



**COLLEGE OF SOCIAL  
SCIENCES & HUMANITIES**

# Practicum/Internship Handbook

Updated 2024



## Contents

Introduction	4
Designated Practicum/Internship Courses	4
Prerequisites for beginning clinical field experiences	4
Purpose	4
Practicum/Internship Policies	5
Guidelines for Site and Supervisor Selection	7
Approved Sites	7
Site Supervisor Requirements	7
Supervision Requirements	7
Goals of Supervision	8
Definition of Roles	8
Student Intern	8
Site Supervisor	8
Faculty Supervisor	8
SEU Clinical Director	8
Practicum/Internship Hour Requirements	9
Clinical Mental Health Counseling Specialization	9
Description of Service Hours	10
Tevera	12
Evaluations	13
COVID-19 Pandemic and Telehealth	13
Student Practicum/Internship Checklist	14
University Supervisor (Practicum Course Professor) Checklist	15
University Supervisor (Internship Course Professor) Checklist	16
Practicum Application Form	17
Site Supervisor Agreement Form	18
Student Agreement Form	20
Mental Health Licensure Hours Cumulative Log	22
Site and Supervisor Evaluation Form	23
Session Recording Release Form	25
Help for Navigating Tevera	26
Post-Graduation Steps	27
Education Worksheets	29
Mental Health Counseling	29
Course Descriptions	30

## **Disclaimer**

This Clinical Manual is maintained and regularly updated by the Counselor Education program's Coordinator for Practicum and Internship. Every attempt has been made to ensure that the information in this manual is accurate. Although the program curriculum and policies are reflective of state licensure requirements, these laws and regulations are subject to change and students should consult the state website on all rules and procedures pertaining to mental health licensure for the State of Florida. Students should periodically review the state website for any changes (<http://floridasmentalhealthprofessions.gov>) to stay up to date on regulation changes.

This Clinical Manual is subject to change. The Counselor Education Program and Southeastern University reserve the right to make changes at any time, and students are expected to keep current with any such change. The program staff will send an email notification to students when changes are made to this manual. All students are subject to the most recent edition.

## Introduction

This manual will provide students with needed information to complete the required supervised clinical experiences (practicum and internship) portion of the Master of Science in Professional Counseling in the Counselor Education Program (CE) at Southeastern University. This manual is to be used in conjunction with the syllabi distributed for each individual practicum and internship class. This manual is intended to be a comprehensive guide; however, the CE faculty reserves the right to make amendments at any time.

The practicum/internship process is designed to support students in applying learned knowledge into a clinical setting through direct face to face services, psychotherapy, assessment, staff meetings, etc. CE's practicum/internship process is designed to meet the licensing requirements for the state of Florida pertaining to Mental Health Counseling. Each student is required to have a qualified site supervisor in addition to an identified university supervisor and will complete a predetermined amount of direct therapeutic services and supervision prior to graduation, all of which is outlined in this manual.

**Designated Practicum/Internship Courses:** All students in the Professional Counseling program shall complete no less than three semesters of practicum and internship courses (PCOU 5103, PCOU 5353, and PCOU 5363). If a student is unable to complete the requirements in three semesters, PCOU 5373 will be available.

**Prerequisites for beginning clinical field experiences:** Completion of at least 32 hours of graduate course work, including PCOU 5043\* (Counseling Skills Lab), PCOU 5033 (Group Theory and Counseling), PCOU 5073\* (Professional Ethics), and PCOU 5083\* (Psychopathology and Diagnosis in Counseling) PCOU 5263\* (Treatment Planning in Counseling) and the approval of the Clinical Director. **All previous incompletes must be completed prior to beginning Practicum.**

*\* Indicates that the course must be passed with a 'B' or better*

**Programmatic requirements for beginning clinical field experiences:** In addition to the prerequisite courses and minimum credit hours requirement, students must attend a mandatory Practicum Orientation meeting one semester before the desired enrollment in PCOU 5103 Practicum. Students are required to purchase an access code to Tevera and complete all application and documentation in Tevera so that the Coordinator of Practicum and Internship may grant final approval. Students must also participate in personal therapy during Practicum.

## Purpose

Practicum and Internship field experiences are meant to provide students with opportunities for the application and development of their clinical skills. The faculty consider these experiences as essential training and preparation for future professional counselors. The practicum/internship experience is an opportunity for students to use and hone their clinical skills and continue to refine professional dispositions for the field of counseling. The practicum/internship experiences are to encompass the many facets of operating in the mental health arena including receiving comprehensive supervision, conducting intakes, developing treatment plans, giving accurate diagnoses, writing progress notes, consulting with other clinicians, providing assessments, and gaining knowledge through training and self-studies. This experience is to be comprehensive in nature providing the intern ample opportunity to conduct direct interventions with clients, which may include individual, group, couple, and family therapy.

## Practicum/Internship Policies

**Ethical and Legal Standards:** Students must comply with the Ethical Standards and Standards of Practice of the American Counseling Association (as well as any alternate standards followed by the agency at which the student is completing their internship) and the legal requirements of Florida/State of Residence. Students are required to review the standards and legal requirements when beginning practicum/internship.

**Liability Insurance:** Prior to beginning practicum, all students are required to purchase liability insurance. This policy stands regardless of whether the site provides coverage for the student. Students will not be allowed to count any hours prior to the start date of the insurance policy. Student liability insurance can be purchased through many organizations and must be a minimum of 1 million/1 million coverage. The *Proof of Coverage Certificate* must be uploaded to Tevera as part of the practicum application tasks as well as each semester of practicum and internship. The following organizations offer student liability insurance: American Counseling Association (ACA) or American Mental Health Counselor's Association (AMHCA). As graduate students enrolled in a Counselor Education program, it is important to understand that you are becoming a part of a larger profession. Since professional activity is essential for the health and well-being of the counseling profession, students are asked to join the ACA, which includes student liability insurance at no extra cost as one of the many benefits of membership.

**Evaluation of Student Progress:** While a syllabus will be provided with detailed information for each course a student is enrolled in, there are overall global assessments that are used to evaluate students clinical and dispositional growth throughout the internship process.

1. Case Conceptualization: Students will learn how to conceptualize and demonstrate in depth conceptualization through written cases and oral presentations. This is a particular skill valued within this profession and a detailed rubric is provided within the syllabus.
2. Live supervision: supervisors are required to review students therapy sessions through video, audio, or live observation. A minimum of two observations per semester is required. Site supervisors are to provide direct feedback to the intern as well as inform the university of strengths and growth areas through completion of the midterm and final evaluations. If needed, a Session Recording Release Form is in the appendix, should a site not have one they wish to use.
3. Evaluations: site supervisors will evaluate students overall progress, strengths, and growth areas through completion of the midterm and final evaluations.

**Class recordings:** Given the confidential nature of practicum/internship courses students are prohibited from audio or video recording any class sessions without explicit permission from the professor.

