



Field Site Placement Documents

Fall 2024-Summer 2025

Counselor Education



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COUNSELOR EDUCATION PROGRAM MISSION

The Counselor Education Program prepares counselors to work in clinical mental health, school, and career counseling settings who promote social justice and responsibility, serve as leaders in a diverse and global community, and respond to the complexity of human needs across the lifespan. Faculty are expected to teach and mentor students, serve the community and counseling profession, and promote intellectual advancement through conducting and disseminating research.

COUNSELOR EDUCATION PROGRAM OBJECTIVES

The program develops counselors who:

1. Develop a theoretically solid philosophy of practice integrating research data into evidence-based practices;
2. Apply knowledge, skills, and dispositions consistent with the ACA Code of Ethics;
3. Formulate a professional identity that responds to the needs of their client populations while utilizing culturally competent practices and appropriate assessment tools and procedures;
4. Act with expertise in individual, group, and family counseling with diverse clients on personal, social, emotional, career, and educational issues that impact development across their lifespan;
5. Develop leadership ability and advocate to meet client needs and to remove individual and systemic barriers to development and consult with other professionals concerning the developmental needs of culturally diverse clients;
6. Build and sustain collaborative partnerships with stakeholders to promote social justice, equity, and access.

FIELD PLACEMENT COURSES

CON 5371. Pre-practicum Counseling Skills (3)

Prerequisites: Phase 1 completion. An opportunity is provided for candidates in all program tracks to learn and demonstrate through micro counseling and video sessions the skills of counseling interviews. Emphasis is placed on applying techniques through role-playing and practicing skills in classes. This is a practice-oriented course with a major emphasis on applying counseling techniques, considering multicultural issues, and analyzing counseling style and performance through a reflection and self-evaluation process. Candidates must achieve a grade of B or better in this course before placement in CON 5372 and or CON 5390.

CON 5372. Supervised Practicum in Counseling (3)

Prerequisites: Phase 2 completion and a B or better in CON 5371. Advanced candidates in counseling will participate in a clinical instructional environment under the supervision of a faculty member. Candidates will receive supervision from a faculty member as they obtain individual and group counseling experience. The practicum is a 100-hour field experience in a clinical mental health, career, or school counseling setting.

CON 5390. Internship in (Career, School, or Clinical Mental Health) Counseling (3-6)

Prerequisites: Phase 2 completion and a B or better in CON 5371 and CON 5372. This class provides an opportunity for advanced candidates in counseling to demonstrate the ability to perform all counseling duties and responsibilities with individuals and groups in their applied sites. The internship is a 600-hour field placement experience.

FIELD PLACEMENT POLICIES AND PROCEDURES

General Policies

Field Practicum and all Master's Internship courses require that the student be placed in a field experience site.

Practicum CON 5372. Supervised Practicum in Counseling

All students must complete 3 semester credits of a Field Practicum placement prior to proceeding to Internship. The Field Practicum will consist of 100 hours related to working as a counselor. At least 40 of these hours must be direct client contact hours. The remaining 60 hours can be of indirect client contact hours.

The site should offer:

- _direct and indirect client contact (including group counseling)
- _permission for the student to audiotape/videotape client contact
- _appropriate supervision for the student

FIELD SITE PLACEMENT FREQUENTLY ASKED QUESTIONS

When will I begin CON 5372: Supervised Practicum in Counseling (3 semester hours)?

You must successfully meet the prerequisite for this course, which consists of Phase 2 completion and a B or better in CON 5371: Pre-Practicum Counseling Skills.

What occurs in CON 5372: Supervised Practicum in Counseling (3 semester hours)?

Advanced candidates in counseling will participate in a clinical instructional environment under the supervision of a faculty member. Candidates will receive supervision from a faculty member as they obtain individual and group counseling experience. The practicum is a 100-hour field experience in a mental health, career, or school counseling setting.

What are the requirements for Practicum

All students who take Field Practicum must be supervised by a field supervisor with appropriate credentials (a counselor with a Master's degree in counseling or related field and two years of experience with equivalent qualifications, including appropriate certifications and/or license). Students are required to complete 100 total hours (40 hours will need to be of direct service & 60 hours will need to be of indirect service).

