

# FIELD PLACEMENT HANDBOOK

DEPARTMENT OF PROFESSIONAL COUNSELING



MONMOUTH  
UNIVERSITY

DEPARTMENT OF PROFESSIONAL COUNSELING

*Attention: The department has implemented a computerized process for a portion of field placements. The Chalk and Wire software, already in use for outcome assessment, will be used for applications, documentation forms, and site & supervision qualification review forms. Thus, while this handbook still includes those forms in the Appendix, they are no longer being used in their paper versions. Additionally, field placement supervisory evaluations, self-evaluations of counseling skills, and student field placement reactions are also being done through Chalk & Wire. All of these indicated forms will be accessed, completed, and approved via this system. They are marked with a [C&W] notation. The other field placement forms will remain on paper. The process itself is still well described in the handbook.*

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## Introduction

The practice of Mental Health Counseling is defined as “the application of mental health, psychological or human development principles, through cognitive, affective, behavioral or systemic intervention strategies, that address wellness, personal growth, or career development, as well as pathology” (ACA, 1997). Monmouth University’s Department of Professional Counseling offers two graduate programs leading to master’s degrees that equip students with the theoretical and practical aspects of a career in counseling.

The **Master of Science in Clinical Mental Health Counseling** is a 60 credit program (the first of its kind in NJ) that allows the students to complete all the credits, including the core curriculum, required for Licensed Professional Counselor (LPC) licensure in NJ. Most other states have similar requirements and the National Certified Counselor credential. In addition, the program allows the students to pursue specialty areas and enhance their counseling skills with field experience. The Mental Health Counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The **Master of Arts in Addiction Studies** is a 33-credit program designed to prepare students to become addictions counselors who work with individuals, groups, couples and families impacted by various types of substance use and addictive disorders. Graduates are prepared to work within a variety of addictions treatment programs and agencies and eventually to practice privately. The Addictions Studies program was developed to meet the educational requirements for the LCADC (Licensed Clinical Alcohol and Drug Counselor), which is a New Jersey state license (However, it is the student’s responsibility to ensure acceptability by the licensing agency). The program is accredited by NASAC and INCASE.

A key part of all these programs is clinical experience. Students have the opportunity to complete up to 12 credits of supervised field experience, including counseling actual clients at University approved field sites. Each field experience is aided by close clinical supervision at the site, as well as at the University. This handbook will provide the students with the details of the requirements for such site experience, the process for selecting sites and all the details for completing the two phases, called the practicum (the initial field experience) and subsequent internships.

**PLEASE NOTE:** For students completing the Master of Arts in Addiction Studies program or Master of Science in Clinical Mental Health Counseling with an addiction studies concentration, please review the additional information regarding LCADC hours/requirements on pages 10-11.

## Field Placement in Counseling

The field placement experience is a vital and required component of graduate education in counseling. The practicum and internship provide opportunities for students in training to expand and enrich their personal and professional development by ensuring that they are provided the required supervised counseling experience. The field placement experience is also a requirement of the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), as well as the State of New Jersey. Field placement provides an opportunity to experience counseling under the direction of an “on-site” supervisor and a Monmouth University faculty member.

According to CACREP guidelines, counselors in training should have the following opportunities through their field placement experiences:

- 1) Experience in individual and group interactions;
- 2) Opportunities for students to counsel 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.

There are 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 particular client populations, in particular counseling modalities, and/or with particular presenting problems. The Field Placement Coordinator will assist all participating students through these experiences.

## **Overview of Field Experiences**

The field placement experience at Monmouth University is divided into a three credit Practicum (PC 595) and up to nine credits in Clinical Internships (PC680). The Practicum (PC 595) is the student's first off-campus counseling experience. As such, it is likely to be the first time the counseling student meets with a real client and the first time the student applies the body of knowledge of the counseling profession to helping another person. During the Practicum, through intense supervision, provided both off campus by the site supervisor, and on-campus by faculty members in group settings in a weekly class, the new counselor is ushered through initial experiences of counseling. The goal is to reach a higher level of autonomy, confidence and counseling knowledge and skills. Students in all master's level programs are required to complete the practicum.

The Clinical Internship (PC 680) assumes that the goals of the Practicum have been successfully accomplished. During the Clinical Internship, the student is again provided individual supervision by a qualified site supervisor and weekly group supervision by a Monmouth faculty member. The goal of the clinical internship is for the student to become a confident, independent and knowledgeable counselor, who is able to support clients and integrate her/his own skills with input from other appropriate sources. In both the Practicum and the Internship, students are evaluated both by their site supervisors and the supervising Monmouth faculty members. The feedback from these evaluations provides useful input to guide further professional growth. Students in the MS program are required to complete three semesters of Clinical Internship.

This handbook will provide information for students regarding the steps and timelines for application to register for either of the field placement experiences, the pre-requisites for each, and the requirements for successful completion. The necessary forms are also provided in the Appendices.

## **Student Responsibilities**

Students are required to take charge of their own field experiences. This handbook provides the necessary information for completing the steps of the placement and the actual counseling experiences and associated course requirements. The faculty and the field placement coordinator will be available at all times to support the students' growth throughout the field placements. This handbook is also available on our website to the field placement sites.

At the beginning of a clinical experience the student should meet with the site supervisor to determine mutually agreeable goals and expectations that are in line with the requirements of the Practicum and the Internship. These plans are summarized in a Supervision Plan. The Field Placement Coordinator and the Monmouth faculty will be in contact with the on-site supervisor to ensure that the value of the student's experience is maximized.

Students are expected to take the initiative to complete all the requirements that are specified for their field experience. The process steps and the associated documentation are provided in this manual. Students are required to ensure that all preparatory paperwork, evaluations, logs and approvals are completed.

A field experience is a great opportunity, but its value is very much dependent on the efforts expended by the students. Participants are strongly encouraged to take the initiative to get involved in diverse situations and work with diverse clients in diverse counseling modalities. Counseling careers can be shaped by these experiences.

## Student Checklist for Field Placement

(The forms mentioned here are in the Appendix and/or on Chalk & Wire.)

1. Complete Field Placement Application (FP-1) in Chalk & Wire and submit with your academic audit attached to your program advisor. It will automatically escalate to the Field Placement Coordinator upon advisor approval. This is the first step of the process and can begin when the choice of course sections are posted on WebAdvisor. You must choose at least 3 alternatives for course section (if available). Due dates are on the forms.
2. At least 2-3 months prior the start of your course, search for a placement site. A [list of sites](#) previously used is provided on the department website. Latest changes to the list may be available from the Field Placement Coordinator. If you wish to be at a placement that is not on the department's list, the Site & Supervision Qualification Review (FP-6) form must be completed on Chalk & Wire, then submitted to and approved by the Field Placement Coordinator.
3. Once you have obtained a commitment for a placement, complete the Documentation Form (FP-2) in Chalk & Wire and submit to the Field Placement Coordinator. This must be completed at least 2 weeks prior to the first class.
4. Registration can only be completed by the Field Placement Coordinator. Note that registration will only be completed after the student obtains a field site and sends in a completed Documentation Form (FP-2). **Registration may or may not be for the preferred section!** Order of registration is by the date of completion for the Field Placement Documentation Form (FP-2).
5. Obtain Student Liability Insurance before you start working at your site. This is available through the ACA [website](#) or at [www.HPSO.com](http://www.HPSO.com)
6. As early as possible, have the site complete the Field Placement Agreement Form (FP-2A/P or /I) then hand it in to Field Placement Coordinator with a copy of your supervisor's curriculum vitae and license. Obtain a completed Supervision Plan from your supervisor which should be handed in to the instructor the first day of the placement class.
7. During your field placement:
  - a. Make sure you become familiar with the agency operations
  - b. Attend required and relevant optional meetings
  - c. Learn all the documentation and operational procedures
  - d. Take all opportunities to attend professional meetings and seminars
  - e. Make sure you meet with your site supervisor for an hour each week (work with your supervisor on biweekly progress report if you are in a practicum).
  - f. Record sessions (at least 2 for Practicum, at least 1 for internship)
  - g. Keep accurate log of your hours and have your site supervisor sign the hours log each week (FP-3). The hours log will be scanned and submitted to your instructor in Chalk & Wire, as well as handed in on paper to your instructor at the end of the semester.
  - h. Complete self-evaluation at beginning and end of placement (FP-7) in Chalk & Wire.
8. Ensure that your site supervisor completes the online evaluation through Chalk & Wire at the middle and the end of the semester. These forms will arrive via e-mail.
9. Complete the Field Placement Reaction Form (FP-5) in Chalk & Wire.

