



# **MOLLOY UNIVERSITY**

## **Clinical Mental Health Counseling**

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### **Master of Science Program Practicum and Internship Handbook**

Counseling Practicum MHC 5500  
Internship I MHC 5540 and Internship II MHC 5560

**2024-2025**

The Clinical Mental Health Counseling Department  
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# CLINICAL MENTAL HEALTH COUNSELING

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## MASTER OF SCIENCE PROGRAM

### Letter from the CMHC Department

Dear Student,

Congratulations on reaching this next milestone in your journey to becoming a clinical mental health counselor! Practicum and internship are valuable learning experiences in which you will begin to put theory into practice and more fully develop and affirm your identity as a counselor. Your clinical experiences will push you outside of your comfort zone and can be an emotional and exciting time. During this time in your training, we encourage you to reach out to the department faculty and your supervisors for support. Furthermore, being in your own counseling on a regular basis can be helpful in exploring your counter-transference and emotional growth as a counselor.

With each new step in your journey as a counseling student, there is a wealth of information to take in, and we hope this handbook will be one way in which to help you organize your clinical experiences. We look forward to supporting each of you in this process and believe in your capacity to bring presence, attunement, and a compassionate non-judgmental attitude into your work that is backed by theory and research.

We wish each of you success throughout your clinical training experiences.

Warmly,

The Department of Clinical Mental Health Counseling  
Master of Science Program  
School of Education and Human Services

## **INTRODUCTION**

The Practicum and Internship handbook is only for students in the Clinical Mental Health Counseling Master of Science program at Molloy University. The purpose of this handbook is to provide you with detailed information for your practicum (MHC 5500) and internship (MHC 5540, 5560) courses.

The Master of Science Degree in Clinical Mental Health Counseling at Molloy University requires students to complete supervised practicum and internship experiences. After successful completion of 100 clock-hours for practicum (MHC 5500), students complete 600 clock-hours of supervised counseling internship in roles and settings with clients relevant to their specialty area (CACREP 3J, 2016.) The 600 clock-hours are divided between two courses: Internship I and Internship II (MHC 5540, 5560).

You are encouraged to carefully read this handbook *before* registering for practicum. Please refer to this handbook throughout your clinical experiences to help answer questions and obtain the appropriate documents that are your responsibility to maintain.

### **PREPARING FOR CLINICAL EXPERIENCE**

Early in your second year, you will meet with the Clinical Coordinator to begin exploring options for your clinical placement. During this time, it is expected that you are diligent about checking, reading, and responding to emails regarding meetings with the clinical coordinator, as well as any requests or deadlines that may be relevant during this period of time. Delays in communication may delay your progress in securing potentially competitive placements. Ongoing communication with the Clinical Coordinator will be expected during the second and third years of the program.

### **GENERAL GUIDELINES FOR BOTH PRACTICUM AND INTERNSHIP**

There are a few guidelines that apply for both practicum and internship experiences, according to CACREP (2016) and New York State Law. Please familiarize yourself with these requirements below:

1. Students are covered by individual professional counseling liability insurance policies while enrolled in practicum and internship. Your liability insurance can be purchased through your student membership with the American Counseling Association at <https://www.counseling.org/>. Membership and malpractice insurance is valid for 12 months from the date of purchase.
2. Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students' interactions with clients. As a part of your coursework in the practicum and internship courses, you will be required to record audio or video of some of your direct clinical hours. If your site does not allow this, your site supervisor will provide live viewing and provide feedback that will be brought into the classroom. Please see your syllabus for each course to be clear on the audio/video recording or live supervision requirements.
3. Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge are conducted as part of your practicum and internship experience. Students will be required for Practicum and Internship I/II to receive a mid-semester and end of semester evaluation from their site supervisor, as well as the end of semester overall feedback from their course instructor regarding their growth and progress. Please see Forms PI-1 and PI-2 located in the Appendix and on the student's Tevera account.
4. In addition to the development of individual counseling skills, during *either* the practicum *or* internship, students must lead or co-lead a counseling or psychoeducational group.
5. Supervisors of CMHC students must be a New York State Licensed Mental Health Counselor (LMHC), Licensed Clinical Psychologist, M.D. with a specialty in psychiatry, Licensed Clinical Social Worker (LCSW), or a registered professional nurse or nurse practitioner with competence in the practice of Mental Health Counseling (i.e., specialized training and/or extensive psychiatric experience). Supervisors must meet with students one hour a week for individual supervision OR one hour a week for triadic supervision. (i.e., – one supervisor and two students.)
6. Sites must be selected from the Molloy University CMHC pre-approved practicum and internship site guide. This ensures that you are at a location with a NYS Mental Health Waiver. Should you have an interest in a site not found within the pre-approved practicum and internship site guide, please contact the clinical coordinator as soon as possible to determine if the site is viable for your clinical experience.

