



**The University of Texas at Tyler**

**CACREP-Accredited  
Master of Arts in Clinical Mental Health Counseling Program**

**Practicum & Internship Manual**

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## **PART I – INFORMATION FOR CMHC STUDENTS**

### **A. Introduction to CMHC Site-Based Clinical Experience Courses**

Obtaining a master's degree in Clinical Mental Health Counseling (CMHC) from the University of Texas at Tyler (UTT) involves completing a minimum of 3 semesters of clinical experience (one semester of practicum, and two semesters of internship). The purpose of these experiences is to provide students with opportunities to further develop and advance their clinical skills through the role of counselor-in-training.

*Practicum, Internship I, and Internship II are intended to be the last three semesters in a CMHC student's plan of study.*

COUN 5393 Practicum – One semester class; consists of 100 hours of clinical experience (including 40 direct client hours)

COUN 5396 Internship I & COUN 5397 – Two semesters of coursework; consists of 600 hours of clinical experience (including 240 direct client hours)

### **B. Program Monitoring**

CMHC program faculty regularly monitor and evaluate CMHC students. Students are evaluated on their academic progress, counseling skills, ethical decision making, and dispositional areas through formal and informal methods throughout their time in the CMHC program. Students who demonstrate problematic issues in any of these areas may not be permitted to begin and/or progress with practicum or internship until an appropriate remediation plan is completed. For more information about CMHC Program remediation and retention please see the CMHC Student Handbook.

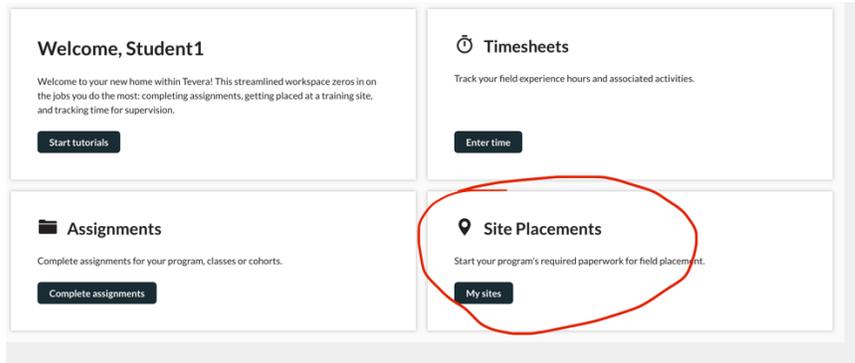
### **C. Tevera**

The vast majority of practicum and internship paperwork (site agreements, time log reports, pre-practicum/internship paperwork) is completed within the Tevera Software System. CMHC students gain access to this system by paying a program fee at the beginning of their time in the CMHC program. After starting the CMHC program students are added to a CMHC Canvas Course which provides access to Tevera. Students should always access Tevera for the first time through this program Canvas course which will prompt them to register. After entering through canvas students can access Tevera at anytime through <https://uttyler.tevera.app/#/logon> Once enrolled in practicum and internship students can access course specific materials through their canvas course and the Tevera link embedded within the canvas course.

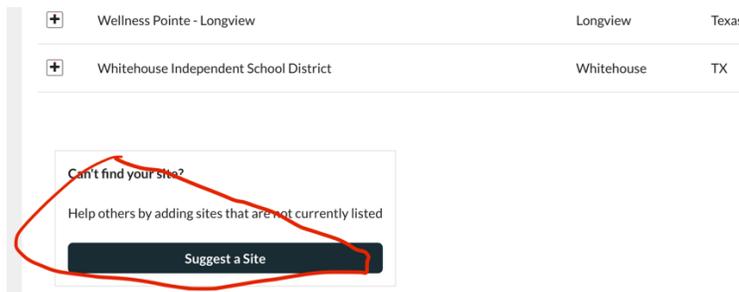
### **D. The Community-Based Site**

Students in the CMHC program are tasked with the responsibility of securing an appropriate practicum and internship site. Students are encouraged to carefully plan for practicum and internship to identify an appropriate site which will provide a meaningful learning environment. A list of pre-approved internship sites can be found on UT Tyler's Tevera site

(<https://uttyler.tevera.app/#/logon>) under the “site placement” box. Students can then click “browse sites” or “my sites” to look at a list of pre-approved sites.



If a student would like to complete practicum or internship at a site that has not been pre-approved, the student must “suggest a new site” through Tevera (scroll down to the bottom of the list of sites do this).



