



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 ALL CMHC PRACTICUM & INTERNSHIP STUDENTS

C. INTRODUCTION TO CMHC SITE-BASED CLINICAL EXPERIENCES

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.

D. TEVERA

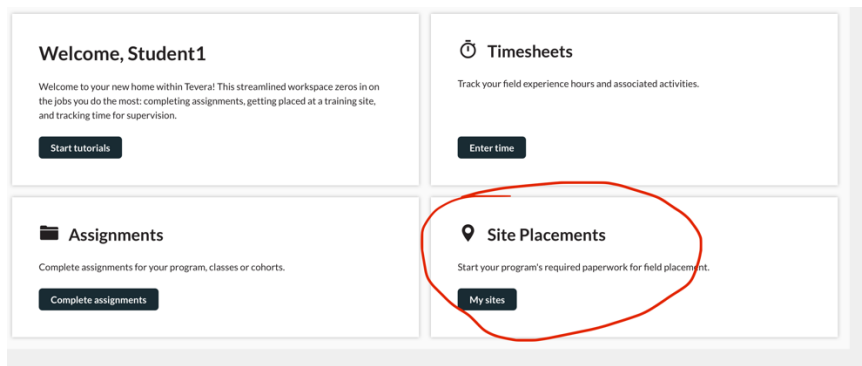
The vast majority of practicum and internship paperwork (site agreements, time log reports, pre-practicum/internship paperwork) is completed within the Tevera Software System. CMHC students gain access to this system by paying a program fee at the beginning of their time in the CMHC program; CMHC students receive their Tevera login information in their first semester of the CMHC program. UT Tyler's Tevera site can be accessed here: <https://uttyler.tevera.app/#/logon> Additionally, students are also able to access Tevera through their practicum and internship course CANVAS sites.

E. PROGRAM MONITORING

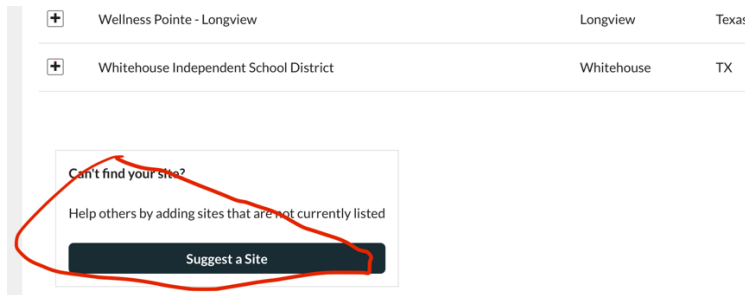
CMHC program faculty regularly monitor and evaluate CMHC students. Students are evaluated on their academic progress, counseling skills, ethical decision making, and dispositional areas through formal and informal methods throughout their time in the CMHC program. Students who demonstrate problematic 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.

F. FINDING A 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 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 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-intern are essential and required (a minimum of 1 hour per week is required).
- 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. 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.

***Faculty will maintain more frequent contact with site supervisors who supervise practicum students due to the students' developmental level.*

3. 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 Part II and Part III of this manual. 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
- 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

4. Audio Recording of Clinical Work

CMHC Practicum and Internship students are required to audio record their counseling sessions. 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. Audio recordings are only housed on the recorders and are never uploaded or transferred to other devices or cloud-based systems.

Practicum/internship students are required to purchase a lockable bag for the audio recorder (these can be purchased for under \$30.00 on Amazon). Practicum/internship course instructors will confirm students have purchased these at the beginning of the semester. Students are expected to keep their audio recorder in the locked bag in a safe location anytime it is not in use (i.e., it should not be kept in your car). Audio recorders contain confidential information and should be treated as such. Student inappropriate handling of audio recorded information will result in earning no credit for practicum/internship and/or dismissal from the CMHC 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 will be provided to students from their practicum/internship course instructor.

5. 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 – COUN 5393 PRACTICUM

A. INTRODUCTION

1. Clinical Mental Health Counseling Program Practicum

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 our on-campus Psychology and Counseling Training Clinic and 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 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. CMHC STUDENT PRACTICUM PREREQUISITES

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

C. STUDENT RESPONSIBILITIES PRIOR TO STARTING PRACTICUM

1. Planning for Practicum

CMHC Practicum is an extensive time commitment for students over one semester. Therefore, faculty encourage students to be planful regarding when they chose to start practicum making sure that they have the appropriate amount of time to commit to the learning experience. Students should expect to spend around 10-12 hours per week on practicum-related activities. CMHC practicum students are required to complete hours in our on campus training clinic and at a community based site.

2. Training Clinic

The Psychology and Counseling Training Clinic is located in the HPR building on UT Tyler's main campus. Students are expected to complete 10 direct hours of client work through the training clinic. All training clinic counseling sessions are audio and video recorded.

