

**Counseling and Psychological Services Department**

**Wilber Hall 310**

**State Route 104**

**Oswego NY 13126**

**MENTAL HEALTH COUNSELING**

**Site Supervisor Manual**



Revised November 2023



Dear Clinical Supervisor:

Site supervisors provide a valuable service to the Counseling and Psychological Services Department at SUNY Oswego. They bring special insight to our preparation programs that only practitioners in the field are capable of sharing. This connection genuinely benefits our students in understanding how to bridge the gap between theory and practice. Thank you for agreeing to supervise SUNY Oswego Counseling and Psychological Services (CPS) Mental Health Counseling practicum and internship students as they embark on their journey toward becoming professional counselors. Your dedication to the program will help shape the development of a new professional in the counseling field.

This manual will serve as a guide to the essential elements you will need to familiarize yourself with as a clinical supervisor. In this manual, you will find information regarding the standards for an internship experience for students as required by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). In addition, you will find details on the necessary qualifications required of site supervisors. As per the CACREP standards, all supervisors are required to complete orientation/training in supervision. To meet this requirement, you are invited to participate in an online course, consisting of various audio recordings and PowerPoint presentations that will prepare you for your role as supervisor. This course will be available through SUNY Oswego CPS department's website. Site supervisors also maintain contact with University Supervisors who are practicum and internship course instructors at a minimum of twice per semester. This occurs in the format of emails, phone calls, and in-person consultations. Finally, this document will provide you with information regarding assessment of your internship student(s), the internship experience, and liability insurance requirements utilized by SUNY Oswego.

As is always the case, this Manual will not provide all the answers. Site supervisors should always feel free to contact the Chair of the Department or the coordinator of a specific program if they have any questions related to their SUNY Oswego experience. Faculty contact information is located in this manual.

Sincerely,

*Counseling and Psychological Services Department  
Clinical Mental Health Counseling Program Faculty*

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## **Clinical Mental Health Program Description:**

The **Mental Health Counseling** program at SUNY-Oswego's Counseling and Psychological Services Department is a 60 hour Master of Science licensure track program that prepares students to assess and treat individuals, groups, families, and organizations within their ecological context. Students learn to consider the dimensions of wellness and mental health as well as pathology as they develop and implement effective treatment strategies. The program is designed to prepare human service providers to deal with problems and general concerns of human service agency clients and employees. Candidates selected for this program are expected to make a major commitment to their graduate training and to enroll in course work on a regular basis. A 600-clock-hour internship is required, and students must be willing to make the necessary adjustments to complete this internship commitment. The Mental Health Counseling Program builds upon a core of psychological and educational foundations and specialization areas including counseling theory, group process, appraisal, and vocational development and decision-making. Supervised practice in individual and group counseling and field work experiences in consultation and comprehensive professional services are provided in college and social agency settings. Students completing the training sequence are equipped to assume a variety of roles in the counseling profession.

Students may elect to complete additional requirements in Trauma and Play Therapy certificate programs.

### **Clinical Mental Health Counseling (60 cr)**

#### **A. Core Requirements (48 cr)**

- CPS 502 - Race, Gender, and Class Issues in Counseling credit: 3
- CPS 503 - Psychological Foundations: Personality credit: 3
- CPS 504 - Psychological Foundations: Development credit: 3
- CPS 505 - Psychological Foundations: Psychopathology credit: 3
- CPS 508 - Foundations of Mental Health Counseling & Consultation credit: 3
- CPS 509 - Professional Orientation & Ethics in Mental Health Counseling credit: 3
- CPS 510 - Counseling Theory and Process credit: 3
- CPS 512 - Practicum in Mental Health Counseling credit: 3
- CPS 515 - Internship in Mental Health Counseling credit: 6
- CPS 541 - Introduction to Group Process credit: 3
- CPS 569 - Clinical Assessment in Mental Health Counseling credit: 3
- CPS 574 - Vocational Development and Decision-Making credit: 3
- CPS 585 - Foundations of Psychological and Educational Appraisal credit: 3
- CPS 591 - Introduction to Family Systems credit: 3
- CPS 560 – Chemical Dependency: credit 3
- CPS 596 - Research Methods and Program Evaluation credit: 3

#### **B. Electives (12 cr)**

Choose electives under advisement.

The following program mission statements were adopted by the Counseling and Psychological Services faculty of the Mental Health Counseling program at SUNY Oswego and endorsed by the Mental Health Program Advisory Committee in Spring 2014.

### **MHC Program Mission Statement**

The Mental Health Counseling Program at the State University of New York at Oswego is committed to educate and train high quality professionals who will function as skilled and ethical practitioners who promote the optimal functioning of individuals, families, and groups in a variety of educational and community settings. The program's philosophy is student-centered and developmentally based. To this end, the CPS faculty members are committed to providing the highest quality training within an atmosphere that fosters on-going professional and personal growth.

