



Medaille College

Clinical Mental Health Counseling

2018-2019 Campus Supervisor Manual

MHC 677/678/679

Medaille College

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JOB DESCRIPTION AND RESPONSIBILITIES

Appointment Information

- TBA

PRACTICUM

Requirements

Students must complete supervised practicum experiences that total a minimum of 100 clock hours over a minimum 10-week academic term (about 8 hrs/wk over a 1-2 day period). These requirements meet CACREP standards. Each student's practicum includes all of the following:

1. At least 40 clock hours of direct service (face to face) with actual clients that contributes to the development of counseling skills in both individual and group sessions.
2. Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member and/or program adjunct, or a site supervisor who is working in biweekly consultation with a program faculty member in accordance with the supervision contract.
3. An average of 1 1/2 hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member or adjunct.
4. The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients.
5. Evaluation of the student's counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum.

Supervision in Practicum

Because practicum represents the first opportunity for the student to engage in direct services to clients, the faculty assumes primary responsibility for the student's supervision in addition to the site supervision available at each agency. This allows the faculty the opportunity to tie in didactic instruction and prior preparation with the counseling process itself.

Group Supervision in Practicum

Students meet every other week for three 3 hours or every week for 1.5 hours of group supervision.

The supervisor assigned to MHC 677 is responsible for providing group supervision. Students are expected to attend all classes and meet course requirements as outlined in the course syllabus. These requirements are at the discretion of each individual supervisor and may vary depending on the needs of the group (i.e. SOAP notes, ethics, lethality assessments, microskills etc).

INTERNSHIP

Requirements

There are six requirements for internship that are necessary to consider in identifying an appropriate site.

1. The student must attend class as outlined in the course syllabus.
2. The student must commit a minimum of 600 clock hours to the site to meet the requirements of internship (about 14 hours per week or 2-3 days).

3. Of these 600 hours, a minimum of 240 must be direct service hours. Direct service hours involve face-to-face interaction with clients that includes the application of counseling, consultation, or human development skills. The student is expected to engage in both individual and group counseling.
4. The site must provide supervision by a supervisor deemed qualified by the New York State Office of Professions. (See the section on "Site Supervisor" below for details for NYS and see directly below for site supervision out of state.)
5. The site must permit the student intern to participate in a variety of professional activities in addition to direct service work. These activities should be those that a regularly employed staff member in the setting would be expected to perform.

Medaille's (Clinical) Mental Health Counseling Faculty can provide guidance on out-of-state licensure, education, and internship criteria; **however, it remains the charge of the student to evaluate requirements for the state or Canada in which he or she intends to work.** Students will want to save all syllabi, books and material from the (Clinical) Mental Health Counseling Program as the out-of-state or Canadian licensing boards often need copies of these materials. Medaille makes no guarantee that the completion of a degree or coursework for graduate credit will permit the student to obtain licensure in their particular location.

Supervision in Internship

Unlike Practicum, the site supervisor is the individual supervisor for the student intern and the group supervisor for the student is the campus supervisor. Clinical supervision should include supervision of counseling cases and related professional activities. Similar to Practicum, interns also engage in group supervision on campus with other student interns.

Group Supervision

A minimum of an average of 1.5 hours per week OR 3 hours every other week of group supervision over the course of the semester is required. Students are expected to attend all classes and meet course requirements as outlined in the course syllabus.

PAPERWORK

The Campus Supervisor will make and maintain folders for all students. Below are all Practicum and Internship forms and when each should be completed in the placement process.

****All paperwork can be found on the CHMC webpage under Clinical Placements****

Practicum

- Practicum Contract
- Permission to Record (if the site allows)
- Weekly Time Hour Log
- Site Supervisors Evaluation

Internship I & II

- ALL PRACTICUM PAPERWORK
- Internship Contract

- Weekly Time Hour Log
- Site Supervisors Evaluation –
 - Midpoint – end of Internship I (MHC 678)
 - Endpoint – end of Internship II (MHC 679)

Contact with Placement Site

The Campus Supervisor is required to maintain contact with each of their student’s placement site by phone or email a minimum of every other week during Internship. Site supervisor contact information can be obtained by each student.

