

Certificate of Advanced Graduate Studies in Mental Health Counseling

## **Clinical Practice Agreement for Advanced Internship: HLC 608 and 609**

Student Name:

Internship Placement Site:

Internship placement site supervisor name and contact information:

Dates of internship agreement: from            to

1. Each student enrolled in HLC 608 (fall) and HLC 609 (spring) is required to be in a clinical internship placement for a minimum of twenty (20) hours a week for a total of six hundred (600) hours or 300 hours each semester. At least two hundred forty (240) of those hours must be direct client hours. The twenty (20) hours may consist of a range of activities related to clinical work: direct client counseling services (individual and group), case management, record keeping (progress notes, treatment plans, bio-psycho-social assessments, etc.), individual and group supervision, in-service training and case consultation. Clinical internship placements may exceed twenty (20) hours a week, but should be agreed upon between student and site to meet required hours.
2. Holistic Counseling (HLC) Program faculty may support students in their search for a placement by providing a list of possible placements and consultation to identify student interests and needs. The HLC program does not place students at their sites. It is the student's responsibility to secure his/her own placement.
3. Each student intern must have an on-site licensed mental health counseling, psychologist, psychiatrist, licensed marriage and family therapist, licensed independent clinical social worker supervisor who provides one (1) hour per week individual supervision. This is a requirement for RI State Licensure, as well as for this internship. Receiving supervision from an approved supervisor who has been licensed and in good standing for five years allows the student to accrue hours toward licensure as a Licensed Mental Health Counselor. The supervisor must also (1) have successfully completed one graduate course in supervision in counseling, taken at an institution of higher learning **OR** (2) is approved by the NBCC as a certified supervisor; **OR** (3) has at least two (2) years experience supervising clinical staff in a mental health setting. Regulations may and do change. Students should consult the RI Department of Health, Office of Health Professions Regulation guidelines for the definition of an approved supervisor. For Rhode Island Licensing criteria see: [http://www.health.state.ri.us/hrs/professions/mf\\_counsel.php](http://www.health.state.ri.us/hrs/professions/mf_counsel.php) . It is important that students confirm that their internship placement supervisor does meet the requirements for licensure. It is also important to confirm that, when the student subsequently applies for licensure, the supervisor will provide documentation of the supervision hours provided to the student during the advanced internship.

4. The twenty (20) hours per week internship placement requirement is expected to be continuous. There should be no break in the student's clinical placement over the course of the semester that exceeds two (2) weeks. Students who have a gap in placement that exceeds two (2) weeks may be required to withdraw from, or take an Incomplete in, the course. Maintaining a consistent presence in the placement allows the student continuity in counseling practice and client relationship.
5. Student interns may change placement only once per semester. Continuous placement is recommended. Continuous placement provides the student the opportunity to demonstrate competency and grow professionally through consistent supervision, clinical work experience and familiarity with all activities that support the clinical service. Students who do not complete continuous twenty (20) hour per week clinical work at a maximum of two (2) placement sites may be required to withdraw from, or take an Incomplete in, the course. Maintaining stability in a placement allows the student continuity in counseling practice and client relationship.
6. If a clinical placement is terminated for any reason, the student must inform the internship instructor immediately. Termination from a clinical placement because of poor performance or other reason may be grounds for dismissal from the internship class. In this case a documented meeting with the student intern, the internship placement supervisor and the SRU internship instructor is required for final disposition.
7. Each student will participate in an Internship seminar. This course meets weekly on campus according to semester scheduling. The instructor will be available for a minimum of two (2) consultations per semester with the student and her/his placement supervisor. This consultation is designed to review the students' clinical work and progress.
8. Each student intern and internship placement supervisor is required to complete all internship documentation; clinical practice agreement, mid-term and final evaluation, student log and student evaluation of placement site.
9. Successful completion of HLC 608/HLC 609 requires a demonstration of professional competency and successful evaluation by the internship placement. Not meeting these requirements results in dismissal from the SRU CAGS in Community Mental Health program.
10. Student interns are required to obtain student general liability insurance. See: [http://www.counseling.org/.../Students/ACA\\_Student\\_Coverage](http://www.counseling.org/.../Students/ACA_Student_Coverage) The American Counseling Association provides this insurance.
11. Student interns will provide services within the ethical guidelines of the American Counselors Association Code of Ethics and the Code of Ethics held by the internship placement site.

## **Expectations of the Student Intern, the Internship Placement Site Supervisor and the HLC Program Advanced Internship Instructor and /or Coordinator**

*The HLC Internship student agrees to:*

- Participate as a student intern for six hundred (600) hours for a minimum of twenty (20) hours per week. Two hundred forty (240) of those hours must be direct client hours.
- Participate in individual clinical supervision weekly with the internship placement site supervisor
- Participate in group supervision and staff meetings of the internship placement site as appropriate
- Become thoroughly familiar with the placement organization and its administrative policy, code of ethics, funding, size, services, confidentiality standards, staff and functions, referral sources, client populations and related issues of diversity
- Integrate and practice their holistic counseling skills in the placement site setting
- Develop skills in assessment, treatment planning and clinical intervention
- Develop skills in clinical documentation and reporting
- Develop skills in the modalities offered by the internship placement site
- Develop an understanding of the continuum of care available to support clients in the community
- Maintain a weekly log of daily clinical and other supportive services in which the students participated during the week. The student will bring this log to the internship seminar each week for review
- Provide a copy of their personal liability insurance for student file on or before the first day of class.
- Provide audio tape recordings of individual and/or group counseling for seminar case presentations, in accordance with HIPAA and other federal and state confidentiality regulation

*The Internship placement supervisor agrees to:*

- Provide a supervised placement for twenty (20) hours per week for six hundred (600) hours
- Provide the student with the orientation to the placement organization
- Provide work space for individual and /or group counseling
- Provide one (1) hour of individual supervision weekly
- Provide opportunity for student intern participation in group supervision and staff meetings as appropriate
- Provide the student intern with an effective case load within which to practice holistic counseling skills
- Observe the student intern in the provision of all aspects of counseling skills including individual and group counseling
- Provide the program with a copy of the internship placement liability insurance
- Consult and/ or meet regularly with program faculty and student intern for a minimum of two (2) times per semester or more as needed. This will provide for student supervision and evaluation, onsite review of supervision notes and/or observation of group supervision by HLC program internship instructor and/or coordinator
- Allow, with client written consent, counseling recordings for seminar case review
- Complete mid-term and final evaluations

