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INTRODUCTION

*Welcome to the Department of Counseling and Pastoral Care (CPC) Master of Arts in Mental Health Counseling (MAMH) Practicum and Internship Handbook.* This handbook is designed to introduce CPC MAMH to the Department of Counseling and Pastoral Care’s expectations and requirements for satisfactory completion of field-based experiences. Practicum/Internship students are expected to read and understand this manual and to be familiar with the forms, policies, and procedures in advance.

Field-based experiences are intended to allow practicum/internship students to synthesize and apply classroom learning, as well as cultivate previously learned skills, in order to develop the necessary professional skill base to begin work as a professional counselor. CPC students are strongly encouraged to take practicum/internship opportunities seriously. Recognize that during your field placement experience you are laying important groundwork to your future professional career. Begin praying and exploring potential placement sites before getting to the Gate 2 process. If you have any questions or concerns regarding practicum or internship, please ask your Director of Training. We trust that God will lead you during these important formative experiences and help shape the calling God has placed in your life.
PART I: MAMH PRACTICUM AND INTERNSHIP OVERVIEW

Asbury Seminary Mission Statement

Asbury Theological Seminary is a community called to prepare theologically educated, sanctified, Spirit-filled men and women to evangelize and to spread scriptural holiness throughout the world through the love of Jesus Christ, in the power of the Holy Spirit and to the glory of God the Father.

Department of Counseling and Pastoral Care (CPC) Mission Statement

To equip students to serve communities by facilitating healing and growth through integrating professional counseling competencies and practices with Christian values, principles, and resources.

Definition of Counseling

Counseling is a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals. (20/20: A Vision for the Future of Counseling; as cited in Counseling Today, June 2010, p. 36).