**Time Commitment:** All clinical experiences take place at an external site with a non-SEU faculty member as the designated site supervisor; these sites and supervisors must meet the program's requirements and be approved by the Coordinator of Practicum and Internship. To complete the requirements within each semester, students are required to be present at their sites and engage in activities for a minimum of 12 hours per week in Practicum and a minimum of 20 hours per week for Internship I and II. Students are required to determine a set schedule with

their site which they will consistently adhere to throughout the semester. Varying availability and presence throughout the week prevent consistency in client contact and the ability to become an integrated part of the site's treatment team.

Interns are required to carry a caseload of approximately 4-10 clients they see weekly, depending on how many groups they are conducting. Please note, direct hours are to be provided at the internship site during traditional hours of operation. Home visits, school visits, or any other off-site clinical intervention must include the presence of the site supervisor or a qualified individual.

The minimum number of hours required per semester that must be earned is included in this manual. It is required that students begin service hours within the first two weeks of their practicum semester. If a student is unable to fulfill this requirement, they will be required to drop the class until the next semester it is available. If a student is unable to complete the total minimum required hours, they will be permitted to progress to the next course only with approval from the Coordinator of Practicum and Internship.

*Additionally, it is required that students lead or co-lead a counseling or psychoeducational group prior to completion of the internship process.* Students will document and reflect on this experience by completing the Student Leader Performance Evaluation as part of the PCOU 5363 Internship II course.

**Professionalism:** During the practicum/internship experience, student-interns are representing: (a) themselves; (b) the University; and (c) the counseling profession. It will be very important for you to be always mindful of your professional and clinical performance while at your internship site(s). As interns in the final preparation stages of this graduate program, you are expected to demonstrate the necessary clinical and professional skills to obtain and maintain employment. Make all attempts to establish a working relationship with your on-site supervisor that allows for free exchange and honest feedback. Be sure to adhere to and follow your site's policies and procedures. If you have any concerns or issues with your site supervisor and/or site, be sure to present them to your faculty supervisor in a timely fashion. Professional behaviors such as punctuality, regular attendance, and respectful communication (oral and written) are expected. It is imperative that we engage in respectful dialogue when discussing internship experiences and staffing client cases.

**Confidentiality:** Please remember that any personal or client information revealed during supervision time is confidential. Any discussion about clients with fellow interns, clinicians, staff and/or faculty must be done so in a way as to protect client confidentiality, i.e. no identifying information shared. The only reason that the faculty and/or site supervisor would break confidentiality is the same reasons that the intern would do so with a client.

**School Breaks:** Self-care is an important component of healthy and successful clinicians. Consistent with this, we require students to honor winter breaks and do not permit any work at sites. An exception may be made during the break between Fall and Spring semesters, in which students are permitted to continue their practicum/internship if the Site Supervisor notifies the Coordinator of Practicum and Internship that the student will continue to be under their supervision. Should a concern arise during this time, students must contact the Coordinator of Practicum and Internship.

## Guidelines for Site and Supervisor Selection

### Approved Sites:

Students will be provided a list of program-approved sites the semester before beginning practicum. Students are not placed at sites. Students are responsible for applying and interviewing with an array of approved sites to have a solidified placement by the application deadline. Upon solidifying a practicum/internship site, students must submit an application form and other important documents to the Coordinator of Practicum and Internship via Tevera. Students are prohibited from beginning practicum prior to receiving approval. Students are expected to be vigilant of program communications containing important information for Practicum Orientation and Application deadlines. Students must attend Orientation and submit their application by specified deadlines. If a student is unable to solidify a site and submit the application by the deadline, they will be required to postpone practicum until the next semester it is available.

**Site Supervisor requirements:** For an individual to be a supervisor to students in any of the CE program's counseling specializations, he or she must have (1) a master's or doctoral degree in counseling or a closely related field, (2) an active license, (3) a minimum of two years' experience in the specialty area the student is enrolled in, (4) knowledge of the program's expectations, requirements, and evaluation procedures for students, (5) relevant training in counseling supervision, and (6) be approved as a supervisor by the SEU Coordinator of Practicum and Internship. Supervisors must be willing and able to commit to the clinical and dispositional development of students through at least one hour of face-to-face individual (or triadic – one supervisor and two students) supervision and review of video or live observation of at least two therapy sessions (per semester). Supervisors must be located at the internship site. If a supervisor is not present when a trainee is conducting therapy, another qualified individual must be available on site.

**Supervision requirements:** Trainees must meet with their site supervisor for at least one hour of face-to-face individual or triadic (no more than two trainees) supervision each week. If a student has more than one site this requirement applies to each individual site. Weekly supervision is required, and it is the student's responsibility to arrange supervision with their supervisor. Missing supervision can result in withdrawal from placement and loss of hours. Impromptu or spontaneous conversations between trainees and supervisors, no matter the content, do not count towards supervision hours, but can count towards indirect hours. If a student is experiencing any difficulty with individual site supervision, they must speak with their university supervisor immediately in order to resolve any challenges and ensure appropriate oversight of their work.

## Goals of Supervision

Supervision is “an intervention” that is provided to a junior member of a profession by a senior member of the same profession. It is a unique relationship that includes the following elements: (a) evaluation, (b) extends over time, (c) is meant to assist the junior member’s professional growth and development, and (d) monitor the quality of services offered to clients and serve as a gatekeeper for those entering the profession (Bernard & Goodyear, 1992, p.4).

Therefore, overall goals for supervision include:

1. Promoting the student intern’s growth and development
2. Protecting the welfare of the clients
3. Gatekeeping for the profession by monitoring the student intern’s development
4. Empowering the student intern to carry out the above goals as an emerging independent professional

### Definitions of Roles:

**Student Intern** – a current student in SEU’s Counselor Education program, is enrolled in Practicum (PCOU 5103) or Internship (PCOU 5353, PCOU 5363, PCOU 5373), and is participating in clinical experiences at a SEU approved mental health setting.

**Site Supervisor** – a licensed mental health professional employed by the site where the student intern is participating in clinical experiences to complete practicum/internship requirements; meets with the student intern for weekly individual/triadic supervision, approves timesheet logs, and completes evaluations on student intern’s clinical development.

**Faculty Supervisor** – the instructor of record for the practicum/internship course that the student intern is enrolled in; provides group supervision during weekly class meetings.

**SEU Coordinator of Practicum and Internship** – the person who oversees the clinical experiences for students in the Counselor Education program, develops & maintains relationships with sites for clinical experiences, and provides verification letters to the state on the student’s behalf.



## Practicum/Internship Hour Requirements

**Clinical Mental Health Counseling Program:** Students in the CMHC program must complete a minimal total of **700** hours comprised of direct services, indirect services, and supervision over the courses PCOU 5103, PCOU 5353, and PCOU 5363.

