



# ULM COUNSELING PROGRAM



## 2025 PRACTICUM AND INTERNSHIP HANDBOOK

SCHOOL OF ALLIED HEALTH

Counseling Program  
College of Health Sciences  
University of Louisiana at Monroe, LA 71209-0230

## Table of Contents

<b>Introduction to Practicum &amp; Internship</b> .....	5
<b>Practicum Overview</b> .....	5
<i>What is Practicum?</i> .....	5
<i>Practicum Requirements:</i> .....	5
<i>Change in School Counseling Practicum starting with the 2024-2025 Cohort</i> .....	6
<b>Internship Overview</b> .....	6
<i>What is Internship?</i> .....	6
<i>Internship Requirements:</i> .....	7
<b>Student Responsibilities During Practicum and Internship</b> .....	8
<b>Practicum/Internship Site Selection</b> .....	9
<b>Site Supervisor Selection/Qualifications</b> .....	12
<b>University Faculty Supervisor</b> .....	14
<b>Tevera &amp; the Practicum/Internship Site Application Process</b> .....	15
<i>Pre-Application Tasks in Tevera</i> .....	16
<i>Entering Tevera Site Information</i> .....	17
<i>Memorandum of Understanding (MOU)</i> .....	17
<b>Deadlines</b> .....	18
<b>Acclaim</b> .....	19
<b>The Practicum &amp; Internship Coordinator</b> .....	19
<b>The University of Louisiana Monroe Counselor Education Program Telehealth Policy for Practicum &amp; Internship</b> ...	20
<b>FAQs</b> .....	22
<b>Professional Development</b> .....	31
<b>Appendix</b> .....	33
<i>Field Placement Terminology</i> .....	34
<i>CACREP Standards Related to Practicum &amp; Internship (Section 4)</i> .....	36
<i>CACREP Standards for Entry Level Specialized Practice Areas (Section 5)</i> .....	41
<i>Addiction Counseling</i> .....	41
<i>Clinical Mental Health Counseling</i> .....	41
<i>School Counseling</i> .....	42

*Consent to Record Counseling Interviews*..... 43  
*Commitment to Diversity and Accommodations*..... 44  
*Student Retention and Remediation Policy* ..... 46



The purpose of this manual is to familiarize students and Site Supervisors with the essential elements of a Practicum/Internship experience in either Clinical Mental Health or School Counseling through the University of Louisiana Monroe. This manual is intended to clarify the roles and responsibilities of the student, the university, the university instructor, and Site Supervisor as required by the national accrediting organization, the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

If you have any questions after reading the Handbook, please contact:

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## Introduction to Practicum & Internship

Practicum and Internship courses are one of the primary training experiences received by counseling students in the counseling program. Practicum and Internship courses allow students to apply the knowledge and skills they have gained through academic study and training to the real world as the students develop as effective and professional counselors.

### Practicum Overview

#### What is Practicum?

Practicum is a clinical course taken near the conclusion of a student's master's program. The course is designed to allow students to begin integrating the clinical skills they have developed throughout the program in professional practice. Students will identify and apply to a local practicum site to serve as a student intern. Students will receive regular supervision from both an approved site supervisor and program faculty.

#### Practicum Requirements:

- Practicum must include a **minimum of 100 total clock hours** earned over the course of the semester. A **minimum of 40 of these clock hours must be direct**, and the remaining **60 may be indirect**.
- Students will receive **1.5 hours** of weekly group supervision from a ULM faculty member within their internship course. Internship students **must** be prepared for class with a segment of a video or audio recording of their interactions with clients.
- Students will receive **1 hour** of weekly individual and/or triadic supervision from their approved site supervisor. Site supervision should include a review of the student's audio/video recordings and/or live supervision of student interactions with clients.

- ULM faculty supervisors will schedule a minimum of **1 virtual site visit** via Zoom during each individual practicum/internship semester. This meeting will be approximately **20- minutes in length**, and include the faculty supervisor, site supervisor, and student. The faculty supervisor will use this visit to confirm student and site adherence to ULM policies and evaluate the students' progress through the internship experience.
- A required component of ULM's Practicum experience is that students **must select** a site that allows them to lead or co-lead a group for 4-5 sessions.

### **Change in School Counseling Practicum starting with the 2024-2025 Cohort**

Starting in the Fall of 2024, the incoming school counseling cohort will have a new practicum experience. ULM's School Counseling Practicum course will be offered only in the spring, since schools are not in session during the summer.

Practicum will be 100 hours.

- 50 hours will be completed in grades P-6 with 20 direct contact hours.
- 50 hours will be completed in grades 7-12 with 20 direct contact hours.

Students will need to find a site supervisor for each placement. If a student is selecting a school that serves grades K-12, or a middle school that has grades 6-8, they may only need one site supervisor. Check with the Internship Coordinator prior to selecting one of these sites.

## **Internship Overview**

### **What is Internship?**

Internship is a continuation of professional practice experience, taken after the completion of

practicum. The course is designed to continue integrating their professional counseling skills at a heightened pace. Students may elect to continue in their practicum site through internship if the site meets the student's specialization experience requirements. Alternatively, students may identify a new local internship site to apply to for varied clinical experience.

School Counseling students have the option to choose the grade area (P-6 or 7-12) where they want to complete their internship hours. They can do the full 600 in one grade area, or they can choose to do a combination of hours in each level.

### **Internship Requirements:**

- Internship must include a **minimum of 600 total clock hours** earned over the course of **two semesters** (Internship I & II). A **minimum of 240 of these clock hours must be direct**, and the remaining **360 may be indirect**.
- Internship I includes **300 total clock hours per semester**, with a minimum of **120 direct hours and 180 indirect hours earned each semester**.
- Internship II includes **300 total clock hours per semester**, with a minimum of **120 direct hours and 180 indirect hours earned each semester**
- Internship III is for students who are on a combined track – Addictions/CMHC, School/CMHC, School/Addictions. Internship III includes **300 total clock hours per semester**, with a minimum of **120 direct hours and 180 indirect hours earned each semester**
- Students will receive **1.5 hours** of weekly group supervision from a ULM faculty member within their internship course. Internship students **must** be prepared for class with a segment of video or audio recording of their interactions with clients.
- Students will receive **1 hour** of weekly individual and/or triadic supervision from

their approved site supervisor. Site supervision should include a review of the student's audio/video recordings and/or live supervision of student interactions with clients.

- ULM internship faculty supervisors will schedule a minimum of **1 virtual site visit** via Zoom during each individual internship semester. This meeting will be approximately **20- minutes in length**, and include the faculty supervisor, site supervisor, and student. The internship faculty supervisor will use this visit to confirm student and site adherence to ULM policies and evaluate the students' progress through the internship experience.