CACREP

Council for Accreditation of Counseling & Related Educational Programs (CACREP) is an accreditation organization that provides guidelines for mental health counselor training that is recognized by many state counseling licensure boards as the standard for professional mental health counselor training. CPC is currently seeking CACREP accreditation and thus has actively realigned MAMH requirements to meet CACREP standards. CACREP accreditation will “pave a smoother road” for MAMH students to engage the licensure process in their respective states. Therefore, an important goal of CPC practicum and internship is to meet CACREP field-based training standards and further position MAMH students to begin licensure procedures upon graduation (See CPC Practicum and Internship Objectives above on Page 5). Appendix A fully explains CACREP standards related to practicum/internship experiences.
## Practicum/Internship Handbook Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACREP</td>
<td>Council for Accreditation of Counseling &amp; Related Educational Programs. A CACREP accredited program follows uniformed standards for counselor training that is recognized by most states and makes the process for licensure smoother for the student. The Department of Counseling and Pastoral Care is seeking CACREP accreditation for the Masters in Arts Mental Health Counseling track, which is targeted for completion in 2013. APPENDIX B has the specific requirements for practicum student-counselors, site supervisors, and site agencies.</td>
</tr>
<tr>
<td>CO 700: Practicum</td>
<td>Practicum is required of MAMH students, and meets CACREP accreditation requirements and many state licensure requirements related to professional counseling. This practicum requires a minimum 100 total clinical hours with a minimum 40 hours (40%) directed toward client contact. The focus of Practicum is on micro-counseling skill development. Practicum sites chosen for CO700 should provide students the ability to focus on micro-counseling skill development first and foremost. This course is required as the first practicum experience for MAMH students. The prerequisite for CO700 is successful admission through Gate 2.</td>
</tr>
<tr>
<td>CO 705: Internship I</td>
<td>Internship I is required of all MAMH students. For MAMH students it is the second field-based experience after CO700. Internship I requires a minimum 300 hours of total clinical hours with a minimum 120 hours (40%) directed toward client contact. The focus of Internship I is micro-counseling skill development and overall skill development related to functioning in a clinical environment. The prerequisite for CO705 is completion of CO700.</td>
</tr>
<tr>
<td>CO 706: Internship II</td>
<td>Internship II is required of all MAMH. For MAMH students it is the third field-based course after CO 700 and CO 705. Internship II requires a minimum 300 hours of total clinical hours with a minimum 120 hours (40%) directed toward client contact. The focus of Internship II is micro-counseling skill development and overall skill development related to functioning in a clinical environment.</td>
</tr>
<tr>
<td>CO 708: Internship III</td>
<td>Internship III as an optional course for MAMH students. CO708 can be taken for 1, 2, or 3 credit hours. It is available to students who desire additional clinical experiences or need additional clinical hours for licensure requirements such as in the state of Florida. The focus of Practicum in Counseling is micro-counseling skill development and overall skill development related to functioning in a clinical environment. The prerequisite for CO708 is successful completion of CO700, CO705, and CO706.</td>
</tr>
<tr>
<td>Direct Client Contact</td>
<td>Direct client contact is defined as planned or intentional therapeutic interactions with client(s) at the practicum site(s). This specifically includes individual, couples, family, and group therapy and co-therapy; consultation and co-consultation to clients, family members, or other support agencies involved with the client; therapeutic phone contact; and testing/assessment of clients.</td>
</tr>
<tr>
<td>Director of Training</td>
<td>Asbury staff member who is the primary contact for the student and site supervisor/agency. This person conducts each student’s site visits and provides 6 hours a month of group supervision to all practicum/internship students enrolled in a practicum/internship course.</td>
</tr>
<tr>
<td>Gate 2</td>
<td>The second of three gates required for graduating with an MAMH. Gate 2 requires the completion of specific coursework (CO601, CO610, CO655, CO720) and a self-assessment portfolio in six areas (boundary maintenance, respect for the person of diverse options, theological/theoretical integration, use of self, use of clinical skills, and spiritual formation). Once completed students can begin their practicum experiences. See CPC Handbook for specific details on Gate 2 process.</td>
</tr>
<tr>
<td>Group Supervision</td>
<td>Weekly (1 ½ hours) or bi-weekly (3 hours) attendance to practicum/internship class. Attendance at group supervision is mandatory (6 monthly hours required). Individual supervision with the Director of Training (or designated CO700, 705, 706 professor) cannot be substituted for group supervision. Students who consider an out of state placement must work with the Director of Training to “attend”</td>
</tr>
<tr>
<td><strong>practicum group supervision via Skype or other agreed upon electronic medium. Supervision is logged as a support activity.</strong></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Individual Supervision</strong> The weekly one-on-one supervision with the site supervisor of record. Practicum/internship counselors must receive an hour a week of formal individual supervision by the site supervisor. Students may also engage in “triadic” supervision if the site supervisor desires to supervise two students at once. Supervision is logged as a support activity.</td>
<td></td>
</tr>
<tr>
<td><strong>Site and Supervision Agreement</strong> A formal agreement that is executed between Asbury Department of Counseling and Pastoral Care, the practicum/internship student and practicum/internship site/supervisor. This document enumerates the duties and expectations of all parties involved. This document is the agreement for the services to be provided by the practicum/internship student, practicum/internship site/supervisor, Director of Training, and Department of Counseling and Pastoral Care.</td>
<td></td>
</tr>
<tr>
<td><strong>Site Supervisor</strong> A licensed mental health practitioner with a minimum master’s degree in counseling or related field, appropriate certifications and/or license, minimum two years of professional experience, and relevant training in counseling supervision. Practicum/internship site supervisors also sign the practicum/internship agreement and will provide formal weekly clinical supervision, oversight, evaluation and mentoring to the practicum/internship student.</td>
<td></td>
</tr>
<tr>
<td><strong>Practicum Student</strong> A student who has successfully completed Gate 2, who is enrolled in CO700, possesses professional liability insurance, and has executed a practicum agreement with a practicum site(s).</td>
<td></td>
</tr>
<tr>
<td><strong>Internship Student</strong> A student who has successfully completed Gate 2 and CO700, who is enrolled in Internship I or II (CO705 or CO706), possesses professional liability insurance, and has executed an internship agreement with an internship site(s).</td>
<td></td>
</tr>
<tr>
<td><strong>Support Activities / Non-client contact activities</strong> A maximum 60% of all practicum/internship hours is defined as non-direct client contact and can include chart review and tape review; trainings; consultation with peers; planning interventions; attending workshops and conferences; writing session notes; assessment scoring, interpretation and report writing; case conferences; individual and group supervision; and attending practicum class. This does NOT include travel time to or from your site, or individual time with Director of Training or faculty members.</td>
<td></td>
</tr>
</tbody>
</table>
PART 2: SPECIFIC PRACTICUM AND INTERNSHIP REQUIREMENTS

Qualifications for Beginning Your Field-Based Experiences

Prior to engaging in a field-based experience, students must apply for and pass through Gate 2. Gate 2 is a departmental evaluative process in which CPC faculty members consider your personal and professional progress thus far in the program and your readiness to engage in clinical practice. Gate 2 occurs twice yearly (fall and spring semesters). The specific dates for Gate 2 change each year but are reported well in advance of due dates. Along with completion of four specific course requirements (i.e., CO601, CO610, CO655, & CO720), six general areas are assessed: (1) boundary maintenance, (2) respect for the persons of diverse options, (3) theological/theoretical integration, (4) use of self, (5) use of clinical skills, and (6) spiritual formation. You are advised to understand the specific requirements to Gate 2 processes as explained in the CPC Handbook and talk to faculty/staff if you have any questions.

