

# **M.S. Counseling Practicum and Internship Manual**



Clinical Mental Health Counseling  
Texas A&M University- Texarkana  
Counselor Education Program

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*All documentation in this book is intended for illustrative purposes only. The process has been updated to a digital format, and all documentation is now completed through the software system.*

## **PART I: Introduction of the Counseling Practicum**

The practicum experience elements, as outlined in the 2024 Council for Accreditation of Counseling and Related Educational Programs (CACREP) Standards, are considered the pivotal components of the program. These elements are meticulously crafted to offer a range of opportunities for providing counseling services to clients and engaging directly with human service professionals. The practicum places a strong emphasis on honing counseling skills and fostering ethical responsibility through supervised experiences in settings that reflect the diversity of the local community.

This manual illustrates the structure and standards of the practicum program within the Texas A&M University-Texarkana Counseling Program. The standards outlined herein align with the criteria established by CACREP, a national affiliate of the American Counseling Association (ACA). It is the responsibility of counseling practicum students to adhere to the policies and procedures outlined in this manual.

*This handbook may be amended or revised as necessary for reasons including complying with University and System Policy and Regulations, Local, State and Federal Laws, and professional standards.*

### **Terms used in this manual are defined below:**

**DIRECT SERVICE** – defined by CACREP as Supervised use of counseling, consultation, or related professional skills with actual clients (individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation. The following would not be considered direct service: (1) observing others providing counseling or related services, (2) record keeping, (3) administrative duties, (4) clinical and/or administrative supervision, and (5) role plays.

**GATEKEEPING**- Gatekeeping the ethical responsibility of counselor educators and supervisors to monitor and evaluate an individual’s knowledge, skills, and professional dispositions required by competent professional counselors and to remediate or prevent those that are lacking in professional competence from becoming counselors.

**INDIRECT SERVICE** – all miscellaneous activities related to practicum that are not direct service. Engaging in supervision, preparing case notes, attending professional staffing, clinical staff meetings, professional development, and clinically relevant phone contacts are examples of indirect service.

**COORDINATOR** (Practicum/Internship/Clinical) – a member of the Texas A&M University-Texarkana Counseling Program faculty appointed to coordinate the administrative aspects of the program’s practicum and internship experience and ensure all standards are being upheld. (CACREP, ACA, NBCC, TCA, etc.).

**PROFESSIONAL DISPOSITIONS** - The commitments, characteristics, values, beliefs, and behaviors that influence the counselor’s professional growth and interactions with clients, faculty, supervisors, and peers, including working in a diverse, multicultural, and global society with marginalized populations.

**SITE** – a setting where counselors work. This could be a school, college, or university setting,

community mental health center, hospital, private practice, or other organizations.

**SITE MANAGER** – the person who provides administrative management to the counselors employed by a site.

**SITE SUPERVISOR** – a professional appointed by the site manager as the immediate and direct supervisor of a practicum and internship student at the placement site. The site supervisor must be a Licensed Professional Counselor with at least 2 years of experience, unless otherwise approved by faculty.

**SUPERVISION** - Group supervision: A tutorial and mentoring relationship between a member of the counseling profession and more than two counseling students.

- *Individual supervision*: A tutorial and mentoring relationship between a member of the counseling profession and one counseling student.
- *Live supervision*: Direct observation of the counseling session with in-vivo communication from the supervisor influencing the work of the supervisee during the session.
- *Triadic supervision*: A tutorial and mentoring relationship between a member of the counseling profession and two counseling students.

## **PART II: Practicum Placement**

### **Prerequisites**

Master's students may enroll in practicum after completing most of the 8 core testing areas in their program. Faculty expects students to have finished the majority of their coursework to ensure they are well-prepared. (See Course Pre-requisites and Co-requisites form).

Students must apply to and obtain approval from the counseling faculty and clinical coordinator before enrolling.

### **Procedures for Applying to Practicum and Internship:**

1. Fill out and submit an application to the clinical coordinator for approval:
  - Attend Practicum and Internship Orientation, conducted by the Clinical Coordinator at the onset of the Fall and Spring semesters. Attendance is mandatory for students intending to enroll in practicum and internship.
  - Students should attend the orientation corresponding to the semester before their intended enrollment (e.g., Fall practicum/internship students attend Spring orientation).
2. Site Selection:
  - Obtain a list of Approved Placement Sites from the program handbook, advisor, or clinical coordinator.
  - Discuss site appropriateness with the major advisor and clinical coordinator.
  - For unapproved sites, consult with the coordinator for approval before applying to the site.
3. Application to Site:
  - Contact site manager for an interview at preferred placement sites.
  - Site managers assess suitability; if accepted, apply to the clinical coordinator for practicum approval.

#### 4. Documentation Completion:

- Submit required forms by the specified deadline:
  - a) Site Placement Application (Appendix A)
  - b) Practicum Site Information Sheet (Appendix C)
  - c) Site Placement Contract (Appendix D)
  - d) Background Checks (if required by the site)
  - e) Professional Liability Insurance (mandatory for all students)
  
- Ensure all forms are submitted to the coordinator before the semester commences.
- Field placement cannot begin until all documentation is completed and submitted.
- Non-completion of documentation may result in withdrawal from the placement site and deemed as unsatisfactory performance and delay your practicum enrollment.

### **Paid Internships/ Employment Internship Sites**

#### **Purpose**

This policy outlines the requirements and procedures for students completing practicum or internship placements at their place of employment. The aim is to ensure transparency, maintain professional standards, and safeguard the educational integrity of the practicum or internship experience.

#### **Policy**

##### **1. Separation of Duties and Supervision**

a. **Requirement:** Students must ensure that their practicum or internship duties are clearly separate from their current job responsibilities. These duties must be distinct and cannot overlap with the tasks associated with their regular employment. Additionally, a different supervisor, separate from their current job supervisor, must oversee the practicum or internship experience. This ensures impartial evaluation and compliance with educational standards.

##### **2. Signed Release for Performance and Development Information**

a. **Requirement:** All students completing a practicum or internship at their place of employment must sign a release form authorizing the exchange of performance and development information between the educational institution and the employer regarding both their work as a student and as an employee. Their place of employment must also agree to this release in writing.

b. **Scope of Release:** The release will allow the educational institution and the employer to share information related to the student's performance, professional development, and any issues that may arise during the practicum or internship period as a student or as an employee.

c. **Submission:** The signed release form must be submitted to the practicum or internship coordinator before the start of the placement. Failure to submit the signed release form will result

in the student being ineligible to begin or continue the practicum or internship at their place of employment.

### **3. Performance-Related Termination**

a. **Automatic Grade of U:** Any student who is terminated from employment and/or practicum/internship at their site for performance-related reasons will automatically receive a grade of U (Unsatisfactory) for the course.

b. **Documentation:** The employer must provide written documentation outlining the reasons for the termination, which will be reviewed by the practicum or internship coordinator and the academic department.

c. **Appeal Process:** The student may appeal the grade of U by submitting a written appeal to the counseling program and clinical coordinators within 14 days of the termination. The appeal must include any relevant evidence or documentation supporting the student's case. The department will review the appeal and make a final decision within 30 days.

### **4. Responsibilities**

#### **a. Student Responsibilities:**

- Ensure all necessary paperwork, including the signed release form, is submitted before the start of the practicum or internship.
- Maintain professional behavior and adhere to the performance standards set by both the employer and the educational institution.
- Communicate any issues or concerns promptly to the practicum or internship coordinator.

#### **b. Employer Responsibilities:**

- Provide a supportive and educational environment for the student.
- Communicate performance expectations and provide regular feedback to the student.
- Notify the educational institution immediately if any performance-related issues arise that may lead to termination in employment and/or internship/practicum.

#### **c. Educational Institution Responsibilities:**

- Facilitate the exchange of information between the student and the employer as outlined in the signed release form.
- Monitor the student's progress and provide support as needed.
- Review any documentation related to performance-related termination and oversee the appeal process if applicable.

### **Implementation**

This policy is effective immediately and applies to all students seeking to complete a practicum or internship at their place of employment. The educational institution will ensure that all relevant parties are informed of this policy and that the necessary forms and procedures are in place.

### **Change of Placement**

Counseling practicum or internship students are expected to complete their semester in one placement setting.

Anytime a student leaves a setting, the counseling faculty and clinical coordinator expect the practicum or internship student to engage in an appropriate termination process with their clients and on-site personnel prior to leaving the setting. Should a placement become problematic, the student may change the placement through one of the processes outlined below.

Termination of student by site or change of placement at student's request will adhere to the following procedures:

1. The student, the university instructor, the clinical coordinator, and the site supervisor discuss the problem and determine whether a solution can be found within the existing placement. The student may be asked to continue with the placement until the end of the semester, and an agreement may be made to change the placement before the beginning of the next semester.
2. If a solution is not found and the student desires to make a change of placement during the semester, the student must write a request for placement reassignment and summarize reasons for the reassignment. The clinical coordinator will decide to terminate the placement and request an evaluation of the student's performance from the site supervisor.  
***The student is not guaranteed another placement during that semester or for any future semesters.***
3. The student and the coordinator will explore new placement options. The student must follow all procedures outlined in Part II to obtain placement in a new setting.
4. The coordinator will confer with the site supervisor of the first assigned placement to consider the possibility of future placements.