- Practicum (PCOU 5103)
  - **100** hours *minimum* required
    - Minimal **40** direct service hours
    - Minimal Supervision hours:
      - 15 individual supervision (site)
      - 25 SEU group supervision
  - Indirect Hours make up the rest
  
- Internship I (PCOU 5353)
  - **300** total internship hours required
    - Minimal **120** direct service hours
    - Minimal Supervision hours:
      - 15 individual supervision (site)
      - 25 SEU group supervision
  - Indirect Hours make up the rest
  
- Internship II (PCOU 5363)
  - **300** total internship hours required
    - Minimal **120** direct service hours
    - Minimal Supervision hours:
      - 15 individual supervision (site)
      - 25 SEU group supervision
  - Indirect Hours make up the rest
  
- Internship III (PCOU 5373)
  - Remainder of hours needed to reach the above numbers (this is not required, but an as-needed course)

**Note:** If a student is unable to obtain the minimum direct hours requirement for Practicum, they will be given an Incomplete (I grade) and will have 30 days to complete the hours and have their grade changed. Pending approval of the Coordinator of Practicum and Internship, the student may enroll in *PCOU 5353 Internship I* while finishing the Practicum hours. As soon as those hours are completed, the student may start on the required Internship hour requirements. Surplus Practicum hours cannot be transferred to the Internship hours requirement. A minimum of 600 total hours, of which *240 must be direct services to clients*, must be completed during Internships I and II (and possibly III) (cumulative). Practicum and Internship hour requirements are guided by Florida statutes and CACREP standards (2024).

## Description of Service Hours

**Direct Service hours** are considered time spent in direct contact with the client providing clinical services. CACREP defines **DIRECT** Service as “supervised use of counseling, consultation, or related professional skills with actual clients (individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. **These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation.** The following would **not** be considered direct service: (1) observing others providing counseling or related services, (2) record keeping, (3) administrative duties, (4) clinical and/or administrative supervision, and (5) role plays.”

### Types of Direct Hours:

**Individual** - supervised use of counseling, or related professional skills with an actual individual client.

**Couple** - supervised use of counseling or related professional skills with two individuals who are in a romantic relationship.

**Family** - supervised use of counseling or related professional skills with two or more individuals who are related.

**Group** - supervised use of counseling, consultation, or related professional skills with two or more unrelated individuals for the purpose of fostering social, cognitive, behavioral, and/or affective change.

**Intake Interview/Biopsychosocial/Assessments** - the initial interview with a client to obtain both information regarding the issues or problems that have brought the client into therapy/counseling and preliminary information regarding personal and family history, including biological, psychological, and socio-cultural information. Initial meetings with clients may or may not include the administration of assessments to gather pertinent client history/information. This initial interview must take place with the client in the same room; the time spent completing paperwork after this initial interview counts as Indirect hours (see Clinical Writing/Progress Notes below).

**Play Therapy** – The Association for Play Therapy (APT) defines play therapy as “the *systematic use* of a theoretical model to establish an interpersonal process wherein *trained* play therapists *use the therapeutic powers of play* to help clients prevent or resolve psychosocial difficulties and achieve optimal growth and development.” Play Therapy is most often provided to children ages three to 12 years; however, research suggests Play Therapy is an effective mental health approach, regardless of age, gender, or the nature of the problem, and works best when a parent, family member, or caretaker is actively involved in the treatment process.

**Crisis Intervention** - an immediate and short-term psychological care aimed at assisting individuals in a crisis situation in order to restore equilibrium to their bio-psycho-social functioning and to minimize the potential of long-term psychological trauma. This type of Direct Hour typically takes place at residential and/or addiction facilities.

**Indirect Service hours** are time spent in activities that allow for professional growth and development of clinical skills. They are collected though all support activities engaged in to provide direct client support. This includes writing progress notes and treatment plans; preparing materials for the session; reviewing articles and books that pertain to client’s treatment or

presentation; attending seminars or training events; reviewing case notes and consulting with colleagues; etc. There are two categories of Indirect Service Hours: Supervision and Related.

**Types of Indirect Service Hours – Supervision:** Supervision is a unique professional relationship between a supervisor, supervisee, and the clients they serve.

**Individual Supervision** - a tutorial and mentoring relationship between a member of the counseling profession and one counseling student. Practicum and Internship students **must have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum/internship by the site supervisor** who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement (CACREP 4.S3)

**Triadic Supervision** - a tutorial and mentoring relationship between a member of the counseling profession and two counseling students. Triadic Supervision may be allowed in place for Individual Supervision. Practicum and Internship students **must have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum/internship by the site supervisor** who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement (CACREP 4.S3)

**Group Supervision/Case Staffing** - a tutorial and mentoring relationship between a member of the counseling profession and more than two counseling students. Some sites may offer group supervision of staff that is clinically focused. These meetings are sometimes referred to as **Case Staffing**. There is no minimum requirement for Group Supervision.

**SEU Group Supervision** – a tutorial and mentoring relationship between a SEU instructor and students enrolled in a given practicum or internship class section. Practicum and Internship students must participate in an average of 1 1/2 hours per week of group supervision on a regular schedule throughout the practicum and internship semesters. Group supervision must be provided by a counselor education program faculty member (CACREP 4.T1). Therefore, students are required to attend group supervision during weekly class meetings with their class instructor for a required minimum of 25 hours per semester. You will meet weekly on the same day and time for approximately 2 hours with your professor. You are to be fully present, in a confidential space, with your video camera on, and you are expected to participate in each class.

**Types of Indirect Service Hours – Related:** Related hours are considered as the time spent in preparing for clinical work with clients.

- Clinical Writing/Progress Notes
- Intervention Planning
- Reading/Research/Preparation
- Professional Development/Seminars/Didactic Training
- Case management/Researching Resources for Referrals
- Psychological Assessment Scoring/Interpretation
- Professional Consultation/School Consultation
- Staff Meetings
- Video-Audio-Digital Recording Review
- Observation

**Other** – Any time spent in activities that do not neatly fit into designations. Please consult with your Site Supervisor for what can be counted in this designation. A specific example is Personal therapy.

**Personal therapy** – Tending to oneself is an intricate form of self-care and directly impacts one's ability as a clinician. Therefore, we see this as a valuable opportunity for students to find additional support while completing their practicum/internship.

All students in their practicum and internship semesters can count up to 10 hours per semester of indirect hours through attendance of personal therapy.

***\*\*Practicum students:** A minimum of 10 one-hour weekly sessions of personal counseling is a Practicum course requirement and a written verification letter from the therapist is to be submitted at the end of the semester to the university supervisor. More details are contained in the course syllabus.*

## **Tevera**

Tevera is an electronic platform utilized as the official assessment and storing system of the Counselor Education program at Southeastern University. All activities for meeting Practicum and Internship requirements are collected, processed, and archived through this secure portal. For the practicum/internship experience, Tevera will allow you to:

- Search for approved field sites that complement your professional interests and personal strengths.
- Apply for and confirm your field placements online.
- Track your hours toward graduation and licensure.
- Run time tracking reports for your field instructors to sign.
- Automate the process for submitting site evaluations and other program assignments/assessments.

