Doctoral Practicum and Internship Handbook

2020-2021

Last Update: 8.15.20
TABLE OF CONTENTS

Introduction .................................................................................................................. 3
Purpose ............................................................................................................................ 3
Prerequisites.................................................................................................................... 3
Practicum and Internship Orientation ............................................................................. 3
Background Check Clearance .......................................................................................... 4
Application for Practicum and Internship ...................................................................... 4
Practicum and Internship Sites for Clinical Experience ................................................... 5
Requirements for Advanced Practicum ........................................................................... 6
Requirements for Internship ........................................................................................... 9
Recording Policy .......................................................................................................... 16
Confidentiality of Clinical Supervision Policy ................................................................ 17
Liability Insurance Coverage .......................................................................................... 17
Licensure Verification Forms .......................................................................................... 18
Appendix A: Practicum and Internship Paperwork Checklist ......................................... 19
Appendix B: Client Confidentiality ................................................................................. 25
INTRODUCTION

A practicum that includes a minimum of 200 hours of advanced clinical experience and an internship that includes a minimum of 600 hours of supervision, teaching, clinical, and leadership experience is required for all students in the doctoral program and should be completed near the end of the program.

PURPOSE

The practicum and internship courses provide an opportunity for doctoral students to advance their clinical skills and to experience the variety of counseling related responsibilities they will encounter as counselor educators, master clinicians, and administrators. Doctoral students will apply theoretical and practical knowledge in actual practice and counselor education settings.

These courses contribute primarily to meeting CACREP accreditation standards associated with doctoral-level professional identity in the areas of counseling, supervision, teaching, research & scholarship, and leadership & advocacy (CACREP 6.B).

PREREQUISITES

Prerequisites for Practicum:

• Attend Advanced Practicum & Internship Orientation (see Section IV)

• Complete the background check process (See Section V)

• Courses: COUN 801, 820, 742 or 842, & 744 or 844.

PRACTICUM & INTERNSHIP ORIENTATION

The Clinical Coordinator does not host a mandatory P&I orientation for doctoral students. An orientation may be held upon request of a group of students, prior to or at the start of your Practicum. Please email the Clinical Coordinator if your cohort would like an interactive orientation, held via videoconference.

Your instructors will assist you with questions, or please contact the Clinical Coordinator directly for further information about your P&I experiences and requirements.
BACKGROUND CHECK CLEARANCE

Old Dominion University requires a background clearance check of students before entering their field experiences. The background clearance must be successfully completed by the end of their first semester for ALL students, as this is a requirement before entering practicum or other field experiences.

The process to complete the ODU clearance background check is located at: http://www.odu.edu/success/academic/teacher-education/placement/background-checks. The ODU clearance process includes: an FBI fingerprint, a child protective service/social service review, and a Virginia State Police sex offender registry review. Students are advised to complete this clearance process at least two semesters before starting practicum since the clearance process takes a minimum of eight weeks to complete.

Anyone who does not have satisfactory results on file will NOT be able to participate in Practicum/Internship. Read the instructions carefully and follow them accurately. Any delays in the processing of your background checks could result in deferring your application to the next semester. Please note there are specific instructions for candidates in the Hampton Roads area, outside the Hampton Roads area, and outside the state of Virginia.

Check Leo Online for the results of your background check. They will be located under your test scores. If your results have not been posted within 8 weeks of your submission, please contact Carol Smith-Giles at csmith@odu.edu or 757-683-3348. A score of “1” is passing.

APPLICATION FOR PRACTICUM AND INTERNSHIP

Students must fill out a Practicum or Internship application for approval prior to securing a site and registering for internship.

Submission deadlines:

- February 1st for fall semester approval
- August 1st for spring and summer semester approval

Late applications will not be accepted. Students need to submit a new application for each semester they will be in Practicum or Internship. If you decide to postpone the start of your internship after submitting your application, you will need to submit a new application for the following semester.

You need email approval of your application in order to register for Practicum or Internship, and to find a placement site for your clinical experience.

Applications are completed on Qualtrics. Links to the applications are on the CHS website.

**Doctoral Students with a Specialty in School Counseling:** Refer to the procedures for obtaining a school counseling placement for your clinical experience in the Master’s Practicum & Internship Handbook. The Office of Clinical Experiences handles all placements in school settings. You will need to fill out the following three applications:
1. Doctoral Practicum or Internship application.
   - On Qualtrics

2. Master’s level School Counseling Internship Application
   - On Qualtrics

3. Application form for area school district
   - Found on the Office of Clinical Experiences webpage at http://www.odu.edu/tes/internship. Click on Teacher Candidate Internship Application, then Application and How to Apply to download the form for the school district you are considering. Submit directly to placements@odu.edu.

PRACTICUM AND INTERNSHIP SITES FOR CLINICAL EXPERIENCE

Students should learn and comply with all policies, including holiday schedules, relevant to the practicum/internship site in which you are working. If you have any difficulties on site, talk with your site supervisor first. If this does not resolve the problem, then talk with your faculty group supervisor.

A. Mental Health Counseling Sites
   If seeking placement in a mental health counseling site, you are responsible for identifying and securing your own practicum and internship sites prior to the start of the semester during which they will complete their experience. The Mental Health Counseling site list can be accessed on the CHS webpage.