I am an LCAS student, what are the protocols regarding my placement?

Students who are completing the Criteria C Program need to know the following for internship:

- Students must complete a 300-hour internship at an addiction-specific site
- Site supervisors will need to hold a LCAS, CSI, or CCS

- Students must obtain at least 30 hours of clinical supervision from a CSI or CCS (please note this will be provided by the university supervisor)
- Students must complete majority of the addiction coursework before pursuing their addiction-specific internship
- Contact Dr. Karleshia Montague at kmontagu@nccu.edu to verify if your placement meets the Criteria C requirements

How do I locate a field placement site?

During Pre-practicum, students received a list of approved field site placements. Please utilize the list provided to contact potential field placement sites. All site placements must be approved by the Field Site Coordinator. If students choose to complete their Practicum or Internship placement at a site not on the list of approved sites, students must complete the Field Site Survey Form. They must contact the Field Placement Coordinator for approval of the site.

What are the Site Supervisor Qualifications and Requirements?

A qualified site supervisor must have at least a Master's degree in Counseling, Social Work, or Psychology, and have at least two years of experience in the field. The Clinical Mental Health Counseling Program prefers that students be supervised by Licensed Clinical Mental Health Counselors (LCMHC) or Licensed Clinical Mental Health Counselors-Supervisors (LCMHC-S). However, we will accept LCMHC-A and LCSW-A with two years of experience (CACREP, 2024).

For students completing site placement in the school setting, site supervisors must be a Licensed Professional School Counselor. During Practicum, site supervisors will meet with the student on a weekly basis. During Internship, site supervisors will meet with the student for one hour every week.

Site supervisors must meet with the university supervisor at periodic intervals to discuss learning opportunities and student performance; attend program-sponsored meetings, institutes, seminars, and/or workshops; and prepare reports and evaluations as required by the program.

Site supervisors are required to be onsite. If the site supervisor is absent from the site, they should designate a backup supervisor. The site supervisor can discern who they approve as the backup or supervisor who is covering as long as they have the clinical experience and credential/s to manage an emergency situation. They will be responsible if the site supervisor is not onsite.

Can I complete my Practicum and Internship at the same site?

Yes, you can complete your Practicum and Internship at the same site. We encourage students to diversify their clinical experiences and to think long-term regarding career goals. ***For each clinical experience, you will need to complete a Memorandum of Agreement for each semester.***

Can I use my place of employment as my Practicum or Internship site?

We do not encourage students to use their place of employment for Practicum or Internship. We cannot compromise the quality and integrity of our program. Furthermore, we would like for you to think beyond convenience. We would like for you to have a unique experience and feel competent as a professional upon the completion of this program. If there are no other alternatives, the student must follow the Special Request Process and complete the Special

Request Form. Do not assume that your request will be granted.

What constitutes a School Counseling Site Placement?

School counseling Practicum/Internship students are expected to work with clients in elementary, middle, and high school settings.

*****Remember that most school districts require additional documentation for field site placements. Most school districts require proof of Criminal Record Check and Health Examination Record. It is the student's responsibility to fulfill these requirements in a timely manner. *****

What constitutes a Clinical Mental Health Counseling Site Placement?

Clinical mental health counseling Practicum/Internships students are expected to work in a variety of mental health settings.

*****Remember, some clinical mental health counseling agencies may require additional documentation. Hospitals and prisons involve a lengthier and more complicated process and could potentially delay placement. It is the student's responsibility to fulfill these requirements in a timely manner. In addition, Online campus students must check the requirements in their home state's requirements for licensure. *****

What about private practice?

We do not advise students to complete their Practicum/Internship at an individual private practice clinic. Unfortunately, individual private practice does not provide enough client interaction. However, we will endorse group private practice agencies contingent on the availability of the site providing Practicum/Internship student with a caseload.

Can I begin my Practicum/Internship prior to the start of class?

Students are not allowed to begin their Practicum/Internship until the first day of the semester in which they are enrolled. Please adhere to the Memorandum of Agreement beginning and ending dates.

