



COUNSELING PRACTICUM AND INTERNSHIP FORMS

The following forms are included in this document. Note that some forms have more than one page when you are printing.

- 1. Student Acknowledgement Form: Reading the Student Handbook**
- 2. CACREP Practicum & Internship Guidelines**
- 3. Practicum and Internship Application**
- 4. Student Agreement for Practicum & Internship**
- 5. Student Responsibilities and Expectations**
- 6. University Faculty Responsibilities**
- 7. Site Supervisor's Role and Agency Responsibilities**
- 8. Verification of Placement**
- 9. Practicum Individual Learning Contract**
- 10. Internship Individual Learning Contract**
- 11. Weekly Experience and Evaluation Log**
- 12. Record of Supervised Experience**
- 13. Site Supervisor's Evaluation of Student Counselor's Performance**
- 14. Student Evaluation of Site Supervisor and Site**
- 15. Audio/Video Recording Informed Consent**
- 16. ORU Counseling Practicum and Internship Sites**



ORAL ROBERTS UNIVERSITY
Graduate School of Theology and Ministry
Master of Arts in Christian Counseling
LPC/LMFT Practicum and Internship Program

STUDENT ACKNOWLEDGMENT FORM

READING THE STUDENT HANDBOOK

The Oral Roberts University GSTM Counseling Practicum and Internship Student Handbook addresses information and concerns students may have about their counseling and marital and family therapy practicum and internship field experience. Consult this handbook first when you have questions.

You are responsible to uphold the policies and procedures detailed in this student handbook.

Please read and sign the following statement and return this form to your Faculty Group Supervisor/Instructor for your student file. Keep a copy for yourself.

I, _____ (*please print name*) , have received and read the Oral Roberts University GSTM Counseling Practicum and Internship Student Handbook and know that I am responsible to carry out the policies and procedures described herein. I have read the American Counseling Association Code of Professional Ethics and agree to uphold this code in all of my clinical work as a counseling trainee.

Student Signature: _____ **Date:** _____



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CACREP Practicum & Internship Guidelines

Summer Practicum:

- 100 hours – Focus on orientation, training, and skill development; becoming acclimated with agency policies and procedures etc.
- 10 week academic term (10 hours per week); completed only in the summer
- 40 clock hours of direct service and contact with clients to develop counseling skills
- Provides an opportunity to develop counseling skills under supervision
- Gain exposure and experience with appraisals/assessments, documentation, treatment plans, individual and group counseling, shadowing and other various areas of the mental health field.
- **Site Supervision:**
 - One (1) hour per week of individual and/or triadic supervision with site supervisor as per supervision contract.
- **Faculty Supervision:**
 - One & one-half (1 ½) hours/week of group supervision by a program faculty member
 - Audio/Video recordings or live supervision used for supervising student's interaction with clients
- **Evaluation:**
 - Site Supervisor: Evaluate student's counseling performance throughout practicum
 - Formal Final Practicum Evaluation at completion of practicum experience
 - Practicum Student is allowed to formally evaluate his/her site supervisor and learning experience (Section I.BB)

Fall & Spring Internship:

- 600 hours total (300 hours per semester); 20 hours/week
- 240 clock hours of direct service – (individual, leading group, couples, marital & family, assessments)
- Students experience a more complex variety of counseling and professional activities including leading groups, record keeping, assessment instruments, supervision, information & referral, in-service and staff meetings
- **Site Supervision:**
 - One (1) hour per week of individual and/or triadic supervision usually by onsite supervisor
- **Faculty Supervision:**
 - One & one-half (1 ½) hours/week of group supervision by a program faculty member
 - Audio/Video recordings or Live Supervision used for supervising students interaction with clients
- **Evaluation:**
 - Site Supervisor: Evaluate student's counseling performance throughout Internship
 - Formal Final Internship Evaluation by Faculty Member in consultation with Site Supervisor at completion of Internship experience
 - Intern Student is allowed to formally evaluate their site supervisor and learning experience (Section I.BB)



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Practicum & Internship Application

All master's candidates in the ORU Christian Counseling program must complete and submit this form to their Faculty Advisor in the spring semester **before** enrolling in GCSL 763/764 Counseling/MFT Practicum. You must use this application form in connection with all the guidelines and agreements in the Counseling Practicum/Internship Information Handbook. **Completing this application does not ensure approval. Placement may begin only after the Faculty Advisor and Faculty Coordinator have signed the application.**

Name (print): _____
 Program: LPC _____ LMFT _____
 Address: _____
 Phone: (H) _____ (C) _____ (W) _____
 ORU E-mail: _____
 Summer/Year Enrolling in GCSL 763/764 Counseling/MFT Practicum: _____

ATTACH A CURRENT COPY OF YOUR UNOFFICIAL TRANSCRIPT, DEGREE PLAN SHEET, STUDENT AGREEMENT, AND DEMONSTATION OF PROGRESS TOWARD YOUR REMEDIATION PLAN (IF REQUIRED)

The following courses are required to have been completed prior to enrolling in GCSL 763/764 Practicum. Please indicate the semester and year each course was taken:

PRFT 057 Mid-Program Assessment Audit _____
 GCSL 528 Christian Approaches to Counseling _____
 GCSL 580 Professional Issues in Counseling _____
 GCSL 650 Professional Ethics in Counseling _____
 GCSL 625 Counseling Theories (LPC only) _____
 GCSL 630 Counseling Methods _____
 GCSL 635 Human Growth and Development _____
 GCSL 670 Introduction to Psychopathology _____
 GCSL 784 Counseling Research _____
 GCSL 643 Marital & Family Systems Theory (LMFT only) _____
 GCSL 676 Marriage Counseling (LMFT only – P/T) _____ or GCSL 642 Family Therapy _____
 GCSL 641 Assessment in Marital & Family Therapy (LMFT only) _____
 GCSL 724 Testing & Assessment I (LPC only) _____

Site(s) consideration practicum/internship placement: _____

For Administrative Use Only:

	Completed Prerequisites & Course Assignments		Background Check & Liability Insurance
	Current Student Accounts (Holds or Locks)		Other:
	3.0 GPA (Grades "D" and "F" are not accepted)		Approved/Denied/Contingencies:

Faculty Advisor's Signature: _____ Date: _____
 Faculty Coordinator's Signature: _____ Date: _____
 Student's Signature: _____ Date: _____



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STUDENT AGREEMENT FOR PRACTICUM & INTERNSHIP

As a practicum/intern student in the Christian Counseling Program at Oral Roberts University, I agree to do the following:

- Demonstrate a Christian attitude and behavior that is representative of ORU at my site
- Read and comply with the **Practicum/Internship Student Responsibilities** expectations and guidelines
- Adhere to the policies and procedures for mental health professionals at my site, including working hours, appropriate dress, and professional and ethical behavior
- Meet all requirements of my setting in a timely manner, including attending professional activities, orientation and training, filing reports, and attending supervisory meetings
- Maintain professional standards at all times, observing the ethical codes and guidelines of the American Counseling Association, American Association of Marriage and Family Therapy, legal codes, and other relevant professional organizations
- Cooperate with all supervisory input from my site and university supervisor/instructor, and faculty administrators.
- Attend weekly group supervision on campus with the ORU supervisor/course instructor
- Maintain an accurate and complete experience log of my counseling activities (including direct and indirect hours)
- Keep all supervisors, other relevant colleagues, or clients/students informed of any changes in my schedule or contact information
- Report all concerns and problems promptly to my site and ORU supervisors/course instructors
- Attend all professional meetings determined to be appropriate to my placement
- Carry professional liability insurance as required and provided through the university

I understand that failure to comply with any of these requirements may result in review by the counseling faculty, and/or a referral to the Dean. Consideration may be given to dismissal from my field placement, enrollment in an alternate path for completing my counseling degree in a non-licensure degree program, or dismissal from the counseling program.

Student Name (Print): _____

Student Signature: _____ Date: _____

Faculty Coordinator/Faculty Supervisor Signature: _____ Date: _____

STUDENT RESPONSIBILITIES AND EXPECTATIONS

As a part of the student's agreement to participate in the ORU GSTM Counseling Practicum and Internship Program, the following outlines the responsibilities, expectations, and guidelines for each student. This information also serves in connection with the ***Student Agreement for Practicum and Internship*** and provides a step by step guide through the application process:

- Demonstrate a Christian attitude and professional behavior as a representative of ORU.
- Attend the Counseling Practicum and Internship Orientation the spring semester prior to applying for and beginning the summer practicum. Obtain and read the Practicum and Internship Student Handbook.
- Complete all pre-requisite coursework, background check, remediation plan, mid-program assessment, and other relevant university requirements prior to applying for the practicum/internship experience (subject to Faculty Advisor's recommendation and approval).
- Enroll in and complete PRFT 057 Mid-Program Assessment Audit and meet with Faculty Advisor for the Mid-Program Advisor Conference.
- Submit completed Counseling Practicum and Internship Application, Student Agreement for Practicum and Internship form, current unofficial transcript, and degree plan sheet to Faculty Advisor. If applicable, attach demonstration of progress toward remediation plan.
- Search for and begin interviewing with community sites to finalize your clinical placement.
- Complete and submit a signed Verification of Placement to the Practicum and Internship Faculty Coordinator once field placement has been solidified. Site placement must be verified and approved during the spring semester by March 15th **prior** to beginning the summer practicum.
- Review and complete an Individual Learning Contract with the site supervisor each semester. Submit the original contracts to the ORU Practicum or Internship Faculty Supervisor/Instructor.
- Meet with the Site Supervisor for supervision for at least one hour per week (individually or in pairs). Use supervision constructively and effectively. Collaboratively establish individual clinical and professional goals to pursue during the practicum and internship experience.
- Develop a schedule with the Site Supervisor for orientation and training, clinical work, staff meetings, and other professional experiences.
- Review and abide by the policies and procedures established by the practicum and internship site.
- Treat the clinical experience as a professional commitment or job. Be aware that agencies do not operate on the same time schedule as the university, so coordinate service times with the Site Supervisor.
- Attend conferences, staff meetings, counseling sessions, and other learning experiences assigned by the Site Supervisor.
- Meet with Site Supervisor to address work-related difficulties in a timely manner.
- Obtain informed consent for your services, using the designated site form or develop a form specific to the work and services needed.
- Attend practicum or internship class weekly for group supervision and instruction. Present case material and videotapes during practicum/internship class. Submit Student Acknowledgement Form to Faculty Group Supervisor.
- Audio/Video record individual counseling sessions with permission from the client (and parents/guardians in the case of a client under the age of 18). Complete Audio/Video Recording Release Form prior to recording sessions. Submit the original form to the Faculty Supervisor/Instructor.
- Keep Weekly Experience and Evaluation Logs and complete the Record of Supervised Practicum/Internship Experience reflecting all of your work related to your clinical experiences. Site Supervisor must sign each individual log. Submit original logs to your Faculty Supervisor/Instructor and upload copies to d2L. (*Note: You will need this information for licensure/certification so be sure to keep copies*).
- Meet with Site Supervisor at the completion of the practicum and internship semesters for the Supervisor's Evaluation of Student form that is to be completed in observation of your clinical work and progress.
- At the completion of **EACH SEMESTER**, evaluate your clinical site supervisor and placement site and complete the Student Evaluation of Site Supervisor form.
- Submit all original completed/signed forms to your ORU Faculty Supervisor/Instructor, upload copies to d2L as instructed, and **keep copies for your records**.