### **Student Responsibilities During Practicum and Internship**

1. The counseling student is responsible for working with the Practicum/Internship placement coordinator and following the counseling program's procedures regarding contacting sites and securing a Practicum/Internship site.
2. The counseling student is responsible for securing professional counseling liability insurance that will remain in effect for the duration of the Practicum and Internship experiences. The student is responsible for updating their insurance in Tevera prior to the start of each term. Students who allow their insurance to lapse during Practicum or Internship will not be able to count uninsured hours.
3. The student will be at the agreed upon location at times scheduled by the Site Supervisor and student.
4. The student will fulfill assigned duties and responsibilities as agreed on by the student, Site Supervisor, and the University Supervisor.
5. The student will attend an average of 1.5 hours of weekly group supervision meetings with the University Supervisor.
6. The student will attend minimum of one hour of weekly supervision with Site Supervisor.
7. The student will ensure that protocol for maintaining privacy and confidentiality both at the site and in supervision.



8. The student will read and use the ACA and ASCA Codes of Ethics as guides for ethical and professional practice.
9. The student will participate in a site visit each semester with their site supervisor and university supervisor to monitor their learning and performance in accordance with the supervision agreement.
10. The student will consult with the site supervisor to familiarize themselves with the specific clinic or school policies and procedures for handling emergencies. If the student encounters a client who they believe is in immediate danger to themselves, others or have other concerns, they should seek immediate consultation.
11. The student will complete an evaluation of their site and Site Supervisor at the end of Practicum and Internship.
12. If the student wishes to provide telehealth services at their site, they must meet all ULM requirements.
13. Students will ensure that all audio/video recordings of live interactions with clients that are in compliance with applicable institutional, state, federal, and international privacy requirements.
14. Students will sign a Practicum and Internship Handbook Acknowledgement Form each semester in Tevera. This acknowledges that the student has read the most up to date Practicum and Internship Handbook and understands the requirements.

### **Practicum/Internship Site Selection**

Students are responsible for identifying sites to complete their practicum and internship experiences. When selecting a site, students must confirm that the site is able to meet all requirements outlined in this handbook. Students can ask these questions during a site interview. Students will begin to identify potential sites during the first semester of their ULM program.

For CMHC students, ideal sites would be community mental health agencies, university affiliated clinics & counseling centers, some government agencies (ex. Department of Veterans Affairs), substance abuse treatment centers, specialized clinics (ex. eating

disorders, family therapy), and telehealth platforms.

School Counseling students should seek placements in local school districts, charter schools, virtual schools, and alternative schools.

See the ULM Telehealth Practicum & Internship Policy for specific information on selecting telehealth sites.

**Note: ULM does not allow students to select sites in individual private practices.** An individual private practice is a counseling practice that is run by one practitioner. Students can select a site in a group practice, where several counselors are working together. Individual practices are not able to provide some of the experiences that are required by CACREP.

Students should view the Practicum & Internship Information Hub located in the International Society for Counseling (ISC) Canvas for more information on site selection.

### **Site Interviews**

Students should schedule appointments for interviews with the appropriate contact persons at potential counseling sites. Students are encouraged to approach this as a professional interview and to present themselves accordingly. During the interview students should:

- Be prepared to talk about their preparation for participation in the practicum or internship. For example, students could provide a list of courses they have completed or are completing.
- Provide a resume listing their academic preparation as well as other pertinent information about themselves.
- Inquire about the practitioner's personal counseling theory and, in turn, articulate and discuss their own counseling model.
- Explain the diverse range of direct counseling activities (individual, group, family, intakes, interviews, assessments) and indirect counseling experiences (staffing, in-service, workshops, conferences, treatment planning, etc.) that are

required for practicum and internship, including the number of direct and indirect hours.

- Share the responsibilities of the site and site supervisor listed below.
- Ensure that the potential site supervisor meets the necessary qualifications.
- Ensure that Practicum sites can provide the student with the opportunity to lead or co lead a group for 4-5 sessions.

### **Responsibilities of the Site**

1. The site can provide clinical experiences within the student's specialty area (CMHC, School, Addictions).
2. The site shall provide orientation for the student regarding site's purpose, function, and administrative procedures.
3. The site shall provide a HIPAA compliant environment in which student can provide counseling in a private and confidential setting.
4. The site will allow students to have the opportunity to lead or co-lead a group during their practicum experience.
5. The site shall be responsible for the assignment and administrative supervision of tasks within the student's capabilities which allows him/her to use and further develop her/his counseling knowledge, attitudes, values, and skills. This may include direct work with clients, relationships with staff and other agencies or schools, and attendance at staff meetings.
6. The site will provide space, equipment, and supplies as needed by the student to carry out site assignments.
7. The site will allow the student to gain a variety of supervised experiences.
8. With written permission of the site and the clients involved, the site will allow the student to obtain audio and/or videotapes for supervision of the student's interactions with clients. If the site does not permit recordings, contact the Practicum & Internship Coordinator to discuss possible alternate arrangements.
9. Sites will ensure that all audio/video recordings of live interactions with clients that are in compliance with applicable institutional, state, federal, and international privacy

requirements.

10. The site will provide adequate informed consent documents to clients regarding their treatment related to student interns. Students can use the site's informed consent or the ULM Consent to Record in the Appendix.
11. Practicum sites are required to provide the student with the opportunity to lead or co lead a group for 4-5 sessions.

## **Site Supervisor Selection/Qualifications**

### **Clinical Mental Health Counseling Site Supervisors:**

- Hold a minimum of a master's degree in counseling or related field
- Hold relevant certifications and/or licenses. All supervisors must be licensed within the discipline they are working in, e.g., Licensed Professional Counselor, Licensed Psychologist, Licensed Marriage and Family Therapist, Licensed Social Worker, Licensed Addictions Counselor, etc.)
- Have a minimum of two years of pertinent professional experience in the specialty area and is currently practicing in that specialty area.

### **School Counseling Site Supervisors:**

- Hold a master's degree in school counseling or related profession with equivalent qualifications, including appropriate certifications and/or licenses
- Have at least two years of experience as a School Counselor and currently practicing as a school counselor.

### **Addiction Site/Site Supervisors:**

Addiction site supervisors must hold an LPC, but do not have to hold additional addiction certifications. However, addictions must be the area they focus on in their professional practice.

Sites must advertise that they serve addictions or CMHC/addictions.