### **MHC Program Objectives**

Mental Health Counseling program graduates will:

1. Demonstrate competency in counseling theories and skills and show the ability to utilize them therapeutically in clinical settings in the delivery of mental health services.
2. Demonstrate proficiency in the eight common core counseling areas defined by CACREP that include:
  - (1) professional counseling orientation and ethical practice,
  - (2) social and cultural diversity,
  - (3) human growth and development,
  - (4) career development,
  - (5) counseling and helping relationships,
  - (6) group counseling and group work,
  - (7) assessment and testing, and
  - (8) research and program evaluation.
3. Demonstrate appropriate counselor dispositions including the knowledge and skills to work in a multicultural and pluralistic society.

### **Accreditation**

In 2017, the Mental Health Counseling program was awarded accreditation from the Council for Accreditation of Counseling and Related Educational Programs (CACREP). CACREP accreditation provides recognition that the content and quality of the education offered by the accredited program has been evaluated extensively and meets standards set by and for the profession.

## **Core Mental Health Program Faculty**

The MHC Program has six full-time faculty and a shared departmental administrative assistant. Adjunct faculty serve in a part-time capacity as needed.

The current faculty is as follows:

Jason Duffy, PhD, LMHC  
Associate Professor, Counseling & Psychological Services  
Coordinator, Mental Health Counseling Program  
Coordinator, Clinical Placements  
(315) 312-3472; Email: [jason.duffy@oswego.edu](mailto:jason.duffy@oswego.edu)

Tiphonie Gonzalez, PhD  
Associate Professor, Counseling & Psychological Services  
Diversity Coordinator, School of Education  
315-312-3402; Email: [tiphonie.gonzalez@oswego.edu](mailto:tiphonie.gonzalez@oswego.edu)

Michael LeBlanc, PhD, LMHC  
Professor, Counseling & Psychological Services  
(315) 312-3282 Email: [michael.leblanc@oswego.edu](mailto:michael.leblanc@oswego.edu)

Daniel Miller, PhD, LMHC, NCC  
Assistant Professor, Counseling & Psychological Services  
315-312-3489; Email: [daniel.miller@oswego.edu](mailto:daniel.miller@oswego.edu)

Jodi Ann Mullen, PhD, LMHC, NCC, RPT-S  
Professor, Counseling & Psychological Services  
(315) 312-3496 Email: [jodi.mullen@oswego.edu](mailto:jodi.mullen@oswego.edu)

Sarah F. Spiegelhoff, Ph.D., LMHC, NCC  
Visiting Assistant Professor, Counseling & Psychological Services  
Syracuse Campus  
(315) 312-2328; Email: [sarah.spiegelhoff@oswego.edu](mailto:sarah.spiegelhoff@oswego.edu)

## **Student Hours Required for Practicum And Internship**

### **Student Hours Required for Practicum:**

The practicum (CPS 512/513) provides for the development of counseling skills under supervision. The program requires completion of a supervised practicum studentship in the student's designated program area of **120 clock hours** [3 credit hours, 40 minimum direct, 80 minimum indirect]. The practicum is intended to reflect the pre-professional experience of a counselor trainee appropriate to the designated program area.

Forty (40) hours of direct service with clients, including experience in individual counseling and group work is required. Eighty (80) additional non-contact hours must be completed during this semester for a total of 120 clock hours.

### **Student Hours Required for Internship:**

The internship provides an opportunity for the student to perform, under supervision, a variety of counseling activities that a professional counselor is expected to perform. Students are required to complete a supervised internship (CPS 515/516) of **600 clock hours** (average of 40 hours per week over one 15 week semester or 20 hours per week over two 15 week semesters) that is begun after successful completion of the student's practicum. For CPS 516: The internship must take place at an OASAS designated Chemical Dependency Treatment facility. The student's internship includes the following:

240 hours of direct service with clients appropriate to the program of study. CACREP defines direct service as "interaction with clients that includes the application of counseling, consultation, or human development skills." The remaining 360 hours should involve opportunities for the internship student to become familiar with a variety of professional activities in addition to direct services (e.g., record keeping, referral services, in-service, meetings, conferences, professional development, etc.);

### **Student Expectations**

1. Students are expected to participate in all aspects of the course. Students are encouraged to discuss personal concerns with the instructor.
2. Students are expected to respect others' experiences, and personal information shared during the course is expected to be maintained as confidential by all present.
3. Students are encouraged to seek personal counseling at any and all times should the content of the course challenge development and growth as a professional-in-training.
4. Students are expected to observe ethical standards at all times. Ethical standards are congruent with the ACA Code of Ethics (2014).
5. Integrate knowledge from previous courses and apply it in the practicum setting.
6. Develop and practice analytic skills sufficient for responsible professional practice.
7. Develop strategies and goals for continuing personal and professional growth and share them with supervisors.

8. Inform the course instructor of any changes in the placement site.
9. Complete required practicum hours in a timely way.
10. Maintain appropriate documentation of activities (i.e., *hours log form* provided in this manual).
11. Students are to inform the practicum and/or practicum field supervisor immediately and the campus practicum/practicum instructor by email and phone within 24 hours of any mandated child abuse reporting situations. Do not wait until the next class period to report the incident.

