

# **EASTERN KENTUCKY UNIVERSITY**

## **College of Education and Applied Human Sciences**



## **COUNSELOR EDUCATION PROGRAM PRACTICUM AND INTERNSHIP (COU 880 AND COU 881) HANDBOOK**

Department of Clinical Therapeutic Programs  
245 Wallace Building | Eastern Kentucky University  
521 Lancaster Avenue | Richmond, KY 40475-3102  
(859) 622 – 1125 | [couoffice@eku.edu](mailto:couoffice@eku.edu)

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## INTRODUCTION

The purpose of this handbook is to provide students and internship site representatives with information about the Department of Clinical Therapeutic Programs at Eastern Kentucky University. It is intended to clarify policies, procedures, requirements, and expectations of practicum and internship for clinical mental health and school counseling students.

## MISSION STATEMENT

As a school of opportunity, Eastern Kentucky University fosters personal growth and prepares students to contribute to the success and vitality of their communities, the Commonwealth, and the world.

Eastern Kentucky University is committed to access, equal opportunity, dignity, respect, and inclusion for all people, as integral to a learning environment in which intellectual creativity and diversity thrives.

The **Mission of the College of Education and Applied Human Sciences** is to “Prepare Effective Professional Educators” while enhancing the proficiencies of our candidates in the areas of Knowledge, Pedagogy, Dispositions, Technology, and Diversity. We expect our colleagues to be absolutely committed to individualized teaching and learning. We are “a school of opportunity”, and we emphasize giving each individual student opportunities to move from where he or she is to where he or she needs and wants to be. <https://coe.eku.edu/about>

**The Mission of the Department of Clinical Therapeutic Programs:** As educators, clinicians, mentors, and scholars, the Department of Clinical Therapeutic Programs empowers future professionals and leaders to enhance the quality of lives of individuals with communication, swallowing, counseling, and/or mental health needs and their caregivers, families, and communities through service, teaching, research, and advocacy.

**The Vision of the Department of Clinical Therapeutic Programs** We will graduate professionals who create a society in which individuals with communication and mental health needs are supported to participate in life.

The **Mission of the Counselor Education Program** is to prepare effective professional counselors who will lead productive, responsible, and enriched lives.



## **Department of Clinical Therapeutic Programs**

Kellie Ellis, Ph.D., CCC/SLP

Department Chair

Wallace, Room 202

[kellie.ellis@eku.edu](mailto:kellie.ellis@eku.edu)

Stephanie Boggs, Administrative Professional

Wallace, Room 201

[couoffice@eku.edu](mailto:couoffice@eku.edu)

(859) 622-1125

### **Clinical Program Coordinators**

#### ***Program Coordinator***

James McGinn, Ph.D., LPC (CT, LA), NCC, ACS

Assistant Professor, Program Coordinator

Wallace, Room 406

[james.mcgin@eku.edu](mailto:james.mcgin@eku.edu)

#### ***Coordinator of Clinical Experiences***

LeAnna Hensley, M. Ed.

Wallace, Room 206

(859) 622-2115

[leanna.hensley@eku.edu](mailto:leanna.hensley@eku.edu)

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## PRACTICUM AND INTERNSHIP

### SCHOOL COUNSELING and MENTAL HEALTH

### COUNSELING (COU 880 and COU 881)

#### SCHOOL COUNSELING and MENTAL HEALTH COUNSELING (COU 880 and COU 881)

The **Practicum (COU 880)** is the initial clinical experience and is a prerequisite for internship. This 3-credit hour class includes 100 hours at a school or mental health site and weekly attendance of COU 880 for faculty facilitated group supervision. Forty (40) hours of the practicum are to be in direct face-to-face counseling services with the remaining sixty (60) hours in counseling related tasks not including face-to-face counseling services. As practicum is the initial experience, students usually see less complex clients/students and work under greater supervision.

The **Internship (COU 881)** is the final and most comprehensive professional experience in the School and Clinical Mental Health Counseling programs. The intent of the internship is to provide the student with continued supervised training at a site outside the university environment which is congruent to his or her orientation within the program. Students complete 600 hours of internship to include 240 hours of direct face-to-face counseling services and 360 indirect hours. As students progress from practicum to internship, site supervisors gradually begin to assign more complex cases and offer the student increasing responsibility. It is highly recommended that students complete an internship **over two semesters** to maximize their experience and to calculate their hours at the start of internship to anticipate how many hours they can complete per semester. Students are required to keep track of their hours using the *Practicum/Internship Weekly Log* and the *Practicum/Internship Summary Sheet and Counseling Activities Log*. Both can be accessed using Tevera.

To ensure that the student's individualized career goals are met in the practicum and internship experiences, arrangements are negotiated between the student, the on-site supervisor, the practicum/internship site, the Coordinator of Clinical Experiences and the student's university supervisor within the Clinical Therapeutic Programs at Eastern Kentucky University.

Skill Objectives for Practicum and Internship appear below. These objectives are taken from Section III of the 2016 Standards of the Council for the Accreditation of Counseling and Related Education Programs (CACREP), which is the body that governs and accredits the counseling programs.

**PRACTICUM** - Students must complete supervised practicum experiences that total a minimum of 100 clock-hours over a minimum of a 10-week academic term. Based on CACREP 2016 Standards III.A-I, each student's practicum must include the following:

- At least forty (40) hours of direct service with actual clients that contributes to the development of counseling skills.

- Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by
  1. A counselor education program faculty member
  2. A student supervisor who is under the supervision of a counselor education program faculty member
  3. A site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement.
- An average of 1½ hours per week of group supervision must be provided by a counselor education program faculty member or a doctoral student supervisor who is under the supervision of a counselor education program faculty member. The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients. Counselor-educators may opt to hold group supervision every other week for 3 hours.
- 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 instrument, supervision, information and referral, in-service and staff meetings).
- The opportunity for the student to develop program-appropriate video/audio recordings for use in supervision or to receive live supervision of his or her interaction with clients. Students may be encouraged to provide video/audio recordings for use in supervision but not required to do so in consultation with site supervisor and site rules.
- Evaluation of the student's counseling performance throughout the practicum, including documentation of a midterm and final PCPE by the site supervisor and a final PCPE by the university supervisor.

### PREREQUISITES FOR PRACTICUM

The following courses must be completed before students can enroll in practicum (i.e., COU 880).

Clinical Mental Health Counseling	School Counseling
COU 813: Professional Orientation & Ethics in Counseling	COU 813: Professional Orientation & Ethics in Counseling
COU 840: Counseling Theory & Practice	COU 840: Counseling Theory & Practice
COU 846: Process & Basic Techniques of Counseling	COU 846: Process & Basic Techniques of Counseling
COU 803: Mental Health Counseling & Consultation	COU 814: Administration & Consultation in Counseling Services
COU 820: Group Counseling	COU 820: Group Counseling
COU 848: Child & Adolescent Counseling	COU 825: Developmental Counseling with School-Age Children
COU 849: Addiction Disorders Counseling	COU 848: Child & Adolescent Counseling*
COU 855: Diagnosis & Treatment in Counseling	COU 855: Diagnosis & Treatment in Counseling*
COU 863: Crisis & Grief Counseling	COU 863: Crisis & Grief Counseling

\* These courses are only required for students in the 60-credit School Counseling degree track

Students **cannot take any of these courses concurrent with practicum – they must be completed prior to enrollment in practicum.** Students should therefore be sure to create a plan of study with their advisors to prevent delay in their taking practicum and degree completion.

**INTERNSHIP** – The program requires the completion of a supervised internship in the student’s designated program area of 600 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. Based on [CACREP 2016 Standards III. J-M](#), each student’s internship includes all the following:

- At least 240 hours of direct service, including experience leading groups.
- Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship, provided by
  1. The site supervisor, OR
  2. Counselor Education program faculty OR
  3. A doctoral student supervisor who is under the supervision of a counselor education program faculty member.
- An average of 1 ½ hours per week of group supervision is provided on a regular schedule throughout the internship provided by a counselor education program faculty member or a doctoral student supervisor who is under the supervision of a counselor education program faculty member.
- 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 instrument, supervision, information and referral, in-service, and staff meetings).
- The opportunity for the student to develop program-appropriate video/audio recordings for use in supervision or to receive live supervision of his or her interaction with clients. Students may be encouraged to provide video/audio recordings for use in supervision but not required to do so in consultation with site supervisor and site rules. Live supervision remains the preferred option.
- Evaluation of the student’s counseling performance throughout the internship, including documentation of a midterm and final PCPE by the site supervisor and a final PCPE by the university supervisor.

