



**Department of Counselor Education & Family Therapy**

**Central Connecticut State University**

1615 Stanley St.

New Britain, CT 06050

(860) 832-2154

Dear Site Supervisor,

Thank you for agreeing to assist in the field placement and clinical training of our master’s level graduate student who is enrolled in **CNSL 594 Supervised Clinical Practice–Professional Counseling (i.e., internship)**. The internship experience is considered to be among the most critical elements in the student’s program. Intern students learn how to conduct themselves consistent with the standards of their profession, critique their own work, learn from the constructive feedback, and develop an increased awareness of their relationship and interactions with fellow workers, supervisors, and clients. Your decision to accept a student reflects your commitment to the counseling profession and to maintaining high standards in the preparation of professional counselors. The information provided below is intended to assist you in your role as a clinical supervisor.

**STUDENT INTERN EXPECTATIONS:**

The supervised professional counseling internship experience involves a minimum of **600 clock hours** over the course of **two academic semesters** (Fall and Spring, respectively). The following is a description and breakdown of the **contact hours** (direct and indirect) and **supervision hours** (on-site and campus) that are required, at a minimum, during the course of the full internship experience:

- Internship students complete a minimum of **240 clock hours of direct service** with actual clients (**INTERNSHIP SITE**) that contributes to the development of professional counseling skills.
- Internship students participate in an average of **1 hour per week of individual supervision (INTERNSHIP SITE)** on a regular schedule throughout the internship experience. Individual supervision must be provided by a qualified site supervisor who works in consultation with the counselor education program faculty member in accordance with the supervision agreement.
- Internship students participate in an average of **1½ hours per week of group supervision (CAMPUS)** on a regular schedule throughout the internship experience. Group supervision must be provided by a counselor education program faculty member.

<b>INTERNSHIP REQUIREMENTS PER ACADEMIC SEMESTER</b>	
Direct Hours	120 (average)
Indirect Hours	180
<b>TOTAL HOURS</b>	<b>300 (average)</b>

<b>INTERNSHIP REQUIREMENTS PER ACADEMIC YEAR</b>	
Direct Hours	240 (minimum)
Indirect Hours	360
<b>TOTAL HOURS</b>	<b>600 (minimum)</b>

**The student will maintain an hourly log, which you will review/sign at the end of each month.**

- **DIRECT HOURS:** Per the Council on Accreditation of Counseling and Related Educational Programs (CACREP), direct service hours are defined as the “supervised use of counseling, consultation, or related professional skills with actual clients (can be individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation. The following would not be considered direct service: (1) observing others providing counseling or related services, (2) record keeping, (3) administrative duties, (4) clinical and/or administrative supervision.”
- **INDIRECT HOURS:** The indirect client contact hours are attained by participating in an average of 1½ hours of in-class/group supervision per week AND meeting for an average of one hour each week with your assigned on-site clinical supervisor (supervision hours are **tracked separately** from other forms of indirect hours). The **balance** of the indirect hours will be obtained through indirect counseling activities assigned by the field site (e.g., clinical consultations, treatment team meetings, professional trainings, etc.).
- **PROFESSIONAL AND ETHICAL CONSIDERATIONS:** Trainees are expected to be socialized into the important dimensions of their new identity as professional counselors. They have taken a course in ethics for counselors and are aware of their responsibility with respect to confidentiality and the importance of protecting client records. They should have a current copy of the “*American Counseling Association Code of Ethics*” readily available during supervision and at all other times. They should also become familiarized with your agency’s specific policies pertaining to ethical, legal, and administrative procedures. They are expected to follow the agency’s protocol regarding appropriate dress, decorum, and adherence to established work schedules.
- **OTHER ADMINISTRATIVE REQUIREMENTS:** By the time students begin the clinical experience they will have obtained professional liability insurance and have met university requirements for immunizations and tuberculosis testing. They will also have met with you and completed this “*Letter to Site Supervisor/Internship Agreement*” that outlines the responsibilities of both the university and the training agency. Please let your student know if your agency has any additional requirements.
- **GOAL STATEMENT AGREEMENT:** The student will ask for your assistance in completing a goal statement that outlines the student’s personal learning objectives.
- **SUPERVISION AGENDA:** Your supervisee will prepare a one- to two-page agenda for each weekly face-to-face supervision session with you. The agenda will address the student’s concerns and questions. The student will share the agenda with you at the beginning of each session. The student understands that you may have additional items to add to the supervision agenda.
- **AGENCY ANALYSIS / INTERVIEW PAPER:** All internship students are required to complete a brief paper that provides an overview of their clinical site. The paper will address such topics as: (a) the agency’s mission, values, goals, and objectives; (b) management style and hierarchical structure; and (c) successes and challenges. The student will be asking you questions about your agency and may wish to interview other staff members with your approval.
- **RECORDED COUNSELING SESSIONS:** The student is expected to audio or videotapes a minimum of one individual counseling session for review with me on campus. The student is aware of

