

Counseling Master's Program Student Handbook for Practicum, Internship and Graduate Project

Overview

The practicum and internship represent the culminating experience in a student's program of study. Practicum precedes internship. Students begin internship after:

(1) successful completion of all coursework described in the first two years of the program of study with a B or better grade, and

(2) successful evaluation of student knowledge, skills, and dispositions described in the Counseling and Assessment System. (CAS -see Appendix A)

- Students in the school counseling program begin practicum winter/spring term of the 2nd year in the program.
- Clinical mental health counseling students begin practicum in the Fall term of their 3rd year in the program.
- Internships can be completed at a distance but must be within the United States. Students will still be required to participate in weekly group supervision.

Pre-Practicum Requirements

Students must complete all of the following prior to enrollment in practicum:

1. Attend the practicum/internship orientation meeting held in August for School Counseling students and in late Fall for Clinical Mental Health Counseling students. The Clinical Placement Coordinator will announce specific dates and times for the orientation via email and faculty will notify students in their classes.
2. Complete the **Practicum and Internship Intent** form. (See Appendix B)
3. The purpose of this form is to identify potential practicum and internship sites for students.
4. Students in the Counseling Practicum and Internship have developed skills in counseling and related work in graduate classes and in supervised counseling situations. To be eligible to begin internship, students must have already completed all of their coursework except electives. The practicum and internship are an opportunity for the student to continue with the process of putting counseling skills into practice in a real situation with weekly supervision. Seattle University faculty hope that students will refine and consolidate their knowledge and counseling approaches during this time, as well as contribute to the setting in which they work. It is important that students have experience with diverse populations, and it is incumbent on the internship site supervisor to provide the counseling intern with opportunities to work with diverse populations.
5. School counseling observation (school counseling students only):

All school counseling program students are required to complete 21 hours of direct observation of school counselors. Students must observe at least three school counselors – at least one at each of these three levels: elementary, middle or junior high school, and high school. This requirement will be reviewed with the student's advisor during the candidacy meeting and its completion will be verified by the COUN 5540 instructor. Students are encouraged to begin these observations at their earliest convenience, though they must be

completed by the end of COUN 5540. A time sheet is available in the department office to keep track of hours. This time sheet needs to be turned in to the department administrative assistant and signed by the school counselor.

6. Signed Practicum Agreement form submitted to the Clinical Placement Coordinator. A hold on registration will occur if this is not completed.
7. Finger Printing/Background Check for School Counseling Students or Clinical Mental Health Counseling Students planning to work in the schools:

Fingerprint and Pre-Residency Clearance Instructions

Important: To work in schools, you will need to be fingerprinted and be cleared for pre-residency (2 steps).

Each of these are valid for two years. Be sure to keep track of the expiration dates because it is your responsibility to make sure that you have clear prints and pre-residency clearance the entire time you are in the field and at time of certification.

Failure to have either could result in being removed from field work or a delay in certification.

To ensure that your clearances are up-to-date and to avoid delay, our recommendation is that you get **re-printed 3 months before the expiration date of your previous fingerprints**, and to re-apply for pre-residency if needed as soon as possible.

School counseling students must have completed the fingerprinting/background check at the time of registration for COUN 5540, School Counseling Practicum.

If a student has not met this requirement at registration for COUN 5540, that student will be withdrawn from the course.

- **Step 1:** Complete the fingerprint process. There are several ways to complete the fingerprint process. You can be fingerprinted at a local courthouse, police station, or Education Service District (ESD) office.
- However, we **STRONGLY** recommend that you be fingerprinted at the local Puget Sound ESD. They are easily accessible and forward your print cards to Washington State Patrol and the FBI automatically.
- Prints are valid for two years and must be valid while you are working in schools and at the time of certification. If they expire, you will need to be reprinted.

The following link will provide you with more details about fingerprinting at ESD and other finger printing options: [Fingerprinting and Background Checks at OSPI](#)

If you have been fingerprinted for a WA school district in the last 2 years, you might not have to fingerprint at this time. Please contact the SU certification office at coecertifications@seattleu.edu for more information.

