

COUNSELOR EDUCATION

Site Supervisor Information
Spring 2023

www.nccucounseling.com
(click *supervisors* heading)



CLINICAL MENTAL HEALTH COUNSELING

- The Clinical Mental Health Counseling prepares counselors who will work in clinical capacities in mental health settings such as agencies, private practice, hospitals, and prisons.
- The program provides students with comprehensive curricular and supervised experiences for initial licensure with the NC Board of Licensed Clinical Mental Health Counselors and qualification as a National Certified Counselor by the National Board of Certified Counselors.
- This specialization track is 60 semester hours and three additional classes are required if the student also desires to become licensed as a Clinical Addictions Specialist.



SCHOOL COUNSELING

- The School Counseling program prepares school counselors to demonstrate the professional knowledge, skills, and practices necessary to promote the academic, career, and personal/social development of all K–12 students.
- The program provides students with all the curricular and supervised experiences required by the Department of Public Instruction (DPI) for NC licensure as a professional school counselor.
- In order to be licensed by the DPI, students must successfully pass the Praxis II specialty test in school counseling in addition to completing the 60-hour plan of study.



CAREER COUNSELING

- The Career Counseling prepares career development professionals to work with people of all ages in settings such as career services offices in colleges, universities, community colleges, K–12 public and private schools, nonprofit organizations, and private companies.
- Graduates of the Career Counseling Program qualify for the Certified Career Counselor credential offered by the National Career Development Association.
- The career counseling program is 60 semester hours.
- NCCU is the first CACREP accredited online career counseling program in the United States.



DIFFERENTIATION OF PRACTICUM & INTERNSHIP

Practicum

- 100-hour experience
- May or may not have regular site supervision
- Students expected to engage in individual and group counseling—not just observation

Internship

- 600-hour experience—can be broken up into two semesters
- 10 hours of group counseling
- Should mirror activities of working counselors
- Final task before graduation

DIRECT AND INDIRECT CONTACT HOURS

Direct

- 40% required (minimum of 40 hrs. out of 100 for practicum; 240 hrs. out of 600 for internship)
- “Breathing the same air” (we do understand telehealth options during this time)
- Individual, group counseling and psychoeducation
- Consultation—formal and informal

Indirect

- Can be up to 60% (60 hrs. out of 100 for practicum; 360 hrs. out of 600 for internship)
- Examples: Paperwork, staff meetings, continuing education, telephone follow-up

WHO DOES WHAT?

University Supervisor

- Critiques recordings – always with written client consent
- Facilitates group supervision (and dyadic supervision for practicum)
- Provides a grade of experience with supervisor input

Site Supervisor

- Critiques recordings (not required, but allowed)
- Provides one hour per week of individual supervision (Internship)
- Rates student performance on evaluation form
- Provides place and resources for work
- Helps to secure clients/students
- Trains to conduct day-to-day activities at the site

UNIVERSITY REQUIREMENTS

- You may receive a syllabus from the individual faculty supervisor.
- Course assignments for Practicum & Internship are uniform across instructors.
- Recordings are our primary means of supervising the clinical skills of our students.
- Students are given a consent form on our letterhead but could use one from you if you prefer.
- We want our students to be reflective.

MEMORANDUM OF AGREEMENT

Page 1 of 3



MEMORANDUM OF AGREEMENT BETWEEN

Counselor Education Program, North Carolina Central University

and

Please print or type the name of the student

and

Please print or type the name of the cooperating agency/school

This Memorandum of Agreement (MOA) is for: PRACTICUM INTERNSHIP
 300 600

Please select: Career Mental Health School

STUDENT LIABILITY INSURANCE

All students must purchase

Professional Liability Insurance. We handle this prior to the student's placement with you so you can rest assured they are covered as they join your site and work with clients/students.