## **Clinical Sites: Introduction**

The University has been working with many sites in several NJ counties and on occasion even out of state and outside the United States. These sites are selected via a qualification process that ensures that students are provided an adequate client load, a client base of sufficient diversity and site supervision that meets the requirements set forth by state and national licensure and accreditation boards.

Students may select sites based on their own interests, time constraints and geographic proximity. Students may also recommend additional sites to be qualified by the University. Agreements between the University and the sites will be defined based on the specific needs of the site.

The University appreciates the efforts of its training sites to support the students. It is expected that through the completion of all semesters of supervised field experiences, the students will develop the skills required for an entry-level professional counselor. This manual serves to support the implementation of the syllabus for each field experience course and serves to integrate the students' experiences in the field with those at school. The Field Placement Coordinator will be available to support the sites and the Graduate Professional Counseling Department in providing the best possible academic and practical experience for the students.

## **The Practicum**

### PC 595

The requirements for the practicum include 100 hours of service at the site, of which at least half is spent on direct client contact. Direct contact is defined as the student having full responsibility (potentially under direct supervisory observation) for counseling an individual or facilitating a group (or co-facilitating). *A qualified site supervisor must provide at least one hour of individual supervision each week.* The required qualifications for the site-supervisor are provided in the section on Qualification of Sites. In addition, *practicum students are required to record at least two counseling sessions.* These sessions are analyzed during individual, or group supervision. *Students must remain at their sites for the entire length of the course even if they have already exceeded the required hours.*

Group supervision is provided by the faculty for PC 595. Individual supervision is available to students when requested.

Formal evaluations are completed by the site-supervisor, at the middle and at the end of the semester.

Policy for taking an Incomplete in PC 595: Students must have completed at least 80% of their total hours in order to take an incomplete in the course.



## Requirements for Admission to Practicum (PC595)

- 1) Satisfactory progress in your graduate program as demonstrated by successful completion of at least 24 credits prior to the beginning of Practicum.
- 2) Completion of Mental Health Counseling (PC 505), Theories and Techniques (PC 525), Case Conceptualization (PC 526), Psychopathology (PC 512), Group Counseling (PC 550), Introduction to Alcohol and Drug Abuse (PC 540), and Introduction to Counseling Skills (PC 523) with grades of a B or above.
- 3) Satisfactory understanding and progress in the development of the professional objectives for students as outlined in the Graduate Student Handbook for Professional Counseling Students as assessed by the student's advisor.
- 4) The Field Placement/Practicum Application (FP-1/P) is due by April 1<sup>st</sup> for the summer, July 1<sup>st</sup> for the Fall and November 1<sup>st</sup> for the Spring semester. After the advisor's signature, submit to the Field Placement Coordinator. Registration cannot be completed until a Placement is obtained and a signed Documentation Form (FP-2/P) is provided to the coordinator.
- 5) Students should ensure that they begin to search for sites early in order to make sure that they can complete the process in time (For detailed steps of this process, see section on *Finding a Field Placement Site*).
- 6) After finding a site, the student is to ensure completion of the Documentation Form (FP-2/P) (and supporting documents) by the site personnel and submit it to the Field Placement Coordinator at least two weeks prior to the start of the semester. *The commitment of a site and completion of the Documentation Form are required before a student is actually registered for a PC595 class.* Please note that if a more customized legal Affiliation Agreement needs to be signed by the University and the Field Placement site, this process may take weeks.

## The Internship

Students seeking to complete MS degree and Post Masters' certification requirements and prepare for licensing are required to take two semesters of Clinical Internship courses (PC-680), and may elect to take a third one. *Each Internship course requires 300 site hours, of which at least 150 must be in direct client contact. Students may bank up to 100 site service hours (maximum of 50 direct) from a semester to be used as credit for the next semester, as long as the total hours for each of the courses are met. In all cases, the students must remain at their site for the entire length of each course, even if they have exceeded the required service hours. An hour of weekly individual site supervision must be provided by a qualified site supervisor (supervisor qualifications are detailed in the section on *Qualification of Sites*). At least one and a half hours of group supervision will also be provided on a weekly basis by the faculty for PC-680.* These small supervision groups will also help the student grow through shared experiences.

Formal evaluations of counseling skills and growth will be provided by the site-supervisor at the middle and at the end of the semester.

The goal of the internships is to grow the counseling skills of the counseling student. In addition

to direct counseling skills, the intern should engage in opportunities for other professional activities, such as lectures, meetings of professional associations, etc. An independent, confident entry level counselor should be the outcome of the experiences obtained during these internships. The student should be able to rely on their own knowledge development to help a diverse set of clients and be able to consult with peers to determine the best approaches for treatment.

Policy for taking an Incomplete in PC 680: Students must have completed at least 80% of their total hours in order to take an incomplete in the course.

### **Requirements for Admission to Internship (PC680)**

- 1) Satisfactory progress in your graduate program as demonstrated by successful completion of at least 30 credits prior to the beginning of Internship.
- 2) Satisfactory progress in the development of professional objectives as judged by the student's advisor and at least an average rating (a rating of 3) of such skills by the student's site and University supervisor during the practicum and previous field experiences (See Clinical Supervision Evaluation Form in Appendix).
- 3) Completion of Practicum (PC 595). If you are interning at an ADDICTIONS SITE, you must take Treatment of Alcohol and Drug Abuse (PC 542) as a co-requisite with internship.
- 4) The Field Placement/Practicum Application (FP-1/I) is due by April 1<sup>st</sup> for the summer, July 1<sup>st</sup> for the Fall and November 1<sup>st</sup> for the Spring semester. After signature by the advisor, submit form to the Field Placement Coordinator. The applications can be submitted as soon as the course sections are listed on web advisor.
- 5) Students approved for Internship may begin to apply to Field Sites for a placement (See next section on Choosing a Field Placement Site).
- 6) After a site is found, the student is to ensure completion of the Internship Documentation Form (FP-2/I) by the site personnel, including supporting document, by the site personnel and submit it to the Field Placement Coordinator. *The commitment of a site and completion of the Documentation form are required before a student can actually be registered for a PC680 class.* Please note that if an affiliation agreement needs to be signed by the University and the Field Placement site, this process may take weeks.

### **Field Placement Requirements for the Master of Arts in Addiction Studies & Master of Science in Clinical Mental Health Counseling with Addiction Studies Concentration**

The MA in Addiction Studies program requires that students complete one field placement course, PC 595 Practicum, which consists of 100 hours (50 hours direct client contact and 50 hours other agency hours e.g. supervision, charting, team meetings etc.). In order for these hours to count towards the LCADC license, students must be supervised by a licensed mental health professional (e.g. LPC, LCSW, Licensed Psychologist). That licensed individual should also have an alcohol/drug license or certification that verifies his or her expertise in addiction counseling. The LCADC is preferable to the Board, however there are licensed psychologists who may hold a Certificate of Proficiency in Addictions which is granted through the APA Practice Organization. Currently, the CCS (Certified Clinical Supervisor) is

not required for LCADC field supervisors, but the LCADC Board is trying to change the legislation to include the CCS in the future.

