



ULM COUNSELING PROGRAM



2025-2026 PRACTICUM AND INTERNSHIP HANDBOOK

SCHOOL OF ALLIED HEALTH

Counseling Program

College of Health Sciences

University of Louisiana at Monroe, LA 71209

Table of Contents

Introduction to Practicum & Internship	6
Practicum Overview	6
<i>What is Practicum?</i>	<i>6</i>
<i>Practicum Requirements:</i>	<i>6</i>
<i>The Group Experience.....</i>	<i>7</i>
<i>Change in School Counseling Practicum starting with the 2024-2025 Cohort</i>	<i>8</i>
Internship Overview.....	9
<i>What is Internship?</i>	<i>9</i>
<i>Internship Requirements:</i>	<i>9</i>
<i>Direct & Indirect Hours</i>	<i>10</i>
A General Overview of Student Responsibilities During Practicum and Internship.....	11
<i>Technology at Your Site</i>	<i>12</i>
<i>Emergency Procedures at Your Site.....</i>	<i>12</i>
Practicum & Internship (P&I) Coordinator	13
Site Approval Timeline for Practicum Placement	13
Practicum/Internship Site Selection	13
<i>Program Involvement and Support</i>	<i>13</i>
<i>Selecting an Appropriate Site</i>	<i>14</i>
<i>Examples of Acceptable Sites:</i>	<i>15</i>
<i>Interviewing with a Site.....</i>	<i>15</i>
<i>What to Look for in a Site</i>	<i>16</i>
<i>What to Expect from a Site Supervisor.....</i>	<i>17</i>
<i>The Site Vetting & Approval Process</i>	<i>18</i>

Liability Insurance	19
Tevera	20
<i>Site Approval in Tevera.....</i>	<i>20</i>
Site Approval and Enrollment Requirements - Deadlines	22
Extending a Site into Internship.....	22
University Supervisor	23
<i>Communication Between Site and University Supervisors</i>	<i>23</i>
<i>The Midpoint Site Visit.....</i>	<i>24</i>
Student Evaluation Process	24
<i>The CCS-R.....</i>	<i>24</i>
<i>Recordings & Your Site Supervisor.....</i>	<i>25</i>
Recording and Video Review Requirement.....	26
Acclaim	27
Telehealth Policy Overview	27
Using Tevera in your P & I Courses	28
<i>Practicum & Internship Handbook Acknowledgement Form</i>	<i>28</i>
<i>Fieldwork Goals & Agreement Review Form</i>	<i>29</i>
<i>Logging Hours in Tevera.....</i>	<i>29</i>
<i>Selecting a Track in Tevera</i>	<i>29</i>
<i>Practicum Group Counseling Log.....</i>	<i>30</i>
<i>Opportunities and Resources Tracking Form.....</i>	<i>30</i>
<i>Feedback on the Placement Process.....</i>	<i>30</i>
<i>Student Evaluation of the Site and Site Supervisor.....</i>	<i>31</i>
FAQs	31
Professional Development	42

Appendix.....	44
<i>Timelines</i>	<i>45</i>
<i>Timeline of P & I Activities with School Counseling Students</i>	<i>45</i>
<i>Timeline of P & I Activities with CMHC Students</i>	<i>47</i>
<i>Student Responsibilities During Practicum and Internship</i>	<i>50</i>
<i>Site Supervisor Responsibilities.....</i>	<i>51</i>
<i>Responsibilities of the Site</i>	<i>53</i>
<i>Responsibilities of the University Faculty Supervisor.....</i>	<i>54</i>
<i>Responsibilities of the Practicum & Internship Coordinator</i>	<i>55</i>
<i>The University of Louisiana Monroe Counselor Education Program Telehealth Policy for Practicum & Internship</i>	<i>57</i>
<i>University of Louisiana at Monroe Practicum Recording Policy</i>	<i>60</i>
<i>University of Louisiana at Monroe General Recording Policy.....</i>	<i>62</i>
<i>University of Louisiana at Monroe Practicum Group Policy</i>	<i>66</i>
<i>ULM Site Supervisor Rating Form</i>	<i>68</i>
<i>CACREP Standards Related to Practicum & Internship (Section 4)</i>	<i>72</i>
<i>CACREP Standards for Entry Level Specialized Practice Areas (Section 5)</i>	<i>78</i>
<i>Clinical Mental Health Counseling.....</i>	<i>78</i>
<i>School Counseling.....</i>	<i>79</i>
<i>Consent to Record</i>	<i>80</i>
<i>Commitment to Student Success</i>	<i>81</i>
<i>Student Retention and Remediation Policy</i>	<i>82</i>
<i>Winter Semester GAP Agreement</i>	<i>83</i>
<i>ULM's Non-Recording Policy- Internship Only</i>	<i>86</i>
<i>Specific Examples of Direct and Indirect Hours</i>	<i>88</i>
<i>Practicum/ Internship Field Site Agreement.....</i>	<i>89</i>
<i>CACREP Practicum & Internship Terminology</i>	<i>93</i>



Welcome to your Practicum and Internship experience at the University of Louisiana Monroe! This handbook is here to help you understand what to expect and what's expected of you during your time in the field. Whether you're on the Clinical Mental Health or School Counseling track, this guide outlines the key responsibilities for you, your site, your university supervisor, and ULM. It also helps make sure we're meeting the standards set by our national accrediting body, CACREP, so your experience is both meaningful and professionally aligned.

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

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Introduction to Practicum & Internship

Practicum and Internship will be some of the most important training experiences you have during your time in the counseling program. These courses give you the opportunity to apply the knowledge and skills you've learned in class to real-world settings as you grow into a confident and professional counselor.

You will find additional details and helpful resources in the Practicum & Internship Information Hub, located in the International Society for Counseling Canvas Shell on your Canvas dashboard.

Practicum Overview

What is Practicum?

Practicum is a clinical course you will take near the end of your master's program. This course is designed to help you begin putting the clinical skills you've developed throughout your training into professional practice. You will identify and apply to a local practicum site where you will serve as a student intern. During your practicum, you will receive regular supervision from both an approved Site Supervisor and your University Supervisor.

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 contact hours**, and the remaining **60 may be indirect hours**.

Direct contact includes both individual and group counseling, as well as other counseling-related activities such as intake interviews, assessments, and co-

facilitating psychoeducational sessions. For school counseling students, classroom guidance lessons that involve student interaction and counseling content also count toward this requirement.

- Students will receive **1.5 hours** of weekly group supervision from a ULM faculty member within their internship course. Practicum 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.

The Group Experience

As part of your Practicum experience at ULM, you will be required to select a site that allows you to lead or co-lead a group for 4–5 sessions. These group counseling sessions will count toward your required direct contact hours.

For more information see [ULM's Practicum Group Policy](#) in the Appendix. Groups do not need to be recorded.

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.

School counseling students will need to find a site supervisor for each placement or have a primary site supervisor who will coordinate with the secondary site to ensure the student gets the required 50 hours. Check with the Internship Coordinator prior to obtaining approval for school sites.

Eligibility to Apply for Practicum

To be eligible for Practicum, you must meet the following requirements:

- Successfully attend and complete the **online, synchronous summer workshop**.
- Earn a grade of **B or higher** in all of the following prerequisite courses (verified with a ULM 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.

Internship Overview

What is Internship?

Internship is a continuation of your professional practice experience and takes place after you complete Practicum. During Internship, you will continue building and applying your counseling skills at a more advanced level. You may choose to remain at your Practicum site if it meets your specialization requirements, or you may apply to a new internship site to gain a broader or different 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**
- As noted before, direct contact includes both individual and group counseling, as well as other counseling-related activities such as intake interviews, assessments, and co-facilitating psychoeducational sessions. For school counseling students, classroom guidance lessons that involve student interaction and counseling content also count toward this requirement.
- 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.

Direct & 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. [Click here](#) for a detailed table on direct and indirect hours for CMHC and School.

A General Overview of Student Responsibilities During Practicum and Internship

During practicum and internship, you are expected to take an active role in identifying and securing your site. This includes working closely with the Practicum & Internship Coordinator and following all university procedures. Maintaining professional liability insurance is your responsibility, and it must be updated in Tevera before each term begins. Hours completed without active insurance will not be accepted.

Plan to be present at your site during the times arranged with your Site Supervisor. You are expected to carry out all assigned duties and meet the responsibilities outlined by both your Site Supervisor and University Supervisor. Participation in weekly group supervision with your University Supervisor (averaging 1.5 hours) and individual weekly supervision with your Site Supervisor (at least one hour) is required.

Protecting client privacy and confidentiality is essential—both at your site and in supervision. Your conduct should align with the ACA and ASCA Codes of Ethics. Each semester, you'll take

part in a site visit with your Site Supervisor and University Supervisor to review your progress and ensure your experience meets CACREP expectations.

At the conclusion of practicum and internship, you will complete evaluations of both your site and your supervisor. If you plan to provide telehealth services, make sure you meet all ULM telehealth requirements. Any recordings of client sessions must comply with all applicable privacy laws. Finally, be sure to sign the Practicum & Internship Handbook Acknowledgement Form in Tevera each semester to confirm that you've read and understand the current handbook.

