

VALPARAISO UNIVERSITY
CLINICAL MENTAL HEALTH COUNSELING

2024-2025 FIELD PLACEMENT HANDBOOK

Table of Contents

I.	Introduction	(p. 3)
II.	Prerequisites.....	(p. 3)
III.	Field Placement Sequence.....	(p. 4)
IV.	Certification and Licensure.....	(p. 5)
V.	Administration.....	(p. 5)
VI.	Frequently Asked Questions.....	(p. 6)
VII.	Resolving Problems.....	(p. 7)
VIII.	Forms	(p. 8)
	Practicum Contract	(p. 9)
	Internship Contract	(p. 12)
	Time Log	(p. 15)
	Semester Summary Sheet (Practicum).....	(p. 16)
	Semester Summary Sheet (Internship).....	(p. 17)
	Field Placements Summary Sheet (Cumulative).....	(p. 18)
	Midterm Evaluation Form	(p. 19)
	Final Evaluation of Student by On-Site Supervisor	(p. 20)
	Student Evaluation of Site and Experience.....	(p. 22)
	Student Evaluation of On-Site Supervisor.....	(p. 23)
	Student Checklist for Field Placement.....	(p. 25)
	Release for Taping	(p. 26)
IX.	Field Placement Sites	(p. 27)

I. Introduction

Experiential training is perhaps the single most important element of a counseling training program. The knowledge, skills, and attitudes acquired through academic coursework may be severely tested by the demands of “real world” counseling situations. Policy for experiential training is set by the faculty and administered by the Counselor Training Coordinator (CTC) who provides mentorship and supervision. Detailed information is found in the Field Placement Handbook which will be provided at the pre-practicum (informational) meeting held at the end of the Fall Semester.

II. Prerequisites

Experiential training is completed toward the end of the student's academic program, when pre-practicum requirements have been satisfied. These requirements are as follows:

1. *Complete course prerequisites.* Before enrolling in the practicum, students must complete each of the core program courses with no grade lower than a “B-“:
 - COUN 635 Intro to Psychopathology
 - COUN 660 Helping Relationships: Counseling Theories
 - COUN 662 Helping Relationships: Counseling Processes
 - COUN 693 Professional Issues and Ethics in Counseling
2. *Pre Practicum meeting.* All students planning to do a field placement are **required** to attend a group informational meeting held toward the end of the Fall Semester that outlines the goals and procedures of the practicum and internship program, as well as the steps the individual will have to take to be approved for field placement.
3. *Complete a pre-practicum review with the CTC if requested by the CTC* and counseling program faculty. The CTC and counseling program faculty will conduct a pre-practicum review of skills, academic knowledge, goals and attitudes to determine student readiness to begin field placement. In some cases, individual interviews will be required with the CTC prior to approval for field placement. You will be notified if you need to complete this additional review prior to the end of the fall semester.

Planned Initial Semester for Practicum/Internship	Deadline for Review of Contract & Insurance
Summer Sessions	March 1
Fall Semester	April 1
Spring Semester	October 1

4. *Arrange for an initial field experience site.* Students work out a plan for the field training experiences in consultation with the CTC. Students are responsible for finding their own practicum/internship sites and are encouraged to keep the CTC informed of the progress of their site

search. The CTC maintains a list of approved sites (a list is provided in this guide); however, you may investigate other site possibilities which will need to be approved by the CTC prior to obtaining a signed contract. This process requires time, which means you must let the CTC know of this interest as soon as possible. Requests for new sites made too close to the contract deadline will not be accepted.

If a student is interested in obtaining experiential training at her/his current work site, the placement must involve different responsibilities from those normally performed. Such placements are subject to the approval of the CTC and the Program Director. For those electing to pursue a placement at their site of employment, it is expected that they will have their training supervised by an individual who is not their immediate work supervisor.

Upon approval and receipt of a signed contract, the CTC will approve registration for students field placement experiences. YOU CANNOT REGISTER FOR THE PRACTICUM AND INTERNSHIP SECTIONS WITHOUT BEING APPROVED AND ASSIGNED TO YOUR SECTION.

