

COUNSELOR EDUCATION

Site Supervisor Information
Fall 2026

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



DEPARTMENT CHAIR OF COUNSELING AND HIGHER EDUCATION

Dr. Chadwick Royal



PROGRAM CO-COORDINATORS

Dr. Peggy Whiting

&

Dr. Lupton Smith



COUNSELING FACULTY



Dr. Kelsey Hargrove



Dr. Adam Brandt

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.



Dr. Bredell Moody

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.



Dr. Jennifer Barrow

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.



Dr. Mia Kennedy

ADDICTION STUDIES

- The Counselor Education Program at North Carolina Central University is recognized as a Criteria C program by the North Carolina Addictions Specialist Professional Practice Board (NCASPPB).
- Our Criteria C program requires students to complete 12 credit hours of addiction specific training and an internship.
- The 12 credit hours consist of four online courses - and then a 300-hour internship at an approved facility that provides addiction-specific treatment.



Dr. Karlesia Montague

DIRECTOR OF DOCTORAL STUDIES

Dr. Kyla Kurian



NC LEGISLATION AFFECTS INTERNSHIP

NCBLCMHC Requirements for CMHC Practicum & Internship



ADMINISTRATIVE RULE

21 NCAC 53

Per the NCBLCMHC Administrative Rule 21 NCAC 53 .0206 GRADUATE COUNSELING EXPERIENCE

Counseling interns must have the following:

(c) Applicants who apply on or after July 1, 2025, shall complete all internship experiences in a ***clinical mental health setting*** that provides ***substantial*** opportunities to

- 1) **assess,**
- 2) **appraise,**
- 3) **diagnose, and**
- 4) **treat mental health disorders and**
- 5) **shall consist of "direct counseling experience"** as defined in Rule .0205(a) of this Section.

ADMINISTRATIVE RULE 21 NCAC 53 .0206 (CONT...)

Per the NCBLCMHC Administrative Rule 21 NCAC 53 .0206 GRADUATE COUNSELING EXPERIENCE

Counseling interns must have the following:

(c) Applicants who apply on or after July 1, 2025, shall complete all internship experiences in a clinical mental health setting that provides substantial opportunities to assess, appraise, diagnose, and treat mental health disorders and shall consist of "direct counseling experience" as defined in Rule .0205(a) of this Section.

- Clinical mental health settings may include private practices; college counseling centers; community agencies; managed behavioral health care organizations; integrated delivery systems hospitals; employee assistance programs; specialty treatment centers; vocational rehabilitation centers; marriage, couple, and family practices; addiction counseling sites; or school-based clinical mental health counseling sites.

NCBLCMHC VERIFICATION OF GRADUATE COUNSELING EXPERIENCE

- (d) All applicants for licensure shall submit a Verification of Graduate Counseling Experience Form that shall contain:
 - (1) the name, title, contact information and signature of the person verifying graduate counseling experience;
 - (2) the name of agency where graduate counseling experience occurred;
 - (3) information regarding university supervisor for the graduate counseling experience;
 - (4) the name, title and credentials of the site supervisor;
 - (5) total hours of individual and group clinical supervision received during graduate counseling experience;
 - (6) whether the experience is practicum or internship;
 - (7) the beginning and end dates of clinical experience;
 - (8) the total number of direct and indirect hours, as defined by CACREP;
 - (9) the total hours of direct and indirect client contact as defined by CACREP; and
 - (10) **For applicants applying on or after July 1, 2025, identify the type of clinical mental health setting and describe the counseling experience acquired by the applicant in EACH of the following areas: assessment, appraisal, diagnosis, and treatment of mental health disorders. (Please ensure that interns acquire experience in these four areas.)**

DIFFERENTIATION OF PRACTICUM & INTERNSHIP

Practicum

- 100-hour experience
- Require 1 hour of weekly supervision on-site
- Students are expected to engage in individual and group counseling—not just observation
- Students receive 1.5 hours of group supervision and 1 hour of triadic supervision from the university supervisor.

Internship

- 600-hour experience—can be broken up into two semesters
- Require 1 hour of weekly supervision on-site
- Group counseling experience
- Should mirror the activities of working counselors
- Final task before graduation

PRACTICUM DIRECT & INDIRECT HOURS

DIRECT

- Students are required to have 40% of direct hours required (minimum of 40 hrs. out of 100 for practicum)
- “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)
- Examples: Paperwork, staff meetings, continuing education, telephone follow-up, care coordination, case conferencing, professional development, orientation, staff meetings

INTERNSHIP DIRECT & INDIRECT HOURS

DIRECT

- 40% required
- (Minimum of 240 hrs. out of 600-hr. Internship)
- (Minimum of 120 hrs. out of 300-hr. 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%
- (Minimum of 360 hrs. out of 600-hr. Internship)
- (Minimum of 180 hrs. out of 300-hr. Internship)
- Examples: Paperwork, staff meetings, continuing education, telephone follow-up

AUDIO RECORDINGS

- Every recording must be accompanied by written consent indicating the client or student will be seen by a counselor-in-training.
- Students can use our NCCU consent form or the site's consent form. The consent form must indicate the client/student is being seen by a counselor-in-training at NCCU.
- These consent forms should be housed at the site and the supervisor can determine the best place to keep these documents.
- Neither NCCU nor the student will keep these forms to protect confidentiality.