the need to obtain client consent prior to taping and to abide by your agency's rules in this regard. The recorded sessions will be deleted/destroyed after the end of each academic semester.

**AGENCY EXPECTATIONS:** Most of the agency responsibilities are outlined in this *“Letter to Site Supervisor/Internship Agreement.”* The student will need adequate clinical and administrative workspace and a place to store confidential material. The intern will need to be provided with ample opportunity to engage in a variety of counseling activities under supervision in order to log the number of required clinical hours.

- **SITE SUPERVISOR QUALIFICATIONS:** Per the Council on Accreditation of Counseling and Related Educational Programs (CACREP) standards, site supervisors should have (1) a minimum of a master's degree, preferably in counseling, or a related profession; (2) relevant certifications and/or licenses; (3) a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; (4) knowledge of the program's expectations, requirements, and evaluation procedures for students; and (5) relevant training in counseling supervision.
- **FACE-TO-FACE SUPERVISION:** In addition to receiving supervisory oversight while the student is working, the weekly supervisory conference is one of the most critical aspects of your supervisee's training experience. While you will be providing your supervisee with feedback on an ongoing basis, the **one-hour weekly supervisory conference** allows both you and the student to prepare and reflect on the training experience. It also provides you with an opportunity to examine student work using audio/visual tapes, observation or live supervision. Because of the importance of these meetings, we strongly recommend that they be held at a regularly specified time. As we pointed out above, the student will prepare an agenda for each of these meetings.
- **SITE SUPERVISOR'S EVALUATION OF STUDENT:** In addition to you being a supervisor, mentor, and advocate to your trainee, you will also have an evaluative role. Our program will forward for your completion an **ONLINE midterm and final evaluation** of the student's performance. Your evaluation will figure prominently in the student's final grade. We encourage supervisors to conduct a mid-semester evaluation using the same form. This will allow the student adequate time to show improvements based on your supervisory feedback.
- **ONLINE CLINICAL SUPERVISOR TRAINING:** In accordance with our CACREP accreditation standards for site supervisor preparation, we have developed an online clinical supervisor training that all site supervisors are asked to complete. There are five brief modules and miscellaneous ancillary materials that cover the CCSU and CACREP requirements for supervision of program students, which includes clinical supervision formats, techniques, and models. **A separate email with a training link will be sent to you later in the semester, and all supervisors are required to complete the training within 30 days of receiving the link** (we anticipate the total time to review the training materials will be less than 2 hours).

#### **UNIVERSITY/COUNSELOR EDUCATION PROGRAM EXPECTATIONS:**

- **WEEKLY SEMINAR:** The course professor will be meeting with the internship students in a weekly seminar class. During the seminar, students will have an opportunity to discuss their experiences with each other as well as conduct case presentations.
- **SITE SUPERVISOR CONTACT/SITE VISITS:** The course professor will contact you by phone and/or email during the semester to discuss the student's progress and address any questions and concerns. The professor will also be available for consultation at any time.