Technology at Your Site

During your practicum and internship, you are encouraged to learn about the technology used at your site to support counseling services. At CMHC sites, this might include electronic record-keeping systems, telehealth platforms, or scheduling software. At school sites, this could involve student information systems like PowerSchool, behavior tracking tools, or communication platforms used with families and staff. Gaining experience with these tools helps you build practical skills that are essential in today's counseling settings.

Please remember that any use of technology must comply with your site's confidentiality policies, and you should only access systems with your site supervisor's guidance and permission.

Emergency Procedures at Your Site

At the start of your Practicum or Internship, you will be expected to familiarize yourself with your site's emergency procedures. This includes understanding how to respond to medical emergencies, mental health crises, natural disasters, lockdowns, or other critical incidents. You should ask your Site Supervisor about these protocols and follow all site-specific guidelines in the event of an emergency.

If you encounter a client who may be at risk of harm to themselves or others—or any situation that causes serious concern—you must notify your Site Supervisor and University Supervisor immediately. When in doubt, always err on the side of caution and seek supervision right away.

For a complete list of student responsibilities, review the [Student Responsibilities During Practicum & Internship](#) located in the Appendix.

Practicum & Internship (P&I) Coordinator

Dr. Poppy Moon is the Practicum & Internship Coordinator. She will help you with site selection, entering information into Tevera, completing MOUs, and navigating the overall Practicum and Internship process. For support or questions, email moon@ulm.edu.

Site Approval Timeline for Practicum Placement

A timeline for P & I placement by semester is located in the [Appendix](#). Staying on track is essential to ensure your site is vetted and approved in time to begin collecting hours.

Practicum/Internship Site Selection

You are responsible for identifying sites to complete their practicum and internship experiences. However, you are not alone in this process! The Practicum & Internship Coordinator and program faculty actively support you in identifying, preparing for, and securing placements that meet CACREP requirements.

Program Involvement and Support

You'll begin exploring potential practicum and internship sites in COUN 5010: *Methods of Counseling* and COUN 5011: *Advanced Techniques in Counseling*. These courses include assignments and activities that help you identify appropriate sites, build interview skills, and understand what to expect during fieldwork. You'll also have access to helpful tools in the Practicum & Internship Information Hub, located in the International Society for Counseling (ISC) Canvas course. This hub includes a list of pre-approved sites, contact information, and sample interview questions to guide your search.

ULM's counseling program maintains strong relationships with many sites and supervisors. When needed, the Practicum & Internship Coordinator can contact potential sites on your behalf, clarify questions about eligibility or supervision, assist if you're having trouble finding a placement, and offer direct guidance to help you select a site that aligns with your specialization and state requirements.

You're encouraged to begin your site search early and reach out regularly for support throughout the process. It is never too early to find a site!

Selecting an Appropriate Site

When choosing your practicum or internship site, you are responsible for confirming that it meets all requirements outlined in this handbook. Your site must:

- Provide supervision by a licensed professional with at least two years of post-master's experience
- Align with your CACREP specialty area (Clinical Mental Health Counseling or School Counseling)
- Offer the opportunity to complete required direct and indirect hours, including a group counseling experience during practicum
- Allow for audio or video recording of client sessions for supervision purposes
- Have a signed Memorandum of Understanding (MOU) with ULM on file

Note: You may not use an individual private practice (solo practitioner) as your site. Sites must be group practices or larger organizations with multiple staff members and an appropriate supervision structure.

Examples of Acceptable Sites:

Sites If you're in the Clinical Mental Health Counseling track, potential sites may include:

- Community mental health agencies
- Outpatient clinics
- Addiction treatment centers
- VA clinics
- University-based counseling centers
- Telehealth platforms that meet ULM requirements

If you're in the School Counseling track, potential sites may include:

- Accredited public or charter schools
- Alternative schools
- Approved virtual K–12 schools

Telehealth placements must follow all requirements outlined in the ULM Telehealth Practicum & Internship Policy.

Interviewing with a Site

Once you find a site that interests you, it's time to reach out and request an interview. Contact the site by phone or email, introduce yourself as a graduate counseling student at ULM, and explain that you are seeking a practicum or internship placement. Mention the term you plan to begin (e.g., Summer, Fall or Spring) and ask if they are currently accepting students.

If the site is open to working with you, schedule a professional interview—either in person or virtually. Remember, this is a two-way conversation. While the site is evaluating you, you are also evaluating whether the site and supervisor are a good match for your learning needs.

In preparing for your interview:

- Bring an updated resume that highlights your counseling coursework and relevant experience
- Be ready to explain ULM's practicum or internship requirements, including hours, supervision, recordings, and group counseling expectations.
- Ask about the supervision model, what responsibilities you'll have, and the site's policies on recording sessions
- Share your developing counseling style or theoretical approach, and ask about the supervisor's counseling orientation
- Confirm that the site meets ULM and CACREP requirements and that the supervisor has the proper qualifications
- Provide the site with a copy of the current Site Supervisor Manual. The most up to date copy is located [here](#).

It might be tempting to say yes to the first site that shows interest—but take the time to choose a placement that feels like the right fit. You'll be spending a lot of hours there, so it's important to work in a setting and with a supervisor that you genuinely connect with. Look for a site where you feel supported, respected, and aligned with the supervisor's style and values. Take your time during the interview process—your placement plays a big role in your development as a future counselor.

What to Look for in a Site

During your interview, make sure the site can:

- Provide counseling experiences in your specialty area (CMHC or School)
- Offer orientation to the site's mission, expectations, and procedures

- Ensure client sessions are held in a private, confidential, and HIPAA-compliant space
- Allow you to lead or co-lead a group during your practicum
- Provide the resources, space, and support you'll need for your responsibilities
- Permit audio/video recordings for supervision
- Use informed consent documents that clearly explain your role as a student counselor
- Offer a variety of meaningful learning opportunities under supervision

For a complete list of site responsibilities, review the [Responsibilities of the Site](#) located in the Appendix.

What to Expect from a Site Supervisor

Your Site Supervisor is a key part of your training and must:

- Hold a master's degree and appropriate licensure in counseling or a related field
- Have at least two years of experience in your counseling specialty area
- Provide one hour of individual supervision weekly and sign your weekly logs
- Help orient you to the site, including privacy, policies, and emergency procedures
- Complete midterm and final evaluations of your performance using Tevera
- Be present when you are seeing clients or ensure another licensed person is available
- Allow you to lead or co-lead a group during practicum
- Review your recordings and complete related evaluations
- Stay in communication with your University Supervisor and participate in a site visit each semester
- Complete the required Site Supervisor Orientation and any technology training (Tevera, Zoom, etc.)

If your site or supervisor has questions about expectations, they are encouraged to contact the Practicum & Internship Coordinator directly.

For a complete list of site supervisor responsibilities, review the [Site Supervisor Responsibilities](#) located in the Appendix.

The Site Vetting & Approval Process

Even if a site agrees to take you, it must still be vetted and formally approved before your courses start. This approval process happens in Tevera and includes:

1. **Site Information Form** – Describes services, populations served, supervision, and CACREP alignment
2. **Supervisor Information Form** – Confirms licensure, experience, qualifications, and documents they watched the training and read the handbook.
3. **Supervisor Documents** – Includes proof of malpractice insurance, license, and resume/CV
4. **Site Supervisor Orientation Manual** – Verifies your and the Site Supervisor's understanding of the expectations and responsibilities of the student, the site, and the site supervisor. This acknowledgment helps ensure a shared commitment to supervision, training, and ethical practice throughout the clinical experience.
5. **Field Site Agreement** – Confirms the site can meet CACREP and ULM program standards. It also asks for the dates of the semester you will be working in either practicum or internship. The Practicum & Internship Coordinator will remind you of the dates. A copy of the [Field Site Agreement](#) is located in the Appendix.
6. **MOU (Memorandum of Understanding)** – A legal agreement between ULM and the site (required before logging hours)

Only sites that meet **all** of these requirements will be approved.

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

If you are switching to a new internship site or extending your current placement, you are still required to follow the same approval process and meet the deadline.

Students who do not have their site and site supervisor approved by the [deadline](#) will be **removed from the course**. There are **no exceptions** to this policy.

A video walkthrough of the most current Tevera Practicum & Internship Application Walkthrough can be found [here](#).

Liability Insurance

All students must maintain active professional liability insurance throughout Practicum and Internship. Free coverage is available to student members of the American Counseling Association (ACA) and the American School Counselor Association (ASCA). Proof of current insurance must be uploaded and kept up to date in Tevera.

While you do not have to maintain individual liability insurance throughout your entire enrollment in the counseling program, it must be in place before you can be approved at your site. As you move through the practicum process, one of your initial tasks is to upload a copy of your insurance into Tevera. Each semester you be required to check the date of expiration of your policy as part of the site extension process.

Your site supervisor's liability insurance must also remain current. You are responsible for noting your supervisor's policy expiration date and reminding them to renew it if needed.

If either your policy or your supervisor's policy lapses and is not updated in Tevera, any hours accrued during that time cannot be counted toward your required field experience.