Step 2: Create an “E-Certification” account with the Washington State Office of Superintendent for Public Instruction (OSPI) using the following link: [OSPI E-Certification Account](#)

Please wait 30 minutes before logging into your account. Otherwise “View my applications” will not be available.

Step 3: Log into your “E-Certification” account with the following link:
[EDS Sign In System](#)

Step 4: Click on “View my applications”.

- Once on this screen, under the box titled “Application,” click on “E- Certification.” This will bring you to the E-Certification homepage.

- At the bottom of the page, click on the box titled “Apply for a Washington Credential Here.”
- Finally, please complete the “Pre-Residency Certificate Clearance” application. Please note this is free of charge.

Questions about fingerprinting?

Please call OSPI Fingerprint Records: 360-725-6135.

For other questions email the Seattle University Certification Office with questions at coe-certifications@seattleu.edu.

8. Fingerprinting/Background Check for Clinical Mental Health Counseling Students
 - a. An Agency with children who are clients of the agency: the agency makes the decision about the security check. If the agency requires a security check, the student must complete the process through the agency.
 - b. Agency with children who are in a school: If the school requires the security check, the student must complete the process through the school.
 - c. Public school: the student must complete the process through the school.
 - d. Private school: If the school requires the security check, the student must complete the process through the school.
 - e. This process must be completed prior to COUN 5640.

Practicum Requirements

1. School Counseling students must have cleared fingerprints in the Washington State Patrol and FBI database before the start of practicum (COUN 5540).
2. The practicum begins on the first day of classes during the quarter the student enrolls. Exceptions must be documented on the respective practicum agreements, approved by the Clinical Placement Coordinator in conjunction with the university faculty supervisor, and meet CACREP supervision requirements.

Internship Requirements

1. Signed Internship Agreement form submitted to the Clinical Placement Coordinator prior to the beginning of the internship. A hold on a registration will occur if this is not completed.
2. All internship students must complete an advocacy graduate project. This is a three - quarter project integrated into the internship sequence. Students will research an area of interest and make a formal presentation to the faculty and their peers.
3. Internship begins in mid-August for School Counseling students. Typically, internship for school counseling students begins when school district employees are expected to report back to work. Internship for Clinical Mental Health Counseling students begins first week of January following winter break.

Responsibilities of the Clinical Placement Coordinator

The Clinical Placement Coordinator oversees all aspects of the clinical field experience, including the placement process. The responsibilities of the Clinical Coordinator are:

- Assist students in finding appropriate placements.
- Identify future placement options for students.
- Respond to field placement questions.
- Coordinate the Practicum and Internship Orientation meetings.

- Oversee and collect electronic practicum and internship paperwork (e.g., contracts and sitesupervisor resumes).
- Approve practicum and internship placements.
- Respond to student concerns regarding practicum and internship placements.
- Serve as the primary liaison between the university and practicum and internship sites.

For questions and information regarding these topics, contact the Clinical Placement Coordinator for the Counseling program.

Practicum and Internship Hours and Supervision Requirements

All students in the Counseling Programs are required to take a one-quarter practicum and a three-quarter internship.

- For practicum, this involves **a minimum of 100 hours on-site, 40 of which are direct contact hours for the ten-week quarter.**
- For internship, **this involves 600 hours on-site, 240 of which are direct contact hours for three quarters.**

Practicum and internship sites may require students to do more hours. In addition, students take part in weekly group supervision class on campus each quarter for practicum and internship as well as weekly supervision for an hour a week. The chart below details the practicum, internship and group course with their supervision and hour requirements.

Supervision Hours/Frequency		Practicum (COUN 5540 or 5640)	Internship (COUN 5550/5560/5570 or 5650/5660/5670)
Group Supervision on campus		Weekly group supervision	Weekly group supervision
On Site	On-site supervision with individual supervisor	Minimum of one hour per week	Minimum of one hour per week
	Direct Client Contact	40 minimums	240 minimums
	Total On-site hours	100 minimums	600 minimums

Practicum and Internship Course Sequence

School counseling students register for COUN 5540 School Counseling Practicum either **winter quarter or spring quarter** prior to the start of COUN 5550 School Counseling Internship and Graduate Project I, Fall Quarter. COUN 5560 and 5570 are **winter quarter and spring**, respectively. The practicum should be at a different school than the internship.