Prior to completing this process, the student must make sure the site meets the requirements described in I.D.1. and that there is a site supervisor who meets the requirements outlined in I.D.2. of this manual. The CMHC Practicum and Internship Coordinator will also verify that site and supervisor are appropriate for a CMHC practicum or internship student.

***In order to gain strong clinical experiences through practicum and internship, students should take every effort to remain at consistent sites across the three semesters (1 semester of practicum, 2 semesters of internship) and avoid switching sites unless absolutely necessary.*** If a student believes they need to change sites, they must first discuss this with their practicum/internship course instructor and the practicum and internship coordinator.

## 1. Community Site Requirements

Students must find an appropriate practicum and internship site which allows them to engage in counseling work under supervision. Practicum and internship students must have the opportunity to provide counseling services including diagnosis and treatment of mental disorders and mental health issues under the supervision of a Texas licensed mental health professional. Examples of clinical services CMHC practicum and internship students often engage in include, but are not limited to: individual and group counseling, client screenings,

assessment, diagnosis, treatment planning, and interventions. Practicum and internship experiences are intended to meet counselor licensure requirements for the state of Texas and must be completed in Texas.

The site must ensure that a licensed mental health provider is on site and available any time the CMHC practicum and internship student is seeing clients. CMHC practicum and internship students should never be seeing clients alone in a building. For the purposes of teletherapy, CMHC practicum and internship students need to have a way to contact a licensed mental health professional employed by the site in case of emergency.

Finally, the site must allow audio recording of counseling sessions, with client consent. Audio recording is necessary for the site supervisor and CMHC faculty to evaluate practicum and internship students' skills. More information about procedures for audio recording can be found in section I.D.4. of this manual.

## **2. Community Site Supervisor Requirements**

CMHC practicum and internship students must have a licensed site supervisor employed by the internship site. The site supervisor is required to meet the following minimum criteria:

- A minimum of a master's degree in counseling or a related profession
- Must hold an active Texas license such as, LPC-S, LMFT-S, LCSW-S. Supervisors with other licensure must be approved by the UT Tyler CMHC Practicum and Internship Coordinator for appropriateness and CACREP compliance.
- All site supervisors must have a minimum of three years of active licensed experience and be able to provide proof (i.e., documentation) of training in providing clinical/counseling supervision (supervisors that hold a supervisory endorsement do not need to provide training documentation).
- The on-site supervisor will serve as the clinical supervisor for the CMHC student-intern.
- Regular, face-to-face supervision sessions between the on-site supervisor and the CMHC student are essential and required (a minimum of 1 hour per week is required through individual or triadic formats).
- The on-site supervisor will complete evaluations of the CMHC student at the midterm and end of each semester.
- Knowledge of the UT Tyler program's expectations, requirements, and evaluation procedures for students.

Site supervisors must be available to meet with UT Tyler practicum and internship course instructors throughout the semester to discuss student progress during practicum/internship. UT Tyler practicum and internship faculty maintain regular contact with site supervisors.

For practicum students – faculty contact site supervisors every 2 to 3 weeks

For internship students – faculty contact site supervisors a few times each semester

These meetings can occur face to face, via telephone, or zoom. If needed, UT Tyler practicum/internship course instructors can be available for more frequent contact and

additional consults. The objectives of contact between the UT Tyler practicum/internship course instructor and the site supervisor are:

- to assess CMHC student's progress;
- to be introduced into the working environment of the CMHC student and learn more about the practicum/internship site;
- to act as a support for the CMHC student and the site supervisor; and to update the site supervisor on essential aspects of the CMHC program and upcoming events.

### 3. Practicum & Internship Site Placement Process

The site placement process for CMHC Practicum and Internship is completed within Tevera. The CMHC Program does not place students at sites; students are responsible for finding appropriate sites for the completion of practicum & internship with the support of CMHC faculty.

#### a. Important Dates

Students must adhere to the deadlines below for the practicum paperwork process.