Tevera

Tevera (ulm.tevera.app) is the online platform ULM uses to manage all aspects of the Practicum and Internship process. You'll use it to submit required documents, track approvals, and maintain up-to-date records for your field experience. Understanding how to navigate Tevera - and starting early - will make your site approval process much smoother.

Site Approval in Tevera

Step 1: Complete Pre-Application Tasks

Before you can enter your site and supervisor information into Tevera, you must complete three pre-application tasks. These tasks can be done as early as your first semester at ULM, and you should complete them no later than the **first month of the semester prior to Practicum**.

1. Upload Proof of Your Liability Insurance
2. Upload a ULM Transcript

An unofficial transcript is fine—you can download it directly from Banner.

3. Complete a Background Check

Visit www.castlebranch.com and use code **UH46BG** (Background Check Only). Upload the completed report to Tevera once it is available.

Step 2: Enter Site and Supervisor Information

Once the pre-application tasks are completed, you'll unlock the ability to enter your proposed site and site supervisor into Tevera. You'll be responsible for sending the following documents to your site via the platform and working with your supervisor to ensure everything is completed:

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

A video walkthrough of the most current Tevera Practicum & Internship Application Walkthrough can be found [here](#).

Step 3: Confirm the MOU (Memorandum of Understanding)

If your proposed site hasn't previously partnered with ULM, a Memorandum of Understanding (MOU) must be completed before you begin Practicum or Internship. The MOU is a legal agreement between ULM and your site.

As soon as you select your site, email The Practicum & Internship Coordinator at moon@ulm.edu with the following information:

- Site name
- Site address
- Site phone number
- Name of the site contact who is authorized to sign legal documents on behalf of the site (this may or may not be your site supervisor) and their email address

The Practicum & Internship Coordinator will use this information to initiate the MOU process. Sometimes this can take several weeks, so be proactive and get this information in as soon as possible.

Note for School Counseling Students: The MOU needs to be signed for your school district, not individual schools. The person who can sign the MOU for the district is typically the Head of Guidance and Counseling, not your site supervisor or principal. Make sure you identify the correct contact person early.

Site Approval and Enrollment Requirements

- Deadlines

Students may not register for Practicum or Internship until they have been officially cleared by The Practicum & Internship Coordinator. This includes approval of both the site and the site supervisor in Tevera.

Extending a Site into Internship

If you're continuing at the same site with the same supervisor from:

- Practicum to Internship I, or
- Internship I to Internship II,

you must submit a site extension request in Tevera for the upcoming semester. This must be approved before the new semester begins. Be sure you do this while your current class is still in session.

The site extension request will require you to complete a new Field Site Agreement, Site Supervisor Information Form, and submit a new copy of both your and your site supervisor's liability insurance.

All site approvals or extensions must be completed in Tevera by the following deadlines:

- **Fall** – 3rd Friday of July

- **Spring:** 1st Friday of December
- **Summer:** 4th Friday in April

A video walkthrough of the site extension process is located [here](#).

University 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.

Your University Supervisor plays a vital role in guiding and supporting you during your field experience. They will clearly outline the expectations and requirements for the Practicum or Internship course, including assignments and grading criteria.

The University Supervisor also supports your integration of technology into counseling practice by offering guidance on ethical and effective uses of tools such as telehealth platforms, digital recordkeeping systems, professional communication, and online resources. They will review and discuss the midterm and final evaluations submitted by your Site Supervisor and maintain regular contact with the site to monitor your progress.

Communication Between Site and University Supervisors

Throughout the semester, your University Supervisor will stay in regular contact with your Site Supervisor to help support your growth and ensure a successful placement. Communication typically occurs at the beginning, midpoint, and end of the semester to discuss your progress, address any concerns, and keep everyone aligned on expectations.

In addition to scheduled check-ins, University Supervisors are available throughout the term to respond to questions, provide support, and help navigate any challenges that may arise during your practicum or internship experience.

These consultations are documented by faculty through supervision notes and emails. The site visit and other communication is logged in Tevera.

The Midpoint Site Visit

Around the middle of the semester, your University Supervisor will schedule a midpoint site visit with you and your Site Supervisor. This meeting typically happens during Weeks 7–8 and is conducted via Zoom. The purpose of this visit is to discuss your progress, review your supervision experience, and ensure that you are on track to complete your required hours.

During the visit, your University Supervisor will ask about your counseling activities, how you're applying what you've learned, and any challenges or goals you're working on. Your Site Supervisor will also share feedback about your development and any support you may need.

After the meeting, your University Supervisor will complete a Midpoint Progress Summary Form in Tevera to document the visit and note any recommendations. If needed, this form may be used to initiate a support or remediation plan.

For a complete list of university supervisor responsibilities, review the [Responsibilities of the University Supervisor](#) located in the Appendix.

Student Evaluation Process

The CCS-R

During both Practicum and Internship, your development will be assessed using the Counseling Competencies Scale – Revised (CCS-R). This tool is used at both midterm and final points in the

semester and is completed by both your Site Supervisor and your University Supervisor. The CCS-R evaluates your counseling skills, professional dispositions, and overall performance. It also includes a narrative section for providing individualized feedback on your strengths and areas for continued growth.

University faculty review and discuss the evaluations from Site Supervisors to monitor your progress and ensure alignment between site-based learning and program expectations. The evaluations help provide a fuller picture of your development across the semester.

During midterm evaluations in both Practicum and Internship, most students receive ratings of 3 (Near Expectations / Developing) or 4 (Meets Expectations / Competent). By the final evaluation, ratings typically increase to 4 or 5 (Meets or Exceeds Expectations / Advanced Competency), reflecting continued growth and skill development over the course of the semester.

If your performance is not progressing as expected, your University Supervisor and program faculty will work with you to create a remediation plan in accordance with the program's remediation policy (see the [Appendix](#)).

The CCS-R is used programmatically throughout your clinical training to track growth across practicum and internship experiences. Results are not only used for semester grading and supervision feedback but are also reviewed by program faculty each term to evaluate your overall development, identify trends, and support continuous improvement across the counseling program. This ongoing use of the CCS-R ensures consistency in how counseling competencies are assessed and provides a framework for targeted support if needed.

Recordings & Your Site Supervisor

As part of the evaluation process, your Site Supervisor will also assess your direct work with clients. During each semester of Practicum and Internship, you are expected to share at least two recorded sessions with your Site Supervisor—or alternatively, your Site Supervisor may conduct live observations of two sessions.

Following these observations, your Site Supervisor will complete the [ULM Site Supervisor Rating Form](#) to provide written feedback on your counseling skills and areas for continued growth. This feedback should be reviewed and discussed during your weekly individual supervision meetings, and serves as an additional tool to support your development and ensure you are progressing toward competency.

Recording and Video Review Requirement

You are required to record at least 3-4 different client sessions each semester and have a 10-minute clip ready for review in your Practicum or Internship class. These recordings are used only for supervision and must be uploaded to Acclaim, ULM's HIPAA-compliant video storage platform. More detailed information on recording clients is available in the Appendix under the [ULM General Recording Policy](#).

Recording is required in Practicum. Please review the [ULM Practicum Recording Policy](#) located in the Appendix.

Here are the recording basics:

1. Obtain informed consent documents from your client.
2. Record your sessions into Acclaim.
3. Delete all recordings within six months, as required by ULM policy.
4. Follow your site's recording policies and inform your University Supervisor of any restrictions before starting your placement.

You 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, [ULM's Consent to Record Form](#) is located in the Appendix.

You are expected to uphold all ethical and legal standards for confidentiality, including those outlined in the ACA Code of Ethics and the ASCA Ethical Standards for School Counselors. All

recording practices must align with professional and site-specific guidelines.

If video or audio recording is not allowed by an internship site due to a vulnerable client population, you should discuss this with the ULM Internship Coordinator prior to starting internship placement process. See the [Information for Non Recording Sites – Internship](#) section in the Appendix. This is a great deal of additional work for both you and the site. It is possible that the site might not be willing to comply with the policy.

Acclaim

ULM uses Acclaim, a secure, HIPAA-compliant video platform, to store recorded client sessions for Practicum and Internship courses. Because there is a \$25 fee per course, Acclaim is only used during these field experiences with real clients. The platform is user-friendly, and tutorials will be provided when you begin Practicum to help you get started.

Telehealth Policy Overview

Students planning to use telehealth during Practicum or Internship must complete a 1-credit telehealth training course offered through ULM. This course must be taken at least one semester before beginning any telehealth counseling. Students not engaging in telehealth are not required to take the course. The course costs \$500 plus applicable fees and is offered every semester. It covers essential telehealth counseling competencies, including ethics, best practices, and legal standards.

Site Supervisors must have at least one year of telehealth experience and provide documentation of telehealth training. If documentation is not available, ULM offers a 10-hour NBCC-approved CEU training covering supervision, ethics, and telehealth practices. This training is required before supervising a student in telehealth. Site Supervisors can contact the Internship Coordinator at moon@ulm.edu for more information.

Both students and site supervisors must ensure their professional liability insurance explicitly covers telehealth services. It is the responsibility of each party to verify this coverage and address any issues before beginning telehealth sessions.

Students engaging in telehealth must also have an emergency telehealth procedure in place, developed in collaboration with their Site Supervisor, to address crisis situations such as client self-harm or safety concerns.

