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

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 students 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 their site supervisor and learning experience (Section I.BB)

Fall & Spring Internship:
- 600 hours total (300 hours per semester)
- 20 hrs./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)
Site Supervisor Qualifications

1. A licensed professional counselor (LPC), licensed marital and family therapist (LFMT), licensed psychologist, licensed clinical social worker (LCSW), certified school counselor (if the student is at a school site) or other qualified, master’s or doctoral level personnel as agree upon by the site and by the instructor.

2. A minimum of a master’s degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.

3. A minimum of two years of pertinent professional experience in the program area in which the student is enrolled.

4. Knowledge of the program’s expectations, requirements, and evaluation procedures for students.

5. Relevant training in counseling supervision.

6. Orientation, assistance, consultation, and professional development opportunities are provided by counseling program faculty to site supervisors.

7. Signed supervision contracts for each student which defines the roles and responsibilities of the faculty supervisor, site supervisor, and student during practicum and internship.
UNIVERSITY FACULTY RESPONSIBILITIES

The ORU Counseling Faculty as a Whole

ORU faculty members are involved in several aspects of the practicum and internship process. The faculty as a whole, the faculty coordinator, and the faculty group supervisor/instructor, and the faculty advisor to practicum and internship students each has unique roles.

Faculty Coordinator

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 whom inquiries regarding practicum and internship experiences are referred. The Faculty Coordinator:

- Develops and monitors activities and procedures of the practicum/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 evaluate the appropriateness of the physical locations 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/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 they 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 for Faculty Group Supervisors/Instructors and Faculty Advisors regarding the practicum/internship procedures.
- Approves the site and site supervisor for students prior to them beginning their practicum/internship experience.
- Reviews and updates the Counseling/MFT Practicum and Internship Manual (Student Handbook).
Faculty Group Supervisor/Instructor

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 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. 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 Supervisor/Instructor will:

- Provide group class/supervision each semester, meeting weekly for 1½ to 2 hours.
- Verifies the final placement of the site and site supervisor for each student enrolled for weekly group supervision and is an integral part of the final approval for student's 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 school/agency or between the student and his/her individual supervisor.
- 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 students file.
- Evaluate 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 prerequisite coursework 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 a part of the final approval for student’s preparedness, the site and site supervisor acceptance. The overall goal of the faculty advisor is to support the counselor-in-training and facilitate a positive internship experience.
STUDENT RESPONSIBILITIES

Expectations and Guidelines

- Demonstrate a Christian attitude and professional behavior as a representative of ORU.
- Complete all prerequisite coursework and university requirements prior to applying for and starting the practicum/internship experience (subject to Faculty Advisors recommendation and approval).
- Submit completed Counseling Practicum/Internship Application, current unofficial transcript and degree plan sheet. If applicable attach demonstration of progress toward remediation plan.
- Read, sign and submit the Student Agreement for Practicum & Internship form to the Faculty Supervisor.
- Meet, interview, and finalize your clinical placement.
- Complete and submit a signed Verification of Placement agreement at the beginning of each semester to the course Faculty Supervisor/Instructor. For practicum students, site placement must be verified and approved during the spring semester prior to beginning the summer practicum.
- Read, complete and sign the Individual Learning Contract with your Site Supervisor each semester. Keep a copy for your records and give the original to the ORU Internship Faculty Supervisor/Instructor.
- Become familiar with and complete all course requirements for the Practicum or Internship course in which you are enrolled.
- 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 that you will pursue during your practicum and internship experience.
- Develop a schedule with the Site Supervisor for orientation and training, clinical work, staff meetings, etc.
- Become familiar with and abide by the procedures, policies and regulations established by the practicum/internship site or agency.
- 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 your 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 your site form or one you develop specific to your work.
- 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 to Faculty Supervisor/Instructor.
- Attend practicum or internship class weekly for group supervision and instruction. Present case material and videotapes during practicum/internship class.
- Keep Weekly Experience Logs and complete the Record of Supervised Practicum/Internship Experience reflecting all of your work related to your clinical experiences. Have your Site Supervisor sign each log, submit the original 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).
- At the completion of EACH SEMESTER, evaluate your clinical site supervisor and placement site and complete the Student Evaluation of Site Supervisor form. You are encouraged to discuss this evaluation with your Site Supervisor but it is not mandatory.
- Schedule to meet with your Site Supervisor at the completion of the Practicum and Internship semesters to review the Supervisor’s Evaluation of Student form they complete in observation of your clinical work and progress.
- Submit all completed forms to your ORU Faculty Instructor, upload a copy to d2L, and keep a copy for your records.
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.