   Students are encouraged to use the sites listed on the directory as these sites have a history of hosting our practicum and internship students; however, students are not limited to the sites on the site directory. Please consult with the Graduate Clinical Coordinator if you would like to utilize a site not listed in the directory as the Coordinator will need to vet the site to ensure they are able to meet our requirements for practicum and internship. If the site has not hosted an ODU counseling student previously, then the site will need to sign an affiliation agreement with ODU prior to placement at the site.

   When locating a site, your site supervisor should be an individual with a graduate degree (preferably doctoral) in counseling or a related mental health profession with specialized expertise to advance the student’s knowledge and skills (CACREP 6.C.2).

B. School Counseling Sites
   The Office of Clinical Experiences places all school counseling practicum and internship students. After you have obtained your placement information from the Office of Clinical Experiences, contact your site supervisor to have the necessary forms completed. Your on-site supervisor should carefully read the Site Supervisor Agreement form. As site supervisors may not be familiar with recording requirements, please be sure to discuss it with them.
REQUIREMENTS FOR ADVANCED PRACTICUM

A. Clinical Experience Hours

The program requires students to complete supervised practicum experiences that total a MINIMUM of 200 clock hours over a full academic term, with a minimum of 80 hours of direct service with clients that contributes to the development of advanced counseling skills (CACREP 6.C.1)

The clinical experience should include new learning that is qualitatively different from your previous experience as a counselor, both during your master’s-level internship and post-master’s experience. For example, if you have only worked with children and adolescents, consider a site that provides treatment to only adults.

Extra hours obtained for practicum are not permitted to “roll-over” into internship hours. Practicum and internship are considered two distinct experiences.

Due to liability concerns, students are not permitted to collect hours at their practicum and internship sites when the university is not in session and they are not receiving faculty supervision, unless approved by the Clinical Coordinator due to extenuating circumstances. Students must inform their sites that they are not under university supervision, and their site supervisor must agree in writing to the Clinical Coordinator to continue to provide 1-hour of supervision per week during the time the student is at the site.

B. Site Supervision Agreement Forms

In conjunction with your site supervisor, you must complete a Site Supervision Agreement Form in Qualtrics prior to accumulating hours at your site. Both you and the site supervisor should sign the form in Qualtrics, and you will get an email copy of the form upon submission. A paper copy of the form is provided on the website for draft purposes only, to facilitate the completion of the form in Qualtrics.

Due Dates:
First week of the semester for mental health counseling placements
Second week of the semester for school counseling placements

C. Supervision

Students will engage in the following supervision components over the course of practicum:

- Two hours per week of group supervision with a core counselor education program faculty member (CACREP 6.C.5). Students who miss more than two group supervision sessions will not pass and will be required to repeat practicum. Arriving late or leaving early counts as time missed.
- A minimum of one (1) hour per week of individual/triadic supervision by the student’s site supervisor (CACREP 6.C.4)

Students must attend supervision throughout the semester, even if they are finished with their clinical experience hours.
Site supervisors should have the following qualifications (CACREP 6.C.2-3):
- A graduate degree (preferably doctoral) in counseling or a related mental health profession
- Specialized expertise to advance the student’s knowledge and skills
- Relevant certifications and/or licenses (preferably an LPC)
- Knowledge of the program’s expectations, requirements, & evaluation procedures for students
- Relevant training in counseling supervision

D. **Hours Logs**

Students should complete the hours logs provided on the CHS webpage on a weekly basis to document your direct and indirect clinical experience hours and your supervision hours throughout the semester. For Practicum, utilize the master’s level Mental Health Counseling and School Counseling hours logs. *Utilize 15 minute increments in counting your hours (e.g., a 50 minute counseling session would count as 1 direct hour).*

E. **Audio/Video Recording of Clients**

Students will be required to submit video or audio (video is preferred) tapes of their direct client work. **Students must submit at least 4 tapes to the to their university group supervisor.**

Students should have each client (or parent of a minor client) complete a Consent to Participate in Recorded Supervised Counseling form prior to recording the session with the client. You may use the consent to record form provided by the Counseling Program, or another consent to record form provided by your site. The consent to record form should stay at your site as a part of the client’s record.

Students are advised to purchase a digital audio or video recorder, as you will need to record regularly throughout your program. Recording devices should not be connected to the internet.

Reference the section on Recording Policies for more information about ethically recording sessions and protecting client information.

As a part of tape submission in advanced practicum, students will complete the following two assignments.

1. **Case Presentations:** Complete two (2) case studies during the semester in group supervision, one by mid-term and one at the end of the semester. The case studies should be accompanied by an audio or video-tape of a session with this client. It is preferable that your case studies are tapes of different sessions than what you submit to your doctoral student supervisor. A case presentation outline will be provided to you by your university supervisor.

2. **Transcripts:** Submit two (2) verbatim transcripts along with a video or audio recordings of their direct client work along of a client session to your doctoral student supervisor. A transcript form and example will be provided to you by your university supervisor.
F. **Evaluation Forms**

**Final Evaluation of Student Forms**
Completed by:
1. University group supervisor/course instructor
2. Site supervisor

**Final Evaluation of Site and Site Supervisor**
Completed by:
1. Student

The **Final Evaluation of Student by Site Supervisor** (completed by site supervisor) and **Final Evaluation of Site and Site Supervisor** (completed by student) must be completed online through Qualtrics. As such, these forms are not available on the CHS website.