## **Responsibilities of the Site Supervisor**

1. The Site Supervisor provides proof of active, and unencumbered professional licenses and/or professional certifications, a copy of active malpractice insurance, and current resume/CV.
2. The Site Supervisor will orient the student to the site and specific duties as well as include protocol for maintaining privacy and confidentiality at the site.
3. The Site Supervisor will demonstrate knowledge of the ULM Counseling Program's expectations, requirements, and evaluation procedures.
4. The Site Supervisor will meet with the student one hour weekly, supervise the student's performance, and sign the student's weekly log.
5. The Site Supervisor will provide a mid-term and final written evaluation (CCS-R) of the student's knowledge, skills, and personal and professional development during each term of the Practicum and Internship experience, using forms located in Tevera. The Practicum or Internship grade will reflect the evaluation of both the on-site and University Supervisor, with the University Supervisor having the final responsibility for grade assignment.
6. If the Site Supervisor provides telehealth services and wishes to supervise a practicum or internship student in telehealth, they must meet all ULM requirements.
7. The Site Supervisor will provide students with the opportunity to lead or co-lead a counseling or psychoeducational group during their practicum experience.
8. The Site Supervisor will review recordings of the student's individual, small group/ and large group and complete evaluations.
9. The Site Supervisor is expected to initiate contact with the university instructor, or Practicum and Internship Coordinator as soon as there are any questions or concerns regarding the student, expectations, or responsibilities.
10. The Site Supervisor must be on site when the student is seeing clients. If the supervisor is off site, there must be another licensed or responsible individual who can be available for the student if needed.

11. The Site Supervisor will complete Site Supervisor Orientation and any additional required training for in-person and/or distance counseling supervision.
12. The Site Supervisor will complete relevant training in the technology used for supervision, including Tevera and Zoom.
13. Site Supervisors will ensure that all audio/video recordings of live interactions with clients that are in compliance with applicable institutional, state, federal, and international privacy requirements.
14. The Site Supervisor will familiarize students with the specific clinic or school policies and procedures for handling emergencies.
15. The Site Supervisor will participate in a site visit each semester with the student and their University Supervisor to monitor student learning and performance in accordance with the supervision agreement.

If you have questions about the suitability of your potential site or site supervisor, contact the Internship Coordinator at [moon@ulm.edu](mailto:moon@ulm.edu). Please do this before you start the site process in Tevera.

### **University Faculty Supervisor**

The University Supervisor is the ULM faculty member that teaches the practicum or internship course. They are responsible for providing students with 1.5 hours of group supervision each week. Prior to the start of practicum or internship, check the options of dates and times for these courses (ex. Tuesdays from 5-6:30) in Banner. Enroll in the class that best fits your schedule.

#### **Responsibilities of the University & University Faculty Supervisor**

1. Provide information describing the specific Practicum/Internship course requirements to students.
2. Provide additional experiences and resources including professional seminars, audio/videotaping, live supervision, and referral source information for client and student

intern needs as appropriate.

3. Provide students with the opportunity to incorporate technology into their counseling practice.
4. Review and discuss mid-term and final evaluations completed by Site Supervisor.
5. Maintain periodic contact with the Site Supervisor to discuss the student's progress, each term by a university Practicum and Internship supervisor for the purpose of meeting with the Site Supervisor.
6. Ensure students are covered by professional liability insurance and have completed the any necessary verified background check required for students in the program.
7. Be available to meet with Site Supervisors via phone, email, or Zoom when they have concerns.
8. Schedule a site visit each semester with the student and their site supervisor to monitor student learning and performance in accordance with the supervision agreement.
9. Provide students with the opportunity to learn about technology in the field of counseling, including preparation on using technology ethically and effectively in their future professional roles. This includes using technology for counseling services, record keeping, communication, and staying updated with professional resources.

### **Tevera & the Practicum/Internship Site Application Process**

Before enrolling in practicum or internship, students must have their site approved in Tevera (ulm.tevera.app). Tevera is an online program that ULM uses to house practicum & internship documents. ULM provides Tevera tutorials and application walkthroughs in the International Society for Counseling (ISC) Canvas. If you need assistance entering your site and supervisor in Tevera or have general questions, send an email to the P & I Coordinator at [moon@ulm.edu](mailto:moon@ulm.edu).

To apply for Practicum, students must have completed the following:

1. Attended and successfully completed the online, synchronous, **summer workshop**.
2. Demonstrate successful completion (B or higher) of **all prerequisite courses** listed below by providing a university transcript:
  - COUN 5001: Intro to Professional Counseling
  - COUN 5005: Counseling Theories **OR** COUN 5002: Theories of School Counseling
  - COUN 5010: Methods of Counseling
  - COUN 5011: Advanced Techniques in Counseling
  - COUN 5022: Lifespan Development
  - COUN 6052: Multicultural Counseling
  - COUN 6063: Law and Ethics in Counseling
  - COUN 6067: Group Counseling **OR** COUN 6061: Group Counseling in Schools
  - COUN 5062: Clinical Assessment and Psychometrics **OR** COUN 5049: School Assessment and Psychometrics
  - COUN 5021: Diagnostics in Counseling

**No exceptions to these prerequisites will be made.**

### **Pre-Application Tasks in Tevera**

When students are ready to enter their site information into Tevera, they must complete three Pre-Application Tasks:

1. Students will submit **proof of student liability insurance** that is active upon the start of their practicum experience. The [American Counseling Association](#) and the [American School Counselor Association](#) provides masters student members with complimentary liability insurance to utilize. More information can be found on their websites. If a student is using a different insurance carrier, check with the P & I Coordinator to ensure it is acceptable.



**Note: Students are responsible for keeping up to date liability insurance documents in Tevera for both themselves & their site supervisor(s).**

**Practicum and internship hours cannot be counted if the student or site supervisor's insurance has lapsed.**

2. Students will upload a copy of their ULM transcript.
3. Students must request a background check from [www.castlebranch.com](http://www.castlebranch.com), where they will register and pay for the service. Students will need to complete UH46BG – Background Check Only. Once the background check is returned, students will upload the results to Tevera.

### **Entering Tevera Site Information**

Once students complete the pre-application tasks, they can begin entering their site(s) and site supervisor(s) into Tevera. Students will send the following documents to their proposed site/site supervisor through Tevera and coordinate with their site to ensure all documents are completed. A how-to step-by-step video on entering your site in Tevera is located on the [Practicum and Internship Experience](#) page.

#### Site Information Form

- Field Site Agreement
- Supervisor Information Form
- Supervisor Proof of Insurance
- Supervisor Resume
- Supervisor License
- Supervisor Orientation Manual

### **Memorandum of Understanding (MOU)**

Students who plan to work at a site that has not previously worked with ULM must confirm that a **Memorandum of Understanding (MOU)** has been completed for their site prior to the

start of Practicum or Internship. The MOU is a legal document between the university and the site. Sometimes the site will request changes to the MOU, and it takes time for ULM and the site to come to an agreement. As soon as you select your site, let Dr. Moon know so she can send an MOU to the site contact person.

