

CHADRON STATE COLLEGE

Counseling Practicum and Internship Student Handbook

COUN 645/646 Counseling Practicum
COUN 680 CMHC Internship I
COUN 681 CMHC Internship II
COUN 682 School Counseling- Elementary Internship
COUN 683 School Counseling- Secondary Internship



Counselor Education

Program Address

Counselor Education Program at Chadron State College
Department of Professional Studies
1000 Main Street, Miller Hall
Chadron, NE 69337
(1-800-Chadron, 308-432-6000)
[CSC Counseling Website](#)

Contents

Welcome Students	3
Introduction to the Supervised Practicum and Internship	4
Glossary of Terms.....	4
Prerequisites for Enrollment into Practicum and Internship.....	5
Enrollment into Practicum and Internship	6
Required Hours for Practicum and Internship.....	7
Clinical Mental Health Counseling	7
School Counseling.....	8
Guidelines for Direct and Indirect Hours.....	9
CSC Counselor Education Expectations.....	10
Expectations of the Counseling Student.....	10
Expectations of the Site Supervisor	11
Timeline of Activities for Site Supervisors	12
Expectations of the College Faculty Supervisor (CACREP 2024, Section 4)	12
Expectations of the Training Site	13
Possible Site Benefits of Counseling Students	13
Student Guide to Finding a Practicum and Internship Placement	14
Ethical Standards and Considerations.....	16
Documentation	16
Professional Ethical Standards.....	16
Confidentiality and Informed Consent	16
Client Relationships	17
Preparing for Crisis Situations	17
Closure Process	17
Professional Liability Issues.....	18
College Policy	18
ACA or ASCA Insurance	18
Site Responsibility.....	18
Crisis management of Specific Situations	18
Suicide	19
Harm to Others	20
Substance Use.....	20
Child Abuse	20
Appendix A: Sample Letter of Interest.....	23
Appendix B: Sample Resume.....	23
Appendix C: CSC Counselor Education Program Practicum Reservation Form	24
Appendix D: Counselor Education Program Internship Reservation Form	27
Appendix E: Background Check.....	29
Appendix F: Counseling Practicum/Internship Agreement	30
Appendix F: Student Evaluation of Site Supervisor.....	32
Appendix G: Intern Self Evaluation	34
Appendix H: Consent to Record.....	35
Adult Audio/Videotape Recording Consent Form	35
Child Audio/Videotape Recording Consent Form.....	36
Appendix I: Professional Disclosure Statement	37

Welcome Students



Counselor Education

Dear Student,

Your practicum and internship experiences are your opportunity to apply your counseling training to real clients. For most counselor trainees, it means "finally" being able to do what you enrolled in your graduate program to do. You will conduct actual counseling sessions. You will review each case and learn how to complete case documentation, with your site-supervisor on a weekly basis. You will attend either practicum or internship classes where you will review cases with your colleagues. You will learn to critique yourself and become a more skillful counselor. You will also share with your peers the process of developing as a counselor.

The Practicum and Internship classes are the culminating experiences for you in your counseling master's program. You have worked hard to be at this point. The Site Supervisor and the College Supervisor are available to support as you enter your professional role. You will be applying the theoretical approaches and the skills you have learned and practiced in the program. You are beginning your professional journey.

The CSC Practicum and Internship Handbook is intended to guide students through the practicum and internship process and clarify the roles and responsibilities of the student, faculty instructor, and Site Supervisor.

Sincerely,
CSC Counselor Education Program
1000 Main Street
Chadron, NE 69337
308-432-6335
[CSC Counseling Website](#)



Counselor Education

Introduction to the Supervised Practicum and Internship

The CSC Counselor Education Program Mission is to prepare quality professional counselors for careers with state, regional, or national public and private mental health agencies, mental health institutions, and educational systems. We are committed to producing ethically and culturally competent counselors who demonstrate professional leadership with a purposeful commitment to client advocacy, and social justice, for the western High Plains States and the broader pluralistic nation.

The CSC Practicum and Internship handbook serves as an overview of the Counseling program, describes clinical training experience, explains practicum and internship requirements, provides a timeline of activities, and includes copies of all necessary forms. Please contact the Clinical Coordinator when questions arise that are not addressed in the manual.

The Counselor Education program at the Chadron State College is part of the Professional Studies and Applied Science School and consists of a master's degree in Clinical Mental Health Counseling, School Counseling and an endorsement in Mental Health and Addictions. Graduates of the program pursue licensure as Licensed Mental Health Practitioners and certification as School Counselors in Nebraska and other states.

The purpose of the practicum and internship coursework is to provide students with an entry-level professional experience under supervision, in a counseling setting. Students perform a variety of counseling activities in a clinical or school setting under the close supervision of an experienced professional role model. To support professional development and learning during practicum and internship, the student receives two kinds of supervision: on-site supervision and college supervision. Practicum and internship students receive an average of 1 1/2 hours of weekly group supervision from a faculty instructor during the 16 week fall and spring semesters and 1 hour of weekly individual supervision.

Practicums are only offered during the fall and spring semesters. Internships are offered during the fall, spring and summer semesters to students enrolled in the Clinical Mental Health Program. Internships are only offered in the fall and spring semesters to students enrolled in the School Counseling program.

Glossary of Terms

Clinical Mental Health Counseling. Clinical mental health counseling is a professional healthcare focused on helping individuals address emotional, psychological, and behavioral issues through techniques and support.

School Counseling. School counseling is a profession with the behavioral sciences, the applied fields of counseling, and education as its foundation of learning (Parikh Foxx et al., 2017).

Practicum. Practicum is a semester long course of study designed especially for the preparation of clinical mental health counseling or school counseling in which the counseling student first experiences working with clients or students in the field. It involves the supervised practical application of previously studied theory and techniques. Students enrolled in Practicum acquire 40 direct hours and 60 indirect hours (100 hours total), (CACREP 2024).

Internship. Internship is a two-semester long course of study designed to further the preparation of clinical mental health counseling or school counseling in which the counseling student expands their experiences working with clients or students in the field. It involves the supervised practical application of previously studied theory and techniques. Students in the Clinical Mental Health Counseling acquire 300 direct and 300 indirect hours (600 total hours). School Counseling students acquire up to 360 direct hours and 540 indirect hours (900 total hours).

Supervision. Supervision is an intervention provided by a more senior member of a profession to a more junior member of that same profession (Bernard & Goodyear, 1992).