CLINICAL EXPERIENCE PLACEMENT PROCESS

Practicum and Internship should not be viewed as other courses in terms of the amount of time required to prepare adequately for the experience. At the time of matriculation into the program, when the student first meets with his or her advisor, it would be appropriate to begin planning for the approximate time of practicum and subsequently internship. Later, after the student has taken several prerequisite courses, more deliberate planning should begin to take place.

Prerequisites

The following courses must be satisfactorily completed before taking Practicum (MHC 677) for students enrolled in Mental Health Counseling:

- MHC 650 Professional Orientation of Mental Health Counseling
- MHC 631 Human Growth and Development
- MHC 600 Counseling Theory and Practice
- MHC 620 Psychopathologies
- MHC 605 Group work
- MHC 630 Professional and Ethical Issues
 - Complete Child Abuse Certification
 - Complete HIPPA training
- MHC 622 Assessment and Appraisal
- MHC 640 Cultural and Social Diversity
- MHC 669 PrePracticum

Beginning the Clinical Experience

Students receive course materials including contract, weekly logs, case note forms, supervision forms, etc. in a *required* information session (classroom visit) by the Director of Clinical Training/Clinical Coordinator six months prior to clinical placement. Students typically begin internship the first day of the month of Helping Relationships. The student must be registered for the course and satisfactorily completed all prerequisite courses. The student may not miss or fail Helping Relationships and continue in Practicum.

Clinical Site Selection Procedure

The selection of a Practicum or Internship site should be taken seriously. Student needs, the site, the supervisor, possible experiences, and “fit” should be taken into consideration. It is for this reason that the student-faculty collaboration is encouraged.

Students are NOT permitted to contact sites until after the information session. Approval of cover letter and resume is highly encouraged. It is recommended that the student email or visit prospective sites. **The student has the responsibility to find and secure an appropriate site.** It is the student's responsibility to keep the Director of Clinical Training/Coordinator updated on progress, and it is the Director of Clinical Training/Coordinator's responsibility to be available for consultation (for students and/or prospective site supervisors) during the process. Once the student and prospective site supervisor have reached an agreement, the student must notify the Director of Clinical Training/Clinical Coordinator who will then confirm the placement. **The placement is not considered final until verified, approved by the Director of Clinical Training/Clinical Coordinator and all contracts and paperwork have been turned into the Director of Clinical Training/Clinical Coordinator.**

Description of Sites

The current list of approved sites includes:

- state mental health facilities,
- outpatient clinics (city, suburban, rural),
- private practice settings (though hours will be sparse and an additional placement is needed),
- private psychiatric hospitals,
- psychiatric units in general and community hospitals,
- schools and treatment centers for developmentally disabled, behavior disordered and/or emotionally disturbed adults and children,
- chemical dependence treatment programs
- plus specialized programs, such as Day Treatment for Eating Disorders and Neuropsychiatric Rehabilitation Programs
- any site that the Office of Professions deems appropriate

Acquisition of and Selection Criteria for Practicum Training Sites

Any faculty member or student can suggest a particular agency as a potential practicum site.

- The Director of Clinical Training/Clinical Coordinator contacts the potential site administrator and/or supervisor for an initial review of requirements on the telephone or via email.
- If the site meets the basic requirements, the DOCT/Clinical Coordinator schedules a visit with the site administrator and/or supervisor to review the requirements and establish an affiliation agreement.
- In order to approve a site, the DOCT/Clinical Coordinator obtains information regarding objectives and function of the agency, population served, training opportunities and duties available to students, credentials of staff and site (copies of registration, licensure, and/or accreditation), and availability New York State qualified supervisors.
- The DOCT/Clinical Coordinator approves sites based on their overall suitability to provide clinical training that meets CACREP and NYS experience requirements, i.e., emphasis on the acquisition of assessment and clinical skills.
- **The ideal internship experience involves sufficient direct clinical contact, exposure to seminars, meetings, administrative duties and record keeping, and appropriate supervision.**
- Every effort is made to be certain that students receive competent supervision within a mentoring relationship in an environment conducive to learning, and that supervision requirements can and will be met by the training site.