MAMH: Master of Arts in Mental Health Counseling Practicum

As defined in the CPC handbook, the Master of Arts in Mental Health Counseling (MAMH) is “designed to prepare graduates to integrate biblical and theological understanding with historical and contemporary counseling theory and practice”. In your training at Asbury, “practice” is the part of your program in which you apply classroom learning to real world situations in three specifically designed training experiences: Practicum, Internship I and Internship II.

CO700: Practicum

The purpose of CO700: Practicum (3 credit hours) is to give students experience practicing their micro-counseling skills. CO700 syllabus clearly describes the specific Student Learning Outcomes for Practicum. Students successfully complete practicum when they complete all syllabus requirements including a minimum 100-hour field-based clinical experience as defined by CACREP standards. A minimum 40 hours must be direct client contact hours in which students practice micro-counseling skills. Besides your on-site clinical experience, students are required to receive group supervision in the classroom portion of the course, which will focus on professional and ethical issues, and personal growth issues related to becoming an effective counselor.

It is important to note that practicum hours in CO700 in excess of the required 100 hours CANNOT “roll over” to count toward the required internship hours in CO705. Practicum hours can only count toward fulfilling CO700 requirements.
Here is what a breakdown of CO700 practicum hours *may* look like:

<table>
<thead>
<tr>
<th>CO700 Practicum</th>
<th>Weekly</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Client Contact:</strong> Individual, Family, Couples, Phone Therapy, Consultation</td>
<td>Approx. 3 hrs / week (3 hrs x 14 wks)</td>
<td>42</td>
</tr>
<tr>
<td><strong>Support Activities:</strong> Preparation, Case Notes, Tape Review, Admin, Training</td>
<td>Ave. 2.5 hrs / week (2.5 hrs x 15 wks)</td>
<td>37.5</td>
</tr>
<tr>
<td><strong>Individual/Triad Supervision</strong> (With Site Supervisor)</td>
<td>1 hr / week (1 hr x 15 hrs)</td>
<td>15</td>
</tr>
<tr>
<td><strong>Group Supervision</strong> (On Campus)</td>
<td>Ave. 1.5 hrs / weekly (1.5 hrs x 15 classes)</td>
<td>22.5</td>
</tr>
</tbody>
</table>

| Total Practicum Hours (min. 100 hrs) | 117 hrs. +/- |

**CO705 and CO706: Internship I and Internship II**

Following CO700, MAMH students are required to take CO705: Internship I and CO706: Internship II, respectively. Both Internship I & II are intended to provide students continued practice in micro-counseling skills and exposure to broader clinical experiences necessary to develop competently as a professional mental health counselor. CO705 and CO706 syllabi clearly define Student Learning Outcomes for both Internship experiences. Both courses (CO705 and CO706) combine for a minimum 600 field-based clinical hours (300 hours per internship). Of the 600 total hours, 240 hours (40%) must be direct client contact hours (or 120 hours per internship class). The remaining 60% of internship hours are spent in support activities. In addition to field based clinical experiences, internship students will attend weekly or biweekly group supervision class. Students are required to attend group supervision when engaging in both practicum and internships.

Please note that CO705 Internship I hours in excess of the required 300 hours CAN “rollover” toward meeting CO706 Internship II hours. The goal of “internship” is to accumulate a minimum 600 total clinical hours with 40% (240 hours) directed toward client contact.

**Florida licensure.** Unique to Florida mental health counseling licensure law, counseling students in Florida must obtain a total of one thousand (1000) “practicum” hours. (“Practicum” includes both practicum and internship hours). This means additional clinical
hours must be accrued in CO700, CO705, CO706, and/or additional clinical hours accrued taking CO708. Florida students please note there is a difference between what your MAMH program (and CACREP) requires, and what the state of Florida requires regarding total practicum hours. Specifically, while your MAMH program (and CACREP) only allow 100 hours of Practicum (CO 700) to count toward that practicum’s requirements (i.e., excess of 100 hours can’t “roll over” as reviewed above), ALL hours in excess of the required 100-practicum hours (in CO 700) CAN go toward fulfilling the required 1000 licensure hours in the state of Florida. Refer to the CPC Handbook to see additional information regarding mental health counseling licensure in Kentucky and Florida.