Can I remain at my site placement after classes have ended?

No, students cannot continue at their site placement after classes have ended. Because students are counselors-in-training, the professional liability insurance serves to financially cover counselors-in-training in the event a civil suit or licensure matters during the field placement experiences. Students must end their Practicum/Internship by the end date designated within the Memorandum of Agreement.

How can I purchase the Professional Liability Insurance?

CACREP requires that students have their own individual Professional Liability Insurance. As a program, we are suggesting that students purchase Student Professional Liability Insurance from several counseling organizations. You can join these organizations as a student member to receive the student discount price. Once you join, allow a few days before you are able to retrieve your Student Professional Liability Insurance Certificate. Please keep in mind that your membership is only granted for 1 year.

You will purchase your Professional Liability Insurance by becoming a student member of either

the American Counseling Association (ACA), American Mental Health Counselors Association (AMHCA), or American School Counselor Association (ASCA). Students cannot begin their Practicum/Internship experience unless the Professional Liability Insurance has been purchased. Listed below, you will find information about each organization.

1). **American Counseling Association-**

Student ACA members enrolled in a master's level counseling program receive their professional liability insurance coverage compliments of ACA.

Current Annual Student Rate: \$105.00

Link: <https://www.counseling.org/membership/join-reinststate>

2). **American School Counselor Association**

Students enrolled in a Master's level program that prepares School Counselors are eligible for student membership.

Current Annual Student Rate: \$69.00

Link: <https://www.schoolcounselor.org/Membership/Join-Renew>

3). **American Mental Health Counselors Association**

Enrolled at least half-time in a graduate program in counseling or a related discipline.

Current Annual Student Rate: \$84.00

Link: <https://www.amhca.org/joinamhca>

How do I select my site? What should I ask?

- You must have a site that provides direct client contact
- You must be able to ensure that you can obtain direct hours
- You must be able to ensure that you can accrue the required number of hours for Practicum/Internship
- Make sure that you submit the Memorandum of Agreement by due date
- If you are considering a hospital, prison, or school- please understand that this requires additional steps

What do I say when I make these informational calls?

- Remember to give them your best impression
- Make sure to carry yourself in a professional demeanor
- Do not contact potential site in the middle of traffic
- Wear professional attire to the interview. This could become a potential site placement
- When addressing potential sites, make sure to include appropriate greetings and salutations
- Only follow-up x2 telephone calls. Do not constantly harass potential sites
- Remember that you are representing yourself, our counseling program, and the future of the profession

After I have submitted my Memorandum of Agreement (MOA) what happens?

Make sure to submit your MOA by the deadline date. Once the Field Service Coordinator receives the MOA, this information has to be sent to our legal counsel for review. This process generally takes 6 weeks before a response is rendered. Once the legal counsel approves MOA's, the Field Site Coordinator will provide the site supervisor and student with the signed MOA.

MID-PROGRAM REVIEW

Purpose: Is to ensure that you are prepared to enter the next phase of the program as evidenced by completing your Practicum and Internship. Counselor Education Faculty are required to serve as gatekeepers in the profession. The Mid-Program Review is an opportunity for faculty to assess your overall performance in the program. Lastly, this is an opportunity for you to engage in a collaborative conversation with faculty to discuss your readiness to enter the counseling profession.

When does the Mid-Program Review occur?

You will schedule a time for your Mid-Program Review the semester *before* you plan to take Practicum (CON 5372). This is usually the same semester that you take Pre-practicum (CON 5371). You cannot proceed in the program (or begin Practicum) until you complete the Mid-Program Review.

What will occur during the Mid-Program Review?

Faculty will have an opportunity to weigh in on students' progress to this point in the program. They will assess student's readiness to enter in the field for the Practicum semester based on academic, professional, and dispositional behaviors

The Pre-Practicum instructor will report on student's progress in class; the advisor will ensure that the student has completed courses needed to enter practicum, and other faculty may share feedback who have had students in their courses.

Upon the conclusion of feedback gathered from faculty, the program coordinator will then email the student if they have passed the Mid Program Review and provide any general faculty feedback.