Winter	Spring	Fall	Winter	Spring
COUN 5540	COUN 5540	COUN 5550	COUN 5560	COUN 5570

Clinical Mental Health Counseling students take COUN 5640 Clinical Mental Health Counseling Practicum **fall quarter only**. The internship sequence, COUN 5650, 5660, and 5670 follows consecutively winter, spring, and summer. All courses except electives must be completed before the start of internship.

Most practicum and internships are completed at the same site.

Fall	Winter	Spring	Summer
COUN 5640	COUN 5650	COUN 5660	COUN 5670

Documents

Students,

- The Clinical Placement Coordinator, and site supervisors for practicum and internship must sign a respective agreement.
- Students must sign a Risk Acknowledgement and Release Form (Form 10).

All clients or students of practicum, internship or group student-counselors must sign the respective “Disclosure of Information and Client Consent” form. The forms can be read and downloaded at

[Practicum & Internship Forms for CMHC Students](#)

and

[Practicum & Internship Forms for School Counseling Students](#)

All supervisors must complete the “Supervisor Information” form and submit a resume.

Agreements and consent forms are required as follows:

Form	Due	To
Disclosure of Information and Consent to Participate(client release)	Prior to recording sessions with clients	University Instructor
Risk Release (Form 10)	Must accompany all Practicum and Internship agreements	Clinical Placement Coordinator and Administrative Assistant
Practicum and Internship Agreements CMHC (Form 3 -Practicum, Form 5 -Internship) SC (Form 2– Practicum, Form 4 – Internship)	The last day of the quarter preceding the respective practicum or internship	Clinical Placement Coordinator and Administrative Assistant

Recording of Counseling Sessions

The counseling faculty require students to video record counseling sessions. Such recording allows the practicum and internship student, group counseling student, the site supervisor, and the University instructors to effectively evaluate the quality of the student’s counseling abilities and provide appropriate feedback. Prior permission for video recording and sharing must be obtained from the client, using the “Disclosure of Information and Client Consent” Form. Requirements for recording vary. Parental permission may be required. Consent forms are available in Spanish.

Video Recording Expectations

Data Safeguards: Counseling students are expected to make reasonable efforts to ensure the confidentiality, integrity, and security of the electronic-private health information (e-PHI) and educational student records of their volunteer clients. Reasonable efforts include the protection against any anticipated threats, disclosures, or uses of secure information. Case notes on clients shall remain at the practicum/internship site. Students will not take client personal information home.

Storage Devices: Counseling students should not store video recorded sessions on personal storage devices (e.g., smart phones, laptops, cloud storage, etc.). It is expected that the Counseling student will immediately upload their video recording to the Canvas page for practicum and internship prior to leaving the site for the day. Once the video file has been uploaded to Canvas the Counseling student will then delete the video file from their video recording device. Deleting the video recording must be done prior to leaving the practicum/internship site.

File names: Files that contain identifying information or e-PHI of volunteer clients should be saved using a file name that de-identifies the subject of the files. Files on clients should be stored using agency/school computers. Students should not store files on clients on their personal devices. The exception to this rule is the case consultation presentation required for practicum/internship classes.

Viewing, analyzing, coding, editing, or accessing Files: Files that contain identifying information or e-PHI of volunteer clients should only be accessed, viewed, analyzed, in a private, secure environment that minimizes the risk of unintentional use or disclosure of the volunteer client's identifying information or e-PHI.

Transferring Files: Files that contain identifying information or e-PHI of volunteer clients should only be transferred between the faculty and the Counseling student through Canvas. **Email, including Canvas email, is not considered a secure medium and this method of file transfer is not allowed for files that contain identifying or e-PHI.** Files should be transferred through the physical or electronic exchange of a secure file storage format as indicated above.