**Kentucky licensure.** The State of Kentucky requires Mental Health Counseling students to obtain 600 total “practicum” hours for the licensure. It is important to note the State of Kentucky records classroom supervision hours and on-site practicum/internship hours as separate. In other words classroom time does not count toward the 600 hours the State of Kentucky requires for mental health counselor practicum. However, CPC and CACREP allow the inclusion of classroom supervision as part of the total hours to meet graduation (and CACREP) hour requirements. Therefore, students who desire to be licensed as a professional counselor in the State of Kentucky will need to obtain 600 practicum hours that does will not include class group supervision.

**Licensure in a state other than Florida or Kentucky.** Please note that CPC focuses on enabling students to gain the appropriate clinical hours required to meet CACREP standards. While CACREP provides a training structure accepted by most state licensing boards, not all states are uniformed in their respective licensure requirements. If a student intends to practice in a state other than Kentucky or Florida, that student is advised to become familiar with that state’s laws governing counseling practicum and internship hours. The [American Counseling Association (ACA)](https://www.counseling.org) offers links to each states licensing board and/or state counseling association.
Here is what a breakdown of CO705 or 706 practicum hours may look like:

<table>
<thead>
<tr>
<th>CO705 or 6 Internship</th>
<th>Weekly</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Client Contact:</strong> Individual, Family, Couples, Phone Therapy, Consultation</td>
<td>Ave. 8.5 hrs / week (9 hrs x 14 wks)</td>
<td>126</td>
</tr>
<tr>
<td><strong>Support Activities:</strong> Preparation, Case Notes, Tape Review, Admin, Training</td>
<td>Ave. 9.5 hrs / week (9.5 hrs x 15 wks)</td>
<td>142.5</td>
</tr>
<tr>
<td><strong>Individual/Triad Supervision</strong></td>
<td>1 hr / week (1 hr x 15 hrs)</td>
<td>15</td>
</tr>
<tr>
<td>(With Site Supervisor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Group Supervision</strong></td>
<td>Ave. 1.5 hrs / weekly (1.5 hrs x 15 classes)</td>
<td>22.5</td>
</tr>
<tr>
<td>(On Campus)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Practicum Hours</strong> (min. 300 hrs)</td>
<td></td>
<td>306 hrs. +/-</td>
</tr>
</tbody>
</table>

**Site Supervisor Requirements**

In adherence to CACREP standards, practicum/internship students are required to obtain a supervisor who will provide weekly one-on-one (or triadic) supervision for the duration of the practicum and/or internship experience. Supervision is vital to the practicum/internship student (1) gaining the most out of the practicum/internship experience, (2) improving counseling skills, and (3) recognizing the boundaries of ethical practice. Below are the specific qualifications and requirements of practicum/internship supervisors. **It is the obligation of the student to make sure the practicum/internship supervisor meets these qualifications and requirements for the placement sites chosen.** Be in communication with the Director of Training if there are questions about site supervisor requirements/responsibilities or if supervision problems arise.

The practicum/internship site will provide a site supervisor with the following qualifications (CACREP III C):

1. A minimum of a master’s degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
2. A minimum of two years of pertinent professional experience in the program area in which the student is enrolled.
3. Knowledge of the program’s expectations, requirements, and evaluation procedures for students.
4. Relevant training in counseling supervision.

The practicum/internship site supervisor should provide the student:

1. Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum/internship.
2. Evaluation of the student’s counseling performance throughout the practicum/internship, including documentation of a formal evaluation after the student completes the practicum.
3. Live supervision of the student’s interactions with clients if there is not an opportunity for the development of program-appropriate audio/video recordings for use in supervision.

CPC Practicum/Internship Policies

Student Liability Insurance

In order to begin providing counseling services to your practicum/internship site, liability insurance is required. CPC provides you liability insurance at no cost to you. For your liability insurance to be authorized on your behalf, a Practicum Site and Supervision Agreement must be signed and submitted to the Director of Training. The Practicum Site and Supervision Agreement is discussed further below in the Section 3.

Practicum/Internships at Remote or Out of State Locations

MAMH students have the option of taking Internship I (CO705) and/or Internship II (CO706) at remote (i.e., not local to seminary campus) locations. MAMH practicum students do not have this option available for Practicum (CO700). CO700 students must attend practicum class in person. Should a student exercise the above remote internship option, it is up to the student to inform the Director of Training on this plan. The student is responsible for attending internship class via Skype or other electronic medium agreeable to the Director of Training, and satisfactorily completes all syllabus requirements.