Once a contract has been signed by the site supervisor and the student, the student MAY NOT BREAK THAT CONTRACT. If there is an issue at the site, the student must first consult with their class instructor to attempt resolution. If that fails to work, the student may consult with the CTC. THE CTC MUST APPROVE ANY SITE CHANGES ONCE A CONTRACT AND/OR VERBAL AGREEMENT HAS BEEN REACHED WITH A SITE.

5. *Obtain personal professional liability insurance. Students are required to obtain personal professional liability insurance from a Professional Counseling provider prior to beginning any practicum or internship and must maintain coverage throughout their experiences. Students must provide proof of insurance to the CTC prior to registering for field placements, and it must be provided each semester. While most agencies and organizations carry malpractice coverage, it typically covers them (the organization) and does not extend to individual liability. **Liability insurance is included with Student Membership in the American Counseling Association** [contact ACA via website at <http://www.counseling.org> or via phone (800) 347-6647]. Reasonable rates may also be available through the American Mental Health Counseling Association (800) 326-2642, or other mental health related professional organizations.*

III. Field Placement Sequence

- COUN 685. Counseling Practicum, 120 hours, 40 hours must be direct contact with clients (10 hours must be in the provision of Group Counseling). Involves exposure to a variety of professional counseling activities. **(Full summer session)**
 - *COUN 685 requires one additional hour each week of Triadic supervision with a licensed professional that will be assigned to you at the beginning of the summer. Successfully completing the practicum requires successful completion of the triadic supervision component in addition to the group supervision class experience.*

- COUN 686. Counseling Internship I, 300 hours, 90 direct contact hours. Involves exposure to a variety of professional counseling activities. Increasing student responsibility for clients. **(Fall semester)**
- COUN 687. Counseling Internship II, 300 hours, 90 direct contact hours. Involves exposure to a variety of professional counseling activities. Increasing student responsibility for clients. **(Spring semester)**
- COUN 688. Advanced Counseling Internship, 300 hours, 90 direct contact hours. Involves exposure to advanced counseling activities. **(Full summer session)**

IV. Certification and Licensure

Some states/jurisdictions may require that licensed mental health professionals earn degrees from programs with certain certifications or accreditations (e.g., CACREP). Students interested in particular forms of employment in particular states should immediately contact the licensure boards in those states and discuss findings with their academic advisor. *Licensure information for all states can be found through the National Board for Certified Counselors (NBCC; www.nbcc.org)*. Additional information regarding certification and licensure is available on the American Counseling Association's website (www.counseling.org). Students should contact the licensure board or credentialing organization for the jurisdiction in which they are interested in practicing to obtain the actual licensing/certification requirements for that jurisdiction. Please note that Indiana is part of the Counseling Compact.

It is the student's responsibility to make sure that she/he is successfully completing the licensure/certification requirements (including clinical experience requirements, supervision requirements, coursework requirements, etc.) established by the jurisdiction in which the student ultimately intends to pursue professional licensure/certification.

Students should keep (1) all written records of their field training experiences, (2) syllabi for all courses, and (3) a copy of the Graduate Catalog for use in applying for licensure/certification.

V. Administration

The *Clinical Training Coordinator (CTC)* administers the practicum and internship program for the department. Major responsibilities include:

1. Providing information to students about the clinical training program
2. Certifying that students are ready to begin training and register for practicum
3. Coordinating assessment of students in the clinical training program and recommending remedial programs for students experiencing difficulties
4. Approving all registrations for all practicum and internship courses
5. Liaising with internal and external groups offering practicum or internship opportunities for graduate students
6. Approving training sites
7. Attending program faculty meetings and providing input about training issues
8. Coordinating and training practicum/internship instructors

9. Teaching practicum/internship courses

Contact Information for the CTC:

Dr. Misty Hatch, LMHC, NCC

Valparaiso University

Clinical Mental Health Counseling Program - Clinical Training Coordinator

Wesemann Hall, Room 224

(219) 464-6591

misty.hatch@valpo.edu

On-site supervision. In addition to the University group supervision, intensive individual supervision at your training site is a key part of your field experience. ***For the practicum, internships, and advanced internship this must (without exception) involve a minimum of 1 hour per week of individual supervision at a regularly scheduled time with your site supervisor.*** More individual time plus additional on-site group supervision experiences may be added as needed. It is important to work out regular hours with your supervisor, and to develop specific training goals, which will become part of your training contract for the field experience. Your supervisor will provide evaluations of your work at mid-semester and at the end of the term. You will also have an opportunity to evaluate your supervisor and site.