Note to School Counseling Students: The school district's MOU contact person will usually be the head of Guidance and Counseling for the district, not the site supervisor or principal. Be sure you find out who is the correct person to contact.

**Internship:** Internship should be taken directly following the successful completion of practicum. Before enrolling in internship, students must decide if they will be continuing with their practicum site and supervisor or proposing a new site or supervisor for their internship experience. If the student chooses to select a new site, a new application must be submitted and approved via Tevera ([ulm.tevera.app](http://ulm.tevera.app)) and a new MOU must be completed before the student may begin at a new site. **All previously noted site requirements continue to apply.**

#### **Extending a Site:**

If a student would like to continue from Practicum to Internship I with the same site and site supervisor (or from Internship I to Internship II), they will need to extend their site placement in Tevera. Extensions must be approved prior to starting Internship.

### **Deadlines**

Students must have their site and site supervisor approved in Tevera by the last day of the semester preceding the start of practicum or internship. If a student is changing to a new internship site or extending a placement, the same rule applies.

Students who do not have their site or site supervisor approved by the final date will be dropped from the class. There are **no exceptions** to this deadline.

For paperwork to be processed on time, it is recommended that students:

- Have sites and supervisors selected and confirmed by the 1<sup>st</sup> week of the semester prior to the start of practicum/internship.
- Start the site placement process in Tevera by the 3<sup>rd</sup> week of the semester prior to the start of practicum/internship.

## **Acclaim**

ULM uses Acclaim, a HIPAA-compliant video platform, to securely house recorded client sessions for Practicum and Internship courses. Due to the \$25 per course fee, we limit its use to these courses, where students work with real clients. Acclaim is user-friendly, and tutorials will be provided when students begin their Practicum to ensure they are comfortable with the platform.

## **The Practicum & Internship Coordinator**

The role of the Practicum/Internship (P & I) Coordinator is to organize all matters related to the Practicum and Internship courses. This includes supporting students in identifying practicum and internship sites, creating Memorandums of Understanding (MOU) with sites, and resolving problems students may have with their site or site supervisor. Other specific responsibilities are as follows:

- Receives and responds to inquiries from students and potential students regarding practicum and internship experiences
- Provides students with the most current copy of the Practicum and Internship Handbook (located in the ISC Canvas)
- Works with students and the university to ensure the MOUs are completed by the time students begin Practicum/Internship
- Reviews and approves student Practicum and Internship applications and all required paperwork
- Provides students with Tevera training and walkthroughs in the ICS Canvas

- Oversees supervisor training for site supervisors. Provides a NBCC CEU certificate to Site Supervisors once they complete initial supervision training.
- Provides Site Supervisors with the Site Supervisor Manual
- Provides regular NBCC CEU trainings for Site Supervisors relating to common supervision issues.
- Ensures instructor and site supervisor adherence to program policies regarding Practicum and Internship experiences
- Provide ongoing support to help students find fieldwork sites that are sufficient to provide the quality, quantity, and variety of expected experiences to prepare students for their roles and responsibilities as professional counselors within their CACREP specialized practice areas. This will begin during COUN 5010 (Methods of Counseling) and will continue in CO 5011 (Advanced Techniques in Counseling), and Summer Workshop.

The current P & I Faculty Coordinator is Dr. Poppy Moon. Please email her at [moon@ulm.edu](mailto:moon@ulm.edu) if you have questions about Practicum and Internship that are not addressed in this document.

### **The University of Louisiana Monroe Counselor Education Program Telehealth Policy for Practicum & Internship**

This policy aims to ensure that both students and site supervisors are adequately prepared to engage in telehealth counseling within the ULM Counselor Education Graduate Program. It prioritizes competency, ethical practice, and compliance with legal standards to uphold the highest standards of care and professionalism.

#### **Prerequisite Telehealth Course:**

- Students intending to utilize telehealth in their practicum or internship must

complete a mandatory 1-credit hour course. Students will register for the course in Banner at least one semester before they begin working in telehealth.

- The course will comprehensively cover all aspects of utilizing telehealth formats in counseling settings.
- The aim is to equip students with the necessary competencies, ethical understanding, and legal knowledge to practice telehealth effectively.
- Tuition for this course is set at \$500 plus tax and any fees from the Graduate School.
- This course will be available each semester, and students must complete it before commencing their practicum or internship involving telehealth.
- Students who do not intend to incorporate telehealth into their practicum or internship are exempt from taking this course.

### **For Site Supervisors:**

#### **1. Telehealth Site Supervisor Eligibility:**

- Site Supervisors who have been offering telehealth services at their site for a minimum of one (1) year are eligible to become Telehealth Site Supervisors.

#### **2. Documentation and Training Requirement:**

- Potential Site Supervisors must provide documented evidence of their training in telehealth counseling and supervision.
- If a Potential Site Supervisor lacks adequate training despite having one (1) year of telehealth experience, ULM will offer a specialized training program.
- The training program will provide three (3) NBCC CEUs and focus on telehealth best practices, supervision techniques, and ethical considerations. This training will satisfy 1.5 ethics and 3 supervision hours. For more information on the training, contact the Internship Coordinator at [moon@ulm.edu](mailto:moon@ulm.edu).

- Completion of this training is mandatory before a supervisor can oversee telehealth sessions for students if they cannot provide documentation or a credential in telehealth.

### **For Students and Site Supervisors - Liability Insurance Coverage for Telehealth:**

- Both students engaging in telehealth practicum or internship activities and Site Supervisors overseeing such sessions must ensure that their liability insurance policies cover telehealth services.
- It is essential to verify coverage, as requirements may vary from state to state.
- Adequate liability insurance coverage is crucial to protect all parties involved in telehealth sessions from potential risks and liabilities.
- Students and Site Supervisors are responsible for understanding the specific terms and conditions of their insurance policies related to telehealth services.
- Any discrepancies in coverage should be addressed and resolved promptly to ensure compliance with legal and ethical standards. This must be done prior to engaging in telehealth counseling.

## **FAQs**

### **What counts as direct or indirect hours?**

- **Direct hours** are defined as those in which students are providing services directly to clients. Examples include one-on-one or group sessions, consultation sessions, administering clinical assessments, and providing psychoeducational content/guidance. In schools, individual counseling, small group counseling, large group classroom guidance, and consultation count as direct contact hours.
- **Indirect hours** are defined as those in which students are engaged in an activity that contributes to their clinical work outside of providing services. Examples include completing progress notes/clinical documentation, attending conference

sessions/supplemental clinical trainings, workshops, and attending supervision. If you are uncertain if an hour should be logged as direct or indirect, follow up with your university supervisor.