Note: Even if you are conducting your Practicum through telehealth, you are still required to complete the group counseling component. All Practicum students must lead or co-lead a group for 4–5 sessions, regardless of whether their individual client work is in person or online. If your telehealth site does not offer group opportunities, you must secure a secondary site that does. This requirement ensures compliance with CACREP standards and supports your development in group facilitation skills.

The full [ULM Telehealth Policy](#) is available in the Appendix of this handbook.

Using Tevera in your P & I Courses

In the left-hand corner in Tevera is a link called “Learning Space”. You will find helpful video tutorials to get you started.

Practicum & Internship Handbook Acknowledgement Form

At the start of each semester, you will be asked to sign the Practicum & Internship Handbook Acknowledgement Form. This form notes that you have read the current P & I Handbook and are understand what is expected of you during this time. If you have any questions, be sure to ask your university supervisor or the P & I Coordinator for clarification. The most current copy of the P & I Handbook can be found [here](#).

Fieldwork Goals & Agreement Review Form

During Week 1 of Practicum or Internship, you will complete the Fieldwork Goals & Agreement Review Form with your Site Supervisor. This form helps ensure that both you and your supervisor understand the expectations of your placement from the start. Together, you'll review key elements from the Field Site Agreement, discuss supervision and emergency procedures, and set personal goals for your growth as a counselor-in-training.

If you have more than one site, you will complete this form for each site.

Logging Hours in Tevera

You will use [Tevera](#) to track and submit all direct and indirect hours during Practicum and Internship. Logs must be completed weekly, signed by your Site Supervisor, and reviewed by your University Supervisor. Once you sign off on your hours, your site supervisor will receive an email notification to approve your hours electronically.

Selecting a Track in Tevera

At the beginning of each term, you will need to select the appropriate track in Tevera that corresponds with your current field experience (e.g., *Practicum*, *Internship I*, *Internship II*). A track connects you to the correct set of forms, hour logs, and evaluations needed for your Practicum or Internship.

To add a track in Tevera:

1. Log in to <https://ulm.tevera.app>.
2. Click the “Timesheets” area, then “More Actions”, then “Manage Tracks.”
3. Click the “+ Add Track” button.
4. Choose the correct track from the list based on your course enrollment and field placement.

5. Click “Submit” to confirm your selection.

Practicum Group Counseling Log

As part of your Practicum, you will be required to lead or co-lead a group. To document this experience, you will complete the Practicum Group Counseling Log in Tevera. On this form, you will describe the purpose and goals of your group and provide a short summary of each session. Once your group ends, you and your site supervisor will both sign the form.

Opportunities and Resources Tracking Form

At the end of each Practicum or Internship semester, you will complete the Opportunities and Resources Tracking Form in Tevera. This form allows you to document the types of counseling services, professional activities, and resources you had access to at your site.

You’ll be asked to check off activities you engaged in—such as individual or group counseling, attending staff meetings, participating in case staffing, or using technology like electronic health records or telehealth platforms. You’ll also provide a brief reflection on how these experiences supported your development as a counselor.

Feedback on the Placement Process

As part of our commitment to continuous improvement, you will have the opportunity to complete a P & I Site Placement Process Feedback Form in Tevera at the end of your practicum or internship semester. This form allows you to share your experience with finding and securing your site, including what was helpful and where you may have encountered challenges.

Completion of this form is optional, but your feedback is valuable. It helps the program identify ways to improve the placement process and better support students in the future. Responses are confidential and reviewed for program development only.

Student Evaluation of the Site and Site Supervisor

At the end of each semester, you will complete the Evaluation of Site and Site Supervisor Form in Tevera. This form gives you the opportunity to provide honest, constructive feedback about your experience with both your placement site and your site supervisor. You will rate various aspects of your experience—such as the quality of orientation, supervision, ethical guidance, and access to diverse client experiences. You'll also have space to share written comments.

Your feedback is important. It helps our program ensure the quality of field placements, identify areas for improvement, and continue building strong partnerships with our sites. Completing this form is a required part of the course and supports our accreditation standards.

FAQs

Can I have more than one practicum or internship site?

Yes. You might choose a secondary site if:

1. You are unable to reach the required number of hours at your primary site for Practicum or Internship.
2. Your primary site is unable to provide you with the group experience needed in practicum.

If you need a secondary site, it will go through the same approval process in Tevera.

You are responsible for ensuring that commitments made at secondary internship sites do not impact your ability to fulfill commitments made at primary internship sites.

Does ULM support telehealth counseling in Practicum & Internship?

Yes. Review [ULM's Telehealth Policy](#) in the Appendix.

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

In general, no. Students are not allowed to begin practicum or internship hours before the official start of the ULM semester. This includes any activities such as shadowing your site supervisor, screening clients for groups, meeting with clients, or reviewing client records.

There are two exceptions:

- Exception 1: Some sites may require a brief orientation or training prior to the semester start. These activities must not involve client interaction or access to client files, and must be approved in advance by the Practicum & Internship Coordinator. These hours cannot be counted toward your total practicum or internship hours.
- Exception 2: School Counseling Students – Because K-12 schools often begin before the ULM academic calendar, students on the School Counseling track may be allowed to begin early if their school site starts before the semester. You must receive prior approval from the Practicum & Internship Coordinator before beginning any site activities.

Am I able to continue seeing clients in the gap between Fall Internship I and Spring Internship II?

Yes, in some cases — but only with approval. School counseling and clinical mental health counseling students who are continuing at the same site with the same supervisor may be eligible to accrue hours during the winter break through a GAP Agreement.

To qualify, you must:

- Be returning to the same site and same site supervisor in the upcoming semester.
- Submit a signed [GAP Agreement](#) at least two weeks before the gap begins.
- Participate in weekly university supervision offered by ULM during the break.
- Continue receiving weekly on-site supervision (1-hour individual minimum) during active weeks.

- Log all hours through Tevera using the designated break log.

GAP hours are only available during the winter break because university faculty are not on contract during other academic breaks and cannot provide the required supervision. Since weekly university supervision is a CACREP requirement when students are seeing clients, we are only able to offer this option in December and early January, when a special supervision arrangement can be provided.

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 and continue at my site?

Yes. Practicum and internship are designed to be semester-long experiences, not just a race to complete a minimum number of hours. Even if you meet the 100-hour (Practicum) or 300-hour (Internship) requirement before the semester ends, you are still expected to remain active at your site and attend your weekly internship class until the term officially concludes.

The hour requirement is a minimum, not a cap. Students should plan to spread their hours out over the course of the semester, allowing for a more consistent, reflective, and educational experience. Finishing early and disengaging from your site or supervision responsibilities is not in line with CACREP expectations or the goals of professional development.

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

If believe you will not be able to complete your hours, please contact your University Supervisor and the P & I Coordinator.

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.

How do I get help if I am struggling at my site?

If you're having difficulty at your practicum or internship site—whether it's related to supervision, workload, communication, or personal well-being—you don't have to navigate it alone. Start by discussing your concerns with your University Supervisor, who is here to support you throughout the semester and can help you process the situation, clarify expectations, and develop next steps.

You can also reach out directly to the Practicum & Internship Coordinator for additional support, especially if you're considering a site change or if the issue involves your supervisor. If you're feeling emotionally overwhelmed, we also encourage you to seek support through a trusted faculty member or personal counselor.

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.

What is the difference between Site Supervision and University Supervision?

You will receive Site Supervision on-site from your Site Supervisor. You are required to meet with them for at least one hour each week to discuss your progress, challenges, and clinical experiences. This hour of supervision doesn't have to happen all at once—it can be spread out across the week.

You will also participate in University Supervision as part of your practicum or internship course. This supervision is provided by your University Supervisor during your scheduled class time. University Supervision sessions vary by course, so before you enroll, be sure to check the schedule in Banner to make sure the class time works for you.

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 the P & I Coordinator. 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. Different classes meet at different times. When you enroll in a course in Banner, you can see when the class is offered. Be sure you select a class that you will be able to attend.

What etiquette rules should I follow during class?

- **Please do not attend Practicum or Internship class from your car.**

These courses are designed to support your professional growth through active participation, discussion, and supervision. Being in a car—even if you're not driving—can be distracting, unsafe, and unprofessional. If you're commuting, please plan ahead so you can join class from a quiet, private, and stable location where you can be fully present and engaged.

- **Please do not attend Practicum or Internship class while at an event, such as a child's ball game or similar activity.**

These classes are part of your professional training and require your full attention and engagement. Logging in with headphones while walking around, holding your phone, or trying to participate from a noisy or distracting environment is not appropriate. Please plan to attend from a quiet, private space where you can focus, interact, and uphold the expectations of a clinical learning environment.

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.

If I am hired in a clinical setting, can I use that job for my practicum or internship?

Possibly, but only with prior approval and if the position clearly meets all CACREP and university requirements. If you are hired in a clinical setting while enrolled in practicum or internship, your role must be distinctly different from your regular employment duties. The site must offer appropriate clinical experiences, and you must be supervised by someone who meets CACREP qualifications. If this situation applies to you, contact the Practicum & Internship Coordinator as early as possible to determine whether the site can be approved.

