

# ORIENTATION SPRING 2023

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 & have completed all requirements.**

# COMPONENTS OF PRACTICUM

- 150 total hours for the semester  
Five tapes are turned in or live supervision ratings, where a site supervisor is in your session.
- 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



# 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 or time spent in the cafeteria talking with students. Outreach is also direct.
- 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**
  - 1.5Hrs/week – Group supervision on UM campus
  - Intern class size – 12 maximum

# COMPONENTS OF INTERNSHIP (cont)

- **Full Time Internship is RARE**
- Students cannot be working fulltime or in multiple classes. Their advisor will review a petition with the faculty and PI Coordinator.
  - 600 Total hours during the semester
  - 240 hours = Direct client contact
  - 360 hours = Indirect client contact
    - **1 hour/week – Site supervision**
    - 1.5 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 with appropriate certification (Examples-NCC, CRC, HSP, MHSP, LPC, LCSW )
- School counselors must have State school counselor certification
- Must be able to offer P/I student a minimum of 1 hour/week of onsite supervision (it can be divided in the week: 20 mins, 20mins, 20mins)
- Must provide P/I Coordinator their brief professional resume



# REQUIRED PAPERWORK

- Contract/agreement signed by Student & Site Supervisor & Internship Coordinator \*
- Site Supervisor's resume
- Proof of Liability Insurance Coverage – a **MUST**
- 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 or in Process. PI Coordinator will manage these.

# REQUIRED PAPERWORK (cont)

- **Midterm Evaluation by Site Supervisor**

- The midterm evaluation goes to the P/I Coordinator, the group leader & student.

- **Final Evaluation by Site Supervisor**

- The final evaluation goes to the P/I Coordinator, group leader & the student.

# Tevera

- Students purchase Tevera in their Foundations class to use as an online platform to organize assignments and most importantly, practicum and internship hours. Site supervisors do not purchase, but must register to sign off on evaluations and logs. Your professor will need their names, site's name & email.



# CACREP & CORIS

- Please be familiar with the CORIS standards and know that we have CACREP standards to uphold as well. We are an in-person program so we do not endorse virtual sessions unless your site has that as their option. Very few sites require virtual sessions now that Covid\* is not as rampant.
- \*Some sites will require vaccinations- especially hospitals



# Emergencies

- Follow the procedures laid out by your site supervisor but please keep your group and individual supervisors always informed.
- Your group leaders should inform the PI Coordinator as well.

# Direct Hours

- Examples: Assessment is an intervention thus direct.
- Presenting to a group is direct
- All interns and practicum students must do some type of group work. It can be psychoeducational, therapy, or career
- CSI Kappa Zetas often offer opportunities for activities that count as direct and indirect.

# Past Practicum Student Advice

- Remember self care!
- Log regularly so you do not forget hours
- Ask questions
- Immerse yourself into the agency or school – remember this is like a job interview. Many times sites hire students after a prac or internship experience
- Use your individual supervision in practicum, it's a great one to one experience
- Try not to stress about tapes and hours – trust the process

# Doctoral Supervisors

- Every semester practicum students may have a University supervisor who is a doctoral student in Counselor Education & Supervision or Counseling Psychology. These students are required to supervise as part of CACREP and APA standards. They in turn are supervised by licensed faculty.
- Not every student has a doc supervisor- in that case your group leader provides the supervision.



# On-Site Supervision of Counselors in Training

- Clinical Supervision is an ongoing educational & professional process. Be on time, do not skip supervision & stay open to feedback.
- The supervisor aids the supervisee in acquiring appropriate professional behavior through an examination of the supervisee's professional activities, goals and tapes or live supervision.

# 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

- Know your 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

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