



Field Site Placement Documents

Fall 2022-Summer 2023

Counselor Education



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COUNSELOR EDUCATION PROGRAM MISSION

The Counselor Education Program prepares counselors to work in clinical mental health, school, and career counseling settings who promote social justice and responsibility, serve as leaders in a diverse and global community, and respond to the complexity of human needs across the lifespan. Faculty is expected to teach and mentor students, serve the community and counseling profession, and promote intellectual advancement through conducting and disseminating research.

COUNSELOR EDUCATION PROGRAM OBJECTIVES

The program develops counselors who:

1. Develop a theoretically solid philosophy of practice integrating research data into evidence-based practices;
2. Apply knowledge, skills, and dispositions consistent with the ACA Code of Ethics;
3. Formulate a professional identity that responds to the needs of their client populations while utilizing culturally competent practices and appropriate assessment tools and procedures;
4. Act with expertise in individual, group, and family counseling with diverse clients on personal, social, emotional, career, and educational issues that impact development across their lifespan;
5. Develop leadership ability and advocate to meet client needs and to remove individual and systemic barriers to development and consult with other professionals concerning the developmental needs of culturally diverse clients;
6. Build and sustain collaborative partnerships with stakeholders for promoting social justice, equity, and access.

FIELD PLACEMENT COURSES

CON 5371. Pre-practicum Counseling Skills (3)

Prerequisites: Phase 1 completion. An opportunity is provided for candidates in all program tracks to learn and demonstrate through micro counseling and video sessions the skills of counseling interviews. Emphasis is placed on applying techniques through role-playing and practicing skills in classes. This is a practice-oriented course with major emphasis on applying counseling techniques, considering multicultural issues and analyzing counseling style and performance through a reflection and self-evaluation process. Candidates must achieve a grade of B or better in this course before placement in CON 5372 and or CON 5390.

CON 5372. Supervised Practicum in Counseling (3)

Prerequisites: Phase 2 completion and a B or better in CON 5371. Advanced candidates in counseling will participate in a clinical instructional environment under the supervision of a faculty member. Candidates will receive supervision from a faculty member as they obtain individual and group counseling experience. The practicum is a 100-hour field experience in a clinical mental health, career, or school counseling setting.

CON 5390. Internship in (Career, School, or Clinical Mental Health) Counseling (3-6)

Prerequisites: Phase 2 completion and a B or better in CON 5371 and CON 5372. This class provides an opportunity for advanced candidates in counseling to demonstrate the ability to perform all counseling duties and responsibilities with individuals and groups in their applied sites. The internship is a 600-hour field placement experience.

FIELD SITE PLACEMENT FREQUENTLY ASKED QUESTIONS

When will I begin CON 5372: Supervised Practicum in Counseling (3 semester hours)?

You must successfully meet the prerequisite for this course, which consist of Phase 2 completion and a B or better in CON 5371: Pre-Practicum Counseling Skills.

What occurs in CON 5372: Supervised Practicum in Counseling (3 semester hours)?

Advanced candidates in counseling will participate in a clinical instructional environment under the supervision of a faculty member. Candidates will receive supervision from a faculty member as they obtain individual and group counseling experience. The practicum is a 100-hour field experience in a mental health, career, or school counseling setting.

What are the requirements for Practicum

All students who take Field Practicum must be supervised by a field supervisor with appropriate credentials (a counselor with a Master's degree in counseling or related field and two years of experience with equivalent qualification, including appropriate certifications and/or license). Students are required to complete 100 total hours (40 hours will need to be of direct service & 60 hours will need to be of indirect service).

How do I locate a field placement site?

During Pre-practicum, students received a list of approved field site placements. Please utilize the list provided to contact potential field placement sites. All site placements must be approved by the Field Site Coordinator. If students choose to complete their Practicum or Internship placement at a site not on the list of approved sites, students must complete the Field Site Survey Form. They must contact the Field Placement Coordinator for approval of the site.

What are the Site Supervisor Qualifications and Requirements?

A qualified site supervisor must have at least a Master's degree in Counseling, Social Work, or Psychology, and have at least two year's experience in the field. The Clinical Mental Health Counseling Program prefers that students be supervised by Licensed Clinical Mental Health Counselors (LCMHC) or Licensed Clinical Mental Health Counselors-Supervisors (LCMHC-S).

Students completing site placement in the school setting, site supervisors must be a Licensed Professional School Counselor. During Practicum, site supervisors will meet with the student on a weekly basis. During Internship, site supervisors will meet with the student for one hour every week.