### **What if I am dual-track (School/CMHC; School/Addictions; Addictions/CMHC)?**

- Dual track students are required to complete a minimum of **one additional internship semester** in their supplemental specialty area, for a minimum of **three internship semesters total** (Internship I, II, & III). This involves earning an additional 300 total clock hours across the course of a semester, to include a minimum 120 direct hours and 180 indirect hours.

#### **School/CMHC dual track:**

- Students should complete 2 internship semesters at a School site, and 1 internship semester at a CMHC site\*
- Practicum semester must be completed at a CMHC site

#### **Addictions/CMHC dual track:**

- Students should complete 2 internship semesters at an Addiction site and 1 internship semester at a CMHC site\*
- Practicum semester must be completed at a CMHC site

#### **Addictions/School dual track:**

- Students should complete 2 internship semesters at a School site, and 1 internship semester at Addiction site\*
- Practicum semester must be completed at an Addiction site

*\* Each state has individual internship requirements for licensure and certifications you may be seeking. Be sure to review requirements specific to your state and consult with your advisor before finalizing your internship sequence.*

### **What should I expect in terms of audio/video recording at my site?**

- All internship sites should allow students to do video and/or audio recording to ensure adequate supervision. If video or audio recording is not allowed by the site, the student should notify the ULM Internship Coordinator prior to starting the practicum or internship placement process. Arrangements can possibly be made for other opportunities for students to be evaluated in their work with clients. Not allowing audio or video recordings, while not ideal, does not mean a site is excluded from being a student's Practicum or Internship site.
- The student should collaborate with their site to ensure clients are provided with adequate informed consent regarding this process and have signed a release to be recorded. If the site does not have a consent release for recording, check in this document's appendix.

#### **Do I have to record every session with clients?**

- No, students are not required to record every session. However, students must have a 10-minute recording clip from a session available to review in each class and a minimum of two unique clients to present throughout the semester. All ULM faculty and practicum and internship students are beholden to the same professional ethics regarding client confidentiality.

#### **Can I have more than one practicum or internship site?**

- Yes. Students may hold a secondary internship site to support them in reaching their required hours and gaining varied experiences. Secondary sites must meet all previously outlined requirements. Students are responsible for ensuring that commitments made at secondary internship sites do not impact their ability to fulfill commitments made at primary internship sites.

#### **Does ULM support telehealth counseling in Practicum & Internship?**

- Yes. Review the Telehealth section in the handbook.



### **Can I start at my practicum site or at a new internship site before the semester begins?**

- No. You can't be on site or seeing clients before the semester begins because your course hasn't started, and you are not receiving university supervision.
- **Exception 1:** If your site requires you to do a training or orientation that occurs before the semester begins, you can attend those and count them as indirect hours. You cannot see clients prior to the start of the semester. Check with Dr. Moon for approval.
- **Exception 2:** If you are on the School Counseling track you can start a little early if required. Contact Dr. Moon regarding appropriate start dates.

### **Am I able to continue seeing clients in the gap between Internship I and Internship II or III?**

- Students might want to continue seeing clients in the gap between semesters to provide continuity of care. This applies only for students who have completed their first semester in Internship I. They must be staying at the same site and with the same site supervisor. Students cannot do a GAP between Practicum & Internship.
- Students who plan to continue hours between semesters need to notify the P & I Coordinator at least two weeks before the end of the term and complete an Internship GAP agreement.
- A GAP Agreement is used when a student plans to stay at their site during a school break. The form is signed by the site supervisor, the student, and the university representative. The student's Internship class will be extended. They must participate in 1.5 hours of university supervision weekly with a ULM faculty member. If a student does not attend university supervision, they cannot count hours during that week.
- Note – Supervision times & dates will be announced prior to the start of the gap. These times may be different than usual, so be prepared to change your schedule.

**How should I go about securing a practicum or internship site?**

- Log onto ULM's International Society for Counseling Canvas shell in your Canvas Dashboard. Click on the Practicum & Internship Information Hub.

**What happens to my clients if I cannot see them between semesters?**

- To support continuity in care, it is important for students to coordinate with their site to ensure that there are alternate services/providers in place for clients to support during semester breaks.

**If I complete my hours requirement before the semester ends, do I still have to attend my internship class/site?**

- Yes, practicum and internship experiences span the entirety of the semester, regardless of if the student accrues the required hours prior to the end of the semester. Students should spread their hours over the course of the semester.

**What if I cannot complete all my practicum or internship hours during the semester?**

- You cannot pass the course. As soon as you believe you will not be able to complete your hours, please contact your University Instructor and Dr. Moon.

**Can I leave my site mid-semester to attend another site?**

- No. Students make a commitment to their site and the clients they serve through this site. Leaving a site mid-semester will disrupt hours and have other consequences.
- If a student anticipates that extenuating circumstances necessitate leaving a site mid-semester, they must notify their site supervisor, university supervisor, and the P & I Coordinator immediately.

**What if I am fired from/asked to leave my site?**

- Students who are fired or asked to leave their site must notify both their university

supervisor and P&I Coordinator immediately. ULM faculty will thoroughly investigate the circumstances of the termination. The outcome of an investigation may result in formal remediation of the student and a failing grade in the practicum/internship course. If remediation is required, the student will be unable to return to Practicum or Internship until the remediation is successfully completed.

### **What if my potential site doesn't allow groups? Do I have to record a group setting?**

- All sites **must** provide the student with the opportunity to lead or co-lead a group for at least 4-5 sessions during Practicum. It is important for students to ask when interviewing potential sites if they can provide this experience. Group sessions do not have to be recorded. If a site does not allow a group experience, the student will need to find a different site or find a secondary site that can provide a group experience.

### **Would attending meetings like AA, Al-Anon, or NA count as group experiences in practicum?**

- AA (Alcoholics Anonymous) meetings or similar groups, while valuable as a form of peer support and recovery, do not count as supervised counseling group experiences in a practicum setting. This is because these meetings are not facilitated by professional counselors in a therapeutic context, but rather are peer-led support groups.

For practicum experiences, CACREP requires that group work involve active counseling and facilitation skills under the supervision of a qualified professional, which aligns more with structured therapeutic groups rather than peer support meetings.

### **What is the difference between Site Supervision and University Supervision?**

- Site Supervision is provided on-site with the student's site supervisor. Students will meet with them at least one hour a week to discuss your progress and

experiences. The hour does not need to be completed in one entire session. This can be accumulated over the course of the week.

- University Supervision is a part of the practicum or internship class. It is provided by the university faculty member. Times for University Supervision vary depending on the class. Prior to enrolling in a class, students can check to make sure the supervision time works for their schedule.