UNIVERSITY FACULTY RESPONSIBILITIES

The ORU Counseling Faculty

The ORU Counseling Faculty members are involved in several aspects of the practicum and internship process. The faculty as a whole, the Faculty Coordinator, the Faculty Group Supervisor, and the Faculty Advisor to practicum and internship students each has unique roles.

Faculty Coordinator of Practicum and Internship

The ORU Practicum and Internship Faculty Coordinator is responsible for the coordination of all practicum and internship experiences in the Graduate School of Theology and Ministry Christian Counseling Program. This faculty member is the person to whom inquiries regarding practicum and internship experiences are referred. The Faculty Coordinator:

- Develops and monitors activities and procedures of the practicum and internship program to ensure the GSTM Christian Counseling Program meets and maintains the university requirements and CACREP standards for the practicum and internship program.
- Establishes and maintains partnerships with community agencies to ensure they meet requirements necessary to provide professional clinical experiences for counseling students.
- Conducts site visits to provide support for on-site supervisors, monitors students' progress, and evaluates the appropriateness of the physical locations where students are acquiring clinical experience.
- Provides orientation, assistance, consultation, and professional development opportunities to site supervisors.
- Maintains availability throughout the semester for consultation with on-site supervisors.
- Assures site supervisors meet the qualifications for supervising ORU practicum and internship students.
- Prepares students for their practicum and internship clinical experience by providing annual Counseling and MFT Practicum and Internship Orientations.
- Ensures each student has an individual supervision contract with the community site where he/she will gain their clinical experience.
- Addresses any academic or clinical practice problems that may develop between the student and agency or between the student and his/her individual supervisor.
- Provides information and consultation to Faculty Group Supervisors and Faculty Advisors regarding the practicum and internship procedures.
- Approves and signs the Practicum and Internship Application, site, and site supervisor for students prior to beginning their practicum and internship experience.
- Tracks student progress throughout the practicum and internship field experience to ensure all requirements are met.
- Communicates student concerns to the Program Director of Counseling for resolution when needed.
- Develops, reviews, and updates the Counseling Program Practicum and Internship Student Handbook.

Faculty Group Supervisor

In accordance with CACREP standards, all interns are required to meet on campus for group supervision for a minimum of one and one-half hours (1 ½) per week, scheduled regularly throughout the semester. A member of the counseling program faculty conducts this group supervision and functions as the on

campus supervisor and course instructor. The Faculty Group Supervisor facilitates group supervision meetings and is responsible for monitoring and/or scheduling any site contacts required during the semester. The Faculty Group Supervisor also supports site supervisors in the event that they have any concerns about the performance or behavior of a student. The Faculty Group Supervisor will:

- Provide group class/supervision each semester, meeting weekly for 1½ to 2 hours.
- Verify the final placement of the site and site supervisor for each student enrolled for weekly group supervision and be an integral part of the final approval for students beginning this process.
- Refer the student to appropriate resources for learning to meet specific client needs.
- Assist the student in using supervision effectively and constructively.
- Help the student refine his/her understanding of the profession and ethical, professional behavior.
- Provide opportunities for the student to discuss his/her practicum/internship experience.
- Assure that active, qualified, supervision is provided by the site formally for at least one hour per week, and that supervision is available any time the student is performing on-site duties.
- Be available throughout the semester for consultation with the on-site supervisor.
- Address any academic or clinical practice problems that may develop between the student and agency or between the student and his/her individual supervisor.
- Communicates student and site supervisor concerns with the Faculty Coordinator for resolution when needed.
- Keep the student informed of his/her progress in developing basic counseling skills.
- Collect all completed forms from students regarding their clinical placements. Signed logs of direct and indirect hours should be collected at the end of each semester. Signed contracts, forms, evaluations, and logs are submitted to become a part of the student's file.
- Evaluates the student and assigns grades based on observations made in group supervision, assignments, students' weekly clinical logs, through contact with on-site supervisors, completed evaluation forms each semester by the site supervisor, and the clinical skills development goals.

Faculty Advisor

The Faculty Advisor is an integral part of all aspects of the internship process. The advisor is available to facilitate informal meetings with advisees with attention given to successful completion of pre-requisite coursework, mid-program assessment, and overall readiness to begin the practicum and internship experience. Advisors can also assist in preparation for seeking and selecting an internship site. The faculty advisor will explain to students the requirements for internship sites and site supervisors, and the types of activities in which interns should participate. The Faculty Advisor is a part of the final approval for the student's preparedness, the site, and site supervisor acceptance as indicated by the Faculty Advisor's signature on the Practicum and Internship Application. The overall goal of the Faculty Advisor is to support the counselor-in-training and facilitate a positive internship experience.