WHO DOES WHAT?

University Supervisor

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

Site Supervisor

- Critiques recordings (not required, but allowed)
- Provides one hour per week of individual supervision (Practicum and 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

MEMORANDUM OF AGREEMENT

For the Fall 2026 semester, the MOA begins on **August 17, 2026**, and ends **November 30, 2026**.

NEW CLAUSES TO MOA

Endorse Telemental health sites that provide the following:

- Telemental health is provided at the agency's site location - 100% of any Telemental health counseling services occur at the agency site.
- *No telehealth counseling can be conducted at the student's home or off-site.*
- The designated Site Supervisor must be present at the site to supervise the student and provide support in the case of an emergency.
- If the Site Supervisor is absent from the site, *the Site Supervisor must provide the name of a backup clinician* (including their degrees and credentials) and must notify the University Instructor.

NEW CLAUSES TO MOA

- We prefer that the site provide the necessary technology to conduct telehealth counseling. In cases where the site does not have such a provision, students may only use their personal laptops (at their own risk) for notetaking or documentation purposes while protecting client confidentiality.
- *Site Supervisors shall screen all potential telehealth clients to ensure whether these services are appropriate for the client.* Ensure the appropriate assignment of client cases with consideration of the developmental needs of the student.
- *Clinical supervisors should not assign high-stakes cases* (i.e. cases of divorce, custody battles, Child Protective Services) to Practicum or Internship students.
- Utilize electronic management software that is HIPPA-compliant, encrypted, and password-protected.

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.

THE LOG

WEEKLY AND CUMULATIVE LOG of FIELD EXPERIENCE IN COUNSELING PER ACTIVITY OF PRACTICUM/INTERNSHIP STUDENTS									
Week Ending:		05/28/2		Name of Counselor:		Turk, Brian			
						Back to Index			
Activity	SUN 21-May	MON 22-May	TUE 23-May	WED 24-May	THU 25-May	FRI 26-May	SAT 27-May	Total Week	Total to Date
DIRECT SERVICE WITH CLIENTS									
1. Intake Interviewing/ Initial Assessment/ Clinical Evaluation				2.00				2.00	2.00
2. Individual Counseling (all tracks)				2.00	3.00	4.00	2.00	11.00	11.00
3. Group Counseling (all tracks)								0.00	0.00
4. Group Presentation/ Classroom Guidance (interactive)								0.00	0.00
5. Professional Consultation (all tracks; not "staffing")								0.00	0.00
6. Family Counseling/Consultation								0.00	0.00
7. Test administration (not "proctoring")								0.00	0.00
8. Collaboration Meetings (i.e. IEP/504, MTSS, etc.)								0.00	0.00
9. Other: (DESCRIBE)								0.00	0.00
Total Direct Contact	0.00	0.00	0.00	4.00	3.00	4.00	2.00	13.00	13.00
INDIRECT SERVICE FOR CLIENTS									
10. Documentation/Record Keeping				3.00	3.00	3.00	2.00	11.00	11.00
11. Site/Administrative Supervision								0.00	0.00
12. Research (i.e. articles, interventions, theory study, etc.)								0.00	0.00
13. Reviewing my own recordings							1.00	1.00	1.00
14. Observing Counseling (without participating)								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" / Clinical Team Meetings								0.00	0.00
18. Orientation /Staff Meetings / In-service training								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	3.00	3.00	3.00	3.00	12.00	12.00
TOTALS	0.00	0.00	0.00	7.00	6.00	7.00	5.00	25.00	25.00

In order for dates to populate properly, please ensure the date is correct in Cell B4 of Week 1 (on this page)

Total DIRECT hours needed to complete

600 hour internship

Total	Needed
Needed	Per Wk
227.000	16.214

300 hour internship

107.00	7.643
--------	-------

100 hour practicum

27.00	1.929
-------	-------

Total hours needed to complete

600 hour internship

Total	Needed
Needed	Per Wk
575.000	41.071

300 hour internship

275.00	19.643
--------	--------

100 hour practicum

75.00	5.357142857
-------	-------------

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

PROGRAM EVALUATION FORM: CSDAT

COUNSELING SKILLS & DISPOSITIONS ASSESSMENT TOOL (CSDAT): MIDTERM AND FINAL EVALUATION



NC Central
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 and Internship 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 evaluation to the student's university supervisor either via mail in a sealed envelope, sign across the sealed flap, email, or fax. We thank you for contributing the development of our Eagle Counseling Intern! We greatly appreciate it.

