



MONMOUTH  
UNIVERSITY

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PROFESSIONAL  
COUNSELING

# FIELD PLACEMENT HANDBOOK

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## Introduction

**Welcome to your field placement experience! Let's Begin...** The American Counseling Association (2025) defines mental health counseling as “a professional relationship that empowers diverse individuals, families and groups to accomplish mental health, wellness, education and career goals.” Monmouth University’s Department of Professional Counseling offers a graduate program in Clinical Mental Health Counseling (CMHC) that prepares students with the theoretical ideology, clinical applications, and self-awareness required for a successful career in Professional Counseling.

The **Masters of Science in Clinical Mental Health Counseling** is a 60-credit program. Students will have the ability to complete all the credits with the core curriculum, required to become a Licensed Professional Counselor (LPC) in the State of New Jersey. If a student is interested in licensure for additional states, the student can work with their advisor to attempt to meet those requirements. The Clinical Mental Health Counseling program is accredited by the **Council for Accreditation of Counseling and Related Educational Programs (CACREP)**.

An integral component of the Professional Counseling curriculum is clinical field experience, which provides students with the opportunity to earn up to 12 academic credits through supervised clinical practice. These experiences take place at university-approved clinical field sites, where students engage in direct client counseling under the joint supervision of both the site’s designated clinical supervisor and the university’s faculty instructor

This handbook serves as a comprehensive guide to the clinical field experience, detailing the eligibility criteria, site selection procedures, and academic requirements associated with the two sequential course phases: **Practicum (PC-595) and Clinical Internship (PC-680)**.

### Overview of Field Placement

The field placement experience at Monmouth University is divided into a **3-credit Practicum (PC-595)** and **6-credits in Clinical Internships (PC-680)**. Students can complete up to 9-credits in the Clinical Internship, taking a third internship as an elective.

The practicum is the student’s first off-campus clinical counseling experience. This experience will be the first-time a student-intern meets with a client and applies the knowledge of the counseling profession. During practicum, clinical supervision is provided both at the field placement site and at the university by a faculty instructor in a group setting during a weekly class. The student-intern (counselor-in-training) is guided through initial experiences of clinical mental health counseling. The goal is to reach higher levels of autonomy, confidence, counseling knowledge and skills as well as to gain group experience. For practicum, students must complete a total of 100 hours, 50 of those 100 must be direct with clients.

The clinical internship (I and II) is next, assuming that the goals of practicum have been successfully accomplished. During the clinical internship, the student-intern is provided with clinical supervision at the field placement site as well as weekly class group supervision by a university faculty instructor. The goal of the clinical internship is for the student to become a confident, independent, self-aware, and knowledgeable counselor. The student-intern will be able

to support clients and integrate their own skills with input from supervisors. In both practicum and clinical internship, student-interns are evaluated by their clinical site supervisor and the university faculty instructor. The feedback from these evaluations provides helpful effort to enhance further professional growth. Students are required to complete **TWO clinical internships**. Students are welcome to take a third clinical internship as an elective. For clinical internship, students must complete 300 hours, 150 of those 300 must be direct with clients.

### **Department Diversity Statement**

The Department of Professional Counseling honors the worth, dignity, potential, and individuality of everyone by acknowledging diversity and advocating for social justice and equality. This department views diversity from an intersectional perspective, recognizing the ways in which identities operate within systems of power, privilege, and oppression. This department strives to be a diverse community in both memberships and leadership.

The Department of Professional Counseling does not tolerate discrimination against any individual based on race, ethnicity, culture, religion/spirituality, age, ability status, gender identity and expression, sexual/affectional identity and orientation, relationship status, spoken language, socioeconomic status, or any other personal characteristic not related to academic performance or disposition.

### **Department Confidentiality Statement**

In alignment with the American Counseling Association most current ethical code, confidentiality is an essential mainstay of the Counseling profession. It is vital that CMHC graduate students at Monmouth University remain confidential during the training in the Professional Counseling Program. As self-reflection is such a large factor while training to be a mental health counselor during this educational process, there will be many instances where students self-disclose personal information. As a training professional it is mandatory that you hold that confidence to create a safe place for each other in the classroom. Additionally, students will be placed for a minimum of three semesters in the field where confidentiality is held to a legal and ethical standard. If it is disclosed that a student breaks confidentiality either within the university or outside of the university, a Professional Development referral will be generated to help the student understand that confidentiality is the life-blood of Mental Health Counseling profession and must be adhered to at all times.

### **Field Placement in Clinical Mental Health Counseling**

The field placement experience constitutes a vital and mandatory component of graduate education in Professional Counseling. Through the practicum and clinical internships, student-interns are afforded structured opportunities to advance their personal and professional development by engaging in the required clinical supervised counseling practice.

The experiential training is a formal requirement of both the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and the State of New Jersey. Field placement enables students to apply theoretical knowledge in real-world settings under the dual

supervision of a qualified clinical site supervisor and a university faculty instructor, thereby fostering the integration of academic learning with clinical competence.

Student-interns (counselors-in-training) MUST have the following through field placement:

1. Experience in individual and group counseling
2. Counseling clients' representative of the ethnic, lifestyle, and demographic diversity of their community
3. Involvement in a variety of professional activities in addition to direct service work
4. Use of variety of professional resources such as measurement instruments, computers, print and non-print media, professional literature, and research
5. Application of the ethical code and guidelines of the American Counseling Association (ACA)
6. Extensive supervision supported by observational and communications technologies

The three important outcomes of a successful field placement experience for the student:

1. It gives the student the opportunity to integrate and apply the fundamentals of the profession under the direction of qualified supervisors
2. It forms the basis for the transition from the student role to the role of the professional counselor
3. It shapes future employment by developing skills of working with a variety of client populations, many different counseling modalities, and specific presenting problems

According to CACREP (2024) standards (4.A.-4.M.):

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

1. CACREP standards and definitions related to supervised practicum and internship;
  2. supervision agreement;
  3. evaluation procedures and requirements; and
  4. policy for student retention, remediation, and dismissal from the program
- H. Written supervision agreements:
1. define the roles and responsibilities of the faculty supervisor, field experience site supervisor, and student during practicum and internship;
  2. include emergency procedures; and
  3. detail the format and frequency of consultation between the counselor education program and the site to monitor student learning
- 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

### **Maximizing the Field Placement Experience**

It is important for the student-intern to keep in mind that the richness of the field placement experience is directly related to the level of immersion in that experience. The experience is enhanced because the field placement site must provide both individual and group counseling opportunities. The student-intern needs to be involved in site specific activities such as staff meetings, case reviews, training courses, and treatment and documentation processes. In addition, it is crucial that the student-intern self-advocate for this involvement as early as possible. The greater the flexibility of the student-intern, the more beneficial the experience will be.

It is encouraged that the student-intern ensure a diverse experience with field placement by interning at least two different sites. This encouragement can provide more openings for networking and job opportunities after graduation. However, certain sites may require or prefer a commitment longer than one semester, so students should consider site expectations when planning their placements.

### **Rules and Licensing Regulations**

In accordance with New Jersey state regulations, clinical hours earned during field placement courses (practicum and internship) may be included in one's application for licensure as a Licensed Professional Counselor (LPC) with certain conditions. Conditions are clinical hours may only be considered toward licensure if the student-inter passes the course and does NOT include those courses in the course worksheet section of the application for the LPC. \*\*\*\*Refer to

state regulation administrative code **13:34-11.3 PROFESSIONAL COUNSELOR: EXPERIENCE REQUIREMENTS:** *Hours of supervised professional counseling experiences obtained during college or university graduate level practicums may be counted toward satisfying a portion of the supervised professional counseling experience requirement provided the courses labeled graduate level practicums or internships are not also used to satisfy the 45 hours distributed in the nine areas of the educational requirements for licensure as set forth in N.J.A.C. 13:34-11.2. No more than one calendar year of supervised professional counseling experience may be obtained prior to the completion of the 60 graduate semester hours.*

**Important Note:** In order for clinical hours to count toward the LPC, the state licensing board requires a letter to be sent directly from the department documenting the student-intern's clinical hours. For practicum, only 100 hours are counted. For clinical internships, hours can be rolled over when exceeding the required 600. The student-intern is allowed to reach the max of 1,500 hours in total. The summary of hours documents may be needed by the state licensing board as well. It is important that the student-intern keep and maintain copies of their weekly hours logs and summary of hours. The department may, but is not obligated to, keep such records, nor are affiliated field placement sites.

