



# **Practicum and Internship Manual**

**Clinical Mental Health Counseling and  
Marriage, Couple, and Family Counseling**

**Western Kentucky University  
Department of Counseling & Student Affairs**

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## Introduction

This guide is designed to cover student and site requirements of the clinical training program required by the Department of Counseling and Student Affairs at Western Kentucky University. The practicum and internship experiences are key parts of counseling students' planned programs in completing their degree requirements. As such, the department values its relationships with community agencies that fulfill the need for practicum and internship placements.

This guide outlines the purpose and requirements of practicum and internship experiences, the roles and functions of site faculty and site supervisors, clinical setting requirements, the steps in being considered a clinical site, the documentation process, and requirements specific to the clinical mental health counseling (CMHC) and marriage, couple, and family counseling (MCFC) programs.

Practicum and internship experiences comprise the clinical instruction components of the academic programs for students enrolled in master's level counseling programs. The purpose of these experiences is to develop students' skills and professional counselor identities; provide for the application of theory and the development of counseling skills under supervision; and prepare counselors with a broad background of knowledge, skills, and abilities necessary to function effectively. Students in their practicum and internships should have ample opportunities to put their learning of professional skills and competencies, as well as the maintenance of ethical standards into practice. Further, this entire year of experiences will provide opportunities for students to counsel clients who represent the ethnic and demographic diversity of their community.

### Clinical Coordinator

The CMHC/MCFC Clinical Coordinator serves as the liaison between the Department of Counseling and Student Affairs and all CMHC/MCFC clinical sites during the practicum and internship experiences. The Clinical Coordinator facilitates site development, maintains clinical paperwork, and is the contact person should site supervisors have questions or concerns during students' placements onsite.

### Practicum and Internship Website

The practicum and internship website provides links to various program and site information, list of approved sites, required forms, departmental policies, important dates, and deadlines.

### CACREP Accreditation

The CMHC and MCFC programs are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) core program and specialty standards. Consequently, the program including the practicum and internship experiences must meet the [2016 CACREP Standards](http://www.cacrep.org) (<http://www.cacrep.org>).

**CACREP Core Standards**

1. **Professional Orientation and Ethics:** Completion of the program will provide the student an understanding of all aspects of professional functioning including history, roles, organizational structures, ethics, standards, and credentialing.
2. **Social and Cultural Foundations:** Completion of the program will provide the student an understanding of issues and trends in a multicultural and diverse society. These considerations are based upon human attitudes and behavior toward such factors as age, race, religious preference, physical disability, sexual orientation, ethnicity and culture, family patterns, gender, socioeconomic status, and intellectual ability.
3. **Human Growth and Development:** Completion of the program will provide the student an understanding of the major theories of human growth and development; how human behavior and environmental factors affect both normal and abnormal behavior in both the school and community agency setting.
4. **Career Development:** Completion of the program will provide the student an understanding of career development and related life factors such as the career decision-making process and interrelationships among work, family and other life roles including multicultural and gender issues as related to career development.
5. **Helping Relationships:** Completion of the program will provide the student an understanding of counseling and consultation processes such as basic interviewing, assessment, and counseling skills. Other helping considerations include knowledge of counselor, consultant, and client characteristics; and behaviors that influence the helping process.
6. **Group Work:** Completion of the program will provide the student an understanding of group development, dynamics, counseling theories, group counseling methods and skills, and other group work approaches.
7. **Assessment:** Completion of the program will provide the student an understanding of individual and group approaches to assessment and evaluation.
8. **Research and Evaluation:** Completion of the program will provide the student an understanding of types of research methods, basic statistics, and ethical and legal considerations in research.
9. **Specialization:** Completion of the program will provide the student knowledge and competence in the basic skills for entrance into the counseling profession specialization of his or her program.

## **Ethical Standards**

Western Kentucky University's CMHC and MCFC programs adhere to the American Counseling Association [\(ACA\) Code of Ethics and Standards of Practice](#) (2014).

Additionally, the MCFC program students adhere to the International Association of Marriage and Family Counselors [\(IAMFC\) Ethical Codes](#) (2011).

