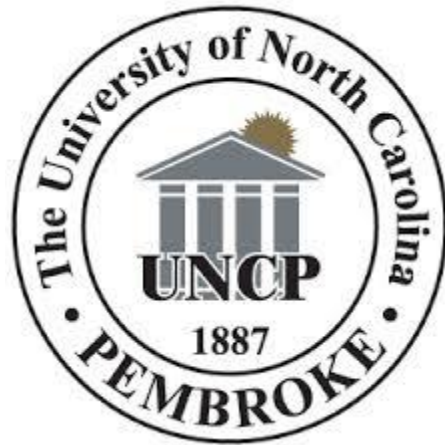


UNCP COUNSELING DEPARTMENT

Field Placement Manual

2018—2019



The University of North Carolina at Pembroke

College of Health Sciences

Department of Counseling

Clinical Mental Health Counseling Program

& Professional School Counseling Program

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FIELD PLACEMENT COORDINATORS

Clinical Mental Health Counseling Field Placement Coordinator

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Professional School Counseling Field Placement Coordinator

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The Field Placement Coordinators for the Counseling Programs at UNC- Pembroke are responsible for coordinating all practicum and internship experiences for Clinical Mental Health Counseling students and Professional School Counseling students. The field placement coordinators collect, maintain, analyze and prepare report of data related to supervision, field placement, and licensure.

FIELD PLACEMENT POLICIES & PROCEDURES

The culminating experiences of the Counseling Programs are the supervised field placement courses: practicum and internship. Supervision is defined as: a distinctive, structured approach in which an often more experienced professional counselor responds to a counselor trainee or supervisee's needs with attention to the supervisee's differing developmental and competency levels (Russell-Chapin & Ivey, 2004).

Bernard and Goodyear (2009) also described supervision as:

- evaluative and hierarchical
- extending over time
- having the simultaneous purposes of enhancing the professional functioning of the more junior person(s); monitoring the quality of the professional services offered to the clients that she, he, or they see; and serving as a gatekeeper for those who are to enter the particular profession.

Field Placement Experiences

All counseling field placement experiences must be completed in North Carolina or South Carolina.

Counseling Practicum (Clinical Mental Health/School Counseling; 3 semester hours)

The practicum is an introductory field placement course. The field placement is required to take place in a setting appropriate to the student's graduate counseling program of study. All placements must have approval from the program faculty the semester before enrollment. The practicum experience allows for enhanced skill development and exposure to professional and ethical practices in a supervised and counseling setting. Students work with the Field Placement Coordinator to obtain field placements one semester in advance of enrollment. Students must complete a total of 100 clock hours at the field placement site. In addition to the field placement requirement, students are required to attend class for group supervision and attempt the comprehensive exam. PREREQ: Completion of 8 out of 9 core counseling courses, a minimum grade point average of 3.0, and an approved field placement application. COREQ: CNS 5060 Crisis Intervention and CNS 5900 Issues in Addictions for Counselors

Class meetings count as group supervision, but do not count toward indirect hours.

NOTE: The core courses are: Professional & Ethical Issues (CNS 5000), Lifespan Development (CNS 5025), Counseling Skills & Techniques (CNS 5050), Group Counseling (CNS 5100), Theories of Counseling (CNS 5400), Research & Program Evaluation (CSN 5500), Assessment (CNS 5600), Career Counseling (CNS 5700), and Multicultural Counseling (CNS 5800).

Counseling Internship (Clinical Mental Health/School Counseling; 3 semester hours)

Counseling internship (CNS 6120/6130) is a field placement course. This field placement is required to take place in a setting appropriate to the students' graduate counseling program of study. All placements must have approval from the program faculty the semester before enrollment. The internship experience provides opportunity for in-depth application of counseling skills and techniques. Students will demonstrate their ability to apply theory to practice. Students receive field-based supervision at their sites and university-based group supervision during class time. Site supervisors must provide supervision to students at a rate of one hour per week throughout the duration of the placement.

Students must complete a total of 300 clock hours at the field placement site during each semester of

enrollment in this course. Sixty percent of the 300 clock hours must be in direct client contact each semester that the course is completed. Class meetings count as group supervision, but do not count toward indirect hours. The course is completed twice for a total of 6 credit hours and 600 clock hours. **PREREQ:** Completion of CNS 6100 Counseling Practicum, successful completion of the comprehensive exam, permission of the instructor, and a minimum of a grade point average of 3.0.

Please Note: It is the student's responsibility to ensure they have met all prerequisites for field placement courses. If it is determined that students have registered for a field placement course but not completed any prerequisite, he or she may be removed from the course regardless of the point in the semester. This might mean the student is required to drop or withdraw from the course. If the discovery is made after the withdraw period, the student will receive a failing grade in the course, which will result in dismissal from the program.

Please Note: Students must be enrolled in a course the semester they plan to graduation. Please consult the Graduate School with any questions or concerns:

<http://www.uncp.edu/academics/colleges-schools-departments/colleges-schools/graduate-school>

Direct vs. Indirect Hours

Site supervisors and students enrolled in field placement courses often inquire about direct versus indirect contact. The information provided below for your specific field of professional counseling, should help you determine what constitutes direct and indirect hours of experience. These definitions of direct and indirect contact align with the guidelines set forth by the North Carolina Board for Licensed Professional Counselors (21 NCAC 53 .0205 & North Carolina General Statutes Article 24, 90-330 a.3.a-b).

Professional School Counseling

Direct hours are hours the supervisee spends in a counseling relationship providing counseling to clients. This includes individual and small group counseling and classroom guidance. At least sixty percent (60/practicum or 180/internship) of total hours accumulated by students during each field placement semester should be in direct contact with clients.

Indirect hours are hours spent in counseling-related activities. This includes program planning (organizing a career day, developing a bully prevention program, etc.), developing classroom guidance or small group curricula, consultation with teachers or parents, participation in meetings (SST, 504, IEP) and making referrals to community agencies. At least forty percent (40/practicum or 120/internship) of total hours accumulated by students during each field placement semester should be indirect in nature.

Below is a list of activities that students should not count as either direct or indirect hours; they are considered inappropriate activities performed by school counselors based on the ASCA National Model (2012):

- Checking-in students in the morning
- Registering students
- Walking students to class
- Hall duty and Lunch duty

- Disciplining students
- Any other activity that is in no way linked to school counseling programming

These guidelines promote consistency across the program and foster the professional development of your supervisee. Students will likely participate in some inappropriate activities, however, they should not be counted as direct or indirect. Students are encouraged to communicate this information to their site supervisors, especially if they find themselves frequently engaging in inappropriate activities. Please attempt to provide your supervisee with worthwhile and enriching experiences that are either direct or indirect in nature.

Clinical Mental Health Counseling

Direct hours for clinical mental health counseling students are hours spent in counseling relationships providing counseling to clients that has been formalized using a NCBLIC-compliant Professional Disclosure Statement. This includes individual, family, and group counseling. In-take interviews, mental health assessments, and co-counseling are also considered direct contact. At least sixty percent (60/practicum or 180/internship) of total hours accumulated by students during each field placement semester should be in direct contact with clients.

Indirect hours are hours spent in counseling-related activities. This includes participating in clinical supervision, observing counseling sessions, writing progress notes, consulting with other mental health professionals, coordinating treatment, researching strategies and techniques, attending team meetings and professional development trainings, and making referrals to other community agencies and organizations. At least forty percent (40/practicum or 120/internship) of total hours accumulated by students during each field placement semester should be indirect in nature.

Activities that are considered neither direct nor indirect contact include:

- Answering phone calls
- Completing clerical tasks

This overview of direct and indirect hours encourages consistency across the program and enhances the professional development of your supervisee. Students may participate in some inappropriate activities, although they should not be counted as direct or indirect contact. Additionally, students should engage in co-counseling with a licensed clinician for any counseling session that will be billed for third party reimbursement. Students are encouraged to communicate this information to their site supervisors, especially if they find themselves frequently engaging in inappropriate activities. Please attempt to provide your supervisee with worthwhile and enriching experiences that are either direct or indirect in nature.

Supervisor Qualifications and Requirements

Students are required to receive individual clinical supervision at their site. Students are not required to participate in group supervision at their site, although it is strongly recommended, if available. In addition to participating in any group supervision, each student's site supervisor must agree to provide at least one hour of individual clinical supervision per week.

Students may not choose site supervisors with whom they have familial ties, romantic relationships, or personal friendships. Failure to disclose this information could result in removal from the site, which could result in failure of the field placement course and dismissal from the program.

A qualified site supervisor will have a master's degree, at least two years of post-licensure counseling experience, and a current and relevant mental health license. The Clinical Mental Health Counseling Program prefers that students be supervised by Licensed Professional Counselors (LPC), but may approve other clinical credentials when an LPC or LPCS is not available and all other criteria for a site are met. Professional School Counseling students completing a field placement course in a school may only receive supervision from a licensed professional school counselor. Site supervisors are required to meet with students one hour per week.

Site supervisors must be "on-site" and are permitted to provide supervision to a maximum of two supervisees during any given semester. A site supervisor may be "off-site" only in instances in which the supervisee is employed as a school counselor and is the only counselor on site. The Field Placement Coordinator must verify circumstances and approve any such arrangement.

Site supervisors are required to provide midterm and final evaluations of the supervisee's professional performance at the site. These evaluations are considered part of the formal evaluation of student progress in the field placement course and their respective program of study. The university instructor will also discuss student progress with the site supervisor throughout the semester on a biweekly basis via email; either party may request additional in person or telephone communication as needed. Site supervisors may supervise no more than two students, unless granted permission by the Field Placement Coordinator.

Recording Counseling Sessions

Approved sites give permission for students to video-record direct client contact. In addition to site permission, students must secure written consent from every client, or parent/guardian (if client is under the age of 18) prior to video-recording any contact. Students must obtain consent using the Client Consent to Video-Record Form (see FORM J), and any additional site-specific paperwork that may be required. Students should express to clients when seeking permission to video-record that the purpose of the recording is to evaluate the student counselor and improve upon counseling skills, not to evaluate the clients or the issues discussed by the clients. The video-recordings will be shared in individual and group supervision at the site and in the field placement class. Additionally, students must take great care when transporting the recordings either physically or electronically. The material contained in the recordings is considered confidential. Students are expected to maintain the highest level of ethical and professional behavior during the practicum experience. Violating the confidentiality of a client is considered an ethical breach of conduct and grounds for dismissal from the practicum course. Practicum students must present at least 1 case presentation to the practicum class. Internship students must present at least 2 case presentations to the internship class each semester.

It is important for site supervisors to help facilitate the video-recording process. Site supervisors should help counselors-in-training identify potential clients or students to participate in a video-recorded session. In schools, it may be helpful to send home 8 to 10 consent forms early on in the field experience. It is likely that only a small percent of consent forms will be returned, signed by child's parent or guardian.

Methods of Recording

Before Selecting Your Recorder

Discuss with your field placement supervisor to determine if your field placement site has any special requirements or legal limitations. Otherwise, please use the standard video release form found in the field placement manual. Digital recorders are recommended for recording purposes. The use of cell phones to record sessions is prohibited due to the fact that cell phones fail to meet confidentiality standards required by FERPA and HIPPA.

Students will need to purchase or borrow a digital recorder, the use of which must be reserved exclusively for field placement activities and recording confidential sessions. Ms. Loria Huggins (loria.huggins@uncp.edu) on the first floor of the education building has recorders that you may borrow. Regardless of the type of recording device you select, students are advised to take extra precautions to safeguard the confidentiality and transportation of recorded material. Best security practices include password protecting your digital recorders and files and/or using a locked box or carrying case to transport your files.

Confidentiality

Each video recording should be stored on a password protected DVD or Flash-drive and kept in a secure location at all times. Label the DVD/Flash-drive with your name, sequential number of the recorded session (1-5), and type of session (i.e., intake, group, etc.). **DO NOT WRITE THE CLIENT'S NAME ON THE DVD/FLASH-DRIVE OR EMBED IT WITHIN THE INTRODUCTION OF THE SESSION.** In a confidential location, view the recorded session and complete any required course paperwork (e.g., case presentation, skills scale). Once complete, enclose your DVD/Flash-drive and the CIRS in an envelope with your name and session number written clearly on the outside and then bring the envelope to class on the designated due date.

Storing Recordings and Transportation

At your site, there should be a secure location designated for audio/video recording storage. If the internship site allows digital files, you should store them on a computer or login that is accessible only by you. If this situation is unavailable, you will need to create a password protected folder on an otherwise shared computer so that others who use the computer will be unable to access your confidential client files. Each individual file within the password protected folder should also be password protected in order to create an additional layer of digital security. Some internship sites do not allow student tapes, recordings, or files to be kept on the premises, while others require that students keep all recordings on site. In the former situation, the student must find a secure and appropriate place to keep files at their home location such as in a locked filing cabinet or on a password protected home computer. Similar measures to ensure confidentiality for the storage of recordings and/or files on site should be made. You should discuss the best procedure for labeling, transporting, and storing your recordings with your on-site host supervisor and University supervisor.

Students must take great care when transporting the recordings either physically or electronically. The material contained in the recordings is considered confidential and students are expected to maintain the highest level of ethical and professional behavior during the practicum experience. Violating the

confidentiality of a client is considered an ethical breach of conduct and grounds for dismissal from the practicum course.

HIPAA requires that recorded material and digital files be transported in a locked box or on a secure device. Students can satisfy this requirement by purchasing a lock box, locking briefcase or lock for one's book bag. In addition, digital files must be password protected and placed on a DVD or Flash-Drive. Emailing digital files is unacceptable as there are many ways that files sent over email can be lost, opened or received by unintended individuals which could cause potential breaches of confidentiality.

It is suggested that students keep all recordings and digital files of clients for a specified period of time. At a minimum, you should keep recordings or digital files of clients until you are no longer seeing them in counseling (school interns should erase their tapes at the end of each semester, unless otherwise directed by their University and/or host supervisor) or once counseling has been officially terminated by you or the client. Once a client has terminated, students should discuss with their University supervisor whether it is acceptable to erase or destroy any associated recordings or digital files. Due to the nature of the client, safety risks/concerns, or possible future legal action, your University supervisor may advise you not to erase or destroy recordings of a client until further notice. Prior to leaving an internship site, you should erase or destroy all recordings and digital files. The minimum number of weeks that a site or University supervisor will ask you to retain recordings will vary; therefore, you should discuss this with your University supervisor.

Once digital files are downloaded to a computer and password protected, they should be erased from the digital recorder. This will help ensure confidentiality if the digital recorder is lost or in situations where others might be able to access it (not all digital recorders can be password protected) and also ensures that files do not exist in multiple places.

When erasing or destroying a recording, please ensure that no part of the counseling session could be reviewed or deciphered. If you throw recordings or files in the trash make sure that they are completely destroyed and irretrievable. You may want to check with your on-site host supervisor regarding the sites policy on destroying/erasing clinical recordings. If the site does not have a policy, for digital files, there are various programs that are available to ensure that files are appropriately deleted from your computer. Simply hitting the "delete" button does not ensure deletion from your computer. Saving over the file ensures that the file is completely gone, along with deleting it from your computer and then defragging your computer (go to the Start Menu, Accessories, System Tools and then Disk Defragmenter).

Another option is to download various types of deletion software. Regardless of the method you select, please ensure that the digital file is no longer on your computer or digital recorder. Failing to do this is unethical and does not protect the confidentiality of your client(s).

If you, or your site supervisor, have further questions about this mandatory policy, please direct those questions to your University supervisor or Field Placement Coordinator.

Guidelines for Students Who Are Not Permitted to Remove Recorded Sessions from Site

Students are required to submit evidence of their counseling abilities to their university supervisors on a regular basis as indicated in the course syllabus. Students are also required to present client cases to their peers for group supervision in field placement courses. In order to fulfill field placement requirements, students typically record client sessions and carefully share them with their instructors and peers. If students

are not permitted to take recorded sessions off the premises of their field placement sites, two options are available. These options may only be utilized by students with written proof from their site supervisors that recordings are not permitted to be taken off the premises.

Option 1

Record sessions on site and transcribe them while on site. Use the transcription in lieu of a recording. Note: confirm with site supervisor that this option is permitted

Option 2

Record mock counseling sessions using the guidelines below.

- Students who choose Option 2 must have their site supervisors complete the Counseling Skill Scale-Revised (CSS-R) at least one time throughout the semester using a live on-site counseling session with a client who has signed an ethically-binding professional disclosure statement. The CSS-R can be found at https://uncp.co1.qualtrics.com/SE/?SID=SV_022sS5nRkyzeG0Z Submit a hard copy to the university supervisor.
- Mock sessions must be 50-60 minutes each.
- The mock client must be currently enrolled in the UNCP counseling programs. No exceptions. Please contact nicole.stargell@uncp.edu if you would like to be assigned a mock client.
- The mock client must not be a close friend or acquaintance.
- Have mock clients present actual issues for exploration and monitor themselves with the knowledge that tapes will be viewed by program members.
- At the conclusion of your session, make certain that the experience has not created any unresolved distress on the part of your volunteer. Be prepared to make appropriate suggestions for supportive actions, should this occur. Follow the procedures outlines in the UNCP Clinic Policies Manual.
- Treat recorded mock sessions as you would a recorded session with a client.
- Follow all procedures outlined in the UNCP Clinic Policies Manual and Field Placement Manual.
- Have mock clients sign a release before conducting a mock session:

Ethical and Legal Conduct

The Counseling Programs strive to foster and facilitate ethical behavior of students engaged in field placement experiences. Students are expected to comply with the American Counseling Association Code of Ethics: <https://www.counseling.org/resources/aca-code-of-ethics.pdf>

Field placement students are required to uphold professional boundaries according to the ethical principles and the ACA code of ethics. Please refer to the ACA code of ethics for information on boundary crossing and boundary violations.

Students should also be aware of ethical codes related to their specific area of interest (e.g., American School Counseling Association Code of Ethics). Students are also encouraged to use ethical decision-making models when faced with ethical dilemmas. Site supervisors should demonstrate and model ethical

and legal behavior and practice at all times, especially those which are common in each field placement site. Please ask supervisors about previous ethical dilemmas and/or legal pitfalls they have faced and how they reached a resolution. Students should utilize various resources (i.e., supervisor, peers, and decision making models) when navigating ethical dilemmas and legal pitfalls.

Nondiscrimination

Discrimination based on a person's status as a veteran or an individual with a disability, age, race, color, religion, sex, sexual orientation, gender identity, genetic information, or national origin is strictly prohibited by The University of North Carolina at Pembroke: <https://www.uncp.edu/resources/title-ix-clery-compliance/non-discrimination-statement>

Students are also required to comply with the UNCP code of conduct:

<http://studentaffairs.uncp.edu/student-conduct/>

Discrimination is also prohibited by the ACA code of ethics: <https://www.counseling.org/resources/aca-code-of-ethics.pdf>

Student Communication with the Field Placement Coordinator

The field placement coordinator will use UNCP-assigned email as the standard form of communication with field placement students. Students are responsible for checking their email accounts regularly and responding to the field placement coordinator within 24 hours.

Satisfactory Student progress

Students are required to adhere to the ethical and legal implications outlined in this manual. Students are also required to comply with all requirements outlined in the syllabi for their field placement courses.

Possible Criteria for Identifying a Deficiency or Concern:

Satisfactory performance evaluations from the University Supervisor and Site Supervisor are required to pass this course. When a graduate student receives a low grade in any graduate course, low ratings on a disposition assessment which are inconsistent with developmental level/matriculation through the program, or when a professor recognizes a serious concern, remediation may be required. The following outlines possible criteria for identifying a deficiency or concern:

1. A graduate student receives a rating of “very poor” or “poor” on any line item of a self, faculty, or site supervisor disposition/skill assessment;
 2. A graduate student is identified by a course instructor as behaving in way that is not conducive to professional counseling or aligned with appropriate counseling standards; or
 3. A graduate student receives a score of -1 or -2 on any item of the CSS-R completed by the university supervisor; no student will pass the course with a final score of -2 on any item.
- Students may pass Internship I with no more than three final scores of -1 on the CSS-R. Students may only pass Internship II with all final scores of 0 or better.

Satisfactory performance is indicated by a score of 0 or better on the Counseling Skills Scale-Revised (CSS-R). The CSS-R can be found at

https://uncp.co1.qualtrics.com/SE/?SID=SV_022sS5nRKyzeG0Z

Note: As failing a course is grounds for immediate dismissal from all graduate courses, a failing final grade is not immediately remediable. UNCP Graduate school regulations do allow students to petition for readmission after a suitable interval, and an action plan to remedy dispositional problems that led to the course failure would be an appropriate part of the readmission process.

Students will be provided with due process for any consequences received as the result of failure to comply with this manual or their course syllabi. Students will have the opportunity to meet with the Chair of the Counseling department to share side their side of story. Students also can appeal to the graduate appeals committee for decisions on courses: <https://www.uncp.edu/resources/registrar/student-complaint-process>

NOTE: Schools, licensure boards, and other credentialing bodies may require background checks and other testing which might prohibit students with certain criminal records/behaviors from obtaining access to testing, licensure, and certification.

Failure of a UNCP Counseling Programs Student to comply with the ACA code of ethics, UNCP nondiscrimination policy, the UNCP code of conduct, the UNCP Counseling Programs Student handbook, the UNCP Counseling Programs Clinic Policies Manual, or the UNCP Counseling Programs Field Placement manual could result in a remediation plan, removal from the site, or failure of the field placement course, which could result in dismissal from the program. Students who are dismissed from their contracted field placement site or who choose to leave their contracted field placement site mid-semester could fail their field placement course or be subject to a remediation plan. The field placement coordinator is not required to approve a replacement field placement site if a student is dismissed or removed from their approved placement.

IMPORTANT: Students are required to provide an official two-week's notice to any field placement site at which they wish to discontinue their work. Copy the field placement coordinator on an official written notice of intent to leave a field placement site (i.e., email or paper letter). You must have new paperwork approved before you begin accruing hours at a new site.

Students should adhere to the on-site policies that apply to individuals employed at the site in similar positions. This includes scheduling time off and calling off sick.

Liability Insurance

Liability insurance serves to financially cover counselors-in-training in the event a civil suit or licensure board matter arises during the field placement experiences. Without proper liability and risk management help, addressing legal and/or ethical matters can become costly and financially devastating.

Counseling students are required to secure professional liability insurance before beginning practicum. Liability insurance must be renewed annually and extend through the last day of the internship experience. Proof of professional liability insurance is a required component of the field placement

application. Placement will not be approved and students will not be allowed to enroll in the field placement course without documentation of professional liability insurance. Liability insurance should be obtained through a student membership in any of the following:

1. The American Counseling Association (ACA): www.counseling.org
2. The American School Counseling Association (ASCA): <https://www.schoolcounselor.org/>
3. The American Mental Health Counseling Association (AMHCA): <http://www.amhca.org/?page=studentbenefits>
4. Licensed Professional Counselors Association of North Carolina: <http://www.lpcanc.org/?page=MembershipBenefits>

Students wishing to purchase professional liability insurance through an organization other than ACA/ASCA/AMHCA must receive approval from the field placement instructor. The minimum coverage required for any insurance policy maintained by a student across field placements is \$1,000,000 per occurrence/\$3,000,000 aggregate. Liability coverage by an employer or site does not negate the professional liability policy requirement outlined here within.

Maintaining liability insurance as students and professional counselors is common in the field. Site supervisors are strongly encouraged to maintain professional liability insurance as well.

Professional Disclosure Statement

All students are required to provide a Professional Disclosure Statement to all clients before engaging in a professional counseling relationship. Students will develop Professional Disclosure Statements during the practicum class. At a minimum, the Professional Disclosure Statement should include information about services provided, counselor credentials and relevant experience, fees, billing information, confidentiality, supervision arrangements, how records will be handled, and informed consent. Additional information about Professional Disclosure Statements are available on the North Carolina Board of Licensed Professional Counselors website. Please also review your site supervisor's professional disclosure statement to learn about the specific needs of your placement site.

Field Experience Placement Protocols for All Counseling Students

The field placement coordinator will place school counseling students in their field placement sites based upon student preferences and availability. Clinical mental health students may choose to complete practicum at a preapproved site or find and secure their own practicum placement sites. These placements will be individually reviewed and approved/denied by the field placement coordinator. All students must complete their The Field Placement Application materials prior to the deadline set by the Field Placement Coordinator and sent over the UNCP Counseling Programs listserv.

The site should offer:

- direct and indirect client contact (including group counseling)
- permission for the student to obtain client consent to audiotape/videotape sessions
- one hour of individual or triadic supervision per week

Some sites may require additional prerequisites specific to the setting (background check, drug screening, health certificate, TB test, etc.). It is the student's responsibility to fulfill these requirements in a timely UNCP Counseling Programs

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manner.

- Class meetings count as group supervision, but do not count toward indirect hours.
- Liability insurance is due on the first day of classes each semester.
- Students may not begin accruing hours on site until they have attended their first field placement class of the semester.
- Students cannot accrue hours for practicum or internship between academic semesters.
- Hours accrued in one semester cannot be applied to a future semester.

Some sites may require additional prerequisites specific to the setting (health certificate, TB test, etc.). It is the student's responsibility to fulfill these requirements in a timely manner so that fulfillment of these responsibilities does not interfere with the student's ability to complete the required hours for the course. Students with criminal convictions are reminded of the previous "Applicants and Students with Criminal Convictions" section within this handbook.

Practicum Field Placement Application Procedure

An informational video and additional field placement resources can be found at:

<https://uncpcounselingprograms.wordpress.com/field-placement-and-testing-resources/>

All application materials (more information below) must be received and approved during the semester prior to enrollment in CNS6100 Counseling Practicum. The FPTC will verify eligibility for enrollment in practicum and conduct a review of the completed field placement paperwork. As necessary, the FPTC will conduct phone/face-to-face interviews with proposed site supervisors. If placement is denied, the student will be required to seek an alternative placement/site supervisor. The deadline for reapplying for field placement will be determined by the FPTC.

Summary list of site requirements:

- One hour of supervision per week from an individual who has a master's degree and two years of experience under a relevant and current mental health license.
- Ability to audiotape or videotape sessions that can be brought to campus for group supervision and then destroyed; see *Guidelines for Students Who Are Not Permitted to Remove Recorded Sessions from Site* in this manual if taping and/or transporting is not possible.
- Ability to earn the required amount of direct and indirect hours each semester (see above for information about number of hours required and what constitutes direct/indirect hours).

FIELD PLACEMENT APPLICATION INFORMATION

Practicum Forms

1. New Field Placement Application (Form A)
2. Professional Competency Assessment (Form B)
3. Field Placement Contract (Form C)*
4. Site Supervisor Information Form (if not already on file; Form D)

Site Continuation Form (at the end of Practicum and Internship I)

1. Field Placement Continuation Form (Form E)

Site Change Request Forms

1. Field Placement Contract (FORM C)*
2. Site Supervisor Information Card (if not already on file; Form D)
3. Updated Professional Disclosure Statement (CMHC only)

**Clinical Mental Health students should submit Form C to Dr. Nicole Stargell at nicole.stargell@uncp.edu or the faculty mailbox 1st floor Education Building (mailbox)*

** Professional School Counseling students should submit Form C to Dr. Jonathan Ricks at jonathan.ricks@uncp.edu or the faculty mailbox 1st floor Education Building (mailbox)*

Please visit a department GA for assistance with scanning

FIELD PLACEMENT APPLICATION FORMS

FORM A—New Field Placement Application

CMHC: https://uncp.co1.qualtrics.com/SE/?SID=SV_2mHBrbrm1hK3smV

PSC: https://uncp.co1.qualtrics.com/jfe/form/SV_0fHMxIRQ7HZIJ4V

FORM B— Professional Competency Self-Assessment and Faculty Assessment

*****THERE ARE TWO PARTS TO THIS FORM. COMPLETE BOTH PARTS.*****

- 1. Complete the PCA for yourself as part of the field placement application.** You do not need to complete a paper copy; just complete the PCA online and hit submit. Please do your best to guess/estimate your current progress in the assessed areas

PCA Links for **Students:**

Clinical Mental Health Counseling

https://uncp.co1.qualtrics.com/SE/?SID=SV_eXsV4vl2bGVe2Ed

Professional School Counseling

https://uncp.co1.qualtrics.com/SE/?SID=SV_8w5g1fky19C95Bj

- 2. Have your advisor complete the PCA for you.** The PCA link is the same for advisors of both programs. Indicate that you have complete at minimum 8/9 core courses and CNS 5350 or CNS 5350 (whichever applies to your track). Please email your advisor and request that he or she completes the PCA for you.

Dear Dr [xxx]

I would like to start my practicum next semester, and in order to apply I have completed the PCA on myself. Would you please complete a PCA for me from your perspective? Below is the link. Thank you for your help.

https://uncp.co1.qualtrics.com/SE/?SID=SV_6m9K5cDeQ2HQfCB

Form C—Field Placement Contract (4 Pages Total)

**The University of North Carolina at Pembroke
Counseling Programs**

Memorandum of Agreement between

THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE COUNSELING PROGRAMS

and

Student Name

and

Field Placement Site

Field Placement Site Address: _____

The University of North Carolina at Pembroke, acting through its Graduate Counseling Program, ("UNCP"), designates the above agency or school as an approved setting for field instruction in the University's program of graduate education for counseling by the signing of this agreement.

By the signing the following agreement, both UNCP and the Agency commit themselves cooperatively to provide field instruction for students enrolled in UNCP's Counseling Program (the "Program") as described below.

UNCP agrees to:

1. Provide guidelines to students defining student educational objectives and field learning experiences.
2. Take final responsibility for the administration of the field instruction program, including decisions that affect the progress of the student, such as grades, credits, and field instruction hours at the site.
3. Respect the site's judgment as to the final acceptance of the individual student for placement.
4. Provide the site with pertinent written information concerning final decisions regarding placement.
5. Provide a designated member of the UNCP faculty to serve as the University Instructor to the site in matters pertaining to field instruction. The University Instructor will:
 - a. Make regular contact with the site to review student progress and consult with the site supervisor on learning patterns or problems;
 - b. Be available to the site supervisor for consultation when requested; and
 - c. Share with the site supervisor knowledge of the educational program and pertinent information

about the student to the extent allowed by applicable privacy laws, including the Family Educational Rights and Privacy Act.

The Site agrees to:

1. Maintain professional and ethical conduct consistent with the ACA Code of Ethics.
2. Accept the standard of the University that students be treated without discrimination based upon race, creed, color, ethnic origin, age, sex, sexual orientation, religion, veteran status, or disability.
3. Accept the guiding principle that any agency for field instruction should provide educationally sound field placements for counseling students.
4. Provide the Program Director (or other position designated in writing by UNCP) with a current description of the placement (the function and purpose of the agency), including the learning opportunities anticipated.
5. Provide students with opportunities to participate in the overall program and activities as appropriate to educational needs, educational preparation and practice competency.
6. Accept and help to implement the objective of the Program that field instruction should provide opportunities to reinforce learning from all areas of the curriculum.
7. Provide qualified field instruction for students by the nomination of, subject to the approval of the Program, those persons who will serve as site supervisors.
8. Ensure that each site supervisor has adequate time within his/her work schedule to:
 - a. Meet the educational needs of the student, including: orientation to the site and its services; development of learning opportunities that include depth and variety; preparation for at least weekly one hour supervision sessions with each student;
 - b. Communicate with the University Instructor at biweekly to discuss learning opportunities and student performance;
 - c. Prepare evaluations as required by the Program; and
 - d. Be available to the student on an as-needed basis.
9. Provide opportunities for planned student contact with site staff members, in addition to the site supervisor(s), through whom appropriate learning opportunities can be provided.
10. Permit use of its facilities, as indicated, by students of the Program during the period of placement, including:
 - a. Sufficient space for students in an area sufficiently private for carrying on his/her independent work and activity;
 - b. Convenient access to a telephone;
 - c. Video/audio tape counseling sessions with client consent (or make acceptable alternative arrangements);
 - d. Office supplies needed to perform responsibilities;
 - e. The site's usual clerical service for those records and reports which the student is expected to produce the agency, and
 - f. Access to client and agency records appropriate to the student's learning experience.

The Student agrees to:

1. Maintain professional and ethical conduct consistent with the ACA Code of Ethics.
2. Keep a weekly log of professional activities completed for the fulfillment of the direct and indirect hours requirement.
3. Make and adhere to a consistent schedule with the site, including remaining engaged at the site for the duration of the semester and meeting with the site supervisor for supervision one hour each week.
4. Attend all scheduled UNCP class sessions for practicum and/or internship. Regardless of the nature of any given emergency, no student is permitted to attend any face-to-face class meetings through Skype, phone, or other distance-learning technology. Any student who does not attend class in person is considered absent.
5. Complete records and assignments as required by the site supervisor and the university supervisor.
6. Dress appropriately for the site.
7. Maintain a current liability policy specific to counseling students.
8. Notify the on-site supervisor and the university supervisor of any anticipated absences or schedule changes.

This agreement becomes effective for _____(semester and year). Students may begin working on site after their first in-person field placement course meeting of the semester. Student work on site may end as early as the last week of the regular semester or as late as the last day of finals week.

This agreement will remain in force for a period of one semester, and is renewed when the student submits the Field Placement Continuation Form before the subsequent semester. However, this contract is void during times in which the student is not enrolled in a field placement course through UNCP. These times include the period between semesters or if the student takes a semester off. Students are not allowed to provide counseling under the supervision of the site supervisor unless enrolled in a field placement course during the academic calendar. This contract can be terminated by UNCP, the placement site, or the student.

Minor adjustments may be agreed upon in writing signed by representatives of each party who are duly authorized to make such agreements, and such written agreements should be then attached to each copy of this document.

Student Signature

Date

Site Administrator Name Printed

Site Administrator Signature

Date

Site Supervisor Name (Printed)

Site Supervisor Email and Phone

Site Supervisor Signature

Date

Site Supervisor: Please initial below to indicate that you have completed a site supervisor information card and the information you provided is current. The information card can be found here:

<http://tinyurl.com/yavsw2l3>

Site Supervisor Initials

Site Supervisor: Is the student also employed at the above-listed agency/organization?

Yes No

If yes, please initial:

____ I (site supervisor) understand that students must complete master's-level counseling work for field placement; duties completed for a job that does not require a master's degree in counseling do not count toward field placement hours. Students may not hold a dual relationship (e.g., case manager & counselor, teacher & counselor) with any given student/client.

Please submit a pdf of this signed form to nicole.stargell@uncp.edu (CMHC Students) -or- jonathan.ricks@uncp.edu (PSC Students)

If preferred, hard copies can be left in the faculty mailbox located on the first floor of the Education Building

FORM D—Site Supervisor Information Card

All site supervisors must complete the following form before hosting a student on site. This form must be updated if any information becomes obsolete.

CMHC: https://uncp.co1.qualtrics.com/SE/?SID=SV_6gIyammuwGyHE1f

PSC: https://uncp.co1.qualtrics.com/jfe/form/SV_4MlzSGKvh6pDFvT

Form E—Field Placement Continuation Form

CMHC: https://uncp.co1.qualtrics.com/SE/?SID=SV_e9T5nmCkgf3Kf5j

PSC: https://uncp.co1.qualtrics.com/jfe/form/SV_4Pcbwgd2W1uAz8p

FORMS FOR STUDENTS

Field Placement Course Requirements	How to Submit
<i>Beginning of Semester</i>	
Proof of Liability Insurance	Email to University Supervisor
Goals and Schedule for Practicum/Internship (FORM F)	Email to University Supervisor
<i>Throughout the Semester</i>	
Contact Hours Weekly Log (FORM H; weekly signatures required)	Submit Copy to University Supervisor (student keeps original)
<i>Middle of Semester</i>	
Midterm Self-Evaluation (FORM L)	Email to Site Supervisor
Site Supervisor Evaluation of the Student (FORM M)	Email to University Supervisor
<i>End of Semester</i>	
PCA Self-Report (Form B; Int II only)	Complete Online
Contact Hours Log Summary (FORM I)	Submit Copy to University Supervisor (student keeps original)
Student Evaluation of Site (FORM J)	Complete Online
Student Evaluation of the Site Supervisor (FORM K)	Complete Online
Final Self-Evaluation (FORM L)	Email to Site Supervisor
Site Supervisor Final Evaluation of the Student (FORM M)	Email to University Supervisor

FORM F—Goals and Schedule for Practicum/Internship

Name: _____

Semester and Year: _____

Goals

Please list three goals, specific to your development as a counselor, which you plan to work toward during your practicum/internship experience.

1. _____
2. _____
3. _____

Schedule

Please provide a tentative schedule for satisfying the course hour requirement 100 (practicum) or 300 (internship). Remember that 60% of the hours should be in direct counseling contact with clients/students. This schedule should serve as a guide as the student works toward completing the internship requirements in the upcoming semester. Changes to this tentative schedule should be discussed in advance with the site supervisor and university supervisor.

Day	Activities	Direct Hours	Total Hours
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			
Total:			

15 weeks (length of semester) X _____ (Total) = _____ Hours for Semester

FORM G1—Consent to Video-Record Client Contact

**UNIVERSITY OF NORTH CAROLINA at PEMBROKE
College of Health Sciences
Counseling Department
Post Office Box 1510
Pembroke, NC 28372**

The field placement experience is a period of supervised practice in which graduate students observe and practice individual and group counseling, as well as other counseling-related activities. Students are supervised by site staff and also attend instructional sessions on the campus of UNC Pembroke.

Counselors and Counselor-Trainees have found the use of video-recordings to be an effective teaching and learning tool. Recordings are used to improve the services you receive, and to facilitate the skill development and training of the student counselor. The recordings are reviewed by agency /school and university staff and will be viewed by other counselors in-training.

Video-recording requires your permission and consent. These recordings and the content therein, are held in the highest confidence. Exceptions/Limitations to this confidentiality include the following situations that are also included in traditional counseling services informed consent:

- You direct me, in writing, to discuss your case with someone else.
- You are deemed to be a threat to yourself or someone else.
- A court order directs me to disclose your information.
- If the abuse of a child or elderly person is indicated.

Any other use of these recordings requires your express written consent. Recordings are permanently destroyed after supervision. By signing this form, you are giving permission to have the sessions involving you or your child and the counselor-in-training video-recorded. Video-recording is completely voluntary. If you decide that you do not want to be video-recorded, you will not be penalized and you will continue to receive services.

If you have any questions or concerns please contact the UNCP Field Placement Coordinator:
Dr. Nicole Stargell (clinical mental health counselors): 910-521-6898, nicole.stargell@uncp.edu --or--
Dr. Jonathan Ricks (professional school counselors): 910-775-4041, jonathan.ricks@uncp.edu

I, _____ (client name), understand the above conditions and agree
to be video-recorded by _____ (Counselor-in-Training).

Client or Guardian _____ Date _____

Counselor-in-Training _____ Date _____

FORM G2—Consent for Simulated Video and Audio Recording of Sessions

I am a student in the Master of Arts in Education in Clinical Mental Health Counseling at UNCP. I am attending a practicum site that prohibits the recording of clients; therefore, I am required to use a simulated client session as a substitute in order to demonstrate my skills as a counselor.

During this mock session I am asking you to:

- participate in counseling.
- when possible, present actual issues for exploration as it is difficult to sustain a fictional topic for an extended period of time.
- censor yourself appropriately—these sessions will be shown to a university professor and peer counselors; concerning material will be shared with the UNCP counseling programs to be addressed according to the policies outlined in the UNCP Counseling Programs student handbook.
- grant permission for me to discuss your sessions with my university supervisor.
- grant permission for me to make video recordings (with only my face visible) and/or audio recordings of the sessions for review by my university supervisor and student peers.

If a crisis or emergency occurs, student counselors will consult with a Counseling Programs Faculty member, UNCP Counseling and Psychological Services (during business hours), or the UNCP Campus Police (910-521-6235)/CFCC Campus Police (910-362-7855).

If you begin to feel uncomfortable at any point, you are under no obligation to continue and may terminate the session immediately.

This recording will be kept in a secure location and erased no later than thirty days after the end of the course.

If you agree now and later wish to withdraw permission, you may do so by notifying me.

Counselor's Name

Counselor's Signature

I, _____, understand and agree to the information above and consent to

Client's Name

conduct these simulated counselling sessions.

Client's Signature

Date

FORM H—Contact Hours Weekly Log

Please refer to the Counseling Programs website for an electronic copy of the Contact Hours Weekly Log form:

<https://www.uncp.edu/departments/educational-leadership-and-counseling/counseling-programs/field-placement-and-testing>

Students are expected to have this log initialed weekly by their site supervisor and university supervisor. Submit the completed and signed hour log to the university supervisor at the end of the semester; always keep a copy for your own records.

FORM I—Contact Hours Log Summary

Site Name: _____

Site Address: _____

Site Phone Number: _____

Site Supervisor Name: _____

University Supervisor Name: _____

Semester Start Date:

Semester End Date:

Submit to the field placement coordinator at the end of the semester. In addition to this Log Summary, weekly logs must be maintained and submitted to the university instructor at each class group supervision session. The completed weekly log must also be submitted to the field placement coordinator at the end of the semester. All weekly logs and the Log Summary will remain in the student’s electronic file.

I, _____ (student name), attest that I performed a total of _____ hours of direct client contact and _____ hours of indirect counseling- related duties during _____ (indicate course, term and year, for example: Internship I, Fall 2020). These hours include on-site supervision.

During this semester, _____ hours were spent in individual supervision, and _____ hours were spent in group supervision (including on-site and in-class).

Student signature _____ Date _____

FORM J—Student Evaluation of Site

CMHC: https://uncp.co1.qualtrics.com/SE/?SID=SV_eL1IBpD0n1ZUfXL

PSC: https://uncp.co1.qualtrics.com/jfe/form/SV_1BS9JSXC7ILLQhL

FORM K—Student Evaluation of the Site Supervisor

CMHC: https://uncp.co1.qualtrics.com/SE/?SID=SV_e563D7Xfa50lgqx

PSC: https://uncp.co1.qualtrics.com/jfe/form/SV_4014jnIaZF4xrwN

FORM L—Mid/Final Self-Evaluation

This form is to be completed by the student and submitted to the university instructor midway through each semester of a field placement course and again at the conclusion of each semester of a field placement course. The student should also discuss the self-evaluation with the site supervisor.

Purposes

1. To provide the trainee with an opportunity to review levels of competency in the performance skill areas of basic helping skills and procedural skills.
2. To provide the trainee with a basis for identifying areas of emphasis within supervision.

Link to the mid/final self-evaluation:

For **CMHC** students:

https://uncp.co1.qualtrics.com/jfe/form/SV_cOr17enN9r5dFyZ

For **PSC** student:

https://uncp.co1.qualtrics.com/jfe/form/SV_0wxyTojOz8ypix7

FORMS FOR SUPERVISORS

FORM M—Site Supervisor Evaluation of the Student

For each field placement course, site supervisors will complete the Professional Competency Assessment (PCA) at mid-term and final. The site supervisor should discuss the evaluation with the student. The student should email a PDF of each evaluation to the university supervisor for review.

The link to the online evaluation will be emailed to site supervisors by the student's university supervisor. The links are also found below.

PCA Links for Site Supervisors:

Clinical Mental Health Counseling

https://uncp.co1.qualtrics.com/SE/?SID=SV_eXsV4v12bGVe2Ed

Professional School Counseling

https://uncp.co1.qualtrics.com/SE/?SID=SV_8w5g1fky19C95Bj

FORM N— University Supervisor Evaluation of the Student

For each field placement course, university supervisors will complete the Counseling Skills Scale-R (CSS-R) at mid-term and possibly at final as well. The university supervisor will discuss the evaluation with the student.

The link to the online evaluation is as follows:

https://uncp.co1.qualtrics.com/SE/?SID=SV_022sS5nRkyzeG0Z