Termination or change of placement by a site manager, site supervisor, or the counseling faculty will adhere to the following procedures:

1. The student, the university instructor, the coordinator, and the site supervisor discuss the problem and determine whether a solution can be found within the existing placement.
2. If a solution is not found, the student may be immediately terminated from the placement at the discretion of the clinical coordinator or at the request of the site supervisor and site manager. The site supervisor, site manager, or coordinator will provide the student with a written summary of reasons for the termination.
3. If the termination is due to the student's performance, the student will be allowed a hearing with the counseling faculty. If needed, the coordinator will confer with the counseling faculty to devise a remediation plan for the student.  
***In these cases, the student is NOT guaranteed another placement during that semester or for any future semesters.***



4. While the program encourages the site manager and site supervisor to follow the above procedures, they maintain the right to immediately terminate the student.

### **Change of Site Supervisor**

Students must immediately inform the clinical coordinator of any change in their on-site supervisor.

### **Guidelines for Student Counseling Services and Supervision**

Students may offer counseling services only when they are under the supervision of the Texas A&M University- Texarkana Counseling Program. If the practicum site requests that the student work through holiday periods, the student must make arrangements with the clinical coordinator and a Texas A&M University- Texarkana Counseling Program supervisor. If a counseling program supervisor is not available, students may not offer counseling services other than when enrolled in the practicum and internship course during a regular semester.

### **PART III: Responsibilities**

A practicum and internship with Texas A&M University- Texarkana Counseling Program requires all students, counseling faculty, site supervisors and site managers to comply with the following:

- The 2014 American Counseling Association Code of Ethics.
- The 2011 Association for Counselor Education and Supervision's Ethical Guidelines for Counseling Supervisors.
- The 2024 Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- The 2023 National Board for Certified Counselors (NBCC) Code of Ethics
- All legal statutes governing counseling practice for the states of Texas, Arkansas, Louisiana, or Oklahoma (the state that you are practicing within).

**Program and Site.** The responsibilities of the Texas A&M University- Texarkana Counseling Program and the student's placement site are in the **Clinical Site Affiliation Agreement** (Appendix B).

**Course Instructor/ Faculty Supervisor.** The practicum course instructor is responsible for:

- Providing 1.5+ hours of weekly group supervision
- Meeting the course description given in the Graduate School Catalog, the course outline/syllabus, and in the Practicum and Internship Manual.
- Following and ensuring the students follow the policies and procedures of this manual.
- Following and ensuring the students follow all appropriate ethical codes and legal statutes.
- Evaluating student performance, obtaining evaluations from student's supervisors, and assigning student grades, with consideration of the evaluations.
- Conducting site visits for each practicum and internship student in their course every semester.

**Practicum and Internship "Clinical" Coordinator.** The primary responsibilities of the clinical coordinator are to:

- Develop policies and procedures for implementing the practicum and internship program.
- Follow and ensure the students follow the policies and procedures of this manual.
- Follow and ensure the students follow all appropriate ethical codes and legal statutes.
- Make available written guides for site supervisors and students.
- Follow the TAMUT faculty's criteria for the selection of quality placement sites.
- Assist sites in selecting appropriate professionals as site supervisors.
- Assist students in initiating procedures for student placement.
- Participate in relevant meetings, committees, conferences, and supervisor training sessions. Assist students, course instructors, and site supervisors in the resolution of placement problems.
- Inform all affected parties of changes regarding site placements.
- Provide orientation for all site supervisors.

**Counseling Faculty.** The primary responsibilities of the counseling faculty regarding practicum are to:

- Follow and ensure the student follows the policies and procedures of this manual.
- Follow and ensure the student follows all appropriate ethical codes and legal statutes.
- Provide timely opportunities for student hearings in cases of grievance.
- When needed, devise remediation plans for students and ensure their timely completion.

**Practicum Student.** The primary responsibilities of students enrolled in practicum and internship are to:

- Read and follow the policies and procedures of the most current Counseling Practicum and Internship Manual.
- Provide a copy of the most current Counseling Practicum and Internship Manual to the site supervisor.
- Follow all appropriate ethical codes and legal statutes.
- Practice the skills inherent in the program's objectives, as described in Part IV.
- Integrate knowledge from previous courses and apply it in the practicum and internship setting.
- Develop and practice analytic skills sufficient for responsible professional practice.
- Develop strategies and goals for continuing personal and professional growth and share them with supervisors.
- Attend weekly supervision sessions with all supervisors – on-site, university appointed and class instructor.
- Inform the coordinator and faculty supervisor of any changes in the placement site supervisor.
- Provide weekly samples in the form of tapes, sample notes, or treatment plans for review by site and faculty supervisors.
- Complete required practicum and internship hours in a timely way.
- Maintain appropriate documentation of activities.
  - Submit all necessary documentation to clinical coordinator (see Part II, Procedures for Applying)

- Weekly throughout practicum and internship, the student must submit to the course instructor
- Weekly Clinical Activity Log (Appendix E)
- Appropriately signed consent forms from clients who have consented to taping their counseling sessions (Appendix I).
- Other written assignments, such as but not limited to case studies, as specified by the course instructor.
- At the end of each semester, each practicum student must submit to the course instructor:
  - Weekly Practicum/Internship Hours Log (Appendix E)
  - Student Evaluation of Placement Supervisor and Site (Appendix H)

**University Supervisors.** The primary responsibilities of the university supervisor regarding supervising master's level practicum and internship students are:

- Provide 1 hour of weekly individual or triadic supervision
- Following and ensuring the practicum students follow all appropriate ethical codes and legal statutes.
- Review clinical tapes with supervisee and provide feedback and guidance
- Complete the Supervisor Evaluation of Student Counselor form (Appendix G) at the following times:
  - At midterm of the semester
  - At the end of the semester
  - Anytime a practicum and internship student is demonstrating unsatisfactory, unethical, or illegal performance.

**Group Experience Supervisor.** The primary responsibility of the group experience supervisor is to co-lead a group with the practicum and internship student. The group leader must have a master's degree or higher in a mental health concentration, preferably counseling, and must hold state licensure in good standing. The site supervisor can be the group supervisor if the student is completing the group experience at their primary site.

**Site Supervisors.** The primary responsibilities of the site supervisor regarding supervising master's level practicum and internship students are:

- Provide 1 hour of weekly individual or triadic supervision
- Be familiar with the documentation required of practicum and internship students and assist them to complete it in a timely manner.
- Complete the Student Intern Evaluation (Appendix M) at the following times:
  - At midterm of the semester
  - At the end of the semester
  - Anytime a practicum and internship student is demonstrating unsatisfactory, unethical, or illegal performance.
- Complete a supervisor orientation provided by the Counselor Education program before beginning the supervision process.

Supervisors may supplement the Supervisor Evaluation of Student Counselor form with other additional written statements or documentation. Practicum and internship students will receive

copies of each written evaluation and the evaluating supervisors must discuss the evaluation with them. Evaluations must be submitted to the course instructor in a timely manner.

#### **PART IV: Program Learning Objectives**

1. **Theoretical Foundations and Professional Philosophy:**
  - Demonstrate a deep understanding of the theoretical foundations of counseling.
  - Systematically articulate your own professional philosophy.
  - Integrate this philosophy into your counseling practice.
2. **Counseling Strategies and Interventions:**
  - Demonstrate appropriate strategies and interventions that effectively integrate counseling theory, client assessment information, and professional skills.
  - Apply these strategies in various counseling settings, including individual, group, psychoeducation, and technology-assisted counseling, ensuring a safe and secure therapeutic environment.
3. **Ethical Standards and Moral Reasoning:**
  - Demonstrate a strong working knowledge of ethical standards in counseling.
  - Apply ethical and moral reasoning in all aspects of professional practice.
4. **Professional Commitment:**
  - Show a commitment to becoming a responsible and contributing member of the counseling profession.
5. **Self-Care and Professional Effectiveness:**
  - Understand the ongoing relationship between self-care and professional effectiveness as a counselor.
  - Demonstrate this understanding in your practice.
6. **Client-Counselor Relationship Dynamics:**
  - Demonstrate a clear understanding of the dynamics involved in the client-counselor relationship.
7. **Ethical and Legal Considerations in Assessment:**
  - Demonstrate an understanding of the ethical and legal considerations related to the selection, administration, and interpretation of counseling instruments and techniques.
8. **Research and Counseling Effectiveness:**
  - Demonstrate the ability to use research to enhance counseling effectiveness.
9. **Ethical and Legal Considerations in Research:**
  - Demonstrate awareness of ethical and legal considerations in the use of research within the counseling profession.

#### **PART V: General Requirements**

##### **Hour Requirements**

Practicum: Direct Hours- 40 Indirect Hours – 60 Total Hours Practicum- 100

Internship I: Direct Hours- 120 Indirect Hours – 180 Total Hours Practicum- 300

Internship II: Direct Hours- 120 Indirect Hours – 180 Total Hours Practicum- 300

*Note: These are minimum requirements for direct hours and total hours. Direct hours may never be less than the minimum required.*

Students are expected to complete their hours in a timely manner. For example, when completing a 100-hour practicum during a 15-week semester, consisting of 9-11 weeks (about 2 and a half months) in the field, practicum students should average about 10 hours per week providing services on site. The appropriate minimum ratio (4:10 hours) of direct service must be completed for the practicum and internship student to be considered making satisfactory progress in practicum. Practicum and internship students must go through an appropriate termination process with their clients and with on-site personnel prior to ending their practicum and internship at the end of their enrollment.