For the MS with Addiction Studies Concentration, the question often arises, “Can I use my field hours (both Practicum and Internships) towards my LPC and LCADC license.” The answer is “yes” but with some caveats. For example, if a student is working in an agency or program where they will be treating both individuals with mental health disorders AND individuals with substance use disorders OR treating people with co-occurring disorders (i.e. those who manifest both a substance use disorder and a mental health disorder concurrently), then they will be able to use those hours towards both licenses. The caveat is that the LPC Board will not allow students to use the 100 Practicum hours, as those hours are part of their Core Requirements and do not therefore count as field or experiential hours. However, the LCADC Board will count both Practicum and Internship hours, provided that the student meets the stipulations indicated above.

Students also ask if they can count Practicum or Internship hours towards the LCADC, if they work in a school setting, e.g. working under a Student Assistance Counselor (SAC). The answer is “yes” provided that the student’s supervisor is licensed and provided that they are working with students who are dealing with substance use disorders or who may be children of people with substance use disorders.

In order to ensure that the hours will count towards licensure, the LCADC Board has a form called the [Proposed Supervision Plan](#), which the student and their supervisor can fill out and send to the Board prior to the beginning of field placement hours. If approved, notification will be sent in writing by the Board. This same form can also be used once a student graduates from Monmouth and is accruing the remaining supervised experiential hours towards the total of 3000 hours required for the LCADC license.

## **Choosing a Field Placement Site**

### **Introduction**

Field placement is a highly individualized learning experience in which the trainee is met at the level of personal development, counseling knowledge, and skills that he/she brings to the experience.

Field placement facilitates an understanding of one's self, biases, and impact on others.

Field placement is composed of varied experiences to be determined by the particular needs, abilities, and concerns of the trainee, the training site, the class professor and the Field Placement Coordinator.

Direct counseling experience, supervision and consultation form the central core of field placement.

Self-assessment by the trainee is essential. In order to understand what development goals to set in the practicum and the internships, the students are required to complete self assessment instruments (See form FP-7).

Supervisory evaluation is an integral and on-going part of the field placement process.

With the above in mind, the students are encouraged to exercise initiative in selecting appropriate candidate sites for their field experiences. Selection criteria should include interests, diversity in client population and treatment approaches, availability of resources to support the placement and the likelihood that the hours required for the placement can be met. Students may identify candidates from the department's list of qualified sites, or propose new ones. Bear in mind that qualifying a new site and reaching affiliation agreements, if necessary, may take time. To initiate the qualification process for a new site, discuss it with the Field Placement Coordinator.

### **Qualifying a Field Placement Site**

The list of potential Field Placement Sites for Monmouth University is generated through referrals from faculty, self-nominations and previous participation in the program. The University will seek to obtain a wide range of settings that serve diverse populations. Students may also propose potential sites for their internship. Monmouth seeks to ensure that the students have the opportunity to serve clients with diverse cultural, economic and demographic characteristics. There are schools, public and private agencies and hospitals included on the list. A regularly updated list is available on the departmental website. If students find that the information is not up to date they should notify the Field Placement Coordinator so that corrections can be made.

To be an approved site the agency must complete and submit a site qualification form (FP-6) that details its professional purposes and activities, its resources, its commitment to students, the availability of assignments and the availability of a licensed supervisor (The license must be one of the following: LPC, LCSW, LMFT, licensed psychologist, or licensed psychiatrist). The candidate site must also follow the Ethical Guidelines of the American Counseling

Association. Students must also be familiar with these guidelines and are required to observe them. In addition the site must show that it has personnel qualified to provide supervision to Monmouth University students and provide the necessary physical and process resources to Monmouth interns to allow them to carry out their work successfully.

### **Internship or practicum at place of employment**

The fieldwork component of the graduate programs is designed to provide the counselor trainee with experiences that enhance their ability, promote their professionalism, and provide qualified supervision. As educational experiences, the measure of their success is how the trainees are exposed to all the core areas. Therefore, *students are generally discouraged from choosing their place of employment as a field placement site.* However, in exceptional cases, in which the student can demonstrate that the learning objectives can be fulfilled at their place of employment, a work setting may be approved. *It should be noted that generally a maximum of two semesters may be approved in a student's work setting. If a student is doing fieldwork at their place of employment it is critical that their site supervisor not be in their line of work supervision (this would be a dual role, which is not considered ethical and is potentially damaging to the student's experience).*

### **Diversity of experience requirement**

An additional requirement for ensuring a diversity of experiences is the need to choose at least two different field placements during the four semesters of field placement. Occasionally exceptions are made with the approval of the Field Placement coordinator.

### **Important note regarding the field placement experience**

It is important for the trainee to keep in mind that the richness of the Field Placement experience is directly related to the level of immersion in that experience. The benefit for you, the student, is enhanced if the placement site is willing to give you maximum responsibility and provides you with individual and group counseling opportunities. You should also get involved in site specific activities (staff meetings, case reviews and training courses), treatment and documentation processes). In addition, it is important that you be self-assured and request such involvement as early as possible. Your initiative is key to making this experience successful. It must also be kept in mind that there is a requirement in each field placement course that delineates the minimum number of direct service hours. Clients will not always be available to the trainee in accord with a restricted schedule. The greater the flexibility of the student, the more beneficial will be the experience.

## Securing a Field Placement

For both internship and practicum, the process of finding and securing a placement is the same. After considering the issues discussed in the above sections and after being approved by the department for Field Placement, students will choose candidate sites from the list of qualified and available sites on the departmental website (If a candidate site is not on the list of field sites qualified by Monmouth, the student should facilitate contact between the University and the site to ensure that such a qualification process is completed). The following steps are suggested for securing a placement. The University Field Placement Coordinator will be happy to assist you at any step of this process.

- 1) Following approval of your Application for Field Placement (See FP-1 Appendix 2), you can begin the search for a placement site. You should generate a priority list of sites (from the list on the departmental website, or ones of your own choosing) and begin to contact the sites. Contact information is available on the website. Additional help with finding and choosing sites is available from the Field Placement Coordinator.
- 2) One of the best, and preferred approaches is to contact via email. You can also apply for a field placement via a letter. You may indicate in the communication an approximate date on which you will call to follow up (one to two weeks later). You may also want to provide a vita, which should focus on your academic preparation and relevant work or volunteer experience. If you wish, or if a candidate site requests it, you may also obtain a customized letter of interest on MU stationery from the Field Placement Coordinator to be sent to prospective field sites. The letter would request the field placement, explain clearly the requirements of the placement, and request the opportunity to interview for placement consideration.
- 3) If you do not hear from the site, follow up with a telephone call or email requesting an interview.
- 4) Prepare for the Interview. Be prepared to discuss your goals and objectives of the field experience, your professional background and relevant volunteer experience, and your theory of counseling. Be prepared to ask informed questions regarding the nature of the agency to which you are applying, the structure of supervision at the agency and the client population served. Be prepared to discuss with the interviewer the requirements of the course you will be in and your availability. *It should go without saying that you are to be prompt to the interview, dressed professionally, and have a copy of your resume with you.*
- 5) Once accepted at a placement, be sure to fulfill any prerequisite requirements of the site (affiliation agreements, physicals, immunizations, background checks, etc.) prior to the start of the semester. Once you are accepted at a placement and you accept you are committed to that site. You should recognize that they are counting on you and will be missing support if you drop out.
- 6) *Prior to the start of the field placement experience, you are to obtain Student Liability Insurance (Information on the policy offered by the American Counseling Association is available at [www.counseling.org](http://www.counseling.org) and [www.HPSO.com](http://www.HPSO.com) . A copy of the insurance policy binder is to be given to both your site supervisor and your course professor.*
- 7) *You are responsible to be in a placement, with documentation of all pre-requisites completed, by the first class meeting of your Field Experience class.*

## **Field Placement Responsibilities**

### **The Student's Responsibilities**

1. After obtaining departmental approval for placement, select and arrange a placement setting prior to the first meeting of the practicum or internship class.
2. Obtain from the placement a commitment for the practicum, or internship, via the Documentation Form (C&W) and fulfill the requirements of your chosen site.
3. Obtain student liability insurance prior to the first practicum or internship class.
4. Submit the proof of student liability insurance and the supervision plan to your practicum or internship professor at the first class meeting.
5. Attend University class meetings and required group and individual supervision sessions at the site.
6. Make sure you receive an average of one hour of individual supervision per week at your site. Have your site supervisor sign your hour log weekly at these sessions. Work with your supervisor to ensure biweekly progress reports are submitted to MU during your practicum.
7. Fulfill all requirements of the Practicum or Internship course.
8. Ensure that documentation of clinical hours (FP-3) and field supervisor evaluations are submitted to the university prior to the deadlines for submission.
9. Complete the Student Reaction to Field Placement form.
10. Conduct yourself in a professional and ethical manner with supervisor, staff, and clients in accord with the Ethical Standards of the American Counseling Association. These standards are reviewed during required coursework prior to the Practicum.
11. Make copies of all important documentation.