The group supervisor will provide with students with the Qualtrics survey link to both evaluations a few weeks prior to the end of the semester.

Students should distribute the link to the Final Evaluation of Student by Site Supervisor Form to their site supervisors. Site Supervisors and students will receive an email copy of this form.

Students will complete the Final Evaluation of Site and Site Supervisor survey. Students will receive an email copy of the form.

**Print copies** of both forms and submit with completed paperwork packet at the end of the semester.

G. **End of Semester Paperwork**

Students will submit to the group/class instructor all required forms including evaluation forms and hours logs (see Appendix A for a list of the required paperwork). Paperwork must be appropriately completed and signed.

**Instructions for Submitting Paperwork at the End of the Semester:**

1. Your group supervisor will review and verify that all forms are completed before assigning you a course grade.

2. Download GeniusScan app (or another scanning app) for smart phone or scan paperwork in at the main office.

3. Scan all forms into one PDF file in numerical order EXCEPT for the Hours Log and Hours Log Summary Forms.
   - Save as “[Last Name, First Name] COUN [insert course number] Final Paperwork” (e.g., Doe, Jane COUN 669 Paperwork)
4. Scan the Hours Log Summary and Hours Log separately. The Hours Log Summary Form should be the first document (this helps us in verifying internship hours for QMHP and LPC paperwork) and the Hours Log as the secondary document.
   - Save as “[Last Name, First Name] COUN [insert course number] Hours Log” (e.g., Doe, Jane COUN 669 Hours Log)

5. Email scanned Paperwork and Hours Log to clinicalcoord@odu.edu.

H. Other Requirements

Students must do all other readings or assigned activities which may be provided by their university or site supervisors.

REQUIREMENTS FOR INTERNSHIP

A. Clinical Experience Hours

The program requires students to complete supervised internship experiences that total a MINIMUM of 600 clock hours over two semesters. The doctoral-level internship is intended for doctoral students to develop competency in the CACREP Professional Identity areas (CACREP 6.B) for counselor education doctoral students: Supervision, Teaching, Research & Scholarship, Leadership & Advocacy, & Advanced Counseling experience (CACREP 6.C.7).

The 600 clock hours should include:

- A minimum of 100 hours focused on clinical supervision
- A minimum of 60 hours focused on co-teaching a graduate level counseling course
- The remaining 440 hours will be tailored to the doctoral students’ professional goals and approved by their advisor

Doctoral students will pick 3 of the 5 competency areas (Review the requirements below) to focus on during each semester of internship, as indicated on your internship application. You may focus on more than 3 areas during a semester with approval from your advisor, considering your ability to manage time and accomplish the requirements in each area.

B. Requirements for Each Competency Area

1. Supervision

   Doctoral students will complete a minimum of 100 hours of supervision during their internship experience, supervising master’s practicum students in coordination with the MSEd Practicum & Internship Handbook requirements.

   You will be assigned a minimum of two and a maximum of four master’s level supervisees enrolled in COUN 669: Practicum in Counseling for each semester you are enrolled in internship. The
Graduate Clinical Coordinator will try to distribute individual master’s-level supervisees evenly among the doctoral students enrolled in internship but may ask doctoral students to accommodate more supervisees depending on enrollment. You should account for providing individual supervision to master’s students during both semesters of your internship and select other internship responsibilities to accommodate the supervision requirement.

**Expectations:**

- **Review the MSEd Practicum & Internship Handbook** to familiarize yourself with the requirements for 669.

- **Supervision meetings:** Meet with your assigned supervisees and faculty supervisor each week, starting no later than the second week of classes, during each semester you are required to conduct supervision. The supervision meetings are to provide ongoing feedback to your supervisees throughout the supervisory relationship.

You can meet for either 1-hour individual or triadic supervision on a weekly basis throughout the semester. If you conduct triadic supervision, you should have **at least 3 individual meetings** with each supervisee:

1. Beginning of semester to establish rapport and goals;
2. Middle of the semester for an informal evaluation; and
3. End-of-semester for their formal evaluation

Unless a scheduled supervision time falls on a day the University has a scheduled closing (e.g., holidays, breaks, inclement weather), missed supervision sessions due to illness, scheduling conflict, etc., should be made up within the same week. Review the attendance requirements for 669 students in the MSEd Practicum & Internship Handbook.

Two supervision meetings may be held via Zoom, if necessary, the rest should be face-to-face.

- **Competency Scale:** Review the Competency Scale twice with supervisees during individual supervision; once at the beginning of the semester and once at the end.

- **Tape Submission:** Review audio or video-recorded counseling sessions from supervisees throughout the semester. Provide knowledgeable and thorough feedback to your supervisees regarding counseling skills, ability to conceptualize cases clinically, and ability to integrate theory into counseling sessions.

In the event that a supervisee is not allowed to record clients at their site, supervisees may use practice clients for role plays to achieve their recording requirements, upon approval of their group supervisor. Encourage supervisees to talk with their site supervisor to try to attain recordings on site as a first step. Doctoral students should review the role play requirements in the MSEd Practicum & Internship Handbook with their supervisees to ensure their supervisees are engaging in appropriate role plays for their recordings.

- **Verbatim Transcripts:** Review and provide feedback to supervisees on two transcripts of recordings. Supervisees can transcribe 2 of the tapes submitted for the requirement above.
• **Recording of Supervision Sessions:** Record all supervision sessions with their master’s supervisees. Recorded sessions will be presented during individual/triadic supervision of supervision sessions with your faculty supervisor.