### **Experiential Learning Cloud (ELC)**

All students currently enrolled in the Clinical Mental Health Counseling program are required to use Experiential Learning Cloud (ELC). ELC is a program that assists with the evaluations of students, field placement application process, timekeeping at field placement sites, and enables students with permanent access to this information post-graduation. All students will have access to ELC through eCampus. Here is the Monmouth University URL for ELC: <https://monmouth.tevera.app> – Once students link to ELC through eCampus, there will be access to change your password. Please refer to Appendix B for further information. Specific guidance on course requirements will be provided by your field placement faculty instructor.

### **Registration for Practicum and Clinical Internship Courses**

Students are not permitted to self-register for field placement courses. Enrollment in Practicum (PC-595) and Clinical Internship (PC-680) is coordinated exclusively by the Director of Field Placement. Registration is contingent upon the timely submission of the Field Placement Agreement, which must be completed through the Experiential Learning Cloud (ELC). For detailed instructions, refer to Appendix B.

Students who fail to submit the Field Placement Agreement by the designated deadline will not be registered for field placement courses. An official registration announcement is disseminated to the student body via email, at which time students are asked to indicate their top two to three course section preferences. While every effort is made to honor students' first-choice selections, final placement is determined by the Director of Field Placement based on availability and programmatic considerations.

**Field Placement Agreement DUE DATES: Fall Semester – Submit by 7/1, Spring Semester – Submit by 11/1, and Summer Semester – Submit by 3/1**

## **Interning Between Semester Breaks**

In accordance with the regulations set forth by the New Jersey State Licensing Board, individuals who are not yet licensed are prohibited from engaging in clinical internship activities without concurrent classroom-based supervision. To support the completion of required clinical hours, student-interns may, with explicit approval from the assigned faculty instructor, begin their internship up to one week prior to the official start of the academic semester and may continue up to one week following the final class session.

For continuity of client care, student-interns who remain at the same clinical site across semesters are strongly encouraged to utilize the post-semester extension period. Should a student-intern fail to complete the required clinical hours within the designated timeframe—including the one-week extension—they will receive a grade of Incomplete and must fulfill the remaining hours during the subsequent academic term.

## **Clinical Sites**

### **Clinical Site Partnerships and Approval Criteria**

Monmouth University maintains collaborative relationships with a wide range of clinical sites across the tri-state area, as well as select locations outside the state and internationally. All clinical sites are reviewed and approved by the Director of Field Placement to ensure they meet the standards for quality of care and educational alignment.

To qualify as a field placement site, the following criteria must be met:

- **Supervisor Credentials:** Clinical supervisors must hold a valid license for a minimum of two years and possess either Approved Clinical Supervisor (ACS) certification or formal training in clinical supervision. Acceptable licensure includes:
  - Licensed Professional Counselor (LPC)
  - Licensed Clinical Social Worker (LCSW)
  - Licensed Psychologist
  - Psychiatrist
- **Audio Recording Requirement:** Sites must permit audio recordings of actual counseling sessions between the student-intern and clients. Simulated or mock sessions are not acceptable.
- **Service Delivery Format:** A minimum of 75% of client services must be delivered in person. Sites offering exclusively telehealth services (100%) are not eligible.
- **For-Profit Site Approval:** Any for-profit clinical site must receive explicit approval from the Director of Field Placement prior to student placement.

### **Site Selection and Recommendations**

Students may select clinical sites based on their clinical interests, scheduling needs, and geographic preferences. Additionally, students are encouraged to recommend new sites for



consideration. All proposed sites must be reviewed and formally approved by the Director of Field Placement before placement can occur.

### **Acknowledgment of Clinical Site Contributions**

Monmouth University deeply values the dedication, flexibility, and commitment of its clinical site partners. These partnerships play a critical role in supporting student development and ensuring the delivery of high-quality clinical training. Through the completion of supervised field experiences, students are expected to acquire the competencies necessary for entry-level professional counseling practice.

The Director of Field Placement remains available to support both clinical sites and the Department of Professional Counseling in fostering optimal academic and clinical outcomes for all student-interns.

### **Role of the Clinical Site Supervisor**

The clinical site supervisor serves a pivotal role in the field placement experience and the professional development of counseling student-interns. Often the student-intern's first point of contact with professional counseling services, the supervisor functions as both a mentor and a model of ethical, competent clinical practice. The Department of Professional Counseling and Monmouth University regard clinical site supervisors as essential partners in the educational process.

Accordingly, the program seeks supervisors who demonstrate expertise in counseling theories and techniques, mental health practice, human development, and multicultural competence. Supervisors must be equipped to support the counselor-in-training in navigating the complexities of clinical work with sensitivity to diversity and inclusion.

### **Experiential Learning Requirements**

In alignment with the standards set forth by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and the State of New Jersey, the Department of Professional Counseling requires experiential coursework in the form of Practicum and Clinical Internship. These supervised clinical experiences are designed to enhance the breadth and depth of the student's professional development.

Each placement must include a minimum of one hour of weekly individual supervision conducted by the site supervisor. In addition, on-site group supervision is strongly encouraged. To further enrich the student-intern's clinical training, sites are expected to provide opportunities for engagement in psychoeducational program planning and implementation, case consultation, and indirect service activities.

## **Choosing a Field Placement**

### **The Customizable Nature of Field Placement**

Field placement is a highly individualized component of the Professional Counseling program, designed to meet student-interns at their current level of personal development, counseling knowledge, and clinical skill. The scope and nature of each placement are shaped by the unique needs, competencies, and goals of the student-intern, in collaboration with the clinical site, faculty instructor, and Director of Field Placement.

Central to the field placement experience are two core elements: direct client engagement and structured clinical supervision. These components serve as the foundation for professional growth and the integration of academic learning into clinical practice. Throughout the practicum and internship phases, student-interns are required to complete self-evaluations to reflect on their progress and align with the developmental objectives of the program.

### **Clinical Site Selection and Approval Process**

Student-interns are encouraged to take an active role in selecting their clinical placement sites. When evaluating potential sites, students should consider the following criteria:

- Alignment with personal clinical interests or specialty areas
- Diversity of client populations and treatment modalities
- Availability of resources to support clinical training
- Capacity to meet required clinical hours

A comprehensive list of affiliated and approved clinical sites is available on the Department of Professional Counseling's Field Placement webpage: <https://www.monmouth.edu/departments-of-professional-counseling/field-placement-sites/>. Students may choose from these established sites or propose new locations for consideration. Any site not currently listed must be formally reviewed and approved by the Director of Field Placement prior to registration.

It is essential that all selected clinical sites meet the program's standards for supervision, service delivery, and experiential learning to ensure compliance with accreditation and licensure requirements.

### **Clinical Site Supervisor Qualifications and Ethical Standards**

All clinical site supervisors must meet the following minimum qualifications to ensure compliance with programmatic, state, and accreditation standards:

- Hold a master's degree or higher in a counseling-related discipline
- Possess one of the following independent licenses:
  - Licensed Professional Counselor (LPC)
  - Licensed Clinical Social Worker (LCSW)
  - Licensed Clinical Psychologist
  - Licensed Psychiatrist
- Maintain a minimum of two years of post-licensure clinical experience
- Hold Approved Clinical Supervisor (ACS) certification or have completed formal training in clinical supervision

- Demonstrate adherence to the ethical standards outlined in the American Counseling Association (ACA) Code of Ethics
- Actively support the professional development of counselor-in-training student-interns

### **Special Consideration for SAC Certification**

Students intending to apply for their field placement hours toward the Student Assistance Coordinator (SAC) Certification must meet additional supervision requirements. Specifically:

- The student-intern must be supervised by a qualified SAC
- The student must be enrolled in a field placement course taught by a faculty instructor who holds the SAC credential

According to CACREP (2024) Standards (4.N., 4.P.):

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

P. Fieldwork site supervisors have:

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

### **Field Placement Qualifications**

Monmouth University maintains a list of affiliated clinical sites, accessible via the Department of Professional Counseling's Field Placement webpage. Each listed site has entered into a formal agreement with the University to provide a safe, supportive, and ethically sound environment for student-interns to complete their clinical training. These partnerships include a diverse array of mental health agencies, schools, and hospitals across multiple counties in New Jersey, offering students exposure to varied client populations and service settings.