VI. Frequently Asked Questions

- ***How are the classes graded?***

All four of the field placement classes are graded on an S/U basis.

- ***May I accrue hours during VU breaks?***

You may continue to accrue hours at your site during Thanksgiving break, and Fall break. Special arrangements must be made with the CTC and your practicum/internship class instructor to work during Spring break. You may not work at a site during breaks between semesters as you are not enrolled as a student at VU during these times (i.e. during Christmas break) and your student liability insurance WILL NOT cover you during breaks between semesters when you are not being supervised by University faculty in an internship or practicum class. Additionally, CACREP requires that practicum and internship students receive supervision both on site and from a university supervisor for practicum and internship hours to count. If a site wants to hire you during these breaks as an employee that is an agreement between the student and the site and no hours during this time will be connected with or counted towards practicum or internship requirements.

- ***May I use a site that is not on the provided site list?***

If you have interest in using a site that is not on the provided site list you must first meet with the CTC to discuss this option. The CTC must speak with the site and complete a vetting process prior to a site being approved for internship. You may NOT obtain a site not listed in this handbook on your own without prior approval of the CTC.

- ***May I make up hours missed in one semester in the next?***
You may not make up for missing hours from one semester to the next. It is crucial you are proactive and stay on track with your plan to achieve your hours for the semester.
- ***What if I have a problem with my site or site supervisor?***
You may discuss it in class to get ideas from other students, or you may request a private appointment with the practicum/internship class instructor or the CTC. Generally, we can help you work the problem out on your own. If necessary, the instructor or CTC can talk with your supervisor. In extreme cases, the CTC may arrange for a switch to a new site.
- ***Do I have to turn in a contract each semester if I am staying at the same site for two semesters?***
Yes. You must turn in a contract and a copy of your liability insurance to the CTC by the deadline posted for each semester. The CTC will not open registration for the class if these are not turned in.
- ***What are the requirements of my site supervisor?***
Your site supervisor must be a licensed, masters-level or higher, mental health clinician. Your supervisor should have an LMHC, an LCSW, or be a licensed psychologist (HSPP). They may NOT be an MSW, an LSW or LMHC-A.
- ***What do I do if a site won't get back to me regarding placement?***
It is not uncommon for sites to not return calls or emails. The best way for you to make contact is to set up an in-person appointment. Supervisors are extremely busy and are not purposefully trying to ignore you, and you must be persistent to get in the door, including setting up an appointment to meet in person.
- ***Does Practicum/Internship class count towards my weekly/overall hours?***
Yes. Your hours from practicum, internship, and supervision count as indirect hours towards your overall hours.

VII. Resolving Problems

In the event that a problem cannot be resolved by discussion between the involved student, supervisor and the CTC, the issue may be brought to others for resolution. This may be done directly by the student and/or CTC, or via one of the elected graduate student representatives for the CMHC program. Problem issues should first be brought to the attention of the Program Director for the CMHC program, and may also lead to consultation with department faculty, the Chairperson of the Psychology Department, or the Dean of the Graduate School.

APPENDIX OF FORMS

PRACTICUM CONTRACT

**Valparaiso University
Department of Psychology
Graduate Program in Clinical Mental Health Counseling**

The purpose of this document is to specify the terms of the agreement that will exist between the Clinical Mental Health Counseling Program at Valparaiso University and the placement field site. The terms of the agreement will be subject to modification and/or amendment only if all parties are of one accord. The specific agreement will exist between _____, Dr. Misty Hatch, LMHC, NCC, Clinical Training Coordinator, and _____.

The following student:

Name: _____

Course: COUN685: Counseling Practicum _____

Semester: _____

Address: _____

Phone: _____

Will serve a field placement at the following site: _____

Agency/Organization: _____

Address: _____

Phone: _____

Site Supervisor Name and Credentials:	Site Supervisor Email:
_____	_____

Site Supervisor License # _____

This field placement will begin on _____ and will end

_____ and will consist of approximately _____ hours per

week of on-site training, for a total of _____ hours of training.