Semester Student Plans to Start Practicum/Internship	Paperwork Due Date (Completed in Tevera)
Fall	July 30
Spring	November 30
Summer	April 30

#### b. Practicum & Internship Prerequisites

The following are prerequisite requirements for COUN 5393 Practicum:

Prior to beginning Practicum (COUN 5393) CMHC students must complete the following prerequisite and co-requisite courses (*these are a bare minimum; most students complete more than the courses listed below prior to starting practicum*):

##### *Prerequisite*

COUN 5312 Counseling Theories and Applications

COUN 5328 Foundations & Ethics

COUN 5391 Essential Counseling Skills

COUN 5392 Helping Relationships

COUN 5324 Cultural Diversity and Advocacy

**\*\*Students must have earned credit (CR) in COUN 5392 and a B or better in COUN 5312 and COUN 5328**

*Co-requisite (must be taken before or concurrently with practicum)*

COUN 5308 Diagnosis and Treatment Planning in Counseling

The following are prerequisite requirements for COUN 5396 Internship I:

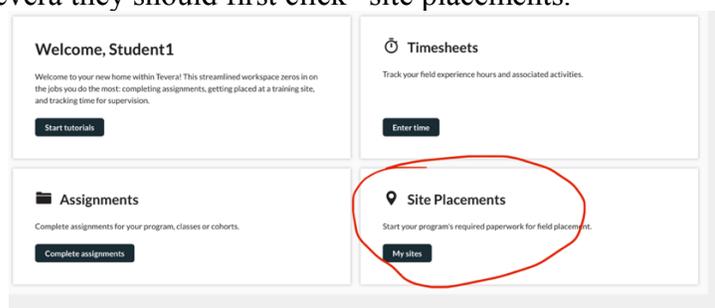
Prior to beginning Internship (COUN 5396) CMHC students must complete the prerequisite courses listed below. Prerequisites for internship include the 8 CACREP core content areas, clinical skills courses, and COUN 5308 (see below).

COUN 5312 Counseling Theories and Applications  
 COUN 5328 Foundations & Ethics  
 COUN 5308 Diagnosis and Treatment Planning in Counseling  
 PSYC 5320 Advanced Human Growth and Development  
 COUN 5324 Cultural Diversity and Advocacy  
 COUN 5368 Assessment Techniques in Counseling  
 PSYC 5345 Group Counseling and Therapy  
 COUN 5340 Research and Program Evaluation  
 COUN 5335 Career Counseling and Assessment  
 COUN 5391 Essential Counseling Skills  
 COUN 5392 Helping Relationships  
 COUN 5393 Practicum in CMHC

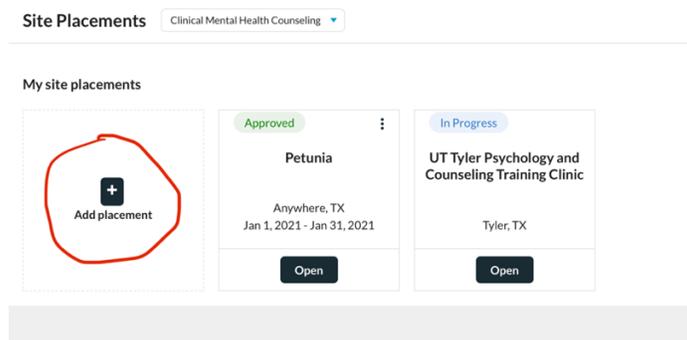
**\*\*Students must have earned credit (CR) in COUN 5393 and a B or better in COUN 5312 and COUN 5328**

### c. Site Agreement

CMHC Practicum Site Agreements are completed within Tevera. When students login to Tevera they should first click “site placements.”



Next click “add placement”



This will bring students to a list of all the pre-approved practicum sites and students can start the site agreement process. Make sure to complete all parts of the site agreement including:

- Practicum/Internship agreement form
- Confirmation of Placement Dates
- Upload proof of student professional liability insurance

If a CMHC student wishes to use a site and cannot find it on this list, it is because the site has not yet been approved. For instructions on seeking a new site for approval please see part I.D. of this manual.

#### **d. Proof of Student Professional Liability Insurance**

Professional liability insurance is a requirement of all CMHC students in practicum and internship. Students may choose any insurance provider they wish for liability coverage.

- As a student member of the American Counseling Association (ACA) enrolled in Master's-level coursework, you are eligible for free coverage. The website is [www.counseling.org](http://www.counseling.org). Click on the "Student" tab.
- You may also obtain discounted coverage as a student member of the Texas Counseling Association (TCA). The website is [www.txca.org](http://www.txca.org).
- Students have also found CPH & Associates and the Healthcare Providers Service Organization to be reliable providers of coverage. If you wish to purchase your insurance from CPH & Associates, go to [www.cphins.com](http://www.cphins.com). HPSO can be found at [www.hpso.com](http://www.hpso.com). You may also purchase from other appropriate providers if you wish as long as they provide coverage for you as a *counselor*, not a generic educator.

CMHC students must upload proof of active student professional liability insurance to their Tevera account.