SITE SUPERVISOR'S ROLE AND AGENCY RESPONSIBILITIES

Role of the Site Supervisor

The Site Supervisor is a person who has expressed a willingness to supervise and serve as a mentor for a developing professional. The Site Supervisor is the key person at the agency who facilitates and supervises all of the activities in which the student will be participating.

Criteria Requirements for Site Supervisors

According to the 2009 CACREP standards, site supervisors must meet the following criteria:

1. A minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses
2. A minimum of two years of pertinent professional experience in the program area in which the student is enrolled
3. Knowledge of the program's expectations, requirements, and evaluation procedures for students
4. Relevant training in counseling supervision

Responsibilities of Site Supervisors

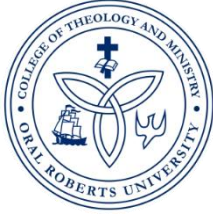
The Site Supervisor's responsibilities are very important in the development of student interns and include the following:

- Ensure the safety of the student's clients.
- Provide an opportunity for the student to begin to do professional work under intense supervision.
- Facilitate the growth and professional development of the student.
- Evaluate the student's competencies and progress.
- Monitor the student's completion of ORU requirements.
- Inform the student of the supervision and agency expectations.
- Provide active supervision to the student for at least 1 hour per week, either individually or triad (in pairs). It is important that interactive supervision also be available informally to the student during his/her on-site hours.
- Refer the student to appropriate resources for learning how to meet specific client needs.
- Model professional and ethical conduct for the student.
- Review all or part of the student's videotaped work with clients and provide feedback about the student's strengths and areas in need of improvement. Live observation of the student's work is also encouraged if possible.
- Keep the student informed of his/her progress as a developing counselor.
- Verify the student's clock hours of activity by reviewing and signing off on the student's experience logs.
- Provide ongoing evaluation and feedback of student's performance throughout the practicum/internship experience.
- Provide a formal evaluation of the student's performance to the student and to the University Faculty Group Supervisor at the end of the practicum/internship experience. Meet with the student to discuss the final evaluation.
- Carry professional liability insurance that covers supervisory responsibilities.

- Provide official evaluative feedback to ORU about the student's performance at any of the below times:
 - At any point there is a concern, please contact the ORU faculty immediately!
 - Provide evaluation of the student's counseling performance throughout the practicum and internship (e.g. providing periodic evaluation on weekly experience logs).
 - Complete a Site Supervisor Evaluation after the student completes each semester (100 hour Practicum and each 300 hour semester Internship).
 - Allow the student to evaluate his/her supervisory experience.

Agency/Site Responsibilities

- Provide an opportunity, space, and setting for the student to begin to do supervised professional work.
- Provide the space and setting for necessary technologies that assist learning, such as video and audio recording equipment (the student or department will provide recording equipment if necessary).
- Orient the student to the agency, its components, policies, and procedures, and inform the student of expectations of him/her.
- Help the student become familiar with the setting and staff.
- Identify an appropriate staff member to serve as clinical site supervisor.



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Verification of Placement

This form must be completed at the beginning of your practicum and internship site experience AT EACH SITE where you are participating in clinical activities. Turn in the original completed copy to your ORU Faculty Supervisor/Instructor. Upload a copy to d2L. A signed copy should also be kept in the student's file on site.

To be completed by Student

Student Name (Print): _____ **Phone:** _____

ORU Email Address: _____

Faculty/Group Supervisor: _____

Semester/Year _____ **Practicum** _____ **Internship 1** _____ **Internship 2** _____

To be completed by Site Supervisor

Site Supervisor Name: _____

Site Name: _____

Site Address: _____

Office Phone: _____

Email address: _____

Supervisor's Earned Degrees: _____

Supervisor's Licenses/Certifications: _____

Number of Years Supervising: _____

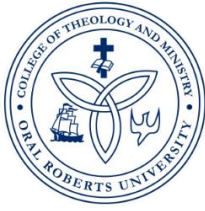
I verify that the above named student has been accepted to fulfill practicum or internship requirements at our site. **I have agreed to supervise** _____.

I agree to notify the ORU Faculty Supervisor regarding any questions or concerns I may have as soon as is reasonably possible. In the event of an emergency, or if the student has any questions or needs additional information,

The student may contact: _____

Emergency Phone: _____

Site Supervisor Signature: _____ **Date:** _____



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PRACTICUM INDIVIDUAL LEARNING CONTRACT

Our expectation is that ORU practicum students will have the opportunity to learn and develop the following skills:

1. Explore the roles of clinical mental health counseling in the practice setting and relationships between counselors and other professionals in this setting.
2. Demonstrate the ability to apply and adhere to ethical and legal standards in clinical mental health counseling (Clinical Mental Health Counseling Standards B.1)
3. Demonstrate skills in conducting an intake interview, a mental health history, and a psychological assessment for treatment planning and caseload management (CMHD H.2)
4. Use the principles and practices of diagnosis, treatment, and referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling (CMHC D.1)
5. Apply multicultural competencies to clinical mental health counseling involving case conceptualization, diagnosis, treatment, referral, and prevention of mental and emotional disorders (CMHC D.2)
6. Demonstrate appropriate use of culturally responsive individual, couple, family, group, and systems modalities for initiating, maintaining, and terminating counseling (CMHD D.5)
7. Apply effective strategies to promote client understanding of and access to a variety of community resources (CMHC D.4)
8. Select appropriate comprehensive assessment interventions to assist in diagnosis and treatment planning, with an awareness of cultural bias in the implementation of assessment protocols CMHC H.1)
9. Screen for addiction, aggression, and danger to self and/or others, as well as co-occurring mental disorders (CMHC H.3)
10. Demonstrate appropriate use of diagnostic tools, including the current edition of the *DSM*, to describe the symptoms and the clinical presentation of clients with mental and emotional impairments (CMHC L.1)
11. Demonstrate the ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision or refer clients when appropriate (CMHD D.9)

**PRACTICUM INDIVIDUAL LEARNING CONTRACT
SITE RESPONSIBILITIES TO ORAL ROBERTS UNIVERSITY'S
LPC/LMFT PRACTICUM STUDENTS**

It is expected that sites will offer our students the following training opportunities:

1. Provide the student with the opportunity for the application of theory and the development of counseling skills under supervision (CACREP Standard III).
2. Offer the student the opportunity to acquire a minimum of 100 hours of practicum experience over a 10 week semester; 40 of these hours must be spent in direct contact with actual client (e.g. intake, assessment, individual counseling, group counseling) that contributes to the development of counseling skills (III.F.1)
3. Provide the student with one hour of individual and/or triadic supervision per week by a licensed professional counselor (LPC), LPC-eligible counselor, licensed psychologist, or certified school counselor (if the student is at a school site) or other qualified, master's level personnel as agreed upon by the site and by the instructor. All site supervisors must have a minimum of two years of pertinent professional experience and relevant training in supervision. Supervision should include some type of direct observation (e.g. live supervision, review of audio/video tapes, co-therapy) on a regular basis (III.F.4).
4. Provide the student with a clinical environment that is conducive to modeling, demonstrating, and training, and provide settings for individual counseling and small group work with assured privacy and sufficient space for appropriate equipment (e.g. video camera, audio-tape machine; I.H.1). Informed consent policies will comply with ACA/APA ethical guidelines and Oklahoma law.
5. Allow the student to discuss clients at the site with students in the practicum class and to bring audio/video recordings of counseling off-site to be reviewed by the practicum class in case conference, by the instructor, or by the off-site doctoral student supervisor (III.F.4). Client confidentiality will be strictly maintained by students and the university.
6. Provide the student with the opportunity to counsel clients who represent the ethnic and demographic diversity of their community (III).
7. Allow the student to formally evaluate his/her supervisor and learning experience as well as provide a formal evaluation of student's counseling performance at the end of the practicum (III.F.A5).

My signature below indicates that we provide a training site for Oral Roberts University student that meets the guidelines established by the GSTM Counseling Program, as outlined in this document. I agree to notify the University regarding any concerns I may have as soon as is reasonably possible.

I agree to abide by the terms of this agreement.

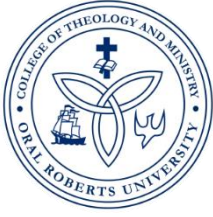
Name of Site: _____

Signature of Site Supervisor: _____ Date: _____

Printed Name of Supervisor: _____ Credentials/License: _____

Signature of Student: _____ Date: _____

Printed Name of Student: _____



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INTERNSHIP INDIVIDUAL LEARNING CONTRACT

Our expectation is that ORU internship students will have the opportunity to learn and develop the following skills:

1. Demonstrate skills in conducting an intake interview, a mental health history, and a psychological assessment for treatment planning and caseload management (CMHD H.2)
2. Demonstrate the ability to apply and adhere to ethical and legal standards in clinical mental health counseling (Clinical Mental Health Counseling Standards B.1)
3. Use the principles and practices of diagnosis, treatment, and referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling (CMHC D.1)
4. Apply multicultural competencies to clinical mental health counseling involving case conceptualization, diagnosis, treatment, referral, and prevent of mental and emotional disorders (CMHC D.2)
5. Modify counseling systems, theories, techniques, and interventions to make them culturally appropriate for diverse populations
6. Demonstrate appropriate use of culturally responsive individual, couple, family, group, and systems modalities for initiating, maintaining, and terminating counseling (CMHD D.5)
7. Select appropriate comprehensive assessment interventions to assist in diagnosis and treatment planning, with an awareness of cultural bias in the implementation of assessment protocols (CMHC H.1)
8. Apply effective strategies to promote client understanding of and access to a variety of community resources (CMHC D.4)
9. Screen for addiction, aggression, and danger to self and/or others, as well as co-occurring mental disorders (CMHC H.3)
10. Apply the assessment of a client's stage of dependence, change, or recovery to determine the appropriate treatment modality and placement criteria within the continuum of care (CMHC H.4)
11. Demonstrate appropriate use of diagnostic tools, including the current edition of the *DSM*, to describe the symptoms and the clinical presentation of clients with mental and emotional impairments (CMHC L.1)
12. Conceptualize an accurate multi-axial diagnosis of disorders presented by a client and discuss the differential with collaborating professionals (CMHC L.2)
13. Advocate for policies, programs, and services that are equitable and responsive to the unique needs of clients
14. Demonstrate the ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision or refer clients when appropriate (CMHD D.9)