Prerequisites for Enrollment into Practicum and Internship

Students complete prerequisite courses before enrolling in practicum classes:

MAE Clinical Mental Health Counseling Students:

Before enrolling in COUN 645 CMH Practicum students complete the following courses:

Course #	Title
COUN 523	Diagnosis and DSM
COUN 533	Ethical and Legal Issues in Counseling
COUN 534	Counseling Assessment
COUN 634	Group Counseling
COUN 638	Counseling Skills and Techniques
COUN 641	Counseling Research and Program Evaluation

MS Ed School Counseling Students:

Before enrolling in COUN 646 School Counseling Practicum, students must complete the following courses:

Course #	Title
COUN 533	Ethical and Legal Issues in Counseling
COUN 534	Counseling Assessment
COUN 634	Group Counseling
COUN 638	Counseling Skills and Techniques
COUN 641	Counseling Research and Program Evaluation

Ed.S. Mental Health and Addictions Students

Before enrolling in COUN 645 Mental Health and Addictions, students must complete the following course:

Course #	Title
COUN 502	Introduction to Counseling
COUN 523	Diagnosis and DSM

Enrollment into Practicum and Internship

Students will consult with their advisor and will complete a reservation form prior to being enrolled in COUN 645/646 (Practicum) and COUN 680, 681, 682, 683 (Internship).

COUN 645/646 Practicum in Counseling

Clinical Mental Health students take COUN 645 for practicum and School Counseling students take COUN 646 for practicum. The prerequisites for practicum are successful completion and a final grade of a B or better in all prerequisite courses. Students must also purchase professional liability insurance prior to taking COUN 645/646 ([CACREP 2024 Standard, 4A](#)). The Chadron State College Counselor Education program requires that students acquire their professional liability insurance through membership to the [American Counseling Association \(ACA\)](#) or the [American School Counseling Association \(ASCA\)](#). Practicum is a 3-credit hour course only offered in the fall and spring semesters.

COUN 680, 681 Internship in CMH Counseling

Clinical Mental Health Counseling students must take a total of 6 credits of internship over 2 semesters. Students must also purchase professional liability insurance prior to taking COUN 680, 681 CMH Internship ([CACREP 2024 Standard, 4A](#)). The Chadron State College Counselor Education program requires that students acquire their professional liability insurance through membership to the [American Counseling Association \(ACA\)](#).

682, 683 Internship in School Counseling

School Counseling students need three credits of internship per grade level endorsement (i.e. students seeking PK-12 endorsement must complete two 3-credit internships). School Counseling Internship is offered in the fall and spring semesters. Students must also purchase professional liability insurance prior to taking COUN 682 and 683 School Counseling Internship ([CACREP 2024 Standard, 4A](#)). The Chadron State College Counselor Education program requires that students acquire their professional liability insurance through membership to the [American Counseling Association \(ACA\)](#) or the [American School Counseling Association \(ASCA\)](#).

Prior to enrolling in COUN 645/646, Practicum students will need to purchase [Tevera](#).

Reservation Forms to enroll into Practicum and Internship are located on the CSC Counseling website under the current student resources tab. Students must complete a reservation form by October 1st for spring enrollment and March 1st for summer and fall enrollment.

Non-degree seeking students who have taken the equivalent coursework at a prior institution should contact the program director for course approval and before purchasing [Tevera](#). Please see the CSC Graduate Handbook for [course descriptions](#).

Required Hours for Practicum and Internship

Clinical Mental Health Counseling

The Council for Accreditation of Counseling and Related Educational Programs (CACREP) 2024 requires MAE Clinical Mental Health students to complete at least 700 hours of practical training (280 of which must be in direct client contact). Practicum students complete at least 40 hours of direct service with actual clients in a that contributes to the development of counseling skills. Students must complete 100 hours total during practicum before they are able to enroll in Internship I (CACREP 2024 Standards, 4.Q, 4.R, 4.U, & 4.V).

Practicum Time Requirements	
Activities	Hours
	Clinical Mental Health
Direct Hours: Direct contact with clients/students while in the role of a mental health or school counselor	40*
Indirect Hours: Supervision, preparation, reviews, evaluation, planning, etc.	60
Total	100

Direct hours include leading or co-leading a group in addition to individual counseling (CACREP 2024, 4.E).*

Internship Time Requirements	
Activities	Hours
	Clinical Mental Health
Direct Hours: Direct contact with clients while in the role of mental health counselor.	300 *
Indirect Hours: Supervision, preparation, reviews, evaluation, planning, etc.	300
Total	600

Direct hours include leading or co-leading a group in addition to individual counseling (CACREP 2024, 4.E).*

All direct and indirect hours will be tracked electronically in Experiential Learning Cloud (Tevera) using their time track software.

School Counseling

Nebraska Board of Education requires students enrolled in the MEd School Counseling program to complete at least 550 hours of practical training (280 of which must be in direct student/client contact). Students must complete 100 hours (40 of which are direct hours) during COUN 646 Practicum before they are able to enroll in COUN 682 School Counseling Internship I (NDE, 2017; 006.48D2, 006.48D3). A field endorsement (PK-12) must complete 900 total hours (450 of which must be in direct contact with students), (NDE 2017, 006.48B).

Practicum Time Requirements	
Activities	Hours
	School Counseling
Direct Hours: Direct contact with students while in the role of a school counselor.	40
Indirect Hours: Supervision, preparation, reviews, evaluation, planning, etc.	60
Total	100

Internship Time Requirements		
Activities	Hours	
	School Counseling Internship I – Elementary (PK-6)	School Counseling Internship II – Secondary (7-12)
Direct Hours: Direct contact with clients/students while in the role of a school counselor	180	180
Indirect Hours: Supervision, preparation, reviews, evaluation, planning, etc.	270	270
Total	450	450

Endorsement type: Subject (PK-6; 7-12); Field (Pk-12) (NDE, 2017, 006.48B).

All direct and indirect hours are tracked electronically in Experiential Learning Cloud (Tevera) using their time track software.

Guidelines for Direct and Indirect Hours

Clinical Mental Health

Direct hours apply to time spent on counseling or co-counseling or assessing clients. These hours may be accrued in individual, couple, family, or group contexts. During their practicum and internship courses students must lead or co-lead a counseling or psychotherapy group (CACREP 2024, Section 4).

Direct Hours Include:

- Counseling or co-counseling an individual client
- Counseling or co-counseling a couple or family
- Direct assessment of clients through intake interviews, screenings, or other methods
- Crisis Intervention activities with direct communication with the client

Indirect hours

- apply to all the other counseling related activities completed at the practicum/internship site or in support of counseling-related activities related to practicum and internship (CACREP 2024, Section 4).

Examples of Indirect Hours:

- Site orientation and training, including reviewing policy and procedures manuals.
- Scheduling appointments by phone or email, following up on no-shows via phone or email.
- Reviewing case notes or recordings from previous sessions
- Treatment planning activities such as finding handouts or worksheets that can be used in session.
- Using reference materials like the DSM outside of session to confirm criteria of diagnosis
- Writing case notes, assessments, clinical reports, discharge planning paperwork
- Voluntary or mandatory meetings pertaining to client's treatment, e.g., IEP or 504 meetings or court hearings.
- Filing reports (such as with Child Protective Services, DHHS) on behalf of the client
- Consulting with your malpractice insurance about a subpoena or other work-related matter
- Attending and participating in group or individual supervision
- Consultation with on or off-site members of client's treatment team
- Peer consultation/staffing cases with colleagues
- Attending counseling-related training, workshops, webinars, or conferences
- Reading articles, books, or blog posts on counseling theories or treatment
- Research to learn more about community resources for referrals.