### **Expectations Of Clinical Sites**

- a. A minimum of one-hour per week of supervision provided on a regular schedule throughout the internship;
- b. Continual opportunity for the student to become familiar with a variety of professional activities and resources;
- c. Consistent evaluation of student's counseling performance throughout the internship/practicum , including: a. completed evaluations at the conclusion of the internship, and b. session recordings for professional evaluative purposes;
- d. Consistent mutual feedback provided between student and site regarding professional development, expectations, and reflections of growth.
- e. Regular contact with supervising faculty member regarding internship/practicum performance, checking in for consultation a minimum of twice per semester.
- f. Adherence to "Internship Programs Under the Fair Labor Standards Act"  
<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>;
- g. Termination

It is understood and agreed among all parties involved that the practicum/internship site has the right to terminate the internship experience of the student whose physical or mental health status is detrimental to the services provided to consumers at the internship site. Equally, should the practicum/internship site not fulfill its obligation to provide the student with the services agreed upon in agreement, then the university supervisor has the right to terminate the practicum/internship experience of the student. In either case, such action should not be taken until the grievance against any practicum/internship student, or site, has been discussed with the student, SUNY Oswego officials, and the site supervisor.

Please refer to Protocol for Premature Termination of Internship of the practicum/internship manual;

- h. Equal Opportunity  
In accordance with the Ethical Codes of the American Counseling Association, it is mutually agreed that all parties shall not discriminate on the basis of race, color, nationality, ethnic origin, language preference, immigration status, sexual preference, age, ability level, gender, or creed. See 2014 ACA Code of Ethics.

Supervisors will:

- Conduct or arrange an orientation for students covering the organization's relevant policies, procedures and practices and an introduction to other staff and their roles,



- Provide adequate space and resources necessary for the intern to provide counseling services,
- Provide students with the opportunity to observe their (or colleagues') clinical work and/ or engage in co-counseling,
- Provide an average of 1 hour/week of individual or triadic supervision to the intern,
- Provide the intern with a caseload that will allow them to complete their required internship direct service hours within an agreed upon timeframe,
- Provide the opportunity for the intern to become familiar with a variety of professional activities in addition to direct service (e.g., record keeping, supervision, information and referral, in-service and staff meetings).
- Provide written evaluations of the intern for each college semester in which the intern is at your site
- Maintain regular contact with the University Supervisor and meet with the student's faculty instructor via phone and e-mail to review and discuss the student's performance, at a minimum of twice per semester. Immediately report any problems or concerns such as non-attendance, tardiness or misconduct related to ethical or professional standards.
- Communicate with the intern's University supervisor any concerns in a timely way.

### **The University Supervisor will**

- Meet with you during the semester to evaluate the practicum/intern's progress. Meetings will occur at beginning, midpoint, and end of internship semester
- Be available for consultation with the site supervisor and intern throughout the semester.
- Provide a minimum of 1 ½ hours/week (average) group supervision of the intern
- It is the responsibility of the faculty supervisor to confirm that the site supervisor meets the required education and experience requirements. A Site Supervisor Information Sheet is used to collect and document information about the education and experience of the site supervisor.

### **Supervision Training Resources:**

Located at: <https://www.oswego.edu/counseling-and-psychological-services/site-supervisor-resources-mental-health-counseling>

Under the section entitled *Orientation & Supervision Materials* you will find documentation and videos from our faculty that will present an orientation to the field experiences as well as supervision training. It is important that you are familiar with these materials, and you will be asked in the placement agreement to confirm you have reviewed these materials.

## **Requirements For Site Supervisors**

SUNY Oswego Counseling and Psychological Services department seeks CACREP accreditation, and

thus adheres to the following CACREP standards:

Site supervisors have (1) a minimum of a master's degree, preferably in counseling, or a related profession; (2) relevant certifications and/or licenses; (3) a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; (4) knowledge of the program's expectations, requirements, and evaluation procedures for students; and (5) relevant training in counseling supervision.

## **Supervision Requirements:**

### **Audio/Video-taping or live supervision:**

Students must have the opportunity to develop program-appropriate audio and/or videotapes of counseling interactions with clients for use in supervision of the student's interactions with clientele appropriate to the student's specialization. If audio and/or videotaping is not permitted at the site, site supervisors should provide opportunities for live supervision.

### **Practicum:**

Students must have weekly interaction with an average of one hour per week of individual and/or triadic supervision (usually performed by the site supervisor) by one of the following certified or licensed professionals: Licensed Mental Health Counselor, Psychologist, Licensed Clinical Social Worker. Students must receive an average of one and one-half hours per week of group supervision that is provided on a regular schedule over the course of the student's practicum by the program faculty member. Grades for all practicum courses are determined by the program faculty member. Supervisors will communicate with University supervisors who are practicum course instructors. This may be in the form of email, phone, or in-person contact.

### **Internship:**

Students must have weekly interaction with an average of one hour per week of individual and/or triadic face-to-face supervision, throughout the internship (usually performed by the site supervisor) by one of the following certified or licensed professionals: Licensed Mental Health Counselor, Psychologist, Licensed Clinical Social Worker. Students must receive an average of one and one-half hours per week of group supervision provided on a regular schedule throughout the internship performed by a program faculty member. Grades for all internship courses are determined by the program faculty member.