## **Professional Dress**

The Department of Counseling and Student Affairs is proud of its recognition within the community and across the country. It is our goal to (faculty, staff and students) continue to represent this Department with professionalism. Professional dress at MCFC, CMHC and School Counseling practicum and internship sites may not necessarily be expected of counselors and interns in some organizations. While we respect the preferences of other organizations, we require our students (who represent the integrity and professionalism of the Department of Counseling and Student Affairs) to dress in professionally (i.e., business casual) at their clinical counseling sites.

Therefore, we want to stress the importance and expectation of attending sites dressed professionally and appropriately for the clientele. For example, overdressing (e.g., business suit, overly flashy) may alienate some low-income clients; whereas dressing too casually (e.g., yoga pants, shorts, tank tops, t-shirts, or clothing with holes, stains, or excessive wrinkles) may lower your credibility with other clients unless your work requires it (e.g., working with animals, outdoor activities). You are also strongly advised to avoid wearing anything too revealing or distracting including low-cut tops, short skirts or dresses, tight clothing, strong perfumes. The counseling session is not about you or your personal identity so that is not the place to express yourself. Please keep your clients' attention on their presenting concern and not your choice of attire, jewelry, or perfume.

## Practicum

The Practicum (CNS 591) is the initial counseling experience in a clinical setting. The practicum provides for the development of counseling skills under supervision. This must be successfully completed in the summer semester prior to enrolling in an internship experience.

### Practicum Enrollment Process

Practicum is offered during the summer semester. Therefore, preparation to complete the practicum over the summer starts early in the spring.

1. Successful completion of the Practice Preparation Sequence (see the [departmental policy for practicum and internship placement](#))
2. Attend the CMHC/MCFC Practicum and Internship Orientation.

This mandatory meeting is scheduled early in the spring semester. Important department requirements and deadlines are introduced and discussed. Students will complete initial paperwork required in order to proceed with Practicum enrollment process. CMHC and MCFC students who have further questions about practicum or internship should contact the Clinical Coordinator.

3. Complete and sign the *Practicum Application Form* and submit by deadline listed on the website. Incomplete applications will not be considered. Students who miss the deadline or submit incomplete applications must reapply by the deadline associated with the next semester the course is offered which will likely be the following summer. Students with acceptable applications will be notified.

The completion of the application indicates that students understand and have met the academic and professional requirements and prerequisites for practicum.

The following documents must be included in the practicum application packet and submitted to the Clinical Coordinator by the due date. Please make sure all of the documents are in the order as listed:

- a. Practicum Application Form
- b. Copy of unofficial graduate transcript
- c. Proof of professional membership (i.e., ACA, KCA, APT, KAPT, AMHCA, IAMFC).
- d. Copy of individual professional counseling liability (malpractice) insurance policy. Students must have their own individual insurance policy and submit proof. The insurance must be maintained throughout the practicum and internship experience and an updated certificate must be provided if coverage expires during the clinical experience. It can be purchased through professional organizations (i.e., ACA, AMHCA, HPSO).

4. Review the application guidelines on the Site Information Form provided in the list of Approved Sites. Contact and schedule interviews as directed once your practicum application has been approved and you are cleared to contact site supervisors or administrative contacts. If students are interested in a site that is not yet approved, follow the guidelines for establishing a new site. Sites must meet all requirements noted in this manual.
5. Upon the approval of the practicum site, submit the *Practicum Site and Supervision Contract* to the Clinical Coordinator prior to the beginning of the semester. This contract is developed to define the qualifications, roles, and responsibilities of the Department of Counseling and Student Affairs, the faculty supervisor, the site supervisor, and the practicum student. It is required to begin working at the site.

### Practicum Course Requirements and Assignments

There are several requirements that must be met in order for students to complete practicum and move onto their internship. First, all of the course requirements listed below must be completed and submitted by the due dates established by the instructor. Secondly, students may earn either an “A,” “B,” or “F” in Practicum. A “B” is considered successful completion of practicum. Students must have received at least a “B” in their practicum in order to proceed into internship. Students will be required to repeat practicum if they have not earned a grade of “B” or better.

All of the following hours must be met in order to successfully complete the course:

1. Completion of supervised practicum clock hours:
  - a. A minimum of **100** total clock hours over at least **10** weeks. Students are required to complete a minimum of 8 (direct and indirect) hours on site every week during the entire semester. All indirect hours must be completed on site performing site related activities appropriate to the student’s program of study.
  - b. At least **40** clock hours of direct service with actual clients that contributes to the development of counseling skills (for MCFC students, at least 30% of direct service hours must be in a relationship modality).
  - c. At least **1** hour of individual and/or triadic supervision by the site supervisor each week.
  - d. A minimum of **1½** hours of group supervision on campus each week.