## **MHC 5500: PRACTICUM**

### **Course Description:**

This course focuses on a supervised practical experience that emphasizes the application of knowledge gained with clients and mental health agencies. Students complete 100 clock-hours at a site that has been pre-approved by the University. Students are supervised by an on-site supervisor and meet weekly with the professor of this course in a seminar format to review and discuss their internship experiences.

### **Goals for the practicum course and experience:**

The general goal is for the CMHC students to practice, refine, and integrate skills and knowledge learned in previous courses by effectively working with clients in individual and group counseling sessions.

### **Prerequisites for registering for Practicum MHC 5500:**

*Successful completion of the following courses and instructor permission:*

MHC 5100: Counseling Orientation and Ethics

MHC 5120: Counseling Theories

MHC 5140: Clinical Mental Health Counseling Foundations

MHC 5180: Counseling Skills

MHC 5240: Psycho-diagnostics and Treatment in Counseling

MHC 5250: Psychopathology

MHC 5300: Group Counseling

## **GUIDELINES AND EXPECTATIONS FOR PRACTICUM STUDENTS**

The Clinical Mental Health Counseling Program at Molloy University follows the CACREP 2016 standards for the practicum experience as well as New York State Law for mental health counseling students in training. It is the student's responsibility to ensure that they are compliant with all requirements.

## **CACREP:**

1. Students complete supervised counseling practicum experiences that total a minimum of 100 clock hours over a full academic term at a minimum of 10 weeks. (Standard 3-F)
2. Practicum students complete at least 40 clock hours of direct service with actual clients that contribute to the development of counseling skills. Please see the direct and non-direct hours chart on page 14 for further guidance. (Standard 3-G)
3. Practicum students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum by (1) a counselor education program faculty member, (2) a student supervisor who is under the supervision of a counselor education program faculty member, or (3) a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement. (Standard 3-H)
4. Practicum students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the practicum. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member. (Standard 3-I)
5. Site supervisors have a minimum of a master's degree, preferably in counseling, or a related profession; relevant certifications and/or licenses (see NYS); a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; knowledge of the program's expectations, requirements, and evaluation procedures for students; and relevant training in counseling supervision. (Standard 3-P)

## **NEW YORK STATE:**

Supervisors must comply with the New York State Supervisor Requirements for Mental Health Counselor students. Supervisors of CMHC students must be a New York State Licensed Mental Health Counselor (LMHC), Licensed Clinical Psychologist, M.D. with a specialty in psychiatry, Licensed Clinical Social Worker (LCSW), or a registered professional nurse or nurse practitioner with competence in the practice of Mental Health Counseling (i.e., specialized training and/or extensive psychiatric experience). Supervisors must meet with you one hour a

week for individual supervision OR one hour a week for triadic supervision, with no more than three people (including you) in the group.

**THE MOLLOY CMHC PROGRAM:**

1. Students will comply with CMHC program ethics according to their Student Handbook.
2. Students will adhere to the policies for confidentiality as required by their practicum site and the American Counseling Association.
3. Students will adhere to the American Counseling Association *Code of Ethics*.
4. Students will use a 2-lock system regarding the use of any technology that contains HIPPA protected information that may be used for educational purposes. This will be discussed further in your practicum class.
5. Students will work with at least 2 different diverse populations during the course of their practicum and internship experiences.
6. Students cannot document more than 5 indirect hours as self-study



## **TEVERA**

As of summer 2021, the CMHC program has instituted a new online platform, Tevera, that will aid in the practicum and internship process by streamlining several practicum/internship components. Students will have the ability to complete numerous tasks such as tracking their direct and indirect hours, uploading required documents, applying for field placements, and communicating with supervisors. Site and faculty supervisors also will be utilizing Tevera to sign off on student hours, complete student evaluations, and upload any relevant information related to their respective sites. Paper forms will no longer be required unless requested by the Clinical Coordinator. Students will have lifetime access to Tevera and will also be able to track hours toward licensure following graduation.