## **Evaluation:**

### **Site Supervisors Evaluation of Student**

Feedback from the site supervisor is one of three important sources of information considered in monitoring student progress and determining grades for practicum and internship experiences. During Practicum and Internship, faculty program coordinators/faculty will initiate contact with site supervisors. In addition, each site supervisor is asked to complete and return a Student Evaluation. Students provide the site supervisor with a copy of the evaluation form that is distributed by the university supervisor. Site supervisors are asked to complete these evaluations promptly and to discuss them with students. Evaluations are completed online using SUNY Oswego's TK20 system. If the evaluation is not received by the end of the semester, practicum students will receive a grade of incomplete ("I") and internship

students will receive a grade of “U.”

## **Practicum Appendices:**

**Practicum Student Placement Agreement**

**Practicum Indicators of Professional Readiness**

**Practicum Student Evaluation**

**Direct and Indirect Hours Definitions**

**Recorded Session Policy**

**Practicum Consent to Tape**

**CMHC Practicum Student Placement Agreement**

**Counseling and Psychological Services Department**

Mahar Hall  
7060 State Route 104  
Oswego NY 13126

CPS – 512 Practicum in Mental Health Counseling  
CPS – 513 Practicum in Alcohol and Substance Abuse Counseling

**Practicum Student’s Name** \_\_\_\_\_

**Placement Site** \_\_\_\_\_

**Name of Site Supervisor** \_\_\_\_\_

**Supervisor’s Credentials** \_\_\_\_\_

**Period of Site Placement** \_\_\_\_\_

**Complete Site Address**

\_\_\_\_\_

\_\_\_\_\_

**Supervisor Phone** \_\_\_\_\_

**Supervisor Email** \_\_\_\_\_

The following signature acknowledges that the practicum student has reviewed the internship site manual.

\_\_\_\_\_

**Practicum Student Signature**

\_\_\_\_\_

**Date**

The following signature acknowledges that the site supervisor has:

- Reviewed the internship site manual
- Has the relevant experience and credentials to provide clinical supervision to a mental health counseling student in New York state
- Reviewed the orientation & supervision information / training (e.g., readings, videos) in the supervision section of our [website](#)

\_\_\_\_\_

**Site Supervisor Signature**

\_\_\_\_\_

**Date**

## **CPS Mental Health Counseling Program Indicators of Professional Readiness**

Introduction: Although academic performance is a crucial factor in evaluating candidate performance, there are other interpersonal and professional skills that are equally important in determining the professional readiness of a particular candidate to enter their chosen field. Therefore, in addition to academic performance, students in the CPS Department will also be evaluated on the following professional readiness indicators.

**Indicators of Professional Readiness:** Essential characteristics expected of all candidates matriculated in a degree program in the CPS Department are as follows:

1. Willingness and ability to self-explore and reflect on experiences in order to grow as a professional;
2. Ability to demonstrate excellent listening skills;
3. Ability to effectively communicate with others;
4. Ability to work respectfully, appropriately, and effectively with authority figures including university professors and site supervisors;
5. Ability to hear and accept critical feedback;
6. Ability to integrate and make changes based on communicated feedback;
7. Ability to act according to the professional expectations of the classroom and school/agency placement sites especially with regard to -
  - o Appropriate dress
  - o Promptness
  - o Respectful attitude and behavior;
8. Ability to work effectively with administrators, staff, students/clients, and parents;
9. Ability to engage students/clients in a competent, ethical, and professional manner that respects and enhances their inherent dignity and worth;
10. Demonstrated adherence to the ethical guidelines related to Ability to recognize and value client diversity in terms of race, ethnicity, gender, sexual orientation, disability, social class, etc.;
11. Demonstrated ability to practice in a manner consistent with the ACA ethical guidelines; especially those related to ensuring the welfare of all students/clients and doing no harm to students/clients.

## **Counseling Practicum Student Evaluation**

End-of-Semester Student Evaluation is also available on SUNY Oswego's online assessment system: TK20. This evaluation is distributed to site supervisors and faculty supervisors online through TK20. It is no longer administered via paper and pencil.

The evaluation rates the student on counselor practice, knowledge, and skills; professional dispositions; and site and community skills.

If you would like a hard copy of these evaluations the faculty instructor can provide those.

## Direct and Indirect Hours Defined

The completion of a supervised practicum requires studentship in the student's designated program area of 120 clock hours [3 credit hours, 40 minimum direct, 80 minimum indirect]. The practicum is intended to reflect the pre-professional experience of a counselor trainee appropriate to the designated program area. The definitions of direct and indirect hours are defined as follows:

<b>** DIRECT **</b>	
<b>Activity</b>	<b>Defined</b>
<b>Consultation *</b>	Working with a client through a third party
<b>Direct participation in client-related volunteer activities</b>	Site programs, client activities such as play therapy, arts/crafts, social opportunities for clients, and associated activities.
<b>Intakes/Interviews with clients</b>	Completing intakes over the phone and/or in person.
<b>Individual Counseling</b>	Counsel individual clients and work with the on-site supervisor to create treatment plans and facilitate ideas. Shadowing and co-counseling is also included.
<b>Group Counseling</b>	Counsel multiple clients with a specific goal and/or support in mind.
<b>Testing/Assessment</b>	The internship student may do suicide risk assessments or various other personality and/or risk assessments.