If the student is at risk for not passing the Mid Program Review, the co-coordinators will set up a meeting with the student to discuss an action plan and next steps. Students do not have to sign up for a Mid Program Review. The process is conducted by faculty and the student will be contacted after the faculty review.

PROTOCOL TO SUBMITTING SPECIAL REQUEST

Students: If there are no other alternatives for completing your Practicum or Internship and you have considered your place of employment, you will have to submit a special request for the Practicum/Internship placement. Send an e-mail with your proposed plan to Drs. Whiting, Royal, and Blount. Do not make a telephone call. Make sure that your Special Request is in a Microsoft Word document. Please indicate the following in your proposal:

- 1). Explain your current job position.
- 2). Explain how the Practicum/Internship placement will be different from your job duties.
- 3). Identify how you will complete the required hours at the site.
- 4). Indicate if the potential site supervisor meets the requirements for supervision for the discipline:
 - A qualified site supervisor must have at least a Master's degree in Counseling, Social

- Work, or Psychology
- Must have at least two years of experience in the field
- Site supervisors are expected to have license related to the designated track. For example:
 - The Clinical Mental Health Counseling Program prefers that students be supervised by Licensed Clinical Mental Health Counselors (LCMHC) or Licensed Clinical Mental Health Counselors-Supervisors (LCMHC-S) in the state in which they are practicing. We will endorse supervisors with the Licensed Clinical Mental Health Counselors (LCMHC-A) designation.
 - For students completing site placement in the school setting, site supervisors must be a Licensed Professional School Counselor in the state in which they are practicing.
 - For students completing site placement in a career center, site supervisors must have at least two years of experience serving as a Career Counselor.

5). Explain if your potential site supervisor will allow tape recordings.

6). Provide the name of your advisor

*****Do not presume that your request will be honored*****

PROTOCOL FOR TELEMENTAL HEALTH

Endorse Telemental health sites that provide the following:

- Telemental health is provided at the agency's site location - 100% of any Telemental health counseling services occur at the agency site. *No telehealth counseling can be conducted at the student's home or off-site.*
- The designated Site Supervisor must be present at the site to supervise the student and provide support in the case of an emergency. If the Site Supervisor is absent from the site, the Site Supervisor must provide the name of a backup clinician (including their degrees and credentials) and must notify the University Supervisor and Field Service Coordinator.
- We prefer that the site provide the necessary technology to conduct telehealth counseling such as a computer, secure network access, access to agency telephone, office supplies, and sufficient office space for students to conduct client sessions. In cases where the site does not have such a provision, students may only use their personal laptops (at their own risk) for notetaking or documentation purposes while protecting client confidentiality. Students will need to utilize the electronic management software that is HIPPA compliant, encrypted, and password protected without the password and username being saved to their personal computer.
- Site Supervisors shall screen all potential telehealth clients to ensure whether these services are appropriate for the client.

- Site Supervisors shall ensure that the Telemental health services delivered comply with current federal and state laws and regulatory standards.
- Site supervisors shall provide written information to all Telemental health clients regarding confidentiality. This information should include the security measures of all communications and any risks/limitations related to the provision of telehealth services.

SPECIAL REQUEST SEQUENCING PROCESS

Special Request Dates

Fall 2024:

Special request deadline due by: **Monday, October 14, 2024**

Students will be notified by: **Monday, October 21, 2024**

Spring 2025:

Special request deadline due by: **Monday, March 10, 2025**

Students will be notified by: **Monday, March 17, 2025**

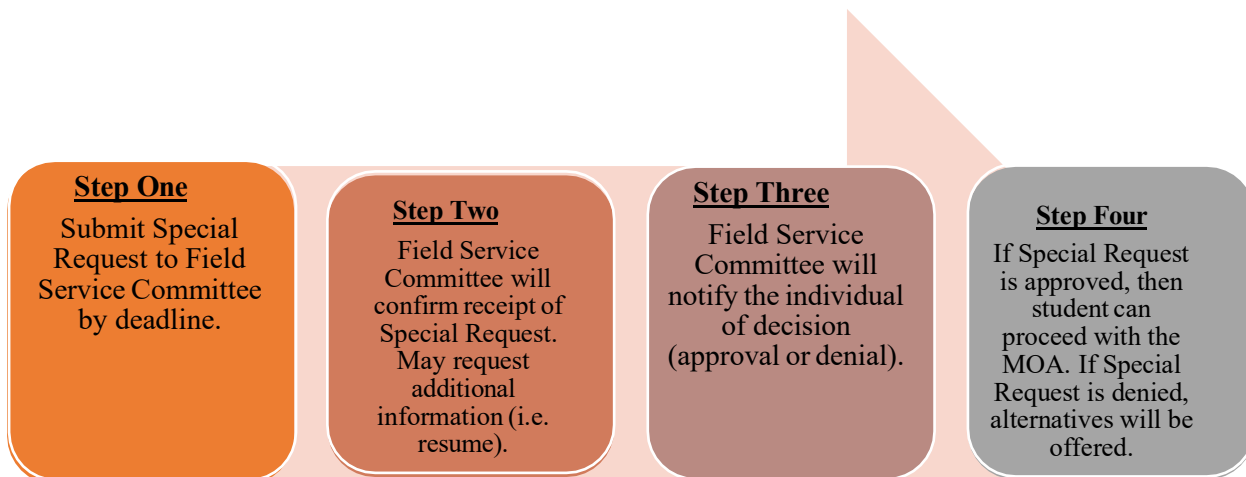
Summer 2025:

Special request deadline due by: **Monday, June 9, 2025**

Students will be notified by: **Monday, June 16, 2025**

Reminders

- The Special Request ***has to be approved before*** submitting the final Memorandum of Agreement with the Site Supervisor's signature.
- Students ***should not*** submit their Special Request & Memorandum of Agreement.
- If the Special Request is a new site, please make sure to complete the Field Site Survey Form.
- MOA's for the Spring 2025 semester is due by: **Friday, November 15, 2024**
- MOA's for the Summer 2025 semester is due by: **Friday, April 11, 2025**
- MOA'S for the Fall 2025 semester is due by: **Friday, July 11, 2025**



PROCESS TO INITIATING DOC-U-SIGN REQUEST FOR MOA'S

In order for a Doc-u-sign request to be initiated, the following must be provided:

- 1). Your name
- 2). Your e-mail address
- 3). Legal name of Site Supervisor
- 4). E-mail address of Site Supervisor
- 5). Field Site Survey Form if this is not an approved site
- 6). A copy of your Professional Liability Insurance Certificate

****Please only submit Doc-u-sign requests on Wednesdays and Thursdays of each week****

PROTOCOL IF THERE IS A CHANGE IN FIELD PLACEMENT

We expect that when students submit the required documents for Field Placement, that students will follow through with planning to complete either Practicum or Internship for the designated semester. Unfortunately, we understand that unusual life circumstances occur that are beyond your control. If you are unable to meet the field service requirements and need to delay your placement, please follow the protocol listed below.

- 1). Contact your advisor immediately to inform them about your life circumstance
- 2). Within a Microsoft Word document, explain the life circumstance that has caused the delay of your placement
- 3). You will need to send this document to the following individuals: (a). Advisor, (b). Field Service Committee members Dr. Blount, Dr. Whiting, and Dr. Lupton-Smith (c). Instructor of the course
- 4). Once the Field Service Committee members receive this e-mail, you will be directed to send a follow-up e-mail to the designated Site Supervisor explaining that you will have to delay your placement.
- 5). Within your e-mail, address the Site Supervisor, Field Service Committee members, and course Instructor. Make sure to extend gratitude for being allowed to complete your field site placement.
- 6). Meet with your advisor to discuss an alternative plan for your field placement experience



For Office Use Only
 Date Approved: _____
 By Intern Coord: _____

NCCU Field Experience Site Survey

Name of Host Site: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Web Address: _____

Please Check Classification: School College/University Agency Hospital Private Practice

Services Provided within this setting: (Check all that apply)