• **Supervision Notes:** Keep weekly supervision notes for all supervision sessions with their supervisees.

• **Communication with 669 instructors:** To ensure you are communicating about the progress of your supervisees with the 669 instructors throughout the semester, please attend to the following:
  - **Second week of the semester, first supervision session:** Ask each supervisee to email you and their 669 instructor with their goals for individual supervision after your first supervision session. Please track to ensure your supervisees submit their goals to their instructors.
  - **Progress reports on the first of the month:** Email the 669 instructors progress reports of your supervisees by the first of the months in the middle of the semester (i.e., Fall: Oct. 1 and Nov. 1; Spring: March 1 and April 1; Summer: July 1). These should be brief summaries of your supervisees’ progress towards their goals or other tasks in individual supervision, as long as supervisees are progressing as expected. Issues/concerns should be described concretely and in detail.
  - **End of semester:** Your supervisees will submit your final evaluation of their progress to their instructor, which will serve as the final point of contact for the semester.
  - **Contact the 669 instructor immediately** if professional issues or concerns arise with your supervisee throughout the semester.

• **Evaluation Forms:** Complete the online Evaluation of Practicum Student by Individual Supervisor form for each supervisee at the end of the semester and review with your supervisee last supervision session.

Your supervisees and the faculty individual supervisor will complete evaluations of your supervision at the end of the semester. Faculty supervisors should review these evaluations with you during the last supervision session of the semester.

• **Concerns:** Consult with your faculty individual supervisor and the Graduate Clinical Coordinator about any issues or concerns you have regarding your supervisees. Bring immediate attention to any urgent matters that involve ethical concerns, accumulation of hours or recordings, or performance issues of your supervisee that might warrant a Professional Development Plan.

You are not permitted to contact the site supervisor for your supervisees. Concerns of the supervisee should be brought to your supervisee’s group supervisor, your faculty individual supervisor, and the Graduate Clinical Coordinator.
2. Teaching

Doctoral students will complete a minimum of 60 hour of co-teaching during their internship experience. In completing your application for internship, include the courses (up to 3) that you are interested in teaching. The Graduate Clinical Coordinator will then assign doctoral students a master’s-level counseling course to co-teach. Priority will be given to doctoral students needing to complete their internship requirement.

Co-teaching hours can only be counted towards your internship hours during the semester you are enrolled in internship. If you volunteer to co-teach a course prior to internship, those hours will not count towards your internship hours.

Courses must be graduate level and counselor education-related. You can co-teach courses at other universities to fulfill this requirement.

Expectations:

- **Class Preparation:** A minimum of three (3) class periods will be prepped and facilitated by you during your co-teaching experience. You will create two (2) supplemental preps to be uploaded to Blackboard (e.g., a narrated PowerPoint, additional information on instructor’s topic, etc.)

- **Course Attendance:** Attend class weekly. Be on time and remain active in each class.

- **Meetings with the Instructor:** Meet a minimum of four (4) times throughout the semester, with the instructor. The instructor should meet with you prior to the beginning of the class to discuss syllabus development and expectations. The instructor should also meet with the you prior to each class facilitation; all materials should be sent to the instructor beforehand. Instructors are encouraged to informally debrief with the student after each class facilitation.

- **Grading:** You should gain experience in grading, as decided upon with the instructor, but should grade no more than 50% of assignments for the course.

- **Evaluation:** At the conclusion of the semester, the doctoral student will receive feedback from the instructor using the Teaching Observation Form. Students are encouraged to request a copy for professional records.

- **Volunteer Teaching:** If doctoral students volunteer to co-teach a course, the same guidelines as above should be followed.

3. Clinical

Doctoral students complete additional clinical hours during their internship.

Expectations:

- All procedures outlined in the Advanced Clinical Practicum section should be followed if you choose to complete clinical hours during your internship, including completing the Site Supervision Agreement form in Qualtrics.
4. Leadership & Advocacy
Doctoral students should discuss their ideas to fulfill experiences in the leadership & advocacy competency area with their advisors. Leadership and advocacy activities that count towards internship should be related to counselor education or the counseling profession.

**Expectations:**
- **Current Leadership & Advocacy Activities:** You may count current leadership or advocacy activities in which you are involved towards your internship hours as long as they are related to counseling and counselor education and you can meet the supervision requirement for this competency area.
  - **Service in the Omega Delta Chapter of CSI:** Doctoral students holding leadership positions in the Omega Delta chapter of CSI can count a maximum of thirty (30) clock hours in this leadership activity towards their total internship hours each semester.

  - **Supervision:** You must have a “site” supervisor who can meet with you on a monthly basis to provide supervision on your leadership or advocacy activities throughout the course of the semester. The supervisor should be an individual with a graduate degree and specialized expertise to advance your knowledge and skills (CACREP 6.C.8). Your supervisor should be involved in the organization or advocacy activity, and at a higher level of leadership within the organization than your position.

5. Research & Scholarship
Doctoral students should discuss their ideas to fulfill experiences in the research & scholarship competency area with their advisors. Research activities that count towards internship should be related to counselor education or the counseling profession. *Dissertation hours are a separate course and do not count as internship hours.*

**Expectations:**
- **Current Research & Scholarship Activities:** You may count current research or scholarship activities that are related to counseling and counselor education towards your internship hours as long as you can meet the supervision requirement.