CSC Counselor Education Expectations

Expectations of the Counseling Student

1. Students will be expected to secure a clinical site **6 months** prior to submitting a reservation.
forms for Practicum and/or Internship. The reservation form are found on the CSC Counseling website under current student resources.
2. Students will complete a background check prior to the beginning of Practicum. The link for the background check can be found on the CSC Counseling website under current student resources.
3. The student must purchase professional liability insurance prior to beginning practicum and internship. The Chadron State College Counselor Education program requires that students acquire their professional liability insurance through membership to the [American Counseling Association \(ACA\)](#) or the [American School Counseling Association \(ASCA\)](#). Student membership to ACA and ASCA includes professional liability insurance.
4. The students must purchase Tevera through the CSC bookstore prior to Practicum and Internship. Students will receive an email from Tevera inviting them to register for this service. The Counselor Education Program has adopted Tevera software system for Practicum and Internship paperwork (e.g., site agreements, supervision agreement, time logs, skill evaluations, etc.) and Student Key Assignments. You will gain access to this system by paying a one-time program fee and will have access to Tevera during the students' time in the program and beyond graduation. This helpful resource also allows students to have access to their clinical records after graduation and log clinical hours post-graduation to ease licensure/certification processes. The invitation will direct students to register and make a one-time purchase through the CSC Bookstore or directly from [Tevera](#). Though students will see this requirement in all course syllabi, Tevera is a one-time purchase only once.
5. The student must provide the supervisor with a copy of the Site Supervisor Handbook. This is located on the CSC Counseling website.
6. The students must avoid sites that pose a conflict of interest or ethical concerns (e.g., sites where student is a current client or has been a client).
7. The student is to complete the supervision contract with the Site Supervisor and the College Supervisor (**Tevera**). The student is responsible for identifying that the on-Site Supervisors meet the necessary qualifications. Qualifications: For school counseling students, the supervisor needs to have been a practicing school counselor endorsed by the state that the site is operating within. For clinical mental health students, the supervisor needs to have been fully licensed for two years in the state that practicum or internship

site is operating in as either a licensed psychologist, licensed mental health practitioner, licensed independent mental health practitioner, or licensed clinical social worker.

8. The counseling student is expected to meet with both the Site Supervisor and the College Supervisor on a regular basis. **The meeting with the Site Supervisor should be on a weekly basis for a minimum of one hour.** It is the student's responsibility to schedule the agreed upon individual sessions with the Site Supervisor during the semester of clinical experience.
9. The student is required to attend group supervision sessions with the College Supervisor throughout the semester for a minimum total of twenty-four contact hours.

Expectations of the Site Supervisor

1. Site Supervisors must have the following qualifications (CACREP, 2024 Section 4 P.):
 - a) a minimum of a master's degree, preferably in counseling or a related profession.
 - b) active certifications and/or licenses in the geographic location where the student is placed, preferably in counseling or a related profession.
 - c) A minimum of two years' post-master's professional experience relevant to the CACREP specialized practice area in which the student is enrolled.
 - d) relevant training for in-person and/or distance counseling supervision.
 - e) relevant training in the technology utilized for supervision; and
 - f) knowledge of the program's expectations, requirements, and evaluation procedures for students.
2. The Site Supervisor is to be apprised of the goals, objectives, requirements, and procedures of the program. The Site Supervisor is also to receive a supervisor's handbook and training from the Clinical Coordinator to assist in the familiarization of the program and supervision.
3. The Site Supervisor will complete the Practicum/Internship Counseling Supervision Agreement with the student through the Experiential Learning Cloud (Tevera).
**Example Contract form is in the appendices but will be completed/submitted electronically through Tevera.*
4. The Site Supervisor must meet with the counseling student about the performance in the work setting on a weekly basis for individual supervision. This supervision needs to include but not be limited to:
 - a. Instructions for the counseling student in all matters related to delivery of service at the site.
 - b. Assistance for the counseling student in the development of counseling and consultation skills.
 - c. Assurance that the policies of the site are understood and carried out.
 - d. The supervisor serves as an advocate for the counseling student.
 - e. Clinical critique and supervision of video, audio, and/or the personal observation of the counseling student's direct contact.

5. The Site Supervisor is to provide the counseling student with sufficient experience in areas typically part of the counselor's role and function.
6. The Site Supervisor is to provide a final evaluation of the student using the Counselor Competencies Scale – Revised (CSS-R).
**The student will electronically send the CCS-R evaluation to the supervisor. The supervisor will complete and sign online through Tevera.*

Timeline of Activities for Site Supervisors

Before Practicum Experience

1. Interview and consider prospective practicum and/or internship students.
2. If clinical site requires an affiliation agreement, please send a copy for CSC's review to the clinical coordinator.
3. Review Supervisors handbook and complete the annual Site Supervisor Training.

During Practicum Experience

1. Sign site agreement and the Supervision agreement form for accepted students. This will be sent to the site supervisor via Experiential Learning Cloud (Tevera) by the counseling student.
2. Meet with the trainee weekly for one hour of individual or triadic supervision.
3. Review and sign the intern's Weekly Log to verify hours and activities.
4. Meet/Communicate with the student's faculty supervisor for a brief site visit if needed or requested.

At the End of Each Semester

1. Complete the Final Supervisor Evaluation of Student in Experiential Learning Cloud (Tevera) and review with student.
2. Review and sign counseling students' final weekly log to verify cumulative hours and activities.
3. All documents are due on or by the last day of classes each semester. Students who do not submit these assignments by the last day of class may be subject to a failing grade for the semester.

Expectations of the College Faculty Supervisor (CACREP 2024, Section 4)

1. The College Supervisor will collaborate with the students in formulating goals for clinical experience.
2. The College Faculty Supervisor is to meet with the students in classroom group sessions and is available on individual basis throughout the semester if requested by the student.
3. The group supervision sessions are to consist of experiential activities incorporating a wide spectrum of topics, concerns, activities, and experiences of the group. The meetings will be an equivalent of 1.5 hours a week during the assigned semester (classes typically meet bi-weekly).

4. The College Supervisor is to meet with the Site Supervisor during the semester in person if logistically possible, by zoom if travel is prohibitive. The student, the site supervisor or the college supervisor may request these site visits.
5. The College Supervisor is to provide individual students with feedback regarding their performance and turn in the final grade for clinical experience.

Expectations of the Training Site

1. The Site is expected to have a sustained interest in participating in the professional education of counselors.
2. Mutual understanding between the Site and the Counselor Education program exists on the basic philosophy and goals in relation to counseling.
3. Provision is made for on-going professional development for the professional staff and the counseling student.
4. The Site will provide physical arrangements, which are conducive to a positive learning environment, e.g., office and desk space, privacy for interviewing, and adequate guidance relative to site record keeping requirements. Additionally, the site-supervisor or another qualified individual will be on site to assist with immediate supervision needs of the counseling student.
5. The Site will provide the counseling student with a variety of experiences typical of those encountered by the Site counseling staff.
5. The Site will regard the counseling student as a professional in training and extend to the counseling student the expected professional courtesies.