The Practicum Program

The Practicum program consists of a minimum of 120 hours with 40 of those hours being direct contact hours with clients, and 10 hours of group experience. This program is intended to fulfill the practicum requirement for the master's degree in the CMHC concentration with a total of 3 credit hours.

Responsibilities of the Practicum Student

The internship student shall be responsible for: **STUDENTS MUST INCLUDE #'s 1-7; Several objectives must be added beyond 1-7 that are agreed upon with the site supervisor; 8-11 provide examples of what these objective MIGHT look like.**

1. Completing a minimum of **120** hours with a minimum of **40** hours in direct client service and **10** hours of group experience.
2. Maintaining an accurate record as required by the on-site supervisor.
3. Maintaining a log of time spent and all practicum activities which will be reviewed on a weekly basis and verified by the on-site supervisor's signature. These logs will be turned in bi-weekly to the university group supervisor for review.
4. Completing and submitting counseling session tapes (a minimum of 4 during the full summer session)
5. Being at the training site according to a mutually negotiated schedule between the on-site supervisor(s) and student. Any deviation from that schedule is at the discretion of the student in consultation with his/her supervisor.
6. Being directly accountable to the on-site supervisor for actions and behavior while on site.
7. Abiding by the rules, regulations and policies of the placement agency/organization. This is particularly important with regard to client confidentiality and to ethical conduct.
8. Receiving supervision and instruction in the programs and procedures of: _____
9. _____
9. Administering assessments to evaluate client abilities, strengths, and needs.
10. Scoring and interpreting the assessments that are conducted and writing reports based on interpretations of assessment results.
11. Providing feedback and career guidance to clients following the evaluation.

Responsibilities of the On-Site Supervisor

The on-site supervisor will serve as a consultant and supervisor for the practicum student while the student is on-site. Regular weekly individual supervision of at least one hour between the on-site supervisor and the practicum student is required. Additionally, the on-site supervisor will be required to complete the Midterm and Final Evaluation of the Practicum student.

Responsibilities of the Individual/Triadic Supervisor

The individual university supervisor shall meet with the practicum student weekly in triadic supervision for the purpose of:

1. Critiquing and discussing the practicum student's progress on a regular basis
2. Evaluating and providing feedback of the taped counseling sessions
3. Being available to discuss the practicum student's placement concerns
4. Evaluating the practicum student's progress and status of projects

Responsibilities of the Group University Supervisor

The Group University Supervisor shall meet with the practicum student on a weekly basis for 1.5 hours in a group format for the purpose of:

1. Discussing the timely concerns and issues of the student group enrolled in the practicum course
2. Being available as another faculty consultant to provide feedback and guidance related to student's placement concerns.
3. Evaluating at least one tape presentation during the course of the semester
4. Making a site visit during the course of the semester to meet with the on-site supervisor.

In the unlikely event that a problematic situation occurs between the on-site supervisor and the practicum student which is difficult to resolve, either the on-site supervisor or the practicum student may contact the student's university supervisors or the Clinical Training Coordinator.

Practicum Student _____ Date _____

On-Site Supervisor _____ Date _____

Valparaiso University Clinical Training Coordinator _____ Date _____

Dr. Misty Hatch, LMHC, NCC
Valparaiso University
Clinical Mental Health Counseling Program - Clinical Training Coordinator
Wesemann Hall, Room 224
(219) 464-6591
misty.hatch@valpo.edu

IMPORTANT: THE ASSIGNED **SITE SUPERVISOR** MUST INITIAL THE BOX BELOW TO VERIFY ALL OF THE FOLLOWING:

1. HOLD A MINIMUM OF A MASTER'S DEGREE IN COUNSELING OR A RELATED FIELD
2. ARE CURRENT AND IN GOOD STANDING WITH ALL CLINICAL CERTIFICATIONS AND LICENSE NOTED ABOVE
3. HAVE A MINIMUM OF 2 YEARS OF RELEVANT EXPERIENCE IN THE FIELD OF MENTAL HEALTH COUNSELING

By initialing this box you are verifying all of the above criteria are being met



INTERNSHIP/ADVANCED INTERNSHIP CONTRACT

**Valparaiso University
Department of Psychology
Graduate Program in Clinical Mental Health Counseling**

The purpose of this document is to specify the terms of the agreement that will exist between the Clinical Mental Health Counseling Program at Valparaiso University and the placement field site. The terms of the agreement will be subject to modification and/or amendment only if all parties are of one accord. The specific agreement will exist between _____, Dr. Misty Hatch, LMHC, NCC, Clinical Training Coordinator, and _____.