### **The On-Site Field Supervisor's Responsibilities**

1. Orient the student to the placement site by providing information regarding agency philosophy, policy, procedures, administration, emergency procedure, community referral resources etc.
2. Assign specific cases and learning experiences.
3. Schedule and provide regular face to face supervision at least once per week and approve student hours log at each meeting.
4. Establish procedures for student to obtain emergency supervision if needed.
5. Assist student in the development of skills in clinical areas.
6. Evaluate students' progress through observation, supervision and other appropriate measures.
7. Document the number of hours the student has completed in direct service, supervision and other related activities.
8. Maintain contact with the University, including the completion of biweekly progress reports for practicum students. Advise the university immediately of any concerns.
9. Complete the evaluation instruments provided by the University.
10. Provide professional role modeling, encouraging the student's development.
11. Enable the Practicum student to audio or video tape at least 2 sessions for supervisory review.

## **University Field Placement Coordinator Responsibilities**

1. Assure that the student is academically and professionally prepared and meets the requirements for practicum/internship placement.
2. Assist the student in the selection of a placement that is appropriate to meet the goals of the program and the needs of the student.
3. Maintain contact with field placements to ensure proper placement rules and safety, and to maintain relationships.
4. Serve as a liaison between the University and the placement site to meet the needs of the site and the students.

## **University Faculty Responsibilities**

1. At the first class, collect the Insurance Binders, Supervision Plan, and Field Placement Agreement.
2. Be in contact with Field Supervisor. Receive and consider action as necessary regarding evaluations of student progress from field and University supervisors.
3. Collect and provide all documentation to the Field Placement Coordinator at the end of the semester.
4. Conduct course seminars and weekly group supervision with students.
5. Evaluate the student's progress based on on-campus and off-campus supervision and evaluation and the course requirements as described.



# APPENDIX-1

## Information for Practicum and Internship Site Supervisors MONMOUTH UNIVERSITY

The on-site supervisor plays a key role in the field placement experience and educational developmental of the counseling student. The supervisor serves as a professional role model and is often the student's first contact with professional counseling's service delivery and world of work. We look to the On-Site Supervisor as a partner in the education of our students and therefore seek supervisors who are knowledgeable in theories and techniques of professional counseling, mental health, human development, and issues of diversity that are important to the developing counselor.

The Department of Professional Counseling requires experiential coursework in the form of practicum and internship for all of its degree and certificate programs in accord with the requirements of CACREP and the State of New Jersey.

The University believes that supervised experiential learning, including practicum and internship, are necessary to add breadth and depth to students' development as counseling professionals. Practical experiences obtained as a part of our educational program should include individual and group counseling experience as well as professional experiences in psychoeducational program planning and implementation, case consultation, in direct service activities, and group and individual supervision.

This section of the handbook is organized according to questions frequently asked by site supervisors.

### Frequently Asked Questions

#### **How many credit hours and clock hours are needed to fulfill the field placement requirement?**

Students enrolled in the (33 credit) MA in Addiction Studies are required to complete the three credit Counseling Practicum course. The field placement requirement for this course is 100 hundred hours of experience, with at least fifty of them being in direct face-to-face counseling service.

Students enrolled in the MS in Clinical Mental Health Counseling, or in the Post-Masters Certificate in Professional Counseling complete a Practicum and a Clinical Internship Sequence focusing on mental health, consisting of at least 600 hours of service. This is comprised of up to three semesters of enrollment (3 credits each semester) in the Clinical Internship courses. The field placement requirement for each Clinical Internship course is 300 hours of experience with at least 150 hours of direct face-to-face counseling service.

#### **Can hours be banked from one semester to the next?**

A student can bank up to one hundred hours from one internship to the next. Thus they can complete 400 hours one semester and then only 200 the following for a total of 600, meeting the requirements for the two courses. Students cannot carryover hours from practicum to the first internship.

## **What are the requirements for an internship site supervisor?**

In accordance with the CACREP standards, the Department of Professional Counseling requires that site supervisors meet the following requirements:

- 1) a minimum of a master's degree in counseling or a related profession and licensed as a mental health professional;
- 2) minimum of two (2) years of pertinent professional experience in the program area in counseling and mental health,
- 3) knowledge of the program's expectations, requirements, and evaluation procedures for students.

In addition to these requirements we recommend that site supervisors be trained and if possible certified, in the practice of supervision. The Approved Clinical Supervisor (ACS) certificate is available from the Center for Credentialing and Education (CCE).

## **How and when do the students select an internship site?**

Students are required to secure their own placement and are encouraged to familiarize themselves with the nature of the population served, services provided, and support offered to students in considering potential placements. Students enter field placements at the beginning of any semester (Fall, Spring, or Summer) and they begin the process of seeking a placement very early in the semester prior to their placement.

Students whom you select for placement at your site will ask your assistance in completing the Site Agreement Form which will outline the agreement between your agency and the University. If your agency requires an additional affiliation agreement, please let the Field Placement Coordinator know and a standard agreement will be provided for your consideration and approval.

## **How qualified are the students who seek placement?**

Students seeking placement at your site from our program are young professionals seeking to practice and develop skills of the profession. They have met our criteria for continuation in the program and have been endorsed by their advisor as prepared for the level of field placement for which they are applying.

## **What type of Supervision must I provide to the student intern?**

The intern must receive at least one hour of individual supervision at the site each week. This clinical supervision should include a review of relevant cases, tapes or direct observations, and the student's reaction to the counseling experience. A key purpose is to have the student gain knowledge and confidence in counseling skills and in building therapeutic relationships. A supervision plan should be provided to the student and to the University very early in the semester (format is available in the Appendix). For practicum students, a biweekly progress form has to be completed in response to an email from the University.

## **What support will the University give to help me supervise students?**

The Professional Counseling Department recognizes that the supervision of student counselors is very generous contribution of time and effort on your part. We seek, therefore

to insure that we make administrative processes the least cumbersome possible, while fulfilling the necessary requirements of accountability for the student. The Field Placement Coordinator provides support for on-site supervisors and is available by telephone, e-mail to supervisors.

### **How can I help the intern get the most from her or his internship experience?**

Apart from evaluation and administrative requirements, the supervisor is free to provide structure for the student's experience, either formally or informally. However, a comprehensive internship should include the following important elements: orientation to the site, clear expectations, clear information and feedback, and evaluation of the intern and the internship experience.

#### **√ Introducing the Student to the Site**

Orientation normally encompasses a description of the organization's mission and goals, administrative structure, available training and resources, and policies and procedures. Of course, the student should be introduced to the staff members and have their various roles and duties explained. The student's lines of reporting and authority should be clarified. It is helpful if the intern is taught how the agency fits into the greater organizational picture, as well as the institutional mission.

The practical matters of availability of office space and assignment of a desk also should be addressed. Other staff members might need clarification of their responsibilities concerning the intern, particularly with regard to reporting and supervision. We hope the staff will be encouraged to interact with the student as a colleague and that supervisory lines are clear to everyone involved.

#### **√ Clear Expectations**

Structuring of the internship should be accomplished early in the student/supervisor relationship. This involves defining expectations of both student and supervisor, and describing agency rules, procedural guidelines, departmental norms, and expectations regarding work hours. The Supervision Plan to be provided to the University and the student in the beginning of the placement should be an excellent vehicle for documenting these expectations.