Possible Site Benefits of Counseling Students

1. Additional motivated counseling students can lessen the workload of a site and may increase its service capability.
2. Counseling students at a site may bring new ideas, with positive feedback on present functioning procedures and creative new ideas for improvements. More mutual interactions can evolve, i.e., workshops, speakers, and consultation.
3. The communication and interaction between the site and the Counselor Education Training Program will be increased.

Student Guide to Finding a Practicum and Internship Placement

The CSC counselor education program provides ongoing support to help students find fieldwork sites that are sufficient to provide the quality, quantity, and variety of expected experiences to prepare students for their roles and responsibilities as professional counselors within their CACREP specialized practice areas (CACREP 2024, Section 4.A).

Students are required to complete one semester of practicum and two semesters of internship. This guide is meant to serve as a helpful resource, however further questions or concerns can be discussed with the student advisor or the Clinical Coordinator.

Step 1: Begin with research of clinical sites or school districts in your city, region or state.

- Students begin searching for a clinical or school site six months prior to beginning either practicum or internship.
- Read the CSC Practicum and Internship Handbook
- Contact your advisor or the Clinical Coordinator to discuss your clinical interests and needs.

Step 2: Develop a list.

For fall practicum/internship begin the search process for a clinical site six months in advance.

- Develop a list of at least 5-10 possible practicum and/or internship sites.
- Note application deadline for clinical sites; some clinical sites have application deadlines. Some clinical sites only accept applications for students seeking a clinical experience 6 months in advance.

Step 3: Tailor your application materials.

- Write a letter or interest/cover letter. The letter should be edited to reflect the organization for which you are applying. If you have skills and/or experience relevant to the site, document this. Ideally personality traits that would help you to be successful at this site, i.e., effective communication and organization skills. Eagerness to learn, work well in a team.
- Write a resume. Tailor the objective of your resume to professional counseling. Be sure to list any previous jobs and volunteer experience that would be relevant to the site.
- Identify if the site requires additional materials, i.e., a writing sample, letter of recommendation.

Step 4: Submit your application materials.

- Follow the organization's application instructions (via email, on-line application, or paper application).
- Be sure you have the correct contact information (i.e., email address, contact person's name with correct spelling) for submission of your materials.
- Follow the organization's deadlines for application; late applications may appear unprofessional and may result in the site not responding to your application.

- Be sure to apply to several sites, as clinical placements are not guaranteed.

Step 5: Follow up 1-2 weeks after you have submitted your application materials.

- Allow 1-2 weeks for your application to be processed by the site.
- Contact the site via email to confirm receipt of your application and where they are in the selection process.

Step 6: Prepare for Interviews.

- Review the CSC Practicum and Internship student handbook. This is important so that you can answer questions the site may have regarding both your role and their role and responsibilities should they accept you as a practicum and/or internship student (i.e. due dates for forms and evaluations, supervision and supervisor requirements, hours requirement of practicum and/or internship).
- Send a copy of the Supervision Handbook to the potential site supervisor prior to your interview.
- Contact the clinical coordinator to answer specific questions and/or concerns.
- Prepare questions for the site supervisor or the person with whom you are interviewing. For example:
 - What are their time requirements for practicum and internship students (i.e., hours/per week, day or evenings, weekends?)
 - Are they willing to commit to the one hour of supervision per week?
 - What will be your specific roles and responsibilities as a practicum/internship student?
 - Will they be able to fulfill minimum hour requirement needed for the completion of the practicum and/or internship?

Step 7: Second Follow-up.

- Send thank you email or written note to the interviewer/site following the interview.
- Allow 7-10 business days between your interview and follow-up.
- If you have not heard back from the site, contact the site via email or phone and ask if you may provide any additional information in support of your application.

Step 8: Accept an offer.

If offered a position, please remember that this is a contract agreement between you and the clinical site. Make sure you can fulfill the requirements of the site.

- At the beginning of your practicum and/or internship meet with your site supervisor to arrange a time for your weekly individual supervision.
- Have your site supervisor signed the site and supervision agreement through Experiential Learning Cloud (Tevera).
- Submit your liability insurance to Experiential Learning Cloud (Tevera).

Step 9: What to do if you cannot secure a site.

This should be done at least a semester prior to the start of the practicum and/or internship course.

- Before contacting CSC Clinical Coordinator, please make sure you have:

- Applied to at least 5-10 sites
- Contacted sites about the receipt of application but still are unable to reach anyone.

If you have not heard from any sites regarding interviews, or if you have not received an offer after multiple interviews, contact the Clinical Coordinator for assistance. Please have a list of the sites (city and state) you have contacted ready to discuss. The Clinical Coordinator will work with you to identify potential sites. Apply to multiple sites to give yourself more options.

Ethical Standards and Considerations

Documentation

Prior to seeing clients in a clinical class (practicum or internship) the counseling student must submit the required documentation to Experiential Learning Cloud (Tevera). The instructor must approve the documentation before the counseling student can begin seeing clients or students in a counselor capacity. Required documentation includes a) proof of liability insurance, b) signed supervision agreement, c) background check, and d) a copy of the site-supervisor's credentials.

Professional Ethical Standards

The Chadron State College Counselor Education Program subscribes to the American Counseling Association (ACA) Code of Ethics and Standards and the American School Counselor (ASCA) code of ethics. Students of this program are expected to be aware of the codes and behave in the subscribed ethical manner.

Students are expected to review the ACA Code of Ethics and Standards or the ASCA code of ethics prior to beginning a practicum or internship placement.

Confidentiality and Informed Consent

Confidentiality has long been considered an integral part of the counselor's role with clients. Most counselors agree that maintaining the right to privacy is a basic ingredient in maintaining human dignity. The ACA code reflects this in Section B., an important section for the counseling student and practicing therapist to know. As clinical experience is a learning situation that will introduce this issue along with several other issues, it is important that the CSC counseling student understand the responsibility for the protection of the client's rights.

The CSC counseling student must take special care to obtain adequate consultation in cases that may present problems outside of the counseling student's range of competencies. It is the ongoing communication between the supervisors and the counseling student that will assist in addressing any issues that may arise in the clinical experience.

The legal counterpart of confidentiality is informed consent. Given that the client has a right to confidentiality and privacy, a valid procedure needs to be followed to inform client of the limits of confidentiality. Ideally such information is given before therapy starts and discussed with the Site Supervisor prior to seeing any clients. The Site may have specific forms and procedures. Independent expectations need to be clarified for the counseling student prior to seeing any clients within the Site.