(Site Supervisor w/ Credentials)

(Student Name)

The following student:

Name: _____

Course: _____

Semester: _____

Address: _____

Phone: _____

Will serve a field placement at the following site:

Agency/Organization: _____

Address: _____

Phone: _____

Site Supervisor Name and Credentials:	Site Supervisor Email:
_____	_____

Site Supervisor License # _____

This field placement will begin _____ and will end

_____ and will consist of approximately _____

hours per week of on-site training, for a total of _____ hours of training.

The Internship and Advanced Internship Program

The internship and advanced internship program are to consist of a minimum of 300 hours with 90 of those hours being direct contact hours with clients. This program is intended to fulfill one of the internship requirements for the master's degree in the CMHC concentration with a total of 3 credit hours.

Responsibilities of the Internship Student

The Internship student shall be responsible for: **STUDENTS MUST INCLUDE #'s 1-7; Several objectives must be added beyond 1-7 that are agreed upon with the site supervisor:8-11 provide examples of what these objective MIGHT look like.**

1. Completing a minimum of **300** hours with a minimum of **90** hours in direct client
2. Maintaining an accurate record as required by the on-site supervisor.
3. Maintaining a log of time spent and all internship activities which will be reviewed on a weekly basis and verified by the on-site supervisor's signature. These logs will be turned in bi-weekly to the university group supervisor for review.
4. Completing and submitting counseling session tapes.
5. Being at the training site according to a mutually negotiated schedule between the on-site supervisor(s) and student. Any deviation from that schedule is at the discretion of the student in consultation with his/her supervisor.
6. Being directly accountable to the on-site supervisor for actions and behavior while on site.
7. Abiding by the rules, regulations and policies of the placement agency/organization. This is particularly important with regard to client confidentiality and to ethical conduct.
8. Receiving supervision and instruction in the programs and procedures of: _____
_____.
9. Administering assessments to evaluate client abilities, strengths, and needs.
10. Scoring and interpreting the assessments that are conducted and writing reports based on interpretations of assessment results.
11. Providing feedback and career guidance to clients following evaluation.

Responsibilities of the On-Site Supervisor

The on-site supervisor will serve as consultant and supervisor for the internship student while the student is on-site. Regular individual weekly supervision of at least one hour between the on-site supervisor and the internship student is required. Additionally, the on-site supervisor will be required to complete the Midterm and Final Evaluation of the internship student.

Responsibilities of the Group University Supervisor

The group university supervisor shall meet with the internship student on a weekly basis in a group format for the purpose of:

1. Discussing the timely concerns and issues of the student group enrolled in the internship course.
2. Being available as another faculty consultant to provide feedback and guidance related to student's placement concerns.
3. Evaluating at least one tape presentation during the course of the semester.
4. Making a site visit during the course of the semester to meet with the on-site supervisor.

In the unlikely event that a problematic situation occurs between the on-site supervisor and the internship student, which is difficult to resolve, either the on-site supervisor or the internship student may contact the student's university supervisors or the departmental Clinical Training Coordinator.