The Clinical Coordinator will send setup invitations to all appropriate parties prior to the start of the semester of the field experience. The Clinical Coordinator will conduct an orientation each semester on how to navigate Tevera's functions. If you have any questions regarding Tevera and its use, please reach out to the Clinical Coordinator.

For more information about Tevera, please visit: <https://tevera.com/who-we-serve/#students>



## DIRECT AND INDIRECT SERVICES

Direct service is defined as working with clients face-to-face, in individual, couple, family, or group counseling. Please use the table below to help you distinguish between the two. During your practicum experience, 40 of your 100-clock hours must be direct. During your 600-hour internship (300 hours in Internship I and 300 hours in Internship II), 240 clock-hours must be direct service (120 direct hours each semester).

<p>Examples of Direct Services</p>	<ul style="list-style-type: none"> <li>• Individual counseling sessions</li> <li>• Couples counseling session</li> <li>• Family counseling session</li> <li>• Group counseling session</li> <li>• Psycho-Education</li> <li>• Career counseling</li> <li>• Substance abuse counseling</li> <li>• Tele-mental health services, including crisis intervention and consultation with clients</li> <li>• Doing an intake</li> <li>• Psychological assessment</li> <li>• Co-led therapeutic sessions (individual or group)</li> </ul>
<p>Examples of Indirect Services</p>	<ul style="list-style-type: none"> <li>• Case coordination and consultation</li> <li>• Observing a counseling session or group session</li> <li>• Scheduling sessions over the phone</li> <li>• Planning for your next counseling group</li> <li>• Giving a presentation at grand rounds</li> <li>• Academic advising to an undergraduate student</li> <li>• Case notes</li> <li>• Treatment planning</li> <li>• Attending clinical meetings</li> <li>• Completing insurance paperwork</li> <li>• On-site supervision</li> <li>• Self-study (e.g., conferences, webinars, trainings, research for clients) – maximum of 5 hours in Practicum and 15 hours per Internship course</li> <li>• Class time (1.5 hours of group supervision and .5 hour of instruction per class meeting)</li> </ul>

## **CHECKLIST TO BEGIN PRACTICUM**

- \_\_\_ Read the CMHC Practicum and Internship Handbook
- \_\_\_ Attend the CMHC Practicum/Internship Orientation
- \_\_\_ Review the CMHC practicum and Internship List
- \_\_\_ Meet with the Clinical Coordinator for consultation
- \_\_\_ Discuss with the Clinical Coordinator a minimum of 3 sites that you want to apply to as based on the CMHC practicum and Internship List and apply December 15th
- \_\_\_ Schedule and complete an interview with the potential site supervisor
- \_\_\_ Ensure that your supervisor meets the requirements as outlined in the handbook and obtain an updated CV from your supervisor
- \_\_\_ Be sure your professional liability is current and that you submitted a copy to the Clinical Coordinator prior to starting your practicum semester
- \_\_\_ Successfully complete ALL Practicum prerequisite coursework
- \_\_\_ Register for Practicum MHC 5500
- \_\_\_ Register for Tevera and complete the assigned tasks
- \_\_\_ Obtain malpractice insurance prior to the first date of practicum
- \_\_\_ Submit the Agreement Form for Practicum (Form PI-1) to the Faculty member and Clinical Coordinator by the due date via Tevera

## **CHECKLIST BEFORE THE CONCLUSION OF PRACTICUM**

- \_\_\_ Ensure that a copy of your mid-semester and end of semester evaluation forms (PI-2) have been submitted to the Clinical Coordinator
- \_\_\_ Submit your time log form (PI-3) to the Clinical Coordinator by the end of the semester only IF you were unable to submit all hours on Tevera
- \_\_\_ Submit your Site Evaluation form (PI-4) to the Clinical Coordinator by the end of the semester
- \_\_\_ Begin to prepare for internship, see checklist

## **MHC 5540 & 5560: INTERNSHIP**

### **Course Descriptions:**

*MHC 5540:* The first semester of the field-based counseling internship is designed to give the student instruction, integration, and practical learning in a chosen mental health counseling environment. Students complete 300 hours at a site pre-approved by the University. Students are supervised by an on-site supervisor (at least 1 hour, weekly) and meet with the professor of this course in a seminar format to review and discuss their internship experiences.

