Guidelines for Clinical Practicum/Internship

Master of Arts in Mental Health Counseling & Master of Marriage & Family Counseling/Therapy
Graduate Counseling Program
Trevecca Nazarene University

The graduate counseling program at Trevecca Nazarene University recognizes the importance of the practicum and internship in providing experience in professional settings. We wish to have each student learn much from the placement experience. We also want the student to provide the practicum/internship site with services that are compatible with his/her skills. Although our students will gain a wealth of experiences and insight during their time at your site, our Practicum/Internship experiences are strictly nonremunerated.

The purpose of this document is to make the student and on-site supervisor aware in advance of the types of activities that must be fulfilled during a practicum/internship experience. We ask that students share this information with potential practicum/ internship site supervisors, and if further negotiations need to be entered into, we will be pleased to do so.

Students completing the 60 hour program in counseling are expected to document a minimum of 700 on-site counseling related activities in the one semester of counseling practicum and three semesters of internship.

- Students will complete one semester of practicum of 100 hours of which 45 of the 100 hours must be in direct client hours. Direct client hours are defined as individual, group, couples, family counseling, co-counseling, intakes, assessment, phone crisis counseling, psycho-educational or support groups, and any direct contact with clients.
- Following completion of the practicum, students will complete three semesters of internship. Each semester of internship is 200 hours of which 85 of the 200 must be in direct client hours.
- Each semester covers a period of approximately 14 weeks. Generally speaking it is preferred that students complete the three semesters of internship at the same site. Students may or may not complete practicum and internship at the same site. A separate contract will be generated for the practicum and internship experience even if the internship is at the same site as the practicum.
- On-site activities/hours may include but not be limited to the following:
  1. Individual, couples, or family psychotherapy
  2. Preparation for client sessions
  3. Co-therapy with your site supervisor (maximum of eight sessions in internship)
  4. Group psychotherapy or program implementation
  5. Consultation with professionals on staff
  6. Participation in staffing and staff meetings
  7. Informational activities and in-service presentations/activities
  8. Administration/interpretation of tests (client related)
  9. Referrals
 10. Maintaining client records
 11. Other activities relevant to your setting

The practicum semester is generally a student’s introduction to the world of counseling. The 45 hours of direct client services may include group work, co-counseling with on-site supervisors, client intakes, assessment, phone crisis counseling, psycho-educational or support groups. Counseling with individuals, couples and/or families is also desirable at this level.

At the internship level we expect students to spend a significant portion of time in counseling with individuals, couples and/or families. Some client cases need to be on going cases in order to cover all stages of therapy (relationship building, exploratory and action/working). Because we highly value experiential learning, 10% of the sessions during internship are allowed to be in co-therapy with the on-site supervisor (i.e.: eight sessions of the 85 required). Of the 85 plus direct client hours per semester of internship, at least half of the hours must be individual, conjoint or family. The other direct hours can be group, co-therapy hours (10% or less), etc.

Students are required to make video or audio tapes of several sessions. During internship students are graded on three videos for each of the first two semesters. The remaining videos are for personal learning and site supervisor’s option of review/supervision. Permission agreements will need to be secured from all clients, and the content will be handled confidentially and within ethical guidelines.
There must be an on-site supervisor at each placement site. All sites MUST be approved prior to placement. The on-site supervisor must be **clinically licensed** and have at least a **master's degree in counseling, marriage and family therapy, or clinical social work** (other degrees in the mental health field may be approved on individual basis). The site supervisor will agree to provide **one hour of weekly, individual or triadic supervision** for the student. All students will also be supervised by a Trevecca graduate counseling faculty member or doctoral student, who will evaluate and grade the student’s counseling skills.

The on-site supervisor will be asked to:

1. Sign a contract agreement with Trevecca’s Graduate Counseling Program.
2. Complete evaluation forms two times each semester via RightSignature. *(Each signer and the student's Trevecca faculty supervisor will receive a PDF copy of the completed document once it is completed)*
3. Be available to assist the internship student in emergencies, and staff cases as needed.
4. Provide **individual or triadic** supervision sessions (one hour each week) and be able to watch portions of student’s session tapes for the purpose of student evaluation.
5. Work in bi-weekly consultation with the Trevecca supervisor.
6. Have had relevant training in counseling supervision. *(Supervision training is provided annually by the Graduate Counseling Program.)*
7. Provide on-the-job training which allows the student to fit into your organization.
8. *(If not previously approved)* Provide information about the site, plus site supervisor’s resume/vita to the Graduate Counseling Program to insure site approval.

While not recommended, it is possible for a student to do a practicum/internship at his/her work location provided the hours logged relate only to assignments which go beyond the student’s compensated work assignment, and a alternate supervisor is secured.

A practicum/internship may be completed at a private practice only when there are broad areas of coverage by the practitioner and only with special permission from the university practicum/internship coordinator.

Practicum/internship sites which seem to fit many of our student’s areas of interest would include, but not be limited to, the following:

- Pastoral counseling programs
- Employee assistance programs
- Intervention programs in schools
- University counseling centers
- Drug and alcohol programs
- Group homes
- Psychiatric hospitals
- Mental health centers

Access to the online list of potential practicum/internship sites is password protected and is available to students via the TNU4U portal. Sites listed on the portal have been approved assuming they currently have a licensed supervisor and other details of the site have not adversely changed after document submission. New sites are added after at least one student has successfully completed Practicum or Internship at the site. All clinical sites must have a private counseling space for the student where client confidentiality can be maintained.

The Trevecca faculty supervisor or the Clinical Coordinator from the Graduate Counseling Program is available to you during the internship experience and will be available to meet if appropriate or requested.

Please contact me should you have any questions or have need of clarification.

Johanna Powell, MMFT, LMFT  
*Clinical Coordinator/Community Liaison*  
Graduate Counseling Program  
Trevecca Nazarene University  
jmpowell@trevecca.edu