Incomplete Practicum/Internship Hours at the End of a Semester

At times a practicum/internship student may not complete practicum/internship hour requirements during a given semester. In this case the student will receive an In Progress until all practicum/internship requirements are satisfied as expressed in the syllabus.

ALL students who receive an In Progress grade MUST continue in practicum/internship class the following semester until successful completion of syllabus requirements. There are no exceptions. Students will continue to receive group supervision as long as he/she is enrolled in a practicum/internship course.

Taking More Than One Practicum/Internship Course in a Semester

Students cannot enroll in Practicum (CO700) and Internship I (CO705) concurrently. Students cannot enroll in Internship I (CO705) and Internship II (CO706) concurrently. If a student needs to
take an “In Progress” for Practicum or Internship I at the end of a semester, the student may enroll in the next sequential course (i.e., Internship I or Internship II, respectively) IF it is anticipated that the student will clear the “In Progress” within a reasonable time. Consult with your Director of Training what a “reasonable time” is or if there are questions on this policy.

**Advice for Successful Practicum and Internship Field-Based Experiences**

1. Begin looking for potential practicum/internship sites at least a semester before you want to begin practicum/internship. Your Director of Training can be a resource throughout this process.

2. View your practicum/internship as a real job. Always be on time to your practicum/internship and express eagerness to learn and work. Remember, you are not just completing a program requirement but beginning your professional career. Your supervisor and work colleagues are valuable network resources for employment after you graduate. Make the best impression possible.

3. Always keep in a safe place a copy of everything related to your practicum experience. (e.g., hour sheets, evaluations, contracts, etc.). You will need these items for licensure after graduation.

4. View practicum/internship as an opportunity to learn more about you. Your weaknesses will surface during practicum/internship. Embrace them as opportunities to learn and grow personally and professionally.

5. You will only get “over your head” with a client if you do not use your supervisors effectively. Utilize your supervisors!
PART 3: STEP - BY - STEP GUIDE TO COMPLETING YOUR PACTICUM AND INTERNSHIP REQUIREMENTS

In order to provide students with the best training outcomes, the Department of Counseling and Pastoral Care requires students to follow a procedural path. This “path” (1) aids CPC to track student progress, (2) help students problem solve should issues arise in field placements, (3) ensures students are on course to meet CPC program requirements, and (4) aid students to meet their respective state’s licensure requirements.

STEP 1: Finding a Practicum or Internship

Where Do I Go to Get Information on Available Practicum and Internship Sites?

Students are free to choose practicum and internship site(s) of their choice. Students are advised to start the process of choosing a practicum/internship at least a semester in advance of when the student desires to take practicum.

Wilmore Campus. There are a number of ways to gain information regarding potential practicum/internship sites. (1) Students who have taken practicum/internship are a good source of first hand information. (2) The Field Placement Experiences website maintains a list of currently approved practicum/internship site locations. (3) Students can talk with the Director of Training regarding practicum/internship site options and openings. (4) Students can also “forge” a new practicum/internship site. In doing so it is important to keep in mind CPC practicum/internship requirements, supervisor requirements, and your desired state licensure requirements. Regardless of the practicum/internship location, it is up to the student to make sure practicum/internship site agencies and site supervisors are fully aware of the practicum/internship requirements regarding needed clinical hours, type of needed clinical hours, supervision requirements, and supervisor’s qualifications.

Florida Campus. Florida campus Director of Training maintains a list of previously used practicum sites. Please talk to your Director of Training for more information. The Field Placement Experiences website maintains a list of currently approved practicum/internship site locations.

How Do I Choose a Practicum/Internship That Fits Me?

When choosing a practicum/internship it is important to consider your calling and career goals. We encourage students to begin praying and exploring the practicum/internship process well in advance of signing up for Gate 2.

Keep in mind each practicum/internship site is different in what they offer students. There are a variety of practicum/internship opportunities in the Wilmore and Orlando areas. They include:

(1) Diversity of populations to serve (e.g., ethnic, adult, children, college, low SES).
(2) Diversity in treatment needs of clients (e.g., life adjustment issues, severe pathology, relational, career counseling).
(3) Utilization of different treatment modalities (e.g., individual, couples, family, group counseling).
(4) Variety of treatment locations (e.g., college campus, public schools, outpatient community mental health, inpatient hospitals, office based and home based counseling).

