

## WHAT YOU CAN EXPECT OF THE STUDENT

Western Seminary graduate-level students are required to have completed the following coursework: Clinical Foundations, Suicide Prevention, Psychotherapeutic Systems, Psychopathology, and Legal and Ethical Issues. Students will be completing at least four semesters of practical experience under the direction of both a site supervisor and an on-campus supervisor.

Western requires students to acquire a minimum of 700 total clinical hours to graduate (this includes a minimum of 280 direct client contact hours, 40 of which are accrued during the Practicum). Most internship sites require at least an eight-month commitment. The student is expected to be working on-site a total of 10-15 hours per week, including 6-7 hours per week of direct client contact. Students must document a minimum of 40 client contact hours each semester to successfully complete their practicum or internship experience and class.

Students are to educate themselves (which may include attending site orientation trainings) and follow policies and procedures of the site where they are interning. Students are required to purchase their own liability insurance in addition to any insurance that the site may already have in place. Students are expected to follow clinical supervisory suggestions pertaining to client care or in the alternative to apprise the supervisor of any potential conflicts.

## WHAT THE STUDENT NEEDS FROM THE SUPERVISOR

The site supervisor is an experienced professional with a minimum of a Master's degree in human services, appropriate licensure or credential, and basic counseling skill competency. The supervisor shall have two years minimum of professional counseling experience and state required specialized training in supervision techniques. The supervisor assists students in establishing goals, assessing and evaluating professional development, and in helping students to become an integral part of the staff and internship setting. The supervision relationship should include discussion of transference and counter-transference issues but have clear boundaries and be free from multiple relationships. A student may provide service at an agency as long as the student has not been a client of that counseling agency within the two years prior to the start of the practicum/internship experience and the site supervisor has never provided counseling/therapy to the student at any time. The following objectives apply:

- 1) Guide students toward the acquisition of specific skills and knowledge related to direct delivery of service to a specific client population, including attention to applicable legal and ethical issues.
- 2) Assist students in assessing client potential, diagnosis, treatment planning, and progress evaluation.
- 3) Assist students in developing a list of objectives, responsibilities, and tasks specific to the agency. Negotiate terms of and co-sign a *Practicum/ Internship Agreement Form* provided by the student.

- 4) Include a minimum of one (1) hour per week of individual (up to 50% may be triadic) supervision on a set day and time. This supervision time requirement should be increased if the student is providing more than ten client contact hours in any given week. A minimum of twelve hours of individual supervision are expected each semester at the agency setting. Group supervision is also desirable. Site supervisors and on-campus supervisors will consult every other week regarding practicum students.
- 5) Provide students with diverse counseling situations in which they can gain experience in practical application of theories and techniques. Students average a minimum of 6-7 direct client contact hours per week. Client contact is defined as scheduled individual, family, or group counseling sessions wherein the student bears the primary responsibility for conducting goal-oriented treatment. Both individual and group counseling experience is required. Incidental contact outside of scheduled sessions may not count as contact.
- 6) Provide an appropriate, confidential, and safe environment in which students can meet with clients. Counseling facilities should be adequate to allow for audio/video recording of sessions with client permission. Students may conduct sessions only when an administrative or clinical member of the agency with some advanced education and training in people helping skills and crisis intervention is present in the same building. Students may conduct client home visits only when accompanied by a supervisor. Student communication with clients is limited to means provided by the agency (e.g. agency phones and/or email). If a student must return a client phone call from outside of the agency, the student should first dial \*67, then enter in the client's phone number to block the counselor's phone number. In no case should a client be given a student's personal phone number or email address.
- 7) Review and sign off on the student's record keeping.
- 8) Assist students in planning for efficient use of time and resources.
- 9) Help students develop positive working relationships with supervisors, peers, and agencies.
- 10) As appropriate, communicate with the faculty coordinator regarding progress of the student.
- 11) Complete and return a Student Performance Evaluation as required. Western will provide these forms to you at the appropriate time toward the end of each semester. Supervisors should review the completed evaluation with the student prior to returning the completed evaluation to Western.
- 12) If possible, attend the Western Seminary fall practicum/internship connection and spring supervisor event.
- 13) Meet annually with a representative of the program to discuss and evaluate internship issues.

## WHAT WESTERN NEEDS FROM THE SUPERVISOR

- ✓ A current Resume or Curriculum Vita and copies of professional licenses held by the supervisor, including documentation of training in supervision.
- ✓ A copy of the agency informed consent policy.
- ✓ A copy of the completed Internship Agreement form.
- ✓ Copies of all completed Intern Evaluation forms.

**Thank you for contributing to the professional development of our students!**

I have read and understood the terms listed above, which include providing a minimum of one (1) hour of individual supervision per week. If student sees more than ten clients in a week, an additional hour of individual, triadic, or group supervision will be required. With client permission, HIPAA compliant audio/video recording of sessions is permitted and will be encouraged.

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Site Name

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Site Representative Signature

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Date

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