Along with seeing individuals, couples, or families, students are expected to engage in co-leadership of a group during either their practicum or internship experience. Students are required to co-lead a group with a licensed mental health professional either at their primary site, or at another location. Students may count 8 of these group hours as direct hours. The hours can be acquired in either practicum, internship I, or internship II, but must be acquired during the same semester

Students who complete the required number of hours before the semester's end must continue to work at the site and remain under site and university supervision throughout their enrollment. Practicum students are not allowed to “roll over” hours into Internship I.

### **Supervision**

Three types of supervision may be provided to the student during the counseling practicum: individual, triadic, and group. Individual supervision is one-on-one face-to-face supervision provided by the site supervisor and the counseling program. Triadic supervision involves a supervisor and no more than two supervisees. Group supervision is conducted by the counseling program faculty and involves no more than 10 students in a supervision group. The following supervision is mandatory throughout practicum: One hour of individual/triadic site supervision per week: students must complete at least one hour on site per week of individual/triadic supervision provided by the site supervisor. This must occur every week, be documented in Appendix F, signed, and dated by the site supervisor and student, and turned in to the practicum instructor each week or the student may not see clients.

One and a half hours of group supervision per week: students must complete at least one- and one-half hours per week of group supervision in the practicum class on campus. More than 2 missed classes will result in an incompleteness of enough group hours to meet this requirement.

Additional supervision may be required as determined by the counseling faculty. This may include one hour per week of individual or triadic supervision provided by the counseling faculty.

### **Practicum and Internship Duties**

Practicum and internship students are expected to perform a counselor's duties at their practicum and internship sites only under continuous supervision. For every 100 hours of service at the practicum and internship site, students are expected to perform 40 hours of direct service (40:100 or 4:10 ratio). Direct service includes individual and group counseling. Practicum and internship students should also have the opportunity to become familiar with a variety of professional

activities in addition to direct service such as record keeping, information and referral, in-services, and staff meetings. Practicum and internship students should gain supervised experience in the use of a variety of professional resources such as assessment instruments, technologies, print and non-print media, professional literature, and research.

### **Work Samples**

Students are expected to provide work samples to their supervisors (the course instructor should specify how many). Work samples are recordings of interactions with clients. Video recordings are a requirement of practicum and internship. Audio recordings may be acceptable with the approval of the supervisor, and only if the site does not allow video recording due to legal or ethical restrictions. The intern must obtain permission from the client for recording and must submit a signed consent form to the supervisor when the recording is reviewed. All recordings must be obtained and stored in a HIPAA-compliant manner. A sample consent form is available in Appendix I. Other types of work samples that may be required include case notes and case studies.

### **Evaluations**

Students will be evaluated throughout their courses. Evaluation will be based on the student's (a) adherence to the expectations of practicum and internship as specified by the policies and procedures described in this manual, (b) performance within the placement setting and (c) demonstration of competency in achieving the Counseling Program's learning objectives (described in Part IV). See Appendix G for the Supervisor Evaluation of Student Counselor (CPSE) form. Formal written evaluations will occur:

- At midterm of the practicum semester
- At the end of the practicum semester
- Anytime a student demonstrates unsatisfactory, unethical, unprofessional, or illegal performance in practicum and internship (Described in (see syllabus for further explanation).

Practicum and internship students' written evaluations will include the Supervisor Evaluation of Student Counselor (Appendix M for site supervisors) and may also include other written statements and documentation.

Practicum and internship students will receive copies of each written evaluation, and the evaluating supervisors must discuss the evaluation with them.

Practicum and internship students must provide evaluations of placement sites and supervisors (see Appendix H) and a Clinical Activity Log Summary (see Appendix F) at the end of the practicum and internship semester.

Course Instructor may include additional requirements. The student should always consult the Practicum and Internship Syllabus and the Counseling Practicum and Internship Manual.

### **PART VI: Evaluation**

Evaluation will be based on the student's (a) adherence to the expectations of practicum and internship as specified by the policies and procedures described in this manual and in the

syllabus, **(b)** performance within the placement setting and, **(c)** demonstration of competency in achieving the Counseling Program's learning objectives (described in Part IV). Evaluations will be based on observations of students' work performances, in students' work samples, on students' verbal reports, and on students' behaviors at the placement setting, in supervision, in the Practicum and Internship course, and on the students' interactions with the counseling program faculty, support staff, and students.

Evaluation will be ongoing and periodic and will be both verbal and written, formal and informal.

On-going, verbal, informal evaluations occur in regular sessions with practicum and internship supervisors providing feedback on the students' demonstrated counseling skills. Students should seek verbal feedback in each session to understand how each supervisor perceives their progress in the practicum and internship.

Written, formal evaluations involve assessing overall progress and developing plans for improvement. Formal evaluations using the Student Intern Evaluation form (Appendix G) will occur:

- At midterm of the practicum and internship semester
- At the end of the practicum and internship semester
- Anytime a student is demonstrating unsatisfactory, unethical, unprofessional or illegal performance in practicum

### **Midterm Evaluation**

As part of the comprehensive evaluation process, supervisors and counseling faculty are encouraged to maintain routine check-ins regarding a student's progress throughout the practicum and internship experiences. A pivotal component of this assessment regimen is the midterm evaluation, which constitutes a formal written appraisal employing the Supervisor Evaluation of Student Counselor form (refer to Appendix G). While supervisors may augment this evaluation with supplementary feedback mechanisms, Appendix G serves as a mandatory component.

Supervisors are tasked with ensuring that the evaluation report includes pertinent verbal assessments conducted during supervision sessions. Furthermore, they are expected to schedule a midterm evaluation meeting to discuss the written formal evaluation with students. Supervisors must facilitate appropriate verbal feedback and, where necessary, provide written evaluative feedback to adequately prepare students for the midterm evaluation process.

Additionally, instructors will prompt all students to inform their supervisors of the impending due date for the midterm evaluation. This collaborative approach ensures transparency and accountability throughout the evaluation cycle, fostering a conducive environment for professional development and growth.

### **Final evaluation**

All forms will be digitally submitted, following the same format and procedures as the midterm evaluation. The final evaluation form and any associated practicum and internship documents

must be electronically transmitted to the instructor no later than the final class period before final exam week, as per the University calendar.

The instructor will ask all students to inform their supervisors of the date the final evaluation is due.

### **Guide for Grade Recommendations**

The practicum and internship course instructor assigns grades based on demonstrated competencies and professionalism in both the classroom and field placement site according to the following guidelines:

S, Satisfactory- the student has successfully and satisfactorily completed all aspects of the course. X, (Incomplete)- a grade of Incomplete (X) will be given only if the student has made satisfactory progress but has too few clock hours of service due to factors the practicum and internship course instructor judges to be beyond the student's control. The student must develop and give to the instructor, the clinical coordinator, and if appropriate, the site supervisor, a written time plan for completion of the remaining hours. All requirements must be completed by an agreed time between the instructor and the student.

U, Unsatisfactory- detailed below.

### **Unsatisfactory, Unethical, or Illegal performance**

Any time a supervisor evaluates a student as not making satisfactory progress, the supervisor should document this in a written summary of performance. The report must be dated and signed by the supervisor and the student. The student's signature indicates awareness of the supervisor's evaluation, it does NOT indicate agreement or approval. In the case of differences of opinion that cannot be resolved, the practicum and internship student should write an addendum, ask the supervisor to read and sign it, and then attach it to the evaluations. The supervisor must contact the clinical coordinator promptly to report unsatisfactory progress so that appropriate remediation or resolution of the situation can occur.

Unsatisfactory performance rarely refers to a singular or isolated event. A supervisor will usually develop an awareness of an observable pattern of sub-par performance over time. Sub-par performance should be brought to the student's attention in writing as soon as it is identified as an observable pattern. The supervisor should notify the clinical coordinator as soon as an observable pattern of sub-par performance is identified. The supervisor, the clinical coordinator, the instructor, and the student will then confer to discuss the unsatisfactory aspects of performance, complete a Professional Dispositions Review, and jointly develop a plan for improvement. If the student does not sufficiently improve in the timeframe specified for remediation, the student may be removed from the site and a grade commensurate with the performance will be recorded.

Engaging in unethical or illegal conduct while providing counseling services, while in the counseling program, may lead the counseling faculty to withdraw a student from their placement and deny further enrollment in the program.



The following are some of the reasons for evaluating a student as demonstrating unsatisfactory, unethical, or illegal performance:

- The student fails to follow appropriate ethical codes or legal statutes governing the provision of counseling in the state that the student is performing their duties.
- The student fails to follow the rules and/or meet the expectations of a counselor working in the placement setting.
- The student fails to demonstrate appropriate application of counseling skills.
- The student fails to engage in supervision, is resistant to supervision, or fails to follow supervisory feedback
- The student demonstrates an inability to maintain appropriate boundaries between personal and professional roles and issues
- The student fails to complete practicum hours in a timely way providing the appropriate ratio of direct and indirect counseling services
- The student fails to provide supervisors with appropriate work samples (tapes of interactions with clients, preferably video)
- The student fails to demonstrate professionalism as outlined in the professional dispositions expected at this level.
- The student fails to meet the expectations of professional behavior in interactions with faculty and support staff, both in the classroom environment and within the practicum and internship class.

**Prior to receiving a grade of U, the following procedures must be followed:**

The Practicum and Internship course instructor will notify the student if one or more supervisors have assessed their performance as below standard prior to formal evaluation conferences.

1. Specific areas of deficiency will be clearly outlined, documented, and discussed.
2. A plan for improving these areas will be developed, and the student is expected to adhere to the recommendations outlined in the remediation plan.
3. The student will be provided with sufficient opportunities to demonstrate satisfactory progress within a designated timeframe.
4. Support will be offered to assist the student in achieving improvement.