3. Community Site

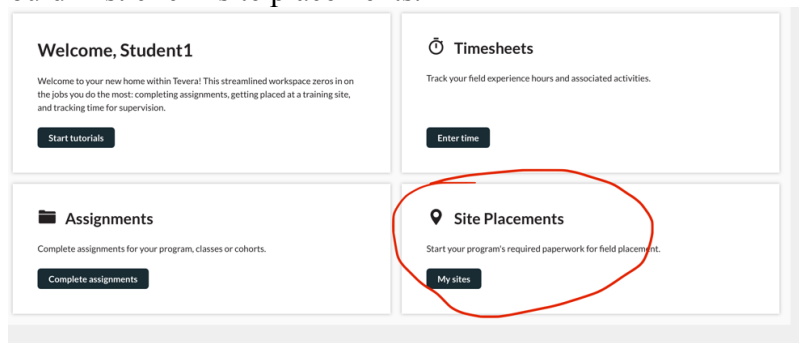
a. Pre-Practicum Paperwork

CMHC practicum students must complete the following paperwork prior to starting internship. All of these documents can be completed in and/or uploaded to Tevera:

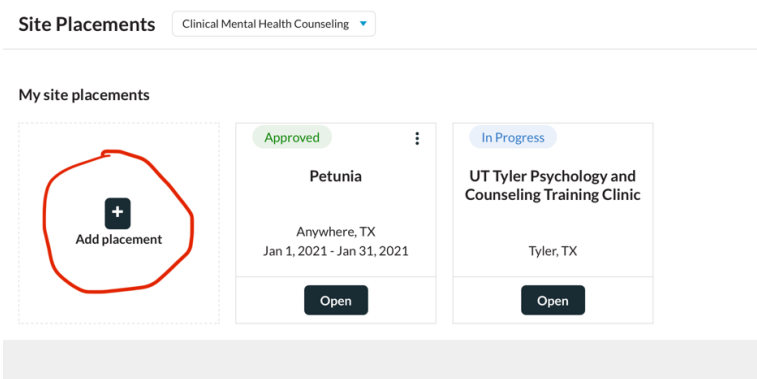
- Internship Site Agreement
- Internship Ethics and Confidentiality Agreement
- Obtaining Student Professional Liability Insurance

b. Practicum 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 agreement form
- Confirmation of Placement Dates

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.

c. Ethics and 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>

d. 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. 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.
- 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. HPSO can be found at www.hpsso.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. Enrolling in Practicum Class

Students enroll themselves in practicum at the time of registration each semester. Seats in practicum are on a first come, first serve basis. Students are encouraged to register for the class as soon as possible.

D. STUDENT RESPONSIBILITIES DURING PRACTICUM

1. Practicum Completion Requirements

a. Behavioral Requirements

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

b. Clinical Skills Requirements

CMHC students are expected to display appropriate and ethical clinical skills while at their practicum 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 along with a plan for addressing these areas. Lack of progress in addressing deficit skill areas could result in earning no credit for practicum and/or being dismissed from an practicum site.

c. Practicum Hours Requirements

CMHC students must gain 100 hours of overall experience during practicum. Practicum occurs over one semester. Hours requirements for practicum include:

- An overall minimum of 100 clock hours. These 100 hours must include:
 - A minimum of 40 hours of direct service with clients. For definitions of direct and indirect hours please see section I.D.3. of this manual.
- An average of 1.5 hours per week of group supervision with the UT Tyler internship course.
- One hour per week of individual/triadic with the site supervisor

PART III – INTERNSHIP

A. INTRODUCTION

1. Clinical Mental Health Counseling Program Internship

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^{1/2} 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.

B. CMHC STUDENT INTERNSHIP PREREQUISITES

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. STUDENT RESPONSIBILITIES PRIOR TO STARTING INTERNSHIP

1. Planning for Internship

CMHC Internship is an extensive time commitment for students over a minimum of two semesters. Therefore, faculty encourage CMHC students to be planful regarding when they start internship making sure that they have the appropriate amount of time to commit to the learning experience. Internship is similar to taking on a part time employment and should be treated as such, CMHC students should expect to spend 20 hours per week on internship-related activities.

2. Pre-Internship Paperwork

CMHC student interns must complete the following paperwork prior to starting internship. All of these documents can be completed in and/or uploaded to Tevera:

- Internship Site Agreement
- Internship Ethics and Confidentiality Agreement
- Obtaining Student Professional Liability Insurance

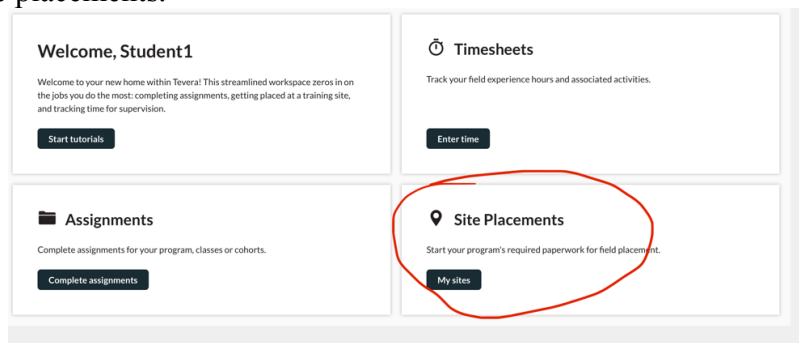
3. Important Deadlines

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

Semester Student Plans to Start Internship I	Paperwork Due Date (Completed in Tevera)
Fall	July 15
Spring	November 15
Summer	April 15