Files Destruction: All data that is stored on a storage device and that contains identifying information or e-PHI must be destroyed at the end of the term in which the University counseling student and the volunteer client entered into a clinical relationship. The data is being collected as a part of the University Counseling student's educational and professional training as such the data is not maintained beyond the term of use.

All electronic data about clients on Canvas must be securely erased at the end of each term. Drag and drop to the desktop Recycle bin is not a secure method by which to remove data.

Liability Insurance

All enrolled students in the field experience (practicum and internship) have liability insurance through Seattle University for up to \$1,000,000.00. However, students are strongly encouraged to obtain additional liability insurance through student memberships in such organizations as the American Counseling Association (ACA) and the American School Counselors Association (ASCA).

Additional Practicum and Internship Policies

1. Practicum and Internship are graded Credit (CR) or fail (F) based on the criteria for each respective course. Student evaluations are completed quarterly for practicum and internship by the student and site supervisor.
2. If a student is dismissed by practicum or internship site staff, such action can be grounds for dismissal from the counseling program. The Seattle University Fair Practices Policy (Part III) dictates the process to follow regarding the dismissal of a student in a program.
3. Supervision between fall and winter (3 weeks), winter and spring (1 week), and spring and summer (1 week) will be done on an on-call basis. A designated faculty member will be available for consultation. School counseling interns who start an internship prior to the beginning of fall quarter will meet with the clinical coordinator in August and have on-call supervision between their start date and the first day of the fall quarter.
4. An intern may receive a stipend for an internship. A student may also intern at their place of employment if all of the following conditions are met:
 - the tasks and responsibilities of the internship differ from the responsibilities that the intern has as an employee.

- the intern's caseload of clients differs from the caseload they have as an employee.
 - the intern's site supervisor is different from the supervisor they have as an employee.
 - the student receives weekly supervision for their internship from the university approved internship site supervisor.
 - the agency/school provides a signed letter from the agency director/school principal on agency/school letter head to the clinical placement coordinator indicating (1) the days and times the student will be on site as an employee; (2) the days and times they will be on site as an intern; and (3) that they understand the student's role as an intern differs from their role as an employee; and
 - the internship site supervisor provides a signed letter using agency/school letter head indicating they have no conflict of interest providing supervision to the student intern.
5. Practicum and Internship courses must be completed at Seattle University.
 6. Practicum and internship must be completed within the term in which it is offered.
 7. Students must meet all requirements of the practicum and/or internship to continue into the next sequence of the field experience course. Students are not allowed to continue into the next sequence of internship if practicum/internship requirements are not completed.

Graduate Project

The Graduate Project is a three-quarter project integrated into the internship sequence. Students will research an area of interest based on relevant research and data, initiate an advocacy project, and make a formal presentation to the faculty, their peers and to the advisory council. Further information will be available at the practicum/internship orientation session, in the internship class or from a faculty member.

Practicum and Internship Placement Process

Step 1: Students are required to attend the Practicum and Internship Placement Orientation meeting to learn about the placement process. There is a separate orientation for school counseling and Clinical Mental Health Counseling students. Students are required to attend the orientation a year prior to beginning the field experience. Information regarding the dates and times of the orientation will be emailed to students. The orientation is coordinated by the Clinical Placement Coordinator.

Step 2: Students seek out placement opportunities either individually or with the assistance of the Clinical Placement Coordinator. The Clinical Placement Coordinator will help students identify appropriate placements that meet the requirements of the Council for Accreditation of Counseling and Related Educational Programs (CACREP). School counseling students are required to work with the Clinical Placement Coordinator if they intend to be placed in districts that require the Clinical Placement Coordinator to communicate with the district.

Students who are working individually, and have identified an appropriate placement, should communicate the practicum and internship requirements to the site supervisor.

Step 3: Once a practicum or internship placement has been determined students need to have all forms filled out for the placement.

