

ORIENTATION Fall 2018
Pamela Cogdal, PhD.
Clinical Counseling Coordinator
of Prac/Internships

Dept. of Counseling, Educational
Psychology & Research

GUIDELINES

COUNSELING PRACTICUM AND
INTERNSHIP GUIDELINES
FOR THE
GRADUATE COUNSELING PROGRAM
AT THE UNIVERSITY OF MEMPHIS

PRACTICUM & INTERNSHIP

- **Practicum is the First Level of Field Experience**
- **Internship is the Advanced Level of Field Experience**

In order to be assigned an Internship, student must have successfully completed Practicum requirements and have received an "S" (Satisfactory) for the grade and an average of 2 scoring for Masters and 3 for Doc

COMPONENTS OF PRACTICUM

- 100 total hours for the semester/5 Tapes
 - 60 hours = Direct client contact
 - 90 hours = Indirect client contact
 - 1 hour/week = on site supervision**
 - 1 hour/week = Individual supervision on UM campus
 - 1.5 hours/week = Group supervision on UM campus
- Practicum class size = No more than 6 persons

Pre-Prac Requirements

- Foundations
- Theories
- Group
- Clinical Techniques
- DSM5 Coun 7630
- Cpsy 7700 (recommended)
- Addictions if you plan to go to an addiction site!

Direct and Indirect Defined

- Direct hours are client service sessions – Time you have spent with your client/student. It might be family/parents of client or for school it might be a guidance session in a classroom.
- If direct services are group related– you only receive contact hours for the amount of time spent in group.
- Indirect hours are the professionally related experiences such as case note writing, client report writing, assigned readings (by site), professional workshops/seminars. It is NOT homework for classes or driving to site.

COMPONENTS OF INTERNSHIP

■ **Part Time Internship**

- 300 Total hours during the semester
- 120 hours = Direct client hours
- 180 hours = Indirect client hours
 - **1 hour/week – Onsite supervision**
 - @2 hours/week – Group supervision on UM campus
 - Intern class size – 12 maximum

COMPONENTS OF INTERNSHIP (cont)

- **Full Time Internship**

- 600 Total hours during the semester
- 240 hours = Direct client contact
- 360 hours = Indirect client contact
 - **1 hour/week – Site supervision**
 - 2 hours/week – Group supervision on UM campus

Site Supervisor Qualifications

- Must hold a minimum of a masters degree or higher (M.A., M.S., Ed.S., Ph.D., Ed.D., etc) in Counseling or counseling related field
- School counselors must have state school counselor certification
- Must have been working in the field for a minimum of 2 years
- Must be able to offer P/I student a minimum of 1 hour/week of onsite supervision
- Must provide P/I Coordinator his/her professional resume

REQUIRED PAPERWORK

- Contract/agreement signed by Student & Site Supervisor & Internship Coordinator *
 - Site Supervisor's resume
 - Proof of Student Liability Insurance Coverage
 - Volunteer Hours Signed Off for School
 - No hours can be logged in by the student until all paperwork is submitted and/or approved by the Internship Coordinator
- * Note Affiliation Agreement must be on file.

REQUIRED PAPERWORK (cont)

- **Midterm Evaluation by Site Supervisor**

- The midterm evaluation goes to the P/I Coordinator (Can go through group leader)

- **Final Evaluation by Site Supervisor**

- The final evaluation goes to the P/I Coordinator (Can go thru group leader)

On-Site Supervision of Counselors in Training

- Clinical Supervision is an ongoing educational process
- The supervisor aids the supervisee in acquiring appropriate professional behavior through an examination of the supervisee's professional activities

GOALS OF SUPERVISION

- Teaching and Learning

Role of the University Supervisor

- Client-Monitoring

Role of the On-site Supervisor

Focus is on Client Welfare

On Site Supervision Goals

- Enhancing Professional Functioning
- Monitoring Client Care
- Ensuring quality care for the client
- Addressing professional development of the supervisee
- Providing Clinical experiences – Site is Clinical in nature at Intern level

Supervisory Relationship

- Important for the personal and professional growth of the supervisee
- Often described as a "Working Alliance"
- Serves as a vehicle for learning

Expectations of Site Specific Information

- Site Policies
- Philosophy of the Site
- Specific Requirements of the Site
- How Clients are Assigned
- Emergency Procedures

Duties of a Supervisor

Site Specific Information

- Overseeing Cases
- Providing a realistic view of the duties of a counselor in a clinical setting
 - Ensuring quality of experience
 - Reinforcing and building upon educational foundation from the University

COUNSELING PRACTICUM AND INTERNSHIP

- Contact information
 - Pamela Cogdal, Ph.D., LCP, HSP, ACS
 - Director of Counseling Programs
 - Clinical Coordinator of Counseling P & I
- 100 B Ball Hall, The University of Memphis
678-2841/678-4931/351-5649
email: pcogdal@memphis.edu