Doctoral Practicum and Internship Handbook

2018-2019
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ADVANCED COUNSELING PRACTICUM AND INTERNSHIP

References to the Council for Accreditation of Counseling and Related Educational Programs (CACREP) 2016 Standards are included in parentheses for accreditation verification purposes.

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

Before entering Practicum, students are required to attend a mandatory one-hour Advanced Practicum & Internship Orientation held by the Graduate Clinical Coordinator. The orientation will be held in person, with an option to attend via video conference with permission of the Graduate Clinical Coordinator.
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 summer and fall semester approval
- August 1st for spring 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 should be submitted to the Graduate Clinical Coordinator at clinicalcoord@odu.edu.

**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.
   • Submit to the Graduate Clinical Coordinator at clinicalcoord@odu.edu.

2. Master’s level School Counseling Internship Application
   • Submit to the Graduate Clinical Coordinator at clinicalcoord@odu.edu AND the Office of Clinical Experiences at placements@odu.edu.

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 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 Agreement Forms

In conjunction with your site supervisor, you must complete a Site 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.

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
Need to be completed by:
1. University group supervisor/course instructor
2. Site supervisor

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.

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.

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. Doctoral students should read and be familiar with the procedures outlined in the MSEd Practicum & Internship Handbook prior to beginning supervision.

   You will be assigned 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:**

- **Supervision meetings:** Meet with your assigned supervisees and faculty supervisor each week, starting the first 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.

  Unless a scheduled supervision time falls on a day the University has a scheduled closing (e.g., holidays, breaks, inclement weather), **any** missed supervision sessions due to illness, scheduling conflict, etc., should be made up within the same week.

- **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. Encourage supervisees to talk with their site supervisor to try to attain recordings on site as a first step. Doctoral students should discuss with their faculty supervisor and the Graduate Clinical Coordinator before approving their supervisee use practice clients for their recording submissions.

- **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.

- **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 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 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.

- **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.

**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/triadic 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).

  - **Supervision:** Your individual supervisor will be the faculty member(s) teaching the COUN 669 course for your supervisees (i.e., your 669 supervisee’s group supervisor). One (1) hour of group supervision of supervision should occur every week with the COUN 669 instructor. One (1) hour individual/triadic supervision sessions occurring periodically throughout the semester, at least once per month.

  - **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.

  - **Clinical:** Your individual supervisor is the site supervisor. Students should meet with the site supervisor for one-hour of supervision per 20 hours accumulated on site.

  - **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.

  - **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 supervision throughout the semester, even if they are finished with their clinical experience 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.

E. Evaluation Forms

Final Evaluation of Student Forms
Need to be completed by:
- University group supervisor/course instructor
- Individual (i.e., site) supervisor for each competency area

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 a list of the required paperwork). Paperwork must be appropriately completed and signed.

Instructions for 868 Students Completing Hours in the Clinical Competency Area:

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.

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.

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) and supervisee must 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; thus, students should not use their laptops or phones to record sessions.

Once the session has been recorded, the student must transfer the recording to a password protected USB drive to submit to their tapes to their university supervisor. All recordings that are saved onto the student’s personal computer must have double-level protection (e.g., place recording in a password protected folder on a computer that requires a password to log onto the device). All recordings must be deleted from the student’s personal computer at the end of the semester, once they have passed the course.
Students are never permitted to share the recordings via email or to upload to a cloud sharing software that is connected to the internet.

**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.** The American Counseling Association (ACA) and American School Counselor Association (ASCA) provide complimentary insurance to student members of the organization. To join ACA, visit [www.counseling.org](http://www.counseling.org). To join ASCA, visit [https://www.schoolcounselor.org](https://www.schoolcounselor.org). 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.