**What if I am having problems with Tevera and cannot log hours or have my hours logs signed by my site supervisor? Can I print off the logs, have my site supervisor sign them, and give them to my professor?**

- No. Paper hours logs are not allowed. If you are having technical issues in Tevera, notify Dr. Moon immediately. If for some reason you are unable to log your hours, keep a paper log for your records. Once the issue is resolved, you can go back into Tevera and enter your time.

**Where does University Supervision occur?**

- University supervision is held on Zoom. The University Supervisor will send you a link to the supervision sessions

**What would the hours breakdown look like for practicum & internship?**

- Practicum (summer) – 100 hours over 9/10 weeks (approx. 8-10 hours per week)
- Practicum (fall/spring) – 100 hours over 14 weeks (approx. 7 hours per week)
- Internship (summer) – 300 hours over 10 weeks (approx. 30 hours per week)
- Internship (fall/spring) – 300 hours over 14 weeks (approx. 20 hours per week)

You are responsible for meeting with your site supervisor to plan out your practicum/internship experience at the beginning of the semester. Your schedule may differ from the above breakdown.

**Can I use my place of employment as a practicum or internship site?**

- Sometimes this can work, but not every time. Please check with Dr. Moon for approval.

**Can I get paid while completing my practicum or internship?**

- That may be possible, but it is not guaranteed. As noted above, if you want to do your clinical work at your place of employment, email Dr. Moon for a meeting.

**Can I complete my practicum or internship at the same place where I received my own counseling?**

- No, this would create a dual relationship that has the potential to be unethical.

**Do I need a drug screen or background check before starting at my site?**

- This will depend on the rules and regulations of your site, so be sure to ask prior to selecting your site. ULM does not require a drug screen, only a background check.

**What if I fail the background check due to a felony?**

- It is important to recognize that while the university strives to support all students, certain legal and professional restrictions related to felony convictions may limit practicum or internship placement options. Contact Dr. Moon at the start of your ULM program to discuss options.

**Can I see clients on site if no one else is on site?**

- No, your site supervisor or designated secondary site supervisor must be on site for you to see clients.

### **Can I do home visits with clients?**

- Students are not allowed to go to a client's home alone. You can go with someone at your site that does this and participate, but you cannot go alone. If you are looking at a site that mainly does home visits, it might not be a suitable placement.

### **What if my state has requirements for practicum and internship that are different than the CACREP requirements that ULM follows?**

- MOST states follow the CACREP guidelines for counselor training and internship experiences. However, some states do have different or additional requirements. Students need to look at the requirements for licensing in their state to see if additional details need to be considered or covered in practicum or internship (e.g., additional hours needed, specific site supervisor requirements). Sometimes graduates from CACREP programs are exempt from these additional requirements so it is always best to clarify with your state board.
- If you have questions about the requirements you see for your state you can reach out to Dr. Moon or your academic advisor. The best way to get clarification is to reach out to your state's licensing board to get an exact answer.

### **Can I count my internship hours towards my future LPC hours?**

- Every state is a little bit different with what they require for licensure. You need to check with your state's Board of Examiner's in Counseling make sure you have the correct information. Keep in mind that there are typically TWO types of hours that are discussed.
- The first is the number of hours that you need to have DURING your training program (e.g., 100 practicum hours and/or 600 internship hours). For most states (not all though) **none** of these hours transfer over to post graduate licensure hours.
- The second type of hours are licensure hours. Licensure hours are typically (but not always) the hours you get AFTER you graduate and are getting supervision toward

your actual counseling license in your state. A few states **may** count some or all your internship hours toward your license. You will need to check with your state's Board of Examiner's in Counseling to see if this is an option.

- States that do allow you to count your internship hours will require you to maintain detailed documentation of your internship hours, supervisor qualifications, and the nature of your clinical work during the internship. They may allow only a portion of the internship hours to count toward direct client contact requirements.

## **Professional Development**

Students are encouraged to join and maintain membership in a variety of professional counseling organizations. Such memberships offer students additional learning opportunities and allows the students to be introduced to the professional world of counseling.

ULM encourages students in a variety of courses, including Practicum & Internship, to seek out professional development activities and resources (especially those that include technology) from these organizations.

Through engagement with professional counseling organizations, students will be exposed to professional issues and leaders in the counseling profession. Membership in some professional counseling organizations offer students the opportunity to join a list serv that provide access to job postings as well as access to job fairs and/or interviews at annual conferences.

Below is a list of names and websites of different professional counseling organizations:

American Association for Counselor Education and Supervision (<http://acesonline.net/>)

American Association for Marriage and Family Therapy (<https://www.aamft.org/>)

American Counseling Association (<http://www.counseling.org/>)

American Mental Health Counseling Association (<http://www.amhca.org>)

American Rehabilitation Counseling Association (<http://www.arcaweb.org/>)

American School Counseling Association (<http://www.schoolcounselor.org/>)

NAADAC The Association for Addiction Professionals (<https://www.naadac.org/>)

Southern Association of Counselor Education and Supervision (<http://www.saces.org/>)

Each state has its own counseling association. It is recommended that counseling students join the professional counseling association of the state they intend to pursue certification/licensure.



## **Appendix**

## **Field Placement Terminology**

**Practicum** – A supervised field experience course in which the counseling student develops basic individual counseling and case conceptual skills and integrates professional knowledge under close supervision.

**Internship** – A distinctly defined, post-practicum, supervised “capstone” clinical experience in which the student refines and enhances basic counseling or student development knowledge and skills, and integrates and authenticates professional knowledge and skills appropriate to his or her program and initial postgraduate professional placement.

**P & I Coordinator** – Counseling Program individual responsible for coordinating experiences in practicum & internship courses, including site placements for practicum/internship in conjunction with students and sites.

**Practicum Student** – Counseling Program student seeking or fulfilling practicum experiences.

**Internship Student** - Counseling Program student seeking or fulfilling Internship experiences.

**University Supervisor** – the faculty member or instructor who is responsible for the student’s overall learning and growth in practicum/internship and the person who teaches the student’s practicum/internship course.

**Site Placement**– Human service and counseling agencies where counseling students provide counseling and counseling-related services to clients under supervision from both the field site supervisor and the Counseling Program.

**Hours** – The activities making up practicum/internship experiences are counted as direct or indirect hours. With parental and client permission, some of the direct hours must be recorded (video or audio recording). Recordings are accordance with site rules.

**Direct Service** – Involves hours of actual clock time of face-to-face client and/or student contact in individual or group counseling.

**Supervision** – A tutorial and mentoring form of instruction in which the supervisor monitors

**Site Supervisor** – An experienced mental health professional familiar with the particular agency in which the student is working. The site supervisor must be readily accessible to the Practicum/Internship student.