All clock hours, including direct service and non-direct hours must be logged weekly in the *Practicum/Internship Hour Log*. All hour log forms must be kept, maintained, and signed weekly or monthly as appropriate in the WKU Portfolio.



2. Attendance at all individual/triadic supervision meetings and practicum group supervision classes. Students are expected to bring a video of their work with a client to every individual/triadic supervision meeting, provide two presentations in group supervision, and provide feedback to classmates showing their work in supervision. Videotaping of clients should be done and reviewed on a consistent basis throughout the practicum experience.

*Marriage, Couple, and Family Counseling students must submit a video that illustrates their work in a relationship modality for a grade (mother and child; couple). Please see the CSA Policy on [Security of Media](#).*

3. Maintenance and submission of WKU Portfolio (see syllabus).
4. Successful completion of graded assignments. Additional assignments may be required based upon individual needs. See the syllabus for all assignments and class expectations.

## **Internship**

Internship (CNS 596) is the advanced clinical experience required of counseling students which is begun after successful completion of the practicum. This must be successfully completed over two semesters during the fall and spring semesters to complete program degree requirements for graduation.

### **Internship Enrollment Process**

In order to begin the Internship experience, the Practicum course must be successfully completed with a minimum grade of "B." The following steps must be completed to enroll and complete Internship:

1. Most students will remain at the same site where they conducted their practicum. However, if a new site is desired, notify the Clinical Coordinator before the conclusion of practicum and then, if approved, contact and interview approved internship site supervisor (see list of Approved Sites). If students are interested in a site that is not yet approved, follow the guidelines for establishing a new site. Sites must meet all requirements noted in this manual.
2. Submit the *Internship Site and Supervision Contract*. Upon the approval of the internship site, this contract must be submitted to the Clinical Coordinator before each semester in order to begin working at the site; if remaining at the internship site for the fall and spring, the contract can span those dates. Additional information may include:
  - a. Updated proof of professional membership (i.e., ACA, KCA, APT, KAPT, AMHCA, IAMFC) if membership expired since the last time proof was submitted.
  - b. Updated copy of liability insurance if coverage expired since the last time proof was submitted.

## Internship Course Requirements and Assignments

There are several requirements that must be met in order for students to complete each internship course. First, all of the course requirements listed below must be completed by the due dates established by the instructor. Secondly, a “B” average is considered successful completion of each Internship course. , Thus, students must have received at least a “B” in the first semester of Internship in order to proceed into the second semester of Internship. Students who do not receive a grade of B in their first internship must repeat their first internship and complete a remediation plan focused on skill development.

Only one 300 hour internship may be taken per semester. That is, students cannot enroll in 2 internship courses in any one semester because clinical skills are expected to take time to develop over the course of the year and many sites cannot accommodate a full-time intern.

All of the following hours must be met in order to successfully complete the course:

1. Completion of **600** Supervised Internship Clock Hours in roles and settings with clients relevant to their specialty area:
  - a. A minimum of **300** clock hours for each Internship (600 hours total over two semesters). Students are required to complete a minimum of 18 (direct and indirect) hours on site every week during the entire semester. All indirect hours must be completed on site performing site related activities appropriate to the student’s program of study.
  - b. At least **120** clock hours of direct service (240 hours total over two semester) with actual clients that contributes to the development of counseling skills (for MCFC students, at least 30% of direct service hours must be in a relationship modality)
  - c. At least **1** hour of individual and/or triadic supervision by the site supervisor each week.
  - d. A minimum of **1½** hours of group supervision on campus each week.

All clock hours, including direct service and non-direct hours must be logged and in the *Practicum/Internship Hour Log*. All hour log forms must be kept, maintained and signed weekly or monthly as appropriate in the WKU Portfolio.

*In order to meet state licensure requirements, MCFC students must complete at least 260 clock hours of direct service across two internships. Consequently, in order to meet the requirements for the Marriage and Family Associate credential, MCFC students must complete an additional 20 hours of direct service within the entire internship experience. These hours may be accumulated at any time during the course of the internships. The Department of CNS requires at least 120 clock hours of direct service per semester of Internship.*

2. Attendance at all individual/triadic supervision meetings and group supervision classes. Students are expected to bring a video of their work with a client to every individual/triadic supervision meeting, provide two presentations in group supervision, and provide feedback to classmates showing their work in supervision. Videotaping of clients should be done and reviewed on a consistent basis throughout the internship experience.