<b>** INDIRECT **</b>	
<b>Activity</b>	<b>Defined</b>
<b>Case Notes</b>	The internship student is to keep updated case notes on clients, which includes progresses, diagnoses and obstacles.
<b>Case Management</b>	The internship student will help in assessing need of services, care planning, implementation of treatment plans and scheduling of clients with the on-site supervisor.
<b>Creating activities for clients</b>	Creating activities that are original and relevant to the client and finding activities from creditable and relevant sources (ex. Workbooks).
<b>Supervision</b>	On site and in class supervision
<b>Other</b>	Other activities may include filing paper work, helping with other clients and other activities that are relevant to the internship studentship objectives.

\* Consultation occurs when a counselor (consultant), in the role of an expert, meets with one or more other professionals (consultees) to improve the consultee's work with clients. It is helping a client through a third party. For example, a counselor may work with a teacher to address a student's in-class behavior.



## **Mental Health Counseling Recorded Sessions Policy**

All students in the CPS Mental Health Counseling Program will be required to record counseling sessions for the purpose of education and skill improvement. Maintaining the privacy and confidentiality of persons recorded is our utmost priority so all recorded sessions must comply with the following guidelines.

1. All students must obtain written authorization to record sessions with clients during their clinical instruction. Students must comply with all rules, standards, and practice guidelines of their sites regarding recording sessions and proper disposal of recorded materials.
2. Students need to obtain written authorization to record other MHC students or volunteer clients for classroom instructional projects. Permission to Record forms are provided to students in the filing cabinet in the Mental Health Counseling Labs/Fishbowl Room. Students must retain the Permission to Record form until the recording is deleted when the assignment is complete.
3. SUNY-Oswego provides for recording and viewing recorded sessions through a secure server. Students are expected to review recorded sessions in private areas so that session information remains confidential.

### **Devices**

Unless a student's site has required recording equipment, all student recordings must be:

1. Digital (this includes phones, tablets, computers, digital recorders, and flash drives)
2. Password Protected
3. Of good audio and/or video quality (preferably more than 6 mega pixels)

### **Data Storage and Transfer**

The ACA *Code of Ethics* and Health Insurance Portability and Accountability Act (HIPAA) require that all devices with client data be:

1. Password protected
2. Never posted online at any sites or uploaded to cloud sites
3. Properly deleted and disposed of in the appropriate time frame relevant to the nature of the recorded materials



**Mental Health Counseling Practicum Consent To Tape  
Counseling and Psychological Services Department**

Mahar Hall  
7060 State Route 104  
Oswego NY 13126  
Mental Health Counseling Internship

To the client:

Your counselor is a mental health counseling trainee enrolled in internship. Mental health counseling trainees in internship have successfully completed most minimum training standards required to earn a graduate degree in mental health counseling at SUNY-Oswego. Consistent with these national standards, your counselor is supervised by multiple entities and is required to undergo rigorous evaluations based on counseling performance.

Counseling trainees are required to demonstrate their professional skills in interactions with clients by providing supervisors with work samples in the form of recordings of counseling sessions. These recordings are intended to enhance their professional training and improve the services you receive. Therefore, your counselor is asking your permission to record your counseling session for these evaluative practices.

Your counselor is compliant with the ACA Code of Ethics (2014) and HIPAA. Congruent with the ACA Code of Ethics and HIPAA, all records of counseling services provided, including recordings, are considered confidential professional information. Recordings will be protected by the counseling trainee and the supervisors of the counseling trainee. These recordings will be utilized for the purpose of professional evaluation and training and will be reviewed by trainees and supervisors in congruence with the ACA Code of Ethics and HIPAA. The only time this confidentiality may be breached is at your request or when required by law.

**Consent to Participate in Mental Health Counseling**

I, the undersigned, hereby acknowledge that I have read and discussed with my counselor the information presented above. I fully understand the purpose of this request and I agree to a recorded counseling session for my counselor trainee's evaluation.

\_\_\_\_\_  
(Signature of Client)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Client's Parent or Guardian, if applicable)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of counseling trainee)

\_\_\_\_\_  
(Date)



CPS – 515/516: Weekly Counseling Hours Log

Student \_\_\_\_\_ Supervisor \_\_\_\_\_

Site \_\_\_\_\_

Week (circle) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

-	* DIRECT * SERVICE HOURS			* INDIRECT * SERVICE HOURS		
Date	Activity	Description	Hours	Activity	Description	Hours
		<b>Total Direct hours</b>			<b>Total Indirect hours</b>	

Supervisor Signature \_\_\_\_\_  
 Student Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Internship Appendices:**

**Student/Site Supervisor Agreement**  
**Student Placement Agreement**  
**Internship Plan**  
**Direct and Indirect Hours Definitions**  
**Internship Expectations of Professional Practice**  
**Indicators of Professional Readiness**  
**Internship Student Evaluation**  
**Recorded Session Policy**  
**Consent to Record**  
**Internship Protocol for Premature Termination**  
**Site Supervisor Training Checklist**

## **Mental Health Counseling Internship Student/Site Supervisor Agreement**

### **Requirements to be an Internship Site Supervisor**

An internship site supervisor must have:

1. A minimum of a master's degree in counseling or related profession (e.g., marriage and family therapist, social work, psychologist, psychiatrist) with equivalent qualifications, including appropriate certifications and/or licenses;
2. A minimum of two (2) years of pertinent professional experience in the program area in which the student is completing clinical instruction; and
3. Knowledge of the program's expectations, requirements, and evaluation procedures for students.