In addition to completion of practicum prerequisite courses, the following courses must be completed before students can enroll in internship (i.e., COU 881).

Clinical Mental Health Counseling	School Counseling
COU 804: Counseling Diverse Populations	COU 804: Counseling Diverse Populations*
COU 822: Lifestyle & Career Counseling	COU 822: Lifestyle & Career Counseling*
COU 850: Family Counseling	COU 850: Family Counseling*
COU 880: Counseling Practicum	COU 880: Counseling Practicum

\* These courses are only required for students in the 60-credit School Counseling degree track

Similar to practicum, students **cannot take any of these courses concurrent with internship – they must be completed prior to enrollment in internship.** Students should therefore be sure to create a plan of study with their advisors to prevent delay in their taking internship and degree completion.

**The faculty recommends that all counseling (COU) courses be completed prior to taking COU 881 to enhance your learning experience and your client’s services.**

Internship is designed to be the final clinical field experience at the end of your coursework. Internship will be offered during the Spring and Fall semesters for School Counseling students and Fall, Spring and Summer for Mental Health Counseling students.

Internship will be offered in the Summer Session primarily for Clinical Mental Health Counseling students. ***Under very rare circumstances is this available to School Counseling students.*** There are strict conditions for students who want to take the School Counseling Summer Internship and placement must be approved as a summer internship site. Due to these very difficult standards, ***it is highly recommended that all school counseling students complete the internship in Spring and Fall placements.*** For detailed information about the specific requirements for a summer internship in School Counseling, please see the form labeled “Summer Internship in School Counseling” located on Tevera.



## **Criminal Background Checks**

In addition to the required criminal background check at the time of admission, an updated criminal background check is required at the point of enrollment in practicum. These checks are not meant to penalize students nor do they bar them from admission to or completion of the Program. Criminal records may prevent or complicate credentialing beyond the degree. Students with such a background should consult the credentialing entity(ies) for their respective professional role before completing their degree program to ensure they will be eligible for it upon graduation/degree conferral. The Program has no control over these standards or determinations. Criminal records may also limit students' options for practicum and internship placement. It is advised that students with such a background disclose this to [potential] sites and site supervisors to reduce complications and conflict in the future should this be discovered.

These checks will be internally completed through EKU's Human Resources (HR) Department. Students will receive email communication from EKU's HR Department and/or the third party entity who runs the checks (i.e., HireRight) when it is necessary to complete it. Students will then submit to the Program, via Tevera, a copy of their check to be maintained on file. If any record is found, it may be discussed with the student and their advisor, the Program Coordinator, the Coordinator of Clinical Experiences, and/or the Department Chair; this is again not punitive or meant to embarrass the student but meant to ensure that they understand the impact of this on potential clinical placement and/or receipt of credentials after their degree completion. See additional information on page 30.

## **Professional Liability Insurance**

All students are required to purchase professional liability insurance upon entrance to the program and must be maintained through completion of the practicum and internship. Proof of professional liability insurance must be provided, via Tevera, at the time of Practicum/Internship application. Instructors will note this requirement in classes and will verify that students have insurance before they allow students to proceed in their classes. Students may purchase professional liability insurance from any provider granted it explicitly covers counselors/counselors in training. A common provider for professional counselors' liability insurance is Healthcare Providers Service Organization (HPSO), and insurance from this provider can be obtained through ACA and membership to it. Students are encouraged to purchase HPSO coverage as its assured that it covers counselors/counselors in training and is further incentive to obtain membership to ACA. Regardless of the insurance provider, the policy must include a minimum of \$1,000,000 per claim and \$3,000,000 aggregate. Because the policy offered through ASCA membership fails to meet this requirement, school counseling students cannot use this as a liability insurance policy provider.

## **Student Evaluation Procedures**

### **EASTERN KENTUCKY UNIVERSITY STUDENT CODE OF CONDUCT**

When becoming part of the University community, the student enjoys social, cultural, and educational opportunities. He or she also assumes the role of a citizen of the community and agrees to abide by the regulations and standards of conduct operative in the University community. Students are expected to show respect for others, themselves, and the University community - which includes off campus sites for Practicum and Internship; take responsibility for their behavior; read and understand the University Handbook for Students; and uphold the Student Honor Code. Students are responsible for knowing the University's regulations, disciplinary procedures, and penalties. It should be emphasized that students are subject to criminal statutes and legal action, not just the University's regulations and disciplinary system. Information regarding the ECU Student Code of Conduct is available through the Office of Student Conduct and Community Standards: [STUDENT CONDUCT & COMMUNITY STANDARDS](#)

Evaluation of the student's counseling performance throughout the internship, including documentation of a midterm and final PCPE by the site supervisor and a final PCPE by the university supervisor.

By the end of the internship experience, students will be expected to:

1. Establish and maintain a client caseload.
2. Demonstrate and apply appropriate counseling skills.
3. Develop specialized skills relevant to the requirements of the host site.
4. Establish and maintain effective working relationships with staff, supervisors, and colleagues.
5. Demonstrate a willingness to meet professional obligations.
6. Demonstrate enthusiasm and commitment to the counseling profession.
7. Demonstrate a willingness to learn and sensitivity to feedback offered via supervision.
8. Demonstrate personal traits conducive to effective counseling, learning, and professional development.
9. Demonstrate the ability to perform all counseling and related activities in an ethical and legal manner.
10. Demonstrate a willingness to explore and to use community resources for referrals.

## **ETHICAL AND POLICY GUIDELINES FOR SUPERVISION**

- Site supervisors will not transfer weekly supervision to another person instead of the university-approved supervisor without approval. The supervisee may seek additional supervision by qualified supervisors. However, this is additional supervision, not a substitute for the weekly, individual supervision provided by the approved site supervisor. The site supervisor will be always available to students in person or by phone and provide an alternative supervisor in case of any absence in supervision with complete contact information.
- Site supervisors will work with the student to develop a Supervision Contract and conduct weekly, individual, structured, and regularly scheduled supervision experiences relative to the plan.
- If an emergency necessitates that the site supervisor cancels the regularly scheduled supervision session, please reschedule within the same week if possible and make up the time with the supervisee.
- Site supervisors will always provide your supervisee with access to supervision in case of emergency or crisis in the practicum/internship setting. Supervisors should provide physical access, with telephone only access being limited. If you are not available, please appoint a substitute supervisor for the supervisee. However, if you are gone for more than 2 weeks, the substitute must be approved by the university practicum supervisor.
- Site supervisors will review, verify, and sign the supervisee's practicum/internship log on a weekly basis during the supervision hour which verifies the supervisee's work.
- Site supervisors will monitor the supervisee's direct and indirect counseling hours via the weekly log. A minimum of 40% of the practicum/internship required hours must be in direct counseling and a maximum of 60% of the hours may be indirect activities.
- Site supervisors will contact the university practicum/internship supervisor immediately should any problems arise in the field that might affect the supervisee's grade, such as lack of skill development, unethical, unprofessional, or illegal behaviors. Contact will be made at the beginning of the practicum/internship placement, at mid-term and final, as well as, if/when needed.
- Site supervisors will keep a set of supervision notes, copy of progress reports, and copy of midterm and final evaluations for their records and future liability issues. Please share these reviews with the student regularly and in writing with a remediation plan if necessary. Please work out all remediation needs with the faculty supervisor.
- Site supervisors will provide weekly live observation or tape review of the supervisee's counseling skills. Please work with the supervisee on advanced counseling skill development relative to your setting.