Because clear goals are as important as clear expectations, we ask the students to work with the supervisors to develop clear goals and objectives for the internship experience. The student's goals should identify specific learning outcomes and objectives and provide clear means to achieve those outcomes. These goals and objectives also serve as one aspect of the evaluation at the end of the semester.

#### **√ Clear Information and Feedback**

Putting the internship into action once expectations have been established requires supporting the student by providing access to information and giving feedback. The intern should be directed to literature, manuals, and other information resources that will help in preparing for and assimilating this new role. Additional input should be given by the supervisor to complement written material and provide on-going guidance. As a supervisor, you are very important in the provision of a sense of perspective regarding the agency's present role in the community, identifying future trends affecting agency policy, and to share insights regarding other professional issues.

Assessment and consultation through regular meetings or informal conversations should be planned in advance. These are opportunities to discuss the student's progress towards his or her objectives, conflicts or problems she or he may be having, or other

concerns. Most important, this is an important time for the student to receive on-going feedback.

The intern should be prepared to assume normal staff duties by first attempting them under closely supervised conditions. This is designed as a developmental learning experience and as such, challenge and support go hand in hand.

### **Beyond counseling techniques, what else should be included in student's experience?**

Students should learn how to use the documentation of the site, including intakes, case documentation, treatment plans and discharges. They should also become familiar with any computerized systems for these documents. In addition, support should be provided for using various assessment instruments, using print and computerized media for researching techniques, diagnoses and other counseling related information.

### **Do students have to record their client sessions?**

Practicum students are required to audio or videotape at least two client sessions. These are then used in supervision at the University. Site supervisors are also encouraged to make use of these tapes. Internship students are also required to record one session. It is felt that recording can improve a student's opportunity to improve various aspects of counseling. Direct observation has been empirically shown to provide the best supervisory data.

### **Evaluation of the student's performance**

Approximately halfway through the semester, the student will request that you review the goal statement with you. This mid-term evaluation is an important tool for corrective feedback and making adjustments to the goal statement. Near the end of the semester you will be asked for a final end-of-the-term evaluation of the student's work.

The evaluation of the intern is based upon the competencies as indicated on the Evaluation Form in the Appendix of the Field Placement Handbook. The evaluation form may serve a dual function. First, it is an objective rating of the student's progress. Its second purpose is to guide the content of your supervision throughout the semester. The evaluation form will be distributed to you at the beginning of the semester.

### **What if I have other questions?**

The Field Placement Coordinator is available to answer any question you may have regarding accepting a student or supervising a student once accepted at your facility. If there is information regarding a student that you feel is important for the program to have, please pass that along as well.

## **APPENDIX-2 FORMS FOR FIELD PLACEMENT**

### **FORMS 1/P and 1/I: APPLICATIONS FOR FIELD PLACEMENT**

To be submitted by all PC595 and PC680 students to their academic advisor via C&W.

Due dates:

11/1 for Spring Semester Field Placement

4/15 for Summer Semester Field Placement

7/1 for Fall Semester Field Placement

### **FORM 2/P AND 2/I: FIELD PLACEMENT DOCUMENTATION**

To be submitted by ALL field placement students via C&W at least two weeks prior to the first class to the Field Placement Coordinator.

### **FORM 2A/P AND 2A/I: PRACTICUM AGREEMENT, INTERNSHIP AGREEMENT**

To be submitted to the Field Placement Coordinator on paper.

### **FORM 3: FIELD PLACEMENT HOURS LOG**

To be submitted to course instructor on paper and via C&W.

### **FORMS 4/P and 4/I: FIELD PLACEMENT EVALUATION FORMS (online)**

To be completed by the supervisor and accessible to the course instructor via C&W.

### **FORM 5: STUDENT FIELD PLACEMENT REACTION FORM**

To be submitted to the course instructor via C&W.

### **FORM 6: SITE QUALIFICATION FORM**

To be submitted to the field placement coordinator via C&W when a new site is to be added to the list of approved sites.

### **FORM 7A and B: SELF-EVALUATION OF COUNSELING SKILLS**

To be submitted to course instructor at the end of the semester via C&W.

MONMOUTH UNIVERSITY
DEPARTMENT OF PROFESSIONAL COUNSELING
FIELD PLACEMENT APPLICATION FOR PC595 – PRACTICUM [C&W]

APPLICATION FOR SEMESTER: SUMMER (20\_\_\_) application deadline: April 1
FALL (20\_\_\_) application deadline: July 1
SPRING (20\_\_\_) application deadline: November 1

LAST NAME: FIRST NAME:

Student e-mail address:

Student phone (day): Student phone (alt):

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 B or higher in all these courses. (Attached is the current degree audit):

24 Credits in counseling INCLUDING: PC 505: Mental Health Counseling
PC 512: Psychopathology PC 526: Case Conceptualization PC 550: Group Counseling
PC 540: Intro to Alcohol & Drug Abuse PC 525: Counseling Theory and Technique

I understand that I will not be registered until I have a committed Field Placement and have submitted a completed Practicum Documentation Form (FP-2), with appropriate signatures, to our Field Placement Coordinator. 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 am also up-to-date on the ACA Code of Ethics and I agree to abide by them.

Student Signature Date

Faculty Endorsement

The above named student has met the course requirements for PC595 and demonstrated progress toward the goals outlined in the professional objectives of the Department of Professional Counseling and to the best of my knowledge is personally and academically prepared for Field Experience at the level listed above.

I therefore endorse the student for this placement.

Advisor Signature Date

This student has met all prerequisites and has a complete Documentation Form.

Field Placement Coord. Signature Date

You are required to provide at least 3 sections (from the class schedule for the semester for which you wish to register) which fit your schedule:

\_\_\_\_\_

Please note that while we will try to fulfill your requests, final registration decisions must be made in consideration of important administrative matters, including the need to sufficiently enroll enough sections to fulfill all student needs. Thus, in some cases you may not be registered for a section you requested.

Assigned Section Registered by Date

MONMOUTH UNIVERSITY

**DEPARTMENT OF PROFESSIONAL COUNSELING  
FIELD PLACEMENT APPLICATION FOR PC680 – INTERNSHIP [C&W]**

**APPLICATION FOR SEMESTER:**  SUMMER (20\_\_\_\_)      **application deadline: April 1**  
 FALL (20\_\_\_\_)      **application deadline: July 1**  
 SPRING (20\_\_\_\_)      **application deadline: November 1**

**This will be your:**    1st 680 \_\_\_\_\_                      2nd 680 \_\_\_\_\_                      3rd 680 \_\_\_\_\_

**LAST NAME:** \_\_\_\_\_                      **FIRST NAME:** \_\_\_\_\_

**Student id #:** \_\_\_\_\_                      **Student Monmouth e-mail address:** \_\_\_\_\_

**Student phone (day):** \_\_\_\_\_                      **Student phone (alt)** \_\_\_\_\_

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I am applying to enroll in PC 680 Internship and I have or will have the pre-requisites by the beginning of the course (**Attached is the current degree audit**):

\_\_\_\_\_ 30 Credits in counseling, **INCLUDING:**      \_\_\_\_\_ PC 595: Practicum

\_\_\_\_\_ I am interning at an addictions site and am registered to take the following course as a co-requisite with PC 680 internship (if applicable):      \_\_\_\_\_ PC 542: Treatment of Alcohol & Drug Abuse

I understand that I will not be registered until I have a committed Field Placement and have submitted a completed Internship Documentation Form (FP-2), with appropriate signatures, to our Field Placement Coordinator. 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 am also up-to-date on the ACA Code of Ethics and I agree to abide by them.

**Student Signature** \_\_\_\_\_                      **Date** \_\_\_\_\_

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**Faculty Endorsement**

The above named student has met the course requirements for PC680 and demonstrated progress toward the goals outlined in the professional objectives of the Department of Professional Counseling and to the best of my knowledge is personally and academically prepared for Field Experience at the level listed above. This student has had an average rating of at least 3 from previous field supervisors.