The website can be accessed at <https://seu.tevera.app/#/logon> and they can be contacted at [support@tevera.com](mailto:support@tevera.com).

## Evaluations

**The Counselor Competency Scale- Revised (CCS-R)** assesses counseling student's skills development and professional competencies. Additionally, the CCS-R provides counseling students with direct feedback regarding their counseling skills and professional dispositions, offering the students encouragement in their areas of strength as well as practical areas for improvement to support their development as effective and ethical professional counselors. **Site supervisors are asked to provide this feedback to students at the middle and end of the semester, each semester.**

In addition to assessing student knowledge and skills, assessing professional dispositions is an integral part of counselor preparation. The Council for Accreditation of Counseling and Related Educational Programs (CACREP) defines professional dispositions as “the commitments, characteristics, values, beliefs, and behaviors that influence the counselor’s professional growth and interactions with clients, faculty, supervisors, and peers, including working in a diverse, multicultural and global society with marginalized populations” (CACREP, 2024). CACREP Standard 4.G states: “The counselor education program faculty systematically assesses each student’s professional dispositions throughout the program. The assessment process includes the following: (1) identification of key professional dispositions, (2) measurement of student professional dispositions over multiple points in time, and (3) review or analysis of data.” SEU’s Counselor Education program utilizes **Professional Counseling Performance Evaluation (PCPE)** to monitor student progress and provide feedback throughout the program. Students are expected to demonstrate behaviors reflecting (see Student handbook for descriptions):

- Professionalism and ethical behavior
- Self-Awareness
- Emotional stability and self-control
- Cultural competence and sensitivity
- Cooperativeness and openness to feedback
- Interpersonal Skills
- Coping and Self-Care
- Conscientiousness
- Moral reasoning
- Openness and motivation to grow and learn

## Telehealth

After the COVID-19 pandemic, significant shifts in how counselors-in-training learn and provide services at their sites have sometimes been necessary. To ensure that students are not practicing outside of their scope, SEU requires that all students complete a Telehealth training certification in the first week of Practicum, which will be included as part of the class. Students are required to engage in telehealth when physically present at their site with a licensed mental health professional available. Please see the Coordinator for Practicum and Internship for exceptions.

## Student Practicum/Internship Checklist

- Attend the Practicum Orientation meeting the semester prior to beginning Practicum
- Set up Tevera account
- **Verify attendance of Practicum Orientation** in Tevera
- Reach out to Approved sites to request interviews; secure a site for placement
- Complete and submit the **Practicum/Internship Application form** in Tevera
- Join the ACA as a student member to obtain **student liability insurance**
- Upload proof of coverage certificate in Tevera
- Sign **Student Agreement Form** in Tevera
- Submit the **Supervisor Agreement Form** for completion in Tevera
- Review the **ACA Code of Ethics**
- Work with your site supervisor to establish a set schedule, including weekly individual/triadic supervision

## University Supervisor (Practicum Course Professor) Checklist

### Practicum

- I Please contact the site supervisor of each student within the **first two weeks** of the course to introduce yourself as the student's university supervisor and point of contact for the semester.
- I Didactic topics to cover in class: how to conduct an intake session and a suicide assessment.
- I Collect **Proof of Coverage Certificate for liability insurance** from all students – required by the first meeting of class. Remind students that no hours can be counted until this is purchased and provided to the professor. This task gets completed by students in Tevera.
- I Semester midpoint: remind students that all **Midterm Evaluation Forms** are due in Tevera. Students will complete a self-evaluation and Site Supervisors will complete an evaluation on the student.
- I Semester midpoint: reach out to site supervisors to schedule site visits. **Complete site visits** and document in Tevera.
- I End of the semester: remind students that all **Final Evaluation Forms** are due in Tevera. Students will complete a self-evaluation and Site Supervisors will complete an evaluation on the student.
- I End of the semester: remind students to **Site and Supervisor Evaluation Form** in Tevera.
- I End of the semester: remind students to complete **Final Approved Hours report** in Tevera.

## University Supervisor (Internship Course Professor) Checklist

### Internship I and II

- Please contact the site supervisor of each student within the first two weeks of the course to introduce yourself as the student's university supervisor and point of contact for the semester.
- Didactic topics to cover in class: case conceptualizations.
- If a student has changed/added a site or has a new supervisor, direct the student to submit **Site Supervisor Agreement** form to the new site supervisor in Tevera. Please pass this information along to the Coordinator of Practicum and Internship.
- Semester midpoint: remind students that all Midterm Evaluation Forms are due in Tevera. Students will complete a self-evaluation and Site Supervisors will complete an evaluation on the student.
- End of the semester: remind students that all Midterm Evaluation Forms are due in Tevera. Students will complete a self-evaluation and Site Supervisors will complete an evaluation on the student.
- Semester midpoint: reach out to site supervisors to schedule site visits. **Complete site visits** and document in Tevera.
- End of the semester: remind students that all **Final Evaluation** Forms are due in Tevera. Students will complete a self-evaluation and Site Supervisors will complete an evaluation on the student.
- End of the semester: remind students to **Site and Supervisor Evaluation** Form in Tevera.
- End of the semester: remind students to complete **Final Approved Hours report** in Tevera.
- End of the Internship II semester: remind students to complete **Student Leadership Performance Evaluation** self-evaluation form in Tevera.
- End of the semester: sign Cumulative Log. Students completing internship – please collect cumulative log and submit to Coordinator of Practicum and Internship. **Students must retain a copy for themselves.**



# Southeastern University Counselor Education Program Practicum Application Form

August 1 deadline for Fall Practicum  
December 15 deadline for Spring Practicum  
April 15 deadline for Summer

**Submit form to the Coordinator of Practicum and Internship by the deadline.**

The practicum/internship experience is an opportunity for students to use and hone their clinical skills and continue to refine professional dispositions for the field of counseling. The practicum/internship experiences are to encompass the many facets of operating in the mental health arena including receiving comprehensive supervision, conducting intakes, developing treatment plans, giving accurate diagnoses, writing progress notes, consulting with other clinicians, providing assessments, and gaining knowledge through training and self-studies. This experience is to be comprehensive in nature providing the intern ample opportunity to conduct direct interventions with clients, which may include individual, group, couple, and family therapy.