Students are encouraged to consult this list when selecting a placement site. If any information appears outdated or inaccurate, students should promptly notify the Director of Field Placement.

While private practices and for-profit agencies are generally not accepted, exceptions may be considered on a case-by-case basis. Students must obtain prior approval from the Director of Field Placement before pursuing placement at any non-affiliated or for-profit site. In such cases,

a Site Qualification Form must be completed and submitted through the Experiential Learning Cloud (ELC).

### **Clinical Site Eligibility Requirements**

To be approved as a field placement site, the following criteria must be met:

1. **Non-Profit Status:** The site must operate as a non-profit organization. For-profit sites must be approved by the Director of Field Placement.
2. **Audio Recording Permission:** The site must permit audio recordings of actual counseling sessions between student-interns and clients. Simulated or mock sessions are not acceptable.
3. **On-Site Licensed Professional:** A qualified licensed professional must be physically present whenever student-interns are on site.
4. **Supervisor Credentials:** The site must provide weekly individual supervision (minimum one hour) by a licensed professional who meets the following criteria:
  - Holds one of the following licenses: Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), Licensed Psychologist, or Licensed Psychiatrist
  - Has maintained independent licensure for a minimum of two years
  - Adheres to the ethical standards outlined in the American Counseling Association (ACA) Code of Ethics
5. **In-Person Service Requirement:** At least 75% of client services provided at the site must be conducted in person. Sites offering exclusively telehealth services are not eligible.

### **Field Placement at a Student's Place of Employment**

Students are generally discouraged from selecting their current place of employment as a field placement site. However, in exceptional circumstances, a work setting may be considered for approval if the student can clearly demonstrate that the learning objectives of the Practicum or Clinical Internship can be met within that environment.

If such a placement is approved, the following conditions must be strictly observed:

- The student must be assigned a **different clinical supervisor** than the one overseeing their employment duties.
- The student must work with a **distinct client population** from those served in their employment role.
- The student must engage in a **separate set of responsibilities** that are aligned with the educational objectives of field placement.

Failure to meet these conditions—particularly the use of the same supervisor for both employment and internship—constitutes a dual relationship, which is a violation of the American Counseling Association (ACA) Code of Ethics.

If a student receives a job offer from their field placement site, all aforementioned conditions remain in effect. In all cases, formal approval must be obtained from the Director of Field Placement prior to registration.

## **Securing a Field Placement**

The process of securing a field placement for Practicum (PC-595) and Clinical Internship (PC-680) follows a consistent structure. The Director of Field Placement is available to guide and support each student throughout this process. As previously noted, students have access to the list of affiliated clinical sites via the Department of Professional Counseling's Field Placement webpage. If a student identifies a new site not currently affiliated with the University, formal approval must be obtained from the Director of Field Placement prior to proceeding.

### **Steps to Secure a Field Placement**

- ☐ **Initiate Contact Early** Students are strongly encouraged to begin contacting potential clinical sites at least six months prior to the intended semester of placement.
- ☐ **Professional Outreach** Initial contact should be made via both phone and email. A professional email template is provided in Appendix G to assist with outreach.
- ☐ **Interview Scheduling** Upon receiving a response from the clinical site, students should prepare for and participate in an interview to discuss placement opportunities.
- ☐ **Application Submission** Concurrent with the outreach process, students must complete the Practicum and/or Clinical Internship application on the Experiential Learning Cloud (ELC). Securing a site is not required to submit the application. The purpose of the application is to indicate readiness to enroll in field placement coursework. The completed application must be submitted to the Director of Field Placement along with the student's academic audit.
- ☐ **Application Deadlines:**
  - Fall Semester: June 1
  - Spring Semester: October 1
  - Summer Semester: February 1
- ☐ **Finalizing Placement** Once a student has been offered a field placement and has submitted the initial application on ELC, they must complete and submit all remaining documentation required to finalize the placement. Detailed instructions for this process are outlined in Appendix B.

## **Practicum (PC-595)**

The Practicum (PC-595) serves as the initial clinical field placement experience and is governed by specific hour, supervision, and evaluation requirements to ensure compliance with programmatic and accreditation standards.

**Hour Requirements** Students must complete a minimum of 100 total hours during the practicum semester, of which at least 50 hours must consist of direct client contact.

- *Direct client contact* is defined as the student-intern assuming full clinical responsibility—under the observation of a qualified site supervisor—for individual counseling sessions and the facilitation or co-facilitation of group counseling.

### **Supervision Requirements**

- A qualified clinical site supervisor must provide a minimum of one hour of weekly individual supervision.
- Practicum student-interns are required to audio record two counseling sessions with actual clients (mock sessions are not permitted). These recordings must be reviewed and evaluated by the site supervisor during on-site supervision.
- Weekly classroom-based group supervision is conducted by the university faculty instructor throughout the practicum semester.
- Individual supervision with the faculty instructor is available upon student request.

**Attendance and Duration** Student-interns are expected to remain at their assigned clinical sites for the full duration of the academic semester, regardless of whether the minimum hour requirement has been met prior to the semester's conclusion.

**Evaluation Procedures** Formal evaluations are conducted at two points during the semester:

- **Midterm Evaluation:** Weeks 6-7
- **Final Evaluation:** Weeks 12-14 Both evaluations must be completed via the Experiential Learning Cloud (ELC) by the clinical site supervisor and the university faculty instructor.

**Incomplete Grade Policy** To be eligible for an Incomplete grade in PC-595, students must have completed at least 80% of the required practicum hours and associated assignments. Failure to meet this threshold will result in a failing grade for the course.

### **Requirements for Admission to Practicum**

CACREP (2024) Requirements (4.Q.-4.T.):

- Q. Students complete supervised counseling practicum experiences that total a minimum of 100 hours over a full academic term
- R. Practicum students complete at least 50 hours of direct service with actual clients that contributes to the development of counseling skills
- 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:

- a. a counselor education program core or affiliate faculty member
  - b. 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 2 hours & 50 minutes hours per week and is provided by at least one of the following:
- a. counselor education program faculty member

#### Department Requirements:

1. You must complete 27 credits prior to beginning practicum, out of those 27 credits must include: PC-512 Psychopathology & Psychopharmacology, PC-525 Counseling Theories, PC-540 Introduction to Drug and Alcohol Counseling – **The rest of the following courses, you must receive a minimum grade of a B or higher;** PC-505 Mental Health Counseling, PC-523 Introduction to Counseling Skills, PC-526 Case Conceptualization, and PC-550 Group Counseling
2. Satisfactory progress in the development of the professional objectives for students and readiness for clinical experience outlined in the graduate student handbook for professional counseling students as assessed by the student's advisor
3. All necessary paperwork must be completed and submitted through ELC
4. Student-interns are **NOT** allowed to begin practicum one week before the semester begins. With the student-intern's field placement instructor permission, the student-inter is allowed to stay one week after the final class of that semester
5. Student-interns CANNOT rollover hours from practicum to clinical internship.

### Clinical Internship (PC-680)

**The Clinical Internship (PC-680)** serves as the culminating clinical field placement experience and is governed by specific hour, supervision, and evaluation requirements to ensure compliance with programmatic and accreditation standards.

**Hour Requirements** Student-interns must complete a total of 600 hours across two consecutive semesters of clinical internship. Each semester requires a minimum of 300 hours, consisting of: 150 hours of direct client contact and 150 hours of indirect service.

• *Direct client contact* is defined as the student-intern assuming full clinical responsibility—under the observation of a qualified site supervisor—for individual counseling sessions and the facilitation or co-facilitation of group counseling. (Student-interns are permitted to roll over accrued hours between semesters.)

#### Supervision Requirements

- A qualified clinical site supervisor must provide a minimum of one hour of weekly individual supervision.

- Clinical internship student-interns are required to audio record one counseling session with an actual client (mock sessions are not permitted). This recording must be reviewed and evaluated by the site supervisor during on-site supervision.

- Weekly classroom-based group supervision is conducted by the university faculty instructor throughout the clinical internship semester.

- Individual supervision with the faculty instructor is available upon student request.

**Attendance and Duration** Student-interns are expected to remain at their assigned clinical sites for the full duration of each academic semester, regardless of whether the minimum hour requirement has been met prior to the semester's conclusion. Some clinical sites may require or prefer a commitment longer than one semester; students should consider site expectations when planning their placements.