When exploring potential sites, the student should ask each site location questions related to populations served and type of services offered, AND what practicum/internship students are allowed to DO in regards to providing services to clients. You want to make sure a site will give you the experience you are looking for in a practicum/internship, AND meet your program criteria for “client contact” and “support activities”. MAMH Practicum (CO700) students need to specifically seek practicum sites that enable focus on micro-counseling skill development.

STEP 2: Notify CPC of your Practicum Site

*After I Choose a Practicum/Internship What Do I Do?*

Once you have decided on a prospective site, you will need to contact that site and potential supervisor to find out if they have an opening/opportunity for you. This can be an intimidating process but remember the site you want to approach is most likely familiar with practicum/internship students calling for information and/or interviews. Also, a reputation will precede you as Asbury Seminary has good rapport with many practicum/internship sites.

Once you have a site in agreement to take you on for the semester or year. You will need to communicate to the Director of Training your proposed practicum/internship placement. Go on the CPC Field Placement Experiences website to complete the registration process on line.

STEP 3: Obtain Written Agreement With Your Practicum/Internship

*After I Register and Approved to Work at My Practicum/Internship Site, What Do I Need To Do?*

Once you have completed on-line registration and the Director of Training approves of your practicum/internship, you and your site supervisor will need to sign the Practicum/Internship Site and Supervision Agreement (available on the Field Placement Experiences website).

Download and print out the agreement form (depending on practicum or internship). Discuss the content with your site supervisor. If agreed upon, gain signatures. Bring in to CPC for Director of Training to review and sign. Make a copy for your supervisor, yourself, and turn original in to the Director of Training.

NOTE: NO ONE CAN BEGIN HIS OR HER PRACTICUM/INTERNSHIP WITHOUT THE SITE AND SUPERVISOR AGREEMENT FORM SIGNED AND ON FILE WITH DIRECTOR OF TRAINING.

*Read the above sentence again.* Once we get a signed Site and Supervisor Agreement form, then we will sign you up for your liability insurance. Liability insurance must be in place before you start your practicum/internship.
**STEP 4: Track Your Practicum/Internship Hours**

*Once I Start Working At My Practicum/Internship, How Do I Keep Track Of My Hours?*

On the CPC Field Based Experience website there is a downloadable hours log form that you will use to keep track of your practicum/internship hours *on a weekly basis*. When recording hours find the category that best fits your clinical hour and record *daily*. NOTE there is a place to have your supervisor sign for weekly supervision as well. When you complete requirements for your practicum or internship, you will need to transfer all practicum/internship numbers to the final summary sheet (also included in download) and hand in **ALL practicum/internship hour logs and signed summary sheet.** Make copies and keep one in a secure location and turn one copy in to Director of Training. YOU ARE RESPONSIBLE FOR KEEPING TRACK OF YOUR PRACTICUM/INTERNSHIP HOURS FOR YOUR LICENSURE PURPOSES. STORE IN A SAFE PLACE.

**STEP 5: Evaluate Your Practicum/Internship Experience**

*How am I evaluated during my practicum and internship?*

There are **two additional required forms:**

1. The Practicum or Internship Supervisor Evaluation form is required to be completed by your supervisor at the midpoint of your practicum/internship (i.e., for practicum at 20 client contact hours and for internship at 60 client contact hours). **This form is available online.** Please contact your Director of Training in order to send the supervisor evaluation link to the supervisor.

2. The site supervisor evaluation form is also required at the end of your practicum/internship experience (i.e., once all hours are completed for the respective course you are registered). This form can be found on the Field Placement Experiences website.

**NOTE:** The above sequence and described forms must be received by the Director of Training in order to get a grade for the CO 700, 705, 706, or 708. **You will be given an IN PROGRESS until the Director of Training receives required documentation of your practicum/internship experiences.**
Q. When during my program should I begin practicum?

You can begin practicum anytime after passing through Gate 2. Gate 2 requires you to, among other things, have taken certain classes before beginning practicum. They are:
- CO 601 Counseling Theories and Techniques
- CO 610 Ethic/Legal Issues in Counseling
- CO 655 Counseling Relationship: Process and Skills
- CO 720 Psychopathology: Theory and Assessment

See your CPC Handbook for detailed information on the gating process.

Q. Should I wait until the end of my program (i.e., after all my course work is completed) before taking practicum/internship?

This is up to you. You have that option. After successful passage through Gate 2 you can begin practicum anytime. It is important to note that some students in a given practicum year and placement had a difficult time completing the clinical hour requirements. These students had to take an “Incomplete” grade and continue in their field placement the following semester until clinical hours were completed. Be mindful of this possibility if you wait until the end of your program and desire to take practicum/internship the semester BEFORE your desired graduation date. Some students had to put off graduation a semester to complete practicum requirements.