*MHC 5560:* The second semester of the field-based counseling internship is designed to give the student instruction, integration, and practical learning in a chosen mental health counseling environment. Students complete 300 hours at a site pre-approved by the University. Students are supervised by an on-site supervisor (at least 1 hour, weekly) and meet weekly with the professor of this course in a seminar format to review and discuss their internship experiences.

### **Goals for the internship course:**

The general goal is for the clinical mental health counseling student to master the skills and knowledge learned in the previous courses by effectively working with clients in individual and group counseling.

### **Prerequisites for the course:**

MHC 5100: Counseling Orientation and Ethics

MHC 5120: Counseling Theories

MHC 5140: Clinical Mental Health Counseling Foundations

MHC 5180: Counseling Skills

MHC 5220: Social and Cultural Aspects of Counseling

MHC 5240: Psycho-diagnostics and Treatment in Counseling

MHC 5250: Psychopathology

MHC 5300: Group Counseling

MHC 5500: Practicum

## **GUIDELINES AND EXPECTATIONS FOR INTERNSHIP STUDENTS**

The Clinical Mental Health Counseling Program at Molloy University follows the CACREP 2016 standards for the internship experiences as well as New York State Law for mental health counseling students in training. It is the student's responsibility to ensure that they are compliant with all requirements.

### **CACREP:**

1. After successful completion of the practicum, students complete 600 clock hours of supervised counseling internship in roles and settings with clients relevant to their specialty area. (Section 3-J)
2. Internship students complete at least 240 clock hours of direct service. (Section 3-K)
3. Internship students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the internship, provided by (1) the site supervisor, (2) counselor education program faculty, or (3) a student supervisor who is under the supervision of a counselor education program faculty member. (Section 3-L)
4. Internship students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the internship. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member. (Section 3-M)

### **NEW YORK STATE:**

Supervisors will comply with the New York State Supervisor Requirements for Mental Health Counselor students. Supervisors of CMHC students must be a New York State Licensed Mental Health Counselor (LMHC), Licensed Clinical Psychologist, M.D. with a specialty in psychiatry, Licensed Clinical Social Worker (LCSW), or a registered professional nurse or nurse practitioner with competence in the practice of Mental Health Counseling (i.e., specialized training and/or extensive psychiatric experience). Supervisors must meet with you one hour a week for individual supervision OR one hour a week for group supervision, with no more than three people (including you) in the group.

### **THE MOLLOY CMHC PROGRAM:**

1. Students will comply with CMHC program ethics according to their Student Handbook.
2. Students will adhere to the policies for confidentiality as required by their practicum site, including but not limited to HIPPA, client files, note recording, and in-person interactions.
3. Students will adhere to the American Counseling Association *Code of Ethics*.
4. Students will use a 2-lock system regarding the use of any technology that contains HIPPA protected information that may be used for educational purposes.
5. Students will work with 2 different diverse populations during the course of their practicum and internship experiences.
6. Students cannot document more than 15 indirect hours as self-study.

**ADDITIONALLY:**

The clinical experience allows students the opportunity to become familiar with a variety of professional activities and resources, including technological resources, during their practicum and internship. It is essential that students have the opportunity to understand the philosophy and administrative guidelines of the organization and to participate to a limited extent the organization's day-to-day operation.