**INTERNSHIP INDIVIDUAL LEARNING CONTRACT
SITE RESPONSIBILITIES TO ORAL ROBERTS UNIVERSITY'S
LPC/LMFT INTERNSHIP STUDENTS**

Our expectation is that sites will offer our students the following training opportunities:

1. Provide the student with the opportunity to perform, under supervision, a variety of counseling activities that a professional counselor is expected to perform, including leading groups (CACREP Standard III.G).
2. Orient the student to the agency, its components, policies and procedures, and inform the student of expectations of him/her. Help the student become familiar with the setting and staff. Identify an appropriate staff member to serve as clinical site supervisor.
3. Offer the student the opportunity to acquire a minimum of 600 hours of internship experience (300 hours per semester); 240 of these hours (120 hours per semester) must be spent in direct contact with actual clients (e.g. intake, assessment, individual counseling, group counseling) that contributes to the development of counseling skills (III.G.1).
4. Provide the student with the opportunity to counsel clients who represent the ethnic and demographic diversity of his/her community (III).
5. Provide the student with the opportunity to become familiar with a variety of professional activities in addition to direct service (e.g. record keeping, information and referral, in-service and staff meetings; (III.G.4).
6. Provide the student with one hour of individual and/or triadic supervision per week by a licensed professional counselor (LPC), LPC-eligible counselor, licensed psychologist, or certified school counselor (if the student is at a school site) or other qualified, master's level personnel as agreed upon by the site and by the instructor. All site supervisors must have a minimum of two years of pertinent professional experience and relevant training in supervision. Supervision should include some type of direct observation (e.g. live supervision, review of audio/video tapes, co-therapy) on a regular basis (III.2.C).
7. Provide the student with a clinical environment that is conducive to modeling, demonstrating, and training, and provide settings for individual counseling and small group work with assured privacy and sufficient space for appropriate equipment (e.g. video camera, audio-tape machine; I.H.1). Informed consent policies will comply with ACA/APA ethical guidelines and Oklahoma law.
8. Allow the student to discuss clients at the site with students in the internship class and to bring audiotapes of counseling off-site to be reviewed by the internship class in case conference, by the instructor, or by the off-site doctoral student supervisor (III.F.4). Client confidentiality will be strictly maintained by students and the university.
9. Allow the student to formally evaluate his/her supervisor and learning experience as well as provide a formal evaluation of student's counseling performance at the end of the practicum (III.F.A5).

My signature below indicates that we provide a training site for Oral Roberts University student that meets the guidelines established by the GSTM Counseling Program, as outlined in this document. I agree to notify the University regarding any concerns I may have as soon as is reasonably possible.

I agree to abide by the terms of this agreement.

Printed Name of Supervisor _____ Name of Site: _____
Signature of Site Supervisor: _____ Credentials/License _____
Signature of Student: _____ Date: _____
Printed Name of Student: _____



ORAL ROBERTS UNIVERSITY
Graduate School of Theology and Ministry
Master of Arts in Christian Counseling
LPC/LMFT Practicum and Internship Program

Weekly Experience and Evaluation Log

Student Name: _____ **Week of:** _____ **Site:** _____

Briefly describe Practicum/Internship activities engaged in (individual, family, group counseling, assessments, treatment planning, record keeping, training, audio/video recording, individual/triadic/group supervision etc.)

Monday:

Hours completed: _____

Tuesday:

Hours completed: _____

Wednesday

Hours completed: _____

Thursday

Hours completed: _____

Friday

Hours completed: _____

Saturday

Hours completed: _____

Direct Service Hours with Clients: _____ **Total hours completed for week:** _____

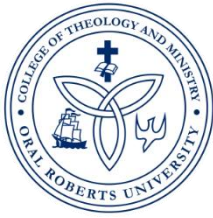
Site Supervisors Weekly Evaluation:

Student Signature

Date

Site Supervisor Signature

Date



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RECORD OF SUPERVISED EXPERIENCE

Student Name (print): _____

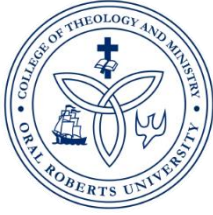
Site Supervisor Name (print): _____

Semester/Year _____ Practicum _____ Internship I _____ Internship 2 _____

Week Beginning Date	Date(s) Met with Supervisor	Total Number of Face-to-Face Supervision Hours (GRP) (TRI) (IND)	Total Number of Direct Client Contact Hours	Total Number of Supervised Experience Hours
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total Hours				

Student Interns Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____



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**SITE SUPERVISOR'S EVALUATION OF STUDENT
 COUNSELOR'S PERFORMANCE**

Many factors influence the effectiveness of a counselor. Listed below are several which have been identified as being particularly important. This form is designed to help supervisors evaluate and provide feedback about the performance of the student. At the end of the semester, please evaluate the student in as many areas as have applied to his/her actual experience. Your comments are of particular value. Please make a review of this evaluation an important part of your supervision.

Name of Student: _____

Name of Supervisor: _____

Internship Site: _____

Semester/Year _____ **Practicum** _____ **Internship I** _____ **Internship 2** _____

Directions: Circle a number that best evaluates the student counselor on each performance at that point in time.