- **Supervision:** You must have a “site” supervisor who can meet with you on a monthly basis to provide supervision on your research and scholarship activities throughout the course of the semester. The supervisor should be an individual with a graduate degree and specialized expertise to advance your knowledge and skills (CACREP 6.C.8).

C. Supervision
Students will engage in the following supervision components over the course of practicum:

- Two hours per week of group supervision with a core counselor education program faculty member (CACREP 6.C.9). Students who miss more than two group supervision sessions will not pass and will be required to repeat practicum. Arriving late or leaving early counts as time missed.
• A minimum of one (1) hour per week of individual/triad supervision student’s individual (i.e., site) supervisors (CACREP 6.C.8). The minimum one (1) hour per week of supervision can be aggregated across the areas of competency in which the student is obtaining internship hours. Supervision should be proportionate to the number of hours spend in the competency area (e.g., If 100 of your clock hours are in the Research area, then you should have more supervision sessions than the suggested one-hour per month due to the increased number of hours in this competency area).

  o **Supervision**: Your 868 group supervisor will also serve as your individual supervisor for the supervision competency area. An average of one (1) hour of individual/triad supervision per week should occur throughout the semester.

  o **Teaching**: Your individual supervisor will be the co-instructor for the course. Students should meet with the co-instructor for at least one (1) hour per month, or on a more regular basis as determined by supervisor.

  o **Clinical**: Your individual supervisor is the site supervisor. Students should meet with the site supervisor for one (1) hour of supervision per 20 hours accumulated on site (i.e., meet for site supervision weekly if on site 20 hours per week; bi-weekly if on site 10 hours per week).

  o **Research**: Your individual supervisor is a faculty member or an individual with a graduate degree involved in these activities, who can advance your expertise in these competency areas. Students should meet with their research supervisor for at least one (1) hour per month, or on a more regular basis as determined by supervisor.

  o **Leadership**: Your individual supervisor is a faculty member or an individual with a graduate degree involved in these activities, who can advance your expertise in these competency areas. Students should meet with their leadership supervisor for at least one (1) hour per month, or on a more regular basis as determined by supervisor.

Students must attend group supervision throughout the semester, even if they are finished with their internship hours.

Individual supervisors should have the following qualifications (CACREP 6.C.8):

- A graduate degree (preferably doctoral) in counseling or a related mental health profession
- Specialized expertise to advance the student’s knowledge and skills

D. **Hours Logs**

Students should complete the Doctoral Level Internship hours log provided on the CHS webpage on a weekly basis to document your direct and indirect clinical experience hours and
your supervision hours throughout the semester. *Utilize 15 minute increments in counting your hours (e.g., a 50 minute counseling session would count as 1 direct hour).*

E. **Evaluation Forms**

**Final Evaluation of Student Forms** (completed by all 868 students)
- Completed by:
  1. University group supervisor/course instructor
  2. Individual (i.e., site) supervisor for each competency area

**Final Evaluation of Site and Site Supervisor** (completed by 868 students **accruing hours in the Clinical Competency Area**)
- Completed by:
  1. Student

The **Final Evaluation of Site and Site Supervisor** (completed by student) must be completed online through Qualtrics. As such, these forms are not available on the CHS website.

The group supervisor will provide with students with the Qualtrics survey link to the evaluation a few weeks prior to the end of the semester.

Students will complete the Final Evaluation of Site and Site Supervisor survey. Students will receive an email copy of the form. Print the form for submission in your final paperwork packet.

F. **End of Semester Paperwork**

Students will submit to the group/class instructor all required forms including evaluation forms and hours logs (see Appendix A for the required paperwork). Paperwork must be fully completed and signed.

**Instructions for Submitting Paperwork at the End of the Semester:**

1. Your group supervisor will review and verify that all forms are completed before assigning you a course grade.

2. Download GeniusScan app (or another scanning app) for smart phone or scan paperwork in at the main office.

3. Scan all forms into one PDF file in numerical order EXCEPT for the Hours Log and Hours Log Summary Forms.
   - Save as “[Last Name, First Name] COUN [insert course number] Final Paperwork” (e.g., Doe, Jane COUN 669 Paperwork)

4. Scan the Hours Log Summary and Hours Log separately. The Hours Log Summary Form should be the first document (this helps us in verifying internship hours for QMHP and LPC paperwork) and the Hours Log as the secondary document.
   - Save as “[Last Name, First Name] COUN [insert course number] Hours Log”
G. Other Requirements

Students must do all other readings or assigned activities which may be provided by their university or site supervisors.

RECORDING POLICY

Counseling students will be required to record counseling sessions during the program for educational and supervision purposes. Students are required to handle confidential information and recordings in a professional and ethical manner.

Each client (or parent of a minor client) must complete a Consent to Record form prior to recording the session with the client. Students may use the consent to record form provided by the Counseling Program, or another consent to record form provided by the site. The consent to record form should stay at the site as a part of the client’s record. If using a consent to record form provided by the site, it should include information on how the recordings will be utilized as a part of group supervision at ODU. If the site’s consent to record form does not include this information, then use the form provided by the Counseling program or have the client sign both forms.

Students should purchase a digital audio or video recorder, as well as a password protected USB drive used to submit the recordings to your university supervisors. Recording devices should not be connected to the internet; thus, students should not use their laptops or phones to record sessions.