Site supervisors must meet with the university supervisor at periodic intervals to discuss learning opportunities and student performance; attend program-sponsored meetings, institutes, seminars, and/or workshops; and prepare reports and evaluations as required by the program. Site supervisors are required to be *onsite*.

Site supervisors must agree and allow students to conduct audio recordings of sessions.

Can I complete my Practicum and Internship at the same site?

Yes, you can complete your Practicum and Internship at the same site. We encourage students to diversity their clinical experiences and to think long-term regarding career goals. For each clinical experience, you will need to complete a Memorandum of Agreement for each semester.

Can I use my place of employment as my Practicum or Internship site?

We do not encourage students to use their place of employment for Practicum or Internship. We cannot compromise the quality and integrity of our program. Furthermore, we would like for you to think beyond convenience. We would like for you to have a unique experience and feel competent as a professional upon the completion of this program. If there are no other alternatives, the student must follow the Special Request Process and complete the Special Request Form. Do not assume that your request will be granted.

What constitutes a School Counseling Site Placement?

School counseling Practicum/Internship students are expected to work with clients in elementary, middle and high school settings.

***Remember that most school districts require additional documentation for field site placements. Most school districts require proof of Criminal Record Check and Health Examination Record. It is the student's responsibility to fulfill these requirements in a timely manner. ***

What constitutes a Clinical Mental Health Counseling Site Placement?

Clinical mental health counseling Practicum/Internships students are expected to work in a variety of mental health settings.

***Remember, some clinical mental health counseling agencies may require additional documentation. Hospitals and prisons involve a lengthier and complicated process and could potentially delay placement. It is the student's responsibility to fulfill these requirements in a timely manner. In addition, it is imperative that Online campus students check the requirements in their home state's requirements for licensure. ***

What about private practice?

We do not advise students to complete their Practicum/Internship at a private practice clinic. Unfortunately, private practice does not provide enough client interaction.

Can I begin my Practicum/Internship prior to the start of class?

Students are not allowed to begin their Practicum/Internship until the first day of the semester in which they are enrolled. Please adhere to the Memorandum of Agreement begin and ending dates.

Can I remain at my site placement after classes have ended?

No, students cannot continue at their site placement after classes have ended. Because students are counselors-in-training, the professional liability insurance serves to financially cover counselors-in-training in the event a civil suit or licensure matters during the field placement experiences. Students must end their Practicum/Internship by the end date designated within the Memorandum of Agreement.

How can I purchase the Professional Liability Insurance?

Your student account will be charged \$12.50 and is subject to change. Students cannot begin their Practicum/Internship experience unless the Professional Liability Insurance has been purchased.

How do I select my site? What should I ask?

- You must have a site that provides direct client contact
- You must be able to ensure that you are able to obtain direct hours

- You must be able to ensure that you can accrue the required number of hours for Practicum/Internship
- Make sure that you submit the Memorandum of Agreement by due date
- If you are considering a hospital, prison, school- please understand that this requires additional steps

What do I say when I make these informational calls?

- Remember to give them your best impression
- Make sure to carry yourself in a professional demeanor
- Do not contact potential site in the middle of traffic
- Wear professional attire to the interview. This could become a potential site placement
- When addressing potential sites, make sure to include appropriate greetings and salutation
- Only follow-up x2 telephone calls. Do not constantly harass potential sites
- Remember that you are representing yourself, our counseling program, and the future of the profession

After I have submitted my Memorandum of Agreement (MOA) what happens?

Make sure to submit your MOA by the deadline date. Once the Field Service Coordinator receives the MOA, this information has to be sent to our legal counsel for review. This process generally takes 6 weeks before a response is rendered. Once the legal counsel approves MOA's, the Field Site Coordinator will provide site supervisor and student with the signed MOA.

MID-PROGRAM REVIEW

Purpose: Is to ensure that you are prepared to enter the next phase of the program as evidenced by completing your Practicum and Internship. Counselor Education Faculty are required to serve as gatekeepers in the profession. The Mid-Program Review is an opportunity for faculty to assess your overall performance in the program. Lastly, this is an opportunity for you to engage in a collaborative conversation with faculty to discuss your readiness to enter the counseling profession.

When does Mid-Program Review occur?

You will schedule a time for your Mid-Program Review the semester *before* you plan to take Practicum (CON 5372). This is usually the same semester that you take Pre-practicum (CON 5371). However, the Mid-Program Review is not offered in the summer, so if you plan on taking Pre-practicum during the summer (and Practicum in the Fall), you will need to schedule your Mid-program review for the previous Spring semester. You can not proceed in the program (or begin Practicum) until you complete the Mid-Program Review. Make sure your Foliotek account is up to date.