**Student Name:** \_\_\_\_\_ **SEU ID:** \_\_\_\_\_

**I am applying for Practicum for the following  
Semester:** \_\_\_\_\_ **and Year:** \_\_\_\_\_

**I have attached my Unofficial transcript to confirm that I have met the prerequisite requirements**

**I have secured a site:**

**Agency Name:** \_\_\_\_\_  
**Site Supervisor Name:** \_\_\_\_\_  
**Site Supervisor Credentials:** \_\_\_\_\_  
**Site Supervisor email:** \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Coordinator for Practicum and Internship Signature Date

**For office use only:**

**Date received:** \_\_\_\_\_ **Date Reviewed:** \_\_\_\_\_ **( ) Approved ( ) Denial**

\_\_\_\_\_  
**Reason(s) for Denial:**

# Southeastern University

## Counselor Education Program Supervised Practicum/Internship

### Site Supervisor Agreement Form

Thank you for agreeing to provide a supervised clinical training experience for our student. We are confident that they will provide useful and effective service to your organization. The primary objectives of the internship are for the organization to provide clinical counseling experiences for the student and for the student to provide these services to the organization's recipients of care. Key components of an effective training experience include but are not limited to: providing ongoing counseling that requires the development of a therapeutic relationship; identifying client needs and goals; making accurate diagnoses; conceptualizing what will be therapeutic; making, revising and following treatment plans; writing and revising progress notes; observing therapy sessions; being observed during sessions; and weekly face to face supervision. Below are several components of an effective collaboration between the intern and the training organization that must be agreed upon to complete a successful practicum/internship.

As the Site Supervisor for \_\_\_\_\_, I agree:

1. That I possess the necessary qualifications to supervise the named student in his or her identified areas of responsibility within my organization (minimum: master's degree and at least 2 years post masters experience in counseling or counseling-related activity, have been with the site for at least one year, and hold appropriate certifications/licenses for this work).
2. That I will provide at least one hour per week of direct, individual supervision to the above-named counseling intern, in forms including but not limited to: case discussion and feedback; critique of and advisement on counseling skills, counseling philosophy and technique, intervention design and implementation, problem resolution and work attitudes.
3. That the site will be able to provide the student with the required internship hours (700 total; a minimum of 280 of must be direct client-intern contact). The direct client contact will occur on site only and be comprised of psychotherapy sessions (individual, group, family, and/or couples' sessions) of which the intern will be directly responsible for conducting intakes, creating treatment plans, making accurate diagnoses, and writing progress notes. Interns are required to lead or co-lead at least one group.
4. That I will monitor the student's case load to ensure it is appropriate in size and complexity for their developmental level.
5. That I will provide a supportive, learning-oriented environment, which affords the student opportunities for professional counseling activity and experience in giving and receiving feedback related to that professional activity.
6. That I will introduce and orient the student to this professional setting, making sure that he/she understands its organization, role expectations and policies & procedures (including emergency procedures and record keeping requirements for counseling activity).

7. That I will be reasonably available to assist the student outside of the weekly supervision hour (if needed) in the performance of his/her assigned responsibilities and I understand that a trainee shall not be allowed to work after normal hours without the on-site presence of a clinical staff member.
8. That I will directly observe at least two clinical intervention sessions per semester and provide feedback to the student and University Supervisor.
9. That I will meet via Zoom with the student's University Supervisor at least once per semester during the practicum/internship to discuss the nature of the Internship placement and student's progress in the placement, as well as be available for check-ins and meetings as necessary based on the student's performance.
10. That I will accept the invitation to set up an account with Tevera, where I will regularly approve students service logs (timesheets).
11. That I will complete one mid-term and one final Internship Student Evaluation each semester to assess the student's skill level and progress on learning goals. I understand that these evaluations must be completed in Tevera.
12. That I will honor the interns' winter break and will not permit any work at the internship site. An exception may be made during the month-long break between fall and spring classes, in which students may be permitted to continue my internship upon approval of continued supervision of my site supervisor. Written confirmation of this must be submitted to the Coordinator of Practicum and Internship. Should a concern arise during this break, I must contact the Coordinator of Practicum and Internship.
13. That I will initiate immediate contact with program Coordinator of Practicum and Internship, Dr. Tiffany Jones, if I have any concerns related to the Internship process. Dr. Jones can be reached at [tljones3@seu.edu](mailto:tljones3@seu.edu) or 770-789-5602.

Site Supervisor Name/Title:

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License Type: \_\_\_\_\_ Number of Years' Experience: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Agency Name and Address:

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\_\_\_\_\_  
Site Supervisor Signature

\_\_\_\_\_  
Date

# Southeastern University

## Counselor Education Program

### Supervised Practicum/Internship

### Student Agreement Form

Student Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

SEU ID: \_\_\_\_\_

Supervisor: \_\_\_\_\_

1. As a Graduate Counseling trainee, I hereby affirm that I have read, understand, and will practice my counseling in accordance with the ACA ethical standards of practice and the Florida legal requirements.
2. I understand my practicum/internship site and supervisor must be approved by the SEU Coordinator of Practicum and Internship and any changes in site or supervisor must be pre-approved by the SEU Coordinator of Practicum and Internship.
3. *I understand that Southeastern University and the Counseling faculty assume no responsibility to defend, hold harmless or indemnify any counseling student sued for malpractice whether or not the lawsuit is successful or warranted. I therefore agree to purchase my own professional liability insurance to cover the counseling I do as part of my academic training. I will purchase liability protection for a minimum of one million dollars and provide proof of coverage prior to beginning internship.* \_\_\_\_\_  
**(initials)**
4. I understand it is my responsibility to keep both my site supervisor and university supervisor informed of all of my work with clients at all times. Additionally, in all my work I will observe the established policies and procedures of my internship site.
5. I understand it is my responsibility to immediately inform my university supervisor of any and all conflicts, difficulties, disagreements, or any other challenges, with my site supervisor, site personnel, or agency. I agree that I will make no public complaints; correct agency policy, procedures or practices; or make any accusations, official or otherwise, without first informing and discussing the issues with my university supervisor and the Coordinator of Practicum and Internship. I agree to comply with any and all university decisions regarding these issues.
6. I will complete a minimum of 700 hours of Practicum/Internship activity in accordance with the following:
  1. Provide direct counseling service to clients, as defined by ACA (280 hours at minimum).
  2. Receive at minimum 1 hour of weekly, face-to-face individual supervision from my approved Site Supervisor (at least 15 per semester).
  3. Receive weekly group supervision from my SEU University Supervisor.
  4. Obtain direct observation of at least two therapy sessions by my site supervisor per semester.
  5. Conduct all direct client hours at the internship site.