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](mailto:clinicalcoord@odu.edu) for proof of coverage.
# Appendix A: Practicum & Internship Paperwork Checklist

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<th>Courses</th>
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<td>1</td>
<td>Liability Insurance Certificate</td>
<td>First week of classes</td>
<td>669, 667, 668 868, 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>
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<td>Site Agreement</td>
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<td>Final Evaluation of Practicum/Internship Student by Group Supervisor</td>
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<tr>
<td>4b</td>
<td>Final Evaluation of Practicum/Internship Student by Site Supervisor</td>
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<tr>
<td></td>
<td>Final Evaluation of Student by Individual Supervisor (MSEd PRACTICUM ONLY)</td>
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<td>4c</td>
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<td>4d</td>
<td>Group Skills Evaluation Form (MSEd PRACTICUM ONLY)</td>
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<td>4e</td>
<td>Final Evaluation of Doctoral Internship Student</td>
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</tbody>
</table>

### Final Evaluations of Supervisors

<table>
<thead>
<tr>
<th></th>
<th>Final Evaluation of Group Supervisor</th>
<th>Last week of classes</th>
<th>669, 667, 668, 868, 869</th>
<th>Student</th>
<th>These forms are to be <strong>completed by the student</strong> to evaluate their group supervisor.</th>
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</thead>
<tbody>
<tr>
<td>5a</td>
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<tr>
<td>5b</td>
<td>Final Evaluation of Site and Site Supervisor</td>
<td>Last week of classes</td>
<td>669, 667, 668, 868*, 869</td>
<td>Student</td>
<td>This form is <strong>completed ONLINE in Qualtrics.</strong> As such, this form is not on the CHS website.</td>
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</tbody>
</table>

*868 students: Only submit this form if completing hours in the clinical competency area during internship.
<table>
<thead>
<tr>
<th></th>
<th>Final Evaluation of Individual Doctoral Supervisor (MSEd PRACTICUM ONLY)</th>
<th>Last week of classes</th>
<th>669</th>
<th>Student</th>
</tr>
</thead>
</table>
| 5c | | | | | 868/869 students: Your 669 supervisees will complete this form to evaluate their experience with individual supervision.

### Site Visit Form

<table>
<thead>
<tr>
<th></th>
<th>Site Visit Form</th>
<th>Mid-semester</th>
<th>669, 667, 668, 868*, 869</th>
<th>Group Supervisor when conducting a site visit</th>
</tr>
</thead>
</table>
| 6 | | | | | The group supervisor should provide students with a copy of this form to be submitted with their final paperwork packet.  

*868/869 students: This form only needs to be completed for 868 students completing hours in the clinical competency area during internship.

### Hours Logs (Excel Spreadsheets)

<table>
<thead>
<tr>
<th></th>
<th>Practicum/Internship Hours Log (Clinical Mental Health Counseling)</th>
<th>Throughout semester</th>
<th>669, 667, 668, 869</th>
<th>Student</th>
</tr>
</thead>
</table>
| 7a | | | | | Your site supervisor and university supervisor will be checking your hours logs on at least a bi-weekly basis.

<table>
<thead>
<tr>
<th></th>
<th>Practicum/Internship Hours Log (School Counseling)</th>
<th>Throughout semester</th>
<th>669, 667, 668, 869</th>
<th>Student</th>
</tr>
</thead>
</table>
| 7b | | | | | Your site supervisor and university supervisor will be checking your hours logs on at least a bi-weekly basis.

<table>
<thead>
<tr>
<th></th>
<th>Internship Hours Log (Doctoral Level)</th>
<th>Throughout semester</th>
<th>868</th>
<th>Student</th>
</tr>
</thead>
</table>
| 7c | | | | | Your site supervisor and university supervisor will be checking your hours logs on at least a bi-weekly basis.

### Hours Log Summary Forms

<table>
<thead>
<tr>
<th></th>
<th>Hours Log Summary (Clinical Mental Health Counseling)</th>
<th>Last week of classes</th>
<th>669, 667, 869</th>
<th>Student</th>
</tr>
</thead>
</table>
| 8a | | | | | This form is signed by the site supervisor and group university supervisor.
<table>
<thead>
<tr>
<th></th>
<th>Hours Log Summary (School Counseling)</th>
<th>Last week of classes</th>
<th>Student</th>
<th>This form is signed by the site supervisor and group university supervisor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8b</td>
<td></td>
<td>669, 668, 869</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>8c</td>
<td>Hours Log Summary (Doctoral level)</td>
<td>868</td>
<td>Student</td>
<td>This form is signed by the group university supervisor.</td>
</tr>
</tbody>
</table>