- Ensure the safety of the student’s clients.
- Facilitate the growth and professional development of the student.
- Evaluate the intern’s competencies and progress.
- Monitor the intern’s completion of ORU requirements.
- Provide an opportunity for the student to begin to do professional work under intense supervision.
- Inform the student of your expectations of him/her.
- 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 Supervisor at the end of the practicum/internship experience. Meet with the student to discuss your 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 you have a concern, please contact us immediately!
- Provide evaluation of the student’s counseling performance throughout the 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 their 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 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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Graduate School of Theology and Ministry
Master of Arts in Christian Counseling
LPC/LMFT Practicum and Internship Program

Practicum & Internship Application Form

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 & Faculty Coordinator has signed the application.

Name (print): _______________________________ _______________________________
Program: LPC L __________________ 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 AND DEMONSTRATION 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester and Year Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSL 517 Introduction to Marital &amp; Family Therapy (LMFT only)</td>
<td>_______________________</td>
</tr>
<tr>
<td>GCSL 518 Introduction to Helping Relationships (LPC only)</td>
<td>_______________________</td>
</tr>
<tr>
<td>GCSL 528 Christian Approaches to Counseling</td>
<td>_______________________</td>
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<tr>
<td>GCSL 580 Professional Issues in Counseling</td>
<td>_______________________</td>
</tr>
<tr>
<td>GCSL 650 Professional Ethics in Counseling</td>
<td>_______________________</td>
</tr>
<tr>
<td>GCSL 625 Counseling Theories (LPC only)</td>
<td>_______________________</td>
</tr>
<tr>
<td>GCSL 630 Counseling Methods</td>
<td>_______________________</td>
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<tr>
<td>GCSL 635 Human Growth and Development</td>
<td>_______________________</td>
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<tr>
<td>GCSL 670 Introduction to Psychopathology</td>
<td>_______________________</td>
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<tr>
<td>GCSL 784 Counseling Research</td>
<td>_______________________</td>
</tr>
<tr>
<td>GCSL 643 Marital &amp; Family Systems Theory (LMFT only)</td>
<td>_______________________</td>
</tr>
<tr>
<td>GCSL 676 Marriage Counseling (LMFT only – P/T) or GCSL 642 Family Therapy</td>
<td>_______________________</td>
</tr>
<tr>
<td>GCSL 641 Assessment in Marital &amp; Family Therapy (LMFT only)</td>
<td>_______________________</td>
</tr>
<tr>
<td>GCSL 724 Testing &amp; Assessment I (LPC only)</td>
<td>_______________________</td>
</tr>
</tbody>
</table>

Site(s) consideration practicum/internship placement:____________________________________________________

For Administrative Use Only:

<table>
<thead>
<tr>
<th>Completed Prerequisites &amp; Course Assignments</th>
<th>Current Student Accounts (Holds or Locks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0 GPA (Grades “D” and “F” are not accepted)</td>
<td>Background Check</td>
</tr>
<tr>
<td>Approved/Denied/Contingencies:</td>
<td></td>
</tr>
</tbody>
</table>

Faculty Advisor’s Signature: ______________________________________ Date: _________________
Faculty Coordinator’s Signature: ______________________________________ Date: _________________
Student Signature: ___________________________________________ Date: _________________
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, 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, require me to enroll 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 Supervisor/Instructor Signature: ___________________________ Date: ______________
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’s 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 need additional information,
The student may contact: ________________________________
Emergency Phone: ________________________________

Site Supervisor’s Signature: ________________________________ Date:______

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

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 standard 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 prevent 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)
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 client (e.g. intake, assessment, individual counseling, group counseling) with actual clients 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 audiotapes 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 their 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).
8. I agree to notify the University regarding any concerns I may have as soon as is reasonably possible.

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 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: ______________________________
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 prevention 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)
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 client (e.g. intake, assessment, individual counseling, group counseling) with actual clients 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 their 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 their 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).
10. I agree to notify the University regarding any concerns I may have as soon as is reasonably possible.

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

**RECORD OF SUPERVISED EXPERIENCE**

<table>
<thead>
<tr>
<th>Week Beginning Date</th>
<th>Date(s) Met with Supervisor</th>
<th>Total Number of Face-to-Face Supervision Hours (GRP) (TRI) (IND)</th>
<th>Total Number of Direct Client Contact Hours</th>
<th>Total Number of Supervised Experience Hours</th>
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<td>16</td>
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<tr>
<td><strong>Total Hours</strong></td>
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</table>

Student Intern’s Signature: ___________________________ Date: _________________

Site Supervisor’s Signature: ___________________________ Date: _________________
ORAL ROBERTS UNIVERSITY  
Graduate School of Theology and Ministry  
Master of Arts in Christian Counseling  
LPC/LMFT Practicum and Internship Program  

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.