**When a student receives a grade of U for practicum and internship:**

The student can retake the course in the next semester it is offered.

- If the student decides to postpone retaking the course, they must provide a written explanation to the Practicum and Internship Coordinator.
- Students failing to achieve a grade of S after their second enrollment may be subject to faculty evaluation regarding their continuation in the counseling program.

**Prior to receiving a grade of U, the following procedures must be adhered to:**

- The student's site manager, site supervisor, or counseling program faculty must request the removal of the student from the placement site.
- After affording the student an opportunity for a hearing, the counseling faculty must determine whether unethical or illegal practices occurred.
- If unethical or illegal practices are confirmed, and the faculty deems the student unsuitable for site placement, appropriate actions will be taken.

**When a student receives a grade of U for ethical or legal cause in practicum and internship:**

- The student is not eligible to retake practicum and internship.
- The student will be dismissed from the counseling program.

These evaluation criteria pertain to the field placement segment of your practicum and internship.

Other criteria for the initial portion of practicum and internship are noted in the syllabus.

**Counseling Program Retention and Dismissal Policy**

**Retention Policy**

Students enrolled in the MS Counseling Program must maintain high academic performance to ensure their successful progression through the program. Specifically:

**1. Academic Standards:**

- Students must achieve a minimum grade of “B” in all coursework.
- A grade of “C” in any course necessitates retaking the course when it is next offered at Texas A&M-*Texarkana*. During this period, the student will be placed on academic probation.
- Failure to maintain a cumulative GPA of 3.00 at any point during enrollment will also result in academic probation.

**2. Probationary Terms:**

- While on probation, students must raise their GPA to 3.00 or better and secure a grade of “B” or higher in all courses by the end of the probationary semester.
- Failure to meet these conditions will lead to suspension from the graduate program.

**3. Provisional Admission:**

- Students admitted provisionally must maintain a cumulative GPA of 3.25 during their first 12 semester hours, which must include COUN 516 during the fall or spring semester.
- Provisional students are limited to 12 hours of coursework before their performance is reviewed.
- Falling below a 3.25 GPA within the first 12 hours will result in dismissal from the program. Those meeting or exceeding this requirement will be considered for removal from academic probation.

## **Dismissal Policy**

Students may be dismissed from the MS Counseling Program for several reasons:

### **1. Academic Deficiency:**

- Failure to achieve a cumulative GPA of 3.00 after the probationary period will result in dismissal.

### **2. Unprofessional Conduct:**

- Any violation of the ACA Code of Ethics or university policies, including academic dishonesty or unprofessional behavior, may lead to dismissal.

### **3. Practicum/Internship Performance:**

- Repeated unsatisfactory evaluations or failure to meet practicum/internship requirements could result in dismissal.
- Being released from a practicum/internship site due to professional or ethical concerns will be grounds for dismissal.

### **4. Lack of Engagement:**

- Consistent failure to participate in required program activities or to meet program expectations can also result in dismissal.

## **Re-Admission Policy**

- After a suspension of six months, students may request re-admission to the program. *Re-admission decisions are made individually, considering the student's previous academic and professional performance.*
- Re-admitted students must achieve a "B" or better in all courses; failure to do so will lead to immediate dismissal.

## **Evaluation of Student Performance**

Faculty members continuously assess students' performance, considering academic achievements, professional behavior, and overall fitness for the counseling profession.

### **Performance Reviews:**

- At the end of Pre-Practicum, Practicum, and Internship, faculty will complete the "Counseling Student Performance Evaluation" to provide feedback.
- This evaluation may also be utilized in any course where a student does not meet the expected knowledge, skills, or disposition criteria.

### **Professional Conduct Violations:**

- Students found in violation of the code of conduct or professional behavior standards will be referred to a review board for further recommendations before any retention plan or dismissal is initiated.

## **Peer Review Board Composition and Process**

The Peer Review Board is composed of:

1. One Counseling Program Faculty Member: Acts as the chair, ensuring adherence to university policies and providing insights into counseling standards.
2. Two Faculty Members from Other University Programs: Provide impartial viewpoints on academic and professional matters.
3. Two Licensed Counselors: Offer professional perspectives on students' suitability for the profession.
4. Two University Students: Represent the student body and offer peer perspectives on the cases reviewed.

### **Review Process**

1. Initiation: A review may be initiated by program faculty, site supervisors, or students with concerns about a student's performance or conduct.
2. Notification: The student will be informed in writing about the review, including the reasons and the date of the Peer Review Board meeting.
3. Student Response: The student can submit a written response and/or appear before the board to present their case.
4. Deliberation: The board will review all documentation and testimonies before making a decision on retention or dismissal.
5. Decision: The board's decision, along with any conditions for retention or dismissal recommendations, will be communicated to the student in writing.

### **Appeals Process**

- Students have the right to appeal the Peer Review Board's decision within 14 days by submitting a written appeal to the Program Director.
- The appeal will be reviewed by the Program Director and an independent faculty member.
- The decision on the appeal is final and will be communicated in writing.

### **Confidentiality**

- All proceedings and documentation related to retention and dismissal reviews are confidential.
- Peer Review Board members are expected to maintain confidentiality in all discussions and documents reviewed.

This policy ensures that the MS Counseling Program upholds rigorous academic and professional standards, fostering a high-quality counseling education environment.

**University Counseling services:** The University offers counseling services to support individuals who may experience emotional or psychological challenges in response to classroom discussions that could be distressing or any other life events. Their goal is to provide a safe and confidential space where you can discuss and work through any concerns or stressors that may arise from academic discussions, enabling you to better manage your emotional well-being and continue to thrive in your educational journey. The Student Counseling Services is separate from the Counseling Department. The Counseling Faculty are not associated with the counseling program and will not be aware of anything discussed at University Counseling.

To access these services please contact: Student Counseling Services  
Central Plant  
(903) 334-6613 | After Hours - (903)276-8276  
[counseling.services@tamut.edu](mailto:counseling.services@tamut.edu)

**State Licensure requirements (links):**

[Texas](#)

[Arkansas](#)

[Louisiana](#)

[Oklahoma](#)

It is the student's responsibility to become familiar with the licensing requirements of the state they desire to work within. The above links provide guidance on licensure requirements for the four-state area that we serve.

Appendix A

**PRACTICUM AND INTERNSHIP APPLICATION**

The Practicum and Internship provide community-based counseling experiences in which students have direct supervision in individual and group counseling and a variety of experiences to prepare the student for the chosen area of practice. These courses are the capstone courses for the Counseling degree and prepare students for counseling in the workplace. Students in the CLINICAL MENTAL HEALTH track will be placed in a mental health setting with both receiving appropriate supervision on site.

Students must earn a B or better in the prerequisite courses in order to take COUN. 525. Students must complete an application for admission to COUN 525 and turn in to Program Coordinator. For admission to the fall semester the application must be completed and turned in by March 1. For admission to the spring semester the application must be completed and turned in by October 1st. A copy of the application is in the back of the handbook or can be requested from the clinical coordinator.

**Course Description:**

**Practicum (COUN 525):** Experience in applying counseling skills and techniques under supervision in placement settings.

**Prerequisites:**

**Clinical Mental Health Track:** Prerequisite for Clinical Mental Health Counseling

Option: COUN 510, COUN 511, COUN 516, COUN 528, PSY 503, PSY 543, and PSY 575 all with a grade of B or better. Students may take COUN 512, PSY 560, COUN 585, and COUN 541 concurrently with Practicum and must have prior approval of Practicum/Internship Coordinator prior to enrolling.

**Internship (COUN 526):** Advanced field experience in applying counseling skills and techniques under supervision in placement settings. Students who are working a full-time job are only allowed to register for one other course when taking Internship due to the intensive workload involved with this course.

**Prerequisites:**

**Clinical Mental Health Track:** COUN 512, COUN 525, COUN 541, COUN 585, and PSY 560. Students enrolling in internship must have consent of practicum/internship coordinator.

**PRIOR APPROVAL**

To enroll in the Practicum/Internship, students must submit an application to the Internship Coordinator. The deadline for submitting the practicum/internship application is March 1 for fall semesters and October 1 for spring semesters. After transcripts have been examined to verify that all prerequisites have been met and the student has been determined to be eligible to take these courses, the student will: a) interview with the Internship Coordinator who will advise the student regarding readiness for internship and actual placement; b) will then interview at the internship site to finalize placement.

**LIABILITY INSURANCE**

For the Practicum and the Internship, students are required to purchase liability insurance through the Texas Counseling Association or American Counseling Association. Student members of TCA (\$60 membership fee) can purchase liability insurance through HPSO for \$18 (total costs = \$78). Students who are student members of ACA (\$105 membership fee) receive FREE liability insurance coverage with their membership. Students must have liability insurance

prior to seeing clients. Liability insurance is not provided by A&M-Texarkana. All students must show proof of liability insurance to the instructor at the beginning of the term. Failure to show proof of insurance will result in being dropped from the course.

## **PRACTICUM & INTERNSHIP COURSE HOURS**

**I. Clinical Mental Health Requirements:** Total of 100 clock hours (40 direct client contact) within the Practicum and 600 clock hours for Internship (240 direct client contact). The 600 clock hours for internship should be satisfied over two semesters. Approval for completing the 600-hour requirement in a single semester is determined jointly by the Clinical Mental Health Counseling Program Coordinator and the Clinical Coordinator.