#### **e. Ethics & Confidentiality Agreement**

Prior to beginning practicum, CMHC students must read, agree to, and sign the ethics and confidentiality agreement in Tevera. CMHC students are expected to have knowledge of HIPAA, FERPA, and understand the importance of confidentiality and agree to uphold its practice. This includes work with clients, records, class case discussions, and related material. In the event that a student believes confidentiality must be breached for the safety of a client or others, the CMHC students will consult with their site supervisor, university instructor, or both. Unwillingness to uphold client confidentiality may result in removal from practicum, a failing grade, and/or dismissal from the CMHC program.

CMHC students are also expected to uphold the American Counseling Association's (ACA) Code of Ethics and practice in accordance with these standards. Any breach of these ethical standards or any unethical behavior part may result in my removal from practicum/internship and a failing grade, and/or dismissal from the CMHC program. The ACA ethical standards can be found at <http://www.counseling.org/Resources/CodeOfEthics/TP/Home/CT2.aspx>

#### **f. Site Extension & Adding/Changing Sites**

When moving from practicum to internship it is expected that students will remain at the same site. In order to indicate that you will be remaining at the same site for internship you must complete a site extension form in Tevera. Students are permitted to work at a maximum of 2 sites simultaneously while enrolled in internship (students may only work at one site for practicum). If a student wants to add a second site for internship they should complete a new site agreement process in Tevera. A student should only leave a site after consultation with their site supervisor, faculty supervisor, and the practicum/internship coordinator. In order to maintain high quality client care and positive relationships with community sites this should be avoided unless absolutely necessary.

#### **4. Audio Recording**

CMHC Practicum and Internship students are required to audio record their counseling sessions on a weekly basis. Audio recordings allow site and faculty supervisors to appropriately evaluate student skills and progress. Audio recorders will be provided by the CMHC program at the beginning of each semester and collected at the end of each semester. All session recordings will be deleted each semester. The CMHC Practicum and Internship Coordinator confirms that deletion has been completed each semester. Audio recordings are only housed on the recorders and are never uploaded or transferred to other devices or cloud-based systems. The only individuals who will listen to the audio recording are the student, the site supervisor, the faculty supervisor, and a small (i.e. ten) group of counseling students as part of group supervision. All students sign ethics and confidentiality agreements each semester confirming that they agree to uphold HIPAA and FERPA privacy rules and the ACA Code of Ethics.

Students are required to keep audio recorders in locked bags anytime they are not in use. Students are aware that audio recorders contain confidential information and should be treated as such. Student inappropriate handling of audio recorded information is never tolerated in the CMHC program. Students are aware that this would lead to dismissal from the program.

Prior to audio recording a session, students MUST obtain client consent and have the client (or client's parent if client is a minor) complete the UT Tyler CMHC Consent to Audio Record form. This form can be kept as part of the client's file at the site.

Questions about audio recording can be directed to the CMHC Practicum and Internship Coordinator (contact information provided at the end of this manual).

## 5. Definition of Direct and Indirect Hours

Through CMHC Practicum and Internship students are required to acquire direct and indirect clinical hours. Specific hours requirements for practicum and internship are reviewed in parts a. and b. of this section. For the purpose of clarity, activities that constituted direct and indirect hours are described below:

### Direct Services:

Direct hours are comprised of time spent in direct contact with clients in a counseling situation. This includes family sessions, group sessions, individual sessions, etc. Specific examples of direct hours include face-to-face. These hours should be completed with the student as the primary counselor. In other words, shadowing does not count as direct hours. Additionally co-counseling should be kept to a minimum (i.e., no more than 10 hours).

- Individual counseling
- Family counseling
- Couples counseling
- Intake interviews with clients – intake interview, psychosocial history, etc. with client and/or family
- Career counseling
- Crisis counseling
- Psychological testing – suicide assessments, etc.,
- Group counseling *\*Students are required to obtain group counseling hours at some time during practicum and/or internship*
- Other activities as approved by your University supervisor prior to the activity taking place

### Indirect Services:

Indirect hours consist of time spent preparing for or processing after delivery of clinical services, as well as supervision. Indirect contact includes:

- Case Notes – Preparation of case notes for client files
- Staffing – Staffing cases with other staff at your on-site facility
- Session Preparation – Session preparation may include creating activities for clients, locating credible resources, preparing homework assignments, etc.
- Workshops/trainings related to clinical work
- On the job training
- Research and readings as it relates to internship duties
- Professional presentations
- Other activities related to client services that are relevant to internship duties
- Other activities as approved by your University supervisor prior to the activity taking place