<table>
<thead>
<tr>
<th>General Supervision Comments</th>
<th>Poor</th>
<th>Adequate</th>
<th>Good</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrates a personal commitment in developing professional competencies</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
</tr>
<tr>
<td>2. Invests time and energy in becoming a counselor</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
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<tr>
<td>3. Accepts and uses constructive criticism to enhance self-development and counseling skills</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
</tr>
<tr>
<td>4. Engages in open, comfortable, and clear communication with peer and supervisors</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
</tr>
<tr>
<td>5. Recognizes own competencies and skills and shares these with peers and supervisors</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
</tr>
<tr>
<td>6. Recognizes own deficiencies and actively works to overcome them with peers and supervisors</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
</tr>
<tr>
<td>7. Completes case reports and records punctually and conscientiously</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Counseling Process</th>
<th>Poor</th>
<th>Adequate</th>
<th>Good</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Researches the referral prior to the first interview</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
</tr>
<tr>
<td>9. Keeps appointments on time</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
</tr>
<tr>
<td>10. Begins the interview smoothly</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
</tr>
<tr>
<td>11. Explains the nature and objectives of counseling when appropriate</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
</tr>
<tr>
<td>12. Is relaxed and comfortable in the interview</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
</tr>
<tr>
<td>13. Communicates interest in and acceptance of the client</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
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<tr>
<td>14. Facilitates client expression of concerns and feelings</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
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<tr>
<td>15. Focuses on the content of the client’s problem</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
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<tr>
<td>16. Recognizes and resists manipulation by the client</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
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<tr>
<td>17. Recognizes and deals with positive affect of the client</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
</tr>
<tr>
<td>18. Recognizes and deals with negative affect of the client</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
</tr>
<tr>
<td>19. Is spontaneous in the interview</td>
<td>1</td>
<td>2</td>
<td>3 4 5 6</td>
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</tbody>
</table>
20. Uses silence effectively in the interview &nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&n
STUDENT EVALUATION OF SITE SUPERVISOR

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 1 Internship 2

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

My Site Supervisor:

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 & 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
11. Helps me to define and achieve specific concrete goals for myself during the practicum/internship experience.  
   - Poor: 1 2  
   - Adequate: 3 4  
   - Good: 5 6

12. Gives me useful feedback when I do something inappropriate.  
   - Poor: 1 2  
   - Adequate: 3 4  
   - Good: 5 6

13. Allows me to discuss problems I encounter in my setting.  
   - Poor: 1 2  
   - Adequate: 3 4  
   - Good: 5 6

14. Focuses on both verbal and nonverbal behavior in me and in my clients.  
   - Poor: 1 2  
   - Adequate: 3 4  
   - Good: 5 6

15. Helps me define and maintain ethical behavior in counseling and case management.  
   - Poor: 1 2  
   - Adequate: 3 4  
   - Good: 5 6

16. Encourages me to engage in professional behavior.  
   - Poor: 1 2  
   - Adequate: 3 4  
   - Good: 5 6

17. Maintains confidentiality in material discussed in supervisory sessions.  
   - Poor: 1 2  
   - Adequate: 3 4  
   - Good: 5 6

18. Deals with both content and effect when supervising.  
   - Poor: 1 2  
   - Adequate: 3 4  
   - Good: 5 6

19. Focuses on the implications, consequences, and contingencies of specific behaviors in counseling and supervision.  
   - Poor: 1 2  
   - Adequate: 3 4  
   - Good: 5 6

20. Helps me organize relevant case data in planning goals and strategies with my client.  
   - Poor: 1 2  
   - Adequate: 3 4  
   - Good: 5 6

21. Helps me to formulate a theoretically sound rationale of human behavior.  
   - Poor: 1 2  
   - Adequate: 3 4  
   - Good: 5 6

22. Offers resource information when I request or need it.  
   - Poor: 1 2  
   - Adequate: 3 4  
   - Good: 5 6

23. Helps me develop increased skill in critiquing and gaining insight from my counseling tapes.  
   - Poor: 1 2  
   - Adequate: 3 4  
   - Good: 5 6

24. Allows and encourages me to evaluate myself  
   - Poor: 1 2  
   - Adequate: 3 4  
   - Good: 5 6

25. Explains his/her criteria for evaluation clearly.  
   - Poor: 1 2  
   - Adequate: 3 4  
   - Good: 5 6

   - Poor: 1 2  
   - Adequate: 3 4  
   - Good: 5 6
### Site Evaluation:

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

________________________________________________________________________

Date  Signature: Practicum/Intern Student

My signature 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