- | | | | |
|--------------------------------------|-------------------------------------|---|--|
| <input type="checkbox"/> Children | <input type="checkbox"/> Individual | <input type="checkbox"/> Inpatient | <input type="checkbox"/> Assessment |
| <input type="checkbox"/> Adolescents | <input type="checkbox"/> Family | <input type="checkbox"/> Crisis/Emergency | <input type="checkbox"/> Career Counseling |
| <input type="checkbox"/> Adults | <input type="checkbox"/> Couples | <input type="checkbox"/> Substance Abuse | |
| <input type="checkbox"/> Geriatric | <input type="checkbox"/> Group | <input type="checkbox"/> Diagnosis | |

Other: _____

Responsibilities of Practicum or Intern: _____

Supervisor Information:

Name: _____

Type of Degree: _____

Type of License : _____

University Granting Degree: _____

Years of Supervisor Experience: _____

Area of Discipline: _____

E-mail Address: _____

- | | | | |
|---|--|--|--|
| Our site can support: | <input type="checkbox"/> Master's level intern | | |
| Semester(s) in which Intern is preferred? | <input type="checkbox"/> Fall | <input type="checkbox"/> Summer | <input type="checkbox"/> Spring |
| Length of Internship? | <input type="checkbox"/> One Semester | <input type="checkbox"/> Two Semesters | <input type="checkbox"/> No Preference |
| Length of Practicum? | <input type="checkbox"/> One Semester | <input type="checkbox"/> Two Semesters | <input type="checkbox"/> No Preference |
| Approximate number of Intern positions available: | Fall _____ | Summer _____ | Spring _____ |

Any additional qualities/requirements of an Intern as stipulated by Host Site: _____

In order for our program to meet CACREP requirements, we need to know if the Practicum or Intern will be able to meet the following requirements at your site:

- | | |
|---|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 100 clock hours (Practicum) of supervised experience during the semester |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 300 clock hours (Internship) of supervised experience during the semester. A minimum of 120 direct service and a minimum of 180 indirect service. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 600 clock hours (Internship) of supervised experience during the semester. A minimum of 240 direct service and a minimum of 360 indirect service. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Video and/or audio-taping of intern work for student educational/evaluative purposes to be used by university supervisor on NCCU campus, and host supervisor on-site |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Opportunity for the intern to participate in all aspects of work a counselor performs at this site (e.g., individual, group, family sessions; intake and assessments, clinical meetings; paperwork; insurance paperwork) |

For Practicum and Internship, students must have at least 6 recordings. Does your agency or school allow students to audio record sessions with the client's consent?

Yes No N/A

As the Site Supervisor, we expect that you as the Site Supervisor are present in the building as students are completing their field placement. How will you ensure that students are not left alone at your field site location?

Describe the type of professional development opportunities/training that you have received in supervision:

Describe your orientation process (i.e. how do you orient students to the site, expectations, crisis protocol, and documentation process, including the use of electronic records, etc.):

What is the check-in process for clients? Do you have a secretary available or security for check-in procedures? If not, please describe how clients check-in for appointments:

What opportunities are provided for students to lead or co-lead a counseling or psychoeducational group?

ADDICTION TREATMENT SITES

If you are a site that provides substance use treatment services, please answer the questions below:

1). Do you hold relevant credentials (i.e., LCAS, CSI, or CCS)?

Yes No N/A

2). Might you describe the level of care options offered at your facility (i.e. Inpatient/Detox Center, Residential, Day Treatment/Partial Hospitalization Program (PHP), Intensive Outpatient Program (IOP).

3). Does your agency provide training that includes an addiction focus? For example:

- 12 core functions (i.e., screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, report and record keeping, consultation w/other professionals)
- ASAM (comprehensive guidelines for placement, continued stay, transfer, or discharge)
- Stages of change
- Treatment for Co-Occurring Disorders
- Professional and Ethical Responsibilities

Yes No N/A

*****Please note that students cannot begin field placement experiences before the beginning date as designated in the MOA. In addition, students must end their field experiences by the date designated in the MOA. Students cannot remain at field placement sites past the semester deadline*****

Please Return to: NCCU Field Site Coordinator
Dr. Taheera Blount
tblount5@nccu.edu