DRESS CODE

THE NCCU COUNSELOR EDUCATION PRACTICUM/INTERNSHIP GUIDELINES FOR PROFESSIONAL DRESS



Wednesday, 19 November 2008

We have set some guidelines for you as you begin to move into your practicum and internship. Before you begin your practicum/internship, check with your advisor about dress expectations. It is widely accepted that there is a "dress code" for presenting yourself in a professional way to clients and to potential employers. Remember, many of you will secure your first counseling job either directly or through connections made in your on-site experiences. We want you to present yourself in a way that gives you an edge for success. Amy Reece Connelly of ACA (Online Counseling Today, 10/1/07) offered reminders of what works in presenting yourself in the job market. Here is a summary of her advice:

- Professional appearance invites professional treatment.
- Dress for the position to which you aspire.
- Dress with sensitivity to your audience.
- Always wear clothes that fit you now.
- Invest in classics such as black, navy, tan, brown pants/skirts and traditional tops, jackets, sweaters.
- Pay attention to details of grooming such as hair, nails, shoes, hygiene, unwrinkled & mended clothes.
- Avoid the "too's"...too much of anything isn't advantageous whether it is makeup, jewelry, patterns, colors, high heels, etc.

In that same spirit, here are our expectations of how you will present yourself on-site:

- Dress to support your role not to engage attraction for yourself personally. You are forming important perceptions in the eyes of others to whom you are offering service or representing yourself as a professional counselor.
- Absolutely no jeans are to be worn on-site or at professional meetings/conferences.
- Men should wear basic dress pants, shirts, and shoes. Avoid athletic shoes or sandals. Avoid t-shirts or slogan shirts. Ties and jackets are appropriate at times when you want to make a presentation.
- Women should wear basic dress pants, tops, and shoes. Avoid athletic shoes, flip-flops, high heels, and only wear lower heel dress sandals or boots. When wearing skirts, just above the knee length or longer is appropriate. Tops should not be at all revealing therefore off the shoulders, strapless, thin

THE LOG

WEEKLY AND CUMULATIVE LOG of FIELD EXPERIENCE IN COUNSELING PER ACTIVITY OF PRACTICUM/INTERNSHIP STUDENTS

Week Ending:	08/01/22		Name of Counselor:				Last Name, First Name		HOME	
Activity	SUN 26-Jul	MON 27-Jul	TUE 28-Jul	WED 29-Jul	THU 30-Jul	FRI 31-Jul	SAT 1-Aug	Total Week	Total to Date	
DIRECT SERVICE WITH CLIENTS										
1. Intake Interviewing/ Assessment								0.00	0.00	
2. Individual Counseling (all tracks)								0.00	0.00	
3. Group Counseling (all tracks)								0.00	0.00	
4. Group Presentation/ Classroom Guidance								0.00	0.00	
5. Consultation (all tracks)								0.00	0.00	
6. Family Counseling/Consultation								0.00	0.00	
7. Test administration								0.00	0.00	
8. Collaboration Meetings (ie. IEP/504, MTSS, etc.)								0.00	0.00	
9. Other: (DESCRIBE)								0.00	0.00	
Total Direct Contact	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
INDIRECT SERVICE FOR CLIENTS										
10. Documentation/Record Keeping								0.00	0.00	
11. Site/Administrative Supervision								0.00	0.00	
12. Research								0.00	0.00	
13. Listening to my own tapes								0.00	0.00	
14. Listening to tapes of others								0.00	0.00	
15. Care Coordination								0.00	0.00	
16. Administrative Duties (i.e. lunch duty, bus duty; client observation)								0.00	0.00	
17. Case Conference/Staffing								0.00	0.00	
18. Orientation /Staff Meetings								0.00	0.00	
19. Professional Development/Continuing Education								0.00	0.00	
20. Other: (DESCRIBE)								0.00	0.00	
Total Indirect Contact	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUPERVISION BY FACULTY (does not count toward hours requirements)										
21. NCCU Class - Group Supervision								0.00	0.00	
22. NCCU Individual or Triadic Supervision								0.00	0.00	

PROGRAM EVALUATION FORM: PRACTICUM

Counseling Skills & Dispositions Assessment Tool (CSDAT)

- The CSDAT provides a formal assessment, collecting both quantitative & qualitative data, to students as they progress through developmental expectations within their program.
- Part 1 is especially focused on skills & will be used in skills-based courses.
- Part 2 is focused on professional dispositions & will be used in all 8 CACREP core course & specialty courses for both PSC & CMHC.
- Parts 1 & 2 will be used in all Field Experience Courses.

COUNSELING SKILLS & DISPOSITIONS ASSESSMENT TOOL (CSDAT)



NCCentral
UNIVERSITY

Discover what's Central to you.