General Supervision Comments	Poor	Adequate	Good
1. Demonstrates a personal commitment in developing professional competencies	1 2	3 4	5 6
2. Invests time and energy in becoming a counselor	1 2	3 4	5 6
3. Accepts and uses constructive criticism to enhance self-development and counseling skills	1 2	3 4	5 6
4. Engages in open, comfortable, and clear communication with peer and supervisors	1 2	3 4	5 6
5. Recognizes own competencies and skills and shares these with peers and supervisors	1 2	3 4	5 6
6. Recognizes own deficiencies and actively works to overcome them with peers and supervisors	1 2	3 4	5 6
7. Completes case reports and records punctually and conscientiously	1 2	3 4	5 6
The Counseling Process			
8. Researches the referral prior to the first interview	1 2	3 4	5 6
9. Keeps appointments on time	1 2	3 4	5 6
10. Begins the interview smoothly	1 2	3 4	5 6
11. Explains the nature and objectives of counseling when appropriate	1 2	3 4	5 6
12. Is relaxed and comfortable in the interview	1 2	3 4	5 6
13. Communicates interest in and acceptance of the client	1 2	3 4	5 6
14. Facilitates client expression of concerns and feelings	1 2	3 4	5 6
15. Focuses on the content of the client's problem	1 2	3 4	5 6
16. Recognizes and resists manipulation by the client	1 2	3 4	5 6
17. Recognizes and deals with positive affect of the client	1 2	3 4	5 6
18. Recognizes and deals with negative affect of the client	1 2	3 4	5 6
19. Is spontaneous in the interview	1 2	3 4	5 6

	Poor	Adequate	Good
20. Uses silence effectively in the interview	1 2	3 4	5 6
21. Is aware of own feelings in the counseling session	1 2	3 4	5 6
22. Communicates own feelings to the client when appropriate	1 2	3 4	5 6
23. Recognizes and skillfully interprets the client's covert messages	1 2	3 4	5 6
24. Facilitates realistic goal setting with the client	1 2	3 4	5 6
25. Encourages appropriate action-step planning with the client	1 2	3 4	5 6
26. Employs judgment in the timing and use of different techniques	1 2	3 4	5 6
27. Initiates periodic evaluation of goals, action-steps, and process during counseling	1 2	3 4	5 6
28. Explains, administers, and interprets tests correctly	1 2	3 4	5 6
29. Terminates the interview smoothly	1 2	3 4	5 6

The Conceptualization Process

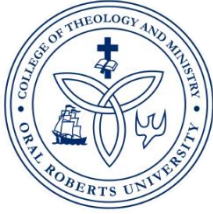
30. Focuses on the specific behaviors and their consequences, implications, and contingencies	1 2	3 4	5 6
31. Recognizes and pursues discrepancies and meaning of inconsistent information	1 2	3 4	5 6
32. Uses relevant case data in planning both immediate and long-range goals	1 2	3 4	5 6
33. Uses relevant case data in considering various strategies and their implications	1 2	3 4	5 6
34. Bases decisions on a theoretically sound and consistent rationale of human behavior	1 2	3 4	5 6
35. Is perceptive in evaluating the effects of own counseling techniques	1 2	3 4	5 6
36. Demonstrates ethical behavior in the counseling activity and case management	1 2	3 4	5 6

Additional comments and/or suggestions:

Date: _____ Signature of Supervisor: _____

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

Date: _____ Signature of Student Counselor: _____



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STUDENT EVALUATION OF SITE SUPERVISOR AND SITE

This evaluation form should be completed by the student counselor at the end of the semester. Discussion of the form with the site supervisor being evaluated is encouraged but not required. After the form is completed, the supervisor may suggest a meeting to discuss the supervision desired. These forms will be kept on file for reference.

Name of Student Completing Evaluation _____

Name of Site Supervisor _____

Name & Address of Site: _____

Semester/Year _____ **Practicum** _____ **Internship I** _____ **Internship 2** _____

DIRECTIONS: Circle the number which best represents how you, the counselor trainee, perceive the supervision received at your site.

My Site Supervisor:	Poor	Adequate	Good
1. Gives time and energy in observing, tape processing and case conferences.	1 2	3 4	5 6
2. Accepts and respects me as a person.	1 2	3 4	5 6
3. Recognizes and encourages further development of my strengths and capabilities	1 2	3 4	5 6
4. Gives me useful feedback when I do something well.	1 2	3 4	5 6
5. Provides me the freedom to develop flexible and effective counseling styles.	1 2	3 4	5 6
6. Encourages and listens to my ideas and suggestions for developing my counseling skills.	1 2	3 4	5 6
7. Provides suggestions for developing my counseling skills.	1 2	3 4	5 6
8. Helps me to understand the implications and dynamics of the counseling approaches I use.	1 2	3 4	5 6
9. Encourages me to use new and different techniques when appropriate.	1 2	3 4	5 6
10. Is spontaneous and flexible in the supervisory sessions.	1 2	3 4	5 6