For school counseling students seeking a practicum this includes: Forms #2, #10 and the site supervisor resume. School counseling students seeking an internship this includes: Forms #4, #10, and the site supervisor resume.

For Clinical Mental Health Counseling students seeking a practicum this includes: Forms #3, #10 and the site supervisor resume. Clinical Mental Health Counseling students seeking an internship this includes: Forms #5, #10, and the site supervisor resume.

All forms can be obtained on the Student Resources Page of the Program website at

- [School Counseling Practicum and Internship Forms](#)
- [CMHC Practicum and Internship Forms](#)

All forms must be submitted to the Counseling Office by 4pm on Friday of Finals Week to the Clinical Placement Coordinator. All paperwork must be submitted prior to the beginning of practicum or internship. Incomplete or late forms will not be accepted. The Clinical Placement Coordinator will review all required forms to determine appropriateness of the placement before approval is granted. Students are *strongly* encouraged to submit their paperwork as early as possible in case a placement is not approved so they may have time to find other placement options. Late forms will delay a student's field placement up to a year.

Step 4: The Clinical Placement Coordinator will notify students through email regarding the approval or denial of practicum and internship placements. Placements that have not been approved will require the student to work with the Clinical Placement Coordinator to find appropriate placements.

Site Supervisor Expectations

Practicum and internship site supervisors are expected to orient the student counselor to the counseling profession well as that of the administration and counseling staff, including emphasis on counseling policies, ethical guidelines, multicultural issues, and any other pertinent information that an emerging student counselor needs to know. Emergency procedures for dealing with potentially suicidal or homicidal clients and for reporting suspected abuse or neglect are expected to be part of this orientation. In addition, site supervisors are expected to provide the following:

Practicum site supervisors are expected to provide the following:

1. Provide student counselors with a case load of clients for counseling
2. Access to a confidential office setting equipped with necessary technology needed to provide quality counseling services
3. Support of the student counselor in their development as a professional

Internship site supervisors are expected to provide the following:

1. Provide student counselors with a case load of clients for counseling
2. Access to a confidential office setting equipped with necessary technology needed to provide quality counseling services
3. Provide a minimum of one hour per week of individual supervision. These individual supervision sessions include, but are not limited to the following:
 - Consultation on a client or family
 - Review of counseling student's video or audio recording of a counseling session
 - Addressing questions from the student counselor
 - Development of professional identity
 - Other related issues that arise during internship

One hour of supervision, for one quarter, is also required for Field-based Group Counseling.

Site Supervisor Qualifications

Clinical Mental Health Counseling site supervisors must hold a master's degree in counseling and have at least three years of post-master's experience working as a counselor comparable to that in which the internship will occur and be fully licensed as a mental health counselor (LMHC). The counseling faculty must approve exceptions. School Counseling site supervisors are required to hold a master's degree in school counseling and be an ESA Certified School Counselor with three years of post-master's experience working as a school counselor.

All site supervisors are asked to complete the “Supervisor Information” form and return it along with a copy of the site supervisor’s resume/vitae to the Counseling Clinical Coordinator at the same time the agreement is signed.

Relationship with the Counseling Faculty

The counseling faculty seeks a collaborative professional relationship with each site supervisor toward the mutual goal of providing the highest quality learning experience possible for the student counselor. During each practicum quarter and in at least one of the three internship quarters, a faculty member will meet with the student and the site supervisor on site to reviewing the student’s progress and experience. If at any time the site supervisor has any questions or concerns about the student counselor or any aspect of the process or procedures, the site supervisor is encouraged to call the students’ instructor or the Clinical Coordinator. During each quarter of practicum and internship there may be a different faculty member supervising the on-campus practicum or internship group. It is the intention of the faculty to provide the greatest amount of depth, breadth, and diversity in faculty supervision.

Practicum and Internship Sites and Placement

The Counseling Programs seek sites with quality supervision and in-service training, a variety of clientele and presenting problems, a philosophy of supervision which encourages respectful and responsible risk-taking by the intern, and a placement which seeks to help the student integrate theory with practice via case conceptualization. The student counselor must be provided a broad range of clientele, counseling orientations, and counseling experiences. In keeping with the mission of the Counseling Programs, the student’s site should include experiences with diverse populations.