4. Internship Site Agreement


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



Next click “add placement”

Site Placements Clinical Mental Health Counseling ▾

My site placements

 <p>Add placement</p>	<p>Approved</p> <p>Petunia</p> <p>Anywhere, TX Jan 1, 2021 - Jan 31, 2021</p> <p>Open</p>	<p>In Progress</p> <p>UT Tyler Psychology and Counseling Training Clinic</p> <p>Tyler, TX</p> <p>Open</p>
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This will bring students to a list of all the pre-approved internship sites and students can start the site agreement process. Make sure to complete all parts of the site agreement including:

- Internship agreement form
- Confirmation of Placement Dates

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 C.2. of this internship manual.

5. Ethics and Confidentiality Agreement

Prior to beginning internship, CMHC student-interns must read, agree to, and sign the ethics and confidentiality agreement in Tevera. CMHC student-interns 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 student-intern will consult with their site supervisor, university instructor, or both. Unwillingness to uphold client confidentiality may result in removal from internship, a failing grade, and/or dismissal from the CMHC program.

CMHC student-interns 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>

6. 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. 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.
- 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. HPSO can be found at www.hpsso.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 student-interns must upload proof of active student professional liability insurance to their Tevera account by the deadlines outlined in section 3.f. of this manual.

7. Enrolling in the Internship Class

After the CMHC Practicum & Internship Coordinator receives completed internship site agreements within Tevera, and the site placement has been approved, CMHC students will be provided with a permission code to enroll in COUN 5396/7 Internship. These permission codes are sent to students via email after the deadline to submit site agreements.

D. STUDENT RESPONSIBILITIES DURING INTERNSHIP

1. Internship Completion Requirements

Accruing the appropriate number of hours for internship (600 overall hours, 240 of which must be direct hours, including 10 direct group hours) is only one requirement of the CMHC internship experience and does not guarantee students will earn credit for internship. CMHC student-interns are expected to demonstrate an appropriate level of clinical skills, professional behavior, and personal dispositions at their internship site and while in the CMHC program. CMHC students are assessed on these areas formally by their internship course instructor and site supervisor at the midterm and end of each semester of internship. Additionally, CMHC students are regularly assessed by all CMHC faculty for progress in the CMHC program

a. Behavioral Requirements

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.

b. 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.

c. Internship Hours Requirements

CMHC students must gain 600 hours of overall experience during Internship. Internship occurs over two semesters (Internship I and Internship II). Students cannot start counting hours towards internship until they have successfully completed COUN 5393 Practicum. Hours requirements for internship include:

- An overall minimum of 600 clock hours (over two semesters). These 600 hours must include:

- A minimum of 240 hours of direct service with clients (120 hours for COUN 5396 and 120 for COUN 5397). For definitions of direct and indirect hours please see section I.D.3. of this manual. **At least 10 hours of these 240 direct hours must be group counseling.**
- An average of 1.5 hours per week of group supervision with the UT Tyler internship course.
- One hour per week of individual/triadic with the on-site supervisor

d. Moving from COUN 5396 (Internship I) to COUN 5397 (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.

e. 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.

PART IV - INTERNSHIP SITE AND SITE SUPERVISOR RESPONSIBILITIES

To our CMHC Site Supervisors,

First and foremost, thank you for taking the time to work with UT Tyler's Clinical Mental Health Counseling (CMHC) students. Practicum and Internship are meaningful experiences for CMHC students and cannot be completed without the help of sites and site supervisors such as yourself. Relationships between the CMHC program and practicum/internship sites are invaluable and the CMHC faculty greatly appreciate the role sites and site supervisors play in CMHC students' professional counselor development. Included below is some information regarding what is expected of CMHC practicum/internship sites and site supervisors.

A. THE SITE

1. Orienting CMHC 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 CMHC Student Work Environment and Tasks

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 student-interns 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). Students need a minimum of 600 internship hours over two semesters; 240 of these hours must be providing direct client services.
- 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 section D.1.c. of this manual.

3. Audio Recording

CMHC Practicum and Internship students are required to audio record their counseling sessions. 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).

B. THE SUPERVISOR

1. Supervision

Site supervisors (see section C.4. of this manual for site supervisor credential requirements) must be employees of the site and provide one hour of individual or triadic supervision to CMHC student-interns each week. This tends to work best if there is a scheduled re-occurring hour for the student and supervisor each week, though we also understand this is not always possible. Site supervisors must complete a minimum of two live observations of the CMHC student-intern providing counseling services each semester. Additionally, site supervisors must complete midterm and final evaluations of the CMHC student-intern (completed in Tevera).

2. 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 and 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.

3. 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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