*Marriage, Couple, and Family Counseling students must submit a video that illustrates their work in a relationship modality for a grade (mother and child; couple). Please see the CSA Policy on Security of Media.*

3. Maintenance and submission of WKU Portfolio (see syllabus).
4. Successful completion of graded assignments. Additional assignments may be required based upon individual needs. See the syllabus for all assignments and class expectations.

## **Supervised Practicum and Internship Experiences**

Students must complete a supervised practicum experience that totals a minimum of **100** clock hours with at least **40** clock hours of direct service with actual clients that contributes to the development of counseling skills. Students must complete two supervised internships after the successful completion of the practicum, each including **300** clock hours for a total of 600 clock hours. The internship experience is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area (i.e., CMHC, MCFC). At least **120** clock hours of direct service with actual clients, including leading groups is required.

### **Direct Contact Hours**

Direct service with clients may include conducting initial intakes, individual counseling, group counseling, psycho-educational groups, and family or couples counseling. Direct service may only include hours spent in the above-mentioned capacities provided to actual clients at the agreed upon site. Only clients directly affiliated with the approved site are acceptable for direct service time. That is, work with “volunteer clients” or clients not affiliated with the site are not considered direct service and are not a part of the supervised internship experience. In addition, observing counseling sessions from behind a 2-way mirror, watching other students’ videos, or consulting about a client does not count as direct service. Marriage, Couple, and Family Counseling students must complete at least 30% (i.e., **12** hours in practicum; **36** hours in each internship) of their total clock hours of direct service in a relational modality (i.e., couples, families, or family sub-systems such as grandfather and grandchild, siblings).

### **Indirect Hours**

In addition to direct service to clients, practicum and internship students will have opportunities to become familiar with a variety of professional activities and resources. Indirect hours include but are not limited to staff/faculty consultation, family consultation, client service, site support, referrals, record keeping, treatment planning, assessment

instruments, supervision, information and referral, clinical-related administrative duties, observation, advocacy, phone calls, in-service training, staff meetings and other activities typically performed by a licensed counselor including learning technological resources (e.g., electronic hour logs and clinical forms, video recording software) .

### **Individual Supervision Hours**

Individual supervision includes time spent with faculty and/or site supervisors discussing development as a counselor and counseling interactions with clients at the site.

Supervision may be conducted as dyadic or triadic (one supervisor and two supervisees), but not as a group staffing. The ideal format for supervision is face-to-face and includes review of a recent videotape of a counseling session. Supervision should cover skills, conceptualization, personalization, and professional identity development. Students should plan, negotiate, and advocate at the site to receive these experiences. Consultation in passing (also known as drive-by supervision) is not a viable alternative to scheduled supervision. Students should meet with supervisors for a **minimum of 1-hour weekly** for individual/triadic supervision and receive regular feedback and will be evaluated throughout the practicum on their counseling performance and personal and professional dispositions.

Students will develop program-appropriate video recordings for use in supervision or live supervision of the students' interactions with clients. Therefore, students are expected to use an appropriate recording device in order to record all sessions.

### **Group Supervision Hours**

Time spent in the practicum or internship group supervision class. Group supervision must be an average of **1½ hours per week** for the semester.

### **Total Practicum or Internship Hours**

The total number of hours includes the direct, indirect, individual supervision, and group supervision hours.

## **Student Evaluation Criteria and Procedures**

Students are continuously evaluated during their practicum and internship experiences. This occurs during weekly supervision meetings when students receive feedback from supervisors and peers regarding their performance and formally at midterm and at the conclusion of the semester. These evaluations are completed by the site supervisor and reviewed by the faculty supervisors (see [practicum & internship required paperwork](#)). Midterm and final evaluations involve faculty and site supervisors' consultation. In addition, practicum students will complete a counseling skills scale on themselves for a midterm and final self-evaluation (see practicum syllabus). Completed evaluations are discussed with students by faculty and site supervisors, signed by students and supervisors, and placed in students' practicum and internship files.