**I therefore endorse the student for this placement.**

**Advisor Signature** \_\_\_\_\_                      **Date** \_\_\_\_\_

**Field Placement Coord. Signature** \_\_\_\_\_                      **Date** \_\_\_\_\_

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**You are required to provide at least 3 sections (from the class schedule for the semester for which you wish to register) which fit your schedule:**

\_\_\_\_\_

Please note that while we will try to fulfill your requests, final registration decisions must be made in consideration of important administrative matters, including the need to sufficiently enroll enough sections to fulfill all student needs. Thus, in some cases you may not be registered for a section you requested.

**Assigned Section** \_\_\_\_\_                      **Registered by** \_\_\_\_\_                      **Date** \_\_\_\_\_

**MONMOUTH UNIVERSITY  
DEPARTMENT OF PROFESSIONAL COUNSELING  
PRACTICUM DOCUMENTATION FORM [C&W]**

This form is due to the Field Placement Coordinator at least two weeks prior to the first class  
\_\_SUMMER (20\_\_); \_\_FALL (20\_\_); \_\_SPRING (20\_\_)

LAST NAME: \_\_\_\_\_ FIRST NAME \_\_\_\_\_

Student id #: \_\_\_\_\_ Student e-mail address: \_\_\_\_\_

Student phone (day): \_\_\_\_\_ Student phone (alt) \_\_\_\_\_

AGENCY NAME \_\_\_\_\_

This Agency is Non-Profit \_\_\_\_\_ For Profit \_\_\_\_\_ Educational Inst. \_\_\_\_\_

AGENCY ADDRESS \_\_\_\_\_

AGENCY PHONE \_\_\_\_\_

AGENCY DIRECTOR \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

SUPERVISOR'S PHONE \_\_\_\_\_ SUPERVISOR EMAIL \_\_\_\_\_

SUPERVISOR'S LICENSE(S) \_\_\_\_\_ (PLEASE ATTACH COPY AND VITA)

DOES YOUR SUPERVISOR HAVE SUPERVISION CERTIFICATION? YES NO

If yes, please select which supervision certification your supervisor has:

ACS                  LCSW 20 Hour Clinical Supervision Class

NUMBER OF SUPERVISION COURSES TAKEN BY SUPERVISOR: \_\_\_\_\_

The above indicated field placement experience will include \_\_\_\_\_ hours per week from

\_\_\_\_\_ (Date) to \_\_\_\_\_ (Date) of direct and indirect professional counseling experiences.

**I have read and accept the student responsibilities and expectations as outlined in the attachments to this agreement).**

Student Signature and Date \_\_\_\_\_

**I have read and accept the site-supervisor responsibilities and expectations detailed in the attachment to this document). I have also completed and attached a Supervision Plan and provided a copy of my license and vita. I will serve as the Site-Supervisor and provide one hour of individual supervision weekly, and complete biweekly progress reports and two detailed evaluations for this student. I understand that this student has to complete 100 hours of service, at least 50 of which must be direct face-to-face individual, or group counseling with clients.**

Site-Supervisor's Signature and Date \_\_\_\_\_



## **Field Placement Responsibilities** **Practicum**

### **The Student's Responsibilities**

1. After obtaining departmental approval for placement, select and arrange a placement setting at least two weeks prior to the first meeting of the practicum or internship class.
2. Obtain from the placement setting an agreement for the practicum (FP2-P) and fulfill the requirements of your chosen site. Make sure all required attachments are completed and signed (copy of supervisor's license and vita). Submit forms to the Field Placement Coordinator no later than two weeks prior to the first class.
3. Obtain, prior to the first practicum class, student liability insurance.
4. Submit proof of student liability insurance and supervision plan to the course professor prior at the first class meeting.
5. Attend University class meetings and group supervision sessions.
6. Fulfill all requirements of the Practicum course (100 hours, 50 face-to-face; record two sessions, weekly supervision and two satisfactory evaluations). Ensure that biweekly progress reports are provided to the University by your supervisor.
7. Ensure that documentation of clinical hours (FP-3) and field supervisor evaluations via Chalk and Wire on the internet are submitted to the Field Placement Coordinator prior to the deadline for submission.
8. Complete the Student Reaction to Field Placement form.
9. Conduct yourself in a professional and ethical manner with supervisor, staff, and clients in accord with the Ethical Code of the American Counseling Association.

### **The On-Site Field Supervisor's Responsibilities**

1. Complete the Field Placement Agreement Form and provide required attachments (Supervision Plan, Copy of Current License and a vita).
2. Orient the student to the placement site by providing information regarding agency philosophy, policy, procedures, administration, etc.,
3. Assign specific cases and learning experiences and ensure student has the opportunity to complete 100 hours of service, including at least 50 hours of face to face counseling and the opportunity to record at least two client sessions.
4. Schedule one hour of regular face to face individual supervision once per week.
5. Assist student in the development of clinical skills.
6. Evaluate students' progress regularly and complete biweekly progress report to the University on form provided via e-mail every other week.
7. Sign weekly for the hours the student has completed in direct service, supervision and other related activities.
8. Maintain contact with the University's Field Placement Coordinator and advise the university immediately of any concerns.
9. Complete the evaluation instrument provided by the University and forward it to the Field Placement Coordinator in a timely manner.

### **University Field Placement Coordinator Responsibilities**

1. Assure that the student is academically prepared.
2. Assist the student in the selection of a placement that is appropriate to meet the goals of the program and the needs of the student.
3. Maintain contact with field supervisor through telephone, email or visits to monitor student progress.
4. Ensure that the required supervision on campus is provided to all students.

**Monmouth University  
 Department of Professional Counseling  
 PRACTICUM SUPERVISION PLAN  
 (This form is due to the Course Instructor)**

<b>Student Name:</b>		<b>Date:</b>	
		<b>Supervisor:</b>	
		<b>E-Mail:</b>	
		<b>Telephone:</b>	
<b>Expected number of client hours per week for student with:</b>			
<b>Couples:</b>		<b>Families:</b>	
		<b>Individuals:</b>	
		<b>Groups:</b>	
<b>Type of Supervision Modalities: (Check all that apply):</b>			
<b>Audio tape:</b>	<input type="checkbox"/>	<b>Video tape:</b>	<input type="checkbox"/>
		<b>Direct Observation:</b>	<input type="checkbox"/>
		<b>Case Review:</b>	<input type="checkbox"/>
<b>Personal Learning Objectives for Supervisee (areas include assessment, case analysis, treatment plans, documentation, discharge, crisis, ethical concerns, and client skills, such as listening, focusing, empathy, multicultural considerations and relationship building):</b>			

**MONMOUTH UNIVERSITY  
DEPARTMENT OF PROFESSIONAL COUNSELING  
PRACTICUM FIELD PLACEMENT AGREEMENT**

THIS AGREEMENT is made this \_\_\_ day of \_\_\_\_\_, 201\_\_ between Monmouth University (hereinafter referred to as "MU") and \_\_\_\_\_ (hereinafter referred to as "AGENCY").

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

**1. STUDENT:**

This Field Placement shall be for \_\_\_\_\_ (name of student).

The following attachments are made part of this Agreement:

- Attachment A: "Practicum Field Placement Agreement"
- Attachment B: "Field Placement Responsibilities"
- Attachment C: "Practicum Supervision Plan"

**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. That it will have full responsibility, through its faculty, for the evaluation and grading of all students.

**4. AGENCY RESPONSIBILITIES:**

The AGENCY agrees:

To provide the MU student with the opportunity to complete at least 100 hours of service per semester, of which 50 hours must be face to face counseling.

To allow the student to record at least 2 individual counseling sessions. If agency rules do not permit this, work with the student's instructor to arrange an alternate session observations opportunity.

To provide MU with two (2) evaluations of students' performance during the clinical assignment.

- d. To provide students with weekly supervision by a licensed mental health professional.
- e. To provide an orientation of its plants, facilities, and procedures for MU's students and faculty.
- f. To communicate with MU any and all concerns regarding student progress in a timely fashion.