**Practicum** - 45 classroom hours (group supervision) + 100 hours onsite (15 weeks of 8 hours average per week).

- Four hours direct client contact per week = minimum of 40 hours per semester.
- Four hours of charting, meetings and supervision per week = minimum of 60 hours per semester.

**Internship** - 90 classroom hours (group supervision) + 600 hours onsite (30 weeks of 20 hours average per week). Students must take two separate semesters of internship. Internship cannot be taken concurrently with practicum.

- Eight hours direct client contact per week average = minimum of 120 hours per semester
- Twelve hours of charting, meetings and supervision average per week = minimum of 180 hours per semester

## **POTENTIAL SETTINGS FOR THE PRACTICUM & INTERNSHIP**

This list is not all inclusive, but these sites have been preapproved.

1. Community Healthcore
2. Southwest Arkansas Counseling and Mental Health Center
3. Bowie County Women's Recovery Center
4. Bowie County Adult Probation
5. Haven Homes for Men (male counselors)
6. Haven Homes for Women (female counselors)
7. Genesis Prime Care
8. Day Springs Treatment Center
9. Methodist Counseling Center of Magnolia
10. Arkansas Counseling and Psychodiagnostics
11. Cornerstone Counseling Services
12. Pediatric Family Counseling
13. Olive Tree Counseling
14. Grace Counseling Center
15. Riverview Counseling

Other settings in which a licensed mental health professional can supervise the intern may be considered for placement and must be approved by the program faculty.

### **PRACTICUM & INTERNSHIP APPLICATION**

Counseling 525

Application for Admission to Practicum/Change of Site

Date: \_\_\_\_\_

Deadline for Fall: March 1

Deadline for Spring: October 1

Student Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Zip code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

1. What is your area of concentration (circle):





**Whereas** University and Site share a mutual interest in providing students in the Counseling Program with experience in clinical mental health counseling and desire to cooperate in the conduct of education activities (hereafter referred to as “Clinical Program”).

**NOW, THEREFORE**, in consideration of the foregoing and the agreements and provisions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound hereby, the Parties agree as follows:

### **I. Purpose of Agreement**

This Agreement sets forth the terms under which Site will provide University faculty, staff, and student access to its facilities consistent with the purpose of this Agreement. This Agreement also establishes the manner in which University will access the Site so that the well-being of the Site, its staff, and patients will not be jeopardized.

### **II. Term of Agreement**

This Agreement shall become effective when executed by both Parties and shall remain in effect from \_\_\_\_\_ through \_\_\_\_\_ unless sooner terminated as provided in this Agreement. Either Party may terminate this Agreement without cause by giving thirty (30) days written notice to the other. University students scheduled to participate in the Clinical Program at the time of any such termination shall be allowed to complete their assigned rotation.

### **III. Scope of the Clinical Placement**

Neither University nor Site will incur any financial obligation to the other due to this Agreement. University and Site acknowledge that the ultimate responsibility for all patient care remains with Site and students will not provide services apart from its educational value.

### **IV. Duties and Responsibilities of the University**

A. Administration of Program: The University shall assume responsibility for the administration of the Clinical Program, including, but not limited to, curriculum development, grading, requirements for matriculation, credits, scheduling, and clinical hours.

B. Supervision of Students’ Clinical Practice: The University shall designate its own faculty qualified by training and experience to plan, oversee, and evaluate the students’ clinical practice activities.

C. Dissemination of Information: The University shall inform all students and faculty of their responsibilities under this Agreement including their obligation to abide by the rules and regulations of the Site.

D. Number of Students: The University shall provide the Site with the number of students to be mutually agreed upon for the days and hours mutually agreed upon.

E. Health Status: The University shall require students participating in the clinical program to meet the requirements of the Site and/or state regulatory agency. Proof of compliance may be required before participation in the program.

F. The University requires students and faculty to obtain and maintain professional liability insurance in the minimum amount of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Upon request, the University shall arrange for the students to provide a certificate of insurance to the Site evidencing such coverage.

G. Indemnification: To the extent authorized by the Constitution and laws of the State of Texas, the University shall indemnify and hold harmless the Site and, if applicable, the City/State, its departments, agencies, officials, employees, agents and servants against claims of liability or expense arising from willful or negligent action or omission of the University or its agents participating in this program.

H. Transportation: Students shall be responsible for their own transportation to and from placement sites.

I. Notification: The University shall notify the Site of any changes in faculty, curriculum, and policy that may affect the clinical education program.

## **V. Duties and Responsibilities of the Site**

A. Structure of the Clinical Program: The Site shall provide facilities and counseling practice appropriate for successful completion of a Clinical Program. In addition, the Site shall provide learning experiences that are compatible with the mission of the University. The Site shall immediately provide medical care in the event of acute injury or illness experienced by a program participant while participating in the program at the Site. In no event will the Site be financially responsible for that medical care and treatment.

B. Liaison/Field Coordinator: The Site shall appoint an employee to serve as liaison/field coordinator between the Site and the University.

C. Orientation: The Site shall orient the faculty and students to the rules, regulations, and practices of the facility. Site shall also provide necessary regulatory and safety compliance training.

D. Patient Care Responsibility: The Site shall retain full responsibility for the supervision and care of all patients.

E. Reservation of Rights: Site reserves the right to exclude students from individual patient care or to deny students access to its facility. Such determinations may result from conduct, work, or health status that materially interferes with the Site's ability to care for patients or impairs the student from benefiting from the clinical experience. The Site shall notify the University's faculty member responsible for the student practice or the appropriate Assistant Dean or Dean.

F. Student Progress Reports: The Site shall provide the University with input and information requested concerning a student's clinical performance.

G. Site shall provide written notice to the University within 24 hours of any accident, illness and other event occurring at Site involving a University student. In case of an emergency involving a student, notice shall be made to the Emergency Services by calling 911 or the City Police in which the site is located.

H. Liability: The Site shall maintain in force during the term of this agreement, bodily injury, property damage and professional liability insurance, with coverage of at least \$2,000,000 per occurrence and an annual aggregate of \$4,000,000 per occurrence, insuring itself and its agents and employees for their acts, failures to act, or negligence, rising out of, or caused by, the activity which is the subject of the agreement, and upon request will furnish a certificate evidencing that such insurance is in force to the University.

I. Indemnification:

a. If the Site is a state agency, it shall indemnify and hold harmless the University, its departments, officials, employees, agents and servants against claims, liabilities, or expenses (including attorney's fees), arising because of any direct or indirect, willful, or negligent action or omission of the Site or its officials, employees, agents, and servant. Liability of the Site shall be limited to the provisions and limits of the Local Government Tort Act or the Federal Employees Liability Reform and Tort Compensation Act, 28 U.S.C. 2679(b)-(d) (whichever is applicable).

b. If the Site is not a state agency, it shall indemnify and hold harmless the University, its agents, students, and employees, from any and all liability, damage, expense, cause of action, suits, claims of judgments arising from injury to person or personal property or otherwise which arises out of the act, failure to act or negligence of the Site, its agents and employees, in connection with or arising out of the activity which is the subject of this agreement.

## **VI. Joint Responsibilities**

A. In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, University and Site will not discriminate based on race, color, sex, religion, national origin, age, disability, veteran status, sexual orientation, or gender identity in their administration of policies, programs, or activities; admission policies; other programs or employment.

B. For determination of the number of students assigned to the Clinical Program, a joint decision is based on staff and space available at Site and eligible students enrolled in the Counseling Program who want to be educated at Site.

C. This Agreement does not prevent Site from participation in any other program. Nor does this agreement prevent University from placing students with other licensed health care facilities.

D. University and Site agree to assist each other in obtaining and maintaining approvals of regulatory agencies needed to conduct the Clinical Program under this Agreement.

E. There will be on-going, open communication between University and Site to promote understanding of the expectations and roles of both institutions in providing the Clinical Program for students.

F. At no time shall University students be considered representatives, employees or agents of University or Site. University students are not eligible to receive payment for services rendered, replace or substitute for a University or Site employee, or possess authority to enter into any form of agreement, binding or otherwise, on behalf of Site or University.

G. University is not responsible for providing personal liability or medical insurance covering students. It is the student's responsibility to provide proof of personal liability before starting the Clinical Program.

H. Site shall be responsible for training students regarding Blood borne Pathogens in accordance with the Occupational Safety and Health Administration's (OSHA) Occupational Exposure to Blood borne Pathogens (29 CFR Part 1910.1030).

I. Objections of Conscience: The parties agree that no student or faculty of the University will be required to participate in any procedure which is contrary to his or her religion or conscience. It is understood that means that students may not be able to participate in clinic areas where full options are discussed.

J. Background Checks: The University shall notify students that the Site requires a criminal history background check as a condition for participation in the clinical program. The student will be required to personally obtain the criminal background check. The parties agree that a criminal background check will be completed through the Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) based on the set of fingerprints the student provides to the vendor required by the Texas State Board of Examiners of Professional Counseling.

The Site acknowledges that the University is not responsible for the accuracy of the information provided through this check and that the provision of this information does not relieve the Site of any of its legal obligations related to these background checks. The Site understands and agrees that any information forwarded to it by the University or vendor shall be held in strict

confidentiality, with access only by those with a need to know. If the Site obtains information directly from the vendor, the Site agrees that it will only access information on the student working at the Site and will not access data on any other students in the event such data is visible.

K. Reservation of Rights: Both parties reserve the right to withhold placement of counseling students for good reason, including the availability of adequate facilities and personnel to provide satisfactory work.