Client Relationships

The issue of relationships is covered specifically in The ACA Code of Ethics (2014) Section A.5 and A.6. Roles and relationships need to be highlighted within the context of clinical experience, especially within a sparsely populated area such as western Nebraska. The key phrase is "Avoid When Possible. If, as a counseling student, there is any concern about whether there may be a dual relationship, consultation with the supervisor is necessary.

Preparing for Crisis Situations

Emergencies are likely to arise in any Site setting; a client may be abused, considering suicide, or need temporary food and shelter. Students preparing for clinical experience need to develop a plan for dealing with crisis situations. Each student's plan will be in keeping within the Site's policies and the ACA Code of Ethics. When time is taken to consider who needs to be contacted and what the counseling student will do ahead of time, the counseling student can better respond to the client's needs. The counseling student is more likely to be calmer and more rational when they have a plan.

The following questions can help in the preparation of a crisis intervention plan:

1. What crises are likely to occur in this setting?
2. What people at this site are qualified to help in these emergencies?
3. What resources are available at this Site that will be helpful?
4. What kind of crises do I feel capable of working with effectively?
5. What kind of crises do I feel unable to manage?
6. To whom can I refer clients when I cannot be effective in a crisis?
7. What do I need to do to increase my awareness of issues such as rape or domestic violence?
8. How do I act in an emergency?
9. What can I do to develop the skills I need to deal effectively with crises?

Remember that you seldom must deal with a crisis alone. Your supervisors are always on call for consultation in emergencies. Any situation which poses a danger to clients or others, or which is outside of the professional competence of the counseling student, needs to be brought to the attention of the supervisors as soon as possible.

Closure Process

Client:

Ending the counseling relationship is as important a part of the counseling process as the introduction and intervention. The closure of the relationship may be a formal or informal

process. The ACA Code of Ethics Section A.11 covers what is necessary for this process. Closure is a critical issue that needs to be clarified and discussed with the Site Supervisor for guidance and clarity. Lack of closure may be viewed as abandonment by the counselor, which is a breach of ACA ethics as reviewed in Section A.12.

Supervisor:

Part of the evaluation of the counseling student will come from the closure with the Site Supervisor. The counseling student needs to clearly define the benefits and growth within the clinical experience as well as discuss any concerns or suggestions for the supervisor. Clear and direct communications are important aspects of the closure with the supervisor as well as the client.

Professional Liability Issues

Students, as professional counselors/school counselors in training, are required to show proof of liability insurance prior to placement in the field. Students may not start the practicum/internship experience without insurance. This is a requirement for the Counselor Education program.

College Policy

Chadron State College has liability insurance that covers students attending classes and seeing clients in the field as part of the course work during the period that the clinical classes are in session. However, it is important to understand the College's insurance is primarily to protect the institution. The CSC Counseling student will need to be responsible for their own liability insurance.

ACA or ASCA Insurance

All students must have professional liability insurance prior to enrolling in practicum or internship. Students are required to be a member of the American Counseling Association (ACA) or the American School Counseling Association (ASCA). Student membership to ACA and ASCA includes student professional liability insurance.

Site Responsibility

The Site typically is responsible for insuring for their employees. Whether or not this includes CSC Counseling students is an issue that needs to be discussed with the supervisor at the time of acceptance to a Site. Nonetheless, practicum and internship students are expected to have their own professional liability insurance policy.

Crisis management of Specific Situations

The following information is provided as guidelines and issues to consider before a crisis occurs. Reviewing the process in dealing with a crisis is an important function of the supervisor/supervisee relationship.

Suicide

1. Suicide can be defined in the following manner:
 - a. a person intentionally brings about his/her own death.
 - b. others do not coerce the person to do the actions.
 - c. death is caused by conditions arranged by the person for the purpose of bringing about his/her own death.
2. Confidentiality
 - a. The American Counseling Association endorses the following ethical standard as a definition of confidentiality and how it relates to the suicidal client:
 - b. *When the client's condition indicates that there is clear and imminent danger to the client, the member must take reasonable personal action to inform responsible authorities. Consultation with other professionals must be used when possible. The assumption of responsibility for the client's behavior must be taken only after careful deliberation. The client must be involved in the resumption of responsibility as quickly as possible.*
3. Risk Factors
 - a. There is certain risk factors associated with the possibility of eventual suicide:
 - i) Gender-- women attempt three times more frequently than men, but men complete suicide more than three times as often as women.
 - ii) Age-- clients aged 19 or younger and 45 or older are considered at a higher risk.
 - iii) Depression-- it plays a significant factor in 12 to 60% of suicides.
 - iv) History of previous attempts.
 - v) Alcohol abuse
 - vi) Loss of rational thinking--any psychosis presents a hazard to the patient if judgment and rational thought is impaired.
 - vii) Lack of social support -- the suicidal patient often lacks significant others, employment, and/or religious support.
 - viii) Organized Plan--the person with a well-delineated plan and access to lethal means is a far greater risk than others.
 1. i) Sickness-- chronic, debilitating, and severe illness may be a definite risk factor.
 - 2) Intervening with the suicidal client:
 - b. Listed below are some of the recognized techniques used by counselors to facilitate the counseling process for suicidal clients. Be aware that each case is unique, as each client is unique.
 1. Listen intelligently, sensitively, and carefully.
 2. Accept and acknowledge your client's suicidal thoughts.

3. Do not give false assurances to your client. Do not say things like "Everything will be all right."
4. Be supportive of your client.
5. Do not use euphemisms. Be direct with the client such as "You would like to kill yourself" rather than vague expressions of the problem.
6. Bring out any ambivalence the client has. Try to increase the choices or the awareness of choices.
7. If your client is in crisis, do not leave the client alone.
8. Intervene in the search for hopefulness instead of helplessness.
9. Intervene to dispose of any weapons the client may have.
10. Tell others who are concerned and can help. You have already informed the client of the limits of confidentiality.
11. Help your client identify and develop support systems.
12. Trust your own judgment.
13. Have available the suicide hot lines in your area.
14. Understand the procedures for commitment in your area.
- 15. In cases of suspected suicidal risk always seek consultation from your supervisors.**

Harm to Others

Counselors in training should know that when a client is determined to pose a threat to another's well-being, serious legal and ethical questions are at issue. It may be that some agencies or schools do not have an explicit policy regarding this situation. This is another issue that could be addressed with the Site Supervisor ahead of time. The student should immediately consult the Site or College supervisor regarding a violent client if the situation occurs. To transfer supervision to a regularly scheduled meeting is not advisable. The institutionalized supervisory meeting may not meet the client's needs nor provide protection to the public. Addressing the issue as soon as an awareness is available is the proper course of action for the client and counseling student.

Substance Use

More people are sensitive to the role and consequences of their personal substance use. However, some struggle for years without recognizing their personal abuse patterns and do not seek someone with whom to talk to about it. The practicum and internship student needs to learn the typical symptoms a client may exhibit who is abusing. There are many resources available for referral and information. Know the referral procedures of the site's policy on substance use.