**5. TERMINATION OF STUDENT:**

The parties hereto mutually agree that any determination to terminate any student's participation in the program, at any time, shall be mutually discussed and determined by the parties.

**6. 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.

**7. 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.

**9. INDEPENDENT CONTRACTOR:**

Both AGENCY and MU are independent contractors. It is not intended that an employer/employee, joint venture, or partnership agreement be established hereby expressly or by implication between AGENCY and MU.

**10. GOVERNING LAW:**

This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

**11. 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 Addendum to be duly executed in its name and on its behalf.

MONMOUTH UNIVERSITY

AGENCY

By: \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**MONMOUTH UNIVERSITY  
DEPARTMENT OF PROFESSIONAL COUNSELING  
INTERNSHIP DOCUMENTATION FORM [C&W]**

This form is due to the Field Placement Coordinator at least two weeks prior to the first class  
\_\_SUMMER (20\_\_); \_\_FALL (20\_\_); \_\_SPRING (20\_\_)

LAST NAME: \_\_\_\_\_ FIRST NAME \_\_\_\_\_

Student id #: \_\_\_\_\_ Student e-mail address: \_\_\_\_\_

Student phone (day): \_\_\_\_\_ Student phone (alt) \_\_\_\_\_

AGENCY NAME \_\_\_\_\_

This Agency is Non-Profit \_\_\_\_\_ For Profit \_\_\_\_\_ Educational Inst. \_\_\_\_\_

AGENCY ADDRESS \_\_\_\_\_

AGENCY PHONE \_\_\_\_\_

AGENCY DIRECTOR \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

SUPERVISOR'S PHONE \_\_\_\_\_ SUPERVISOR EMAIL \_\_\_\_\_

SUPERVISOR'S LICENSE(S) \_\_\_\_\_ (PLEASE ATTACH COPY AND VITA)

DOES YOUR SUPERVISOR HAVE SUPERVISION CERTIFICATION? YES NO

If yes, please select which supervision certification your supervisor has:

ACS                  LCSW 20 Hour Clinical Supervision Class

NUMBER OF SUPERVISION COURSES TAKEN BY SUPERVISOR: \_\_\_\_\_

The above indicated field placement experience will include \_\_\_\_\_ hours per week from

\_\_\_\_\_ (Date) to \_\_\_\_\_ (Date) of direct and indirect professional counseling experiences.

**I have read and accept the student responsibilities and expectations as outlined in the attachments to this agreement).**

Student Signature and Date \_\_\_\_\_

**I have read and accept the site-supervisor responsibilities and expectations detailed in the attachment to this document). I have also completed and attached a Supervision Plan and provided a copy of my license and vita. I will serve as the Site-Supervisor and provide one hour of individual supervision weekly, and complete biweekly progress reports and two detailed evaluations for this student. I understand that this student has to complete 100 hours of service, at least 50 of which must be direct face-to-face individual, or group counseling with clients.**

Site-Supervisor's Signature and Date \_\_\_\_\_

## **Field Placement Responsibilities** **Internship**

### **The Student's Responsibilities**

1. After obtaining departmental approval for placement, select and arrange a placement setting at least two weeks prior to the first meeting of the internship class.
2. Obtain from the placement setting an agreement for the practicum (FP2-I) and fulfill the requirements of your chosen site. Make sure all required attachments are completed and signed (copy of supervisor's license and vita). Submit forms to the Field Placement Coordinator no later than two weeks prior to the first class.
3. Obtain, prior to the first internship class, student liability insurance.
4. Submit proof of student liability insurance and supervision plan to the course professor at the first class meeting.
5. Attend University class meetings and group supervision sessions.
6. Fulfill all requirements of the Internship course (300 hours, 150 face-to-face; record session, weekly supervision and two satisfactory evaluations).
7. Ensure that documentation of clinical hours (FP-3) and field supervisor evaluations on Chalk and Wire survey are submitted to the Field Placement Coordinator prior to the deadline for submission.
8. Complete the Student Reaction to Field Placement form
9. Conduct yourself in a professional and ethical manner with supervisor, staff, and clients in accord with the Ethical Code of the American Counseling Association.

### **The On-Site Field Supervisor's Responsibilities**

1. Complete the Field Placement Agreement Form and provide required attachments (Supervision Plan, Copy of Current License and a vita).
2. Orient the student to the placement site by providing information regarding agency philosophy, policy, procedures, administration, etc.,
3. Assign specific cases and learning experiences and ensure student has the opportunity to complete 300 hours of service, including at least 150 hours of face to face counseling and the opportunity to record at least two client sessions, or provide direct supervision for at least two sessions.
4. Schedule one hour of regular face to face individual supervision once per week.
5. Assist student in the development of clinical skills.
6. Evaluate students' progress regularly coordinate as necessary with the University professor on.
7. Sign weekly for the hours the student has completed in direct service, supervision and other related activities.
8. Maintain contact with the University's Field Placement Coordinator and advise the university immediately of any concerns.
9. Complete the evaluation instrument provided by the University and forward it to the Field Placement Coordinator in a timely manner.

### **University Field Placement Coordinator Responsibilities**

1. Assure that the student is academically prepared.
2. Assist the student in the selection of a placement that is appropriate to meet the goals of the program and the needs of the student.
3. Maintain contact with field supervisor through telephone, email or visits to monitor student progress.
4. Ensure that the required supervision on campus is provided to all students and student progress is coordinated with field supervisor.

**Monmouth University**  
**Department of Professional Counseling**  
**INTERNSHIP SUPERVISION PLAN**

(This form is due to the Course Instructor)

Student Name:		Date:	
		Supervisor:	
		E-Mail:	
		Telephone:	
Expected number of client hours per week for student with:			
Couples:		Families:	
		Individuals:	
		Groups:	
Type of Supervision Modalities: (Check all that apply):			
Audio tape:	<input type="checkbox"/>	Video tape:	<input type="checkbox"/>
		Direct Observation:	<input type="checkbox"/>
		Case Review:	<input type="checkbox"/>
Personal Learning Objectives for Supervisee (areas include assessment, case analysis, treatment plans, documentation, discharge, crisis, ethical concerns, and client skills, such as listening, focusing, empathy, multicultural considerations and relationship building):			



MONMOUTH UNIVERSITY  
DEPARTMENT OF PROFESSIONAL COUNSELING  
**INTERNSHIP FIELD PLACEMENT AGREEMENT**

FP2-A/I

THIS AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_, 201\_\_ between Monmouth University (hereinafter referred to as "MU") and \_\_\_\_\_ (hereinafter referred to as "AGENCY").

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

**1. STUDENT:**

This Field Placement shall be for \_\_\_\_\_ (name of student).

The following attachments are made part of this Agreement:

Attachment A: "Internship Field Placement Agreement"

Attachment B: "Field Placement Responsibilities"

**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. That it will have full responsibility, through its faculty, for the evaluation and grading of all students.

**4. AGENCY RESPONSIBILITIES:**

The AGENCY agrees:

The provide MU students the opportunity to complete at least 300 hours of service per semester, of which at least 150 hours must be face to face counseling.

To provide MU with two (2) evaluations of students' performance during the clinical assignment.

To provide students with weekly supervision by a licensed mental health professional.

To provide an orientation of its plants, facilities, and procedures for MU's students and faculty.

To communicate with MU any and all concerns regarding student progress in a timely fashion.

**5. TERMINATION OF STUDENT:**

The parties hereto mutually agree that any determination to terminate any student's participation in the program, at any time, shall be mutually discussed and determined by the parties.

**6. 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.

**7. 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.

**9. INDEPENDENT CONTRACTOR:**

Both AGENCY and MU are independent contractors. It is not intended that an employer/employee, joint venture, or partnership agreement be established hereby expressly or by implication between AGENCY and MU.