If I am hired as a school counselor while in the program, can I use that job for my practicum or internship?

Yes, in many cases this is allowed — but it must be approved in advance. If you are hired as a school counselor while still completing your degree, you may be able to use your employment site to meet practicum or internship requirements. This is a common pathway in school counseling, especially in districts that hire intern-level counselors.

Even though you are employed, your internship remains an educational experience. It is not considered complete simply because you are doing the work of a school counselor. You must still demonstrate skill development, self-reflection, and professional growth throughout the semester. If you are hired during or before your field experience, notify the Practicum & Internship Coordinator to begin the approval process.

Can I get paid while completing my practicum or internship?

Yes, you can be paid during your practicum or internship, but it's not guaranteed and depends entirely on the site. Some schools, clinics, or agencies offer paid internship positions or provide a stipend, while others do not have the funding to do so.

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 The Practicum & Internship Coordinator at the start of your ULM program to discuss options.

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

No. You are not permitted to see clients in person at your site unless your site supervisor or a designated secondary site supervisor is physically on site and available during the session. This is to ensure your safety, provide immediate support if needed, and uphold ethical and legal standards for supervision.

If you are conducting telehealth sessions, your site supervisor or designated secondary supervisor does not need to be physically present, but they must be available by phone or other immediate

communication during the session. This ensures that supervision and support are accessible in real time should any concerns arise during client contact.

Always follow your site's policies and your program's expectations regarding supervision availability. If you are ever unsure, consult with your University Supervisor or the Practicum & Internship Coordinator before proceeding with sessions.

Can I do home visits with clients?

Typically, no — unless it is approved in advance and meets very specific criteria.

Home visits can raise concerns about safety, supervision, liability, and professional boundaries. CACREP does not explicitly forbid home visits, but it requires that all practicum and internship experiences occur in approved, supervised, and structured environments where students can engage in counseling activities under the guidance of a qualified supervisor.

Home visits are not considered standard counseling settings and are generally discouraged unless:

- The site routinely conducts home visits as part of its regular services.
- A qualified supervisor approves, attends, and coordinates the visit.
- You have received training on in-home counseling and safety protocols.
- The home visit is logged appropriately and discussed during supervision.

If your site includes home visits as part of your role, you must get approval from your site supervisor and the Practicum & Internship Coordinator before participating. Unsupervised or unapproved home visits will not count toward your hours and may raise ethical concerns.

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 The Practicum & Internship Coordinator 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. The state's board is usually called, "The [Your State Name] Board of Examiners in Counseling" (ex. The Louisiana Board of Examiners in Counseling).

As a school counseling student, do I need to take the Praxis before I graduate?

Yes. School counseling students are expected to take the Professional School Counselor Praxis exam (5422) during the last two semesters of their program—typically during Internship I or II. Taking the exam during this time ensures that you have gained the knowledge and experience needed to be successful on the test and that your scores are available for certification purposes soon after graduation. ULM considers the minimum passing score to be 159.

To register, visit the ETS (Educational Testing Service) website at www.ets.org. You'll need to create an account, select the Praxis 5422 exam, choose a testing location or online option, and pay the registration fee. Be sure to send your scores to the appropriate state department of education and the university. You can designate this during the registration process.

We recommend registering early to secure your preferred testing date and to allow time for any retakes if necessary.

Do I need to take any additional courses or exams to become certified as a school counselor?

Maybe. If you plan to work as a school counselor, it's important to check that state's certification requirements early in your program. Each state sets its own rules, and you may need to take additional courses or pass specific exams.

For example, the state of Georgia requires school counseling candidates to pass the GACE (Georgia Assessments for the Certification of Educators) in School Counseling and to complete a course in Exceptional Children. These requirements may not be part of your current program, so it's important to plan ahead.

ULM offers a course called SPED 5045 – Educational Techniques for Exceptional Children in Regular Classrooms that fulfills Georgia's Exceptional Children requirement. Students may count this as one of their electives. Check ULM's catalog to find when this course is offered.

While your program faculty can offer guidance, it is ultimately your responsibility to contact the appropriate state department of education and ensure you meet all certification requirements for the state where you intend to work. Usually this will be called the [Your State's Name] State Department of Education (ex. Alabama State Department of Education). The information is often housed in the "Teacher Certification" section.

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

Timelines

Timeline of P & I Activities with School Counseling Students

Semester	Activity	Description
Year 1-Fall Semester	New Student Orientation	P & I is introduced generally during orientation. Students receive the Practicum & Internship Handbook to familiarize themselves with expectations.
	COUN 5010: Methods of Counseling	Students complete a Practicum Preparation Assignment where they identify potential sites, contact a site representative, and learn about site expectations and services.
Year 1 – Spring Semester	COUN 5011: Advanced Methods of Counseling	P & I is discussed during synchronous class meetings. Students begin more focused conversations about requirements and site preferences.
Year 2 - Fall	P & I Info Session	The P & I Coordinator holds a session on the 2 nd Wednesday of the Fall

	Site Selection	<p>semester to explain the full P & I process, required paperwork, and site selection strategies. Dates and deadlines for practicum applications, site approvals, and paperwork submission are provided.</p> <p>School Counseling students select sites and work with P & I Coordinator to finalize MOUs, complete Tevera forms, and confirm site eligibility for Spring Practicum.</p>
Year 2 – Spring		School Counseling students take Practicum
Year 2 - Summer	Site Extension	<p>Students update placement details in Tevera if they are staying at the same site for Internship I.</p> <p>The P & I Coordinator ensures any new sites complete the approval process.</p>
Year 3 - Fall		School Counseling students take Internship I

	Site Extension	Students again update site placements in Tevera for Internship II for the spring semester. The P & I Coordinator supports adding or modifying internship sites.
Year 3 – Spring		School Counseling students take Internship II

Note: School Counseling Practicum is only offered during the spring semester. Students who cannot take practicum in the spring will have to wait until the following spring to take the course. They are not allowed to take a CMHC practicum during any other semester.

Timeline of P & I Activities with CMHC Students

Semester	Activity	Description
Year 1-Fall Semester	New Student Orientation	P & I is introduced generally during orientation. Students receive the Practicum & Internship Handbook to familiarize themselves with expectations.
	COUN 5010: Methods of Counseling	Students complete a Practicum Preparation Assignment where they identify potential sites, contact a site

		representative, and learn about site expectations and services.
Year 1 – Spring Semester	COUN 5011: Advanced Methods of Counseling	P & I is discussed during synchronous class meetings. Students begin more focused conversations about requirements and site preferences.
Year 2 - Fall	P & I Info Session	The P & I Coordinator holds a session on the 2 nd Wednesday of the Fall semester to explain the full P & I process, required paperwork, and site selection strategies. Dates and deadlines for practicum applications, site approvals, and paperwork submission are provided.
Year 2 – Spring	Site Selection	CMHC students select sites and work with P & I Coordinator to finalize MOUs, complete Tevera forms, and confirm site eligibility for Spring Practicum

Year 2 - Summer	Site Extension	<p>CMHC students take Practicum</p> <p>CMHC students update placement details in Tevera if they are staying at the same site for Internship I.</p> <p>The P & I Coordinator ensures any new sites complete the approval process.</p>
Year 3 - Fall	Site Extension	<p>CMHC students take Internship I</p> <p>Students again update site placements in Tevera for Internship II for the spring semester. The P & I Coordinator supports adding or modifying internship sites.</p>
Year 3 – Spring		CMHC students take Internship II

Student Responsibilities During Practicum and Internship

- The student is responsible for working with the Practicum & Internship (P&I) Coordinator and following all program procedures related to contacting and securing an approved site.
- The student must obtain professional counseling liability insurance that remains active for the entire duration of Practicum and Internship. Proof of current insurance must be uploaded to Tevera prior to the start of each term. Hours accrued while uninsured will not be counted.
- The student will be present at the agreed-upon location and follow a schedule coordinated with the Site Supervisor.
- The student will fulfill all assigned duties and responsibilities as agreed upon by the student, Site Supervisor, and University Supervisor.
- The student will attend an average of 1.5 hours of weekly group supervision with the University Supervisor.
- The student will attend a minimum of one hour of weekly individual or triadic supervision with the Site Supervisor.
- The student is responsible for maintaining client confidentiality and privacy in all settings, including at the site and during supervision.
- The student will ensure that all audio/video recordings of counseling sessions are conducted and stored in compliance with institutional, state, federal, and international privacy regulations (e.g., HIPAA, FERPA).
- The student is expected to demonstrate awareness, sensitivity, and responsiveness to the cultural, ethnic, racial, gender, sexual orientation, ability, socioeconomic, and religious backgrounds of clients. This includes applying multicultural counseling competencies developed through coursework and seeking supervision when challenges arise. The student's ability to work effectively with diverse populations will be evaluated throughout the practicum and internship experience.
- The student will read and follow the ACA and ASCA Codes of Ethics as a foundation for ethical and professional practice.
- The student will participate in a site visit each semester with their Site Supervisor and

University Supervisor to review progress, expectations, and performance in accordance with the supervision agreement.

