed using the US Postal Service, the completed packet must be postmarked by the deadline listed below:

Fall – July 1st Spring – November 1st Summer – April 1st

2. The application must include proof of insurance and the Texas Counseling Association (TCA) is the easiest source of student liability insurance: <http://www.txca.org/tca/BENEFITS.asp>. Alternatively, if you join the American Counseling Association (ACA) as a student member, they will provide you with student liability insurance at no cost. Please apply for student liability insurance and show dates of coverage with your proof of insurance. You may need to renew your policy during your practicum or internship so that the policy is in effect during the entire practicum and internship period.
3. Students who have not yet secured a site supervisor signature must apply by the deadline date and need to make note on the application that a decision is pending on their selection to work at the site.
4. Students applying for the 60 hour internship must include the following:
 - the Field Placement Contract,
 - the Field Experience Plan (school or community),
 - the Field Site Supervisor Registration,
 - A copy of the field site supervisor's current license and resume
 - Practicum/Internship Ethics Agreement,
 - Trainee Consent for Recording,
 - Emergency/Crisis Management form,
 - Proof of liability Insurance with dates of coverage shown, and
 - **All nine of these forms or documents need to be turned in by the deadline date above.**
5. Students planning to work at two or more sites need to submit a complete set of documents for each site. The application is a legal document and both Tarleton and the field site need a copy of the complete application for their respective files. Please speak to your advisor about the pros and cons of having an additional site or sites.

Application for Internship Courses

All counselor trainees should read this information before considering application for practicum and internship classes. Remember that procedures change – check the department website and watch for listserv updates (go.tarleton.edu email account) for the most current information.

Practicum and Internship classes present special circumstances regarding enrollment procedures because of limitation on class size (6 trainees per class for Practicum and 12 for Interns), multiple class locations, availability of faculty instructors for supervision, and the general requirements of the University. Using diverse field placement sites and checking the qualifications of field site supervisors necessitates a great deal of coordination. Also, there are legal and ethical matters involved with field placements that demand careful attention and documentation. In order to manage these circumstances, the Department of Counseling requires counselor trainees to make a formal application for practicum and internship classes **EACH SEMESTER**. Once application deadlines have passed, counselor trainees are assigned to specific course sections **prior to University registration**.

The following items will guide the counselor trainee in their application process:

1. Counselor trainees must submit a separate application **EACH** semester for practicum or internship. It is very important the trainee provides accurate and complete information on applications since this will be the contact information utilized to contact trainee regarding application. Trainees submit applications for practicum or internship in the semester **BEFORE** they wish to take the class. Applications are posted on the Department website early in the semester – simply check to see if the applications are posted.
2. Every effort is made to honor trainee preferences regarding class location **however, the Department cannot guarantee that counselor trainees will get the location requested**. Applications that receive preference in class assignment are those that are complete and received prior to published deadlines.
3. Waiting lists are developed as appropriate (this is especially common for practicum). Applications that receive preference in class assignment are those that are complete and received prior to published deadlines.
4. Trainees will be assigned to specific course sections for their practicum or internship. Trainees will be notified via email as to their section assignments. At that point, the trainee will officially enroll in the class. **Trainees will only be allowed to enroll in the specific course section for which they have been assigned.**
5. Trainees will receive an email regarding assigned course section and outlining procedures to follow. The trainee will be asked to provide specific information regarding field placement site and site supervisor.
6. **All counselor trainees enrolling in a field placement course MUST attend a face-to-face Orientation prior to the first class meeting EACH semester.** The orientation times and dates communicated by email once the university supervisor has been assigned. Trainees who have not completed the Orientation will not be allowed to collect direct service hours and may be dropped from the class.
7. Questions regarding the application process for practicum and internship should be directed to the Clinical Coordinator (email works best) or to the Department office (see contact information in this Handbook).

NOTE: The primary means for communicating with trainees regarding practicum/internship application is email. Be sure you check your go.tarleton.edu email **DAILY**.

Internship Field Placement Contract
Tarleton State University - Department of Counseling

5399-A Internship **5399-B Internship**

The counselor trainee is responsible for distributing copies of this contract to the field site supervisor and retaining a copy. The original document is filed with the faculty instructor on the first night of class.

Trainee: _____ **Semester/Year:** _____

Trainee UIN: _____

Trainee Emails: _____

Trainee Address: _____

Field Site (Agency or School): _____

Site Address: _____

Site Phone: _____

Agency Director or School Principal: _____

Agency Director or School Principal Email: _____

Field Site Supervisor: _____

Supervisor Email: _____ **Phone:** _____

Internship Contract effective from ___/___/___ **through** ___/___/___ **for 20 hours per week.**

NOTE: Counselor trainees in the Clinical Mental Health Counseling program may use their work settings as a field placement only if they can demonstrate that they will perform duties different from those currently performed (on the basis of a bachelor's degree) and with a different site supervisor.