Internship Student _____ Date _____

On-Site Supervisor _____ Date _____

Valparaiso University Clinical Training Coordinator _____ Date _____

Dr. Misty Hatch, LMHC, NCC
Valparaiso University
Clinical Mental Health Counseling Program - Clinical Training Coordinator
Wesemann Hall, Room 224
(219) 464-6591
misty.hatch@valpo.edu

IMPORTANT: THE ASSIGNED SITE SUPERVISOR **MUST** INITIAL THE BOX BELOW TO VERIFY ALL OF THE FOLLOWING:

1. HOLD A MINIMUM OF A MASTER'S DEGREE IN COUNSELING OR A RELATED FIELD
2. ARE CURRENT AND IN GOOD STANDING WITH ALL CLINICAL CERTIFICATIONS AND LICENSES NOTED ABOVE
3. HAVE A MINIMUM OF 2 YEARS OF RELEVANT EXPERIENCE IN THE FIELD OF MENTAL HEALTH COUNSELING

By initialing this box you are verifying all of the above criteria are being met



Practicum/Internship Weekly Time Log

Valparaiso University
Graduate Program in Clinical Mental Health Counseling

Name: _____

Week of (list Monday's date only): _____

Clinical Site: _____

DIRECT SERVICE	M	T	W	R	F	SAT	SU N	TOTAL
INDIVIDUAL								
GROUP								
FAMILY								
COUPLES								
ASSESSMENT								
CO-THERAPY								
OTHER (SPECIFY):								DIRECT SERVICE TOTAL:

INDIRECT SERVICE								
CLINICAL DOCUMENTATION								
CASE NOTES								
CLIENT PREP								
ASSESSMENT SCORING								
CORRESPONDENCE								
REPORT WRITING								
OTHER (SPECIFY):								
PROFESSIONAL DEVELOPMENT								
CONFERENCES								
READING								
STAFF MEETINGS								
TAPE REVIEW								
TRAINING								INDIRECT SERVICE TOTAL:
SUPERVISION								
INDIVIDUAL								
GROUP								
TRIADIC								SUPERVISION TOTAL:

DIRECT +INDIRECT +SUPERVISION TOTAL (THIS WEEK'S TOTAL): _____

Practicum/Internship Student

Date

On-Site Supervisor

Date

Valparaiso University Group/Class Supervisor

Date

FIELD PLACEMENT SUMMARY SHEET
Valparaiso University CMHC Program

To be submitted with COUN 688 Advanced Internship paperwork.

Please list:

COUN685 supervisor (w/ credentials): _____

COUN686 supervisor (w/ credentials): _____

COUN687 supervisor (w/ credentials): _____

COUN688 supervisor (w/ credentials): _____

COURSE	SEMESTER TOTALS						CUMULATIVE TOTAL (DIRECT + INDIRECT + SUPERVISION)
	DIRECT		INDIRECT	SUPERVISION			
	Group	Other Direct		Ind.	Group	Triadic	
COUN 685 PRACTICUM							
COUN 686 INTERNSHIP							
COUN 687 INTERNSHIP							
COUN 688 ADVANCED INTERNSHIP							
FIELD PLACEMENT TOTALS <i>(ADD DIRECT & SUPERVISION COLUMNS TO HAVE ONE TOTAL FOR EACH CATEGORY)</i>	<i>(Group + Other Direct)</i> _____ + _____		<i>(Indirect)</i> _____ + _____	<i>(Ind. + Group + Triadic)</i> _____ = _____			<i>(Cumulative Field Placement Total)</i> _____

Student Name (printed): _____

Student Signature: _____

Date: _____

Clinical Training Coordinator Signature: _____

Date: _____

Clinical Practicum/Internship/Advanced Internship MIDTERM Evaluation Form

**Master's Program in Clinical Mental Health Counseling
Psychology Department
Valparaiso University**

To the On-Site Supervisor:

The Department of Psychology and the graduate program sincerely appreciate you serving as an on-site supervisor for the student identified below. In order to maximize the mutual benefits of participation at the site for the student and your organization, please provide a few summary comments related to the student's work at your site to this point in the academic semester.

Thank you once again for your support of our students.

Student: _____

On-Site Supervisor: _____

Placement Site: _____

On-Site Supervisor's Comments: Please cite strengths and areas of growth.