Once the session has been recorded, the student must immediately (i.e., by the end of the workday) transfer the recording to an encrypted password protected USB drive, which they use to submit to their tapes to their university supervisor. Students should keep the recording device on their person at all times until the recording can be transferred to the USB drive. To transfer the recording source file on the recording device to the jump drive, make a direct transfer by dragging or cutting/pasting the source icon (i.e., on the recording device) to the destination icon on the jump drive. Recording source files should then be deleted from the recording device. Recordings saved on the USB drive should not include any identifying information (e.g., full name) of the client.

Students should keep their USB drives in a secure location (e.g., restricted areas of their practicum or internship site, site-supervisor’s office, lock box etc.), and keep the USB drive on their person at all times when transferring the drive to their university supervisors. If students need to leave the USB drives for their university supervisors on campus, they should be left in a secure location (e.g., doctoral students’ lockers, in the CHS front office, etc.).

All recordings should be kept on the password-protected USB drive, and not on students’ personal devices (e.g., laptops, computers, phones, tablets). Students are never permitted to share the recordings via email or to upload to a cloud sharing software that is connected to the internet. All recordings must be deleted from the USB drive at the end of the semester, once they have passed the course.
In the event that a recording device or jump drive is lost, students must report this to their site and university supervisor within one day of losing the recording device or jump drive.

Students should follow any additional recording policies specified by their sites.

**CONFIDENTIALITY OF CLINICAL SUPERVISION POLICY**

Students should remove identifying information in documenting recordings, case presentations, or transcripts to maintain confidentiality of client information. Information revealed about clients during the course of peer supervision should be treated with the same care of and respect to the regulations of client confidentiality outlined in the ACA Code of Ethics and Virginia statutes (see Appendix B).

Personal and professional information revealed by peers during the course of supervision should be treated with the same care and respect that are appropriate to client information. As such, personal and professional information revealed by peers during the course of supervision should not be discussed outside of the supervision session.

**LIABILITY INSURANCE COVERAGE** (CACREP 6.C.6-7)

Students are required to carry their own liability insurance during the semesters enrolled in Practicum & Internship. **Students must submit a copy of their liability insurance policy to their group supervisors at the start of each semester, before accruing direct hours at their site.**

**Doctoral students who are Residents in Counseling or LPCs**

If you are a Resident in Counseling or a LPC while enrolled in 868/869, you need to obtain liability insurance as a Professional, not as a student. The student coverage will not cover your clinical practice outside of our program's practicum and internship requirements. Thus, if you are continuing in your position past these courses, or acquiring hours outside of the course requirements, ensure you have the correct liability insurance purchased. Thus, the easiest way to ensure you are fully covered is to purchase the Professional insurance once you are registered as a Resident or LPC.

**Student Liability Insurance**

If you are not registered with the state as a Resident or LPC, and are only accruing clinical hours during the course of 868/869, you can purchase lower-cost liability insurance options as a student through:

- The American Counseling Association (ACA) provides complimentary insurance through HPSO to student members of the organization. To join ACA, visit [www.counseling.org](http://www.counseling.org).
- The National Board of Certified Counselors and Lockton Affinity. *This is the more cost-effective of the three options.* Visit [https://locktonmedicalliabilityinsurance.com/nbcc/](https://locktonmedicalliabilityinsurance.com/nbcc/) for more information.
- Purchase HSPO liability insurance without obtaining an ACA membership. Visit [https://www.hpso.com](https://www.hpso.com) for more information. Select “Counselor Educator” as your area of study.

Note that insurance policies cover counselors-in-training on an *annual* basis, so you will need to renew the policy if you are completing your clinical experiences over more than a year.
Although the American School Counselor Association (ASCA) offers free liability insurance to student members, the coverage does not extend to providing services to community members and will not cover you outside of a school setting. Hence, we advise School Counseling students to either join ACA to receive the HPSO policy or purchase insurance through Lockton Affinity to ensure you are covered for services provided in both community and school settings.

Additionally, Old Dominion University’s registered and enrolled students who are required by their curriculum to participate in supervised and graded service outside the University at various internship sites are covered by liability insurance provided through the Commonwealth of Virginia. Please email clinicalcoord@odu.edu for proof of coverage.

**LICENSURE VERIFICATION FORMS**

Effective October 2019, the Virginia Board of Counseling adopted Regulations in which supervised practicum and internship hours from a CACREP-accredited doctoral counseling program may be accepted for:

- Up to 900 hours of counseling practice towards the residency requirement, and
- Up to 100 of the required hours of supervision provided the supervisor holds a current, unrestricted license professional counselor.

To count your doctoral P&I hours towards licensure in Virginia, you need to submit the Doctoral Verification of Supervised Practicum/Internship Hours towards LPC Licensure.

**Processing of Doctoral verification forms:**

You may submit your verification form to the Clinical Coordinator for signing at either:

- Any point after your internship is completed (your degree does not need to be completed), or
- If you have already accrued the majority of your Residency hours for licensure (e.g., you completed 3,000 before you started practicum), and do not need the full 900 hours of counseling practice/100 hours of supervision, you may request completion at any point during your practicum and internship experience.