The Counseling Programs have developed a database of previous and current sites which is shared with the student. Evaluations of previous sites are also available upon request. Other sites not on this list may be available. Students may investigate a new site not on the current list but should first contact the Clinical Placement Coordinator. Students who are currently counseling in agencies must select a placement different from their usual work site, or stay at their work site and do their internship in a different service area of their agency. Teachers who plan to become school counselors might intern in the school in which they teach based on approval by faculty.

Students are encouraged to initiate the process of locating a site at least two quarters prior to starting a respective internship or practicum. While a database, an orientation, information in the student handbook and syllabi, the student’s advisor, and the Clinical Placement Coordinator are available to assist the student, the responsibility for locating a suitable site ultimately rests with the student.

The process for obtaining a practicum or internship site is as follows:

1. During student orientation, the student and advisor determine a tentative quarter to begin practicum and internship.
2. At candidacy, the student reserves a space for practicum and internship.
3. A practicum and internship orientation is offered twice a year, once in mid-October and in mid-April. Students are encouraged to attend one of these orientations nine to ten months before they begin practicum.
4. The student determines whether a prospective site meets the student’s needs as well as the requirements for group counseling, practicum and internship as outlined by the CACREP standards and Washington Administrative Codes. All placement sites must be approved by the Clinical Coordinator. Once the prospective internship site has been

approved, the student reviews the requirements for field-based group counseling, practicum, and internship with the prospective site supervisor. Note that school counselors, who are doing practicum at a different school than group counseling and internship, will meet with different supervisors.

5. The student completes appropriate agreements in consultation with the prospective supervisor if that supervisor-to-be agrees to each of the program requirements for practicum and/or internship, plus the requirements for group counseling.
6. When the agreement(s) are signed by the student, the site supervisor(s) (and the school principal is necessary) it is returned to the department office (see chart page 6). When the Clinical Coordinator has also signed the agreement, the original will be filed. Copies will be returned to the student and site supervisor.

COUN 5540 School Counseling Practicum, COUN 5640 Clinical Mental Health Counseling Practicum, COUN 5550-5570 School Counseling Internship and Graduate Project and COUN 5640-5670 Clinical Mental Health Counseling Internship all require an off-campus placement. The goal of these courses is to provide an opportunity to practice and integrate skills and knowledge under the supervision of a competent, experienced professional. In addition to the information below, internship packets, agreement forms, course syllabi, supervisor information, and approved sites are available on the counseling homepage and in the counseling office.

For questions and information regarding practicum or internship contact the Clinical Placement Coordinator or an advisor.

Appendix B
Internship Intent Form

CMHC Students/SC Students

Seattle University Counseling Programs
Practicum/Internship Intent Form
8 Steps to Start

Directions: Complete this form before coming to the Practicum/Internship Orientation Meeting for Clinical Mental Health Counselors.

1. Name (print first and last): _____
2. Phone number: _____
3. Term you plan to begin your practicum: _____ and internship _____
4. Please list your areas of interest (Examples for mental health counselors: mental health, drug/alcohol, eating disorders, post-secondary, career, employee assistance; children, adolescents, adults, families. Examples for school counselors: elementary, middle, high school; urban, suburban, rural; public or private):
 - a) _____
 - b) _____
 - c) _____
5. Please list 1-3 sites where you would like to be placed for practicum and internship in order of preference (mental health students only list for internship):

Practicum and Internship:
 - 1) _____
 - 2) _____
 - 3) _____
6. Students must avoid dual relationships with potential site supervisors. Do you have a dual relationship with a potential site supervisor (for example, father-in-law; friend; spouse, employed at the agency/school). ___Yes ___No. If yes, please describe the nature of the dual relationship.

7. Email your current resume (1-2 pages) to: leibsohn@seattleu.edu
8. Email the completed form prior to the Practicum and Internship Orientation meeting.