**Evaluation Procedures** Formal evaluations are conducted at two points during each semester:

- **Midterm Evaluation:** Weeks 6–7
- **Final Evaluation:** Weeks 12–14

Both evaluations must be completed via the Experiential Learning Cloud (ELC) by the clinical site supervisor and the university faculty instructor.

**Incomplete Grade Policy** To be eligible for an Incomplete grade in PC-680, students must have completed at least 80% of the required clinical internship hours and associated assignments. Failure to meet this threshold will result in a failing grade for the course.

### **Requirements for Admission to Clinical Internship**

CACREP (2024) requirements (4.U. – 4.X.):

- 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 300 hours of direct service with actual clients
- 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:
  - a. a counselor education program faculty member
  - b. 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 2 hours & 55 minutes per week and is provided by at least one of the following:

- a. a counselor education program faculty member

#### Department Requirements:

1. You must complete 30 credits prior to clinical internship, including the completion of practicum (PC-595)
2. Satisfactory progress in the development of professional objectives judged by the field placement instructor and clinical site supervisor on an average rating (a rating of 3) of clinical skills during practicum
3. If a student-intern receives a score rating of below a 3 (“doing harm”) by the field placement instructor and clinical site supervisor, they may be in danger of failing the course
4. All necessary paperwork must be completed and submitted through ELC

**PLEASE NOTE:** In field placement classes, a student will likely receive a failing grade for the class, *as evaluated by your class instructor in consultation with another tenured faculty member*, due to, but not limited to, the following:

- Failure to complete the assignments to the satisfaction of the instructor with a grade of at least 80%
- Failure to have the paperwork and assignments in before the end of the semester when the grades are due (unless otherwise proven that it is the field supervisor’s fault)
- Non-completion of the required field hours
- An ethical violation according to the ACA Code of Ethics
- Any “1” “potential of doing harm” on the Tevera evaluation from the field supervisor or the instructor
- Any egregious behaviors that do not show empathy and/ or high regard for the clients as reported by the field supervisor or instructor
- Any unprofessional behaviors with peers at your site, including but not limited to intoxication, emotional or behavioral outbursts, and/or consistent inappropriate language
- Missing more than 2 classes for experiential supervision
- Not remaining in your field site for the entire semester
- Not able to receive supervision feedback and implement it per the assessment of [as viewed by] the field site supervisor or the instructor

**As deemed by the instructor, if any egregious words, expressions, or actions, as outlined in the ACA code of ethics and/or concern for students' impairment and/ or have the potential to put clients in harm's way, the student may fail the class. Words, expressions, behaviors, and/or actions that are deemed inappropriate for a counselor that happen in a field placement or at the university are subject to instructor evaluation and may result in a failure of the class and a referral to the professional development committee.**

### **Responsibilities During Field Placement**

Applicable to Practicum (PC-595) and Clinical Internship (PC-680) The following checklist outlines the required procedures and responsibilities for student-interns participating in field

placement. Compliance with these steps ensures alignment with departmental, programmatic, and accreditation standards.

1. **Application and Site Approval:** Submit the practicum or clinical application through the Experiential Learning Cloud (ELC). Upon department approval, select, contact, and secure a qualified clinical site placement.
2. **Field Placement Agreement:** Complete the Field Placement Agreement on ELC once the site is secured. This agreement serves as a formal contract between the Department of Professional Counseling and the clinical site.
3. **Student Liability Insurance:** Obtain student liability insurance prior to or during the first week of practicum/clinical internship class. Become a *STUDENT* member of the American Counseling Association (ACA) and receive student liability insurance through the membership with ACA.
4. **Required Documentation:** Submit the proof of student liability insurance and the supervision plan of practicum or clinical internship through ELC by the first week of class.
5. **Supervision Participation:** Attend weekly classroom-based group supervision facilitated by the faculty instructor. Participate in weekly individual supervision at the clinical site with a qualified site supervisor.
6. **Hours Log Maintenance:** Maintain accurate timesheets using ELC. Ensure the supervisor reviews and signs the log weekly.
7. **Supervision and Evaluation Coordination:** Receive one hour of individual supervision per week at the clinical site. Have the site supervisor sign the hour log during each supervision session. Coordinate with the supervisor to ensure timely submission of midterm and final evaluations to the field placement instructor.
8. **Course Completion Requirements:**
  - a. **Practicum (PC-595):** Complete 100 total hours, including 50 direct client contact hours. Record two sessions with actual clients (mock sessions are not permitted). Participate in weekly supervision. Receive two satisfactory evaluations.
  - b. **Clinical Internship (PC-680):** Complete 300 total hours per semester, including 150 direct client contact hours. Record one session with an actual client. Participate in weekly supervision. Receive two satisfactory evaluations.
9. **Evaluation and Documentation Deadlines:** Submit all required documentation—including clinical hours and supervisor evaluations—by the deadlines provided by the field placement instructor.
10. **Final Documentation Requirements:** Complete the summary of hours and the field placement reaction form on ELC.
11. **Professional and Ethical Conduct:** Engage in professional and ethical behavior with supervisors, staff, and clients in accordance with the ACA Code of Ethics.
12. **Recordkeeping:** Retain copies of all important documents for personal records.
13. **Evaluation Completion:** Ensure the site supervisor completes all required documentation, including the midterm (week 6/7) and final evaluations (week 12-14) on ELC.
14. **Site Attendance Requirement:** Remain at the assigned clinical site for the full duration of the academic semester, even if the minimum required hours are completed prior to the semester's conclusion.

## Responsibility of the Clinical Site Supervisor

1. **Field Placement Agreement and Documentation:** Complete the Field Placement Agreement via the Experiential Learning Cloud (ELC) and provide all required attachments, including the supervision plan, a copy of your current professional license, your curriculum vitae (CV), and documentation of supervision training.
2. **Site Orientation:** Provide the student-intern with a comprehensive orientation to the clinical site, including information regarding agency philosophy, policies, procedures, administrative structure, emergency protocols, and community referral resources.
3. **Case Assignment and Learning Experiences:** Assign appropriate cases and clinical learning experiences. For practicum, the student-intern must complete 100 total hours, including 50 hours of direct client contact, lead or co-lead a group, and be permitted to audio record two counseling sessions. These recordings must be reviewed and discussed during individual supervision. For clinical internship, the student-intern must complete 300 total hours, including 150 hours of direct client contact, lead or co-lead a group, and be permitted to audio record one counseling session. The recording must be reviewed and discussed during individual supervision.
4. **Weekly Supervision:** Provide a minimum of one hour of individual supervision per week and sign the student-intern's weekly hours log during each supervision session.
5. **Emergency Supervision Protocols:** Establish procedures for student-interns to access emergency supervision when needed.
6. **Professional Development Support:** Assist and empower the student-intern in developing their counselor identity and enhancing their clinical counseling skills.
7. **Performance Evaluation:** Evaluate the student-intern's progress through direct observation, supervision, and other appropriate assessment measures.
8. **Documentation of Hours:** Sign off weekly in ELC on the hours completed by the student-intern in direct service, supervision, and other related activities.
9. **Communication with Faculty:** Maintain regular contact with the student-intern's field placement instructor and the Director of Field Placement. Promptly report any concerns or issues that arise during the placement.
10. **Evaluation Submission:** Complete midterm and final evaluations in ELC with transparent and constructive feedback. Submit evaluations to the field placement instructor by the designated due dates.
11. **Ethical Standards:** Demonstrate knowledge of and adherence to the American Counseling Association (ACA) Code of Ethics.
12. **Professional Role Modeling:** Model ethical, legal, and professional behavior for student-interns throughout the placement experience.

## Responsibility of the Director of Field Placement

1. **Student Eligibility Verification:** Assure that the student is academically and professionally prepared and meets all requirements for practicum or clinical internship placement.
2. **Placement Guidance:** Assist the student in selecting a clinical site that aligns with both the goals of the counseling program and the individual needs of the student.
3. **Ongoing Site Communication:** Maintain contact with clinical site supervisors and directors

at the beginning, middle, and end of each semester to uphold ethical and professional standards, ensure site safety and compliance, and foster collaborative relationships.

4. **University–Site Liaison Role:** Serve as a liaison between the university and the clinical site to support the needs of both the student-intern and the placement site.
5. **Professional Mentorship:** Model ethical and professional behavior, empower students in their counselor identity development, and provide guidance throughout the field placement process.