**University Supervisor** – The instructor for the practicum/internship course. All faculty members teaching and supervising practicum/internship hold appropriate licenses and certification for the relevant fields. The university faculty instructor or supervisor leads group supervision in class.

**Orientation** - Orientation for new students is held in fall and spring semesters. Training will be provided by the faculty supervisor or other counseling faculty members to convey and clarify

expectations in the practicum/internship requirements. Site supervisors will be trained online in models of supervision when necessary. Other supervisory information will be available periodically to site supervisors. Faculty maintain open communication with site supervisors in order to offer support and to address any questions or concerns the field site supervisor may have.

## CACREP Standards Related to Practicum & Internship (Section 4)

The following standards apply to entry-level programs for which accreditation is being sought. Professional practice, which includes practicum and internship, provides for the application of theory and the development of counseling skills under supervision. Fieldwork experiences will provide opportunities for students to counsel diverse clients.

### ENTRY-LEVEL PROFESSIONAL PRACTICE

- A. The counselor education program provides ongoing support to help students find fieldwork sites that are sufficient to provide the quality, quantity, and variety of expected experiences to prepare students for their roles and responsibilities as professional counselors within their CACREP specialized practice areas.
- B. Students are covered by individual professional counseling liability insurance while enrolled in practicum and internship.
- C. Supervision of practicum and internship students includes secure audio or video recordings and/or live supervision of students' interactions with clients that are in compliance with applicable institutional, state, federal, and international privacy requirements for all program delivery types.
- D. Students have the opportunity to become familiar with a variety of professional activities and resources, including technology, as part of their practicum and internship.
- E. In addition to the development of individual counseling skills, during *either* the practicum or internship, students must lead or co-lead a counseling or psychoeducational group.
- F. Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge are conducted as part of the student's practicum and internship.

- G. Programs provide a fieldwork handbook to all students and fieldwork site supervisors, for all program delivery types, detailing requirements, expectations, policies, and procedures, including:
  - 1. CACREP standards and definitions related to supervised practicum and internship;
  - 2. supervision agreement;
  - 3. evaluation procedures and requirements; and
  - 4. policy for student retention, remediation, and dismissal from the program.
- H. Written supervision agreements:
  - 1. define the roles and responsibilities of the faculty supervisor, field experience site supervisor, and student during practicum and internship;
  - 2. include emergency procedures; and
  - 3. detail the format and frequency of consultation between the counselor education program and the site to monitor student learning.

The counselor education program provides orientation to fieldwork site supervisors regarding program requirements and expectations.

- I. During entry-level professional practice experiences, the counselor education program engages in consultation with the fieldwork site supervisor to monitor student learning and performance in accordance with the supervision agreement.
- J. The counselor education program provides professional development opportunities to fieldwork site supervisors for all program delivery types.
- K. Students have opportunities to evaluate their experience with the practicum and internship placement process.
- L. Students have regular, systematic opportunities to evaluate practicum and internship fieldwork sites and site supervisors.

## SUPERVISOR QUALIFICATIONS

- M. Counselor education program core or affiliate faculty members serving as individual/triadic or group practicum/internship supervisors for students in entry-level programs have:
  - 1. relevant certifications and/or licenses,

2. relevant training for in-person and/or distance counseling supervision, and
3. relevant training in the technology utilized for supervision.

N. Doctoral students serving as individual/triadic or group practicum/internship supervisors for students in entry-level programs must:

1. have completed entry-level counseling degree requirements consistent with CACREP standards;
2. have completed or are receiving preparation in counseling supervision, including instruction for in-person and/or distance supervision; and
3. be under supervision on a regular schedule that averages one hour a week from a qualified core or affiliate counselor education program faculty supervisor.

O. Fieldwork site supervisors have:

1. a minimum of a master's degree, preferably in counseling or a related profession;
2. active certifications and/or licenses in the geographic location where the student is placed, preferably in counseling or a related profession;
3. a minimum of two years post-master's professional experience relevant to the CACREP specialized practice area in which the student is enrolled;
4. relevant training for in-person and/or distance counseling supervision;
5. relevant training in the technology utilized for supervision; and
6. knowledge of the program's expectations, requirements, and evaluation procedures for students.

## PRACTICUM

P. Students complete supervised counseling practicum experiences that total a minimum of 100 hours over a full academic term that is a minimum of eight weeks consistent with the institution's academic calendar.

Q. Practicum students complete at least 40 hours of direct service with actual clients that contributes to the development of counseling skills.

## PRACTICUM SUPERVISION

R. Throughout the duration of the practicum, each student receives individual and/or triadic supervision on a regular schedule that averages one hour a week and is provided by at least one of the following:

1. a counselor education program core or affiliate faculty member, or
  2. a doctoral student supervisor who is under the supervision of a qualified core or affiliate counselor education program faculty member, or
  3. a fieldwork site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement.
- S. Throughout the duration of the practicum, each student receives group supervision on a regular schedule that averages 1½ hours per week and is provided by at least one of the following:
1. a counselor education program faculty member or
  2. a doctoral student supervisor who is under the supervision of a qualified core or affiliate counselor education program faculty member.

## INTERNSHIP

- T. After successful completion of the practicum, students complete 600 hours of supervised counseling internship in roles and settings with actual clients relevant to their CACREP specialized practice area.
- U. Internship students complete a minimum of 240 hours of direct service with actual clients.

## INTERNSHIP SUPERVISION

- V. Throughout the duration of the internship, each student receives individual and/or triadic supervision on a regular schedule that averages one hour a week and is provided by at least one of the following:
1. a counselor education program faculty member, or
  2. a doctoral student supervisor who is under the supervision of a qualified core or affiliate counselor education program faculty member, or
  3. a fieldwork site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement.
- W. Throughout the duration of the internship, each student receives group supervision on a regular schedule that averages 1½ hours per week and is provided by at least one of the following:
1. a counselor education program faculty member or
  2. a doctoral student supervisor who is under the supervision of a qualified core or affiliate counselor education program faculty member.

## PRACTICUM AND INTERNSHIP COURSE LOADS AND RATIOS

- X. When individual/triadic supervision is provided by the counselor education program faculty or a doctoral student under supervision, each practicum and internship course should not exceed a 1:6 faculty:student ratio. This is equivalent to the teaching of one 3-semester credit hour or equivalent quarter credit hour course of a faculty member's teaching load assignment.
  
- Y. When individual/triadic supervision is provided solely by a fieldwork site supervisor, and the counselor education program faculty or doctoral student under supervision only provides group supervision, each practicum and internship course should not exceed a 1:12 faculty:student ratio. This is equivalent to the teaching of one 3-semester credit hour or equivalent quarter credit hour course of a faculty member's teaching load assignment.
- Z. Practicum and internship students are not combined for group supervision.
- AA. Group supervision for practicum or internship students should not exceed 12 students per group.