**Final Evaluation of Student by On-Site Supervisor
Valparaiso University CMHC Program**

Course:		Term:	
Student :		On-Site Supervisor:	

	Strongly disagree	1	2	Somewhat agree	3	4	Strongly agree	5	na
1. Comes prepared for supervision	1	2	3	4	5	na			
2. Adheres to ethical standards of counseling	1	2	3	4	5	na			
3. Adheres to the site protocol and procedures	1	2	3	4	5	na			
4. Demonstrates professionalism (on time, dress)	1	2	3	4	5	na			
5. Is open to feedback	1	2	3	4	5	na			
6. Addresses theoretical orientation and evidenced based practice in regard to work with clients	1	2	3	4	5	na			
7. Demonstrates success in forming effective counseling relationships	1	2	3	4	5	na			
8. Willing to explore the impact of 'self' on clinical work	1	2	3	4	5	na			
9. Is actively involved in the supervision process.	1	2	3	4	5	na			
10. Demonstrates respect for cultural/ideological differences	1	2	3	4	5	na			
11. Understands the impact of own values, experiences and bias on session dynamics and conceptualization	1	2	3	4	5	na			
12. Demonstrates the ability to modify theories, techniques, interventions to make them culturally appropriate for diverse populations	1	2	3	4	5	na			
13. Appropriately addresses interpersonal dynamics between self and client.	1	2	3	4	5	na			
14. Demonstrates responsiveness to supervisor	1	2	3	4	5	na			
15. Demonstrates ability to integrate and reflect content, thoughts, feelings and meaning as presented by the client	1	2	3	4	5	na			

16. Demonstrates appropriate use of diagnostic tools, including the DSM 5	1	2	3	4	5	na
17. Develops effective interviewing and case conceptualization skills	1	2	3	4	5	na
18. Bases decisions on a theoretical understanding of human development, functioning and behavior	1	2	3	4	5	na
19. Utilizes assessment results for diagnostic and clinical intervention planning purposes	1	2	3	4	5	na
20. Utilizes appropriate strategies for conceptualizing the interrelationships among and between work, mental well-being, relationships, and other life roles	1	2	3	4	5	na
21. Demonstrates practical foundations for leading therapeutic groups	1	2	3	4	5	na
22. Identifies techniques and interventions for prevention and treatment of a broad range of mental health issues	1	2	3	4	5	na
23. Is familiar with referral resources and when/how to appropriately use them	1	2	3	4	5	na
24. Demonstrates a personal commitment to developing professional competencies	1	2	3	4	5	na
25. Has the ability to understand their professional role and function within the system	1	2	3	4	5	na
26. Appropriately utilizes the support, peer and supervisory personnel	1	2	3	4	5	na
27. Recognizes limitations as a counselor and seeks additional supervision and guidance when needed	1	2	3	4	5	na
28. Completes all required paperwork (case notes, treatment plans, intakes, etc) accurately and in a timely manner consistent with the site standards	1	2	3	4	5	na

Signature of On-Site Supervisor: _____ Date: _____

My signature below indicates that I have read the above report and have discussed the content with my site supervisor. It does not necessarily indicate that I agree with the report in part or in whole.

Signature of Student Counselor: _____ Date: _____

**COUNSELING FIELD PLACEMENT
SURVEY OF INTERNSHIP--Student Evaluation of Site and Experience**

Survey Date: _____

___ COUN 685 ___ COUN 687(1st) ___ COUN 687 (2nd) ___ COUN 688

NOTE: The information on this page **is to be completed by the practicum/intern student.**

STUDENT: _____

DATE OF EVALUATION: _____

AGENCY/SCHOOL/BUSINESS: _____

PRACTICUM/INTERNSHIP INSTRUCTOR: _____

ON-SITE SUPERVISOR: _____

BRIEF DESCRIPTION OF EXPERIENCES AND ASSIGNMENTS: (e.g., individual counseling, career development activities, training, group facilitation, consultation, administration, outreach, professional development, testing/assessments, marriage/family counseling, program development, etc.)

Must be completed in full sentences.