- Site supervisors will screen clients for the appropriateness and level of competence of the supervisee. Site supervisors will assist the supervisee with obtaining advance client permission using the *Practicum/Internship Counselor-in-Training Disclosure/Informed Consent Statement* so that they may begin seeing clients at the start of practicum/internship experience.
- The practicum/internship policy also indicates that the supervisee is to directly report abuse after consulting with the supervisor and not leave the reporting only to the supervisor.
- The practicum/internship policy is that school counselor site supervisors must be school counselors who are currently practicing and certified at the appropriate level. In addition, they must spend a significant portion of their time actually counseling clients as opposed to management, clerical, and other non-counseling tasks. The field of mental health counseling is open to supervision outside the field and believes there is something of value in cross discipline supervision from social work, psychology, psychiatry, expressive therapists, psychiatric nurses, family therapists, etc. The practicum/internship policy requires that the supervisee provide the site supervisor with a current copy of the American Counseling Association (ACA) Code of Ethics and Standards of Practice which is available at [www.counseling.org](http://www.counseling.org). Ethical standards indicate that counselors and other mental health professionals need to belong to their professional association. The practicum/internship policy strongly suggests that site supervisors belong to either their national or state professional association, such as the American Counseling Association or one of its Divisions, the Kentucky Counseling Association, the Kentucky School Counseling Association, or the professional association of their mental health discipline.
- Telehealth/Virtual Counseling sessions should be limited during the practicum and internship experience. Site supervisors should confirm with the university supervisor and supervisee that the supervisee has received sufficient training to lead telehealth/virtual counseling sessions. Students must conduct telehealth/virtual sessions at the practicum/internship site and not from a remote location.
- To maintain appropriate boundaries, students will not provide their personal cell phone numbers to clients. Site supervisors will not ask or encourage students to do so under any circumstance.
- When supervision is under the direction of both an administrative supervisor and clinical supervisor, the ECU COU Office must be informed. Both supervisors should complete the PCPE evaluations in consultation with one another.

## PROFESSIONAL ETHICAL GUIDELINES

A listing of ethical codes and guidelines can be found on the following websites...

American Counseling Association (ACA) [2014 ACA Code of Ethics](#)

American School Counseling Association (ASCA) [ASCA Code of Ethics](#)

American Mental Health Counseling Association [AMHCA Code of Ethics](#)

American Counseling Association Code of Ethics  
[Ethical & Professional Standards](#)

## **Clinical Mental Health Counseling and School Counseling**

### **Professional Counseling Performance Evaluation**

The Professional Counseling Performance Evaluation (PCPE) form is used to objectively assess student skills and dispositions in the program. The form is used to assess professional, basic, and advanced skills in all clinical courses, Professional Orientation & Ethics in Counseling (COU 813), Group Counseling (COU 820), Process and Basic Techniques of Counseling (COU 846), Counseling Practicum (COU 880), and Internship in Counseling (COU 881). Both site supervisors and supervising faculty use the form to communicate with students regarding skills and dispositions in the program.

The PCPE may also be used to provide feedback to a student regarding deficiencies in skills or professional behavior and not meeting program standards or ethical guidelines.

Students must keep all performance evaluations throughout the program and submit them, via Tevera, as part of the application for admission to Clinical Practicum and On-Site Internship. Performance evaluations may be reviewed as part of the application to practicum.

Students are expected to conduct themselves in an ethical, responsible, and professional manner. The student must be familiar with the Code of Ethics of the American Counseling Association (ACA), the American School Counselors Association (ASCA), and the American Mental Health Counselors Association (AHMCA). These codes serve as guidelines for students and professionals in the field and should be adhered to at all times. Please consult the websites for each association for a current copy of their ethical codes of conduct.

The faculty of the Clinical Therapeutic Programs at Eastern Kentucky University (EKU) expect our students to be concerned about other people, to be stable and psychologically well-adjusted, to be effective in interpersonal relationships, and to be able to receive and give constructive feedback. Further, we expect the students to be committed to personal growth and professional development through opportunities such as those provided in coursework, group labs, supervision, self-selected readings, and personal counseling. The ECU faculty believes that it is ethically imperative that counselors are willing to do in their own lives what they ask their clients to do.

EKU faculty believe a component of their responsibility to the student, the profession, and the eventual consumers of services provided by ECU graduates, is the necessity to monitor not only students' academic progress but also students' personal and professional characteristics that may affect their performance in the field. These personal and professional characteristics should be exemplary and lead to positive and successful therapeutic relationships with future clients.

### **Clinical Review of Student Progress**

All students in training are subject to review each semester by all faculty members. Students receiving a "C" or lower in any course will be remediated and/or need to retake that course. Students who receive a "U" in Practicum or Internship will be required to retake the course and will be required to complete remedial work. Students are reviewed based on the characteristics listed in the Professional Counselor Performance Evaluation Form (PCPE), which can be found in the program's Student Handbook.

Student progress is reviewed each semester by the Clinical Review Committee. The Clinical Review Committee is composed of the student's academic advisor, university supervisor for practicum or internship, and the program coordinator. If there is an overlap in these roles, a third faculty member will be asked to join the committee. If a student's knowledge, skill, or characteristics is found lacking as rated on the PCPE scale as 0 (0 - Does not meet criteria for program level), the following process will be followed:

The student will be presented with a copy of the PCPE form and the professor's or site supervisor's comments. A copy of the form is also given to the faculty in the Clinical Review Committee and discussed in their next meeting. After the committee discussion, one of the following steps will be taken depending on the nature and severity of the Clinical Committee's concerns:

- The student and the professor will meet to discuss the form and any recommended remediation deemed appropriate,
- The student will be required to meet with his or her advisor and at least one other faculty member to discuss remediation or possible reconsideration of continuation in the program,
- If the committee determines that the student's personal or professional behavior is inappropriate to the field of counseling, and such behaviors would be a detriment in working with others, the student will be denied continuance in the EKU program.

Policies for review of students during practicum and internship include the above criteria as well as additional criteria appropriate to the clinical experience. Information concerning this process is included in your Practicum/Internship Handbook on the Counseling program website.

Please note that in addition to the other requirements stated above, the Clinical Review Committee may request or recommend that the student seek their own personal counseling to address issues they feel are keeping the student from being as effective as they could be and this may be a condition of continuing in the program. This is outlined in the Program Disclosure Agreement all students must complete in COU 813.

In addition to the ongoing review described above, a specific review of all students will be completed by the instructor of the following courses identified as critical evaluative points in the program. These are:

- COU 813 students must have turned in a signed Program Disclosure Agreement

- COU 846 faculty member must have completed a PCPE form on each student
- COU 880 faculty member and site supervisor must have completed a PCPE form on each student, along with the completion of the mid-term PCPE by the site supervisor
- COU 881 faculty member and site supervisor must have completed a PCPE form on each student, along with the completion of the mid-term PCPE by the site supervisor

Any failure to meet the expected level of performance (failure to turn in the Program Disclosure Agreement or score of 0 on *any* item on the PCPE form) will result in referral to the Clinical Review Committee. Next, the student will be asked to meet with faculty to discuss remediation or possible reconsideration of continuation in the program. Failure to upload the Taskstream requirements may result in a delay of grades.

### **Knowledge and Skills Intervention Plans for Off-Campus Internships**

On-Site Clinical Supervisors may identify students in need of intervention based upon clinical performance during the off-campus internship. The On-Site Clinical Supervisor should notify the University Supervisor of their concerns regarding the student's performance. This notice will prompt a meeting, either in person or virtual, between the site supervisor, the faculty/university supervisor, the student's advisor, Coordinator of Clinical Experiences and/or the Program Coordinator. The Faculty Supervisor will work collaboratively with the On-Site Clinical Supervisor and student clinician to develop a written Intervention Plan to address the knowledge and skills requiring attention. The Intervention Plan will outline the specific areas in need, a specific plan for meeting the required competency, and a timeline for completion (the plan must be completed in two semesters). The plan will be signed by the Faculty Supervisor, On-Site Clinical Supervisor, and Student Clinician. A copy will be provided to the On-Site Clinical Supervisor, Student Clinician, Faculty Supervisor, and Faculty Advisor. A copy of the plan will be placed in the student's academic file.