## **CHECKLIST FOR INTERNSHIP**

- \_\_\_ Read the CMHC Practicum and Internship Handbook
- \_\_\_ Meet with the Clinical Coordinator to discuss Internship Placement sites
- \_\_\_ Ensure that you have completed the required tasks on Tevera
- \_\_\_ Ensure that you will have worked with two different populations by the conclusion of your practicum and internship experience
- \_\_\_ Schedule and complete an interview with potential sites by May 1st
- \_\_\_ Ensure that your supervisor meets the requirements as outlined in the handbook and obtain an updated CV from your supervisor
- \_\_\_ Complete the Agreement form PI-1 for Internship and submit to Clinical Coordinator via Tevera
- \_\_\_ Be sure your Professional Liability is current, and if necessary, submit a most up-to-date copy to the Clinical Coordinator
- \_\_\_ Complete all prerequisite coursework

## **CHECKLIST BEFORE THE CONCLUSION OF INTERNSHIP**

- \_\_\_ Submit a copy of your mid-semester and end-of-semester evaluation (PI-2) to the Clinical Coordinator via Tevera
- \_\_\_ Submit your time log form (PI-3) to the Clinical Coordinator by the end of the semester only IF you were unable to submit all hours on Tevera
- \_\_\_ Submit your Site Evaluation form (PI-4) to the Clinical Coordinator via Tevera
- \_\_\_ Begin to prepare for Internship II, if you are at a different site



## **APPENDICES**

\*Please note that the following forms are all integrated on the Tevera platform. As a practicum or internship student, you will complete the following forms via Tevera unless otherwise requested by the clinical coordinator. The following forms serve as a reference to what is expected during the practicum and internship experience. If you have any questions about completing the forms, please direct your inquiries to the clinical coordinator.

**APPENDIX A: FORM PI-1: AGREEMENT FOR PRACTICUM AND INTERSHIP**

**Molloy University  
Clinical Mental Health Counseling Master of Science Program  
Agreement for Practicum and Internship  
(Signed by site supervisor and student)  
Form PI-1**

Student Counselor: \_\_\_\_\_  
Site Name: \_\_\_\_\_  
Site Supervisor: \_\_\_\_\_  
Supervisor Credentials: \_\_\_\_\_

Circle one:    Practicum (MHC 5500)    Internship I (MHC5540)    Internship II (MHC 5560)

The Site Supervisor Agrees to: (please initial)

1. Have the appropriate credentials to supervise Clinical Mental Health Counseling Students in New York State as a Licensed Mental Health Counselor (LMHC), Licensed Clinical Psychologist, M.D. with a specialty in psychiatry, Licensed Clinical Social Worker (LCSW), or a registered professional nurse or nurse practitioner with competence in the practice of Mental Health Counseling (i.e., specialized training and/or extensive psychiatric experience). \_\_\_\_\_
2. Site supervisors have a minimum of a master's degree, a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; knowledge of the program's expectations, requirements, and evaluation procedures for students; and relevant training in supervision. \_\_\_\_\_
3. Ensure that the student is provided the opportunity to meet the required indirect and direct hours based on the CMHC Practicum and Internship Handbook. \_\_\_\_\_
4. Provide a minimum individual or triadic supervision one hour a week for students. \_\_\_\_\_
5. Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students' interactions with clients. \_\_\_\_\_
6. Provide a mid-semester and an end of semester evaluation using Form PI-2 in the Practicum and Internship Handbook. \_\_\_\_\_
7. In addition to the development of individual counseling skills, during either the practicum or internship, supervisors will provide the student an opportunity to lead or co-lead a counseling or psychoeducational group. \_\_\_\_\_
8. Ensure the site has a mental health waiver from New York State. \_\_\_\_\_

9. Ensures that the student has the opportunity to become familiar with a variety of professional activities and resources, including technological resources, during their experience. \_\_\_\_

10. I have received and completed the supervisor training provided by the Clinical Coordinator of the Clinical Mental Health Counseling program at Molloy University. \_\_\_\_\_

The Student Counselor agrees to: (please initial)

1. Adhere to the policies and procedures for professional personnel (e.g., working hours, dress, and activities) in the setting of my practicum or internship. \_\_\_\_

2. Meet all requirements of Molloy University for practicum or internship in counseling (professional activities, reports, supervisory meetings) in a timely fashion. \_\_\_\_

3. Maintain professional standards in keeping with the ethical standards of the American Counseling Association (ACA). \_\_\_\_

4. Cooperate with the site supervisor in my practicum or internship setting. \_\_\_\_

5. Maintain an accurate and complete log of activities using an approved format. \_\_\_\_

6. Submit required reports at appropriate times to my site supervisor, my Molloy University supervisor, and any other agencies or persons assigned to oversee any clinical work. \_\_\_\_

7. Keep supervisors (site and university) informed of any changes in my work hours and home addresses and phone numbers. \_\_\_\_