Students are also required to complete a formal evaluation of their site and supervisor at the end of each semester and submit that with their practicum and internship portfolios. Although a site supervisor signature is not required to allow for an honest

evaluation, students are encouraged to discuss their feedback directly with their supervisors.

### **Incomplete Practicum or Internship Experiences**

Because of various circumstances students may not fulfill the required number of hours to satisfy their practicum or internship course requirements. In a very limited number of cases, students may negotiate an *In Progress* for the semester. The following steps are required for students to negotiate an *In Progress*.

1. Complete and electronically submit a proposed *Plan of Action for Course Completion* form to the site supervisor, faculty supervisor/instructor and Clinical Coordinator (see [practicum and internship additional paperwork](#))
2. Schedule and meet with the faculty supervisor/instructor, Clinical Coordinator, and Department Head to discuss the *Plan of Action for Course Completion*. Pending approval, this plan will be agreed upon and signed.

### **Supervision**

#### **Faculty Supervisors**

The faculty supervisor is a faculty member from the Department of Counseling and Student Affairs who oversees the group supervision class for practicum and internship students. Students are required to attend *all* Group Supervision meetings (class sessions). Classes are held weekly or biweekly for an average of 90 minutes per week. In addition, practicum students are required to attend *all* individual/triadic supervision meetings with faculty held once a week for at least an hour in addition to their onsite individual supervision. If students miss a scheduled individual/triadic supervision meeting, they are required to reschedule individual/triad supervision meetings at the convenience of the faculty supervisor. The faculty supervisor agrees to the following:

1. Has a doctoral degree and/or appropriate counseling preparation, preferably from a CACREP-accredited counselor education program.
2. Has relevant experience and appropriate credentials/licensure and/or demonstrated competence in counseling.
3. Has relevant supervision training and experience.
4. Will develop and agree to a supervision contract developed for each student to define the roles and responsibilities of the faculty supervisor, site supervisor and student during practicum.
5. Will provide additional individual or triadic supervision for students on an as-needed basis.

6. Will provide at least an average of 1½ hours per week of group supervision provided on a regular schedule throughout the practicum; triadic supervision may also be required.
7. Will observe a student's interactions with clients through audio/video recordings and/or live supervision.
8. Will provide regular feedback to students they supervise about their development as counselors.
9. During practicum, will consult with site supervisors regarding student progression and midterm and final evaluations. Faculty supervisors will discuss evaluations with the students and site supervisors and obtain site supervisors' and students' signatures on these evaluations.

### Site Supervisors

The site supervisor is the primary point of contact at the site and serves as the individual supervisor for practicum and internship students. Onsite clinical supervision can benefit both professional staff and counseling students. It provides an opportunity for students to gain clinical insights from professionals working directly with the same client population and to learn from counselors familiar with the requirements and demands of agency stakeholders.

All practicum and internship sites are approved based on several criteria. One requirement is that the site supervisor provides onsite supervision for one hour every week. Additionally, qualified onsite supervisors must meet minimum requirements including the following:

- A minimum of a master's degree, preferably in counseling or a related profession.
- Relevant credentials, certifications, and/or licenses. An active license to practice as a Licensed Professional Clinical Counselor (LPCC) or Licensed Marriage and Family Therapist (LMFT) is *preferred*.
- A minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled. For example, an MCFC student's Site Supervisor must provide documentation of at least 2 years post licensure experience counseling couples and families.
- Knowledge of the program's expectations, requirements, and evaluation procedures for students.
- Relevant training and experience in counseling supervision.

Site Supervisors must agree to fulfill the following roles:

- Review the Practicum and Internship manual to understand the practicum and internship expectations for the student, faculty supervisor, site supervisor, and site.
- Complete the *CNS Site Supervisor Orientation* in order to become knowledgeable of the program's expectations, requirements, and evaluation procedures for students. Site Supervisors are required to attend the yearly orientation or complete the orientation online when available.
- Provide individual and/or triadic supervision for at least an hour every week while consistently watching and reviewing videos, conducting live supervision, or participating in co-therapy with the student.
- Provide regular feedback to students under supervision regarding their development as counselors.
- Be available on site whenever students are seeing clients and accompany students all on home visits or any direct service outside of the agency.
- When not on site, ensure that there is a fully licensed individual on site and available whenever students are seeing clients.
- Sign and agree to the *Practicum/Internship Site and Supervision Contract* and other required clinical paperwork such as hourly logs and evaluations.
- Complete midterm and final evaluations. Discuss evaluations with students and faculty supervisors upon request.
- Serve as a resource and support person for the agency orienting students to agency policies and procedures.
- Assist students in building an appropriately balanced case load within the first few weeks of the semester and provide regular feedback to students.
- Take advantage of assistance, consultation, and professional development opportunities provided by the counseling program faculty as needed.
- Provide students an opportunity to obtain their required direct service with clients and counseling-related indirect hours as indicated above.