- The student will consult with the Site Supervisor to become familiar with the clinic or school's emergency and crisis response procedures. If a student encounters a client in immediate danger to self or others, they must seek immediate consultation.
- The student will complete an evaluation of the site and Site Supervisor at the conclusion of both Practicum and Internship.
- If the student wishes to provide telehealth services, they must meet all ULM telehealth training and policy requirements before beginning telehealth counseling.

Site Supervisor Responsibilities

Site Supervisors agree to uphold the following responsibilities to support the professional growth and ethical development of ULM counseling students during their Practicum and Internship experiences:

- Provide documentation of the following to the ULM Practicum & Internship (P & I) Coordinator:
 - Proof of current, independent, active, and unencumbered professional license(s) and/or certification(s)
 - A copy of active malpractice insurance coverage
 - A current résumé or curriculum vitae
- Complete the Site Supervisor Orientation Manual (signed by both the student and supervisor in Tevera), required supervision training, and any additional technology training (e.g., Tevera, Zoom), as provided by ULM.
- Demonstrate understanding of the ULM Counseling Program's expectations, student evaluation procedures, and supervision requirements.
- Orient the student to the site and their specific duties, including:
 - Site policies and procedures
 - Confidentiality and privacy expectations
 - Emergency and crisis response protocols

- Provide weekly individual or triadic supervision for at least one hour and monitor the student's professional performance.
- Sign off on the student's weekly hours log in Tevera to verify accurate documentation of both direct and indirect hours.
- Ensure the student meets minimum hour requirements:
 - Practicum: 40 direct client contact hours and 60 indirect hours
 - Internship I & II: 300 hours per term (120 direct contact hours / 180 indirect hours)
- Be present on site when the student is providing counseling services. If unavailable, ensure another qualified, licensed professional is accessible.
- Provide students the opportunity to:
 - Engage in a range of professional activities (e.g., case staffing, documentation, treatment planning, parent meetings, IEP/504 meetings)
 - Lead or co-lead a counseling or psychoeducational group during practicum
 - Learn about and engage with the technology used at the site (e.g., EHR, telehealth platforms, PowerSchool, behavior tracking tools)
- Review and provide narrative feedback on at least two counseling sessions through live observation or review of recordings, and complete evaluations of clinical work, including individual and group sessions.
- Submit formal midterm and final evaluations of the student's performance using the CCS-R in Tevera. The site supervisor will receive access to a Tevera account for this purpose. The final course grade will be assigned by the University Supervisor, incorporating input from both supervisors.
- Participate in a site visit each semester with the University Supervisor and student to discuss progress, expectations, and feedback.
- Maintain regular communication with the University Supervisor and/or the Practicum and Internship Coordinator. Promptly report concerns or challenges regarding the student, site expectations, or supervision.
- If supervising a student engaged in telehealth, ensure that they and the site meet all ULM telehealth supervision requirements.

- Ensure any audio/video recordings are made in accordance with applicable institutional, state, federal, and international privacy regulations.
- If a student is considering a nonrecording site for internship, the potential site supervisor must discuss this possibility with the P & I Coordinator during the site vetting process.

Responsibilities of the Site

To support the training of ULM counseling students and meet CACREP-accredited program expectations, sites agree to provide the following:

- Provide appropriate clinical experiences aligned with the student's specialty area (Clinical Mental Health Counseling, School Counseling, or Addictions Counseling).
- Orient the student to the site's mission, structure, policies, procedures, ethical guidelines, and expectations for professional conduct.
- Ensure a HIPAA-compliant (or FERPA-compliant for school sites) environment where students can conduct counseling sessions in a private and confidential space.
- Provide practicum students the opportunity to lead or co-lead a counseling or psychoeducational group.
- Assign responsibilities that are developmentally appropriate and support the student's growth in counseling skills, values, and professional identity. These tasks may include:
 - Direct service with clients or students
 - Collaboration with staff and external stakeholders
 - Participation in staff or treatment team meetings, IEP/504 meetings, etc.
- Provide exposure to a variety of professional counseling activities beyond direct service, such as:
 - Intake and assessment
 - Case conceptualization and treatment planning
 - Record keeping and site technology
 - Consultation and referral

- Provide adequate workspace, technology, and materials needed for the student to complete their responsibilities (e.g., office space, computers, phones, forms).
- Ensure that students receive weekly individual or triadic supervision from a qualified site supervisor, with ongoing feedback and support.
- For practicum: Allow students to audio or video record counseling sessions (with written client consent and site approval), as this is required for supervision. For internship: Recordings are strongly encouraged. If the site does not permit recordings, the student must contact the Practicum & Internship Coordinator before site approval to discuss the alternative.
- Ensure all recordings are stored, shared, and used in compliance with institutional, state, federal, and international privacy regulations (e.g., HIPAA, FERPA).
- Provide clients or students with informed consent documents that clearly explain the intern's role, supervision status, and consent for any recordings.
- Review emergency procedures and safety protocols with the student at the start of the placement to ensure preparedness for crisis situations.

Responsibilities of the University Faculty Supervisor

- Contacts the Site Supervisor at the beginning, midpoint, and end of the semester to discuss the student's progress and address any concerns.
- Is available throughout the semester to assist supervisors with any issues or problems.
- Reviews and discusses the Site Supervisor's midterm and final evaluations of the student.
- Schedules and conducts a site visit each semester with the student and Site Supervisor to monitor student learning and performance in accordance with the supervision agreement.
- Is available to consult with Site Supervisors by phone or Zoom as needed.
- Ensures that all audio/video recordings of student-client interactions comply with applicable institutional, state, federal, and international privacy regulations.
- Provides students with opportunities to incorporate technology into their counseling practice, including:
 - Ethical use of platforms for counseling services

- Record keeping
- Communication with clients and professionals
- Access to current professional resources

Responsibilities of 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 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 during Summer Workshop.
- Provides students with the most current copy of the Practicum and Internship Handbook.
- 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
- 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 most current copy of the Site Supervisor Manual.
- Coordinates the Site Supervisor Workshop at the beginning of each term. Site Supervisors are invited to attend to ask questions and orient themselves to supervision. The Internship Coordinator will send you an invitation at the beginning of the semester.

- Provides regular NBCC CEU trainings for Site Supervisors relating to common supervision issues. These are usually held the second week of each month on Wednesdays from 12-1 p.m. CST from September-April. Summer times will differ.
- Ensures instructor and site supervisor adherence to program policies regarding Practicum and Internship experiences
- Assists site supervisors with any problems that may arise during practicum or internship.
- Assists site supervisors with Tevera.

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 ten (10) 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.
- 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.

Telehealth Emergency Procedures:

If a student is conducting a telehealth session and the client expresses thoughts of self-harm or poses a safety concern, the site must have a clear emergency protocol in place. Site Supervisors should ensure that students are trained in these procedures and know how to respond. At minimum, the emergency plan should include the following:

- The student should immediately assess the level of risk using site-approved suicide risk assessment protocols.
- If there is imminent risk, the student must stay connected with the client and notify the Site Supervisor or designated clinical contact at the site without delay.
- The student should verify and document the client's location and emergency contact information at the start of each telehealth session.
- The site should have a plan to contact local emergency services or a mobile crisis team near the client's location if necessary.
- The student must follow up with the Site Supervisor and University Supervisor to report and document the incident according to site and university procedures.
- Supervisors should debrief with the student after the incident and ensure appropriate emotional and clinical support is provided.

Supervisors must review these expectations with students prior to any telehealth sessions and ensure the emergency plan is clearly understood.



University of Louisiana at Monroe Practicum Recording Policy

Purpose:

The purpose of this policy is to ensure that students enrolled in practicum experiences at the University of Louisiana at Monroe (ULM) have access to valuable learning opportunities through the ability to record counseling sessions for educational and training purposes. As a CACREP school, ULM must ensure that the program is meeting requirements for accreditation.

The ability to record counseling sessions is an essential aspect of experiential learning and skill development for students pursuing careers in counseling and related fields. Recording sessions allows students to review their performance, receive constructive feedback from supervisors, and engage in reflective practice to enhance their counseling skills.

Policy Statement:

1. **Recording Requirement:** Students participating in practicum courses at ULM must select practicum sites that permit the recording of counseling sessions.
2. **Secondary Site Requirement:** In the event that a selected practicum site does not allow recording of counseling sessions, students are required to identify and secure a secondary practicum site that permits recording.

Responsibilities:

- Students: It is the responsibility of students to ensure compliance with this policy by selecting practicum sites that align with ULM's recording requirements and promptly securing alternative sites if necessary.
- Practicum & Internship Coordinator: The Practicum & Internship Coordinator is responsible for assisting students in identifying suitable practicum sites and ensuring that sites meet ULM's recording policy requirements.



University of Louisiana at Monroe General Recording Policy

Purpose:

The purpose of this policy is to ensure that all students enrolled in practicum and internship at the University of Louisiana Monroe (ULM) meet CACREP expectations for direct or indirect observation of counseling skills while maintaining compliance with institutional, state, and federal privacy regulations.

Recording and observation of counseling sessions allow faculty and site supervisors to assess students' clinical skill development and provide meaningful supervision and feedback. It is also an essential part of reflective learning and professional growth for students entering the counseling field.

Practicum Recording Requirements -

Note: All students must be able to record clients in Practicum. If a site does not allow recording, you must locate a secondary site that allows recording.