### **a. Practicum Hours Requirements**

The Clinical Mental Health Counseling (CMHC) student practicum is the first formal clinical experience in the CACREP-Accredited CMHC program at the University of Texas at Tyler (UT Tyler). Practicum provides CMHC students with the opportunity to step into the role of counselor-in-training at a community-based counseling site. Per CACREP (2016), “professional practice, which includes practicum and internship, provides for the application of theory and the development of counseling skills under supervision. These experiences will provide opportunities for students to counsel clients who represent the ethnic and demographic diversity of their community” (2016, p. 15). CMHC student practicum fulfills the following CACREP (2016) requirements:

- Students complete supervised counseling practicum experiences that total a minimum of 100 clock hours over a full academic term (at least 40 of these 100 hours must be direct service with actual clients that contributes to the development of counseling skills).
- Practicum students have weekly interaction with site supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum by the site supervisor.
- Practicum students participate in an average of 1 1/2 hours per week of group supervision on a regular schedule throughout the practicum. Group supervision is provided through the practicum class at UT Tyler.

Practicum takes place over one semester. Students are expected to be physically present in the practicum class each time it meets throughout the semester.

### **b. Internship I and II Hours Requirements**

The Clinical Mental Health Counseling (CMHC) student internship is the final clinical experience in the CACREP-Accredited CMHC program at the University of Texas at Tyler (UT Tyler). Internship provides CMHC students with the opportunity to step into the role of counselor-in-training at a community-based site outside of the UT Tyler CMHC Program. Per CACREP (2016), “professional practice, which includes practicum and internship, provides for the application of theory and the development of counseling skills under supervision. These experiences will provide opportunities for students to counsel clients who represent the ethnic and demographic diversity of their community” (2016, p. 15). CMHC student internships fulfill the following CACREP (2016) Requirements:

- CMHC Internship students acquire 600 clock hours of supervised counseling internship in roles and settings with clients (including at least 240 clock hours of direct service)
- CMHC Internship students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the internship, provided by the site supervisor

- CMHC Internship students participate in an average of 1<sup>1/2</sup> hours per week of group supervision on a regular schedule throughout the internship. Group supervision is provided through the internship class at UT Tyler.

Internship is taken at the conclusion of the CMHC student's program. Students can only take one field experience course (i.e., Internship I, Internship II) per semester; therefore, internship is taken over two semesters. Students are expected to be physically present in internship class each time it meets while enrolled in internship.

### **i. Moving from Internship I to Internship II**

Students in COUN 5396: Internship I are expected to accrue at least 120 direct hours during the semester. However, sometimes students in COUN 5396 Internship I cannot accrue all their required 120 direct hours and therefore they may earn a grade of In Progress (IP) and allowed to continue into COUN 5397 Internship II. This is allowed:

- if the students have accrued at least 75% of their direct hours (75% of 120 direct hours = 90 direct hours) and
- Have met all other requirements, including a total of at least 270 hours, all supervision and paperwork requirements, and all clinical skills and behavioral expectations. The remaining 30 direct hours will be added to the requirements for COUN 5397 Internship II (120+30 = 150 direct hours).

Students in COUN 5396 Internship I who do not accumulate at least 90 direct hours during the semester will not be allowed to continue into COUN 5397 Internship II. They may either earn a grade of In Progress (IP) or No Credit (NC), depending on the nature and magnitude of the shortfall and the status of other course requirements.

Students in COUN 5396 Internship I may continue to accrue hours for one week beyond the end of the semester with the permission of the university instructor and site supervisor. Students in COUN 5397 Internship II may begin to accrue hours for one week before the beginning of the semester with the permission of the university instructor and site supervisor. In both cases, the site supervisor must continue to provide the 1 hour per week of site supervision.

Students in COUN 5397 Internship II must meet all CACREP, departmental, and course requirements for internships, including but not limited to 600 total hours with at least 240 direct hours, individual/triadic site supervision, and group university supervision mandates before credit will be awarded.

### **ii. Extending Internship a Third Semester**

The internship is meant to be completed in two semesters. However, occasionally CMHC student-interns are not able to meet the required 600 overall, 240 direct clinical hours in two semesters of internship. When this occurs, CMHC student-interns must take a third semester of internship to complete their internship hours. CMHC student-interns should work with their internship course instructor, the Practicum and Internship Coordinator, and their site supervisor to develop a plan should for a third semester of internship should this issue arise. To extend the internship, must update the site agreement within Tevera and obtain approval from the site and UT Tyler Practicum and Internship Coordinator. The student must make sure to have active student professional liability insurance during this time as well.