**Student Evaluation of On-Site Supervisor
Valparaiso University**

On-Site Supervisor: _____ **Term:** _____

	Strongly disagree		Somewhat agree			Strongly agree		
1. Structures supervision appropriately	1	2	3	4	5	6	7	
2. Helps me feel at ease with the supervision process.	1	2	3	4	5	6	7	
3. Makes supervision a constructive learning process.	1	2	3	4	5	6	7	
4. Provides me with specific help in areas I need to work on.	1	2	3	4	5	6	7	
5. Addresses issues relevant to my current concerns as a counselor.	1	2	3	4	5	6	7	
6. Helps me focus on new alternative counseling strategies that I can use with my client.	1	2	3	4	5	6	7	
7. Helps me focus on how my counseling behavior influences the client.	1	2	3	4	5	6	7	
8. Adequately emphasizes the development of my strengths and capabilities.	1	2	3	4	5	6	7	
9. Enables me to become actively involved in the supervision process.	1	2	3	4	5	6	7	
10. Makes me feel accepted and respected as a person.	1	2	3	4	5	6	7	
11. Helps me to define and achieve specific concrete goals for myself during the practicum experience.	1	2	3	4	5	6	7	
12. Helps me develop increased skill in critiquing and gaining insight from my counseling tapes.	1	2	3	4	5	6	7	
13. Appropriately addresses interpersonal dynamics between self and counselor.	1	2	3	4	5	6	7	

	Strongly disagree		Somewhat agree			Strongly agree	
	1	2	3	4	5	6	7
14. Enables me to express opinions, questions, and concerns about my counseling.	1	2	3	4	5	6	7
15. Motivates me and encourages me.	1	2	3	4	5	6	7
16. Challenges me to accurately perceive the thoughts, feelings, and goals of my client and myself during counseling.	1	2	3	4	5	6	7
17. Allows and encourages me to evaluate myself.	1	2	3	4	5	6	7
18. Explains the criteria for evaluation clearly and in behavioral terms.	1	2	3	4	5	6	7
19. Applies criteria fairly in evaluating my counseling performance.	1	2	3	4	5	6	7
20. Orients and articulates professional role and function within the system	1	2	3	4	5	6	7
21. Familiarizes me with functions of support, peer and supervisory staff.	1	2	3	4	5	6	7
22. Familiarizes me with common legal and ethical issues pertinent to the setting.	1	2	3	4	5	6	7

STUDENT CHECKLIST FOR FIELD PLACEMENT

PRIOR to practicum and internship field experiences:

- Select sites to interview (you can consult with Dr. Hatch if you have questions)
- Once chosen, confirm your site with the CTC and your advisor
- Complete the contract based on the template in the Field Placement Handbook
- Obtain liability insurance to cover your time on practicum and internship (**must be turned in EACH semester and BEFORE you can begin to accrue hours and see clients**)
- Submit signed contracts and copies of liability insurance to Dr. Hatch prior to the deadlines listed in the Field Placement Handbook
- START logging in hours and MAKE COPIES of everything
- Have copies of logs signed and ready to turn in weekly
- Submit the midterm evaluation during mid-semester
- Develop and present at least one case conceptualization with video in your group supervision class per semester
- Attend weekly group supervision classes, as well as the additional weekly supervision if in practicum

AT THE END of practicum and internship:

- Be certain all of your hours are complete
- Submit all of the following to your class instructor:
 - Completed Semester Summary Sheet
 - Completed Field Placement Summary Sheet (Advanced Internship only)
 - Final Evaluation of student from site supervisor
 - Final Evaluation of site from student
 - Final Evaluation of site supervisor from student
 - All final logs

EXAMPLE OF RELEASE FOR TAPING
Valparaiso University

Practicum/Internship Instructor: _____

Site of counseling services: _____

Address: _____

On-Site Supervisor: _____

I _____ hereby given permission
(client name)

to _____
(counselor name)

_____ to videotape a single counseling session on _____.
(date of the counseling session)

_____ to videotape counseling sessions on the following dates: _____.

_____ to videotape counseling sessions as desired throughout the current semester.

_____ to video "counselor only" session(s) on date(s) indicated above.

_____ to audio tape a single counseling session on _____.
(date of the counseling session)

_____ to audio tape counseling sessions on the following dates: _____.

_____ to audio tape counseling sessions as desired throughout the current semester.

I understand that the tape will be used for training purposes and that viewing the tape will be restricted to the counselor's supervisor and the Valparaiso University field training instructor and counselors in training under the supervision of the instructor. I understand that any audio or video tapes will be kept in a secured location and will be erased at the conclusion of the internship/practicum unless further permission for its use is granted by me in writing.

I understand that I may revoke this permission at any time.

Signed: _____ Date: _____