1. Observation Format:

All students must be observed by university faculty through secure audio/video recordings of sessions with actual clients.

2. Minimum Submission Requirement:

Students are required to submit at least two unique recorded counseling sessions per semester. A 10-minute clip from at least one session will be reviewed and discussed during group supervision.

3. Site Supervisor Observation:

Site supervisors are expected to directly observe at least two sessions by reviewing recordings or sitting in on client sessions during the semester and completing a site supervisor evaluation form.

Internship Recording Expectations & Alternatives

Students are encouraged to secure internship sites that allow recording. However, we recognize that many internship sites—especially those serving vulnerable populations, such as schools, domestic violence shelters, or children’s centers—do not allow session recordings. Read the entire [ULM Non-Recording Policy](#) before considering this alternative.

If a site does not permit recording, the following alternative evaluation process is required:

1. Live Observation by Site Supervisor:

Site supervisors must directly observe at least four client sessions:

- Clinical Mental Health Counseling Students: 3 individual sessions and 1 small group, or 4 individual sessions
- School Counseling Students: 2 individual sessions, 1 small group, and 1 large group classroom guidance lesson

Site supervisors must complete the ULM Site Supervisor Session Rating Form following each observation.

2. Session Transcript Submission:

After each observed session, students will create a written transcript from memory (minimum 5 pages), reflecting on their counseling responses and clinical decisions. Each transcript must be accompanied by the Recording Review Form.

3. Mock Session Recordings:

Students must record three mock counseling sessions with a licensed professional at their site. These sessions are submitted with the Individual Session Recording Review Form. These recordings are for faculty supervision purposes and do not count toward direct client hours.

4. Site Approval Requirement:

If a site does not allow recordings, will not provide live observation opportunities, and cannot support mock sessions, it is not an approved site for internship.

Technology, Privacy, & Security

ULM uses Acclaim, a HIPAA-compliant platform that securely houses recorded client videos. Students record their sessions directly into Acclaim, where faculty review and provide feedback within a secure environment. All recordings must be stored and shared exclusively through Acclaim. Students are not permitted to download, store, or transmit recordings using email, USB drives, personal devices, or unapproved cloud storage services. Recordings are automatically deleted from Acclaim after six months, and no copies may be retained, saved, or distributed.

Consent and Institutional Policy Compliance

- Students must obtain written informed consent from clients prior to any recording using either the ULM Consent to Record Counseling Interviews Form or an approved site-specific form. The ULM Consent to Record Form is located in the P & I Handbook Appendix.
- Students must follow all site-specific guidelines and ensure that recordings are permitted within the parameters of both site and university policy.
- These practices align with HIPAA, FERPA, and professional ethics outlined in the ACA Code of Ethics and ASCA Ethical Standards.

Supervision via Digital Platforms

When recordings are shared or discussed during digital supervision (e.g., via Zoom), the following privacy practices must be followed:

- Students must join supervision from a private, confidential location
- Headphones must be worn to prevent others from hearing client information
- Screen sharing must only occur during secure faculty-led sessions
- Students must never record supervision sessions themselves

Support & Site Selection Guidance

The Practicum & Internship Coordinator is available to help students identify appropriate sites that meet observation and recording requirements. Students placed at non-recording sites must request the appropriate Alternative to Recording Forms prior to beginning the semester.



University of Louisiana at Monroe Practicum Group Policy

Purpose:

The purpose of this policy is to ensure that students enrolled in practicum experiences at the University of Louisiana at Monroe (ULM) meet CACREP standards through active participation in group counseling. CACREP-accredited programs require that students have experiences in leading or co-leading group counseling sessions.

Facilitating group counseling allows students to develop key skills in group dynamics, leadership, and intervention strategies. It is a **required** component of the counseling practicum and provides essential preparation for professional practice.

Policy Statement:

1. Students enrolled in practicum must participate in leading or co-leading a minimum of 4–5 group counseling sessions during the semester.
2. If a student's primary practicum site does not offer opportunities to meet the group requirement, the student must identify and secure a secondary site that will allow them to complete the group counseling experience.

Responsibilities:

- Students: It is the student's responsibility to ensure compliance with this policy by confirming group opportunities at their primary site early in the semester and seeking a secondary site if necessary.
- Practicum & Internship Coordinator: The Practicum & Internship Coordinator is responsible for assisting students with identifying appropriate group counseling opportunities and supporting them in finding a secondary site if needed.

For inquiries or additional information regarding this policy, please contact Dr. Poppy Moon (moon@ulm.edu).



ULM Site Supervisor Rating Form

Student's Name: _____

Date: _____

Session Time: From _____ to _____

Client/Group: _____

Instructions: Please rate the student counselor's performance in the following areas on a scale of 1 to 5, with 1 being "Poor" and 5 being "Excellent." Provide specific comments where applicable to offer constructive feedback.

1. Rapport Building

- Did the counselor establish a positive and trusting relationship with the client/group?

○ 1 2 3 4 5

- Comments:

2. Communication Skills

- Did the counselor communicate clearly and effectively, including listening actively and responding appropriately?

○ 1 2 3 4 5

- Comments:

3. Assessment and Goal Setting

- Did the counselor accurately assess the client's needs and collaboratively set appropriate goals?

○ 1 2 3 4 5

- Comments:

4. Intervention Strategies

- Did the counselor apply relevant and effective intervention strategies to address the client's issues?

○ 1 2 3 4 5

- Comments:

5. Professionalism

- Did the counselor demonstrate professionalism in their demeanor, confidentiality, and adherence to ethical standards?

○ 1 2 3 4 5

- Comments:

6. Cultural Sensitivity

- Did the counselor show awareness and respect for the client’s cultural background and individual differences?

- 1 2 3 4 5

- Comments:

7. Client/Group Engagement

- Did the counselor effectively engage the client/group and maintain their involvement throughout the session?

- 1 2 3 4 5

- Comments:

8. Overall Effectiveness

- Overall, how effective was the counselor in managing the session and supporting the client’s needs?

- 1 2 3 4 5

- Comments:

Additional Observations:

Suggestions for Improvement:

Site Supervisor's Name: _____

Signature: _____

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;
- evaluation procedures and requirements; and
- 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.

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

J. 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.

K. The counselor education program provides professional development opportunities to

fieldwork site supervisors for all program delivery types.

L. Students have opportunities to evaluate their experience with the practicum and internship placement process.

M. Students have regular, systematic opportunities to evaluate practicum and internship fieldwork sites and site supervisors.

SUPERVISOR QUALIFICATIONS

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

O. 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.

P. 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

knowledge of the program's expectations, requirements, and evaluation procedures for students.

PRACTICUM

Q. 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.

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

PRACTICUM SUPERVISION

S. 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.

T. 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

U. 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.

V. Internship students complete a minimum of 240 hours of direct service with actual clients.

INTERNSHIP SUPERVISION

W. 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.

X. 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

Y. 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.

Z. 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.

AA. Practicum and internship students are not combined for group supervision.

BB. 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.

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

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 Student Success

The Counseling Program at ULM is committed to advancing and advocating for all students who are admitted to the program. We consider and invite a variety of applicants into the Counseling Program each year and attempt to foster and maintain a safe environment of respect and acceptance for faculty, staff, students, and members of the communities we serve.

We educate and encourage our students to support the ones they work with as clinical mental health and school counselors through our curriculum and clinical experiences that reflects and values respect for all persons.

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 CACREP and the American Counseling Association Code of Ethics, 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 ULM 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.



Winter Semester GAP Agreement

Name:	Semester/Year:
Field Site:	Site Supervisor:

This agreement between the field site and the student intern permits the student to accrue supervised direct and indirect counseling hours at the current field site during the winter break.

Eligibility

- This agreement is only for students who are continuing at the same site with the same site supervisor into the next semester.
- It does not apply to students beginning at a new site or with a new supervisor in the upcoming semester.

Academic Status

- To meet CACREP and University requirements, students participating in the GAP will receive an incomplete grade for Internship I.

- Internship I will be extended through the first week of January. After this period, the Practicum & Internship (P&I) Coordinator will submit paperwork to the Graduate School to change the grade to “complete.”

University Supervision

- ULM will provide alternative university supervision during the break.

- This supervision is required to meet university supervision standards and will be scheduled and announced prior to the break.

Site Supervision

- The site supervisor agrees to continue providing an average of one hour of individual supervision per week during the weeks the student is actively accruing hours.

Logging Hours

- Instructions and access to the appropriate logging form will be made available before the GAP period begins.

Communication

- Because the university is not officially in session during the break, reaching faculty may be delayed.

- If any urgent issues arise, students or site supervisors should contact Dr. Poppy Moon at

moon@ulm.edu or 205-799-5661 (please text first).

Signatures:

Counseling Intern

Date

Field Site Supervisor

Date

ULM Internship Coordinator

Date



ULM's Non-Recording Policy- Internship Only

Please do your best to find a site that will allow recordings as recordings are immensely helpful in improving your counseling skills during internship. However, we understand that some sites do not allow recordings. These sites usually work with vulnerable populations, such as schools, children's centers, or domestic violence shelters. If you are considering working at one of these sites, please contact The Practicum & Internship Coordinator before beginning the site process in Tevera.