A Site Supervisor should work in consultation with the Faculty Supervisor and Clinical Coordinator. At any time, the Site Supervisor may contact the Clinical Coordinator or the Faculty Supervisor to discuss concerns about a student's clinical experience.

The student has the opportunity to complete and submit assessments of their experience with the site, individual, and group supervisors.

## Practicum and Internship Sites

All practicum and internship sites must be approved by the CMHC/MCFC Clinical Coordinator and fulfill the site requirements. If students are interested in a site that is not yet approved, it is their responsibility to verify that potential sites adhere to the practicum and internship site requirements and follow the steps to establish a new clinical site (see section below).

### Approved Practicum and Internship Sites

Visit the [practicum and internship webpage](#) for an updated list of approved sites. The sites have met the site requirements for inclusion in this list. Although a site may be approved by the Department of Counseling and Student Affairs, it does not guarantee practicum and internship positions in a particular semester.

### Requirements for Maintaining a Clinical Site

To maintain current and accurate information, site supervisors should update the following information at least once per year or any time there are site supervisor or agency changes impacting student placement. Site supervisors should plan to identify their needs for the upcoming term, receive contact from students, conduct interviews, and make selection decisions within the months of February/March (for summer practicum) and less commonly in June (for fall term) and October (for spring term).

Site supervisors must complete the following site requirements to maintain an approved site:

1. Annually submit an updated *Site Information Form* to the Clinical Coordinator. Notify the Clinical Coordinator of site supervisor or agency changes and update the form as necessary.
2. Submit a current resume/CV for each new site supervisor.
3. Schedule an annual site visit or telephone call with the Clinical Coordinator.
4. Ensure that mental health (and/or marriage, couple, and family) counseling services are provided at the site and available for students. Appropriate counseling services include but are not limited to the following:
  - a. Intake interviews
  - b. Observe and/or conduct ongoing counseling sessions with individuals, groups, couples, or families.
  - c. Participate in co-therapy teams.
  - d. Lead and/or co-facilitate group counseling sessions including psycho-educational or support groups.



- e. Case management, treatment planning, and writing case notes related to clinical work. Students should be treated as professional trainees; they should not be assigned secretarial, clerical, or other non-clinical duties.
  - f. Consultation with other professionals regarding a client's case.
  - g. Staff training or meetings related to clients, counseling techniques, and/or current research related to the agency or population served.
5. Provide settings for individual or group counseling that include assured uninterrupted privacy as well as sufficient space for the individuals and videotaping equipment.
  6. Identify procedures that ensure the client's confidentiality and legal rights are protected. All agency employees should be aware of ethical and professional standards, and students should not be asked to violate general professional rules of conduct.
  7. Ensure that student safety is a top priority. Weapons of any sort should not be stored in counseling areas and work with potentially violent clients must be closely supervised.
  8. Confirm that practicum and internship students can complete the direct and indirect hours required for each experience (practicum: 100 total hours, 40 direct hours; internship: 300 total hours, 120 direct hours).
  9. Verify that MCFC practicum and internship students can be guaranteed ample opportunity to provide sufficient direct service to families and couples as part of their total hours (practicum: 12 direct hours; internship: 36 direct hours) if accepting a MCFC student.
  10. Allow video recording of clients with the understanding that it will be shared with the individual site supervisor, faculty supervisor, and the group supervision class.
  11. Guarantee that a qualified onsite supervisor is available onsite when the student is seeing clients (see requirements under Onsite Supervision).
  12. Provide a well-organized orientation for trainees. This should include a review of the agency goals, functions, policies, and an introduction to personnel in the agency. Trainees should also receive copies of all relevant policies and procedures and should be expected to read and become familiar with them as part of their training experience.