## **VII. FERPA**

For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the University hereby designates the Site as a school official with a legitimate educational interest in the educational records of the students who participate in the Clinical Program to the extent that access to the records is required by the Site to carry out the Clinical Program. The Site agrees to maintain the confidentiality of the education records in accordance with the provisions of FERPA.

## **VIII. Health Insurance Portability and Accountability Act (HIPAA)**

The University and Site acknowledge that Site is a covered entity for purposes of the Health Insurance Portability and Accountability Act (HIPAA) and subject to 45 CFR Parts 160 and 164 (the HIPAA Privacy Regulation). To the extent that the University's students are participating in the program and the University's faculty are providing supervision at Site as part of the program, such students and faculty members shall:

- (1) Be considered part of Site's workforce for HIPAA compliance purposes in accordance with 45 CFR §160.103, but shall not be construed to be employees of Site;
- (2) Receive training from Site on, and be subject to compliance with, all Site privacy policies adopted pursuant to the HIPAA Privacy Regulations; and
- (3) Not disclose any Protected Health Information, as that term is defined by 45 CFR §160.103, to the University which a student accessed through program participation or a faculty member accessed through the provision of supervision that has not first been de-identified as provided in 45 CFR §164.514(a).

The University may not access or request to access any Protected Health Information held or collected by or on behalf of Site, from a student or faculty member who is acting as a part of Site's workforce as set forth above, or any other source, that has not first been de-identified as provided in 45 CFR §164.514(a). The parties acknowledge that the University is providing no services to Site under this Agreement and therefore this Agreement does not create a "business associate" relationship as that term is defined in 45 CFR §160.103.

**IX. Miscellaneous Provisions**

C. Notice: Any Notice required by this agreement shall be delivered to the following address:

University: Texas A&M University-Texarkana  
7101 University Avenue  
Texarkana, TX 75503  
Attention: Jeff Hinton  
Vice President for Finance & Administration

Site: \_\_\_\_\_

D. Modification of Agreement: All modifications, waivers, or alterations to this agreement must be approved in writing and signed by both parties.

Assignment. This Agreement, with the rights and privileges it creates, is assignable only with the written consent of both parties.

Force Majeure. Each Party shall be excused from any breach of this Agreement, which is proximately caused by government regulation, war, strike, act of God, or other similar circumstance normally deemed outside the control of well-managed businesses.

E. Governing Law: This agreement shall be governed by the laws of the State of Texas venue is in Bowie County.

F. Relationship of Parties: The University and the Site shall be considered independent contractors to one another. This agreement shall not create a partnership, joint venture, or association between the University, any of its students, and the Site.

G. Entire Agreement: This Agreement represents the complete understanding between the University and the Site. It shall supersede prior oral or written understandings and promises relating to this subject matter. It is acknowledged that other contracts may be executed. Such other agreements are not intended to change or alter this Agreement unless expressly stated in writing.

Headings. Headings appear solely for convenience of reference. Such headings are not part of this Agreement and shall not be used to construe it.

Provisions. If any provision or provisions of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

Dispute Resolution Process. The dispute resolution process provided in Chapter 2260, Texas Government Code, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by University and Clinical Facility to attempt to resolve any claim for breach of contract made by Clinical Facility that cannot be resolved in the ordinary course of business. Clinical Facility shall submit written notice of a claim of breach of contract under this Chapter to Director of Procurement and General Services of University, who shall examine Clinical Facility's claim and any counterclaim and negotiate with Clinical Facility in an effort to resolve the claim.

**TEXAS A&M UNIVERSITY-TEXARKANA**

Program Coordinator of Counseling/Psychology

Date

\_\_\_\_\_

\_\_\_\_\_

Dr. James Worthen, Dean

Date

\_\_\_\_\_

\_\_\_\_\_

Jeff Hinton, Vice President for Finance & Administration

Date

\_\_\_\_\_

\_\_\_\_\_

**SITE:**

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Name and Title (please print)

\_\_\_\_\_

\_\_\_\_\_



Appendix C

**PRACTICUM/INTERNSHIP SITE INFORMATION**

**Semester/Year:** \_\_\_\_\_

**Student Information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Day or Evening**

**Site Information:**

**Site Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Primary Supervisor Information:**

**Supervisor:** \_\_\_\_\_

**Position Title at Site:** \_\_\_\_\_

**Highest Degree Earned/Professional Credentials:** \_\_\_\_\_

**License Number(s) and State(s) Issued:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Student's Schedule at Site:**

**Monday:** \_\_\_\_\_

**Tuesday:** \_\_\_\_\_

**Wednesday:** \_\_\_\_\_

**Thursday:** \_\_\_\_\_

**Friday:** \_\_\_\_\_

**Saturday:** \_\_\_\_\_

**Sunday:** \_\_\_\_\_

Appendix D

Texas A&M University-Texarkana  
Clinical Mental Health Counseling Internship Contract

This agreement between the Counseling Psychology Program at Texas A&M University- Texarkana and \_\_\_\_\_ clarifies the joint and separate responsibilities of each facility and for the Clinical Mental Health Counseling students during the academic semester \_\_\_\_\_.

**Internship Course requirements:**

1. The student must complete a minimum of 300 hours of placement during the semester (20 hours per week x 15 weeks = 300 hours), with 120 hours of direct client hours and 180 hours of indirect hours. Direct client contact consists of individual, group, couples, or family counseling sessions, and indirect involves individual and/or group supervision, consultation with teachers/parents/allied health professionals, testing, in-service training, staff meetings, intake interviews, etc.

If there is time available at the Internship site and in the student's schedule for further counseling related experiences, students are recommended to work up to 30 hours a week at their placement to provide them with a greater learning experience.

2. The student must make audiotapes of his/her counseling sessions for supervision. 3. Two clients must be seen for a minimum of five sessions each.

4. The student must facilitate group counseling sessions.

5. A minimum of five audiotapes or videotapes with transcripts must be turned in to the Internship instructor during the semester. The first two tapes are full transcripts, and the remaining three tapes are fifteen minutes transcripts of a significant aspect of the counseling session.

6. The on-site supervisor must provide one hour of face-to-face supervision per week and must direct the activities of the students during the course.

7. The student must make two formal case presentations to the class.

8. The student will keep a journal containing thoughts, feelings, and reactions to the Internship experience. The journal will be reviewed by the course instructor monthly.

9. Students are required to purchase liability insurance from the Healthcare Providers Service Organization (HPSO). Proof of insurance is required by the first day of the semester.

10. Students are required to abide by the ethical guidelines of the American Counseling Association.

**Listed below are the responsibilities of the agency.**

1. The site is responsible for providing an on-site supervisor who has at least a Master's Degree in counseling or related profession with equivalent qualifications, including appropriate certifications and/or licenses. Supervisors must have at least two years of professional experience in counseling. All site supervisors must have relevant training in counseling supervision.
2. It is anticipated that the student will engage in a variety of activities at the site. The student must complete 8 hours per week of direct client contact, which includes counseling sessions with clients whose presenting problems are personal in nature and sufficient in depth as to lend themselves to a critical review of the student's skill. The student is also to engage in 12 hours per week of related activities such as individual and/or group supervision, consultation with teachers/parents/allied health professionals, testing, in-service training, staff meetings, intake interviews, etc.
3. The student is required to make at least five audiotapes of the counseling sessions and will need permission for the taping from the facility and the respective client.
4. The site is responsible for providing the TAMU-T Internship course supervisor with a written description of the agency goals, characteristic of the client population, proposed activities for the Internship student, and the name of the designated field supervisor.
5. Whenever possible, the site should encourage the student to engage in additional activities, such as participation in site-sponsored activities, continuing education and consultation with other professional agencies.
6. The site will provide the use of the existing office space, privacy for counseling, use of available equipment, and usual office supplies and clerical assistance necessary to the learning task.
7. The site is responsible of informing the on-campus supervisor of changes in agency policy, procedure, and personnel that might affect the field experience.

**Listed below are the responsibilities of the field site supervisor.**

1. Provide students with one consecutive hour of face-to-face individual or triadic (if necessary) supervision each week.
2. Indicate approval of the student's accrued Internship hours by signing the Internship Hours log.
3. Allow for site visits, email, and telephone inquiries on a regular basis by the assigned faculty supervisor.
4. Complete two computer-friendly assessment reports during the semester of the students Internship experience (one report at mid semester and one report at the end of the semester). The student will provide the assessment report to the site supervisor. The field supervisor will provide a copy of the report to both the student and the student's on-campus faculty supervisor.

5. The site supervisor will inform the on-campus faculty supervisor of any particular problems that may impede the student's progress.

**Listed below are the responsibilities of the Texas A&M University-Texarkana Clinical Mental Health Counseling program.**

1. Participate with the Agency in the screening and selection of the student counselors and honor a request by the Agency that the student be relieved of responsibilities when and if the student is not capable of functioning at the required level or if for any reason the student is found unsuitable for assignment in the agency.
2. Share appropriate requested information regarding the student's background experience and educational accomplishments and needs.
3. Enforce rules and regulations governing the students that are mutually agreed upon by the Texas A&M University-Texarkana and the Agency. Students will be expected to abide by Agency office hours and personnel practices, and respect the confidential nature of Agency case records.
4. Provide regular group supervision of students' experiences and consultation with the site supervisor.

Please provide your signature below acknowledging your agreement between the agency, the responsibilities of the field supervisor, and Texas A&M University-Texarkana Counseling Psychology Department as outlined in this agreement. Use spaces pertinent to the particular site.