The Intervention Plan will be monitored by the Faculty Supervisor. Following implementation of the Intervention Plan, on or before the date agreed upon for completion, the Faculty Supervisor and student will meet to determine if the Intervention Plan has been successfully completed or if it needs to be continued or revised. If the knowledge and skills that were identified in the Intervention Plan are not acquired within the semester, the graduate student will continue the off-campus internship in the subsequent academic semester.

All goals outlined in an Intervention Plan must be completed by program exit.

## **CLINICAL MENTAL HEALTH COUNSELORS - LICENSURE**

Students will be responsible to verify licensing requirements with the Kentucky Board of Professional Licensing at <http://lpc.ky.gov/>. The purpose of the **Board of Professional Counselors** is to administer and enforce the statutory authority and to monitor the needs of the consuming public. The Board examines and licenses all eligible candidates for entry into the profession as a professional counselor. It recommends appropriate changes in the law to assure fairness and equality. The Board conducts formal hearings when necessary and prosecutes by due



process any violators of [KRS 335.500 to 335.599](#). The LPC Board makes decisions regarding licensure and completing this program does not guarantee licensure.

The LPCC law requires a minimum of a Master's degree or above in Counseling or a related discipline and 60 graduate hours of coursework in the 9 core areas of counseling specified in Kentucky's LPCC law; practicum/internship experiences of at least 600 hours; passing score on the National Counselor Examination (NCE); and 4,000 hours of post Master's supervised work experience. 1600 hours must be direct client service, 2400 must be indirect service, with 100 hours minimum of face-to-face, individual supervision by an approved supervisor.

## **School Counselor – Certification**

Students are responsible to apply for School Counselor certification with the Education Professional Standards Board ([EPSB](#)).

## **TESTING**

As you near the end of your program there are two exams you will need to consider scheduling. The Counselor Preparation Comprehensive Exam (CPCE) and the National Counselor Examination (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE). While the tests are similar, they each serve a different purpose. The CPCE is used as your comprehensive examination and is a graduation requirement for all students. More information is on the program [webpage](#). The NCE and the NCMHCE are licensure requirements for clinical mental health counselors. Kentucky LPC Board requires one of the tests for licensure. More information is on the program [webpage](#).

## **REQUIRED COURSE TECHNOLOGY**

Microsoft Word/Google Documents  
Microsoft PowerPoint/Google Presentation  
Internet access to utilize Blackboard and email

## **Tevera**

Tevera is a web-based platform specifically designed for the collection, organization, and maintenance of Counselor Education students' programs of study, particularly in the area of clinical documentation in practicum and internship. All students are therefore required to purchase a membership to Tevera at the beginning of their enrollment in the program. Students will be the owner of their respective accounts throughout their time in the program and will have lifetime access to it after graduation, which will greatly help them as they apply for clinical licensure and/or pursue doctoral counseling studies. There is a one-time, all-inclusive charge of \$215.00 to acquire membership to Tevera. Beginning in Fall 2024, students may be eligible to use their financial aid for this education-related cost.

## TECHNOLOGY/SOCIAL MEDIA

Although counseling students and faculty are increasing their use of personal technology in the counseling setting, inappropriate use of technology can violate the rights of clients and others.

The following guidelines have been established to prevent inappropriate use of technology in the classroom or clinical setting:

1. Audio/Video: Students may not take personal video or audio devices to the clinical setting. This includes pre and post conference areas where client data may be discussed. Students are not allowed to video faculty lectures, but the student may audio tape lectures with the instructor's permission.
2. Photography: Students may never use a personal device to take photographs or videos in the clinical setting unless with permission of the agency and specific documentation has been completed. If photographs are necessary to document aspects of the client's condition, the agency's camera must be used and the student must have express permission of the client and the clinical instructor to take any photographs or videos. No copies of any such photographs or videos may be removed from the facility.
3. Mobile Phones, Laptops, or other electronic devices: Mobile phones may not be used in the clinical setting or during pre/post conferences unless verified by your supervisor. Mobile phones must be placed on "vibrate" or "silent" mode while in the clinical setting, including pre/post conference areas. Students must adhere to clinical agency policies. Students may not download or record client data on these devices.
4. Social Media: Any sharing of information related to a student's clinical experience is strictly forbidden. Students must never share any identifying information or potentially identifying information such as descriptors/names of clients, families, facilities, staff, faculty, or other students. Be respectful, responsible, and accountable.
5. Medical Records: Students must adhere to client privacy, confidentiality, HIPAA, and clinical agency policies and procedures in the protection of personal health and medical information. Federal and state laws protect this confidential medical information, and it is illegal to use or disclose this confidential medical information outside the scope of clinical duties [ACA Code of Ethics](#)
6. Reporting Violations: Students must report known or suspected violations of these policies to the instructor and supervisor responsible for the class/clinical or to the course coordinator.

## **ETHICS & PROFESSIONALISM**

### **ACA Code of Ethics Mission Statement**

The mission of the American Counseling Association is to enhance the quality of life in society by promoting the development of professional counselors, advancing the counseling profession, and using the profession and practice of counseling to promote respect for human dignity and diversity.

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## FREQUENTLY ASKED QUESTIONS

These questions are intended to assist students in understanding the expectations and opportunities offered in their internship experiences. All students should be able to answer these questions PRIOR to the start of their field experience. Students are encouraged to speak to any faculty member for further clarification of any of these questions. They are also encouraged to suggest other questions that should be addressed in this list.

### 1. Where do I find the application materials for Practicum/Internship and what do I do with them?

Prior to enrolling in either Practicum or Internship, students will be required to have completed the online application and required documentation via Tevera, for Practicum and Internship.

All paperwork **must be completed by the deadlines** in the semester prior to registering for either course. You will not be given the CRN to enroll until all required paperwork is cleared by the Coordinator of Clinical Experiences. **All required paperwork must be submitted for each semester of practicum and internship.**

### 2. What is the deadline for submitting practicum/internship application materials?

Please visit the Practicum/Internship website for application due dates.

<https://coecounseling.eku.edu/practicum-internship-pi-masters-students>

NOTE: Some schools or agencies may require that you have a State Police or FBI criminal background check (in addition to the EKU requirement) prior to starting work in their sites (for example Fayette County Schools). This can take over six weeks and is the student's responsibility to have this completed prior to the start of Practicum or Internship. This means that you need to check with your intended site at least two months prior to starting your experience.

### 3. Is professional liability insurance required?

**Yes.** All students are required to purchase professional liability insurance upon entrance to the program and must be maintained through completion of internship. Proof of professional liability insurance must be provided, via Tevera, at the time of Practicum/Internship application. Instructors will note this requirement in classes and will verify that students have insurance before they allow students to proceed in their classes. Students may purchase professional liability insurance from any provider granted it explicitly covers counselors/counselors in training. A common provider for professional counselors' liability insurance is Healthcare Providers Service Organization (HPSO), and insurance from this provider can be obtained through ACA and membership to it. Students are encouraged to purchase HPSO coverage as it's assured that it covers counselors/counselors in training and is further incentive to obtain membership to ACA. Regardless of the insurance provider, the policy must include a minimum of \$1,000,000 per claim and \$3,000,000 aggregate. Because the policy offered through ASCA membership fails to meet this requirement, school counseling students cannot use this as a liability insurance policy provider.

Please visit [Professional Liability Insurance | Clinical Mental Health Counseling Program | Eastern Kentucky University](#) for more information.

**4. Do I have to do group guidance and/or group counseling in internship?**

Per the CACREP 2016 Standard III.E., interns must accrue at least 240 hours of direct service, including experience leading or co-leading a counseling or psychoeducational group. Group guidance or classroom guidance may be part of a school counseling practicum or internship experience. Your instructor will discuss specifics of this in your class.

**5. What do I need to know if I am planning on doing the School Counseling Internship while still employed as a teacher?**

School Counseling requires that one complete the Practicum (COU 880), consisting of 40 direct hours and 60 indirect hours for 100 hours total. Then the student must complete the school counseling internship (COU 881) which requires 600 hours of on-site supervised direct (240 hours) and indirect (360) hours. The 600 hours are part direct and part indirect [hours](#). If you are willing to do a full semester of full-time internship you should be able to generate the needed hours in that one spring or fall semester. As a teacher doing internship in your school, you complete internship hours during times you can get free of your regular work duties, (such as during planning period; during lunch period; before or after school if you can arrange to see students who come early or stay late). Your indirect hours can be arranged at other times when students are not available. This means, if you are not a full-time intern, you would have to sign up for internship for 2 semesters (for 3 credit hours each semester – 6 credit hours total) to finish the requirements. School counseling students may complete summer internship under certain, approved conditions. School counseling students are not allowed to complete the practicum during the summer term.