Child Abuse

1. Recognition:

Child abuse/neglect becomes apparent to the counselor in one of two ways: either by direct verbal report or by being uncovered indirectly via the counseling process. When uncovered directly, it is usually via a report from the victim, perpetrator, or some other party involved with the victim or perpetrator. This is the most direct method, and the position of the counselor is not to evaluate the authenticity of the report, at least not at this phase. This is the job of authorities, such as the police and the Department of Family Services. However, it is also possible that the counselor

may indirectly, through their work with clients or students, find evidence of abuse or neglect.

2. Counselor Responsibility:

Counselors are obligated to report suspected cases of child abuse to the proper authorities and the supervisor, although caution must be exercised in evaluating the evidence. The student needs to be concerned when several of the following characteristics are present.

3. Characteristics of Abuse or Neglect in Children:

There are some general characteristics of child abuse applicable to both the perpetrator and the victim. The most widely accepted characteristics of the abusive or neglectful parent are as follows:

- a) abused as children themselves
- b) socially and emotionally immature
- c) low self esteem
- d) expect children to act as adults
- e) cannot express frustration or anger via acceptable means
- f) expectations of their children are unacceptable given their ages
- g) violent marital discord
- h) abuse of alcohol and/or drugs
- i) inability to tolerate stress
- j) lack of adequate parenting skills
- k) ignore child's needs
- l) are guarded in discussing family relationships
- m) lack of appropriate role model

The most widely accepted typical characteristics of the abused and/or neglected child are as follows:

- a) inappropriate hostility directed toward adults
- b) disruptive and destructive behavior
- c) passive and withdrawn behavior, crying easily
- d) fearful at times, not wanting to go home (or places where abuse has occurred)
- e) habitual absences or tardiness from school
- f) inappropriately dressed for the weather
- g) failure to thrive
- h) bruises, burns, or other unexplained marks
- i) chronically untreated medical needs
- j) constant hunger
- k) sexually oriented remarks
- l) sexually suggestive behavior
- m) discomfort of genital areas

n) consistent high levels of anxiety

Reports of suggested child abuse or neglect should be made to the supervisor and the proper authorities as soon as possible after discovery.

Appendix A: Sample Letter of Interest

Name
Your Name Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date
Name
Job Title Company
Street City, State Zip
Dear Mr./Ms./Dr. Last Name:

I am writing today to express my interest in a supervised clinical training experience at Wonderful Counseling for the (semester of interest). I am currently a MAE student in the Clinical Mental Health Counseling program at Chadron State College, and I plan to pursue a career as a Clinical Mental Health Counselor.

If selected as a practicum student at your site, I will bring with me several strengths, including a compassionate and approachable demeanor, proactivity, eagerness to learn, well-developed organizational skills, and mindfulness. I feel that others warm up to me quickly and I will enjoy helping clients reach goals and learn new behaviors. I believe that my past experiences, both volunteer and professional, prepare me well to serve the homeless youth and adults in your community.

I have included my resume which contains additional information about my experiences and skills. I would appreciate the opportunity to discuss the training program with you and to provide further information to support my candidacy as a practicum student with (Interested Clinical Site). I can be reached via my cell phone at (555) 555-5555 or by email at

Iamawesome@hireme.com.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,
Signature
Your Name

Appendix B: Sample Resume

I. Am Awesome
3800 Montrose Blvd, Houston, TX 77006
(555) 987-1234
Iamawesome@hireme.com

Summary of Qualifications:

I am a master's level student in the Clinical Mental Health Counseling MAE program at Chadron State College. I have a bachelor's degree in psychology from The University of Houston. Since the start of my Master's degree program, I have completed courses in introduction to mental health counseling, helping relationships, counseling theories, and ethical, legal, and professional issues. I have a compassionate, approachable demeanor and I look forward to collaborating with clients to help them reach their goals.

Professional Experience

Program Manager
Communities in Schools
Houston, TX
June 2013-Present

Oversaw afterschool program for at risk youth; planned, assigned, directed, and coordinated curriculum for after school program; collaborated closely with school counselors to plan and implement programs for families in the community. Received consistently positive feedback and reviews from supervisors. Successfully supervised 3-5 part-time staff members.

Volunteer Experience

Big Brothers Big Sisters Mentoring
Houston, TX
August 2013-May 2015 August

College Mentors for Kids
University of Houston, Houston, TX
2015-May 2016

Education

M.S. Clinical Mental Health Counseling
The University of St. Thomas
Houston, TX
August 2017-Present
Anticipated Graduation May 2020

B.S. Psychology
The University of Houston
Houston, TX
May 2016

**Appendix C: CSC Counselor Education Program Practicum Reservation Form
COUN645/646-Practicum**

Students must reserve enrollment by completing this reservation form through the [Current Student Resources | Chadron State College](#) , 6 months prior to the beginning of the semester for which they intend to enroll. Reservation forms are due October 1st for the Spring Semester and April 1st for the Summer and Fall semesters. All students enrolling in practicum must be admitted to the Counselor Education Program and have successfully completed all pre-requisites. Submission of this application does not ensure a place on the course.

Name: NUID#: Date:

CSC E-Mail: Phone:

Current Address:

CSC Advisor: Expected Graduation Date:

Plan of Study Submission Date:

Choose one: ☐ School Elementary ☐ School Secondary

☐ School K-12

☐ Clinical Mental Health

List the semester & year, in which you plan to enroll in COUN645/646 (Example: Fall 2021):

The following courses are prerequisites to COUN645/646 and must have been completed with a minimum grade of "B". Please indicate the semester each course was taken and your final grade:

Course	Semester	Grade
COUN 502–Introduction to CMH Counseling or 503 Introduction to School Counseling		
COUN 523–Diagnosis and the DSM*		
COUN 533 – Ethical and Legal Issues in Counseling		
COUN 534 – Counseling Assessment		
COUN 634 - Group Counseling**		
COUN 638 – Counseling Skills and Techniques		
COUN 641 – Counseling Research and Program Evaluation		

*Note: COUN 523 is not required for students in a school counseling degree track.

**Note: COUN 634 can be taken at the same time as COUN645/646.

Please list courses (if any) you will enroll concurrently with COUN645/646:

Practicum Placement Site Name:

Site Address:

Site Supervisor Name: Supervisor Phone #:

Site Supervisor Email:

*****This is a hard copy reservation form only for reference.**

Practicum Checklist

- ____ 1. Apply for Practicum
 - ____ a. Complete the reservation form through [Current Student Resources Page](#) by either October 1 or March 1.
 - ____ b. Complete background check electronically through [One Source](#).
 - ____ c. Check that you have been enrolled in the appropriate semester at MyCSC.
- ____ 2. One week before the semester begins you will receive a syllabus and a schedule of the meetings for practicum for the instructor.
- ____ 3. A requirement for Practicum is to acquire liability insurance. You must do so as a student member of the American Counseling Association at [ACA website](#), or the American School Counseling Association [ASCA website](#)
- ____ 4. Students must recruit a site supervisor to meet each week. The Clinical Mental Health Counseling Student's supervisor must be fully licensed for two years by the state in which they practice. The supervisor for School Counseling students must be an endorsed/certified School Counselor in the district in which the student is practicing.
- ____ 5. Complete the Practicum site agreement form with the site supervisor (Completed through Tevera).
- ____ 6. Complete the supervision agreement with site supervisor through Tevera.

