

This document should be given to potential field site placement administrators/site supervisors.

Department of Counseling

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Responsibilities of Field Site Placements – Community Agency 9.18.07

Thank you for your interest in providing a field placement to an advanced student in the counseling program at Texas A&M University-Commerce (TAMUC). Counselor trainees are responsible for making the initial contact with potential field sites to discuss practicum and/or internship placement. The field site selects counselor trainees based on its own criteria. This document briefly outlines the requirements and policies established by the Department of Counseling for field site placements.

Our program is a 48-hour master's degree program offering school counseling and community counseling tracks. The TAMUC counseling program is nationally accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and adheres to CACREP guidelines for field site experiences. The clinical sequence of the counseling program includes 6 courses: 3 skills-based counseling courses (introduction, prepracticum, group counseling) followed by 3 field site placements in which counselor trainees work directly with clients: Practicum, Internship I, and Internship II.

Field Site Responsibilities during Practicum & Internship

Practicum is an initial supervised clinical experience in which the student develops basic counseling and conceptual skills and integrates professional knowledge under close supervision. During practicum the student engages in a broad range of clinical activities similar to those provided by a professional counselor. Practicum must be completed in one semester and earns 3 credit hours.

Internship – an advanced supervised clinical experience (following practicum) in which the student refines and enhances counseling and conceptual skills and integrates professional knowledge under close supervision. Internship approximates a full-time counseling position and is considered the “capstone” experience in the counseling program. Internship is completed over two semesters and earns 6 semester hours. Internship I & II trainees often continue at the same field placement site they used for practicum but are not required to do so. The field site supervisor and the counselor trainee should consult regarding continuation of field site placement from practicum to internship.

During Practicum & Internship the Field Site is expected to:

- Provide a consistent client case load so that trainees can reasonably expect to generate during the semester a minimum **40 hours** of direct client contact during practicum & **120 hours** of direct client contact during each of two internships. Direct contact means the trainee provides face-to-face individual, family or group counseling services, outreach services, and consultation.

- Provide opportunities for trainee to regularly audio/videotape counseling work with informed consent. A substantial number of counseling sessions must be recorded for supervision & evaluation purposes. Use of audio/videotape for recording sessions & later review in supervision is a standard of the counselor preparation field. Tapes remain in the possession of the trainee and/or faculty instructor and all tapes are erased by the end of the semester.

- Provide a range of experiences to acquaint the trainee with the various duties and responsibilities of a professional counselor and provide oversight of the trainee's work including orientation to the field site and its policies and procedures. Practicum trainees are expected to work 8-10 hrs per week at their field site placement. Internship trainees are expected to work 20 hours per week at their field site placement.

Provide a safe location and appropriate space to work. TAMUC counselor trainees are not permitted to do home visits unless accompanied by their field site supervisor. Counselor trainees are also not permitted to work alone in a building or without consultation services. Trainees who use their work setting as a field site placement must demonstrate that they will perform duties different from those currently performed (on the basis of a bachelor's degree), with a different site supervisor, and with a non-profit agency.

- Provide a qualified field site supervisor who will oversee the trainee's field site experience *and provide a minimum 1 hour weekly of individual supervision* of the trainee's work. **A qualified field site supervisor holds a master's degree in a counseling-related field, has at least 2 years of post-master's experience, and is a Texas LPC.** The field site supervisor also provides formal evaluation of counselor trainee progress at the midpoint and end of semester. Supervisions must take place on agency property.

- Collaborate with the faculty instructor and the Director of Training & Placement, Department of Counseling, TAMUC regarding placement procedures and concerns.

Counselor Trainee Responsibilities at Field Sites During Practicum/Internship

- Be consistent and prompt in attendance at the field site on a regular schedule worked out with the field site supervisor.

- Provide counseling and counseling-related services consistent with the trainee's level of training and supervision and the duties of a full-time professional counselor.

- Follow the field site's policies and procedures and the directives of field site supervisors. Be consistent and prompt in attendance at campus and site supervisions. Dress and behave in a professional manner consistent with the practices of the field site placement.

- Adhere to the ethical guidelines of the American Counseling Association

- Maintain documentation in good order from campus and/or field site.

TAMUC Dept of Counseling Responsibilities During Practicum/Internship

- Provide a qualified course instructor available for consultation with the field site supervisor regarding trainee progress.

- *Practicum*: Provide 1 hr weekly individual supervision with faculty instructor or doctoral student supervisor and weekly group supervision (class). *Internship*: Provide weekly group supervision with faculty instructor. Supervisions are mainly focused on review and discussion of counseling session tapes provided by the counselor trainee.

- Collaborate with the field placement site regarding placement procedures and concerns. The designated contact person in the counseling program is the Director of Training & Placement

We hope this document provides sufficient introduction to the guidelines for field placement sites used by the Dept of Counseling, TAMUC. We look forward to working with you to provide future professional counselors with superior training opportunities.

Please contact the Director of Training & Placement for more information or to discuss concerns.

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American Counseling Association: www.counseling.org