Policy on Training Sites with Creedal Statements

- Practicum and internship sites approved by Medaille College are expected to conduct their selection and training in a nondiscriminatory manner.

- Sites are expected to select applicants without regard to race, sex, age, ethnic background, or sexual orientation unless they have compelling legal or therapeutic reasons for limiting the applicant pool.
 - Sites that have a selection policy that disallows students based on any of the above criteria will be approved by Medaille College if the Director of Clinical Training/Clinical Coordinator in consultation with the College determines that an adequate legal and/or therapeutic rationale exists for the selection policies.

Policies for Site Requirements and Evaluation

Monitoring of Training Sites

- Campus Supervisors **establish and document** email, phone, or direct contact with the Site Supervisors each term.
- All student files **MUST** reflect contact with sites.
- Students complete evaluations of the sites at the end of each internship year.
- Campus supervisors will have biweekly contact with site supervisors.
- The DOCT/Clinical Coordinator carefully reviews these to identify problems at sites.
- DOCT/Clinical Coordinator will offer and make a site visit to those sites whom deem it necessary.

Deficient Sites

- A site may be identified as deficient due to, for example, inadequate supervision, inappropriate use of students, insufficient workload for students, failure to fulfill the program requirements, or unethical behavior on the part of the supervisor.
 - When this occurs, the DOCT/Clinical Coordinator intervenes by speaking with the supervisor or agency representative to highlight the problematic area (s) and work to address the issue.
 - If appropriate, the DOCT/Clinical Coordinator may develop a remediation plan with the site;
 - if change does not occur or is insufficient, the DOCT/Clinical Coordinator in consultation with the Program Director will terminate use of the site.
- If the problems are egregious, the DOCT/Clinical Coordinator, in consultation with the Program Director may remove the students immediately.
- If problems are discovered at the end of the practicum year, the DOCT/Clinical Coordinator in consultation with the Program Director may terminate the affiliation with the site.

Student Grievance Procedures

- The Campus Supervisor serves as a liaison with the training sites.
- Students are informed at the beginning of the year to address any problems at their internship site with their Campus Supervisor.
- **The Campus Supervisor keeps the Clinical Coordinator informed of any problems noted by students and any intervention undertaken.**
- Students may also speak directly with the Clinical Coordinator.

Ineffective Students

- A site may identify a student intern as ineffective due to, for example, inadequate flexibility, inappropriate use of time, insufficient attention to feedback given, failure to fulfill the site requirements, or unethical behavior on the part of the student.
 - When this occurs, the campus supervisor intervenes by speaking with the site supervisor or to highlight and document the problematic area (s) and work to address the issue.
 - If appropriate, the campus supervisor may develop a remediation plan with the student;
 - if change does not occur or is insufficient, the campus supervisor in consultation with the Program Director will terminate the student from the site and place the student on probation.

- If the problems are egregious, the campus supervisor, in consultation with the Program Director and Dean may remove the student immediately from the program.
- If problems are discovered at the end of the practicum year, the campus supervisor in consultation with the Program Director will document this in the students file.

POLICY FOR STUDENT EVALUATION

Grading for Practicum and Internship

At the end of **every** semester, a grade must be entered into Medaille One:

- **Satisfactory (S)**
- **Unsatisfactory (U)**
- **Incomplete (I)**
- **CP (Credits Pending)**

Completion of Practicum

Students are given an S (Satisfactory) if all hours and paperwork are complete.