	Poor	Adequate	Good
11. Helps me to define and achieve specific concrete goals for myself during the practicum/internship experience.	1 2	3 4	5 6
12. Gives me useful feedback when I do something inappropriate.	1 2	3 4	5 6
13. Allows me to discuss problems I encounter in my setting.	1 2	3 4	5 6
14. Focuses on both verbal and nonverbal behavior in me and in my clients.	1 2	3 4	5 6
15. Helps me define and maintain ethical behavior in counseling and case management.	1 2	3 4	5 6
16. Encourages me to engage in professional behavior.	1 2	3 4	5 6
17. Maintains confidentiality in material discussed in supervisory sessions.	1 2	3 4	5 6
18. Deals with both content and effect when supervising.	1 2	3 4	5 6
19. Focuses on the implications, consequences, and contingencies of specific behaviors in counseling and supervision.	1 2	3 4	5 6
20. Helps me organize relevant case data in planning goals and strategies with my client.	1 2	3 4	5 6
21. Helps me to formulate a theoretically sound rationale of human behavior.	1 2	3 4	5 6
22. Offers resource information when I request or need it.	1 2	3 4	5 6
23. Helps me develop increased skill in critiquing and gaining insight from my counseling tapes.	1 2	3 4	5 6
24. Allows and encourages me to evaluate myself	1 2	3 4	5 6
25. Explains his/her criteria for evaluation clearly.	1 2	3 4	5 6
26. Applies his/her criteria fairly in evaluating my counseling performance.	1 2	3 4	5 6

Site Evaluation:	Poor	Adequate	Good
27. Appropriateness of the site for counseling training.	1 2	3 4	5 6
28. Adequacy of the physical facilities.	1 2	3 4	5 6
29. Receptivity of staff toward me as a student.	1 2	3 4	5 6
30. Availability of clients for counseling sessions.	1 2	3 4	5 6
31. Receptivity of clients to me as a practicum/intern student.	1 2	3 4	5 6
32. Provided a variety of professional tasks and activities.	1 2	3 4	5 6
33. Availability of needed resources.	1 2	3 4	5 6
34. Staff support for consultation.	1 2	3 4	5 6
35. Provided with appropriate orientation to site and training.	1 2	3 4	5 6
36. Overall rating of this site for future practicum/intern students.	1 2	3 4	5 6

ADDITIONAL COMMENTS AND/OR SUGGESTIONS:

Date

Signature: Practicum/Intern Student

My signature below indicates that I have read the above report and have discussed the content with my supervisee. It does not necessarily indicate that I agree with the report in part or in whole.

Date

Signature: Site Supervisor

ORU COUNSELING PRACTICUM AND INTERNSHIP SITES

Site information for practicum and internship field experience is updated each year and presented during the Practicum and Internship Spring Orientation. A current list of sites with more specific information pertaining to each site can be obtained from the GSTM information board along with other useful forms. The list below has been approved to meet ORU's Counseling Program guidelines. Prior approval is required from the Practicum and Internship Faculty Coordinator for agencies not listed.

<p>Brookhaven Hospital Ron Broughton, Chief Clinical Officer 210 S. Garnett Rd. Tulsa, OK 74127 918-438-4257 www.brookhavenhospital.com Inpatient setting</p>	<p>Family and Children's Services Claudia Arthrell 650 S. Peoria Avenue Tulsa, OK 74129 918-587-9471 www.fcsok.org Outpatient – individual, family, group, crisis</p>
<p>Cancer Treatment Centers of America Christy Durbin, LPC 10109 East 79th Street, Tulsa, OK 74133 918-286-5475 www.cancercenter.com Clinic and hospital setting Individual, family, & group therapy</p>	<p>Inspira Mentoring and Counseling, LLC Robyn Tittle, LPC - Clinical Director 2001 S. Garnet Rd., Suite G Tulsa, OK 74128 918-878-7877 www.inspiracanhelp.com Contract Therapy/Case Manager II</p>
<p>CREOKS Behavioral Health Services Jane France 4636 S. Harvard Ave. (918) 382-7300 www.creoks.org Youth and families</p>	<p>Life Strategies International, Inc. Latricia Taylor, Executive Director LSI - Westside / Cornerstone Community Center 4122 West 55th Place South, Suite 119 Tulsa, Oklahoma 74107 918-486-9996 Contract Therapy/Case Manager</p>
<p>Daybreak Family Services Patty Collins-Jackson 1535 S. Lewis Ave Tulsa, 74104 918-561-6000 School and home based</p>	<p>ORU Counseling Center Michelle Taylor, LPC 7777 S. Lewis Avenue, LRC 5 Tulsa, OK 74171 918-495-6581 Counseling ORU undergraduate students *(Only Traditional Degree Plan)</p>
<p>Domestic Violence Intervention Services/ Call Rape Debbie Raskin 4300 S. Harvard Tulsa, OK 74135 918-508-2710 http://dvis.org Groups, men, and women</p>	<p>Parent Child Center Annette Wallace, Director of Client Services 1421 S. Boston Tulsa, OK 74119 918-599-7999 www.parentchildcenter.org Prevention, treatment and crisis</p>

<p>Parkside Psychiatric Hospital and Clinic Kathryn Bishop 1619 East 13th Street Tulsa, OK 918-588-8888 www.parksideinc.org Inpatient and outpatient services</p>	<p>Transformations Batterer’s Intervention Program Internship Deborah Farber, LPC 6440 S. Lewis Ave., Bridge Pointe Office Complex 539-777-1171 Court Ordered perpetrators of domestic violence</p>
<p>Sanctuary Counseling Center Life Connections Stuart Hook, LPC 7145 S. Braden Tulsa, OK 74136 918-495-9588 Individual, pre-marital, and marriage counseling</p>	<p>Youth Services of Tulsa Jill Norman, Human Resources Manager Craig Henderson, Clinical Director 311 S. Madison Ave. Tulsa, 74120 918-582-0061 www.yst.org Adolescents and families</p>