8. Report concerns and problems promptly and completely to site and Molloy University supervisors so that these may be resolved. \_\_\_\_

9. Attend appropriate professional meetings at site. \_\_\_\_

10. The Student Counselor understands that failure to comply with these requirements shall be cause for immediate termination of the field experience program. \_\_\_\_

The Faculty Professor for the course agrees to (please initial):

1. Oversee appropriate audio/video/written or live supervision of student's interactions with clients in addition to site supervisor. \_\_\_\_

2. Provide formative and summative evaluations of students counseling performance and ability to integrate and apply knowledge in practicum and internship, both mid-semester and end of semester via Chalk and Wire and course-specific evaluations. \_\_\_\_

3. Oversee that students have completed their forms, hours, and evaluations with their individual sites. \_\_\_\_

4. Provide updates and consultation with the Clinical Coordinator when necessary. \_\_\_\_\_

5. Conduct weekly classes that include an average of an hour and a half of group supervision. \_\_\_\_\_

- Conduct mid-semester and end of semester calls with the site supervisor, as well as refer to Clinical Coordinator if there is a student issue that requires further intervention with the site.

\_\_\_\_\_

The Clinical Coordinator will (please initial):

- Oversee all aspects of the practicum and internship experience and CACREP compliance of Section 3 of the 2016 CACREP standards. \_\_\_\_\_
- Be available to faculty and site supervisors of practicum and internship for supervision, continuing education, or consultation. \_\_\_\_\_
- Conduct site visits and maintains university-specific contracts with sites. \_\_\_\_\_
- Oversee and organize student's appropriate paperwork and insurance. \_\_\_\_\_

Student Counselor Contact Information

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Agency/School

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Signatures**

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Graduate Student Date

---

Faculty Professor for Course Date

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Site Supervisor\* Date

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Clinical Coordinator Date

**\*Site Supervisors please attach a CV or resume to this document**

**Schedule**

The usual times graduate student is expected at the site (days, times):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPENDIX B: FORM PI-2: SUPERVISOR’S EVALUATION OF STUDENT**

**Molloy University  
 Clinical Mental Health Counseling Master of Science Program  
 Supervisor’s Evaluation of Student  
 (To be completed and signed by site supervisor at mid-term and end of semester)  
 Form PI-2**

Name of student counselor: \_\_\_\_\_

Name of Practicum/Internship Site: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_

Term or Period Covered by this Evaluation: \_\_\_\_\_

DIRECTIONS: This evaluation is to be completed by all clinical mental health counseling supervisors at the mid-term and at the end of each semester. The student evaluation form is to be *completed collaboratively with the student* and reviewed after completion. Final evaluations should be completed the second to last week of the semester. The *student* is responsible for returning the signed evaluation to their course instructors. Please only select one box and provide specific feedback in each comment section - feel free to write on the back of the paper if you need additional room.

**General Supervision**

<b>Question</b>	<b>1-Does not meet standard</b>	<b>2-Emerging</b>	<b>3-Meets Standard</b>	<b>Not Applicable or Not Observed</b>
1. Accepts and uses constructive criticism to enhance self-development and counseling skills.				
2. Engages in open, comfortable, and clear communication with peers and supervisors.				
3. Recognizes own competencies and skills and shares these with peers and supervisors.				
4. Is on time and prepared.				
5. Is professional in				

interactions with clients and staff.				
6. Is appropriately dressed for the practicum/internship site.				

**Additional Comments:**

**Professional Identity and Ethics**

<b>Question</b>	<b>1-Does not meet standard</b>	<b>2-Emerging</b>	<b>3-Meets Standard</b>	<b>Not Applicable or Not Observed</b>
1. Adheres to professional code of ethics.				
2. Demonstrates a personal commitment in developing professional competencies.				
3. Understands role and identity as a counselor within the greater organization.				

**Additional Comments:**

**Counseling Theory**

<b>Question</b>	<b>1-Does not meet standard</b>	<b>2-Emerging</b>	<b>3-Meets Standard</b>	<b>Not Applicable or Not Observed</b>
1. Is able to incorporate counseling theory into case conceptualization and treatment planning.				
2. Is able to apply counseling theories appropriately to individual or group clinical work with client(s).				