Appendix D: Counselor Education Program Internship Reservation Form

COUN 680, 681, 682, 683-Internship

Students must reserve enrollment by completing this reservation form through the CSC counseling website [Current Student Resources | Chadron State College](#), the semester *prior* to enrolling in COUN 680, 681, 682, 683. All students enrolling in COUN 680, 681, 682, 683 must be admitted to the Counselor Education Program and have successfully completed COUN 645/646. Submission of this application does not ensure a place on the course. Reservation forms are due October 1st for the Spring Semester and March 1st for the Summer and Fall semesters. School Counseling Internship courses COUN 682 and 683 are only offered in Fall and Spring Semesters.

Name: _____ NUID#: _____ Date: _____
 CSC E-Mail: _____ Phone: _____
 Current Address: _____
 CSC Advisor: _____ Expected Graduation Date: _____
 Plan of Study Submission Date: _____
 Choose one: ☐ School Elementary ☐ School Secondary ☐ School PK-12
 ☐ Clinical Mental Health

Semester/Year you completed COUN645/646: _____

Internship Placement Site:

Site Name: _____
 Site Address: _____
 Site Supervisor Name: _____ Supervisor Phone #: _____
 Supervisor credentials: _____ Supervisor email: _____

CMHC students will be required to take the CPCE and School Counseling students will be required to take the Praxis Subject Exam. Have you taken your respective test yet? _____ (Y/N). If no, which semester do you plan on taking the exam?

Please Note: Students cannot enroll in COUN 680, 681, 682, 683 with an incomplete (I), or a grade of “C” (or below) in COUN645/646. All prerequisites and co-requisites for practicum (COUN645/646) must be completed prior to enrollment in Internship (COUN 680, 681, 682, 683). Internship is a Capstone experience and will be completed as the final course at the conclusion of your Counselor Education Program.

******This is a hard copy reservation form only for reference.**

Internship Checklist

Please follow the instructions for application to the Internships carefully. The following checklist is provided to assist you with the necessary steps:

_____ Successful completion of Practicum (Minimum grade: B)

- Clinical Mental Health Counseling: COUN 645
- School Counseling: COUN 646

_____ Submit a reservation form for COUN 680, 681, 682, 683 through online link provided on Student Resources page of the Counseling Website. Students in CMH, School Counseling, and EdS program are required to take two semesters of internship (6 credit hours).

*CSC Counseling Program no longer offers variable enrollment for Internship.

Submit the following materials to Tevera:

_____ A copy of your onsite supervisor's credentials
(a copy of their license to practice)

_____ Internship contract and Internship Schedule

_____ Proof of Liability Insurance

_____ Background Checks (verified by CSC Counselor Education Designee
and then confirmed on Tevera)

The forms are found in the Internship Handbook (the one you are now reading), for reference only, and will be completed electronically through Tevera. Please read the whole handbook and familiarize yourself with all the necessary forms. Some need to be completed before you begin the internship, some during the semester and some at the end of your experience. All forms and activities listed need to be completed before a final grade is posted, and you can be granted your degree.

Upon successful completion of the required internship hours, you may make application to the appropriate state department so that you may practice as a counselor in the State of Nebraska. Community Counselors make application to practice with the State Department of Health and Human services to be a Provisionally Licensed Professional Counselor until you pass the licensure examination and you have accrued the necessary hours of post masters supervised experience.

Appendix E: Background Check

(You cannot proceed with Practicum until a Background Check has been submitted.)

Students in the CSC Counselor Education Program must submit a background check to the clinical coordinator prior to being registered for COUN 645/646.

Students may do one of the following items to satisfy the background requirement.

- Use the background check link on the counseling website [One Source Website](#) under the current resources tab and click on the background check link.
- Provide a background check that was completed by the students' place of employment that is less than 2 years old.

Once the background check has been submitted to the Counselor Education Department, the student will be approved to move forward with the reservation process for Practicum. Students only need to submit the background check once.

The instructor of the course will conduct the necessary approval in Experiential Learning Cloud so that the student is able to move beyond the approval section.

Appendix F: Counseling Practicum/Internship Agreement

Student: _____ Phone: _____

Practicum/Internship Site: _____

Site Address: _____

Site Supervisor: _____ Phone: _____

Site Supervisors Credentials: _____ Years in Field _____

Beginning Date of Practicum/Internship: _____ Ending Date: _____

Anticipated Weekly Schedule:

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Hours							

Purpose: The purpose of the agreement is to provide a qualified graduate student with a practicum/internship experience in the field of clinical mental health counseling or school counseling.

The Counselor Education Program Agrees:

1. To assign a college faculty supervisor that has the relevant training in counseling, supervision, and professional credentials to facilitate communication between the college and the counseling site.
2. To notify the student that the student must adhere to the administrative policies, rules, standards, schedules, and practices of the site.
3. That the faculty liaison will provide consultation via email at the beginning, middle, and end of the clinical experience with the site supervisor, additional consultation as needed and shall be immediately contacted should any problem or change in relation to the student, site, or college occur.
4. To provide an orientation packet with information of the counselor's education program and supervision information.
5. The college faculty supervisor is responsible for the assignment of the fieldwork grade.

The Clinical/School Counseling Site Agrees:

1. to assign a supervisor who has the appropriate credentials, time and interest for training the counseling student.
2. to provide opportunities for the counseling student to engage in a variety of counseling activities under supervision and for evaluation of the counseling student's performance.
3. to provide weekly individual and/or triadic supervision with the site supervisor.
4. to provide the counseling student with adequate workspace, telephone, office supplies, and staff to conduct professional activities.

The Student Agrees:

1. to read and understand the ACA or ASCA Code of Ethics and practice in accordance with these standards.
2. To complete the required hours for practicum/internship for licensure and/ or endorsement.
3. to keep all supervisors informed regarding practicum/internship experiences.
4. to demonstrate a minimal level of competency in specified counseling knowledge, skills, and attitudes to receive a passing grade.
5. to attend classes and supervisory sessions fully prepared as outlined by the course requirements and supervisors' expectations.

Student Agreement:

I understand and agree to perform the above responsibilities. I understand and agree to practice my counseling in accordance with the ACA or ASCA Code of Ethics. I understand that it is my responsibility to keep my faculty & Site Supervisor informed of my on-site activities and provide them with the appropriate material needed for supervision.

Specific Goals (Related to this Site, identified by the Student and Site Supervisor):

Counselor in Training	Date	Site Supervisor	Date

Faculty Supervisor	Date

This is a hard copy of the Counseling Practicum/Internship Agreement form only for reference. This form must be accessed and submitted through Tevera.