**6. If I must take an internship for more than 3 hours (more than one semester) what can I do with the additional credit hours?**

An internship is a three-credit hour-per-semester course. Both school and mental health counselors may take more than one semester to complete the 600-hour internship. Internship should be taken in consecutive semesters, however, this may not be possible for various reasons, which should be discussed and planned for ahead of time with faculty and/or coordinators. If taken for more than one semester, the additional credit hours may be used for electives in your program. These credit hours will also count toward the Standard Certificate in School Counseling, Rank Change, and toward the 60 credit hours needed to become a Licensed Professional Clinical Counselor (LPCC).  
3 credit hours of internship = 200 minimum hours of field experience required.

**7. Can I start (or continue) completing my practicum or internship hours before (or between) the semester(s) that I am enrolled in the course?**

**No**, due to the affiliation agreement in place between ECU and your site and the liability insurance limitations, you must wait until the semester begins to accumulate practicum or internship hours. Your insurance coverage exists for the practicum/internship experience only and must coincide with class times for the semester under university and site supervision. **However, it is very important to meet with your site supervisor prior to the beginning of practicum/internship so they have signed consent, oriented you to the site, and so they have identified a counseling load for you to begin seeing on the first day of your practicum/internship experience.** The [Supervision Contract](#) can be completed at this time. The total internship hours concluded at the end of one semester may be applied to the total 600 hours needed; however, you may not accumulate hours when an official university course is not in session and you must complete your hours within a 12-month period (each semester of internship is treated as a separate class until the total hours are accumulated).

**8. What do I do if I cannot complete my practicum during the semester enrolled?**

You will need to complete the practicum within the semester in which you are enrolled due to liability issues and according to CACREP standards. Only 100 hours are required for practicum and if you do not believe you can get those hours in one semester you will need to wait to take practicum until you can get the required minimum of hours. Your internship experience, however, may be carried over from 1-3 semesters (you must register each semester) over a 12-month period to acquire the required total of 600 hours.

3 semester hours of internship = 200 minimum hours of field experience.

**9. How many semesters of practicum and internship are required?**

One semester of practicum (100 hours) is required for the Master's degrees in school and mental health counseling. Internship requires 600 hours over the course of two semesters, other arrangements must be approved by faculty. Internship may be completed in up to three semesters (within a consecutive 12-month period as long as hours are accrued when the student is actively registered for a course (e.g., not during the semester breaks).

**10. How do the goals of the practicum and internship classroom experience differ from the goals of the field placement practicum and internship experience?**

CACREP Standards suggest that the practicum-internship series is an iterative experience and developmental in nature whereby initial, less complex skills are developed in practicum and later, in internship, the skills are refined and the expectation for a complexity of knowledge and application is greater. The goals of both classroom and field experience include professional knowledge and skill

development such as exploring pertinent ethical and legal considerations and the development of advanced skills. The primary goal of the field placement portion of the **practicum** experience is to begin to accrue some initial actual counseling experience with clients or students and to put into place the knowledge and skills learned earlier in the program. At the practicum level, students may begin to be introduced to additional duties such as scheduling, interfacing with special education, coordination of the assessment program (school counselors), charting, staffing, and interfacing with medical staff (mental health counselors).

The **internship** is the culminating professional experience in the field and is conducted, as is the practicum, with group supervision provided by the university supervisor and individual supervision provided by the site supervisor. Both the school counseling internship and the mental health counseling internship require a total of 600 hours. Internship field placement goals include those noted for practicum but also include the ability to work with increasingly complex cases as well as the development of higher-order professional skills such as supervision.

### 11. Can I do an internship in my present work setting?

**Yes**, provided your site has a counseling focus/program and your clinical supervisor does not have any administrative supervision relationship with you (such as hiring, firing, or evaluating) which would constitute a dual relationship. If the student does practicum in their current job site, it is required that they perform different duties in another part of the institution/organization and have a different supervisor and these duties need to be clearly delineated. For example, you will have to complete the ***Place of Employment Verification Form*** on Tevera, indicating how your work site is different from your practicum internship site. Duties performed at your job site must be at a Master's graduate level per CACREP requirements. For instance, if your duties are case management, that would not meet CACREP requirements.

### 13. How does an LPCC become a Certified School Counselor?

According to the EPSB website CERT: School Counselor Certification, Grades P-12, there are two options for becoming a Certified School Counselor:

#### Option 1

- Successful completion of an approved master's level program in school counseling;
- Successful completion of an additional three to six credit hours from an approved graduate level counseling or school counseling program;
- One year of full-time employment as a provisionally certified school counselor in an accredited public or private school;
- Hold a valid Kentucky Professional teaching certificate, and

- Have a minimum of one year of full-time classroom teaching experience.

## Option 2

- Successful completion of an approved master's level program in school counseling;
- Successful completion of an additional three to six credit hours from an approved graduate level counseling or school counseling program;
- Have a minimum of two years of successful employment as a Provisional full-time certified school counselor.

### **14. How does a Certified School Counselor become a LPCC in Kentucky?**

Students who began their School Counseling program prior to 2015 and if the program is not CACREP accredited, the student will need to send a copy of their school counseling transcript to the LPC Board for review in order that any courses the student may need to take (if any) may be identified. If the program is CACREP accredited, then the student can apply for LPCA.

**NOTE: Stay updated with the LPCC Board for any changes in their regulations and policies.**

**Information is available at the Board website at: <http://lpc.ky.gov>.**

### **15. What do I need to keep as verification of my internship for LPCA/LPCC?**

To meet the requirements for the LPCC board, you must keep, at a minimum, a signed record of supervision that includes a list of hours spent in direct counseling time, indirect time, and supervision hours. You may get a copy of the supervision documentation form from the LPCC website listed above to use with your site supervisor. Remember, the Department of Clinical Therapeutic Programs will only retain your records for **five years** post-graduation, so you must keep your own copy of all relevant materials.

### **16. Where can I get a list of potential mental health or school counseling internship sites?**

A list of site where previous students have completed practicum and internship can be found posted on the departmental website and on Tevera. Other sites may be considered if they meet all program and CACREP requirements, but this will need to be determined in consultation with the Coordinator of Clinical Experiences. Please contact LeAnna Hensley or Dr. James McGinn.

### **17. What requirements does my site supervisor have to meet?**

**School Counselor Supervisors** must be practicing school counselors with at least a Master's degree and at least 2 years post-Master's, full time counseling experience as well as Kentucky



Education Professional Standards Board (EPSB) elementary or secondary school counseling certification.

**Mental Health Counselor Supervisors** must be practicing counselors/therapists, are required to have at least a Master's degree in counseling or a related therapist degree area (i.e. LPCC, LPCA, LMFT, LCSW, PsyD, etc. and have at least 2 years post-Masters, full time counseling experience, and hold appropriate licensure and/or certification. If you are unsure, contact the Coordinator of Clinical Experiences. Supervisors of both school and mental health counseling practicum and internship students must have some training in supervision per CACREP 2016 standards.

Practicum and Internship Site Supervisors must agree to complete the EKU Site Supervisor Training offered prior to the start of the fall, spring and summer semesters and prior to having supervisees on site. Site supervisors will be notified via the Coordinator of Clinical Experiences of upcoming trainings. Agreeing to be a site supervisor means your supervisor is agreeing to attend this training or that they have completed it within the past year. This training will provide an orientation to the program expectations for practicum and internship.

**18. Can I have more than one supervisor and/or more than one site?**

It is the expectation that practicum and internship students have only one site and one supervisor at a time. Students may seek additional supervision or consultation, but one official supervisor of record needs to be the primary supervisor. In rare instances, a student may be allowed to utilize two sites, for instance, if the primary site does not provide opportunities for group counseling which is an internship requirement per 2016 CACREP Standards.