6. Lead or co-lead a counseling or psychoeducational group during either the practicum or internship.
7. I will make an agreed upon weekly schedule with my site supervisor where I will be available to see clients, attend supervision, and complete relevant documentation. I understand that I am expected to be punctual, maintain good professional work habits, and conduct my client/student and colleague relationships in accordance with ethical principles and the rules of the internship site.
8. That I will honor the winter break and will not conduct any work at the internship site. An exception may be made during the month-long break between fall and spring classes, in which I may be permitted to continue my internship upon approval of continued supervision of my site supervisor. Written confirmation of this must be submitted to the Coordinator of Practicum and Internship. Should a concern arise during this break, I must contact the Coordinator of Practicum and Internship.
9. I will strive to develop positive working relationships with staff members and other persons/agencies affiliated with my internship setting and I will seek their assistance when necessary. I will, whenever possible, attend and participate in staff functions, such as staff meetings, case review sessions, in-service training, etc.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Mental Health Licensure Hours Cumulative Log

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Internship Site(s) name, address, and phone number: \_\_\_\_\_

This is the document used to verify to the State of Florida Licensure Board that you have met the required internship hours in order to become a registered intern after graduation.

\*This is a total record of hours collected at all internship sites.

**Practicum** Semester/year: 1 \_\_\_\_\_  
**Total hours of direct client contact:** \_\_\_\_\_  
**Total hours of individual supervision:** \_\_\_\_\_  
**Total hours of group supervision:** \_\_\_\_\_  
**Total hours of group supervision:** \_\_\_\_\_  
**Total hours of indirect activities:** \_\_\_\_\_  
**Total Practicum Hours:** \_\_\_\_\_  
 \_\_\_\_\_  
 Print Instructor Name/Date

**Internship 1** Semester/year: 2 Total 1+2 \_\_\_\_\_  
**Total hours of direct client contact:** \_\_\_\_\_  
**Total hours of individual supervision:** \_\_\_\_\_  
**Total hours of group supervision:** \_\_\_\_\_  
**Total hours of group supervision:** \_\_\_\_\_  
**Total hours of indirect activities:** \_\_\_\_\_  
**Total Internship 1 Hours:** \_\_\_\_\_  
 \_\_\_\_\_  
 Print Instructor Name/Date

**Internship 2** Semester/year: 3 Total 1+2+3 \_\_\_\_\_  
**Total hours of direct client contact:** \_\_\_\_\_  
**Total hours of individual supervision:** \_\_\_\_\_  
**Total hours of group supervision:** \_\_\_\_\_  
**Total hours of group supervision:** \_\_\_\_\_  
**Total hours of indirect activities:** \_\_\_\_\_  
**Total Internship 2 Hours:** \_\_\_\_\_  
 \_\_\_\_\_  
 Print Instructor Name/Date

**Internship 3 (Optional: Use if needed)** 4 Total 1+2+3+4 \_\_\_\_\_  
**Total hours of direct client contact:** \_\_\_\_\_  
**Total hours of individual supervision:** \_\_\_\_\_  
**Total hours of group supervision:** \_\_\_\_\_  
**Total hours of group supervision:** \_\_\_\_\_  
**Total hours of indirect activities:** \_\_\_\_\_  
**Total Internship 3 Hours:** \_\_\_\_\_  
 \_\_\_\_\_  
 Print Instructor Name/Date

The above totals are a true and accurate record of my Practicum and Internship-related hours.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

## Site and Supervisor Evaluation Form

Site: \_\_\_\_\_ Semester/Year: \_\_\_\_\_  
 Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 Site Supervisor: \_\_\_\_\_

Please check the appropriate blank in each category. You may mark more than one blank.

- I. Comments about your activities were:
- \_\_\_\_\_ Constructive
  - \_\_\_\_\_ Fair and honest
  - \_\_\_\_\_ Negative, destructive
  - \_\_\_\_\_ Pertinent and meaningful
  - \_\_\_\_\_ Specific, not too “picky”
  - \_\_\_\_\_ Too general, vague
  - \_\_\_\_\_ Too “picky”
  - \_\_\_\_\_ Made you aware of strengths/weaknesses
- II. Suggestions made by the agency supervisor and other personnel were:
- \_\_\_\_\_ Helpful and useful
  - \_\_\_\_\_ Inappropriate
  - \_\_\_\_\_ Not applicable to your situation
  - \_\_\_\_\_ Nonexistent
- III. Throughout the internship experience, the agency supervisor, and other personnel:
- \_\_\_\_\_ Gave adequate indication of your success or failure
  - \_\_\_\_\_ Made no judgment of your overall performance
- IV. The agency supervisor and other personnel:
- \_\_\_\_\_ Allowed for your comments about your performance
  - \_\_\_\_\_ Showed little interest in your comments
  - \_\_\_\_\_ Seemed concerned about your attitude toward your responsibilities
- V. The agency supervisor and other personnel:
- \_\_\_\_\_ Spent adequate time in observations and conferences
  - \_\_\_\_\_ Did not spend adequate time in observations and conferences
- VI. The agency supervisor’s ability to communicate effectively with you was:
- \_\_\_\_\_ Outstanding
  - \_\_\_\_\_ Satisfactory
  - \_\_\_\_\_ Inferior

VII. The disposition of the host supervisor and other personnel, in general:

- \_\_\_\_\_ Facilitated learning  
\_\_\_\_\_ Had no bearing on learning  
\_\_\_\_\_ Impeded learning

VIII. If the site were to be graded, I would rate it:

\_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ F

IX. The opportunities to conduct direct therapy included:

\_\_\_\_\_ individual \_\_\_\_\_ couples \_\_\_\_\_ family \_\_\_\_\_ group

Have you encountered any challenges during your placement? Please identify and explain how you have tried to resolve them.

Based on your experience, would you recommend that other SEU students do their internship here?

Why or why not?

Please include any additional comments you feel would be appropriate in evaluating your internship experience.



## Session Recording Release Form

I authorize \_\_\_\_\_ (Counselor's name) to record my counseling sessions. I understand that the recordings will be used for supervision purposes only, will not be made a part of my file, and will be destroyed after being used in supervision.

I hereby release the material contained in the recordings of my counseling sessions for use in the professional training of counseling at Southeastern University, Counselor Education Program. I understand that these recordings will be used only for consultation, educational, and supervisory purposes and that anyone viewing or hearing these recordings is bound by the same principles of confidentiality as my counselor.

It is understood that my full name will not appear in the materials or used in connection with the recordings.

It is understood that all materials on the recording will be erased at the completion of the course. I do retain the right to request that a recording of any specific session or part of a session be erased immediately and not used for professional training.

I may revoke this Consent for Audio/Video Recording at any time by submitting a written request to my counselor.

\_\_\_\_\_  
Client's printed name

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian (If client is under 18)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Help for Navigating Tevera

For guided instructions, including a tutorial video:

<https://knowledge.tevera.com/space/SPSHA/741369789/Applying%20for%20Site%20Placement>

### **Tasks to be completed as part of the Practicum Application process:**

Log into Tevera and go to **Site Placements**: Complete Pre-application task of **Verify Practicum Orientation Attendance**. You must complete and submit this before you will be able to **Add placement** (it will say ‘Browse placement’ if you have not completed this step).