## **6. Practicum & Internship Class**

All Practicum and Internship Courses are taught by a licensed and/or certified counselor education faculty member.

COUN 5393 Practicum is offered each fall and spring. Class meets every week and fulfills CACREP requirements for practicum group supervision hours. Students are expected to be physically present in each class meeting.

COUN 5396 Internship I and COUN 5397 Internship II is offered each fall, spring, and summer. Class meets every other week (with some back to back week meetings) and fulfills CACREP requirements for internship group supervision hours. Students are expected to be physically present in each class meeting.

## **7. Practicum & Internship Behavioral and Clinical Skills Requirements**

Fulfilling the clinical hours expectations is only one requirement of successfully passing COUN 5393 Practicum and COUN 5396/7 Internship. Students are also expected to demonstrate and appropriate level of professional/behavioral and clinical skills. These are assessed at the midterm and end of each semester that students are enrolled in practicum and internship by the student, faculty supervisor, and site supervisor.

### Professional/Behavioral Expectations

CMHC student-interns are expected to present themselves professionally at their internship sites and while in the CMHC program (i.e., internship class). Appropriate ethical and professional behavior is expected. If deficit areas exist, those will be communicated with the CMHC student-intern along with a plan for addressing these areas (if appropriate). Issues related to unprofessional behavior may result in dismissal from the internship site, earning no credit for the internship class, and/or dismissal from the CMHC program.

### Clinical Skills Requirements

CMHC student-interns are expected to display appropriate and ethical clinical skills while at their internship site. Clinical skills are assessed informally on an ongoing basis, and formally at the midterm and end of each semester. If deficit areas exist, those will be communicated with the CMHC student-intern along with a plan for addressing these areas. Lack of progress in addressing deficit skill areas could result in earning no credit for internship and/or being dismissed from an internship site.

**a. Evaluation of Student**

Professional/Behavioral and Clinical Skills are assessed through the CCS-R and Evaluation of Student Part II in Tevera. Faculty and site supervisors review student self evaluations and share their evaluation decisions with students as a means of feedback and to promote student development. A failure to earn sufficient evaluation marks could result in student remediation and/or retention.

Students also evaluate their experiences at the site and with the site supervisor each semester. These evaluations help faculty to evaluate student learning experiences and improve ways in which the CMHC program supports students and community sites.

**8. Issues and Concerns at the Site**

If students have concerns while at their practicum/internship site they should discuss these concerns with their site supervisor and UT Tyler practicum/internship course instructor. Students should always attempt to resolve concerns in a professional manner with their site supervisor, however, the UT Tyler practicum/internship course instructor is meant to be a support to students when appropriate and helpful. If the concerns are of an immediate emergency and/or crisis nature, students should immediately get in contact with their site supervisor and practicum/internship course instructor for support. UT Tyler CMHC faculty expect students to display appropriate professional and ethical behavior. Displays of inappropriate behavior will not be tolerated. Please remember that CMHC students are at the practicum/internship site with the permission of the agency.

## **PART II – INFORMATION FOR SITES AND SITE SUPERVISORS**

### **A. UT Tyler CMHC Students**

University of Texas at Tyler Clinical Mental Health Counseling (CMHC) Students are trained in a rigorous CACREP-Accredited 60 credit hour graduate degree program. This master's program meets the academic requirements for LPC licensure in Texas. Students engage in one semester of Practicum and two semesters of Internship at the end of their CMHC program (last 3 semesters). Below is a description of the minimum coursework a student has completed prior to starting practicum and internship along with the hours requirements for successful completion of practicum and internship.

#### Practicum

Practicum occurs over 1 semester (15 weeks). Students are required to complete 100 hours of clinical work (including 40 hours of direct client services). This typically means that students need to be able to see 4 clients per week. Prior to starting practicum students have at least completed or are completing the following courses:

*\*\*Please remember this is a minimum and students have always completed many other courses in addition to these listed below*

- COUN 5312 Counseling Theories and Applications
- COUN 5328 Foundations & Ethics
- COUN 5391 Essential Counseling Skills
- COUN 5392 Helping Relationships
- COUN 5324 Cultural Diversity and Advocacy
- COUN 5308 Diagnosis and Treatment Planning in Counseling

#### Internship

Internship occurs over 2 semesters (30-33 weeks). Students are required to complete 600 hours of clinical work (including 240 hours of direct client services). This typically means that students need to be able to see 8-10 clients per week. Prior to starting practicum students have at least completed the following courses:

*\*\*Please remember this is a minimum and students have always completed many other courses in addition to these listed below*

- COUN 5312 Counseling Theories and Applications
- COUN 5328 Foundations & Ethics
- COUN 5308 Diagnosis and Treatment Planning in Counseling
- PSYC 5320 Advanced Human Growth and Development
- COUN 5324 Cultural Diversity and Advocacy
- COUN 5368 Assessment Techniques in Counseling
- PSYC 5345 Group Counseling and Therapy
- COUN 5340 Research and Program Evaluation
- COUN 5335 Career Counseling and Assessment
- COUN 5391 Essential Counseling Skills
- COUN 5392 Helping Relationships
- COUN 5393 Practicum in CMHC

## **B. Site Requirements**

CMHC Faculty are incredibly appreciative of our many sites across East Texas that work with our program and students to help students develop as competent and strong professional counselors. The CMHC Program enjoys working with sites that provide rich learning experiences for students while they engage in clinical work under the supervision of licensed providers.

Appropriate practicum and internship sites which allow students to engage in counseling work under supervision. Practicum and internship students must have the opportunity to provide counseling services including diagnosis and treatment of mental disorders and mental health issues under the supervision of a Texas licensed mental health professional. Examples of clinical services CMHC practicum and internship students often engage in include, but are not limited to: individual and group counseling, client screenings, assessment, diagnosis, treatment planning, and interventions. Practicum and internship experiences are intended to meet counselor licensure requirements for the state of Texas and must be completed in Texas.

The site must ensure that a licensed mental health provider is on site and available any time the CMHC practicum and internship student is seeing clients. CMHC practicum and internship students should never be seeing clients alone in a building. For the purposes of teletherapy, CMHC practicum and internship students need to have a way to contact a licensed mental health professional employed by the site in case of emergency.

Finally, the site must allow audio recording of counseling sessions, with client consent. Audio recording is necessary for the site supervisor and CMHC faculty to evaluate practicum and internship students' skills

### **1. Orienting Students to the Site**

Site supervisors should ensure that all CMHC students are oriented to the site. This process should include, but is not limited to, documentation procedures and crisis/emergency procedures.

### **2. Appropriate Student Work Environment and Roles**

Sites must provide appropriate working conditions and physical arrangements for the CMHC students such as a space for completing paperwork, access to a computer and telephone, and office space in which to meet with clients privately.

CMHC students need opportunities to engage in the following types of work during internship:

- Direct client services – CMHC students must be able to provide clinical counseling services to a caseload of clients. This includes but is not limited to the diagnosis and treatment of mental disorders (e.g., assessment, providing appropriate treatment interventions, developing treatment plans).

- Indirect services - CMHC student-interns should have the opportunity to become familiar with and gain experience in a variety of counselor professional activities in addition to direct service (e.g., record keeping, supervision, information and referral, staff meetings).

\*More information about appropriate direct and indirect services can be found in Part I.D.5. of this manual.

### **3. Audio Recording**

CMHC Practicum and Internship students are required to audio record their counseling sessions on a weekly basis. Audio recordings allow site and faculty supervisors to appropriately evaluate student skills and progress. Audio recorders will be provided by the CMHC program at the beginning of each semester and collected at the end of each semester. All session recordings will be deleted each semester. The CMHC Practicum and Internship Coordinator confirms that deletion has been completed each semester. Audio recordings are only housed on the recorders and are never uploaded or transferred to other devices or cloud-based systems. The only individuals who will listen to the audio recording are the student, the site supervisor, the faculty supervisor, and a small (i.e. ten) group of counseling students as part of group supervision. All students sign ethics and confidentiality agreements each semester confirming that they agree to uphold HIPAA and FERPA privacy rules and the ACA Code of Ethics.

Students are required to keep audio recorders in locked bags anytime they are not in use. Students are aware that audio recorders contain confidential information and should be treated as such. Student inappropriate handling of audio recorded information is never tolerated in the CMHC program. Students are aware that this would lead to dismissal from the program.

Prior to audio recording a session, students **MUST** obtain client consent and have the client (or client's parent if client is a minor) complete the UT Tyler CMHC Consent to Audio Record form. This form can be kept as part of the client's file at the site.

Questions about audio recording can be directed to the CMHC Practicum and Internship Coordinator (contact information provided at the end of this manual).

## **D. Supervisor Requirements**

Site Supervisors are invaluable resources for the CMHC program and CMHC students. They play an essential role in student counseling skill and overall professional development.