What will occur during the Mid-Program Review?

Throughout the course of the program, you were required to upload your designated assignments in Foliotek. It is recommended that at the beginning of every semester, to upload assignments from the previous semester. Make sure that you have applied the constructive feedback given by the instructor of that course to your assignment. *Your assignments should reflect your best work.* During the Mid-program review, faculty will examine your Foliotek account to ensure that you have uploaded the required assignments. In addition, your transcript will be reviewed to ensure that your cumulative grade point average is in good standing. The faculty will access your readiness to work with multiculturally diverse populations. It is important that you are aware of your world orientation. Faculty will use rubrics to access your performance.

How can I sign-up for the Mid-Program Review?

Once you receive notification that the Mid-Program Review schedule has been posted, you will need to visit www.nccucounseling.com, click on the tab “Students”. Once you arrive to this page, on the left-hand side of the page, you will need to click on “Mid-Program Portfolio Review”. Click on the link, “To schedule your review, visit this link.”

What questions will be asked by the Faculty?

Students will be asked by faculty a number of questions about their journey in the program. We will have a conversation about your Field Site placement plans for Practicum and Internship.

How long will the Mid-Program Review Last?

15-30 minutes

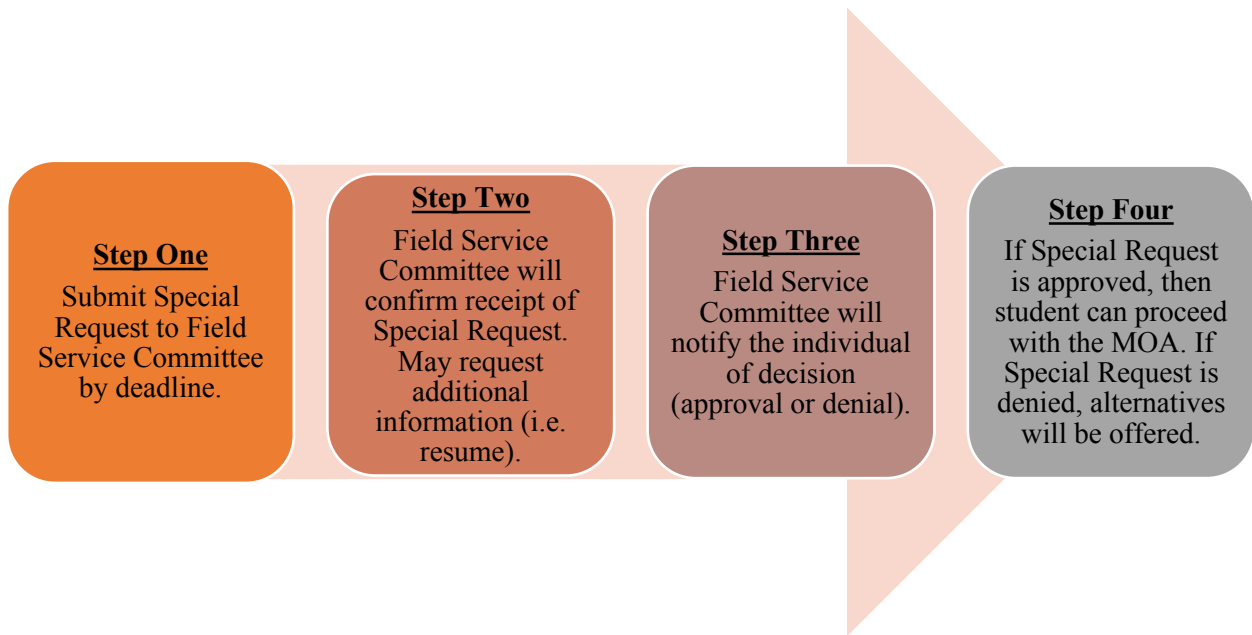
PROTOCOL TO SUBMITTING SPECIAL REQUEST

Students: If there are no other alternatives for completing your Practicum or Internship and you have considered your place of employment, you will have to submit a special request for the Practicum/Internship placement. Send an e-mail with your proposed plan to Drs. Whiting, Royal, and Blount. Do not make a telephone call. Please indicate the following in your proposal:

- 1). Explain your current job position.
- 2). Explain how the Practicum/Internship placement will be different from your job duties.
- 3). Identify how you will complete the required hours at the site.
- 4). Indicate if the potential site supervisor meets the requirements for supervision for the discipline:
 - A qualified site supervisor must have at least a Master’s degree in Counseling, Social Work, or Psychology
 - Must have at least two years of experience in the field
 - Site supervisors are expected to have license related to the designated track. For example:
 - The Clinical Mental Health Counseling Program prefers that students be supervised by Licensed Clinical Mental Health Counselors (LCMHC) or Licensed Clinical Mental Health Counselors-Supervisors (LCMHC-S) in the state in which they are practicing.
 - Students completing site placement in the school setting, site supervisors must be a Licensed Professional School Counselor in the state in which they are practicing.
 - Students completing site placement in a career center, site supervisors must have at least two years of experience serving as a Career Counselor.
- 5). Explain if your potential site supervisor will allow tape recordings.
- 6). Provide the name of your advisor

*****Do not presume that your request will be honored*****

SPECIAL REQUEST SEQUENCING PROCESS



Special Request Dates

Spring 2023:

Special request deadline due by: **Monday, October 10, 2022**

Students will be notified by: **Friday, October 14, 2022**

Summer 2023:

Special request deadline due by: **Monday, March 13, 2023**

Students will be notified by: **Friday, March 17, 2023**

Reminders

- The Special Request ***has to be approved prior*** to submitting the final Memorandum of Agreement with Site Supervisor's signature.
- Students ***should not*** submit their Special Request & Memorandum of Agreement.
- If the Special Request is a new site, please make sure to complete the Field Site Survey Form.
- MOA's for the Spring 2023 semester is due by: **Friday, November 11, 2022**
- MOA's for the Summer 2023 semester is due by: **Friday, April 14, 2023**



For Office Use Only
Date Approved: _____
By Intern Coord: _____

NCCU Field Experience Site Survey

Name of Host Site: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Web Address: _____

Please Check Classification: School College/University Agency Hospital Private Practice

Services Provided within this setting: (Check all that apply)

- | | | | |
|---------------------------------------|-------------------------------------|---|--|
| <input type="checkbox"/> Children | <input type="checkbox"/> Individual | <input type="checkbox"/> Inpatient | <input type="checkbox"/> Assessment |
| <input type="checkbox"/> Adolescents | <input type="checkbox"/> Family | <input type="checkbox"/> Crisis/Emergency | <input type="checkbox"/> Career Counseling |
| <input type="checkbox"/> Adults | <input type="checkbox"/> Couples | <input type="checkbox"/> Substance Abuse | |
| <input type="checkbox"/> Geriatric | <input type="checkbox"/> Group | <input type="checkbox"/> Diagnosis | |
| <input type="checkbox"/> Other: _____ | | | |

Responsibilities of Practicum or Intern: _____

Supervisor Information (additional information may be requested):

Name: _____	Type of Degree: _____
Type of License: _____	University Granting Degree: _____
Years of Supervisor Experience: _____	Area of Discipline: _____
E-mail Address: _____	

Our site can support:	<input type="checkbox"/> Master's level intern		
Semester(s) in which Intern is preferred?	<input type="checkbox"/> Fall	<input type="checkbox"/> Summer	<input type="checkbox"/> Spring
Length of Internship?	<input type="checkbox"/> One Semester	<input type="checkbox"/> Two Semesters	<input type="checkbox"/> No Preference
Length of Practicum?	<input type="checkbox"/> One Semester	<input type="checkbox"/> Two Semesters	<input type="checkbox"/> No Preference
Approximate number of Intern positions available:	Fall _____	Summer _____	Spring _____

Any additional qualities/requirements of an Intern as stipulated by Host Site: _____

In order for our program to meet CACREP requirements, we need to know if the Practicum or Intern will be able to meet the following requirements at your site:

- | | |
|---|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 100 clock hours (Practicum) of supervised experience during the semester |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 300 clock hours (Internship) of supervised experience during the semester. A minimum of 120 direct service and a minimum of 180 indirect service. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 600 clock hours (Internship) of supervised experience during the semester. A minimum of 240 direct service and a minimum of 360 indirect service. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Video and/or audio-taping of intern work for student educational/evaluative purposes to be used by university supervisor on NCCU campus, and host supervisor on-site |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Opportunity for the intern to participate in all aspects of work a counselor performs at this site (e.g., individual, group, family sessions; intake and assessments, clinical meetings; paperwork; insurance paperwork) |

Please Return to: NCCU Field Site Coordinator
Dr. Taheera Blount
tblount5@nccu.edu