North Carolina Central University
Counseling and Higher Education Department
712 Cecil Street, Durham, NC 27707
www.nccucounseling.com
919/530-6465(v) 919/530-7681(f)

Practicum Evaluation

Check one: Mid-Semester Evaluation Final Evaluation

Practicum Student's Full Name: _____ Semester: Fall Spring Summer: Year

Your name: _____ Title: _____

Degree(s): _____ License(s): _____

Profession: Clinical Mental Health Counseling School Counseling Career Counseling Addiction Counseling Certified

Rehabilitation Counselor Other: _____ Yrs. In the
profession: _____

Name of Site: _____

Your Business Address: _____

Telephone #: _____ Email: _____

To the Site Supervisor:

The Practicum evaluation is comprised of the Counseling Skills & Dispositions Assessment Tool (CSDAT) and specific questions related to skills in the practicum. Based on **direct** observation, please evaluate the student listed above. Once finished, please sign, date, and return the

COUNSELING SKILLS & DISPOSITIONS ASSESSMENT TOOL (CSDAT)

- Part I- Counseling Skills: (attending, active listening, questioning, focusing, empathy).
- Part II-Professional Counselor Dispositions: (ethical behavior, engagement, self-awareness, acceptance of others).
- Part III- Counselor Knowledge and Skills: (group leadership skills,
- Part IV- Provide a narrative statement

PROGRAM EVALUATION FORM: INTERNSHIP



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Clinical Placement Evaluation Clinical Mental Health Counseling Placement

Counseling Student's Name: _____

To the Site Supervisor:

Thank you for supervising the student named above during either their practicum, internship, or both. This formal evaluation is to be completed at the end of each semester of placement. Once finished, please enclose the evaluation in a sealed envelope, sign across the sealed flap, and return it to the student's university supervisor at the address above.

Your name: _____

Your business address: _____

Profession: _____ Title: _____ Degree: _____ Yrs. In the profession: _____

Telephone #: _____ email: _____

The questions on this evaluation are divided into three areas: (1) Foundational Skills, (2) Specialty-area Skills, and (3) Disposition. We are attempting to assess practical skills, skills specific to CACREP program guidelines (accreditation guidelines), and elements related to our conceptual framework at NCCU, respectively. This data is used for student assessment and program evaluation.

For most of the elements, we ask that you rate the student on the following scale:

- 1: Below Standard
- 2: At Standard
- 3: Above Standard
- 4: Well Above Standard
- UR: Unable to Rate

Please rate the item, with the idea that you are comparing the student with other student counselors or counselors you may know.

Thank you for your time invested in our profession's future!

FOUNDATIONAL SKILLS	1 Below Std.	2 At Std.	3 Above Std.	4 Well Above	UR
1. Individual counseling skills					
2. Diagnostic/Assessment skills					
3. Ability to set goals with clients					
4. Appropriate record keeping					
5. Group counseling skills					
6. Consulting skills					
7. Insight into client's problems					
8. Knowledge of assessment instruments/methods					
9. Ethical conduct					
10. Concern for the welfare of clients					
11. Recognition of own limits					
12. Ability to keep material confidential					
13. Ability to establish and maintain counseling relationships within ethical standards.					
14. Ability to work with clients using a model of counseling consistent with a counseling theory.					



Continuing Education Webinars

Webinars are held on Tuesdays from 1-2pm

We will begin conducting our monthly webinars beginning February 7, 2023.

- February 7, 2023– Rural School Counselors Broaching Conversations on Race with Student
- March 7, 2023- African American Women's Substance Use Recovery Experiences
- April 4, 2023- Use of Brainspotting in Counseling

QUESTIONS/CONTACTS

- The student's university supervisor will be in contact with you regarding questions, evaluations, and concerns. Feel free to contact them at any time!
- Dr. Taheera Blount is the program's Field Site Coordinator and may be reached at tblount5@nccu.edu or 919-530-5207.
- Dr. Chad Royal is the Department Chair and may be reached at croyal@nccu.edu or 919-530-6465.
- Dr. Peggy Whiting is the Counseling Program Coordinator and may be reached at pwhiting@nccu.edu or 919-530-6182.

THANK YOU FOR ALL YOU DO FOR OUR STUDENTS!