Currently, there are several steps for the alternative to recordings process:

1. Students will need to have their site supervisor sit in on a minimum of four client sessions in which the student is serving in the counselor role.
 - For clinical students, this should be 3 individual sessions and 1 small group or 4 individual sessions.
 - For school counseling students this should be 2 individual sessions, 1 small group, and 1 large group classroom guidance lesson.

Following each session, the site supervisor should complete ULM's "Site Supervisor Session Rating Form" as a means of evaluating the students' skill level during the session.

2. Immediately following each session, the student should type out as much of the session dialogue that he/she can remember and verbatim whenever possible (see the Transcribing from Memory information sheet). This write-up will serve as the

student's transcript (five page minimum), same as if he/she were doing an actual transcript for a session. As with the regular transcript, students will reflect within the transcript on why they responded the way they did and how they might have responded otherwise. Along with their "transcript," they'll also complete a Recording Review Form.

3. Additionally, students' site supervisor will need to assign another licensed staff member with whom students can record mock sessions at their site and complete an Individual Session Recording Review Form. The student will submit three of these over the course of the semester so that their university supervisor can hear the student's skills in these mock sessions. These will not be considered direct hours.
4. **PLEASE KNOW** that the alternative to recording process is more work on the student and site supervisor's part but is necessary for the university supervisor to be able to properly evaluate the student's skills and development. If a site will not let you record, will not live observe your skills, complete the review form, or participate in mock sessions, then it is not an appropriate site for your clinical experience. If you have questions about a site that will not allow recording for supervision purposes, please contact The Practicum & Internship Coordinator so you can discuss the site and its ability to provide you with an acceptable experience.
5. Request the forms from The Practicum & Internship Coordinator to share with your potential site supervisor before you agree to work at the site. Ask The Practicum & Internship Coordinator to schedule a time to meet with you & your potential site supervisor to discuss this policy and the additional work.

Specific Examples of Direct and Indirect Hours

Clinical Mental Health Counseling (CMHC)

Direct Hours (CMHC)	Indirect Hours (CMHC)
Individual counseling sessions	Case notes and documentation
Group counseling sessions	Treatment planning
Intake interviews	Site Supervision/University Supervision
Psychoeducational sessions	Staff meetings
Crisis intervention	Training or professional development, conferences, webinars
Administering assessments	Client-related phone calls/emails
Case consultations that focus on specific client and contributes directly to the clients care	Seminars/Workshops
	Role Plays with other therapists
	Observing others providing counselor or related services

School Counseling

Direct Hours	Indirect Hours
Individual student counseling	Lesson planning for guidance activities
Small group counseling	Site Supervision/University Supervision
Classroom guidance lessons	504/IEP meetings (as observer/participant)
Crisis intervention	Professional development or trainings
Student consultations (e.g., with parents or teachers)	School counseling team meetings
Administering assessments or check-ins	Preparing materials for SEL or college/career activities
	Seminars/Workshops

Practicum/ Internship Field Site Agreement

This is a copy of the Field Site Agreement signed in Tevera.

This Agreement, by and between

College of Health Sciences

School of Allied Health

Counseling Program

University of Louisiana at Monroe

700 University Avenue, Monroe LA 71209 | 318-342-1298

AND

Agency or School:

Agency or School Address:

City:

State:

Zip Code:

Agency or School Phone:

Supervisor E-mail:

AND

Student Name:

Student Address:

City:

State:

Zip Code:

Student Phone:

Student E-mail:

Begin Term:

End Term:

for the purpose of providing a practicum/ internship in counseling for the above-named student.

Updated 4/2025

Emphasis:

☐ Clinical Mental Health ☐ School Counseling

University Practicum and Internship Coordinator: Poppy Moon, PhD

University Coordinator E-mail: moon@ulm.edu

The student will be working primarily with the following type(s) of clients:

It is mutually agreed:

A. That the above named **AGENCY OR SCHOOL** will provide the following:

1. Supervision performed by:

Name:

Degree(s) held:

Licensure/Certifications:

Relevant Work Experience:

E-mail:

Phone:

2. Orientation to site and the specific duties of the student.

3. Weekly review of student's performance via a one-hour individual meeting with the student and review and approve student's weekly internship log.

4. Direct observation of counseling sessions. Audio- or video-taping

☐ may be performed at this site. ☐ may not be performed at this site.

5. For Practicum, students are required to lead or co-lead a group for 4-5 sessions. Is this option available at this site?

☐ Yes ☐ No

6. Supervision in accordance with the guidelines established by the site for all regular personnel and

the guidelines for supervisors as recommended by the American Counseling Association Code of Ethics (2014).

B. That the **STUDENT** will:

1. Be at the agreed upon location at times scheduled by the site supervisor and student:
2. Be assigned the following specific duties and responsibilities:
3. Attend one hour of weekly individual/triadic supervision with the site supervisor and 1.5 hours of group supervision with university instructor at ULM.
4. Arrange to have at least two counseling sessions audio/video taped.
5. Keep a weekly log of time spent that will be reviewed and signed by internship site supervisor and university instructor.
6. Read the ACA Code of Ethics and use as a guide for ethical and professional practice.
<http://www.counseling.org/resources/ethics.htm>

C. That **ULM COUNSELING PROGRAM** will:

1. Provide a syllabus describing the specific practicum/internship requirements.
2. Provide at least 1.5 hours of group supervision weekly to discuss common problems and concerns, counseling experiences, and case studies.
3. Provide additional experiences and resources including professional seminars, audio/videotaping, live supervision, and referral source information for client as well as personal needs.
4. Maintain periodic contact with the site supervisor and the student to discuss the student's progress, and, if appropriate, one on-site visit by the university internship supervisor for the purpose of meeting with the site supervisor.
5. Use guidelines established by the ACA Code of Ethics.
6. Maintain appropriate records for registration and grading.

It is the expectation of all three parties involved that the above conditions be met. Should it become apparent that they are not being met by any of the parties, it is imperative that all three parties discuss why these expectations have not been met at the earliest possible date.

The following signatures verify agreement of the stated conditions:

Student Signature: Date

Site Supervisor Signature: Date

University Instructor Signature: Date

CACREP Practicum & Internship Terminology

Academic Term

The institutionally defined unit of time of course delivery (e.g., quarter, semester).

Community Partners

Individuals and organizations who employ, consult, or otherwise engage with a program and/or its graduates.

Continuous and Systematic Efforts

Efforts that occur in a regular, ongoing, and planned manner.

Cultural Identity

A person's intersectional identities that may be defined by but are not limited to: age, generational status, disability status, race, ethnicity, gender/gender identity, affective/relational/sexual identity, religion and spirituality, social class, national origin, language, migration status, and veteran status.

Direct Contact

Supervised use of counseling, consultation, or related professional skills with actual clients for the purpose of fostering social, cognitive, behavioral, and/or affective change.

Diversity

All aspects of intersectional and cultural group identity, including but not limited to age, disability status, race, ethnicity, gender identity, sexuality, religion, social class, nationality, and veteran status.

Internship

A distinctly defined entry-level, post-practicum, supervised fieldwork experience in which the student refines and enhances basic counseling or student development knowledge and skills and integrates professional knowledge and skills.

Marginalized Populations

Individuals or groups who were historically and/or are currently underserved or experiencing discrimination based on characteristics such as race, gender identity, disability, etc.

Practicum

A distinctly defined entry-level, supervised fieldwork experience in which the student develops basic counseling skills and integrates professional knowledge. The practicum is completed prior to internship.

Professional Dispositions

The commitments, characteristics, values, beliefs, and behaviors that influence the counselor's professional growth and interactions with clients, faculty, supervisors, and peers.

Program Evaluation

The review and interpretation of information gathered to assess program effectiveness and determine future improvements.

Service Delivery Modalities

The ways in which counseling services may be provided (e.g., in-person, by telehealth, etc.).

Student Assessment

The systematic gathering of information for decision-making about an individual student's attainment of knowledge, skills, and dispositions.

Supervision

A structured professional relationship in which a more experienced counselor (supervisor) provides guidance, support, and evaluation to a counselor-in-training. Supervision supports professional growth, ethical client care, and skill development and occurs in individual, triadic, or group formats.

Triadic Supervision

A tutorial and mentoring relationship between a member of the counseling profession and two counseling students.

Underrepresented

Within the context of the program's mission, a student or faculty subset that holds a smaller percentage within the counselor education program than it does in the communities served.

Practicum

A supervised field experience course in which the counseling student develops basic individual counseling and case conceptualization 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 initial postgraduate professional placement.

P & I Coordinator

Counseling Program individual responsible for coordinating experiences in practicum and 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 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

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) in accordance with site rules.

Direct Contact 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.

Indirect Hours

Indirect hours are defined as those in which students engage in activities that contribute to their clinical work but do not involve providing services directly to clients.

Site Supervisor

An experienced mental health professional familiar with the 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. Faculty teaching and supervising practicum/internship hold appropriate licenses and certifications for the relevant fields.

Orientation

Orientation for new students is held in the fall semester. Training is provided to clarify practicum/internship expectations. Site supervisors receive online training in supervision models when necessary.