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**DEPARTMENT OF COUNSELING, EDUCATIONAL PSYCHOLOGY  
AND RESEARCH**

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# **Practicum and Internship Manual**

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**CEPR Practicum and Internship Manual**  
**Community, Rehabilitation and**  
**School: Master's and Ph.D./Ed.D.**

This manual is intended to introduce students and supervisors to the Department of Counseling Educational Psychology and Research's Counseling programs' expectations and requirements for satisfactory completion of practicum and internship coursework. It provides information such as forms (including applications, logs, checklists for portfolios and taping) as well as guidelines for supervision. Included are recommendations for ensuring good communication between students, site supervisors, and university supervisors.

It is the responsibility of the student clinician to: follow established procedures for application and enrollment in Practicum/Internship courses, to be familiar with site policies for clinical placements, to know program requirements, licensure/certification requirements, and complete all forms by stated deadlines. This manual is required reading for all practicum and internship candidates. (In addition you must sign the attached "Have Read Rights and Responsibilities" prior to practicum or internship class attendance).

Additionally, all candidates must have personal professional liability insurance activated at the onset and the duration of their practicum and internship experiences. Documentation of the current liability insurance must be turned in for their student files. School counseling students must also complete all security clearance procedures before working on school sites with children. This is a College of Education and State mandate!

Your supervised field experiences (i.e., practica and internships) are crucial developmental steps in one's professional preparation. Students in CEPR's counseling programs concentrate their experiences in community settings such as mental health centers, community agencies, or hospitals; in city, county or private schools; or higher education settings. These clinical experiences are intended to assist students in the integration of knowledge learned in other academic experiences as well as to develop their clinical skills.

## Application Process and Deadlines

### Steps to Counseling “Prac-In” Application

- Start researching practicum and internship sites using the information on Dr. Cogdal’s UM Drive or departmental information available at the front desk in Ball 100. You might decide to make an appointment to talk to the coordinator or a visit a site together.
- **Community Students** then begin calling sites to set up interviews, drop off resumes, etc. **School students** fill out applications and send them to Dr. Cogdal. **Community students** fill out applications as they research sites. Dr. Cogdal **does not** set up community site interviews.
- Advisors must sign off on applications and your core courses must be **completed** with a grade of B or above before the beginning of practicum!
- You must have purchased liability insurance **before you start** your practicum, but it is not due at the same time as the application.
- **School students** must also complete a security/background check for the city and county school systems **before** you start your practicum.
- **School students** who have not put in 40 hours of school-related volunteer work with children or adolescents or taught in a school setting must take a one-hour class during the first semester in the program that exposes him or her to school environments.
- Dr. Cogdal works through the city and county school representatives for school students. Please do not contact them directly.
- Contracts are to be finalized for practicum/internship community students before you begin earning hours. It must be signed off by all parties with **4** copies: one for you, one for your class/group supervisor, one for your site supervisor, and one for your departmental file.
- Keep up with your log in terms of your hour completion. Examples are on Dr. Cogdal’s UM drive. Suggestion: do it weekly!
- Consider joining Chi Sigma Iota for networking and great tips!
- Practicum students will always be expected to turn in 10 tapes.
- There are **no summer practicum** experiences and very few school internships.

- Interns may only have a part-time internship in the summer. You register for 4 credit hours instead of six.
- Students must attend a practicum/internship orientation. They usually occur before the first week of classes.
- Deadlines are as follows for the 2008-2009 academic year: Spring applications are due September 15<sup>th</sup>, 2008, and Summer and Fall applications are due February 15<sup>th</sup>, 2009.
- The Practicum and Internship Fair will tentatively be held on February 9<sup>th</sup>, 2009.

### Learning Goals for Clinical Practice (Practicum and Internship)

The primary objective of the clinical practice opportunities is the acquisition of competence in the skills required by the work role of the counselor in specific settings. The practicum or internship experience requires the Counseling students to:

- Demonstrate skills in developing a counseling relationship;
- Articulate a counseling approach that is consistent with theoretical beliefs;
- Accurately conceptualize client concerns and issues;
- Assess clients from a multicultural perspective to understand their worldview, values, family structure and behavioral norms;
- Demonstrate the appropriate use of assessment instruments based on a familiarity with the validity and reliability of these instruments;
- Interpret data about clients regarding diagnosis and treatment planning and demonstrate familiarity with the DSM-IV TR classification of disorders (when appropriate to your setting),
- Provide individual and group counseling services
- Demonstrate an ability to provide information to a group through a presentation, workshop, or classroom guidance program;
- Develop plans for a developmental guidance program ( school counselors);
- Demonstrate an understanding means of evaluating professional effectiveness.
- Demonstrate sensitivity for legal and ethical dilemmas and conduct themselves in a professional and ethical manner
- Demonstrate verbal communications that are clear and concise in daily interactions with co-workers and other professionals;
- Engage in consultation with professionals and during interdisciplinary team meetings;
- Educate clients on such issues as self care, daily living skills, parenting, education and other support services;
- Demonstrate effective referral and collaboration skills;
- Write reports required by the site supervisor including progress notes and written client records;
- Communicate with other professionals using appropriate terminology pertaining to counseling, psychopathology, special services and psychotropic medication;

## PRACTICUM

Practicum is a 3-credit hour course that the student registers for with the assistance of their advisor. A student must have all core courses completed and hold a 3.0 GPA in those major courses when registering for practicum. Practicum is not offered during the summer semester.

### Practicum Requirements:

- Students spend a minimum of 12 hours at their practicum site. Typically students will spend one full day and one half day each week at their site. Some sites may have additional requirements.
- Students must have liability insurance and a signed practicum contract in place before beginning practicum. No hours spent at the practicum site will count until these are provided to the clinical coordinator.
- 60 direct client contact hours. A direct hour is a clinical service hour spent with a client (group, classroom, family or testing session). No more than 50% of the direct hours can be in group counseling.
- 90 indirect hours. Indirect hours are any other clinical related time such as professional development, case note writing or report writing. This also includes one hour of supervision each week with the site supervisor.
- In addition students will have the following university supervision during the course of their internship.
  - 1 hour each week with their university individual supervisor
  - 1 1/2 hours each week with their university supervisor group.

## INTERNSHIP

Your clinical Internship is a more intensive experience and the candidate is expected to demonstrate broader skills in all aspects of professional functioning. Internship experiences should be at sites that are appropriate to one's ultimate career goals. Candidates will want to work closely with the department's clinical coordinator and faculty to choose a site. Carefully consider your professional goals, interests, needs, and expectations for your clinical/field experiences. Multiple practice sites should reflect a diversity of experiences with different sites, agencies, and activities whenever possible.

When selecting a site, candidates should keep in mind the educational and work opportunities that may be outcomes from the clinical field experience. In addition candidates should aim for a site placement that represents a "good fit" with their personal and professional needs, values, interests, program requirements, and licensure/certification requirements.

When sites agree to allow candidates to train with them, they agree and understand their responsibility to promote the candidates'. This program realizes that these training experiences have a dual role and will work diligently to insure that the needs of the site and candidates are met during the internship.

### **Full Time Internship Requirements:**

- Students spend a 40 hours/week at their internship site.
- 240 direct client contact hours. A direct hour is a clinical service hour spent with a client (group, classroom, family or testing session). This also includes one hour of supervision each week with the site supervisor.
- 360 indirect hours. Indirect hours are any other clinical related time such as supervision, professional development, case note writing or report writing.
- In addition students will have the following university supervision during the course of their internship.
  - 1 1/2 hours each week with their university supervisor group.

**Part Time Internship Requirements:**

- Students spend a 20 hours/week at their internship site.
- 120 direct client contact hours. A direct hour is a clinical service hour spent with a client (group, classroom, family or testing session).
- 180 indirect hours. Indirect hours are any other clinical related time such as supervision, professional development, case note writing or report writing.
- In addition students will have the following supervision during the course of their internship.
  - 1 1/2 hours each week with their university supervisor group.

**Summer Internship**

The maximum number of hours that a student may enroll for Summer Internship is 4 hours or a 300 clock hour intern experience.

**Taking Additional Courses During Internship**

If a student is in full time internship – they must seek an approval for an exception from the Clinical Coordinator and their advisor to be able to take an additional class in addition to the internship course.

### **Roles of Practicum and Internship Students in Clinical Experiences**

- Selects potential sites in consultation with advisor and practicum/internship coordinator.
- Schedules and completes interviews with on-site contacts.
- Submits application for practicum or internship placement well in advance of deadline.
- Arranges a work schedule with the site supervisor.
- Completes a contract between candidate and site to establish a working agreement. Students are expected to adhere to the hours they have established with the site and to adhere to any dress or behavioral codes of their site, and to perform responsibilities in a professional manner as if a paid employee.
- In consultation with site and university supervisors, develops goals and objectives for his/her experience and submits this to his/her university supervisor early in the semester.
- Keeps an accurate log of practicum/intern activities
- They are present at and are prepared for individual and group supervision sessions taking an active role in the process, and attend other on-campus meetings
- Competently completes course requirements and assignments
- Provides 10 audio/ videotapes of sessions or transcriptions of sessions (10 tapes required in Spring for CPSY student supervision and 4 – 10 Fall)
- Arranges for site visit(s) from the university supervisor.
- Returns all paperwork in a timely manner (especially final evaluations – or a class grade will not be given)
- Complies with all legal and ethical regulations; brings all potential legal and ethical issues to the attention of university and site supervisors.
- Is cooperative with the site and university supervisors.

### **Roles of On-Site Contact Person/Supervisor**

- Interviews potential practicum or internship students and indicates preferences among those students for site placement, without discrimination in relation to race, religion, gender, age, national origin, disability, or sexual orientation.
- Inform interviewed students regarding their internship placement. Note that the number and assignment of trainees will be mutually agreed upon between the site and the university coordinator.
- Assigns accepted students to qualified on-site supervisors (a person who has a minimum of a master's degree in counseling, psychology, or clinical social work and two years of relevant, postgraduate experience).
- Provides adequate workspace, telephone access, and supplies and equipment for the student.
- Negotiates with student practicum or internship hours and responsibilities.
- Orients the student to the mission, goals, and objectives of the site, as well as to internal operation procedures.
- Develops goals and objectives with the student for his/her experience early in the semester.
- Ensures that the student has appropriate experience(s) during the placement based on student's goals and objectives.
- Meets at least one-hour each week with student for regularly scheduled individual supervision.
- Provides a written evaluation of the student's performance at mid- semester and at the end of the placement. Evaluations are to be submitted to the student's university supervisor. These may be found in the Appendix
- Maintains contact with university supervisor for assistance and consultation relating to student's progress.
- Engages in ongoing assessment of the student's performance and communicates with the university supervisor about any problems with the student's performance. If problems continue, the site supervisor, in consultation with the student and university supervisor, will develop a remediation plan.
- Is available to meet with the university supervisor at least once per semester.
- Maintains confidentiality (with the exception of the university supervisor) regarding information obtained during supervision.
- Site Supervisors are also invited to attend an orientation and/or appreciation program. Site supervisors whose schedules preclude attendance at this event are provided with orientation materials including a PowerPoint presentation and/or a handbook. As follow-up, the Internship Coordinator (or faculty designee) may meet with individual site supervisors at least once during active student internships.

### **Roles of University Supervisor**

- Reviews student's goals and objectives to be pursued at site.
- Explains the requirements of the experience and provides pertinent information.
- Consults with site supervisor about the student's progress and encourages site supervisors to contact the university supervisor for assistance and consultation during the semester.
- Provides supervision to the students in a group setting for weekly supervision.
- Reviews work samples (audio/video tapes) of the student's fieldwork.
- Appropriately maintains confidentiality about information obtained during supervision.
- Plans a follow-up conference with the site supervisor for final assessment of the student's progress.
- Collects logs (in some cases portfolios) and supervisor evaluations from each student.
- Completes a written evaluation for each student.
- Submits all evaluations and logs to Coordinator at the end of term.
- Assigns grades to students for the practicum and internship experience.

### **Roles of Clinical Coordinator of Practice**

- Reviews applications and approves or denies them.
- Conduct initial fieldwork orientation meeting
- Coordinates with sites regarding the numbers of students to be placed at each site and with each supervisor.
- Maintains appropriate contacts throughout the process with student, advisor, and university and site supervisors.
- Consults as needed with site/ university supervisors regarding problems
- Sends contracts to sites and students' supervisors.
- Insures that all students have contracts and insurance before beginning practicum or internship.
- Visits sites as needed.
- Assists students in securing a site.

### **Important Links to Clinical Resources**

More information located online at <https://umdrive.memphis.edu/pcogdal/Public/ClinicalFieldWork/>

[www.counseling.org](http://www.counseling.org) ACA

[www.apa.org](http://www.apa.org) APA

[www.nationalrehab.org](http://www.nationalrehab.org) NRA

[www.schoolcounselor.org](http://www.schoolcounselor.org) (American School Counselor Association)

[www.tnschoolcounselor.org](http://www.tnschoolcounselor.org)

[www.tncounselors.org](http://www.tncounselors.org)

[www.tncounselors.org/west\\_tennessee\\_counseling\\_associ.htm](http://www.tncounselors.org/west_tennessee_counseling_associ.htm)

[www.apait.org](http://www.apait.org) (Professional liability insurance for students)

[www.hipso.com](http://www.hipso.com) (Professional liability Insurance for students)

[www.americanprofessional.com](http://www.americanprofessional.com) ( Liability insurance link)

Possible Prac/Intern Sites:

[www.parkwoodbhs.com/indexnew.asp](http://www.parkwoodbhs.com/indexnew.asp)

[www.lapalomatreatment.com](http://www.lapalomatreatment.com)

[www.deltamedcenter.com/](http://www.deltamedcenter.com/)

[www.exchangeclub.net](http://www.exchangeclub.net)

[www.youthvillages.org/](http://www.youthvillages.org/)

[www.ccnmemphis.org/](http://www.ccnmemphis.org/) (Frayser Counseling Services)