\_\_\_\_\_ Agency Name  
Agency Representative

\_\_\_\_\_ TAMUT Student  
Intern Field Site Supervisor

\_\_\_\_\_ TAMUT Course Instructor

Appendix E

**Weekly Practicum/Internship Hours Log (Sample)**

**Semester/ Year:** \_\_\_\_\_

**Circle one:** Practicum/ Internship I/ Internship II

**Direct Client Contact**

- #1- Individual Counseling
- #2- Group Counseling
- #3- Development/Prevent Guidance
- #4- Psycho-education
- #5- Family
- #6- Clinical Interviews/Assessment (not testing)
- #7- Other

**Indirect Client Contact**

- #8- Planning, Preparation, & report writing
- #9- Supervision (on site)
- #10- Recordkeeping and Documentation
- #11- Orientation & Professional Growth
- #12- Training(s)
- #13- Supervision (class)
- #14- Other

Date	Day	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12	#13	#14	Total
	Sun															
	Mon															
	Tue															
	Wed															
	Thur															
	Fri															
	Sat															

Direct Hours (Previous Page): \_\_\_\_\_

Indirect Hours (Previous Page): \_\_\_\_\_

Direct Hours (Current Page): \_\_\_\_\_

Indirect Hours (Current Page): \_\_\_\_\_

Total Direct Hours: \_\_\_\_\_

Total Indirect Hours: \_\_\_\_\_

TOTAL HOURS: \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Site Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Site Name**

\_\_\_\_\_  
**Printed Name**

Appendix F

**Site Supervision Hours Log**

**Student:** \_\_\_\_\_ **Course:** \_\_\_\_\_ **Site:** \_\_\_\_\_

Date/ Time	Notes

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**Site Supervisor Signature/Credentials** \_\_\_\_\_ **Date** \_\_\_\_\_

***Counseling Student Performance Evaluation (CSPE)***

Graduate Clinical Mental Health Program

College of Education and Liberal Arts

Texas A&M University-Texarkana

Student: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Faculty Member: \_\_\_\_\_ Course Number: \_\_\_\_\_

The department of counseling is obligated by professional ethics (see ACA Code of Ethics) and the Texas A&M University-Texarkana procedure to assess students as to their potential for meeting expectations in the field of professional counseling. The competencies outlined below are specific to the field of professional counseling and are in *addition* to academic requirements. The department may suspend any students from the program who is judged to be incapable of meeting these expectations. Procedures regarding potential dismissal from the counseling program are outlined in the Handbook of Graduate Programs in Counseling.

This form may be used by any faculty member and with any student enrolled in any graduate counseling course. The form is used to give the student feedback on their potential for meeting professional counseling expectations. Completion of this form is required for COUN 516 and COUN 525. Each CSPE must be placed in the student's file along with any remediation plan developed by the faculty in conference with the student.

Based on your observations of the student, select the relevant items then circle the number that corresponds to the level of concern.

**N= No opportunity to observe**

**0= No concern**

**1= Concerned**

**2= Highly Concerned**

**Integrity**

1. The student conducts themselves in an ethical manner to promote confidence within the counseling profession.	N	0	1	2
2. The student refrains from making false, misleading, or deceptive statements.	N	0	1	2
3. The student demonstrates honesty, fairness, and respect for others.	N	0	1	2
4. The student respects individuals' rights to privacy, confidentiality, and choices regarding self-determination and autonomy.	N	0	1	2
5. The student demonstrates sensitivity to real and ascribed differences in the power between themselves and others and does not exploit or mislead other people during or after professional relationships.	N	0	1	2

**Tolerance**

1. The student respects the fundamental rights, dignity and worth of all people.	N	0	1	2
2. The student respects cultural, individual, and role differences including but not limited to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status.	N	0	1	2

3. The student demonstrates an awareness of his/her own belief system, values, needs, and limitations and the effect these have on his/her own work.	N	0	1	2
--	---	---	---	---

### **Interpersonal Relationships**

1. The student demonstrates the ability to establish relationships in a manner that working alliances can be formed.	N	0	1	2
2. The student utilizes appropriate self-disclosure skillfully and carefully.	N	0	1	2
3. The student avoids improper and potentially harmful dual relationships.	N	0	1	2
4. The student demonstrates adequate interpersonal skills, exhibiting a genuine interest and appreciation for others, respect for others, and the ability to interact with others in a professional manner.	N	0	1	2
5. The student understands, accepts, and demonstrates the core conditions of counseling: unconditional positive regard, genuineness, and empathy.	N	0	1	2

### **Initiative**

1. The student provides only those services and applies only those techniques for which he/she is qualified by education, training, and experience.	N	0	1	2
2. The student takes responsibility for assuring client welfare when faced with situations outside of his/her area of expertise.	N	0	1	2
3. The student is willing to increase knowledge (and implement) effective counseling strategies.	N	0	1	2
4. The student takes responsibility for compensating for his/her deficiencies.	N	0	1	2

### **Dependability**

1. The student regularly attends class, is on time for class, and stays for the full class meeting time.	N	0	1	2
2. In field placements, the student establishes and maintains a regular schedule of attendance and service for the entire semester.	N	0	1	2
3. The student demonstrates the ability to follow directions and complies fully with the directives of the faculty and site supervisors.	N	0	1	2
4. The student demonstrates an understanding of and abides by the legal requirements relevant to counselor training and practice.	N	0	1	2
5. The student adheres to the professional standards as outlined by the ACA Code of Ethics (2005).	N	0	1	2

### **Attitudes**

1. The student demonstrates the ability to receive, integrate and utilize feedback from peers, faculty, and supervisors.	N	0	1	2
2. The student exhibits appropriate levels of self-assurance, confidence, and trust in their abilities.	N	0	1	2
3. The student takes responsibility for assuring other's welfare when encountering the boundaries of his/her expertise.	N	0	1	2
4. The student demonstrates a respectful attitude toward peers, professors, supervisors, and others.	N	0	1	2



5. The student contributes appropriately to classroom and supervisory discussion and is not disruptive in the classroom, field placement, or supervisory settings.	N	0	1	2
--	---	---	---	---

**Function Under Stress**

1. The student follows professionally recognized conflict resolution processes, seeking to informally address the issue first with the individual(s) with whom the conflict exists.	N	0	1	2
2. The student demonstrates the ability to work effectively with distressful emotions (her/his own emotions and the emotions of others).	N	0	1	2
3. The student demonstrates appropriate self-control in relationships with faculty, peers, and others.	N	0	1	2
4. The student demonstrates a capacity for understanding the influence others have on his/her development and is willing to explore his/her own emotions, behavior, and cognitions in order to enhance self-awareness and knowledge.	N	0	1	2
5. The student demonstrates analysis and resolution of ethical dilemmas.	N	0	1	2

**Appearance**

1. The student presents a professional image and demeanor at field placement sites.	N	0	1	2
2. The student demonstrates oral and written language skills consistent with graduate level education.	N	0	1	2
3. The student appropriately represents the field of counseling and the university.	N	0	1	2

COMMENTS:

Student Signature

Date

Faculty Signature

Date

**Remediation Plan**

(To accompany the Counseling Student Performance Evaluation if necessary.)

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Remediation Plan:

**Appendix H**

Texas A&M University-Texarkana  
Clinical Mental Health Counseling  
**EVALUATION OF ON-SITE SUPERVISOR AND SITE BY STUDENT**

*(Student to complete this and turn in to practicum or internship instructor by last week of course)*

Student Initials (no name): \_\_\_\_\_ Term & Year \_\_\_\_\_

Name of Practicum/Internship Facility and contact information: \_\_\_\_\_

Briefly describe the setting and the type of clients with whom you worked and the problems they experienced.  
For the following items circle the number that best represents your experience where:

*1= always                      2= mostly                      3= rarely                      4= never*

You experienced and participated in all activities expected of a practicing counselor including **but not limited to** direct client hours, note taking and documentation, case conceptualization and treatment planning, referral process, intake, assessment, termination, staffing, and both individual and group counseling.

1            2            3            4

If not, list those you did not participate in:

\_\_\_\_\_

The site provided necessary facilities and resources to perform your responsibilities while in the role of practicum or internship student.

1            2            3            4

Your site supervisor used a theoretical approach and supervisory practices that were clear and consistent.

1            2            3            4

The site supervisor regularly referenced professional identity as a professional counselor.

1            2            3            4

This experience increased your professional development.

1            2            3            4

This supervisor increased your knowledge of and or exposure to ethical practice.

1            2            3            4

Your supervisor was always available and responsive during sessions and for immediate (crisis) consultation.

1            2            3            4

Your site supervisor met with you weekly and reviewed your counseling and interpersonal skills.

1            2            3            4

An official evaluation form was followed and presented weekly and at mid and end term.

1            2            3            4

Please provide any additional comments (e.g., on the advantages and/or disadvantages of this setting):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appendix I**

**INFORMED CONSENT TO AUDIO/VIDEO TAPE FOR EDUCATIONAL PURPOSES**

I understand that audio/video taping of my counseling sessions will have value as an educational tool and will be used to provide feedback to the counselor-in-training. I understand that any student or instructor who hears/sees audio/video tapes of my sessions will be aware of and observe ethical (ACA) and legal (HIPAA and Texas HB 300) requirements for confidentiality. The tapes will be used only for professional training purposes and will be erased by the student counselor after it is reviewed by the supervisor. I understand the information in this consent and have had the chance to ask any questions. I understand that I may decline to have my sessions taped. I hereby give my consent for audio/video taping of my counseling session.