**Complete Site Application:** Find the site that you have secured placement for and click Start to begin.

Once you click **Start**, the tasks will appear for the site (site application and proof of liability).

Fill out the application and upload your Unofficial transcript by clicking on the upload icon on the top right (it looks like an up-arrow going into a cloud ☁).

**Upload Proof of Liability Insurance:** If you have not done so already, please join ACA as a student member. You will then be able to request a copy of your student liability insurance, which you get as a benefit for being a student member. Upload the PDF Verification of Coverage.

**Send Site Supervisor Agreement for Approval:** Once you click **Start** on the Supervisor, those tasks will appear (submit form for approval and student agreement).

You will need to hit **Start** and then **Submit**, which will prompt you to enter/confirm the supervisor’s email. The Agreement form will be sent to the supervisor to complete and sign.

**Complete Student Agreement form:** Complete and sign.

## Post-Graduation Steps

*\*Below are guidelines intended to help you navigate the registered internship and licensure process in Florida. State processes and requirements change, so there is no guarantee or responsibility on SEU's part that the guidelines below are accurate. Please check the website through all steps given should rules have changed.*

1. **Complete application to become a registered intern** - We recommend applying for registered internship status immediately following graduation, if not the month before you graduate. Licensure laws are continually being revised as are agency requirements. Waiting to get licensed can result in many challenges that may include becoming ineligible.

- Application instructions and materials to become a *Registered Mental Health Counselor Intern* are located on the 491 website at <http://floridasmentalhealthprofessions.gov/>
- The current law requires that you have graduated from a CACREP-accredited program **or** a regionally accredited program. We are currently regionally accredited, so you would apply under the regionally accredited program option.
- **Important:** If you do not want your personal address and telephone number to appear on the state's website, make sure to use your business address and business telephone number on your application.
- To have an official transcript sent from SEU go to the SEU website below and follow instructions:
  - <https://seu.edu/academics/registrar/>
- **Complete Education Worksheet** (details found at the end of this document; may no longer be necessary in Florida).
- Course syllabi **or** course descriptions may be required.
- You have a minimum of 2 years and a maximum of 5 years to complete 1,500 hours of face-to-face counseling with at least 100 weeks of supervision from the time you become a registered intern. On your application, you may need the **course descriptions** that are listed after the Education Worksheet.

2. **Obtain a state approved supervisor** that you will list as your supervisor of record (required to become a registered intern). A list of approved supervisors can be located on the 491 website.

You are able to change your supervisor during your registered internship process if needed – the form is located on the 491 website.

- A minimum of one hour of supervision every two weeks is required by Florida law – regardless of how many clients seen per week.
- Florida law allows registered interns to alternate a session of individual supervision with a session of group supervision. Florida allows registered interns to count a session that has one or two supervisees in it as individual supervision. Group supervision can include up to six supervisees.

3. **Request verification letter:** once the application is complete and submitted, wait until you receive your *application file number* and then email the Coordinator of Practicum and Internship to request a verification letter of practicum/internship hours. You must have completed your internship hours before this letter will be written for you (these are pre-graduation internship hours).

**4. Register to take the Licensure Exam** – the licensure exam can be taken any time after graduation and should be passed prior to the completion of the 1500 direct hours and 100 hours of supervision, so as not to delay application for licensure. MHC exam applicants are not required to have Board approval prior to taking the National Clinical Mental Health Counseling Examination (NCMHCE).

Step 1 – Apply to CCE to take the NCMHCE by submitting the CCE Exam Application Form and your official transcript. *NOTE: You must have a master’s degree in mental health counseling or related to the practice of mental health counseling from a regionally accredited institution before you are permitted to take the examination.*

Step 2 – After passing the examination, your scores will be forwarded to the FL Board. Click on the link below for the Exam Application Form and NCMHCE Exam Handbook.  
<http://www.nbcc.org/Search/StateBoardDirectory/fl>

5. Work on attaining all licensure requirements such as direct hours, supervision, and specified Continuing Education courses as a Registered Intern. Apply for Licensure, per the guidance of your Qualified Supervisor.

**Maintain the following records permanently:**

1. All logs for hours done while as a student intern and registered intern
2. All site supervisors, agency names, and populations worked with as an intern and registered intern
3. A copy of all application materials sent to licensing boards

Relocation: if you wish to become licensed in another state, one helpful step may be retaining a record signed by each site supervisor with the following information. This is encouraged as some states are beginning to require more extensive documentation than in the past, and it is not known what will be required in the future.

***Suggested wording for university professor form:*** “This is to confirm that I, [University Supervisor’s name], an internship supervisor at Southeastern University, supervised [student’s name] during the period from [beginning date of semester] to [ending date of semester]. During this period [student’s name] completed [insert number] of internship hours at [name of site]. This counseling work involved [describe briefly the kind of counseling conducted]. Include signature line and date.

***Suggested wording for on-site supervisor’s form:*** “This is to confirm that I, [On-site Supervisor’s name] supervised [student’s name] during the period from [beginning date of semester] to [ending date of semester]. During this period [student’s name] completed [insert number] of internship hours at [name of site]. This counseling work involved [describe briefly the kind of counseling conducted]. Include signature line and date.

## Education Worksheet

Below is the information you need to complete the Education Worksheet for the Licensing Board if you completed all your academic work at SEU. If you transferred some coursework from another school, make the appropriate changes.

<b>Content Area</b>	<b>School</b>	<b>Course #</b>	<b>Course Title</b>
Counseling Theories and Practice	Southeastern University (SEU)	PCOU 5013	Counseling Theories and Practice
Human Growth and Development	SEU	PCOU 5053	Human Growth and Development
Diagnosis and Treatment of Psychopathology	SEU	PCOU 5083	Psychopathology and Diagnosis in Counseling
		PCOU 5263	Treatment Planning in Counseling
Human Sexuality	SEU	PCOU 5093	Human Sexuality
Group Theories and Practice	SEU	PCOU 5033	Group Theory and Counseling
Individual Evaluation and Assessment	SEU	PCOU 5113	Individual Evaluation and Assessment
Career and Lifestyle Assessment	SEU	PCOU 5133	Career and Lifestyle Development
Research and Program Evaluation	SEU	PCOU 5023	Research Methods
Social and Cultural Foundations or Ethnicity	SEU	PCOU 5123	Social & Cultural Foundations of Counseling
Substance Abuse	SEU	PCOU 5143	Substance Abuse Counseling
Legal and Ethical Standards	SEU	PCOU 5073	Professional Ethics

## Course Descriptions

### PCOU 5003 - FOUNDATIONS OF COUNSELING

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This course examines the foundations of the counseling profession. The history, philosophical, and research bases of counseling profession, theory-practice, and application are addressed. Development of interpersonal skills, counselor self-awareness, and opportunities for development, growth, and advocacy in the counseling profession are emphasized.