**Additional Comments:**

**Helping Relationships**

<b>Question</b>	<b>1-Does not meet standard</b>	<b>2-Emerging</b>	<b>3-Meets Standard</b>	<b>Not Applicable or Not Observed</b>
1. Is genuine and congruent with clients.				
2. Demonstrates verbal/non-verbal attending skills.				
3. Uses basic counseling skills (paraphrasing; reflection of content; reflection of feeling; summarizing) appropriately to establish rapport.				
4. Effectively demonstrates confrontation skills.				
5. Accurately summarizes and acknowledges clients' concerns/goals during and at the end of sessions.				

**Additional Comments:**

### **Social and Cultural Diversity**

<b>Question</b>	<b>1-Does not meet standard</b>	<b>2-Emerging</b>	<b>3-Meets Standard</b>	<b>Not Applicable or Not Observed</b>
1. Demonstrates awareness of and sensitivity to clients' cultural identity and its impact on human behavior				
2. Attends to cultural factors within counseling and during case conceptualization.				

**Additional Comments:**

### **Human Growth and Development**

<b>Question</b>	<b>1-Does not meet standard</b>	<b>2-Emerging</b>	<b>3-Meets Standard</b>	<b>Not Applicable or Not Observed</b>
1. Considers the developmental trajectory when conceptualizing and treating clients.				

**Additional Comments:**

### **Career Counseling**

<b>Question</b>	<b>1-Does not meet standard</b>	<b>2-Emerging</b>	<b>3-Meets Standard</b>	<b>Not Applicable or Not Observed</b>
1. Considers and uses career counseling theory and tools when deemed appropriate.				

**Additional Comments:**



**Group Counseling**

<b>Question</b>	<b>1-Does not meet standard</b>	<b>2-Emerging</b>	<b>3-Meets Standard</b>	<b>Not Applicable or Not Observed</b>
1. Understands group dynamics and responds effectively.				
2. Understands and applies group counseling theory effectively.				

**Additional Comments:**

**Psychodiagnostics and Assessment**

<b>Question</b>	<b>1-Does not meet standard</b>	<b>2-Emerging</b>	<b>3-Meets Standard</b>	<b>Not Applicable or Not Observed</b>
1. Interprets tests and assessments appropriately.				
2. Identifies cognitions, behaviors, and/or feelings in the client important to making a diagnosis according to the <i>Diagnostic and Statistical Manual of Mental Disorders, 5<sup>th</sup> edition</i> .				
3. Uses data collected in assessment interviews to develop professional written diagnostic reports.				
4. Develops appropriate treatment goals/recommendations based on diagnostic assessments.				

**Additional Comments:**

**Research and Program Evaluation**

<b>Question</b>	<b>1-Does not meet standard</b>	<b>2-Emerging</b>	<b>3-Meets Standard</b>	<b>Not Applicable or Not Observed</b>
1. Demonstrates awareness of current research and evidence-based practices with the population the student is serving.				

**Additional Comments:**

**Crisis Intervention**

<b>Question</b>	<b>1-Does not meet standard</b>	<b>2-Emerging</b>	<b>3-Meets Standard</b>	<b>Not Applicable or Not Observed</b>
1. Uses appropriate theory and skills to address crisis situations.				
2. Assesses and responds to suicidality when indicated.				
3. Uses trauma informed care when appropriate.				

**Additional Comments:**

**Mental Health Systems**

<b>Question</b>	<b>1-Does not meet standard</b>	<b>2-Emerging</b>	<b>3-Meets Standard</b>	<b>Not Applicable or Not Observed</b>
1. Understands the role of the counselor within mental health systems.				
2. Demonstrates a willingness and desire to engage in interdisciplinary collaboration.				

**Additional Comments:**

**Personal Growth and Understanding**

<b>Question</b>	<b>1-Does not meet standard</b>	<b>2-Emerging</b>	<b>3-Meets Standard</b>	<b>Not Applicable or Not Observed</b>
1. Demonstrates openness to new ideas.				
2. Demonstrates ability to accept personal responsibility.				
3. Demonstrates ability to express feelings effectively and appropriately.				
4. Demonstrates ability to critique and analyze own taped sessions.				
5. Recognizes personal values, experiences, and history, and how they influence counseling				

**Additional Comments:**

Name of supervisor: \_\_\_\_\_

Date \_\_\_\_\_ Signature of Supervisor: \_\_\_\_\_

Name of student: \_\_\_\_\_

Date \_\_\_\_\_ Signature of Intern Supervisee: \_\_\_\_\_

My signature indicates that I have read the above evaluation and have discussed the content with my site supervisor. It does not necessarily indicate that I agree with the evaluation in part or as a whole.