### **Responsibility of the University Faculty Instructor**

1. **Documentation Oversight:** Ensure that all required documentation is uploaded to the Experiential Learning Cloud (ELC), including student liability insurance and the supervision plan.
2. **Site Supervisor Communication:** Contact the clinical site supervisor at the beginning, middle, and end of each semester to collaborate on the student-intern's progress and ensure continuity of supervision and support.
3. **Course Oversight and Supervision:** Conduct weekly reviews of ELC hours logs and session recordings, and provide consistent classroom-based group supervision for student-interns throughout the semester.
4. **Supervision Compliance:** Ensure that student-interns are receiving one hour of weekly individual clinical supervision both on-site with the clinical supervisor and in the classroom setting.
5. **Student Support and Empowerment:** Foster a supportive learning environment that empowers student-interns in their clinical development and counselor identity formation.
6. **Student Evaluation:** Evaluate the student-intern's progress based on course requirements, weekly hours documentation, and ethical disposition.
7. **Administrative Responsibilities:** Complete all assigned documentation and reporting requirements in ELC in a timely and accurate manner.
8. **Collaboration with Field Placement Director:** Maintain open communication with the Director of Field Placement and collaborate on any concerns related to clinical sites, site supervisors, or student-interns.

### **Best Practices in Field Placement**

This section was created to establish standards and offer additional guidance to students, faculty, and sites/supervisors to inform the field placement experience. It is based on the work of Carter and Duchac (Counseling Today, Vol 56, #5,) and the professional experience of the faculty and administration of Monmouth University's Department of Professional Counseling. The guidelines below are intended to assist students, faculty, and supervisors with going beyond the minimum requirements of the course and maximizing the quality of the internship experience, with client welfare, optimal trainee outcomes, and mutual satisfaction as the primary goals.

#### **The Conscientious Student-Intern will:**

1. Adhere to the American Counseling Association *Code of Ethics*
2. Adhere to department, university, and site placement policies and procedures
3. Fulfill all student obligations as outlined in the Field Placement Handbook

4. Fulfill all mutually agreed upon internship obligations discussed with the site/supervisor
5. Regularly self-reflect on one's personal cultural identity and its impact on others
6. Engage with intentionality on developing one's counselor identity, including both personal and professional developmental tasks
7. Develop their theoretical lens and apply related counseling skills and interventions
8. Maintain mutual respect for all diverse populations and people
9. Optimize clinical supervision by discussing personal, professional, multicultural, and countertransference issues in supervision
10. Seek supervision and/or remediation when experiencing values-based conflicts with clients
11. Learn treatment planning, documentation, risk assessment and intervention
12. Be prompt and professional in all endeavors at their site
13. Learn to self-advocate for their onsite needs
14. Maintain a consistent and effective self-care practice, and self-monitor for impairment and report as needed
15. Communicate openly, honestly, and proactively with site supervisor and department faculty regarding any issues related to the internship experience, including but not limited to client welfare, ethical concerns, self-impairment, personal or professional conflicts, dual relationships, competence, countertransference, termination, etc.

**The Conscientious Site/Supervisor will:**

1. Be familiar with and uphold the American Counseling Association *Code of Ethics* and all applicable laws of all levels
2. Provide the student an orientation to the program, including a tour of facility, meeting personnel, safety procedures, training handbook/manual, emergency contacts, etc. Provide site-specific training related to population and/or treatment modality, including training in telehealth if used by the site
3. Provide ample and diverse programming (e.g., opportunities for group, individual, family, couple, and/or intakes/assessments)
4. Fulfill all site/supervisor obligations as outlined in the Field Placement Handbook
5. Meet the students at their developmental level and provide an appropriate balance of support, challenge, and autonomy individualized to each student
6. Integrate ethical, developmental, and multicultural considerations into the student's counseling and supervisory experience
7. Expand the student's knowledge and ability related to counseling theory, case conceptualization, multicultural issues, treatment planning, documentation, risk assessment, diagnostic issues, ethical decision-making, etc.
8. Review the student's supervision plan and performance evaluations openly and collaboratively with the student
9. Identify and discuss the site supervisor's supervision model with the student
10. Promote a culture of inclusion for a diverse student body
11. Promote/invite open and honest communication with the student and the department
12. Identify and discuss remedial or conflict-resolution procedures with the student and the department

13. Attain/maintain active credentialing in supervision, engaging in continuing education in supervision as warranted

**The Conscientious Academic Department/Field Placement Director will:**

1. Provide an orientation to field placement to students and site supervisors
2. Provide written material on field placement policies to students and site supervisors
3. Be accessible to students, faculty, and the site/supervisor for assistance as needed
4. Communicate proactively with and support site supervisors as related to student engagement and class activities (course faculty will do this)
5. Serve as a mediator for students, faculty, and site supervisors during potential conflicts
6. Serve as a resource for assistance to students and supervisors throughout the field placement process
7. Communicate potential placement opportunities to students and share sites' individual needs as requested (facilitating student/site linkages)
8. Create/share opportunities for site supervisors' professional development
9. Support students, faculty, and supervisors in ethical decision-making processes as appropriate
10. Maintain, update, and share materials related to field placement (e.g., F.P. Handbook)

### **Prohibited Activities**

**Students are prohibited from engaging in the following activities:**

1. Interacting with clients prior to a signed Field Placement Agreement and proof of liability insurance, uploaded in ELC
2. Transporting clients in any manner (agency vehicle, personal vehicle, etc.)
3. Student intern shall not go off site without approval by MU field placement professor
4. Being alone in the building, as students must be accompanied a licensed mental health professional at all times
5. Interning at two sites simultaneously in the same semester for their practicum
6. Handling any form of payment
7. Interning for more than 30 hours/week
8. Students are prohibited from administering drug screens on clients in any form (e.g., urine screens, hair screens, etc.) and will not be in the chain of custody

### **Health Safety**

Safety is the highest priority for student-interns in field placement. Clinical site affiliates are expected to promote health, wellness, and safety of the student-interns. The agency must provide written safety guidelines, health safety protocols and required vaccinations to the student-intern and the department prior to the student-intern's first day of interning. Student-interns are also expected to comply with health safety protocols, including adhering to department and agency guidelines for preventative health measures as well as maintain encouraging self-care practices.

### **Telehealth Policy**

Clinical sites will provide 75 % opportunities for in-person counseling, including individual, group, couples/relationship and family, etc. Student-interns are permitted to engage in telehealth services (i.e., technology-assisted remote counseling and related services) under the following conditions:

1. The clinical site provides the student with written guidelines/trainings on the clinical site's telehealth facilitation (e.g., rules, expectations, and education for engaging in telehealth practices via the clinical site's platform)
2. The clinical site and/or the student-intern can provide adequate (e.g., secure internet in a private space, HIPPA compliant platform/equipment)
3. The student-intern has immediate access to their clinical site supervisor (or other known, appropriate, fully licensed professional) at all times when working directly with clients



## **Appendix A**

### **Field Placement (FP) DUE Dates**

**\*All required forms must be completed and submitted through the Experiential Learning Cloud (ELC) for each semester in which the student intends to participate in a practicum or clinical internship placement.\***

#### **Practicum/Internship Application**

- Must upload academic audit
- All forms should be uploaded to Experiential Learning Cloud (ELC) and submitted to the Director of Field Placement
  - o Fall semester: apply by 6/1
  - o Spring semester: apply by 10/1
  - o Summer semester: apply by 2/1

#### **Site Qualification Form (if needed)**

- Only necessary if the site is new to Monmouth University
- Submit to site supervisor and Director of Field Placement via ELC
  - o Fall semester: apply by 6/15
  - o Spring semester: apply by 10/15
  - o Summer semester: apply by 2/15

#### **Field Placement Agreement**

- Upload to both site supervisor and Director of Field Placement via ELC
- Supervisor CV and License is uploaded with the FP Agreement
  - o Fall semester: submit by 7/1
  - o Spring semester: submit by 11/1
  - o Summer semester: submit by 3/1

*\*Registration for Practicum/Internship courses will begin after the FP Agreement DUE dates\**

#### **Semester Date Forms**

- Submit to the Director of Field Placement on ELC
- Submit no later than 2 weeks before the start of the semester
- Enter dates that are 1 week before and 1 week after your final class

#### **Supervision Plan and Certificate of Insurance**

- These are class assignments
- Submit to your course professor in the first week of class
- Complete the 'Supervision Plan' in the assignments section of ELC



- o Done in collaboration with supervisor
- Upload a copy of the certificate to the course assignments
- Clients cannot be seen until insurance certificate is obtained and submitted

**Registration**

- Registration is done by the Director of Field Placement
- Watch for an email when it is time for registration (after the FP Agreement DUE dates)



## **Appendix B**

### **Experiential Learning Cloud (ELC)**

Welcome to the Experiential Learning Cloud (ELC), formerly known as Tevera. For core counseling courses, students are required to access ELC through the eCampus course shell. The ELC link is typically posted under the “Content” section, within “Course Materials,” by the first or second week of the semester.