**10. GOVERNING LAW:**

This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

**11. 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 Addendum to be duly executed in its name and on its behalf.

MONMOUTH UNIIVERSITY

AGENCY

By: \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**MONMOUTH UNIVERSITY  
FIELD PLACEMENT HOURS LOG:**

**Student:** \_\_\_\_\_

**Semester:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Professor:** \_\_\_\_\_

**Placement Site:** \_\_\_\_\_

**Semester/ year:** \_\_\_\_\_

Week	Direct Client Hours			TOTAL Direct Client Hours	Super- Vision	Other Prof. Activity hours	Total Site Hours	Site Supervisor's Signature	Date
	Ind. Client	Group Client	Family/ Or Couples						
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
<b>TOTAL</b>									

**TOTAL DIRECT CLIENT HOURS**

**TOTAL HOURS**

For internship only:

Total hours to apply to current course    Direct hours: \_\_\_\_\_    Total hours \_\_\_\_\_

Total hours to bank for next PC 680    Direct hours: \_\_\_\_\_    Total hours \_\_\_\_\_

**PLEASE COMPLETE EACH WEEK AT SUPERVISION AND GIVE TO COURSE  
PROFESSOR AT THE END OF THE SEMESTER**

**The Field Placement Supervisory Evaluation for Practicum and Internship are now being completed online through Chalk & Wire.**

**The Student Field Placement Reaction form is now being completed online through  
Chalk & Wire.**

**MONMOUTH UNIVERSITY  
SITE & SUPERVISION QUALIFICATION REVIEW FORM [C&W]**

Student Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Describe Purpose of Organization \_\_\_\_\_

Is your agency **for profit** \_\_\_\_\_ **not for profit** \_\_\_\_\_ **educational institution** \_\_\_\_\_

Describe Client Base of Organization: \_\_\_\_\_

Is your client demographic representative of the demographic diversity of the community? \_\_\_\_\_

Name of Clinical Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Degree: \_\_\_\_\_

License: (Circle One): LPC LMFT LCSW Licensed Psychiatrist Licensed Psychologist

Does the Clinical Supervisor have a minimum of 2 years of pertinent professional experience working in the mental health field? \_\_\_\_\_

If yes to the previous question, does the Clinical Supervisor have supervision training?

ACS                      LCSW 20 Hour Clinical Supervision Class

Will Clinical Supervisor be able to schedule weekly face to face supervision with student for 1 hour per week, throughout the internship? \_\_\_\_\_

Will the student be able to fulfill the required amount of hours over the course of the semester (100 hours for practicum with at least 50 hours of direct contact with clients; 300 hours for internship with at least 150 hours of direct contact with clients)? \_\_\_\_\_

Will student have the opportunity to develop program-appropriate electronic recording of the student's interactions with clients for the use of supervision? \_\_\_\_\_

Will the student have receive training about the site (procedures, safety information, work processes, etc.)? \_\_\_\_\_

Will student have the opportunity to become familiar with a variety of professional activities in addition to direct service (e.g. Staff meetings, record keeping, in-service): \_\_\_\_\_

Will student have the opportunity to use a variety of professional resources (e.g. Assessment instruments, technologies, research)? \_\_\_\_\_

Will student be required to perform drug and alcohol screening on clients? \_\_\_\_\_

If yes to the previous question, what type of drug and alcohol screen (urine, saliva, etc.)? \_\_\_\_\_

Will student be required to monitor client drug and alcohol screening? \_\_\_\_\_

Does the organization provide a confidential setting for counseling in accordance with the ACA Ethics Code? \_\_\_\_\_

Do you meet the attached requirements for a Monmouth University Placement Site?

Yes \_\_\_\_\_ No \_\_\_\_\_ If No, describe exceptions: \_\_\_\_\_

Do you require a formal Affiliation Agreement? \_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Title:

**Return form to Dr. Gary Handler, Field Placement Coordinator  
Department of Professional Counseling  
Monmouth University, West Long Branch, NJ 07764**



**MONMOUTH UNIVERSITY**  
**QUALIFICATION REQUIREMENTS FOR CLINICAL SITES**

- 1) Understand and implement the Ethical Guidelines of the American Counseling Association (Specific attention to issues of confidentiality, record keeping, etc.).
- 2) Provide adequate space and support for trainee.
- 3) Allow practicum students to record at least 2 sessions per semester and internship students at least 1 session.
- 4) For Practicum students, provide biweekly progress reports to the University. You will be prompted via e-mail and a simple form to fill out will be made available.
- 5) Provide opportunity for 100 hours of service (at least 50 hours direct client contact) for Practicum students and 300 hours of service (at least 150 hours of client contact) for Interns.
- 6) For each student, provide a qualified supervisor who meets the University's requirements.

In accord with the CACREP standards, the Department of Professional Counseling requires that site supervisors meet the following requirements:

- a) A minimum of a master's degree in counseling or a related profession and licensed as a mental health professional (LPC, LCSW, Licensed Marriage and Family Therapist, Licensed Psychologist or Psychiatrist)
  - b) Minimum of two (2) years of pertinent professional experience in the area of counseling and mental health,
  - c) Knowledge of the Monmouth program's expectations, requirements, and evaluation procedures for students.
- 7) Agree to and carry out the supervisory requirements for all students, including providing evaluations to the University by completing the standardized evaluations forms provided.
  - 8) If your agency is for profit please recognize that while our students are considered exempt from the licensing law for hours of service during a site placement for a course, they are not exempt if they are counseling for you outside the course (salaried or even as a volunteer). In the latter case they and you are subject to fines by the State and their licensing can be delayed significantly. In such a situation they can only counsel after they receive a license.

## **THE ROLE OF THE ON-SITE SUPERVISOR**

The on-site supervisor plays a key role in the field placement experience and educational developmental of the counseling student. The supervisor serves as a professional role model and is often the student's first contact with professional counseling's service delivery and world of work. We look to the On-Site Supervisor as a partner in the education of our students and therefore seek supervisors who are knowledgeable in theories and techniques of professional counseling, mental health, human development, and issues of diversity that are important to the developing counselor.

### **THE ON-SITE FIELD SUPERVISOR'S RESPONSIBILITIES**

1. Orient the student to the placement site by providing information regarding agency philosophy, policy, procedures, administration, etc.
2. Assign specific cases and learning experiences.
3. Schedule regular one hour face to face supervision at least once per week.
4. Establish procedure for student to obtain emergency supervision if needed.
5. Assist student in the development of skills in clinical areas.
6. Evaluate students' progress through observation, supervision, and other appropriate measures.
7. Assist the student in documenting the number of hours completed in direct face to face client contact, supervision, and other related activities.
8. Maintain contact with the University's Field Placement Coordinator and advise the university immediately of any concerns.
9. Complete the evaluation instrument provided by the University both in the middle and at the end of the semester and forward it to the Field placement coordinator in a timely manner.
10. Provide professional role modeling, encouraging the professional development of the student.

**The Self-Evaluation of Counseling Skills is now being completed online through Chalk & Wire.**



**MONMOUTH  
UNIVERSITY**

DEPARTMENT OF PROFESSIONAL COUNSELING

## **Consent for Audio or Video Taping**

As you already know you are being provided counseling by a graduate student who is training to be a counselor. During this process your counselor will be receiving supervision both here at the agency as well as at the university. The purpose of this supervision is to ensure that you receive the best possible treatment and that the student grows from this experience.

We want to assure you that all the standard confidentiality requirements associated with your counseling will be observed. Your counselor may discuss this case 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 or video tape of a counseling session. This is a critical piece of the education process, because it allows the supervisor to help the counselor with specific counseling skills through observing these skills directly. Every precaution will be taken so that confidential information is protected and the tape will be destroyed immediately after its use in supervision. If you have any questions about this process please discuss them with you counselor, or other agency personnel. We appreciate your participation and assure you that our number one goal is to provide you with the best possible treatment and that all your rights are protected in this process.



**MONMOUTH  
UNIVERSITY**

DEPARTMENT OF PROFESSIONAL COUNSELING

### **Consent Form for Audio or Video Taping**

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

\_\_\_\_\_  
Client (or parent/guardian for a minor)

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Date