PROGRAM EVALUATION FORM

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:** focuses on counseling skills including but not limited to the following: (attending, active listening, questioning, focusing, empathy).
- **Part 2:** is focused on professional dispositions & will be used in all 8 CACREP core course & specialty courses for both PSC & CMHC. (ethical behavior, engagement, self-awareness, acceptance of others).

COUNSELING SKILLS & DISPOSITIONS ASSESSMENT TOOL (CSDAT)

- **Part 3:** focuses on knowledge and skills: (leading group, group leadership skills),
- **Part 4-** Provide a narrative statement that provides your observation of evidence, observations, and examples of your evaluation for each domain.

Narrative – Please respond to the following guidelines, and attempt to cite any evidence/observations/examples of your evaluation.

How would you describe the student's **knowledge** of counseling? Please include areas of strength and area of growth for the student. (If you selected "N/A" for any rating, please provide more detail.)

How would you describe the student's counseling **skills**? Please include areas of strength and area of growth for the student. (If you selected "N/A" for any rating, please provide more detail.)

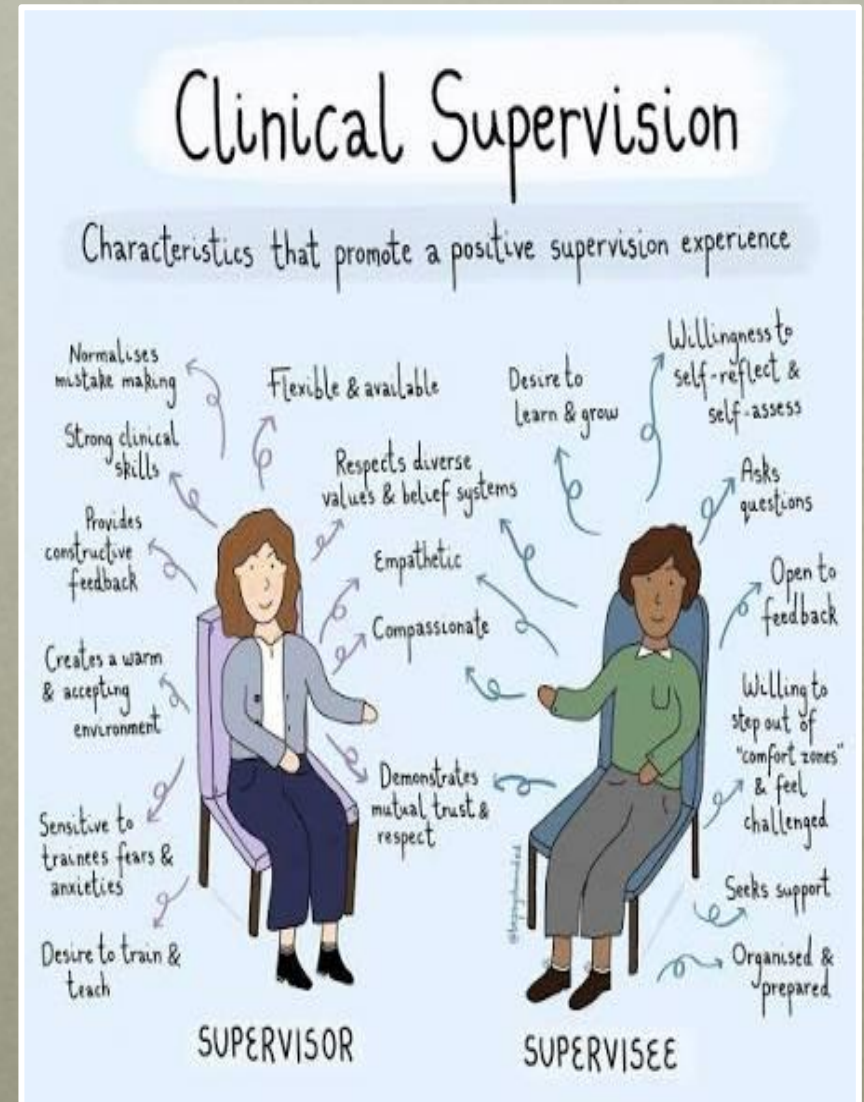
CONTINUING EDUCATION WEBINARS

Date: Tuesday, October 6, 2026

Time: 1:00 p.m. EST Zoom

Topic: Supervision Reloaded - A
Discrimination Model Refresher for Site
Supervisors

Presenter: Dr. Mia Kennedy



CONTINUING EDUCATION WEBINARS

Date: November 3, 2026

Time: 1:00 p.m. EST Zoom

Presenter: Dr. Adam Brandt

Topic: Navigating Spirituality and Faith in Supervision

Description: Supervisors will learn how to teach students to broach faith identities effectively, identify faith-related transference and countertransference, and understand faith through a developmental framework for both counselor and client.



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 and Dr. Lupton Smith are the Co-Coordiators of Counseling Program and may be reached at pwhiting@nccu.edu or hluptons@nccu.edu

THANK YOU FOR ALL YOU DO FOR OUR STUDENTS!