1. What do you see as your major accomplishment this semester?

2. What did you learn about yourself in relation to the practice of counseling?

3. What did you learn about the process or profession of counseling?

4. In what areas did you see the need to acquire more knowledge or skill? What will you do to acquire this knowledge or skill? When possible, find one additional resource that will aid you in gaining knowledge in this area and provide a citation or a brief reflection.

Appendix F: Student Evaluation of Site Supervisor

Name of Supervisee: _____
Name of Supervisor: _____

Site: _____

Semester of Clinical Experience: _____

	Excellent	Very Good	Fair	Unsatisfactory
1. Prompt when supervising and is dependable in times of consultation				
2. Help create a safe environment				
3. Committed and interested in supervision				
4. Displays respect when there is personal individual difference				
5. Delivers relevant consistent feedback				
6. Help in responding appropriately to diversity				
7. Help address ethical issues				
8. Demonstrates interest and awareness of my professional and personal developmental levels				
9. Help me look at client documentation				
10. Invites self-reflection in evaluation				
11. Seeks my ideas and input.				

Please write down a couple of the things you appreciate about your supervisor. Also add a couple of things you might like to be different in your supervision. You may also add any other comments that you wish to share.

This is a hard copy of the Student Evaluation of Site Supervisor form only for reference. This form must be accessed through and submitted to Tevera.

Appendix G: Intern Self Evaluation

A brief self-evaluative statement, in writing, is to be submitted to the College Supervisor at the end of the term about the following factors:

1. Do you feel that you were a help to your site? How, why, or why not?
2. Were your experiences at the site helpful to you in your own counselor training? How, why, or why not?
3. Would you suggest that another student might be placed with this site? Why or why not?
4. What grade would you give yourself?
5. What are the next steps that you plan to follow for licensure or certification?
6. Additional Comments

Appendix H: Consent to Record

Adult Audio/Videotape Recording Consent Form

I, _____, hereby give consent for CSC counseling student
_____ (Counselor-in-training) to videotape / audiotape.

(circle one or both) our counseling session. The recording will be used to aid the counseling process and to gain further understanding of the important aspects of treatment. I understand that other CSC counseling students and instructors may review the recorded sessions for instruction or clinical supervision purposes only.

I understand my refusal to sign this form will not affect my eligibility for receiving services.

I understand that I can revoke this authorization at any time.

I understand that that video or audio recording will be destroyed at the end of the semester.

Client's signature

Date

Child Audio/Videotape Recording Consent Form

I, _____ (parent or guardian), hereby give consent for
CSC counseling student: _____ (Counselor in training) to
videotape / audiotape (circle one or both) _____'s counseling
sessions. The recording will be used to aid the counseling process and to gain
further understanding of the important aspects of treatment. I understand that other
CSC counseling students and instructors may review the recorded sessions for
instruction or clinical supervision purposes only.

I understand my refusal to sign this form will not affect my child's eligibility for
receiving services.

I understand that I can revoke this authorization at any time.

I understand that that video or audio recording will be destroyed at the end of the
semester.

Minor's Assent/Consent

Parent/Guardian's signature

Date

Appendix I: Professional Disclosure Statement

Your Name Here
Supervised Counseling Practicum Student,
Your Clinical Site's Name
Clinical Site's Address
Clinical Site's Phones Number

This document is designed to provide information concerning your counselor's competency, philosophy, and chosen techniques and to ensure that you understand the professional relationship of counselor and client.

FORMAL PROFESSIONAL EDUCATION

I am a counseling student in the master's degree program at Chadron State College (CSC). I have a Bachelors of (your degree here) degree (year of graduation) in your major from your University, and Master's of (your degree here) degree (year of graduation) in your major from your University. Additionally, I have been employed in (where) since (dates).

AREAS OF COMPETENCE

As a graduate student in the counseling program, seeking to become a (which license(s) or certification), my areas of competence include individual counseling, group counseling, and couples and family counseling. I cannot prescribe medications to clients. My education as a counselor began at CSC in month and year.

I believe that clients have the ability to choose how to resolve their own problems and can make their own decisions with my assistance as a facilitator. I believe that clients are responsible for their own behaviors, thoughts, and feelings. As a counselor, I hope to facilitate for my clients greater self-awareness through their life experiences that lead to increased confidence, self-esteem, independence, mental health, and the capacity to effectively navigate the complex challenges of life.

Some clients need only a few counseling sessions to achieve these goals, while others may require more counseling. As a client, you maintain control of yourself and you may end our counseling relationship at any point, and I will be supportive of that position. If you are dissatisfied with my work, I will help you find another counselor with whom you might be able to work effectively.

TECHNIQUES

Because I believe that a client's self-awareness and choices are key to developing self-direction and independence, my techniques will include **the theoretical approach you will use or the theoretical approach your clinical site will use**. These techniques will provide methods to solve problems utilizing the client's own strengths to meet their needs.

PROFESSIONAL RELATIONSHIP

While our sessions might be very intimate psychologically, it is important for you to understand that we have a professional relationship rather than a social relationship. Our contacts, other than chance meetings, will be limited to appointments you arrange with me. I will not attend your social gatherings, accept gifts from you, or relate to you in any other way than in the professional context of our counseling sessions. You will be best served if our relationship remains strictly professional and our sessions concentrate exclusively on your concerns. While you might learn much about me as we work together, it is important for you to remember that you are experiencing my professional role.

CONFIDENTIALITY

I will keep confidential the things you tell me, with the following exceptions: (a) you direct me to tell someone else, and I agree to do so; (b) I decide you are a danger to yourself or others; (c) I am ordered by a court to disclose information; (d) you disclose abuse of a child, a disabled person, or an elderly person; (e) you disclose that a previous therapist sexually exploited you; or, (f) other reasons as specified in laws of this state. Confidentiality also does not extend to criminal proceedings or to legitimate subpoenas in a civil proceeding. I will maintain a written record of our counseling sessions.

OTHER

It is my intention to render my services in a professional manner consistent with accepted standards of practice. Our sessions will be 45 minutes in duration for individual, marital or family counseling, and 90 minutes in duration for group counseling. It is impossible for any counselor to guarantee any specific results regarding your counseling goals. However, together we will work to achieve the best possible results for you.

There is no fee for my services because this is a training facility. Your participation is your contribution. Should you be unable to keep an appointment, you agree to call (936) 202-5012, the Community Counseling Clinic, 24 hours in advance of the session you must miss. If you have any questions regarding any of this information, please feel free to ask me.

(List your supervisor and relevant information here, e.g.: I am receiving supervision from Dr. ???, list license(s) here and your site supervisor, list license here. If you have any complaints or concerns, you may contact Dr. ??? at email address and phone number. If you have any questions regarding any of this information, please ask me.

I hereby consent to and agree to receive counseling services and acknowledge that I have received a copy of the Professional Disclosure Statement for **Your Name**.

Your Name, Graduate Student

Client' Signature

Date

Date

Please include the name and phone number of any person you wish for me to contact in case of an emergency or crisis.