## **CACREP Standards for Entry Level Specialized Practice Areas (Section 5)**

All entry-level students are enrolled in at least one specialized practice area. Students are expected to develop and demonstrate the knowledge and skills necessary to address a wide range of issues in their specialized practice area in consideration of culturally sustaining practices across service delivery modalities. Counselor education programs must document where and in what manner each of the numbered standards listed for that specialized practice area is covered in the curriculum. The standards may be addressed in the foundational curriculum or in experiences specifically designed for each specialized practice area.

### **Addiction Counseling**

1. neurological, behavioral, psychological, physical, and social effects of psychoactive substances and addictive disorders on the user and significant others
2. risk and protective factors for substance use disorders
3. assessment for symptoms of psychoactive substance toxicity, intoxication, and withdrawal
4. strategies for enhancing client motivation to change, managing cravings, and preventing relapse
5. abstinence and harm reduction models of addiction recovery
6. evaluating and identifying individualized strategies and treatment modalities relative to substance use disorder severity, stages of change, or recovery
7. pharmacological interventions used to address substance use withdrawal, craving, and relapse prevention
8. substance use recovery service delivery modalities and networks within the continuum of care, such as primary care, outpatient, partial treatment, inpatient, integrated behavioral healthcare, and aftercare
9. recovery support tools and systems, to include vocation, family, social networks, and community systems in the addiction treatment and recovery process
10. culturally and developmentally relevant education programs that raise awareness and support addiction and substance use prevention and the recovery process
11. regulatory processes, continuum of care, and service delivery in addiction counseling
12. strategies for interfacing with the legal system and working with court-referred clients
13. third-party reimbursement and other practice and management issues in addictions counseling

### **Clinical Mental Health Counseling**

1. etiology, nomenclature, diagnosis, treatment, referral, and prevention of mental, behavioral, and neurodevelopmental disorders
2. mental health service delivery modalities and networks within the continuum of care, such as primary care, outpatient, partial treatment, inpatient, integrated behavioral healthcare, and aftercare
3. legislation, government policy, and regulatory processes relevant to clinical mental health counseling
4. intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management
5. techniques and interventions for prevention and treatment of a broad range of mental health issues
6. strategies for interfacing with the legal system regarding court-referred clients

7. strategies for interfacing with integrated behavioral healthcare professionals
8. strategies to advocate for people with mental, behavioral, and neurodevelopmental conditions
9. third-party reimbursement and other practice and management issues in clinical mental health counseling

### **School Counseling**

1. models of school counseling programs
2. models of PK-12 comprehensive career development
3. models of school-based collaboration and consultation
4. development of school counseling program mission statements and objectives
5. design and evaluation of school counseling curriculum, lesson plan development, diverse classroom management strategies, and differentiated instructional strategies
6. school counselor roles as leaders, advocates, and systems change agents in PK-12 schools
7. qualities and styles of effective leadership in schools
8. advocacy for comprehensive school counseling programs and associated school counselor roles
9. school counselor roles and responsibilities in relation to the school crisis and management plans



The University of Louisiana Monroe Department of Counseling  
Consent to Record Counseling Interviews

I hereby give permission to \_\_\_\_\_, a counselor-in-training at the University of Louisiana Monroe who is completing clinical requirements at \_\_\_\_\_ (site name), to record our counseling sessions.

I understand that these recordings will be used only for the purpose of providing clinical supervision to the counselor-in training, either at the University of Louisiana Monroe or at the student's clinical placement. Any person involved in providing or receiving clinical supervision is bound to the same ethical principles of confidentiality as professionals providing counseling. All recordings of counseling sessions will be erased no later than the end of the present semester.

By signing below, I acknowledge that the policies of the recording procedure, supervision, and confidentiality have been explained to me and I have had the opportunity to ask questions. I understand I can withdraw this permission to record at any time.

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

\_\_\_\_\_  
(Date of Signature) (Date of Signature)

---

IF THE CLIENT IS A MINOR (UNDER THE AGE OF 18 YEARS) THEIR PARENT OR LEGAL GUARDIAN MUST ALSO SIGN THIS AGREEMENT, BELOW.

\_\_\_\_\_  
(Parent or Legal Guardian's signature) (Date of Signature)

## Commitment to Diversity and Accommodations

The Counseling Program at ULM is committed to advancing diversity, equity, and inclusion throughout the curriculum and clinical experience. We invite diversity and foster a culture of inclusion that supports multiple dimensions of culture that includes race, ethnicity, gender identity, sexual orientation, religious affiliation, spirituality, nationality, regionality, disability, and beyond.

Within the Counseling Program, we attempt to foster and maintain a safe environment of respect and inclusion for faculty, staff, students, and members of the communities we serve. We educate our faculty and students to be social justice advocates for marginalized populations and direct our curriculum to reflect the diversity of our communities and elevate awareness.

The Counseling Program is committed to building a faculty, staff, and student body that reflects these cultural values.

The Counseling Program is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by ULM. To this end, ULM will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in this course, you must present a letter to me from the Self-Development, Counseling, and Special Accommodations Center at ULM indicating the existence of a disability and the suggested accommodations. If you need accommodation because of a known or suspected disability, you should contact the Director for Disabled Student Services at 318-342-5220 or [click here](#) for the Self-Development, Counseling, and Special Accommodations Center website. ULM's official accommodations guidelines and policies are found [here](#).

*If you have accommodations your professor needs to be aware of, contact them within the first two days of class.*

**Special circumstances.** If you encounter any unforeseen circumstances during the semester that may affect your performance (e.g., physical, or mental illness, family emergency), please let

your professor know within 7 days so we can discuss possible accommodations or alternative arrangements. Please note that accommodations are not retroactive, so it is important to request them in a timely manner.

## **Student Retention and Remediation Policy**

All students are expected to make satisfactory progress towards their academic and professional goals. The faculty meet each semester to review student progress as well as to identify areas for student and program improvement.

In accordance with the American Counseling Association Code of Ethics Standards F.5.b, F.9.b, and F.9.c and the Council for Accreditation of Counseling and Related Educational Programs, faculty members are to assist in addressing any concerns that might impede student performance. If a concern about suitability of a student for the profession, academic coursework, or personal behavior, faculty will follow the remediation policy as described in the student handbook. Only in cases where significant problematic behavior exists or where a serious ethical breach has been identified will a process for program dismissal be initiated. In all other cases, the Counseling faculty will work diligently with students to ensure that the concerns are resolved, and that the student remains in good standing in the program.