Responsibilities of the Counseling Department, the counselor trainee, and the field site placement:

The Counseling Department agrees to:

1. Provide counselor trainees who have completed the required pre-requisites for internship.
2. Identify a qualified faculty supervisor to coordinate the internship experience. The faculty instructor will be available for consultation with the field site supervisor regarding trainee progress.
3. Provide weekly group supervision (class) facilitated by the faculty supervisor and individual supervision as needed.
4. Collaborate with the field placement site regarding placement procedures and concerns. The designated contact person in the counseling program is the Clinical Coordinator.
5. Require the counselor trainee to provide liability insurance.

The field placement site agrees to:

1. Provide sufficient opportunities for the trainee to fulfill during the semester a minimum of 120 hours of direct client contact (individual, family, and group counseling). The field site supervisor will assist the counselor trainee in generating direct client contact opportunities.
2. Provide opportunities for trainee to regularly audio or video record counseling sessions with informed consent. Recordings are used for supervision and evaluation purposes. Recordings remain in the possession of the trainee and/or faculty supervisor at all times, and all recordings are erased by the end of the semester.
3. Provide a range of experiences to acquaint the trainee with the various duties and responsibilities of a professional counselor and provide oversight of the trainee's work **including** an orientation to the field site and its policies and procedures.

4. Develop a weekly attendance and activity schedule with the counselor trainee based on a minimum of 20 hours weekly spent at the field site.
5. Provide a safe location and appropriate space to work with adequate supplies and staff support to conduct professional counseling activities. Counselor trainees are not permitted to do home visits unless accompanied by their field site supervisor, to work alone in a building, or be without immediately accessible consultation services.
6. Provide a qualified field site supervisor who will oversee the trainee’s field site experience and provide a minimum 1 hour weekly of individual supervision of the trainee’s work. **A qualified field site supervisor is an LPC (TX), LMFT (TX), LP (TX), LCSW (TX), or LMSW (TX) who has at least 2 years of experience, and holds a master’s degree in a counseling-related field.** If the trainee uses her or his work setting for internship, the field site supervisor must be different from the employment supervisor.
7. Provide a written evaluation of the counselor trainee’s progress at the midpoint and end of internship.
8. Collaborate with the designated faculty supervisor for practicum and the Clinical Coordinator regarding placement procedures and concerns, provide a current copy of licensure and resume, and complete a 2-hour online supervisor’s orientation program once per calendar year (2 LPC supervision CE credits will be awarded).

The counselor trainee agrees to:

1. Be consistent and prompt in attendance at the field site. Dress and behave in a professional manner consistent with the practices of the field site placement.
2. Develop a weekly attendance and activity schedule with the field site supervisor based on spending a minimum of 20 hours weekly at the field site during internship.
3. Provide counseling and counseling-related services consistent with the trainee’s level of training and supervision and the professional counseling role.
4. Make regular recordings of counseling work throughout the semester for review and evaluation. Recordings are the basis for individual and group supervision meetings. The trainee will follow established guidelines to insure the security of recordings and will destroy all recordings by the end of the semester.
5. Be acquainted with and follow field site policies and procedures and the directives of field site supervisors.
6. Purchase current liability insurance and adhere to the current ethical guidelines of the American Counseling Association, American School Counselor Association (if applicable), and the Texas LPC Codes.
7. Maintain documentation in good order and follow guidelines for maintaining the confidentiality of client-related records for both campus and field site placement.
8. Provide the Department of Counseling with a renegotiated field placement contract if there is a change of field site supervisor or field site.

Termination: It is understood and agreed upon by all parties to this contract that the field site placement may terminate the TSU practicum experience of the counselor trainee if, in the opinion of the field site supervisor, the trainee’s behavior is detrimental to the operation of the field site and/or client care. The field site supervisor will notify the faculty supervisor or Clinical Coordinator of a termination action. A TSU internship termination action is separate from any employment relationship the trainee may have at the field site.

The parties below agree to the terms of this contract:

Counselor Trainee (print)	Trainee signature & date
Field Site Supervisor (print)	Field Site Supervisor signature & date
Internship Faculty Supervisor (print)	Internship Faculty Supervisor signature & date

Field Experience Plan
 Tarleton State University - Department of Counseling

5399-A Internship **5399-B Internship**

This document must accompany the field placement contract and be filed with the instructor at the first class meeting.

Counselor Trainee: _____ Semester/Yr: _____

Counselor Trainee UIN: _____

Field Site Placement: _____

Proposed schedule for counselor trainee at field site placement:

	Times trainee is expected to be at field site (e.g., 8am-2pm)	# hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total weekly hours for internship = 20 hrs		

Please specify & describe activities likely to be undertaken by the counselor trainee during this placement experience.

NOTE: the majority of trainee direct service hours MUST be in individual, group, or family counseling.