Q. If I get an “In Progress” and have to continue with practicum/internship the following semester, do I sign up for the same course again?

No, you continue in the same class until hours are completed and a grade is given in place of your “In Progress”.

Q. If I take an “In Progress” and continue with practicum the next semester, do I need to attend practicum/internship class?

Yes, if you are in a practicum/internship, you are required to receive group supervision through practicum class and complete assigned tasks.

Q. If I take an “In Progress” and continue with practicum/internship the next semester, should I sign up for the next internship?

If you will complete the “In Progress” BEFORE the mid-point of the following semester, you can sign up for the next internship. If you anticipate that your first internship will take most of the following semester, it would be wise to wait to complete the “In Progress” first.

Q. How do I approach / apply for a practicum/internship placement?

Approaching a site can feel intimidating. Keep in mind that sites are used to getting phone calls from practicum/internship students and interviewing students. They expect to hear from you. Think of the process as a job search. Locate potential practicum/internship sites you may want to
work at and call the listed supervisor for additional information and/or an interview. Go to the interview as if you are applying for a professional job. Dress professional for the interview. Take with you a cover letter and an updated copy of your resume.

Q. Who sets my work hours for the practicum/internship?

Setting the hours during which the student will be working at the practicum/internship site is the responsibility of the student and the supervisor. Factors that should be considered include student class hours and availability of the supervisor to be on site and overseeing the student-counselors activities.

Q. What do I do at my practicum/internship?

You and your site supervisor need to have a discussion regarding your responsibilities at your practicum/internship placement. Keep in mind your contractual agreement signed, which specifies the total number or hours and client contact hours required. For non-client contact duties (i.e., support activities) your focus should be on activities that support development of your clinical skills and knowledge. You should not be spending the majority of your non-client contact time fulfilling clerical or secretarial duties. These are only permitted to a minimal degree. Instead your time should be spent in preparation activities of seeing clients. See “Support Activities” in terminology section above.

Q. How precise do I need to be in counting hours?

Do not count anything less than 15 minutes. Using 15-minute blocks of time, round to the nearest quarter hour.

Q. What do I do if I am not getting enough direct client contact hours?

Go directly to your site supervisor and ask for more client referrals, and inform the Director of Training who can discuss with you strategies to improve your practicum experience.

Q. Can I start accruing hours before my practicum/internship semester begins?

No. You may attend any training sessions that the site requires of you and the hours will count towards support activities time. The first day of your practicum/internship semester AND a practicum/internship site contract is signed AND your liability insurance is in place, you may begin accruing client contact hours. The exception to this rule is if you start your practicum or internship in the spring semester. Because spring semester does not start until early February, Beginning your practicum or internship in January is permissible. BUT you must be registered for the spring practicum / internship semester and have your site agreement form signed and filed with CPC BEFORE you can begin.

Q. If I am already in a practicum/internship, can I accrue hours in between semesters and on seminary holiday breaks?

Yes.
Q. Can I enroll in two internship courses concurrently (i.e., at the same time)?

No. The only exception to this rule is if you take an “In Progress” in a practicum/internship class and you expect to complete the “In Progress” the following semester within a reasonable time, you can register for the next Internship class. Consult your Director of Training as to will constitute “reasonable time”.

Q. Can I do a practicum/internship where I work?

It is possible to do a practicum/internship at your workplace IF your practicum/internship assignments are different from your current work assignments. A description of proposed practicum/internship training and how it differs from current work duties must be sent via email to the Director of Training for approval. This process must be done before the beginning of the student’s practicum/internship semester. Consult your Director of Training for more information.

Q. Will the Director of Training come to any site and observe me with clients?

No.

Q. Why not? Who will observe me?

The Director of Training is not allowed to see you with clients due to confidentiality issues. Your site supervisor and/or other appropriate professionals will observe you.

Q. Will the Director of Training visit my practicum/internship site at all?

Yes. The Director of Training will visit your site and maintain contact with your supervisor to ensure you are getting the practicum/internship experience you need and your site is getting what they need from you as practicum/internship student.

Q. How is practicum/internship graded?

Practicum/internship is graded according the seminary’s letter grade system. See your syllabus for details on assignments and how they are graded.

Q. Can I work at two practicum/internship placements during a practicum semester?

Yes.