As a Site Supervisor, you agree to:

- Provide adequate space and resources necessary for the intern to provide counseling services,
- Provide an average of 1 hour/week of individual or triadic supervision to the intern,
- Provide the intern with a caseload that will allow them to complete their required internship direct service hours within an agreed upon timeframe,
- Provide the opportunity for the intern to become familiar with a variety of professional activities in addition to direct service (e.g., record keeping, supervision, information and referral, in-service and staff meetings).
- Provide 2 written evaluations of the intern for each college semester in which the intern is at your site (see Appendix),
- Communicate with the intern's University supervisor any concerns in a timely way.

The University Supervisor will,

- Meet with you during the semester to evaluate the intern's progress,
- Provide a minimum of 1 ½ hours/week (average) group supervision of the intern

The intern will:

- Create a schedule, in collaboration with their site supervisor, of when they will be on site,
- Abide by the Ethical Codes of ACA,
- Purchase ACA student liability insurance,
- Abide by the administrative policies, rules, standards, and practices of the internship site.,

- Abide by the student dispositions of the CPS Department and the Oswego School of Education,
- Immediately report to their site supervisor any client cases that may require immediate intervention when the client reports incidents of possible harm to self or others,

SUNY Oswego College of Education and the Department of Counseling and Psychological Services would like to thank you for your support of our students. We could not effectively train mental health counselors without your help and expertise. Thank you for your assistance and cooperation.

We understand and agree to perform the above responsibilities. We understand and agree to practice counseling in accordance with the ACA Code of Ethics. We understand that there is a responsibility to keep SUNY Oswego faculty & site supervisor informed of student on-site activities and provide them with the appropriate material needed for supervision.

Student Signature

Date

Site Supervisor Signature

Date

University Supervisor Signature

Date

# Mental Health Counseling Internship Student Placement Agreement

## Counseling and Psychological Services Department

Mahar Hall  
7060 State Route 104  
Oswego NY 13126

CPS – 515 Internship in Mental Health Counseling  
CPS – 516 Internship in Alcohol and Substance Abuse Counseling

**Internship Student's Name** \_\_\_\_\_

**Placement Site** \_\_\_\_\_

**Name of Site Supervisor** \_\_\_\_\_

**Supervisor's Credentials** \_\_\_\_\_

**Period of Site Placement** \_\_\_\_\_

**Complete Site Address**

\_\_\_\_\_

\_\_\_\_\_

**Supervisor Phone** \_\_\_\_\_

**Supervisor Email** \_\_\_\_\_

The Following Signature Acknowledges That The Practicum Student Has Reviewed The Internship Site Manual.

\_\_\_\_\_  
**Internship Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The following signature acknowledges that the site supervisor has:

- Reviewed the internship site manual
- Has the relevant experience and credentials to provide clinical supervision to a mental health counseling student in New York state
- Reviewed the orientation & supervision information / training (e.g., readings, videos) in the supervision section of our [website](#)

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



## **Mental Health Counseling Internship Plan**

**DIRECTIONS:** Using these guidelines, prepare three copies of a typewritten personal contract describing the objectives and activities to which you are committing yourself during the internship. Submit a rough draft to your University Supervisor for review before making your final draft.

### **GOALS AND OBJECTIVES:**

- A. State your overall goal for the Internship.
- B. Provide specific objectives that you hope to accomplish (e.g., learning to use silence effectively, learning to administer and interpret a given test).

### **INTERNSHIP DUTIES AND RESPONSIBILITIES:**

Describe your specific duties and responsibilities and the projected time involved each week in these activities (estimate preparation and contact time).

### **SUPERVISION:**

Specify how supervision will be handled

### **ADDITIONAL RESPONSIBILITIES:**

Include additional plans (workshops you plan to attend, extra reading that you plan to do, and other possible experiences related to the Internship).

## Direct and Indirect Hours Defined

Students are required to complete a supervised internship (CPS 515/516) of **600 clock hours** (average of 40 hours per week over one 15 week semester or 20 hours per week over two 15 week semesters) that is begun after successful completion of the student’s internship. 240 hours of direct service with clients appropriate to the program of study. CACREP defines direct service as “interaction with clients that includes the application of counseling, consultation, or human development skills.” The remaining 360 hours should involve opportunities for the internship student to become familiar with a variety of professional activities in addition to direct services (e.g., record keeping, referral services, in-service, meetings, conferences, professional development, etc.). The definitions of direct and indirect hours are defined as follows:

<b>** DIRECT **</b>	
<b>Activity</b>	<b>Defined</b>
<b>Consultation *</b>	Working with a client through a third party.
<b>Direct participation in client-related volunteer activities</b>	Site programs, client activities such as play therapy, arts/crafts, social opportunities for clients, and associated activities.
<b>Intakes/Interviews with clients</b>	Completing intakes over the phone and/or in person.
<b>Individual Counseling</b>	Counsel individual clients and work with the on-site supervisor to create treatment plans and facilitate ideas. Shadowing and co-counseling is also included.
<b>Group Counseling</b>	Counsel multiple clients with a specific goal and/or support in mind.
<b>Testing/Assessment</b>	The internship student may do suicide risk assessments or various other personality and/or risk assessments.