**19. What should I do if I have a conflict with my site supervisor and I am afraid it might affect my grade?**

It is your responsibility to contact your university supervisor at the beginning of any potential conflicts that might arise between you and your site supervisor so that plans can be developed early on to abate any serious problems.

**20. Does my supervisor have to be onsite?**

**Yes**, your safety and that of your client is paramount, therefore a practicum or intern student should never be left alone with a client. If the site supervisor is not physically present, then an approved alternative supervisor should be present physically.

**21. Does my site supervisor have to be a currently practicing counselor/mental health practitioner?**

**Yes**, your site supervisor is responsible for orienting you to the counseling profession and updating your knowledge of the profession, assisting with the development of your professional identity as a counselor, and monitoring the daily activities of a counselor in the field. To do these things properly they must be active in their profession.

**22. Can I hire a site supervisor?**

**No**, to hire a supervisor for the internship requirement would be a dual relationship.

**23. If there is not a school counselor in my school or if I am the only school counselor in my school or in my school district, who will supervise me?**

Practicum/internship in a school district that does not have any school counselors would not have a school counseling program and would not be an approved site. However, if you are the only counselor in a specific school within a district, but there are other school counselors at other schools in the district, you will need to arrange for one of these school counselors to provide supervision. You must have advanced administrative supervisor approval at both sites for such an arrangement.

**24. Do I have to have a supervisor in COU 881 Counseling Internship if I am currently a counselor and currently a counseling supervisor?**

**Yes**, ethically all counselors seek supervision/consultation throughout their careers, and they absolutely must be supervised during this experience. COU 881 Counseling Internship is a class which consists of both weekly university group supervision and weekly, individual, face-to-face site supervision.

**25. What is the Supervision Contract?**

The Supervision Contract is a tentative outline of the supervision experience that will take place over the semester and is to be uploaded on Tevera prior to the start of the practicum/internship. A Supervision Contract is a formal, collaborative agreement between the supervisor and supervisee regarding a) the time and day of weekly supervision; b) the mode of supervision; c) the plan for on-going access to supervision; and d) the goals of supervision. This document template can be found on Tevera.

**26. Do I have to video record sessions if my site does not allow it?**

**No**. However, if the student is not recording sessions, then the site supervisor or the university supervisor must provide live supervision with their student and the client(s) that equates to two full sessions. Should the student wish to use video recording they need to obtain a signed, informed consent from the client. This form can be found on Tevera. Note that you may use the same client for more than one video recording. The video does not need to include any portion of the client's presence other than their voice, in order to ensure confidentiality. Although video recording can be anxiety provoking for counselors-in-training, it can be helpful in supervision.

## **27. What is the difference between direct counseling experiences and indirect counseling experiences?**

**Direct** counseling is interaction with clients that includes the application of counseling, consultation, or human development skills. To count as direct counseling experience, it must be face to face counseling or consultation done in a confidential setting. Examples of Direct Counseling hours include individual, group, couple and family counseling; assessments, intakes, counseling, psycho-educational activities, consultation..

**Indirect** counseling experiences are all other duties and experiences that do not fall into the direct counseling category such as staffing, charting, and reviewing records; administrative duties, attending trainings, classwork, classes, observations, and supervision.

## **28. What is group guidance?**

Group guidance is not just a lecture and activity on a non-academic topic. It requires basic counseling skills and the facilitation of group process and focuses on the social/emotional needs of students. Some group guidance activities are highly structured and may involve tapes, books, games, puppets, videos, and so forth whereas other group guidance activities are more informal and less structured. Your practicum or internship instructor will work with you to determine a maximum number of hours to be used to meet the required direct hours for school counselors in both the practicum and internship experience.

## **29. How does group counseling differ from group guidance?**

Group counseling typically includes 3-12 participants while group guidance typically includes the whole classroom. Group counseling has more of a group process and dynamics focus and group guidance has more of a topic focus. Group counseling must include several sessions while group guidance may only include one session. Group counseling requires individual screening for group appropriateness and consent (plus parental consent for minors) while group guidance may be part of the school counselor's general job description and consent may not be required. As noted earlier, interns must complete an experience leading group in Internship (COU 881). CMHC students are required to lead a psycho-educational or a process group during practicum or internship. This may be accomplished by holding a group during the group supervision class if groups are not offered at the student's site.

### **30. What is the difference between RANK I and the Standard Certificate in school counseling?**

The Rank System – outlined by KRS 161.1211 – is the state’s classification system for teachers and other educational professionals working in the PK-12 setting. Rank is determined by degree level and then the number of graduate credits an individual has completed/obtained. Rank spans from I to V, but most individuals working in schools will have a Rank of III or higher. Rank III is achieved when the individual holds an approved four-year college degree or equivalent and their respective certification through EPSB. Rank II is achieved when the individual obtains a master’s degree in a subject field approved by EPSB, has earned initial certification of the National Board for Professional Teaching Standards, or has completed equivalent continuing education. Rank I is achieved when the individual obtains a second master’s degree or completes a minimum of 30 credits or equivalent continuing education.

Among other things, Rank determines the pay brackets for its employees with higher Ranks bringing pay increases, which is a common incentive for students, graduates, and employees to consider increasing their Rank.

School counseling students of EKU’s Counselor Education Program who already hold a master’s degree in education/teaching may apply for a Rank change from II to I once they have completed a minimum of 30 credits in their School Counseling degree track. This can be accomplished by using the resources and following the processes noted above through EKU’s PES.

School counseling students who do not already hold a master’s degree in education/teaching and who complete the 36-credit degree track will be eligible for Rank II upon graduate/degree conferral. If these students wish to increase their Rank to I, then they should discuss this with their advisors and either change to the 60-credit degree track or plan to pursue the Rank I in School Counseling Program through EKU following their graduation. For the individuals considering the latter, the plan of study would be 24 credits and as follows:

- **Core Courses:** COU 804, COU 822, COU 848, COU 855, and EPY 816
- **Electives:** Three electives of counseling courses chosen by their student and approved by their advisor

School counseling students who do not already hold a master’s degree in education/teaching and who complete the 60-credit degree track can have Rank I added to their degree. To complete this, the student should submit a Simultaneous Curricula toward the end of their time in the program; that can be accomplished by completing and submitting the form/information [here](#).

### **31. How does the school internship differ from the mental health internship?**

They differ primarily by setting and the credentials of the site supervisor.

### **32. Can I counsel students who are enrolled in my classes or with whom I have another relationship?**

No, you may not counsel students in your classes or students for which you have disciplinary responsibilities, such as athletic team, club sponsor, and so forth. Counselors should also not counsel students with whom they have another special relationship such as a family member or another type of close and current relationship. These types of situations would constitute dual relationships and are unethical. You may counsel former students or a client with whom you have had a previous relationship (though not one of a romantic nature) as long as that relationship is no longer active. See the question below for further discussion of this issue.

**33. Can I work with a student or client that I have had contact within another setting? For example, a child I have had in class or a child that attends my church?**

The [ACA ethics code](#) states that dual relationships are to be avoided and if they are entered into, the parameters of the relationship must be specified, preferably in writing as a contractual arrangement between the counselor and client. As the code says they are to be avoided but not prohibited, except for relationships of a sexual nature, it is recognized that there might be occasions when certain dual relationships may be in the best interest of the client, may be the best alternative, or may be the only alternative in some settings. Therefore, a practicum student may enter into some limited dual relationships with students/clients if the student has the permission of both the university and site supervisors and these supervisors closely monitor the practicum/internship student's work. As a school counselor, may I take my internship in a mental health setting?

**No**, your internship experience must be completed in a school counseling setting under the supervision of a practicing, certified school counselor. School internship is primarily completed during the fall and spring semesters. A school counseling summer internship is only considered under rare circumstances meeting rigid requirements.

**35. What documentation does my site require?**

It is the student's responsibility to check with the site 8-12 weeks prior to the start of the practicum/internship to determine the individual site's on-boarding process and required documentation. All on-boarding must be completed prior to the start of the practicum/internship semester.