### **1. Licensure & Training in Clinical Supervision**

The site supervisor is required to meet the following minimum criteria:

- A minimum of a master's degree in counseling or a related profession

- Must hold an active Texas license such as, LPC-S, LMFT-S, LCSW-S. Supervisors with other licensure must be approved by the UT Tyler CMHC Practicum and Internship Coordinator for appropriateness and CACREP compliance.
- All site supervisors must have a minimum of three years of active licensed experience and be able to provide proof (i.e., documentation) of training in providing clinical/counseling supervision (supervisors that hold a supervisory endorsement do not need to provide training documentation).
- The on-site supervisor will serve as the clinical supervisor for the CMHC student-intern.

## **2. Adherence to Code of Ethics**

It is expected that all site supervisors adhere to the 2014 American Counseling Association (ACA) Code of Ethics. The 2014 ACA Code of ethics can be reviewed at: <https://www.counseling.org/knowledge-center/ethics>.

## **3. Supervision Hours**

Regular, face-to-face supervision sessions between the clinical supervisor and CMHC student are essential and required. The site supervisor is required to meet with the student a minimum of one hour per week for individual or triadic supervision. During these meetings supervisors are expected to review audio-recorded counseling sessions with students, discuss and provide feedback on student counseling skills, case conceptualization abilities, diagnostic impressions, and overall student professional development.

## **4. Communication with CMHC Faculty Supervisor/Course Instructor**

Site supervisors must be available to meet with UT Tyler practicum and internship course instructors throughout the semester to discuss student progress during practicum/internship. UT Tyler practicum and internship faculty maintain regular contact with site supervisors.

For practicum students – faculty contact site supervisors every 2 to 3 weeks  
 For internship students – faculty contact site supervisors a few times each semester

These meetings can occur face to face, via telephone, or zoom. If needed, UT Tyler practicum/internship course instructors can be available for more frequent contact and additional consults. The objectives of contact between the UT Tyler practicum/internship course instructor and the site supervisor are:

- to assess CMHC student's progress;
- to be introduced into the working environment of the CMHC student and learn more about the practicum/internship site;
- to act as a support for the CMHC student and the site supervisor; and to update the site supervisor on essential aspects of the CMHC program and upcoming events.

## 5. Tevera

The CMHC program at UT Tyler uses the Tevera software system to help organize and manage our internship program. Tevera helps us partner effectively with sites by:

- Streamlining the placement process through online administration of formal site and student contracts
- Granting you greater visibility and control in promoting your organization as a clinical training site
- Simplifying the supervision (and signing off) of your interns' hours and activities
- Automating the process for submitting student evaluations

Individuals who oversee training placements at your site or are site supervisors, will receive an email from Tevera asking you to register as a user if you have not supervised UT Tyler CMHC students during previous semesters. Please take these two important steps:

1. Add [noreply@clinicaltrainingmanager.com](mailto:noreply@clinicaltrainingmanager.com) and [noreply@app.tevera.com](mailto:noreply@app.tevera.com) to your Contacts to ensure that you receive the registration email.
2. Keep an eye out for that registration email. You'll need to register in order to access information regarding your supervised students (and update your own profile if needed).

Please [watch this video](#) for an overview of how you and any other supervisors at your agency will use Tevera.

## 6. Evaluation of Student

Fulfilling the clinical hours expectations is only one student requirement of successfully passing COUN 5393 Practicum and COUN 5396/7 Internship. Students are also expected to demonstrate an appropriate level of professional/behavioral and clinical skills. These are assessed at the midterm and end of each semester that students are enrolled in practicum and internship by the student, faculty supervisor, and site supervisor.

Professional/Behavioral and Clinical Skills are assessed through the CCS-R and Evaluation of Student Part II in Tevera. Site supervisors should complete these at the midterm and end of each semester (site supervisors receive prompting and reminders about evaluations from the faculty supervisor and the CMHC student). It is expected that site supervisors review evaluations with students particularly attending to areas of strength and concern. These evaluations are also reviewed by the faculty supervisor.

## 7. Issues or Concerns

CMHC student-interns' internship course instructors are well positioned to support site supervisors with any issues that may arise with CMHC student-interns. Site supervisors will be provided with the contact information for CMHC internship course instructors at the beginning of each semester. Site supervisors should always reach out to the CMHC student-intern's internship course instructor or the CMHC Practicum and Internship Coordinator to

address concerns. Sites and site supervisors are not required to continue to working with CMHC student-interns if problems or issues arise. CMHC student-interns engage in work at your site with your permission.

For more information please contact CMHC Practicum and Internship Coordinator

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