Q. What paperwork do I need to submit if I decide to add a second site?

Follow the same procedure described above in “CPC Practicum/Internship Step-by-Step Guide and Requirements” section. If this is the case, it is understood that the Practicum Site and Supervision Agreement will be modified in terms of number of hours required to complete for practicum. The terms of the second practicum/internship experience should be in agreement between the second practicum/internship site supervisor, the student, and Director of Training BEFORE the student begins the second practicum/internship. All forms may be found online.
Q. Where do I obtain liability insurance?

We want you to be protected in your practicum/internship. Once you submit your signed contract agreement between you and your practicum site, the Department of Counseling and Pastoral Care will enroll you (free of charge to you) in liability insurance for the period you in practicum/internship. Students CANNOT start any client contact hours without liability insurance in place.

Q. Can I get paid for my practicum/internship?

It is rare to get paid for a practicum/internship. Very few agencies have extra funds available to pay students. The typical arrangement with practicum/internship students are usually the opportunity for practicum/internship students to get required supervised counseling experiences in exchange for providing your site with free labor. However, if you find a practicum/internship that will pay you, feel free to pursue.

Q. If I have accumulated all necessary hours to complete practicum/internship, may I leave my site early?

Unless this is a prior arrangement with your practicum/internship site / supervisor AND your Director of Training, the answer is “No”. Practicum/internship sites generally require that you be on their site for the entire semester (or designated period). They are depending on you to carry a client load.

Q. What do I do if I am not getting the experience I need at my practicum/internship site or I am having problems with my supervisor?

Contact your Director of Training if you feel your practicum/internship is not working out. In some circumstances it may be advisable to switch to a different practicum/internship site. You Director of Training can advise you on this. However, it is important to know if you are having general relationship difficulties with your site supervisor (e.g., personality conflicts, differences of opinions), try to work out your differences with the supervisor. Honest and open communication is the best policy (just as we advise our clients to do!). Your Director of Training will step in only if the situation pertains to the practicum/internship student not getting proper training or support.
APPENDIX A
CACREP SECTION III

PROFESSIONAL PRACTICE

Professional practice, which includes practicum and internship, provides for the application of theory and the development of counseling skills under supervision. These experiences will provide opportunities for students to counsel clients who represent the ethnic and demographic diversity of their community.

SUPERVISOR QUALIFICATIONS AND SUPPORT

A. Program faculty members serving as individual or group practicum/internship supervisors must have the following:
   
   a. A doctoral degree and/or appropriate counseling preparation, preferably from a CACREP-accredited counselor education program.
   
   b. Relevant experience and appropriate credentials/licensure and/or demonstrated competence in counseling.
   
   c. Relevant supervision training and experience.

B. Students serving as individual or group practicum student supervisors must meet the following requirements:
   
   a. Have completed a master’s degree, as well as counseling practicum and internship experiences equivalent to those in a CACREP-accredited entry-level program.
   
   b. Have completed or are receiving preparation in counseling supervision.
   
   c. Be supervised by program faculty, with a faculty-student ratio that does not exceed 1:6.

C. Site supervisors must have the following qualifications:
   
   a. A minimum of a master’s degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
   
   b. A minimum of two years of pertinent professional experience in the program area in which the student is enrolled.
   
   c. Knowledge of the program’s expectations, requirements, and evaluation procedures for students.
   
   d. Relevant training in counseling supervision.

D. Orientation, assistance, consultation, and professional development opportunities are provided by counseling program faculty to site supervisors.

E. Supervision contracts for each student are developed to define the roles and responsibilities of the faculty supervisor, site supervisor, and student during practicum and internship.

F. PRACTICUM

G. Students must complete supervised practicum experiences that total a minimum of 100 clock hours over a minimum 10-week academic term. Each student’s practicum includes all of the following:
   
   a. At least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills.
b. Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member, a student supervisor, or a site supervisor who is working in biweekly consultation with a program faculty member in accordance with the supervision contract.

c. An average of 1 1/2 hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member or a student supervisor.

d. The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student’s interactions with clients.

e. Evaluation of the student’s counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum.

H. INTERNSHIP

I. The program requires completion of a supervised internship in the student’s designated program area of 600 clock hours, begun after successful completion of the practicum. The internship is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area. Each student’s internship includes all of the following:

   a. At least 240 clock hours of direct service, including experience leading groups.

   b. Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship, usually performed by the onsite supervisor.

   c. An average of 1 1/2 hours per week of group supervision provided on a regular schedule throughout the internship and performed by a program faculty member.

   d. The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).

   e. The opportunity for the student to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of his or her interactions with clients.

   f. Evaluation of the student’s counseling performance throughout the internship, including documentation of a formal evaluation after the student completes the internship by a program faculty member in consultation with the site supervisor.