<b>** INDIRECT **</b>	
<b>Activity</b>	<b>Defined</b>
<b>Case Notes</b>	The internship student is to keep updated case notes on clients, which includes progresses, diagnoses and obstacles.
<b>Case Management</b>	The internship student will help in assessing need of services, care planning, implementation of treatment plans and scheduling of clients with the on-site supervisor.
<b>Creating activities for clients</b>	Creating activities that are original and relevant to the client and finding activities from creditable and relevant sources (ex. Workbooks).
<b>Supervision</b>	On site and in class supervision
<b>Other</b>	Other activities may include filing paper work, helping with other clients and other activities that are relevant to the internship studentship objectives.

\* Consultation occurs when a counselor (consultant), in the role of an expert, meets with one or more other professionals (consultees) to improve the consultee’s work with clients. It is helping a client through a third party. For example, a counselor may work with a teacher to address a student’s in class behavior.

## **Mental Health Counseling Internship Expectations of Professional Practice**

The content areas of knowledge and skills are based on CACREP standards and New York State requirements for licensure as a mental health counselor. The Counseling and Psychological Services department places a high value on the following knowledge and skill areas. Professional practice, which includes internship and internship studentship, 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.

### **Student Expectations**

- a. Students are expected to participate in all aspects of the course. Students are encouraged to discuss personal concerns with the instructor.
- b. Students are expected to respect others' experiences, and personal information. Information shared during the course is expected to remain confidential by all present.
- c. Students are encouraged to seek personal counseling at any and all times should the content of the course challenge development and growth as a professional-in-training.
- d. Students are expected to observe ethical standards at all times. Ethical standards are congruent with the ACA Code of Ethics (2014)
- e. Integrate knowledge from previous courses and apply it in the internship setting.
- f. Develop and practice analytic skills sufficient for responsible professional practice.
- g. Develop strategies and goals for continuing personal and professional growth and share them with supervisors.
- h. Inform the course instructor of any changes in the placement site.
- i. Complete required internship hours in a timely way.
- j. Maintain appropriate documentation of activities (*hours log*, form provided in this manual).
- k. Students are to inform the internship and/or internship field supervisor immediately and the campus internship/internship instructor by email and phone within 24 hours of any mandated child abuse reporting situations. Do not wait until the next class period to report the incident.

## **Mental Health Counseling Internship Indicators of Professional Readiness**

Introduction: Although academic performance is a crucial factor in evaluating candidate performance, there are other interpersonal and professional skills that are equally important in determining the professional readiness of a particular candidate to enter their chosen field. Therefore, in addition to academic performance, students in the CPS Department will also be evaluated on the following professional readiness indicators.

Indicators of Professional Readiness: Essential characteristics expected of all candidates matriculated in a degree program in the CPS Department are as follows:

1. Willingness and ability to self-explore and reflect on experiences in order to grow as a professional;
2. Ability to balance multiple life expectations and commitment to wellness;
3. Ability to demonstrate excellent listening and attending skills;
4. Ability to effectively communicate with others;
5. Ability to work respectfully, appropriately, and effectively with authority figures including university professors and site supervisors;
6. Ability to hear and accept critical feedback;
7. Ability to integrate and make changes based on communicated feedback;
8. Ability to act according to the professional expectations of the classroom and school/agency placement sites especially with regard to -
  - o Appropriate dress
  - o Promptness
  - o Respectful attitude and behavior;
  - o Reliability and follow-through
9. Ability to work effectively with administrators, staff, students/clients, and parents;
10. Ability to engage students/clients in a competent, ethical, and professional manner that respects and enhances their inherent dignity and worth;
11. Demonstrated adherence to the ethical guidelines related to Ability to recognize and value client diversity in terms of race, ethnicity, gender, sexual orientation, disability, social class, etc.;
12. Demonstrated ability to practice in a manner consistent with the ACA ethical guidelines; especially those related to ensuring the welfare of all students/clients and doing no harm to students/clients.

## **Mental Health Counseling Internship Student Evaluation**

End-of-Semester Student Evaluation is also available on SUNY Oswego's online assessment system: TK20. This evaluation is distributed to site supervisors and faculty supervisors online through TK20. It is no longer administered via paper and pencil.

The evaluation rates the student on counselor practice, knowledge, and skills; professional dispositions; and site and community skills.

If you would like a hard copy of these evaluations the faculty instructor can provide those.