**POLICY ON TELEBEHAVIORAL HEALTH SERVICES:**

CCSU's Department of Counselor Education and Family Therapy understands the inherent concerns related to telebehavioral health. Many counselors- and therapists-in-training, supervisors, and clinicians who are not yet knowledgeable and competent in the delivery of telebehavioral health are at risk of committing both ethical and legal violations. The Department will allow our graduate students to participate in telebehavioral health-related activities within the context of their practicum and internship settings **ONLY if the parameters set forth by the Department are met by our program partners and graduate students.** Our telehealth policy can be found via the counseling program's web site, which **must** be fully reviewed and signed by both the student and site supervisor and then provided to the professor **before** the student is allowed to participate in any telebehavioral health-related activities:

<https://www.ccsu.edu/ceft/counselorEducation-clinicalProfessionalCounseling.html>

On behalf of Central Connecticut State University and the Department of Counselor Education and Family Therapy, we thank you for your role in training future generations of competent and ethical professional counselors.

Sincerely,

*Dr. Reginald W. Holt*

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CLINICAL PROFESSIONAL COUNSELING SITE PLACEMENT AGREEMENT
Department of Counselor Education and Family Therapy

Course:

- CNSL 594 Supervised Clinical Practice (i.e., Clinical Professional Counseling Internship)

Student Information:

- Name:
Phone #:
CCSU E-mail Address:

Site Location/Contact Information:

- Agency/Organization Name:
Street Address:
City: State: Zip Code:
Phone #: Website:

Site Supervisor:

- Name:
Title/Position:
Phone #: Fax #:
E-mail:

Internship Instructor/Professor:

- Name:
Title/Position:
Phone #: Fax #:
E-mail:

Internship Term/Hours/Type:

- The clinical field experience will occur during the following time period (specify month/year):
The clinical field experience will occur for the following number of hours each week:
The clinical field experience will involve the following levels of care/client populations:
Level(s) of Care:
Client Type/Age and Diagnostic Population(s):

**Field Placement Expectations and Activities:**

Within the resources and needs of the clinical field site, the student will be provided with experience in as many of the activities described below in sufficient amounts to allow an adequate evaluation of the student’s level of competence in the designated activity:

- Individual counseling and group counseling (leading or co-leading) of clients receiving services for mental health, addictions recovery, and/or clinical rehabilitation needs.
- Intake interviews and comprehensive biopsychosocial assessments
- Testing (administration, analysis, interpretation of results)
- Report writing, record keeping, treatment planning, treatment summaries, aftercare planning
- Consultation, referrals, professional team collaboration
- Participation in case conferences, treatment team discussions, staff meetings
- Career/vocational/rehabilitation/gerontology counseling
- Weekly individual supervision
- Group or peer supervision
- Psychoeducational activities
- Participation in agency orientation sessions (including policies and procedures)
- Contact and collaboration with community referrals and resources
- Participation in administrative support activities and routine guidance systems management (e.g., assistance with students’ schedule, completing administrative forms, etc.)
- Other: \_\_\_\_\_

**Additional Comments (if applicable):**

**Acknowledgement:**

By accepting to work with and supervise our clinical professional counseling graduate student(s) while they complete their clinical field placement experience (i.e., internship) the agency agrees to abide by and uphold all federal and state laws and regulations as well as the ethical standards established for the training of professional counselors and the practice of professional counseling, which includes but it not limited to all forms of service delivery. Upon reviewing this letter and acknowledging agreement of its contents, please sign/date below and provide a copy to the individual counseling student, who will then submit it to their counselor education field placement professor.

**Signatures:**

Student’s Name & Signature	Date
Site Supervisor’s Name (Agency Representative) & Signature	Date

**\*NOTE: The student should provide a copy of this signed “Letter to Site Supervisor/Internship Agreement Form” to your internship professor per the instructions provided by the instructor on the course syllabus.**