Client or Guardian Signature: \_\_\_\_\_

Client Name: \_\_\_\_\_

Location of taping: \_\_\_\_\_

Student Counselor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix J

**Graduate Programs of Clinical Mental Health Counseling  
Student Counselor's Agreement to the Counseling Practicum & Internship Manual**

### Statement of Understanding

I, \_\_\_\_\_ (student name), have received and read the Handbook for Practicum & Internship in Counseling. I understand the policies and procedures as stated in the Program handbook, including the Retention/Dismissal Procedure. I agree to fulfill the requirements as stated and to abide by the polices set forth and comply with all applicable state and federal laws and policies, rules, regulations, and procedures of the Texas A&M University System and Texas A&M University-Texarkana.

Additionally, I understand that graduate programs in counseling involve activities and learning experiences that require a certain amount of self-disclosure and personal reflection that may cause some personal discomfort. I also recognize that I am obligated to treat self-disclosure of others with respect and maintain confidentiality of clients who participate in sessions with me.

Furthermore, I acknowledge graduate students enrolled in the Clinical Mental Health Counseling programs are expected to maintain high academic standards and develop the necessary skills required to work with people of diverse needs. Thus, I must embody the professional disposition of a counselor, as outlined in the program handbook and syllabi. If a faculty member, at any time determines a student's behaviors or attitudes are of concern, he/she may be referred to a faculty staffing to discuss the student's progress.

I agree that the faculty of the Counseling and Psychology Department at Texas A&M University-Texarkana has the right and responsibility to monitor and evaluate my academic progress, my professional ethical behavior, and my personal characteristics related to counseling and psychology coursework.

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Student's Name (Printed)

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Student's Signature

---

Date

## **Application to Become an Approved Practicum/ Internship Clinical Site**

Thank you for your interest in becoming an approved field placement site for the Clinical Mental Health Counseling Program at Texas A&M University- Texarkana.

Please provide the following information for full consideration.

### **1. Agency Information**

- **Agency Name:**
- **Address:**
- **Contact Person:**
- **Phone Number:**
- **Email:**
- **Website:**

### **2. Overview**

- **Type of Organization:**
- **Services Offered:**
- **Population Served:**

### **3. Practicum/Internship Details**

- **Student Responsibilities:**
- **Supervision Provided:**
  - **Supervisor Name:**
  - **Credentials/Licensure:**
  - **Supervision Schedule:**
- **Client Contact Opportunities:**
  - **Direct:**
  - **Indirect:**

### **4. Site Requirements**

- **Hours per Week:**
- **Dress Code:**
- **Background Check/Drug Screening: (Yes/No)**
- **Immunizations: (Yes/No)**

## **5. Resources & Expectations**

- **Training/Orientation:**
- **On-Site Resources:**
- **Performance Expectations:**

## **6. Agreement**

- **Agency Signature:**
- **Date:**
- **University Representative Signature:**
- **Date:**

### **Submission:**

Please submit applications to the clinical coordinator

**Sample Case Consultation/Conceptualization Format for Group Supervision Class**

Name of Presenter: \_\_\_\_\_

Date: \_\_\_\_\_

Client demographics: (preferred gender, age, Race/ Ethnicity, relationship status, number and ages of children, occupation, employment status, etc.)

---

---

Presenting problem.:

---

Short summary of the session:

---

Important history or environmental factors: \_\_\_\_\_

Tentative assessment or problem conceptualization (diagnosis):

---

Plan of action and goals for treatment (treatment plan):

---

Intervention strategies: \_\_\_\_\_

Concerns or problems surrounding this case (e.g., ethical concerns, relationship issues):

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Source: Adapted from Campbell, 2000.

Appendix M



**Texas A&M University-Texarkana**  
Clinical Mental Health

Student **Internship II** Evaluation

Semester:

Type: Mid-Term

Student's Name:

Supervisor's Name:

Internship Site:

For each of the following items, indicate the description which best describes how your supervisee has generally performed throughout the course of the semester. Please evaluate the student according to the following rating scales:

- N = Not required and/or no opportunity to observe
- 0 = Does not meet criteria expected for the student's level of preparation and experience
- 1 = Minimally meets criteria expected of the student's level of preparation and experience
- 2 = Consistently meets criteria expected for student's level of preparation and experience
- 3 = Exceeds criteria expected for student's level of preparation and experience

**Adaptation to Placement Site:**

- 1. Ability to learn rules and policies relevant to duties.
- 2. Ability to function within the facility/site environment.
- 3. Ability to function independently (at the discretion of the site supervisor).

**Basic Counseling Skills:**

- 1. Development of rapport with diverse clients.
- 2. Paraphrasing and summarizing of content.
- 3. Reflection of feeling.
- 4. Use of open-ended questions

**Advanced Counseling Skills**

- 1. Attends non-verbal behaviors.
- 2. Confrontation.
- 3. Probing.
- 4. Use of homework (when necessary).
- 5. Demonstration and knowledge of theoretical approaches.
- 6. Incorporation of appropriate techniques.
- 7. Demonstrates understanding and acceptance of cultural differences.
- 8. Ability to maintain boundaries with clients.
- 9. The use of appropriate self-disclosure.
- 10. Acknowledging immediacy.

11. Knowledge and demonstration of ethical principles and codes.	N ▼
12. Demonstrates ability of ethical decision making.	N ▼
<b>Treatment Planning:</b>	
1. Conceptualization of client's issues and diagnosis.	N ▼
2. Demonstrates skill in conducting intake interviews, mental status evaluations, biopsychosocial history, mental health history, and psychological assessments.	N ▼
3. Outlining treatment strategies/plans.	N ▼
4. Ability to prepare and initiate termination when problem is resolved.	N ▼
5. Transfer or refer client when appropriate.	N ▼
<b>Supervision:</b>	
1. Receptive to supervision.	N ▼
2. Uses supervision effectively.	N ▼
3. Follows directives/incorporates suggestions from supervision.	N ▼
4. Capacity for self-awareness and self-reflection.	N ▼
<b>Administrative Responsibilities:</b>	
1. Attends staff meetings regularly and makes appropriate contributions.	N ▼
2. Completes weekly record sheets/logs properly and promptly.	N ▼
3. Maintains good progress notes for each client and in accordance to record keeping standards.	N ▼
4. Maintains group records and completes group or program evaluations.	N ▼
5. Attentive to general administrative details.	N ▼
<b>Professional Relations:</b>	
1. Attends/presents in-service training seminars, workshops, programs, or other activities to enhance skill and knowledge; participates appropriately.	N ▼
2. Demonstrates the willingness to read recommended materials and conduct research to inform the practice of counseling.	N ▼
3. Relates well with professional and non-professional staff.	N ▼
4. Understands and appreciates professional, ethical and legal issues while maintaining high ethical standards consistent with the ACA Code of Ethics and the LPC/LAC rules and regulations.	N ▼
5. Applies knowledge of public mental health policy and regulatory processes to improve delivery of services.	N ▼

**Professional Behavior** (see attached definitions):

1. Integrity
2. Tolerance
3. Interpersonal Relationships
4. Initiative
5. Dependability
6. Attitudes
7. Function Under Stress
8. Appearance

N	▼
N	▼
N	▼
N	▼
N	▼
N	▼
N	▼
N	▼

**Comments and Feedback:**

The student's strengths are:

The student's areas for growth include:

The student needs to improve in the following areas:

Additional comments:

**Overall Evaluation:** N ▼

Site Supervisor Signature	Date

Student Signature	Date

Clinical Mental Health Counseling Program  
**Statement of Professional Behavior**

Counseling is a profession that requires the mastery of a large body of knowledge and the acquisition of clinical skills, as well as high standards of behavior and appropriate attitudes. In addition to fulfilling all academic requirements, students are required to display attitudes, personal characteristics, and behaviors consistent with accepted standards of professional conduct at Texas A&M University–Texarkana, and further defined by the ethical standards for counselors.

The following personal characteristics and attitudes include but are not limited to those observed and evaluated throughout the Clinical Mental Health curriculum. Students are expected to demonstrate these characteristics, both in their academic and personal pursuits.

***Integrity:*** Displays honesty in all situations and interactions; is able to identify information that is confidential and maintain its confidentiality.

***Tolerance:*** Demonstrates ability to accept people and situations. Acknowledges his/her biases and does not allow them to affect client care or contribute to threatening or harassing interactions with others.

***Interpersonal relationships:*** Provides support and is empathetic in interactions with peers, clients, and their families. Interacts effectively with "difficult individuals." Demonstrates respect for and complements the roles of other professionals. Is cooperative and earns respect.

***Initiative:*** Acquires ability to independently identify tasks to be performed and makes sure that tasks are completed satisfactorily. Performs duties promptly and efficiently. Is willing to spend additional time and to assume new responsibilities. Recognizes when help is required and when to ask for guidance.

***Dependability:*** Completes tasks promptly and well. Arrives on time and actively participates in clinical and didactic activities. Follows through and is reliable.

***Attitudes:*** Is actively concerned about others. Maintains a positive outlook toward others and toward assigned tasks. Recognizes and admits mistakes. Seeks and accepts feedback and uses it to improve performance.

***Function under stress:*** Maintains professional composure and exhibits good personal and clinical judgment in stressful situations. Identifies unprofessional conduct while recognizing the importance of maintaining professional behavior in the clinical setting, in spite of inappropriate action on the part of others.

***Appearance:*** Displays appropriate professional appearance and is appropriately groomed.