**36. How will I be evaluated during the process of practicum and internship?**

Your site supervisor will complete both a midterm and final PCPE. Your faculty supervisor will complete a copy of the Professional Counselor Performance Evaluation (PCPE) at the end of COU 880 Practicum and COU 881 Internship.

[Professional Counseling Performance Evaluation | Clinical Mental Health Counseling Program | Eastern Kentucky University](#)

**37. Can I drive clients to appointments or friend them through social media?**

For your safety, it is important that you establish clear boundaries with your clients as per the [ACA Code of Ethics](#). Due to safety concerns, you cannot drive clients to appointments or friend them on social media. Also, you cannot text or call clients with your private phones or communicate through your phone due to HIPAA confidentiality. In addition, leaving voicemail messages on clients' phones with identifying information is not recommended due to confidentiality. Work with your supervisor and instructor on addressing any concerns regarding confidentiality as well as ethics.

## **Site Supervisor/Supervisee/University Supervisor Responsibilities**

That the site supervisor will:

- Provide weekly, one-on-one/triadic supervision
- Site supervisor will regularly review live sessions of student's counseling sessions.
- Site supervisor will agree to participate in the ECU Site Supervisor Training.
- Supervision will adhere to guidelines established by the site and to the guidelines for supervision noted in the American Counseling Association's current Code of Ethics available online at [www.counseling.org](http://www.counseling.org).

Site supervisor will complete all required paperwork for practicum or internship including midterm and final PCPE evaluation of the student's performance and the review of the supervisee's log sheets

- Site supervisor will contact the faculty of record immediately upon the knowledge of any concerns, problems, or ethical violations in relation to duties performed by the student while completing his or her responsibilities associated with the practicum or internship

That the student will:

- Be on site at the agreed upon days and times
- Fulfill assigned duties and responsibilities
- Attend all sessions of group supervision meetings at ECU as part of either COU 880 or COU 881
- Keep a complete and current log of all time spent at the site to be reviewed and signed by the site supervisor weekly
- Always adhere to ACA ethical standards of practice
- Immediately inform the faculty of record if there are any concerns or problems regarding the site

That the Department of Clinical Therapeutic Programs at Eastern Kentucky will:

- Inform the student regarding all requirements involved in the Practicum and Internship via a course syllabus and the Practicum and Internship Handbook
- Provide group supervision via the regularly scheduled meetings of COU 880 or COU 881 and individual and/or triadic supervision for students participating in COU 880, and additionally as needed
- Maintain periodic contact with the site supervisor to discuss the student's progress including on-site visits, phone contact and/or email by the student's university supervisor as needed
- Maintain appropriate records for registration and grading

## NEXT STEPS

INSTRUCTIONS: Follow instructions carefully or your application may be returned to you for changes prior to its review. Use the checklist provided on the application section of Tevera to ensure that you have included all necessary information. Adhere to all deadlines. For all application due dates, please visit the program website: <https://coecounseling.eku.edu/practicum-internship-pi-masters-students>

You must **complete** the process with the Coordinator of Clinical Experiences by the deadline and submit all required information through Tevera. If you do not **complete** the application process by the deadline, your space in class cannot be guaranteed.

Some schools may require a State Police or FBI criminal background check prior to starting work at the site, in addition to the required ECU background check. This can take over six weeks. If needed, the student must have this completed prior to the start of the clinical class. It is the student's responsibility to check with the intended site at least two months prior to class to see about this requirement and fulfill it if needed.

Applications must be approved by the **COUOFFICE@EQU.EDU**

If you have questions, please contact [couoffice@eku.edu](mailto:couoffice@eku.edu) or [leanna.hensley@eku.edu](mailto:leanna.hensley@eku.edu)

### Background Check (EQU Human Resources):

- The semester prior to your practicum, you will receive a link sent to your student ECU email from HireRight. The link is only valid for 10 days. Please complete the requested steps provided in the link prior to the link expiration.
- Your results will be sent to the ECU HR Department. ECU HR is not authorized to release the background check to the COU Office. ECU HR cannot send the background check to students via email. Students must visit the ECU HR office, Jones 203, for a physical copy. A photo-ID is required.
- Students can also contact HireRight to receive a copy.
- Students must upload a copy of the completed background check to Tevera at least 3 weeks prior to the start of the practicum semester.

# EKU Counselor Education Practicum & Internship Helpful Tips for STUDENTS

## 1. P/I Application Process

Complete ALL required P/I Application Documents via Tevera



- Visit the ECU P/I Website for Application Due Dates
- Student must apply and submit required documentation for EACH semester of P/I



## 2. Logging Hours During P/I Using Tevera:

1. Complete the Timesheet "Track" each week
2. Under "Assignments", submit your Weekly Time Report to your Site Supervisor for approval/signature



## 3. Midterm

Using Tevera (under "Assignments"), send your Site Supervisor the Midterm PCPE to complete.



## 4. End of the Semester

Using Tevera, complete the following "Assignments":

1. Send the Final PCPE to your site supervisor and university instructor
2. Submit all outstanding Weekly Time Reports (must be signed by the site supervisor)
3. Submit the Activity and Summary Log with site supervisor and university instructor's signatures
4. Verify that all time is entered on the Timesheet "Track"
5. Complete and Submit the "Site Evaluation Form"



## 5. Resources

EKU Practicum/Internship Website:

<https://coecounseling.eku.edu/practicum-internship-pi-masters-students>

Tevera: <https://eku.tevera.app/#/login>



LeAnna Hensley, Coordinator of Clinical Experiences

leanna.hensley@eku.edu 859-622-2115 couoffice@eku.edu



## Appendix B

# EKU Counselor Education

## Practicum & Internship

### Helpful Tips for SITE SUPERVISORS

#### (Required Documentation using Tevera)



#### 1. Beginning of P/I

Complete all necessary forms, including the Supervision Contract Agreement



#### 2. During the P/I

Sign your student's WEEKLY Clinical Hours



#### 3. Midterm

Complete the Midterm PCPE. You will receive an email notification asking you to complete this requirement.



#### 4. End of the Semester

1. Complete the Final PCPE. You will receive an email notification asking you to complete this requirement.
2. Confirm all hours and sign any remaining WEEKLY Clinical Hours Log(s)
3. Confirm the final direct/indirect hours and sign the Activity and Summary Log
4. Final grade is dependent upon the submission of all required documents and PCPE evaluations, including the midterm.



#### 5. Resources

Practicum/Internship Website:

<https://coecounseling.eku.edu/practicum-internship-pi-masters-students>

Tevera: <https://eku.tevera.app/#/login>

LeAnna Hensley, Coordinator of Clinical Experiences

leanna.hensley@eku.edu 859-622-2115 couoffice@eku.edu



## Appendix C

# Earning Your KY LPCA/LPCC in Counseling Through ECU

## *During Graduate Training:*

### Acquire Knowledge and Skills



Complete ("B" or higher) content coursework aligned with CACREP's (2016) eight common areas of foundational counseling knowledge required of all entry-level counselor education graduates:

- Professional Counseling Orientation and Ethical Practice
- Social and Cultural Diversity
- Human Growth and Development
- Career Development
- Counseling and Helping Relationships
- Group Counseling and Group Work
- Assessment and Testing
- Research and Program Evaluation

### Earn Clinical Hours



Complete and document a minimum of 700 clinical field hours across practicum and internship courses:

- Complete a minimum of 100 practicum clinical hours, of which at least 40 must be direct hours and 60 must be indirect hours
- Complete a minimum of 600 internship clinical hours, of which at least 240 must be direct hours and 360 must be indirect hours
- These hours will be tracked by students and supervisors in Tevera

### Demonstrate Professional and Clinical Competencies



Demonstrate sufficient mastery of professional skills and dispositions, basic counseling skills and dispositions, and advanced counseling skills and dispositions:

- Students in practicum and internship will be evaluated by their supervisors at midterm and final of the above using the Professional Counseling Performance Evaluation (PCPE)
- Students must receive a score of 2 or higher in every skill/disposition area to successfully pass
- Students who receive a score of 1 in any skill/disposition will be remediated

### Complete Master's Degree



Successfully meet and complete the following:

- Complete at least 60 credits in approved counseling coursework, which includes practicum and internship courses
- Maintain a GPA of 3.0 or higher
- Pass the Program Exit Exam

#### EXIT EXAM

\* Students have two opportunities to sit for and pass the written exam, which is the Counselor Preparation Comprehensive Examination (CPCE)

\* Students have one opportunity to sit for the program's oral exam if they twice fail the written exam



## After Graduate Training:



- After graduation, students may apply for initial licensure (i.e., Licensed Professional Counselor Associate, LPCA) through the state Licensure Board <https://lpc.ky.gov>
  - This will include an online application, application fee and verification of the degree, education, training, clinical hours, supervision, and criminal background check
- Once students obtain their LPCA, they must complete the following to apply for their full license (i.e., Licensed Professional Clinical Counselor, LPCC):
  - A minimum of 4,000 hours of post-master's experience in counseling practice and under board-approved supervision. Of these 4,000 hours, at least 1,600 hours must be in direct counseling practice and 100 hours must be individual, face-to-face, clinical supervision
- Sit for and pass the National Counselor Examination (NCE)

## Appendix D

# Earning Your KY School Counseling Certification Through EKU

## During Graduate Training:

### Acquire Knowledge and Skills



Complete ("B" or higher) content coursework aligned with CACREP's (2016) eight common areas of foundational counseling knowledge required of all entry-level counselor education graduates:

- Professional Counseling Orientation and Ethical Practice
- Social and Cultural Diversity
- Human Growth and Development
- Career Development
- Counseling and Helping Relationships
- Group Counseling and Group Work
- Assessment and Testing
- Research and Program Evaluation
- The 36-credit degree program will have a reduced version of this curriculum

### Earn Clinical Hours



Complete and document a minimum of 700 clinical field hours across practicum and internship courses:

- Complete a minimum of 100 practicum clinical hours, of which at least 40 must be direct hours and 60 must be indirect hours
- Complete a minimum of 600 internship clinical hours, of which at least 240 must be direct hours and 360 must be indirect hours
- These hours will be tracked by students and supervisors in Tavera

### Demonstrate Professional and Clinical Competencies



Demonstrate sufficient mastery of professional skills and dispositions, basic counseling skills and dispositions, and advanced counseling skills and dispositions:

- Students in practicum and internship will be evaluated by their supervisors at midterm and final of the above using the Professional Counseling Performance Evaluation (PCPE)
- Students must receive a score of 2 or higher in every skill/disposition area to successfully pass
- Students who receive a score of 1 in any skill/disposition will be remediated

### Complete Master's Degree



Successfully meet and complete the following:

- Complete either 36 or 60 credits in approved counseling coursework (depending on the chosen degree track), which includes practicum and internship courses
- Maintain a GPA of 3.0 or higher
- Pass the Program Exit Exam

#### EXIT EXAM

- \* Students have two opportunities to sit for and pass the written exam, which is the Counselor Preparation Comprehensive Examination (CPCE)
- \* Students have one opportunity to sit for the program's oral exam if they twice fail the written exam



## After Graduate Training:



- During students' final semester of their program, students should apply for the Provisional School Counselor Certificate P-12 through EKU's Office of Professional Education Services <https://tes.eku.edu/certification>
- The Provisional School Counselor Certificate is valid for 5 years
- Once the Provisional School Counselor Certificate is obtained, 5 years is given to complete additional requirements to apply for/obtain the Standard Certificate for School Counselor P-12
- Visit the EPSB Division of Educator Licensure and Quality for additional information <http://www.e-psb.ky.gov/mod/page/view.php?id=212>

## Appendix E



### Clinical Mental Health Counseling and School Counselor Education Program

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#### **Practicum and Internship Counselor-in-Training Disclosure/Informed Consent Statement**

This form provides information relative to Clinical Mental Health Counseling and School Counseling students enrolled in COU 880 Practicum or COU 881 Internship in the Department of Clinical Therapeutic Programs at Eastern Kentucky University. The counselor-in-training must give the client written information that explains the student's training, offers information about the counseling relationship, provides information about client rights and responsibilities, and outlines the limits of confidentiality. This document must be signed by the client or by the client's parent/legal guardian before counseling may begin.

#### **Student Training**

Students in the program have completed core courses in counseling prior to beginning their clinical experience at the practicum or internship site. A few examples include courses in ethics, theories of counseling, counseling techniques, group work, and other courses relevant to the student's specialization in school or clinical mental health counseling. The practicum and internship courses are a developmental sequence in which students apply their knowledge under intensive supervision.

#### **Counseling Relationship**

Your counseling services will be based on a relationship characterized by trust and respect. The counselor and client will work together to both identify goals for counseling and to move toward meeting those goals. The counseling sessions may include an exploration of thoughts, feelings, personal history, communication styles, attitudes and beliefs about self and others, and personal development needs. The counselor-in-training will receive supervision from two sources: a qualified member of the mental health or school setting in which the counseling takes place and an ECU faculty member who is trained in the area of counseling specialization and has training in supervision.

#### **Client Rights and Responsibilities**

Clients have the right to receive counseling in which the individual's dignity, worth, and uniqueness are respected. Your counselor-in-training will provide you with quality informed services that are offered under close supervision. Additionally, however, the success of the counseling relationship depends on your willingness to be open and involved in the process. Individuals who participate in counseling can experience changes in personal views, attitudes, and coping skills. Sometimes those close to you may need time to adjust to the new perspectives and positive behavioral changes that may evolve during your counseling. Your counselor-in-training may ask to record some or all of your counseling sessions. The recording of sessions is



something that will be further discussed with you and you have the right to allow or to refuse this process to take place. All recordings, if made, will be destroyed at the end of the semester in which services are provided. If you agree to this process, which will both serve the student's training needs and enrich your personal counseling experience via the added perspective of supervisory review, your counselor-in-training will ask for your written permission. Finally, clients have the right to receive services that are confidential, with the following exceptions.

### **Limits of Confidentiality**

Confidentiality will conform to state guidelines and the ethical guidelines of the American Counseling Association. ***All counselors-in-training, their supervisors, and group supervision members will not disclose information except under the following conditions:***

- ❖ The client or guardian gives written consent to release information to a designated individual or agency;
- ❖ The client makes specific violent threats to harm him-or herself or to harm an identifiable victim;
- ❖ The counselor-in-training and/or their supervisors are named as defendants in a civil, criminal, or disciplinary action arising from the counseling session;
- ❖ The counselor-in-training receives an authentic subpoena backed by judicial authority that requires the disclosure of information;
- ❖ The counselor-in-training has reasonable cause to believe that a child or adult with a disability has suffered abuse or neglect; and
- ❖ The counselor-in-training *will* discuss the content of counseling sessions in individual and group supervision under the direction of a qualified supervisor who is held to the same professional standards of confidentiality and its limits.

**NOTE:** This counselor-in-training will provide services under the supervision of the following EKU faculty member\_\_\_\_\_. If you have any questions regarding your services, please contact this individual via email at \_\_\_\_\_@eku.edu or by phone at **(859) 622-\_\_\_\_\_**.

By signing below, the client or parent/legal guardian

1. Acknowledges that he/she has read the information above and has had any questions regarding its contents explained.
2. Agrees to allow counseling services to be provided.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Name PRINTED: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
(for minor/dependent clients and/or students)

EKU Counselor-in-training: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix F

**Clinical Mental Health Counseling and School Counselor Education  
Program**

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**PERMISSION TO RECORD/OBSERVE**

I, \_\_\_\_\_, hereby give my  
permission  
(Name of Client/Guardian – Please Print)  
for the use of video-recording devices, as well as observation through a one-way mirror during  
my counseling session with

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(Name of Student Counselor)

at/from Eastern Kentucky University in conjunction with

---

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(Site Name and Address)

I understand that any information obtained during counseling sessions through these means  
will be used solely for the purpose of supervision by my counselor's supervisor(s), and that  
otherwise this information will be kept strictly confidential.

This authorization will expire on \_\_\_\_\_20\_\_\_\_\_  
\_\_\_\_\_or when I  
terminate my counseling with the above named counselor. I also understand that any  
taped material will be summarily erased after supervision has taken place.

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_