### PCOU 5013 - COUNSELING THEORIES AND PRACTICE

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This course broadens the student's perspective of and introduces a general approach to the field of counseling including secular and Christian concepts and approaches. Included are basic skills of attending, empathy, acceptance, and authenticity necessary for effective counseling. Additional insights include confrontation, counselor self-awareness and self-disclosure, maintenance of ethics, and referral. The role of faith in the ministry of counseling will be explored.

### PCOU 5023 - RESEARCH METHODS

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This course introduces students to the research process in counseling (and related social sciences). It is designed to enable students to understand concepts, purposes, and methods that are fundamental to conducting systematic inquiry and appropriate application to practice.

### PCOU 5033 - GROUP THEORY AND COUNSELING

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The course examines group counseling theory and types of groups, as well as descriptions of group practices, methods, various approaches, dynamics, and facilitative skills for various group settings. Group participation is required in this course.

### PCOU 5043 - COUNSELING SKILLS LAB

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This course provides a laboratory setting in which students practice and master basic skill sets that are fundamental for effective communication, counseling, and therapy. The course allows students the opportunity to create, discover, and/or examine and expand their personal counseling style through observation of self, fellow students, and instructors in simulated practice and through serious consideration of both their own thoughts and responses as well as information from the professional literature. A primary focus is on being conscious and intentional in interpersonal communication and subsequently in the counseling process. During this course students are introduced to and will use the program's procedures and resources to establish a relationship with an appropriate site and site supervisor for the practicum field experience to begin the following semester.

### PCOU 5053 - HUMAN GROWTH AND DEVELOPMENT

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This course examines the nature and needs of individuals at all developmental levels. Areas such as human behavior, personality development, family relations, and life cycle issues are emphasized as a basis for understanding the counseling process.

### PCOU 5063 - COMMUNITY COUNSELING

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This course examines counseling practices in relation to adults, children and adolescents in the community setting and the role and function of the counselor as a partner and advocate in the community. Focus is on available resources, collaboration, developmental needs, and age-related issues. Special problems of physical and sexual abuse, substance abuse, suicide and grief are examined.

### PCOU 5073 - PROFESSIONAL ETHICS

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This course examines goals and objectives of professional counseling organizations, codes of ethics, standards of preparation, certification, licensing, and impact of legislation. The role identity of counselors, impact of supervision and self-reflection and self-evaluation are addressed. The impact of technology and other trends that affect ethical and legal implications within the counseling profession are considered.

### PCOU 5083 – PSYCHOPATHOLOGY AND DIAGNOSIS IN COUNSELING

This course is designed to prepare students to assess and treat specific clinical problems (i.e., anxiety disorders, personality disorders, mood disorders). The focus will be on assessment, diagnosis, and treatment of mental, emotional, and behavioral problems using standardized diagnostic terms. Level of modality of care are addressed.

### PCOU 5263 – TREATMENT PLANNING IN COUNSELING

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This course is designed to prepare students to utilize clinical assessment tools and case conceptualization skills to develop comprehensive treatment plans based upon current evidence-based interventions for various mental disorders. The most recent edition of the Diagnostic Statistical Manual of Mental Disorders is used in practice and attention is given to the mental status exam, risk assessment, multicultural issues, and other clinical information relevant to diagnosis and treatment planning.

### PCOU 5093 - HUMAN SEXUALITY

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This course examines the theories of human sexuality including the physiological, psychological, and sociocultural variables associated with gender, sexual identity, behavior, and sexual disorders. Application of counseling theories to sexual issues will be addressed.

## PCOU 5113 - INDIVIDUAL EVALUATION & ASSESSMENT

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This course examines the various frameworks for understanding the individual, including methods of data collection and interpretation, and the application and use of assessment data in the counseling profession. Individual and group testing, case study approaches, and the study of individual differences are addressed. Cultural, ethnic, and gender issues are considered.



## PCOU 5123 – SOCIAL AND CULTURAL FOUNDATIONS OF COUNSELING

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This course examines the impact of the cultural context of relationships and provides an analysis of the issues and trends related to a multicultural society. This course examines some of the major cultural groups in the United States and the implications of cultural diversity for counseling practice.

## PCOU 5133 - CAREER AND LIFESTYLE DEVELOPMENT

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This course examines such areas as vocational choice theory, the relationship between choice and lifestyle, sources of occupational and educational information, approaches to career decision-making processes, and career development exploration techniques.

## PCOU 5143 - SUBSTANCE ABUSE COUNSELING

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This course examines the motivation, addiction, and behavior patterns of the substance user. Different approaches to substance abuse counseling will be investigated. A portion of the course will be devoted to substance abuse assessment, and the evaluation of the series and programs available to the substance user and the impacts on society. Process addictions will be addressed.

## PCOU 5153 - TRAUMA, DISASTER, & CRISIS COUNSELING

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This course examines the theories and counseling strategies related to trauma and crisis intervention and management with diverse populations. Students will gain an understanding of how crisis and trauma can impact cognitive, emotional, behavioral, spiritual, and community functioning. Issues covered will include natural disasters, domestic abuse, sexual trauma, school violence, suicide, terrorism, and war. Students will also complete training in Psychological First Aid.

## PCOU 5203 - INTEGRATION OF COUNSELING AND CHRISTIANITY

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This course explores and critically examines the contemporary evangelical efforts to integrate Counseling and Christianity, focusing on the value of an integrative approach to both disciplines. Topics include behavior, cognition, emotion, and motivation.

### PCOU 5233 - MARRIAGE COUNSELING THEORIES AND TECHNIQUES

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This is a professional counseling course that examines the issues of marriage counseling. The focus of this course is on the theories and practices of marriage counseling. The course addresses communication patterns, the development of treatment plans and identification of the ethical, legal, and professional issues related to marriage counseling.

### PCOU 5103 - COUNSELING PRACTICUM

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This course will give students experience providing counseling and counseling-related services in an approved setting under a licensed or certified supervisor. Appropriate supervision must be available on site.

Students complete supervised counseling practicum experiences that total a minimum of 100 clock hours over a full academic term that is a minimum of 10 weeks including at least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills. Practicum students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision and participate in an average of 1½ hours per week of group.

### PCOU 5353 - INTERNSHIP I

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This course will give students experience applying diagnostic, counseling and therapeutic skills in an approved setting under a licensed or certified supervisor. The appropriate setting depends on the student's desired area of specialization. Appropriate supervision must be available on site. Three hundred (300) hours of clinically related experience are required.

### PCOU 5363 - INTERNSHIP II

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This course will give students experience applying diagnostic, counseling and therapeutic skills in an approved setting under a licensed or certified supervisor. The appropriate setting depends on student's desired area of specialization. Appropriate supervision must be available on site. Three hundred (300) hours of clinically related experience are required.