ORIENTATION Fall 2018
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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

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