For practicum and clinical internship placements, students must access ELC directly via the Monmouth University portal at <https://monmouth.tevera.app/>. It is strongly recommended that, after initial access through a core course on eCampus, students bookmark the ELC URL and update their password to ensure timely and secure access for field placement activities.

\*Please note: students must still complete the initial ELC linkage through their core course on eCampus, even if they plan to access ELC directly for field placement purposes.\*

*Changing your password: when you are the ELC homepage, click on your initials located on top righthand corner. Once you click on your initials, a box will appear, click on change password.*

### **Field Placement Process on ELC**

Students must apply for practicum and clinical internship I and II (If the student chooses to take a third (III) internship as an elective, same process applies) through ELC.

#### **Student must follow these steps:**

1. Navigate to the Experiential Learning Cloud (ELC) homepage and select the “Site Placements” tab.
2. The pre-application task for practicum and clinical internship will appear. Begin by selecting the field placement experience for which you are prepared to apply.
3. Complete the field placement application, sign it, and submit it to the Director of Field Placement for review. Upload your academic audit for approval as part of this process. The academic audit may be downloaded from your MU Portal via the WebAdvisor tab under the “Registration” section.
4. Once both the field placement application and academic audit have been approved by the Director of Field Placement, the subsequent steps will become available on ELC.
5. If the selected site is not currently affiliated with the department, you must complete the Site Qualification Form and submit it to the Director of Field Placement for approval.

6. If the site qualification process is not required, proceed by selecting “Choose a Site.” Search for your intended site, click “Start,” and the Field Placement Agreement will appear. Click the plus sign icon to begin completing the agreement. Once all required fields are completed, click “Submit.” A confirmation box will appear with two dropdown menus: one to assign your site supervisor and the other to assign the Director of Field Placement.

7. During the site selection process, you will also designate your site supervisor. If the supervisor’s name does not automatically populate after selecting the site, use the search function to locate them. If the supervisor cannot be found, contact the Director of Field Placement for assistance. Once the supervisor is selected, they will receive a notification prompting them to upload their professional license, curriculum vitae (CV), and documentation of supervision training.

8. Ensure that either you or your supervisor completes the Supervisor Record and enters the semester dates. Once all documentation is submitted and verified, final approval will be issued by the Director of Field Placement.

*Upon completion of the pre-application process and official enrollment in the practicum or clinical internship course within the Experiential Learning Cloud (ELC), student-interns will gain access to course assignments and timesheet documentation for ongoing completion and submission.*

**ELC Support: [support@lumivero.com](mailto:support@lumivero.com)**



## Appendix C

### Definition of Hours for Practicum and Clinical Internship

Student-interns enrolled in practicum and clinical internship are required to document their field experience using the Hours Log in the Experiential Learning Cloud (ELC), formerly known as Tevera. This log must be submitted weekly and at the end of the semester to verify compliance with minimum course requirements. Practicum (PC-595) requires a minimum of 100 total hours per semester, including 50 hours of direct client contact. Clinical Internship (PC-680) requires a minimum of 300 total hours per semester, including 150 hours of direct client contact.

Accurate verification of the Hours Log is essential not only for course completion but also for future licensure documentation. The New Jersey Professional Counseling Board permits a maximum of 1,500 supervised field placement hours to be applied toward licensure. Please note that up to 100 hours exceeding the 300-hour minimum may be applied to the subsequent PC-680 course within the Clinical Mental Health Counseling (CMHC) program. This rollover is limited to the program level and does not apply on a per-semester basis. Hours accrued during Practicum may not be carried over to Internship.

Student-interns are responsible for accurately categorizing and recording their activities in the Hours Log each week. Supervisors must review and approve the log to ensure its validity. This documentation serves not only as verification for course completion but also as a record of supervised experience for future licensure applications.

The Hours Log in the Experiential Learning Cloud (ELC) includes multiple columns designed to capture the range of qualifying activities that contribute to a student-intern's total service hours at the clinical site. These categories reflect both direct and indirect service components and are essential for verifying compliance with course requirements and licensure eligibility.

To ensure clarity and consistency in documentation, the following definitions outline what qualifies under each category listed in the Hours Log:

**Direct Client Hours** (A minimum of 50 for Practicum and 150 for each Internship are required to pass the class):

The entries in these columns reflect the hours spent in direct client care (e.g., individual, family, group counseling, intakes/assessments, etc.). These may include solo or co-counseling/facilitating (individuals and groups) - the key is that the student is actively engaged in the counseling process. Shadowing a supervisor or another more experienced counselor does not

count as direct hours. It may count as Other Professional Activity Hours (under the Non-Direct Hours column).

### **Non-Direct Hours:**

- **Supervision:**

The program requirements state that the student must participate in at least one hour per week of individual supervision with their site supervisor. To ensure that such supervision is facilitated, it is advised that a regularly scheduled hour be used with the student's assigned supervisor.

Additional supervision hours, beyond these required ones, may include group supervision at the site and any additional supervision with a licensed supervisor there. Class hours cannot be counted into the site experience hours (the State Board might consider that double counting the hours with the educational credits).

- **Other Professional Activities:**

There are activities associated with the site assignment that count as Non-Direct Hours. These include documentation of client sessions, any training arranged for by the site, preparation for sessions (for example creating group activities, etc.,) and case discussions among interns and other staff at the site. Generally, all these activities take place at the site.

### **Procedure for Completing Hours Logs:**

Log entries should be made at least weekly and signed by the field supervisor and course professor each week. The total hours in a week should not exceed 30, as this is the maximum experience hours allowed by the state on a weekly basis. The site supervisor and MU class professor will support the students on a regular basis by reviewing the hours log with the student to ensure that all the requirements can be met by the end of the semester. If problems are foreseen, the professor will work with the student (and possibly the site supervisor and/or Field Placement Director) to determine a viable plan for the required hours to be achieved by the end of the semester, or plan alternative courses of action.



## **Appendix D**

### **Supervision Plan Template**

#### **Practicum/Clinical Internship Supervision Plan**

**(This form is due to the Course Instructor via ELC by the first week of each semester.)**

**Student Name:**

**Date:**

**Course (Practicum/Internship I, II, III):**

**Semester/Year:**

**Site:**

**Site Supervisor's Name:**

**Email:**

**Phone:**

**Expected number of student's direct hours (with client contact) per week in:**

Individual sessions:

Group sessions:

Families:

Couples:

Intakes/Assessments:

In-person:

Telehealth:

**Expected modalities for supervision (check all that apply):**

☐ Direct observation

☐ Case Review

☐ Audio tape (must be reviewed on site)

☐ Video tape

#### **Personal Learning Objectives for Supervisee:**

In the space below, please describe the student learning objectives to be addressed during the internship. Areas may include assessment, case conceptualization, treatment planning, documentation, discharge planning, crisis, ethical concerns, and clinical skills, such as listening, empathy, diagnostic skills, multicultural considerations, relationship building, and the like:



## Appendix E

### Student-Intern Informed Consent

As part of providing counseling, this clinical site supports the training of master's level students studying to become counselors from Monmouth University. The students are required to accumulate clinical supervised field experience in preparation for their degree and their license. Each master's level student is under weekly scheduled clinical supervision from a licensed professional who observes their work on a regular basis and supports them in providing you the best possible care. The master's level student receives weekly supervision from their clinical site supervisor and at Monmouth University.

You will be counseled by \_\_\_\_\_ who is a master's level student at Monmouth University. If you have any questions about the counseling provided, you contact the clinical supervisor at this site \_\_\_\_\_. This master's level student will be at this site from \_\_\_\_\_ to \_\_\_\_\_. If you are receiving care at the end of this timeframe, you will be properly transition to another practitioner.

The confidentiality of all information regarding your counseling will be fully protected. While our student-interns, counselors-in-training, discuss cases with their supervisors, they do not disclose any information which could be used to identify the client during these discussions. We work diligently to protect your privacy.