Students are given a grade of I (Incomplete) rather than a letter grade in MHC 677 Practicum in Clinical Mental Health Counseling at the end of the semester if they are unable to complete their first 100 hours at their placement and/or all required Practicum paperwork is not complete.

Students are given a U (Unsatisfactory) if:

- a student receives four (4) ratings of “disagree” or “strongly disagree” on the Site Supervisor’s Mid-Year or Final Evaluations, the student **automatically** fails the Practicum in Clinical Mental Health Counseling and receives a grade of “**Unsatisfactory**” for that term.
 - one “disagree” or “strongly disagree” rating may be enough to fail a student on Practicum in Clinical Mental Health Counseling given severity of deficiency.
- a serious deficiency in one or more areas that may be sufficient to fail or receive an “U” or have him/her removed from the program include, but are not limited to:
 - poor clinical judgment,
 - ethical misconduct,
 - deficits in basic clinical skills, and/or
 - problems using supervision
 - Other matters at the sole discretion of the Campus Supervisor.

If a student receives an *Unsatisfactory* grade in any term of MHC 677/78/79, **he or she will meet with the DOCT/Clinical Coordinator and/or Program Director** to determine whether he or she will be terminated from the program or will have to re-enroll and repeat some or all of the placement sequence in Clinical Mental Health Counseling.

Students are given a CP if they a small amount of work (e.g., paperwork that needs to be signed and turned in or hours) that needs to be completed. CP can remain on their transcript for 30 days and then must be changed to a S, I, or U.

Completion of Internship

Students are given an S (Satisfactory) if all hours and paperwork are complete.

Students are given a grade of I (Incomplete) rather than a letter grade at the end of MHC 678 Clinical Mental Health Counseling I if they have less than 300 hours (400 total, including Practicum) at their placement during Internship I. Once the student achieves 300 hours at their placement, the grade should be changed to S (Satisfactory) or U (Unsatisfactory).

Students are given a grade of I (Incomplete) rather than a letter grade at the end of MHC 679 Clinical Mental Health Counseling II if they are unable to complete their 600-hour Internship; do not have the required 240 hours in direct services; and/or all required Internship paperwork is not complete. If the student's required hours (Direct and/or Indirect) are incomplete, he or she must register for a third semester of Internship.

Students are given a U (Unsatisfactory) if:

- a student receives four (4) ratings of “disagree” or “strongly disagree” on the Site Supervisor’s Mid-Year or Final Evaluations, the student **automatically** fails the Practicum in Clinical Mental Health Counseling and receives a grade of “**Unsatisfactory**” for that term.
- one “disagree” or “strongly disagree” rating may be enough to fail a student on Practicum in Clinical Mental Health Counseling given severity of deficiency.
- a serious deficiency in one or more areas that may be sufficient to fail or receive an “U” or have him/her removed from the program include, but are not limited to:
 - poor clinical judgment,
 - ethical misconduct,
 - deficits in basic clinical skills, and/or
 - problems using supervision
 - Other matters at the sole discretion of the Campus Supervisor.

If a student receives an *Unsatisfactory* grade in any term of MHC 677/78/79, **he or she will meet with the DOCT/Clinical Coordinator and Program Director** to determine whether he or she will be terminated from the program or will have to re-enroll and repeat some or all of the placement sequence in Clinical Mental Health Counseling.

Students are given a CP if they a small amount of work (e.g., paperwork that needs to be signed and turned in or hours) that needs to be completed. CP can remain on their transcript for 30 days and then must be changed to a S, I, or U.

The Campus Supervisor will verify that all documentation in the student’s file is complete. The Campus Supervisor will then forward the completed folders to the Clinical Coordinator or Director of Clinical Training for review and archiving.

Change of Grade

A change of grade must be completed by the Campus Supervisor when an I for MHC 677 Practicum in Clinical Mental Health Counseling, MHC 678 Clinical Mental Health Internship I, or MHC 679 Clinical Mental Health Internship II has been changed to S or U.

CONTACT INFORMATION

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