**Directions:**

1. Email clinicalcoord@odu.edu with your request.
2. Attach to the email:
   a. The completed verification form (with your hours filled out);*
   b. Copies of your Hours Logs Summary Forms for each semester you are counting doctoral practicum and internship hours.
3. Return of the form. Indicate if you want the signed form:
   a. Emailed directly to you
   * Choose this option if you are collecting paperwork for your Residency but have not yet applied for your LPC.
   b. Emailed to the VA Board.
Choose this option if you have already submitted your full LPC licensure application to the Board (e.g., your Residency hours are complete).

*The form say “To be completed by the program,” but it is faster to review forms for accuracy than to fully complete forms. We will change the information you completed, if the courses or hours are inaccurate based on our records.

Allow up to 2 weeks for processing when the university is in session. Completion may take longer than 2 weeks during semester breaks.
# Appendix A: Practicum & Internship Paperwork Checklist

<table>
<thead>
<tr>
<th>#</th>
<th>Name of Form</th>
<th>Deadline</th>
<th>Courses</th>
<th>Completed By</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>Liability Insurance Certificate</td>
<td>First week of classes</td>
<td>868, 869</td>
<td>Student</td>
<td>Submit a copy of your liability insurance coverage certificate to your group supervisor during the first week of classes. Students must have insurance in place before accruing direct hours at their site.</td>
</tr>
<tr>
<td>1b</td>
<td>Due Diligence Statement for Clinical Practicum or Internship</td>
<td>First week of classes</td>
<td>868, 869</td>
<td>Student</td>
<td>Bring signed to first group supervision session.</td>
</tr>
<tr>
<td>2a</td>
<td>Site Supervision Agreement</td>
<td>First week of classes for MHC placements Second week of classes for School placements</td>
<td>868*, 869</td>
<td>Students complete form in conjunction with Site Supervisor</td>
<td>This form is <strong>completed ONLINE in Qualtrics.</strong> The Qualtrics link is on the CHS website. The PDF form on the CHS website is for draft purposes only. Both the student and site supervisor have to sign the form, so students need to complete the form in a face-to-face meeting with the site supervisor. Site Supervisors and students will receive an email copy of the form. Submit a copy to your Group Supervisor. <strong>If you have more than one site, you need to submit a separate site agreement for each site.</strong> *868 students: Only submit this form if completing hours in the clinical competency area during internship. Submit this form along with Form 2d for the other competency areas.</td>
</tr>
<tr>
<td></td>
<td>Group Supervision Agreement</td>
<td>Second week of classes</td>
<td>Group Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>----------------------------</td>
<td>-----------------------</td>
<td>-----------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2b</td>
<td>Individual Supervision Agreement (MSEd Practicum Only)</td>
<td>Second Week of classes</td>
<td>Individual Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>868, 869</td>
<td>669</td>
<td>868 students: Complete this form with your supervisees enrolled in 669.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Doctoral Level Individual Supervision Agreement</td>
<td>Second week of classes</td>
<td>Individual Supervisors for each Competency Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>868</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Clinical Competency Scale**

<table>
<thead>
<tr>
<th></th>
<th>Clinical Competency Scale</th>
<th>Second week of classes</th>
<th>669: Students complete form in conjunction with their Individual Supervisor</th>
<th>868 students: Complete this form with your supervisees enrolled in 669.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clinical Competency Scale</td>
<td>Last week of classes</td>
<td>669</td>
<td>868 students: Complete this form with your supervisees enrolled in 669.</td>
</tr>
</tbody>
</table>

**Final Evaluation of Student Forms**

<table>
<thead>
<tr>
<th></th>
<th>Final Evaluation of Practicum/Internship Student by Group Supervisor</th>
<th>Last week of classes</th>
<th>Group Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>4a</td>
<td>This form is <strong>completed ONLINE in Qualtrics</strong>.</td>
<td>868, 869</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The group supervisor will provide with students with the Qualtrics survey link to distribute to their site supervisors a few weeks prior to the end of the semester.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Site Supervisors and students will receive an email copy of the form.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4c</td>
<td>Final Evaluation of Student by Individual Supervisor (MSEd Practicum Only)</td>
<td>Last week of classes</td>
<td>669</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>-----</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4d</th>
<th>Group Skills Evaluation Form (MSEd Practicum Only)</th>
<th>Last week of classes</th>
<th>669</th>
<th>Site Supervisor or another licensed clinician on site serving as the group co-leader.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>This form must be signed by the site supervisor/group co-leader and the group supervisor.</td>
</tr>
</tbody>
</table>

| 4e  | Final Evaluation of Doctoral Internship Student                             | Last week of classes | **868** | Each of the individual supervisors for the competency areas in which students are completing hours. |

---

**Final Evaluations of Supervisors**

<table>
<thead>
<tr>
<th>5a</th>
<th>Final Evaluation of Group Supervisor</th>
<th>Last week of classes</th>
<th><strong>868, 869</strong></th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>868, 869</strong></td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Student</td>
</tr>
</tbody>
</table>

This form is completed ONLINE in Qualtrics. The Qualtrics link is on the CHS website. Print the submission page to provide proof of completion to your instructor.

<table>
<thead>
<tr>
<th>5b</th>
<th>Final Evaluation of Site and Site Supervisor</th>
<th>Last week of classes</th>
<th><em><em>868</em>, 869</em>*</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><em><em>868</em>, 869</em>*</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Student</td>
</tr>
</tbody>
</table>

This form is completed ONLINE in Qualtrics.