## **Mental Health Counseling Recorded Sessions Policy**

All students in the CPS Mental Health Counseling Program will be required to record counseling sessions for the purpose of education and skill improvement. Maintaining the privacy and confidentiality of persons recorded is our utmost priority so all recorded sessions must comply with the following guidelines.

1. All students must obtain written authorization to record sessions with clients during their clinical instruction. Students must comply with all rules, standards, and practice guidelines of their sites regarding recording sessions and proper disposal of recorded materials.
2. Students need to obtain written authorization to record other MHC students or volunteer clients for classroom instructional projects. Permission to Record forms are provided to students in the filing cabinet in the Mental Health Counseling Labs/Fishbowl Room. Students must retain the Permission to Record form until the recording is deleted when the assignment is complete.
3. SUNY-Oswego provides for recording and viewing recorded sessions through a secure server. Students are expected to review recorded sessions in private areas so that session information remains confidential.

### **Devices**

Unless a student's site has required recording equipment, all student recordings must be:

1. Digital (this includes phones, tablets, computers, digital recorders, and flash drives)
2. Password Protected
3. Of good audio and/or video quality (preferably more than 6 mega pixels)

### **Data Storage and Transfer**

The ACA Code of Ethics (2014) and Health Insurance Portability and Accountability Act (HIPAA) require that all devices with client data be:

1. Password protected
2. Never posted online at any sites or uploaded to cloud sites
3. Properly deleted and disposed of in the appropriate time frame relevant to the nature of the recorded materials



## Mental Health Counseling Internship Consent To Tape

Mahar Hall  
7060 State Route 104  
Oswego NY 13126  
Mental Health Counseling Internship

To the client:

Your counselor is a mental health counseling trainee enrolled in internship. Mental health counseling trainees in internship have successfully completed most minimum training standards required to earn a graduate degree in mental health counseling at SUNY-Oswego. Consistent with these national standards, your counselor is supervised by multiple entities and is required to undergo rigorous evaluations based on counseling performance.

Counseling trainees are required to demonstrate their professional skills in interactions with clients by providing supervisors with work samples in the form of recordings of counseling sessions. These recordings are intended to enhance their professional training and improve the services you receive. Therefore, your counselor is asking your permission to record your counseling session for these evaluative practices.

Your counselor is compliant with the ACA Code of Ethics (2014) and HIPAA. Congruent with the ACA Code of Ethics and HIPAA, all records of counseling services provided, including recordings, are considered confidential professional information. Recordings will be protected by the counseling trainee and the supervisors of the counseling trainee. These recordings will be utilized for the purpose of professional evaluation and training and will be reviewed by trainees and supervisors in congruence with the ACA Code of Ethics and HIPAA. The only time this confidentiality may be breached is at your request or when required by law.

### Consent to Participate in Mental Health Counseling

I, the undersigned, hereby acknowledge that I have read and discussed with my counselor the information presented above. I fully understand the purpose of this request and I agree to a recorded counseling session for my counselor trainee's evaluation.

\_\_\_\_\_  
(Signature of Client)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Client's Parent or Guardian, if applicable)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of counseling trainee)

\_\_\_\_\_  
(Date)



## **Protocol for Premature Termination of an Internship**

In accordance with the ethical codes of the American Counseling Association (ACA), it is unethical to prematurely terminate an internship (except in rare cases where there is a threat of physical harm to the student) without appropriate protocol and consultation. Thus, an internship or internship student is not permitted to simply terminate an internship or internship experience prematurely without first meeting with the university and site supervisor. In the event that an internship student has to prematurely terminate the internship for any reason, the following protocol is to be followed:

1. The internship/internship student first will immediately contact the university supervisor via phone, email, or in person of the decision to terminate the internship or internship before notifying the site supervisor.
2. The internship/internship student will meet personally with the university supervisor to explain and discuss the circumstances for prematurely terminating the internship or internship.
3. The internship/internship student and the university supervisor will then meet personally with the Mental Health Counseling Program Coordinator, and any other necessary program faculty or university officials, to discuss the circumstances of the termination and the appropriate termination process.
4. The internship/internship student and university supervisor will then schedule a personal meeting with the site supervisor, and any other university and/or agency/school officials, to discuss the termination and provision of clients being seen by the internship or internship student.
5. The internship/internship student and university supervisor will then report to the Mental Health Counseling Program Coordinator in writing that all appropriate measures have been taken.

Any internship student not following this protocol is in violation of departmental policies as outlined in this handbook, as well as in violation of the ethical codes set forth by the American Counseling Association. Consequently, a recommendation by CPS faculty for expulsion from the Mental Health Counseling Program may be warranted.

CPS – 515/516: Weekly Counseling Hours Log

Student \_\_\_\_\_ Supervisor \_\_\_\_\_

Site \_\_\_\_\_

Week (circle) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

-	* DIRECT * SERVICE HOURS			* INDIRECT * SERVICE HOURS		
Date	Activity	Description	Hours	Activity	Description	Hours
		<b>Total Direct hours</b>			<b>Total Indirect hours</b>	

Supervisor Signature \_\_\_\_\_  
 Student Signature \_\_\_\_\_

Date \_\_\_\_\_  
 Date \_\_\_\_\_