- Individual counseling/psychotherapy: adults adolescents children
- Intake interviewing:
- Group counseling (leading or co-leading); please specify focus of group:
- Marriage, family, & relationship counseling:
- Consultation w/ other professionals regarding client services:
- Psychoeducational activities relevant to the field site:
- Record keeping (e.g., diagnosis, reports, treatment plans):
- Outreach (e.g., program presentation):
- Receiving supervision (individual or group at the site); please specify which type:
- Career counseling:
- Case conferences or staff meetings:
- Other (describe):

 Counselor Trainee (print)

 Counselor Trainee signature & date

 Field Site Supervisor (print)

 Field Site Supervisor signature & date

Field Site Supervisor Registration
Tarleton State University - Department of Counseling

5399-A Internship 5399-B Internship

*****PLEASE ATTACH A COPY OF YOUR CURRENT TEXAS MENTAL HEALTH LICENSE TO THIS FORM.*****

PLEASE PRINT ALL INFORMATION. *This document must accompany the field placement contract and be filed with the instructor at the first class meeting.*

Counselor Trainee: _____ Semester/Yr: _____

Counselor Trainee UIN: _____

Effective from _____ / _____ / _____ through _____ / _____ / _____

SITE INFORMATION

Placement Site (Agency or School): _____

Address: _____

Name of Agency Director or School Principal: _____

Office phone: _____ **Email:** _____

FIELD SITE SUPERVISOR INFORMATION

Name: _____

Agency: _____

Address: _____

Office phone: _____ **Emails:** _____

Highest degree earned: EdD PhD MS MEd Other (specify) _____

Year degree earned: _____ **Discipline** (e.g., counseling, psychology) _____

Supervisor Credentials:

- Texas LPC, license # _____
- Texas LPC-S, license # _____
- NCC, certification #: _____
- Other? _____

Supervisor's years of experience appropriate to this setting? _____

Please include a copy of:

- Resume
- License

****Please include a copy of your license with this form.***

NOTE: A qualified Field Site Supervisor must have a master's degree in counseling or a counseling-related field, be licensed as a Texas Licensed Professional Counselor (LPC), a Texas Licensed Marriage and Family Therapist (LMFT), a Licensed Psychologist, a Texas Licensed Master of Social Work (LMSW), or a Texas Licensed Clinical Social Worker (LCSW), and have a minimum 2 years of experience (post-master's).

Emergency/Crisis Management: Clinical Mental Health Counseling

Tarleton State University - Department of Counseling

5399-A Internship

5399-B Internship

Semester/Year _____

This form must be completed for each semester of field placement and handed in on the first night of class. Trainees must retain a copy. Please attach a copy of any agency emergency/crisis response documents.

Any situation involving a client that is of a serious nature requiring immediate medical or psychotherapeutic attention constitutes an emergency; for example,

1. Imminent suicide attempt
2. Drug overdose
3. Aggressive reaction (present or imminent)
4. Physical illness or adverse physical reactions requiring immediate medical attention
5. Psychotic reaction or other serious psychological disturbance
6. Report of child abuse
7. Severe depression, anxiety, etc.

AGENCY OR SCHOOL POLICY: What is the agency or school policy about counselor trainees managing a client crisis such as those listed above?

EMERGENCY/CRISIS PROCEDURES:

During Field Placement Hours

Who is the counselor trainee to contact in case of an emergency/crisis situation?

Name: _____ Phone: _____

If this person is not available, who else can the counselor trainee contact?

Name: _____ Phone: _____

Outside of Field Placement Hours: If the counselor trainee is concerned about clients and need to contact a supervisor outside of regular field placement hours, what procedures should be followed?

Internship Ethics Agreement

Tarleton State University - Department of Counseling

5399-A Internship

5399-B Internship

Semester/Year _____

1. I hereby attest that I have read and understood the current *Code of Ethics* of the American Counseling Association and/or American School Counselor Association and will practice my counseling in accordance with these standards.
NOTE: Counselor Trainees are to download document and keep it with Practicum/Internship Handbook.
2. I hereby attest that I have read and understood the Retention Policy of the Department of Counseling and agree to abide by its provisions (Retention Policy is in this Handbook and the Program Handbook).
3. I agree to adhere to the administrative policies, rules, standards, and practices of the practicum/internship class and site.
4. I understand that my responsibilities include keeping my faculty supervisor(s) informed regarding my training experiences.
5. I understand that I will not be issued a passing grade in practicum or internship unless I demonstrate the specified minimal level of counseling skill, knowledge, competence, and complete course requirements as outlined by my faculty instructor.
6. I understand that I may be required to become familiar with additional codes of ethics from related professional disciplines.

Counselor Trainee Printed Name

Counselor Trainee Signature & Date

Counselor Trainee UIN

Trainee Consent for Recording

Tarleton State University - Department of Counseling

5399-A Internship

5399-B Internship

Semester/Year _____

Trainee: _____
(Printed name)

I agree to allow recording of counseling during my practicum or internship training. I understand that these recordings are strictly confidential and will be used for limited supervisory purposes only. I also understand that any of the recordings that are played during class, or any interviews that are conducted for demonstration/supervision purposes, even though I am not an active participant in the interview, are to be treated in accordance with the current American Counseling Association *Code of Ethics* and/or the American School Counselor Association *Code of Ethics*.

Counselor Trainee Signature

Date

Counselor Trainee UIN

Faculty Supervisor Signature

Date