The group supervisor will provide with students with the Qualtrics survey link a few weeks prior to the end of the semester.

Students will receive an email copy of the form.

*868 students: Only submit this form if completing hours in the clinical competency area during internship.*
### 5c
**Final Evaluation of Individual Doctoral Supervisor (MSEd Practicum ONLY)**

*Last week of classes* | 669 | **Student**

This form is **completed ONLINE in Qualtrics**. The Qualtrics link is on the CHS website. Print the submission page to provide proof of completion to your instructor.

**868 students:** Your 669 supervisees will complete this form to evaluate their experience with individual supervision.

### Site Visit Form

<table>
<thead>
<tr>
<th>6</th>
<th><strong>Site Visit Form</strong></th>
<th><strong>Mid-semester</strong></th>
<th><strong>Group Supervisor when conducting a site visit</strong></th>
</tr>
</thead>
</table>

The group supervisor should provide students with a copy of this form to be submitted with their final paperwork packet.

**868 students:** This form only needs to be completed for 868 students completing hours in the clinical competency area during internship.

### Hours Logs (Excel Spreadsheets)

| 7a | Practicum/Internship Hours Log (Clinical Mental Health Counseling) | **Throughout semester** | 869 | **Student** |

Your site supervisor and university supervisor will be checking your hours logs on at least a bi-weekly basis.

| 7b | Practicum/Internship Hours Log (School Counseling) | **Throughout semester** | 869 | **Student** |

Your site supervisor and university supervisor will be checking your hours logs on at least a bi-weekly basis.

| 7c | Internship Hours Log (Doctoral Level) | **Throughout semester** | 868 | **Student** |

Your site supervisor and university supervisor will be checking your hours logs on at least a bi-weekly basis.

### Hours Log Summary Forms

| 8a | Hours Log Summary (Clinical Mental Health Counseling) | **Last week of classes** | 869 | **Student** |

This form is signed by the site supervisor and group university supervisor.
| 8b | Hours Log Summary (School Counseling) | Last week of classes | Student | 869 | This form is signed by the site supervisor and group university supervisor. |
| 8c | Hours Log Summary (Doctoral level) | Last week of classes | Student | 868 | This form is signed by the group university supervisor. |
Appendix B: Client Confidentiality

ACA Code of Ethics

(Reference the ACA Code of Ethics at https://www.counseling.org/resources/aca-code-of-ethics.pdf)

B.1.c. Respect for Confidentiality
Counselors protect the confidential information of prospective and current clients. Counselors disclose information only with appropriate consent or with sound legal or ethical justification.

B.1.d. Explanation of Limitations
At initiation and throughout the counseling process, counselors inform clients of the limitations of confidentiality and seek to identify situations in which confidentiality must be breached.

Virginia Regulations

12VAC35-115-80. Confidentiality
(For the full code, refer to https://law.lis.virginia.gov/admincode/title12/agency35/chapter115/section80/)

A. Each individual is entitled to have all identifying information that a provider maintains or knows about him remain confidential. Each individual has a right to give his authorization before the provider shares identifying information about him or his care unless another state law or regulation, or these regulations specifically require or permit the provider to disclose certain specific information.

B. The provider's duties.

1. Providers shall maintain the confidentiality of any information that identifies an individual. If an individual's services record pertains in whole or in part to referral, diagnosis or treatment of substance use disorders, providers shall disclose information only according to applicable federal regulations (see 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records).

2. Providers shall obtain and document in the individual's services record the individual's authorization or that of the authorized representative prior to disclosing any identifying information about him. The authorization must contain the following elements:
   a. The name of the organization and the name or other specific identification of the person or persons or class of persons to whom disclosure is made;
   b. A description of the nature of the information to be disclosed, the purpose of the disclosure, and an indication whether the authorization extends to the information placed in the individual's record after the authorization was given but before it expires;
   c. An indication of the effective date of the authorization and the date the authorization will expire, or the event or condition upon which it will expire; and
   d. The signature of the individual and the date. If the authorization is signed by an authorized representative, a description of the authorized representative's authority to act.
3. Providers shall tell each individual and his authorized representative about the individual's confidentiality rights. This shall include how information can be disclosed and how others might get information about the individual without his authorization. If a disclosure is not required by law, the provider shall give strong consideration to any objections from the individual or his authorized representative in making the decision to disclose information.

4. Providers shall prevent unauthorized disclosures of information from services records and shall maintain and disclose information in a secure manner.

5. In the case of a minor, the authorization of the custodial parent or other person authorized to consent to the minor's treatment under § 54.1-2969 is required.

§ 37.2-400. Rights of individuals receiving services.
(For the full code, refer to https://law.lis.virginia.gov/vacode/37.2-400/)

A. Each individual receiving services in a hospital, training center, other facility, or program operated, funded, or licensed by the Department, excluding those operated by the Department of Corrections, shall be assured his legal rights and care consistent with basic human dignity insofar as it is within the reasonable capabilities and limitations of the Department, funded program, or licensee and is consistent with sound therapeutic treatment. Each individual admitted to a hospital, training center, other facility, or program operated, funded, or licensed by the Department shall:

8. Have access to his medical and clinical treatment, training, or habilitation records and be assured of their confidentiality but, notwithstanding other provisions of law, this right shall be limited to access consistent with his condition and sound therapeutic treatment.