### **Establishing a New Site**

While many clinical sites are in the Bowling Green area, relationships may be developed with sites around Warren and surrounding counties. A student may have an interest in working at a site not listed as an approved site or an organization may wish to add their site to the list of approved sites. Therefore, a new clinical site may be developed by completing the following steps:

1. Review the Practicum and Internship manual to ensure the clinical setting and site host requirements are met by your site.
2. Submit a *Site Information Form* to the Clinical Coordinator via email.
3. Submit an electronic copy of a current resume/CV for each Site Supervisor to the Clinical Coordinator via email or include it with the Site Information Form.
4. Upon pre-approval of the site, the Clinical Coordinator will schedule a site visit with the site supervisor. A telephone conference may be arranged for clinical sites outside of the local area.

### **Internship and Job Fair**

Each spring, the Department of Counseling and Student Affairs will host an Internship and Job Fair in collaboration with the WKU Career Services. The purpose of this event is to bring together community agencies, providing them a chance to introduce their sites to counseling students and prospective graduates.

Site hosts in active clinical sites will receive an invitation to the event. They may bring materials, presentation boards, staff members, and current interns. The event offers a wonderful networking opportunity for fellow community members to catch up with one another and compare notes on clinical services provided in the local and surrounding areas.

### **Current Employment at Approved Sites**

Students are permitted to work while they are enrolled in practicum and internship. In some instances, they can complete the practicum and internship on their specific job site. However, all clock hours (including direct hours, indirect service, and supervision) must be consistent with the master's level internship requirements. Therefore, if part of the employment responsibilities are performed that do not meet the practicum or internship requirements, they should not be counted in the clinical hours completed.

In the cases where a student is employed at their clinical site, they must have a clinical site supervisor who is different than their employment administrative supervisor.

### **Paid Practicum and Internship Experiences**

Some agencies may employ students for graduate practicum/internships. These are not assured positions and are the responsibility of students to secure. Agencies typically desire employees to start in the summer and continue through the next 10 to 12 months in these positions. Regardless of payment status, all requirements of the practicum and internship experience must be met.

### **Changing Practicum and Internship Sites and Supervisors**

If problems arise regarding the site requirements, student performance, or student opportunities at a site, the concerns should be brought to the attention of the site supervisor, faculty supervisor, and the clinical coordinator.

If an informal discussion and attempts to solve the problems fail, the site may request the student be withdrawn from the practicum or internship; or the student may request that s/he be withdrawn by the department. In either case, a request should be submitted in writing by completing and submitting a *Petition for Change in Practicum or Internship* form (see [practicum and internship additional paperwork](#)) to the Faculty Supervisor/Instructor and Clinical Coordinator. Approvals are not guaranteed.

In order to request a new practicum or internship site, students must refer to the directions noted under the Practicum/Internship Enrollment Process section.

### **Applications for Licensure**

Applications for licensure are encouraged upon graduation. Therefore, students will submit a draft application for licensure to be reviewed by the faculty supervisor and approved based upon its completion, grammar, spelling, and neatness.

#### ***Clinical Mental Health Counseling***

Kentucky Board of Licensed Professional Counselors (<http://lpc.ky.gov>)

Upon the successful completion of a master's degree in Clinical Mental Health Counseling, students will be eligible for gaining licensure as a Licensed Professional Counselor Associate (LPCA) and becoming credentialed as a Nationally Certified Counselor (NCC). LPCA's are eligible for gaining licensure as a Licensed Professional Clinical Counselor (LPCC) upon acquiring the following clinical hours:

- 4,000 hours of post-graduation experience (including at least 1,600 hours of direct counseling)
- At least 100 hours of supervision by an approved supervisor (i.e., LPCC, LMFT)

#### ***Marriage, Couple, and Family Counseling***

Kentucky Board of Marriage Family Therapists (<http://mft.ky.gov>)

Upon the successful completion of a master's degree in Marriage, Couple, and Family Counseling, students will be eligible for gaining licensure as a Marriage and Family Therapist Associate (MFTA), a Licensed Professional Counselor Associate (LPCA) and becoming credentialed as a Nationally Certified Counselor (NCC). LMFTs are eligible for gaining licensure as a Licensed Marriage and Family Therapist (LMFT) upon acquiring the following clinical hours:

- 1,000 hours of post-graduation client contact over two years
- After at least 200 hours of supervision by an approved supervisor (LMFT)