Client/Parent Signature: \_\_\_\_\_

Date:

\_\_\_\_\_

Counselor-in-training Signature: \_\_\_\_\_

Date:

\_\_\_\_\_



## **Appendix F**

### **Audio Recording Informed Consent**

You are being provided counseling by a master's level student who is training to be a counselor. During this process, your counselor-in-training will be receiving weekly supervision both at this clinical site as well as Monmouth University. The purpose of this supervision is to ensure that you receive the best possible counseling care by having many licensed professionals supervise the student.

We want to assure you that all the standard confidentiality requirements associated with your counseling will be observed. Your counselor-in-training may discuss your situation in supervision. However, at no time will that discussion contain data (name, address, etc.,) that could identify you. Confidential information will be fully protected as required by laws and ethical codes.

Part of this supervision is the detailed review of an audio recording of a counseling session. This is a critical piece of the education process, because it allows the supervisor to help the counselor-in-training with specific counseling skills through observing these skills directly. Every precaution will be taken so that confidential information is protected and the recording will be destroyed immediately after its use in supervision. If you have any questions about this process please discuss with your counselor-in-training or other agency professionals. We appreciate your participation and assure you that our primary goal is to provide you with the best possible counseling and that all your rights are protected in this process.

I, \_\_\_\_\_, give my consent to the audio recording of my counseling session. This is to allow my counselor-in-training to participate in detailed supervision by a clinical supervisor. This recording is to be used for the sole purpose of improving the counseling process and for the professional education connected with my counselor-in-training. My counselor-in-training, \_\_\_\_\_, is the sole owner of this recording and agrees not to use, or permit the use of my name in connection with this recording. It is agreed that this recording will be destroyed immediately after it is used in the supervisory session.

Client/Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Counselor-in-training: \_\_\_\_\_  
Date: \_\_\_\_\_



## Appendix G

### Professional Email Template for Field Placement

#### **PRACTICUM**

Dear \_\_\_\_\_,

My name is \_\_\_\_\_, and I am a graduate student at Monmouth University pursuing a Master's degree in Clinical Mental Health Counseling. I am reaching out to express my interest in completing my practicum experience at your [agency/school/hospital/facility] during the [Spring/Fall/Summer 20XX] semester.

My areas of interest in counseling include \_\_\_\_\_ and working with \_\_\_\_\_. I am particularly drawn to your organization because \_\_\_\_\_.

As part of my practicum, I am required to complete a minimum of 100 hours over the course of the semester, with at least 50 hours of direct client contact. Additionally, my program requires two recorded client sessions for academic supervision purposes; these recordings will be reviewed only in class under the supervision of a licensed professor.

I've attached my resume, which highlights both my professional background and relevant experiences that I believe would make me a valuable addition to your team. Please let me know if you have any questions or would like to discuss further. I would be grateful for the opportunity to contribute and learn from your team.

Thank you for your time and consideration. I look forward to hearing from you.

Best regards,

[Name]

[Contact Information]

#### **INTERNSHIP**

Dear \_\_\_\_\_,

My name is \_\_\_\_\_, and I am a graduate student at Monmouth University pursuing a Master's degree in Clinical Mental Health Counseling. I am reaching out to express my interest in completing my clinical internship experience at your [agency/school/hospital/facility] during the [Spring/Fall/Summer 20XX] semester.

My areas of interest in counseling include \_\_\_\_\_ and working with \_\_\_\_\_. I am particularly drawn to your organization because \_\_\_\_\_.

As part of my internship, I am required to complete a minimum of 300 hours over the course of the semester, with at least 150 hours of direct client contact. Additionally, my program requires one recorded client session for academic supervision purposes; this recording will be reviewed only in class under the supervision of a licensed professor.

I've attached my resume, which highlights both my professional background and relevant experiences that I believe would make me a valuable addition to your team. Please let me know if you have any questions or would like to discuss further. I would be grateful for the opportunity to contribute and learn from your team.

Thank you for your time and consideration. I look forward to hearing from you.

Best regards,

[Name]

[Contact Information]



## **Appendix H**

### **Practicum Application**

#### **MONMOUTH UNIVERSITY DEPARTMENT OF PROFESSIONAL COUNSELING FIELD PLACEMENT APPLICATION FOR PC595 – PRACTICUM**

Application for Semester:

- ☐ Fall (application deadline: June 1st)
- ☐ Spring (application deadline: October 1st)
- ☐ Summer (application deadline February 1st)

Year:

Student Name:

Student E-mail address:

I am applying to enroll in PC 595 Practicum and I have or will have the pre-requisites by the beginning of the course, and I have a grade of C+ or higher in all the below courses, except PC 505, 523, 526, and 550 which require a B or higher.

Counseling Credits

- ☐ 27 credits in counseling include (select all that apply):

Courses (New)

- ☐ PC 505: Mental Health Counseling
- ☐ PC 512: Psychopathology
- ☐ PC 550: Group Counseling
- ☐ PC 540: Intro to Alcohol & Drug Abuse
- ☐ PC 525: Counseling Theories
- ☐ PC 523: Intro to Counseling Skills
- ☐ PC 526: Case Conceptualization

By submitting this application, I understand that I will not be registered for the course until I have evidenced securing a site by submitting a completed Field Placement Agreement that is signed by the agency supervisor. In addition, I am aware of the professional objectives for students in the educational programs of the Department of Professional Counseling and am progressing toward those goals. I also agree to abide by the ACA Code of Ethics.

Student's Signature:

Date:

Field Placement Coordinator's Signature:

Date:



## **Appendix I**

### **Internship Application**

#### **MONMOUTH UNIVERSITY DEPARTMENT OF PROFESSIONAL COUNSELING FIELD PLACEMENT APPLICATION FOR PC680 – INTERNSHIP**

Application for Semester:

- ☐ Fall (application deadline: June 1st)
- ☐ Spring (application deadline: October 1st)
- ☐ Summer (application deadline February 1st)

Year:

This will be your:

- ☐ 1st 680
- ☐ 2nd 680
- ☐ 3rd 680

Student Name:

Student ID#:

Student Monmouth E-mail Address:

I am applying to enroll in PC 680 Internship and I have or will have the pre-requisites by the beginning of the course (You will also be required to upload your degree audit as another task).

Pre-requisites:

- ☐ 30 Credits in counseling
- ☐ PC 595: Practicum

By submitting this application, I understand that I will not be registered for the course until I have evidenced securing a site by submitting a completed Field Placement Agreement that is signed by the agency supervisor. In addition, I am aware of the professional objectives for students in the educational programs of the Department of Professional Counseling and am progressing toward those goals. I also agree to abide by the ACA Code of Ethics.

Student Signature:

Date:

Field Placement Coordinator's Signature:

Date:



## **Appendix J**

### **Practicum Field Placement Agreement**

#### **Student Information**

Term

- ☐ Fall (deadline July 1st)  
☐ Spring (deadline November 1st)  
☐ Summer (deadline March 1st)

Year:

Student Name:

Student ID:

Student Email:

Student Phone:

#### **Agency Information**

Agency Name:

Agency Address:

City:

State:

Zip Code:

Agency Phone:

#### **Site Supervisor Information**

First Name:

Last Name:

E-mail:

Phone #:

Select which you have training in:

Clinical Supervisor:

License #:

#### **Agency Director Information**

First Name:

Last Name:

E-mail:

Phone #:



## **Agreement**

THIS AGREEMENT is made on between Monmouth University (hereinafter referred to as “MU”) and:

In consideration of the mutual promises hereinafter contained, MU and AGENCY agree as follows:

### **1. Student:**

This Field Placement shall be for:

2. Term: This Agreement shall commence on: \_\_\_\_ and end on: \_\_\_\_

3. MU Responsibilities:

### **MU agrees:**

- a. To assume full responsibility for the planning and the execution of the curriculum for its students, including the administration, curriculum content and faculty appointments.
- b. To provide academic and supervisory support for all clinical assignments during the semester.
- c. To have full responsibility, through its faculty, for the evaluation and grading of all students
4. Agency Responsibilities:

### **The AGENCY/Supervisor agrees:**

- a. The MU student must complete at least 100 hours of service per semester, not over 30 hours per week, of which 50 hours must be direct counseling with clients (individual and group). 75% of direct counseling must be in-person.
- b. The student must record two (2) individual counseling sessions. Recordings must be listened to and assessed by the student’s clinical supervisor during on-site supervision.
- c. To provide MU with two (2) (midterm, week 6/7 and final, week 12-14) evaluations of students' performance during the clinical assignment.
- d. To provide students with weekly supervision by a licensed mental health professional (LPC, LCSW, or Licensed Clinical Psychologist).
- e. To provide an orientation of the site’s policy and procedures for the MU student, prior to start date, INCLUDING all emergency procedures.
- f. To communicate with MU Professor and Director of Field Placement with any and all concerns regarding student progress.
- g. A minimum of one (1) hour of supervision with the MU student once a week. Dyad, Triad, or group supervision is also welcome as a supplemental learning.
- h. Clinical supervisor agrees to collaborate with MU Director of Field Placement about any and all concerns before termination of a student.
- i. Students’ educational records are protected by the Family Educational Rights & Privacy Act (FERPA) and that generally student permission must be obtained before releasing specific student data to anyone other than MU.
- j. Any grievance or complaint to Agency regarding the scope of services in this Agreement shall be referred to the Monmouth University Provost and Senior Vice President of Academic Affairs to be addressed in accordance with Monmouth University policies and procedures.