Student narrative response to evaluation:

**APPENDIX C: FORM PI-3A: PRACTICUM AND INTERNSHIP WEEKLY LOG**

(this form only needs to be completed if there is difficulty submitting logged hours on Tevera)

**Molloy University**  
**Clinical Mental Health Counseling Master of Science Program**  
**Practicum and Internship Weekly Log**  
**PI-3a**  
**(Filled out and signed by student)**

Name of Intern: \_\_\_\_\_ Course Name: \_\_\_\_\_

Week of: \_\_\_\_\_ Semester: \_\_\_\_\_

DATE	DESCRIPTION	DIRECT HRS	INDIRECT. HRS.

**WEEKLY TOTALS:**

\_\_\_\_\_

**CUMMULATIVE TOTALS:**

\_\_\_\_\_

\_\_\_\_\_  
 Intern's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Site Supervisor's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Instructor's Signature

\_\_\_\_\_  
 Date

**APPENDIX D: FORM PI-3B: PRACTICUM AND INTERNSHIP LOG SUMMARY**

(this form only needs to be completed if there is difficulty submitting logged hours on Tevera)

**Molloy University  
Clinical Mental Health Counseling Master of Science Program  
Practicum and Internship Log Summary  
(Filled out and signed by student)  
Form PI-3b**

Supervisee’s Name: \_\_\_\_\_

Site Supervisor’s  
Name: \_\_\_\_\_

Molloy University Course Instructor’s Name: \_\_\_\_\_

<b>Summary of On-Site Time</b>							
	<b>Month</b>						<b>Total</b>
<b>Counseling Total Contact Time</b>	Individual						
	Group						
	Family/Couple						
	Career						
	Consult						
	Psycho-Ed. Guidance						
	Other						
<b>Supervision Total Supervision Time</b>	On-site Individual						
	University Individual						
	Group						
	Staffing						
<b>Site Time</b>	Other On-site						
<b>Grand Total</b>	Total						

Intern's Signature

Date

Site Supervisor's Signature

Date

Instructor's Signature

Date

**APPENDIX E: FORM PI-4: STUDENT SITE EVALUATION**

**Molloy University**  
**Clinical Mental Health Counseling Master of Science Program**  
**Student Site Evaluation**  
**(Filled out and signed by student)**  
**Form PI-4**

**STUDENT EVALUATION OF PRACTICUM/INTERNSHIP SITE**

Student in Practicum/Internship: \_\_\_\_\_  
 Internship Site: \_\_\_\_\_  
 Internship Site Supervisor: \_\_\_\_\_  
 Semester and Year: \_\_\_\_\_  
 Date: \_\_\_\_\_

To the Practicum or Internship Student:

Please use this form to evaluate your practicum/internship site. Your response will help the Clinical Coordinator monitor the quality of the provided internship experience. Your honest evaluation is much appreciated. Using the following chart, mark the number that best corresponds with your experience. In the space provided, please add comments to clarify and support your response.

<b>Question</b>	<b>1-Did not meet expectations</b>	<b>2-Inconsistently met expectations</b>	<b>3-Consistently met expectation</b>	<b>Not Applicable</b>
<b>1. The staff was well qualified and experienced.</b>				
<b>2. The facilities for students were adequate.</b>				
<b>3. Orientation to the agency was adequate.</b>				
<b>4. Adequate opportunities for discussion were provided by supervisor.</b>				
<b>5. Staff was supportive of students.</b>				
<b>6. The agency provided opportunities for obtaining required hours.</b>				
<b>7. I was given a manageable workload at this practicum/internship site.</b>				

<b>8. This would be a good site for other students in the future.</b>				
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<b>9. I was given adequate supervision.</b>				
<b>10. I would recommend this site to other students.</b>				

**Qualitative narrative of clinical experience:**