## **X. Prohibited Activities**

Students are prohibited from engaging in the following activities:

1. Interacting with clients prior to a signed Field Placement Agreement and proof of liability insurance, uploaded in ELC.
2. Transporting clients in any manner (agency vehicle, personal vehicle, etc.).
3. Student intern shall not go off site without approval by MU field placement professor.
4. Being alone in the building, as students must be accompanied a licensed mental health professional at all times.
5. Interning at two sites simultaneously in the same semester for their Practicum.
6. Handling any form of payment.
7. Interning for more than 30 hours/week.
8. Students are prohibited from administering drug screens on clients in any form (e.g., urine screens, hair screens, etc.) and will not be in the chain of custody.

**5. Non-Discrimination:** Both parties agree that they shall not discriminate on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, atypical hereditary cellular or blood trait, marital status, age, veteran status, disability, or any other legally protected class.

**6. Responsibility of Each Party:** Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, directors, or agents to the extent allowed by law. **8. Insurance:** Each party maintains that it has general liability and professional liability coverage.

**7. Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

**8. Breach/Cure:** If at any point during the time period in this Agreement, either party believes that the other party has breached the Agreement, prior to terminating the Agreement, the non-breaching party shall provide written notice of the breach to the breaching party and give the breaching party thirty (30) calendar days to cure the breach. If the breaching party does not satisfactorily cure the breach within the 30-day time period, the non-breaching party may terminate the Agreement upon written notice to the breaching party. Such termination shall be deemed effective as of the date of the breaching party's receipt of such notice. Upon termination as set forth in this section, and if mutually agreed upon by both parties in writing, such termination shall not become effective with respect to students enrolled and then participating in the clinical education experience until such time that the clinical education experience would ordinarily end for said students.

**9. Entire Agreement:**

This Agreement, its Attachments, and its Addendums supersede any and all other Agreements, either oral or in writing, between the parties with respect to the services of AGENCY for MU, and this Agreement contains all of the covenants and agreements between the parties with respect to this agreement for services. The parties agree that no oral representations or written representations, other than contained herein, were relied on by the parties, or form additional terms of this Agreement.

IN WITNESS WHEREOF, each of the undersigned has caused this Agreement to be duly executed in its name and on its behalf. By submitting this form, I certify that I have read and accept the student responsibilities and expectations as outlined in the attachments to this agreement. The site supervisor and I are aware of responsibilities and expectations detailed in the attachment to this document. A Supervision Plan has been completed with a copy of the site-supervisors license and vita attached. The Site-Supervisor will provide one hour of individual

supervision weekly, and complete biweekly progress reports and two detailed evaluations. The Site-Supervisor understands that I have to complete 100 hours of service, at least 50 of which must be direct face-to-face individual, or group counseling with clients.

☐ I agree to complete one (1) hour individual supervision with my supervisee once a week.

☐ I confirm my field placement site allows audio recordings.

☐ I attest I have been independently licensed for a minimum of two (2) years.

☐ I understand that the student intern is required to have direct counseling experience working with individual(s) for case presentations for the course requirements.

The above indicated field placement experience will include an average of: hours per week and will include ample time to satisfy the minimum direct and indirect hours requirement for the student's course.

AGENCY

By:

Date:

MONMOUTH UNIVERSITY

By:

Date:



## **Appendix K**

### **Internship Field Placement Agreement**

#### **Student Information**

Term

- ☐ Fall (deadline July 1st)  
☐ Spring (deadline November 1st)  
☐ Summer (deadline March 1st)

Year:

Student Name:

Student ID:

Student Email:

Student Phone:

#### **Agency Information**

Agency Name:

Agency Address:

City:

State:

Zip Code:

Agency Phone:

#### **Site Supervisor Information**

First Name:

Last Name:

E-mail:

Phone #:

Select which you have training in:

Clinical Supervisor:

License #:

#### **Agency Director Information**

First Name:

Last Name:

E-mail:

Phone #:

## **Agreement**

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### **2. Term:**

This Agreement shall commence on: \_\_\_\_\_ and end on: \_\_\_\_\_

### **3. MU Responsibilities:**

#### **MU agrees:**

- a. To assume full responsibility for the planning and the execution of the curriculum for its students, including the administration, curriculum content and faculty appointments.
- b. To provide academic and supervisory support for all clinical assignments during the semester.
- c. To have full responsibility, through its faculty, for the evaluation and grading of all students.
4. Agency Responsibilities:

#### **The AGENCY/Supervisor agrees:**

- a. The MU student must complete at least 300 hours of service per semester, not over 30 hours per week, of which at least 150 hours must be direct counseling with clients (individual and group). 75% of the direct counseling must be in-person.
- b. The student must record one (1) individual counseling sessions. Recordings must be listened to and assessed by the student’s clinical supervisor during on-site supervision.
- c. To provide MU with two (2) (midterm, week 6/7 and final, week 12-14) evaluations of students' performance during the clinical assignment.
- d. To provide students with weekly supervision by a licensed mental health professional (LPC, LCSW, or Licensed Clinical Psychologist).
- e. To provide an orientation of the site’s policy and procedures for the MU student, prior to start date, INCLUDING all emergency procedures.
- f. To communicate with MU Professor and Director of Field Placement any and all concerns regarding student progress.
- g. A minimum of one (1) hour of supervision with the MU student once a week. Dyad, Triad, or group supervision is also welcome as a supplemental learning.
- h. Clinical supervisor agrees to collaborate with MU Director of Field Placement about any and all concerns before termination of a student.
- i. Students’ educational records are protected by the Family Educational Rights & Privacy Act (FERPA) and that generally student permission must be obtained before releasing specific student data to anyone other than MU.
- j. Any grievance or complaint to Agency regarding the scope of services in this Agreement shall be referred to the Monmouth University Provost and Senior Vice President of Academic Affairs to be addressed in accordance with Monmouth University policies and procedures.

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5. Interning at two sites simultaneously in the same semester for their Practicum.
6. Handling any form of payment.
7. Interning for more than 30 hours/week.
8. Students are prohibited from administering drug screens on clients in any form (e.g., urine screens, hair screens, etc.) and will not be in the chain of custody.

**5. Non-Discrimination:** Both parties agree that they shall not discriminate on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, atypical hereditary cellular or blood trait, marital status, age, veteran status, disability, or any other legally protected class.

**6. Responsibility of Each Party:** Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, directors, or agents to the extent allowed by law. **8. Insurance:** Each party maintains that it has general liability and professional liability coverage.

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**9. Entire Agreement:**

This Agreement, its Attachments, and its Addendums supersede any and all other Agreements, either oral or in writing, between the parties with respect to the services of AGENCY for MU, and this Agreement contains all of the covenants and agreements between the parties with respect to this agreement for services. The parties agree that no oral representations or written representations, other than contained herein, were relied on by the parties, or form additional terms of this Agreement.

IN WITNESS WHEREOF, each of the undersigned has caused this Agreement to be duly executed in its name and on its behalf. By submitting this form, I certify that I have read and accept the student responsibilities and expectations as outlined in the attachments to this agreement. The site supervisor and I are aware of responsibilities and expectations detailed in the attachment to this document. A Supervision Plan has been completed with a copy of the site-supervisors license and vita attached. The Site-Supervisor will provide one hour of individual

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AGENCY

By:

Date:

MONMOUTH UNIVERSITY

By:

Date: