



Our Lady of the Lake University Counseling Program

Practicum & Internship
Clinical Manual

2023/2024

Table of Contents

| | |
|--|-------------|
| Introduction and Program Mission Statement | Page 3 |
| Role of Clinical Coordinator(s) | Page 4 |
| Introduction to Pre-Practicum | Page 4 |
| Introduction to Practicum | Page 5 |
| Practicum Required Documentation | Pages 6-7 |
| Practicum Checklist | Page 8 |
| Introduction to Internship | Page 9 |
| Internship Required Documentation | Pages 9-11 |
| School Counseling Internship Requirements | Pages 12-13 |
| Internship Checklist | Page 14 |
| Direct/Indirect Experiences | Page 15 |
| Site Supervisor Qualifications | Pages 16-17 |
| Telehealth Counseling Requirements | Page 17 |
| Frequently Asked Questions | Pages 18-20 |

OLLU Counseling Program Mission Statement

The mission of the Master of Arts in Counseling program, in support of the mission of Our Lady of the Lake University, is to empower our graduates to serve the needs of diverse communities as ethical, reflective, and knowledgeable counselors. The program promotes a learning environment rich in appreciation for diversity, inclusiveness, social justice, and accessibility by fostering the professional, personal, and spiritual development of our students.

Introduction

The OLLU Counseling Department would like to welcome you to the clinical training portion of your program. This clinical manual provides an overview of the clinical experiences in the Clinical Mental Health Counseling, Clinical Rehabilitation Counseling, and School Counseling specialty areas. The OLLU counseling program faculty and staff strive to offer students “best practice” training outlined by the Council for Accreditation of Counseling and Related Educational Programs ([CACREP](#)). CACREP (2016) describes professional practice as the application of theory and the development of counseling skills under supervision. Furthermore, CACREP states that these experiences will “provide opportunities for students to counsel clients who represent the ethnic and demographic diversity of their community”.

OLLU students are expected to read and understand their responsibilities as a counselor-in-training (CIT) as outlined in this manual. Once students become familiar with the material, they may contact the clinical coordinator(s) to discuss any questions. Students should continually refer to the clinical manual as they move through the program and watch for updates in future revisions of this manual and related documents. All clinical documentation can be found on the OLLU Counseling Department website and Engage MAC Community Group page.

Clinical Coordination Team 2023/2024

Clinical Director

Dr. Melissa Shiplett-Jupe
mshiplett-jup@ollusa.edu
210-434-6711 X-4061

Field Education Coordination Specialist

Tiffany L. Garcia
tlgarcia@ollusa.edu
210-431-5557

Role of the Clinical Coordinator(s)

At OLLU, the clinical coordinator(s) are full-time faculty members, charged with overseeing the experiential coursework portion of our students' training. This oversight includes the approval of clinical sites and site supervisors. The clinical coordinator(s) oversee the management of student clinical files and develop/maintain working relationships with site personnel, field supervisors, and site supervisors. The clinical coordinator(s) support, educate, and inform students of practicum and internship requirements, upcoming deadlines, placement procedures, and paperwork completion. And lastly, the clinical coordinator(s) ensures compliance with university, state, and CACREP standards regarding supervision and documentation of clinical hours.

Introduction to Pre-Practicum

Pre-Practicum is the first course of the experientially based courses that focus on skill, professional, and personal development. This course provides students with an introduction to the counseling profession and helping relationships. The course emphasizes personal growth, self-awareness, and professional behavior. Students will experience the helping relationship as both client and counselor.

The purpose of the pre-practicum course is to acquaint students with the counseling experience. Students will also begin the journey of developing a professional counselor identity. Pre-Practicum focuses on the personal qualities needed to develop an authentic and effective counseling relationship. This relationship requires that counselors be in touch with their experience of self as well as their experience of the client. It demands that counselors be able to move outside of their own frame of reference into the client's frame of reference, to see the world as the client sees it.

Students will practice and learn basic counseling skills and behaviors through recording a series of "mock sessions" with a volunteer-client. Students will obtain written feedback from their classmates as well as their university instructor.

Through practice and supervision, students will develop basic skills necessary to influence the helping process. Additionally, pre-practicum focuses on the professional behaviors expected of graduate students in a master's level program and the characteristics needed to be successful in the field of counseling. These include such things as punctuality, maturity, and receptivity to feedback.

Note: Students must receive a passing grade in their pre-practicum course to advance to practicum training. For pre-practicum, only an A or B is considered a passing grade.

Introduction to Practicum

Practicum is the second experientially based course that focuses on skill, professional, and personal development. Practicum is a clinical experiential course that requires students to complete hours in a professional setting. Students will apply counseling techniques and skills in a supervised setting. The student will participate in the counseling process, refine techniques, and further enhance his/her therapeutic development.

The purpose of the practicum course is for students to continue to develop their skills and knowledge of the counseling experience. Students continue to practice foundational counseling skills learned in pre-practicum and can integrate more advanced skills through practice in synchronous university supervision, supervised counseling sessions, and direct service at a pre-approved practicum site.

As in pre-practicum, practicum focuses on the personal qualities needed to develop an authentic and effective counseling relationship. Additionally, students will demonstrate intentionally applied advanced counseling skills, advanced reflecting skills, and personal attributes of a professional counselor. Students will be open to receiving and integrating feedback from peers. They will also develop self-awareness of peers by offering and receiving constructive feedback.

The following are minimum requirements of practicum (OLLU faculty instructors may have additional requirements. Please consult the course syllabus for each individual course for more details).

1. Enroll in Tevera (OLLU on-line clinical management program).
2. Submit all practicum application paperwork in Tevera by the designated due date.
3. Obtain and maintain liability insurance.
4. Complete supervised counseling practicum experiences that total a **minimum of 100 clock hours** over a semester.
5. Complete **at least 40 of the 100 clock hours in direct service** with clients.
6. A minimum of **4 direct hours of facilitating/co-facilitating group counseling** sessions.
7. Complete weekly face-to-face site supervision one hour a week from approved practicum site supervisor. Site supervision is documented on weekly logs through Tevera.
8. Video-record a minimum of two individual counseling sessions with clients. All sessions must be reviewed by a site supervisor AND university supervisor before recording subsequent sessions.
9. Complete all required paperwork for course (e.g., weekly logs, midterm evaluation, final evaluation, self-evaluation, site supervisor evaluation, and course assignments).

Note: For students to advance to internship coursework, they must receive a passing grade, complete all required paperwork, course assignments, and required hours for this course. For practicum, only an A or B is considered a passing grade.

Practicum Required Documentation

All practicum application paperwork can be found in Tevera. Students must meet the following minimum requirements to successfully complete the course:

1. Practicum Student Application

Students will complete the practicum application requirements by the due date via Tevera.

2. Provide & Maintain Student Liability Insurance Coverage

Students are required to carry student liability (“malpractice”) insurance throughout their clinical placement experience. National professional counseling organizations, such as: ACA, ASCA, and AMHCA provide liability insurance options for students at a low-cost. Students provide evidence of coverage in their practicum course during their application process. Student liability coverage is effective **ONLY** while the student is actively enrolled in the course.

3. Complete Minimum of Two Video-Recorded Counseling Sessions

Students are required to video-record a minimum of two individual counseling sessions with “real” clients. For the practicum course, sessions must be a minimum of 45 minutes in length. Regarding client selection please consult site supervisor and/or university supervisor. Students will review these recordings with their university instructor, classmates, and site supervisor.

4. Complete Supervision Requirements

a. Site Supervision

All students must have an agreement with an approved site supervisor to oversee the 100 clock hours of service. Students will meet with the site supervisor in person for one clock hour per week to discuss direct service and other professional activities. Site supervisors are expected to provide formative feedback on the student’s counseling skills in addition to personal and professional dispositions. It is the student’s responsibility to ensure that he/she meets for supervision throughout the full academic semester.

b. University Supervision

All students must receive a minimum of 21 hours per semester of online university supervision. Students are allowed **ONE** absence during university supervision. If students miss more than one class, they may not pass the course.

5. Weekly Logs

Students are required to submit a weekly counseling log in Tevera. Students will not be permitted to count hours for weeks that do not have a supervisor's signature on their counseling log.

6. Site Supervisor Evaluation

Site supervisors complete an initial evaluation of the counselor-in-training. This document provides formative feedback to the student on the activities completed, along with the expectations required of practicum students (e.g., skill, professional, and personal development). This form is completed by the site supervisor via Tevera.

7. Site Supervisor Final Evaluation

Students complete this document with the site supervisor at the end of the academic semester. This document provides summative feedback to the student on the activities completed, along with the expectations required of practicum students (e.g., skill, professional, and personal development). Students also provide information on hours accrued, including time spent in supervision. Site Supervisors will submit this form via Tevera.

8. Student Evaluation of Site & Site Supervisor

Students are required to evaluate their site and site supervisor at the end of the semester. Students will submit this form via Tevera.

9. Client Consent Form(s)

A client entering a counseling relationship has the right to certain information and must consent to counseling. Clients who participate in the recorded sessions must complete the OLLU client consent form in addition to any forms the site requires (e.g., agency consent form). In addition to consenting to counseling, the OLLU client consent form allows clients to consent to video recording, how the recording will be used, who will see it, and removing the recording after viewed. Students are required to store their recordings in a confidential manner. Students must comply with all HIPAA requirements for mental health professionals. Students will review the consent form with the client at the beginning of the session. Before the session, students must fill in the blanks on the consent form and print two copies. The student maintains one copy and the second copy should be given to the client. Students are required to submit the signed copy of the consent form via the course in Engage. Please make sure that the first and last name are “blacked out” before submitting the consent into the course. Students MAY NOT begin counseling with clients until this form is signed by the client and/or parent/legal guardian.

10. Telehealth Training Certificate

Students must submit proof of telehealth training in Tevera prior to engaging in telehealth counseling at their site placement.

Practicum Checklist

- _____ Locate site and site supervisor to complete practicum requirements.
You may search for approved practicum sites via Tevera, or you may submit a new site for approval by emailing the clinical coordinator(s) your request for approval.
- _____ Complete the practicum application via Tevera.
- _____ Maintain current student liability insurance coverage and provide proof of coverage throughout practicum.
- _____ Accrue a minimum of 100 clock hours at site.
*A minimum of 40 clock hours must be direct service with actual clients/students.
A minimum of 4 direct hours required facilitating/co-facilitating group counseling sessions.*
- _____ Obtain 1 clock hour of site supervision every week on-site with approved site supervisor, for a minimum of 14 total site supervision hours per semester.
- _____ Obtain 2 hours of university supervision every week, for a minimum of 21 hours per semester.
- _____ Complete all evaluation requirements with site supervisor and submit via Tevera.
- _____ Complete all assignments as outlined in the course syllabus.

Introduction to Internship Courses

Internships are experientially based courses that focus on skill, professional, and personal development. Students will utilize knowledge and skills gained in coursework and the practicum experience in a supervised counseling setting. Students will receive supervision, increase knowledge of the profession, increase skill base, and continue the process of self-exploration and self-awareness.

The purpose of the internship courses is for students to integrate the skills and knowledge of the counseling experience through placement at a program-appropriate internship site. Students will integrate all skills learned in the pre-practicum and practicum courses while collecting internship hours at an approved site. Under the direction of a qualified site supervisor, each student will carry out the counseling and professional duties appropriate to the site. The student will meet face-to-face with the site supervisor on a weekly basis to review skill, professional, and personal growth. Students are required to complete a minimum of 300 hours per semester at an internship site, of which a minimum of 120 hours must be in direct service. At least 4 of these 120 direct hours must be spent facilitating or co-facilitating groups.

Students will be evaluated throughout each semester by their site supervisor(s) and university instructor. Students can only accrue hours during the semester in which they are enrolled. Instructors and/or site supervisors will evaluate students throughout the semester in the three areas of skill development, professional development, and personal development.

Note: For Internship courses, only an A or B is considered a passing grade. More details about evaluations are included in the course syllabi.

Clinical Mental Health & Clinical Rehabilitation Internship Required Documentation

All internship paperwork requirements can be found in Tevera. In addition to the academic requirements as directed by your instructor, students must meet the following minimum requirements.

1. Internship Application

Students will complete the internship application by the due date via Tevera. *NOTE: Clinical rehabilitation students must complete their internship hours in an approved clinical rehabilitation site.*

2. Provide & Maintain Student Liability Insurance Coverage

Students are required to carry student liability (“malpractice”) insurance throughout their clinical experience. National professional counseling organizations, such as: ACA, ASCA, and AMHCA provide liability insurance options for students at a low-cost. Failure to maintain and provide evidence of coverage may result in the student failing the internship course. Students provide evidence of coverage in their internship courses during their application process.

3. Complete Minimum of Two Video-Recorded Counseling Sessions

Students are required to video-record a minimum of two individual counseling sessions with “real” clients during each internship course. For the internship courses, sessions must be a minimum of 45 minutes in length. Regarding client selection please consult with your site supervisor and/or university supervisor. Students will review these recordings with their university and site supervisor. *Please note that school counseling students’ requirements differ (required to complete live field supervision observations, not taped recordings). Please see the school counseling section for details.*

4. Complete Supervision Requirements

Site Supervision

All students must have an agreement with an approved site supervisor to oversee the 300 clock hours of service during each internship course. Students will meet with the site supervisor 1 clock hour per week to discuss direct service and other professional activities for a minimum of 14 hours per semester. Site supervisors are expected to provide formative feedback on the student’s counseling skills in addition to personal and professional dispositions. It is the student’s responsibility to ensure that he/she meets for supervision throughout the full academic semester.

University Supervision

All students must receive 2 hours a week of synchronous supervision with their classmates and university supervisor for a minimum of 21 hours per semester. Students are allowed ONE absence during university supervision per semester. If students miss more than one class, they may not pass the course.

5. Weekly Logs

Students are required to submit a weekly counseling log via Tevera. *Students will not be permitted to count any hours for weeks that do not have a supervisor's signature on their counseling log.*

6. Site Supervisor Evaluation

Site supervisors complete an initial evaluation of the counselor-in-training. This document provides formative feedback to the student on the activities completed, along with the expectations required of internship students (e.g., skill, professional, and personal development). This form is completed by the site supervisor via Tevera.

7. Site Supervisor Final Evaluation

Students complete this document with the site supervisor at the end of the academic semester. This document provides summative feedback to the student on the activities completed, along with the expectations required of internship students (e.g., skill, professional, and personal development). Students also provide information on hours accrued, including time spent in supervision. This document allows students to tally their final hours. Site supervisors will submit this form via Tevera.

8. Student Evaluation of Site & Site Supervisor

Students are required to evaluate their site supervisor at the end of the semester. Students will submit this form via Tevera.

9. Required Client Consent Form

Clients who enter the counseling process have the right to certain information and must consent to counseling. Clients who participate in the recorded counseling sessions must complete the OLLU client consent form in addition to any forms used at the site (e.g., agency consent form). In addition to consenting to counseling, the OLLU client consent form document includes a consent to video record, how it will be used, who will see it, and what will happen to it. Students will review this form with the client at the beginning of the session. Before the session, students must fill in the blanks on the client consent form and print two copies. The student maintains one copy and the second copy should be given to the client. Students are required to submit the signed copy of the consent form via the course in Engage. Students MAY NOT begin counseling with clients until this form is signed by the client and/or parent/legal guardian.

10. Telehealth Training Certificate

Students must submit proof of telehealth training in Tevera prior to engaging in telehealth counseling at their site placement.

School Counseling Internship Requirements

This section applies only to students in the school counseling specialization. The Texas Education Agency (TEA) certifies school counselors as K-12 school counselors; students must complete a 300-clock hour internship per semester, supervised by a certified school counselor, in a school setting. School counseling students are required to complete a total of 600 hours (2 internship courses) successfully to meet OLLU program requirements. In addition, school counseling students are required to obtain 120 direct service hours per course (of the 300 total hours) and meet all field supervision requirements (two field supervision sessions per semester).

1. Internship Application

Students will complete the internship application by the due date via Tevera.

2. Provide & Maintain Student Liability Insurance Coverage

Students are required to carry student liability (“malpractice”) insurance throughout their clinical experience. National professional counseling organizations, such as: ACA, ASCA, and AMHCA provide liability insurance options for students at a low-cost. Failure to maintain and provide evidence of coverage may result in the student failing the internship course. Students provide evidence of coverage in their internship courses during their application process.

3. Field Supervision

Students are required to demonstrate skills in two live field supervision sessions per semester observed by an approved field supervisor. The field supervisor will conduct pre and post session evaluations, highlighting strengths and areas for improvement in the post session feedback.

4. Complete Supervision Requirements

Site Supervision

All students must have an agreement with an approved site supervisor to oversee the 300 clock hours of service per semester. Students will meet with the site supervisor 1 clock hour per week to discuss direct service and other professional activities for a minimum of 14 hours per semester. Site supervisors are expected to provide formative feedback on the student’s counseling skills in addition to personal and professional dispositions. It is the student’s responsibility to ensure that he/she meets for supervision throughout the full academic semester.

University Supervision

All students must receive 2 hours a week of synchronous supervision with their classmates and university supervisor (minimum of 21 hours per semester). Students are allowed ONE absence in university supervision. If students miss more than one class, they may not pass the course.

5. Weekly Logs

Students are required to submit a weekly counseling log via Tevera. Students will not be permitted to count any hours for weeks that do not have a supervisor's signature on their counseling log.

6. Site Supervisor Evaluation

Site supervisors complete an initial evaluation of the counselor-in-training. This document provides formative feedback to the student on the activities completed, along with the expectations required of internship students (e.g., skill, professional, and personal development). This form is completed by the site supervisor via Tevera.

7. Site Supervisor Final Evaluation

Students complete this document with the site supervisor at the end of the academic semester. This document provides summative feedback to the student on the activities completed, along with the expectations required of internship students (e.g., skill, professional, and personal development). Students also provide information on hours accrued, including time spent in supervision. This document allows students to tally their final hours. Site supervisors will submit this form via Tevera.

8. Student Evaluation of Site & Site Supervisor

Students are required to evaluate their site supervisor at the end of the semester. Students will submit this form via Tevera.

9. Telehealth Training Certificate

Students must submit proof of telehealth training in Tevera prior to engaging in telehealth counseling at their site placement.

Internship Checklist

- _____ If you are staying at the same site (as you were placed in practicum) and with the same site supervisor, completed extended placement paperwork in Tevera.

- _____ If changing sites or site supervisor, locate site and site supervisor to complete internship requirements.
You may search for approved sites via Tevera, or you may submit a new site for approval by emailing the clinical coordinator(s) your request for approval.

- _____ Complete the internship application (extend application if staying at the same site) via Tevera.

- _____ Maintain current student liability insurance coverage, provide proof of coverage in the internship course.

- _____ Accrue a minimum of 300 clock hours at site.
A minimum of 120 clock hours must be direct service with actual clients/students.
A minimum of 4 direct hours required facilitating/co-facilitating group counseling sessions.

- _____ Obtain 1 clock hour of site supervision every week on-site with approved site supervisor, for a minimum of 14 total site supervision hours per semester.

- _____ Obtain 2 hours of university supervision every week, for a minimum of 21 hours per semester.

- _____ Complete all evaluation requirements with site supervisor and submit via Tevera.

- _____ Complete all assignments as outlined in the course syllabus.

Direct & Indirect Experiences

The following table provides examples of direct and indirect experiences for the Clinical Mental Health, Clinical Rehabilitation, and School Counseling program specialty areas. Essentially, direct hours are time spent with clients/students that contribute to the development of counseling skills. Please note that indirect hours (also known as “other professional activities”) are activities that contribute to the care of the client/student, utilizing the specialized skill set of a counselor. If students have questions about specific duties or assignments at the site, they should ask their course instructor and/or site supervisor.

| CLINICAL MENTAL HEALTH | CLINICAL REHABILITATION | SCHOOL COUNSELING |
|--|---|---|
| DIRECT HOURS Individual Counseling Couples Counseling Family Counseling Group Counseling Intake Sessions | DIRECT HOURS Individual Counseling Couples Counseling Family Counseling Group Counseling Intake Sessions Psychological Assessments Interventions for Prevention Consultation with Legal System Consultation with Integrated Behavioral Healthcare Professionals Mental Health Advocacy | DIRECT HOURS Individual Counseling Family Counseling Small Group Counseling Classroom Guidance Lessons Intake Sessions Academic Advising Field Supervision Sessions |
| INDIRECT HOURS Individual Site Supervision University Supervision Progress Notes Documentation Treatment Plan Documentation Case Consultation Testing and Reports Workshops & Seminars Training Individual Counseling Observations Group Counseling Observations Coordination of support services Consultation/Follow Up with Client or Family Members Preparation of Counseling Sessions with Clients | INDIRECT HOURS Individual Site Supervision University Supervision Progress Notes Documentation Treatment Plan Documentation Case Consultation Testing and Reports Workshops & Seminars Training Individual Counseling Observations Group Counseling Observations Consultation/Follow Up with Client or Family Members Preparation for Counseling Sessions with Clients | INDIRECT HOURS Individual Site Supervision University Supervision Field Supervision Pre/Post Conferences Progress Notes Documentation Treatment Plan Documentation Case Consultation Testing and Reports Workshops & Seminars Training Individual Counseling Observations Group Counseling Observations Coordination of support services Consultation/Follow Up with Client or Family Members Development of Guidance Lessons or Preparation for Counseling Sessions |

Site Supervisor Qualifications

For practicum and internship courses, the student must secure an appropriate site supervisor with the required qualifications. The site supervisor must be located on the site and must be approved by the OLLU Clinical Coordinator(s). If you have any questions about the qualifications listed below, please contact the Clinical Coordinator(s). Students are also responsible for ensuring their supervisors meet the licensing requirements in their state.

Clinical Mental Health Specialty Site Supervisor Requirements:

1. Hold a minimum of a master's degree, preferably in counseling, or a related profession (e.g., social work, counseling, marriage and family therapy, psychology, etc.)
2. Hold relevant certifications and/or licenses (All supervisors must be licensed within the discipline they are working in, e.g., Licensed Professional Counselor, Licensed Marriage and Family Therapist, Licensed Social Worker, Licensed Psychologist).
3. Have knowledge of the program's expectations, requirements, and evaluation procedures for students. Students must provide the site supervisor a copy of this clinical handbook.
4. Have relevant training in counseling supervision (Relevant training in counseling supervision can be defined as having a **minimum of three clock hours** (e.g., workshop, class) in counseling supervision, that includes an understanding of (a) models and theories of counseling supervision, (b) ethical issues relevant to counseling supervision, and (c) multicultural issues relevant to counseling supervision.

Clinical Rehabilitation Counseling Specialty Site Supervisor Requirements:

1. Hold a minimum of a master's degree and have two years of experience as a clinical rehabilitation counselor.
2. Hold relevant certifications and/or licenses (All supervisors must be licensed within the discipline they are working in).
3. Have knowledge of the program's expectations, requirements, and evaluation procedures for students. Students must provide the site supervisor a copy of this clinical handbook.
4. Have relevant training in counseling supervision (Relevant training in counseling supervision can be defined as having a **minimum of three clock hours** (e.g., workshop, class) in counseling supervision, that includes an understanding of (a) models and theories of counseling supervision, (b) ethical issues relevant to counseling supervision, and (c) multicultural issues relevant to counseling supervision.

Texas School Counselor Site Supervisor Requirements:

1. Hold a minimum of a master's degree and currently a Certified School Counselor in the State of Texas.
2. Must have a minimum of three years of experience as a school counselor.
3. Have knowledge of the program's expectations, requirements, and evaluation procedures for students. Students are required to provide the site supervisor a copy of this handbook.
4. Have relevant training in counseling supervision (Relevant training in counseling supervision can be defined as having a **minimum of three clock hours** (e.g., workshop, class) in counseling supervision, that includes an understanding of (a) models and theories of counseling supervision, (b) ethical issues relevant to counseling supervision, and (c) multicultural issues relevant to counseling supervision.

Note: Site supervisors will describe their training and experience with counseling supervision on the Practicum/ Internship Supervisor Agreement Form. All site supervisors are required to complete the OLLU Site Supervisor Training. Site supervisors will be provided access to this online self-paced training in conjunction with the start of their supervisee's clinical course.

Telehealth Counseling Requirements

The OLLU counseling program faculty recognize that in the post-COVID-19 era, telehealth counseling is being offered in many community counseling settings. We support our students learning new modalities for the provision of counseling services to clients. The requirements for participation in telehealth counseling are as follows:

1. Site supervisor must be trained in telehealth counseling and submit telehealth certificate in Tevera prior to the start of the semester.
2. Students are required to complete a three-hour training in telehealth counseling prior to providing telehealth counseling services.
3. Students are required to provide telehealth services at the site, with the site supervisor (or another mental health professional) present on site.
4. Students must comply with HIPAA and FERPA related to telehealth counseling.
5. Practicum students may provide a **maximum of 20% of direct hours (8 total hours)** using a telehealth platform. The remaining direct hours must be in person, on site.
6. Internship I students may provide a **maximum of 30% of direct hours (36 total hours)** using a telehealth platform. The remaining direct hours must be in person, on site.
7. Internship II & III students may provide a **maximum of 40% of direct hours (48 total hours)** using a telehealth platform. The remaining direct hours must be in person, on site.

Frequently Asked Questions

When will I need to start looking for a Practicum/Internship site?

It is never too early to begin looking for a practicum/internship site. Students who procrastinate run the risk of not securing a site by the deadline. We recommend that you begin to look for a site one semester prior to your enrollment in pre-practicum. The practicum/internship application portal will open for a total of six weeks throughout each semester. The clinical coordinator(s) will notify you when the application window opens and closes.

What if I fail to meet the application deadline for turning in the practicum/internship application document?

The registration deadline for practicum/internship is of great importance. As explained in question #1, students who are not actively searching for a site well before the deadline run the risk of not securing a site. **If a student is not able to secure a site by the deadline, they will be enrolled in an alternate course for the semester (if schedule allows).** In most cases, this will push back the student's graduation date by one semester (at minimum).

How will I know if my site is approved?

The clinical coordinator(s) and OLLU staff will review all registration documents in the order they are received. It is imperative that all information is filled out accurately and completely. All paperwork is submitted via Tevera and approval notification is given to the student via Tevera.

Can I use my current employment site as a practicum/internship site?

Students can get paid for their practicum or internship experience if they are fortunate enough to secure a site that provides compensation. However, not all students get paid for their clinical experiences. You will need to inform the Clinical Coordinator(s) if you are securing a paid site placement.

When can I begin collecting hours?

Students may begin collecting hours once the official semester begins. Indirect hours such as orientation and training at the placement site may be collected prior to the semester but **MUST** be approved by your site supervisor and university supervisor.

What is the purpose of the university supervision?

The online class serves as the group supervision requirement. Students should be prepared to discuss their clinical experiences with their instructor and peers during these sessions.

Who performs consultation with my site supervisor?

Your site supervisor will be contacted throughout the semester by the Clinical Coordinator(s) and/or the university instructor to monitor student learning.

This contact is to:

- (a) ensure ongoing communication with the site
- (b) help build relationships with sites and supervisors
- (c) field questions the supervisor may have
- (d) check in on the student's progress at his/her site
- (e) offer additional support to the site supervisor

The consultation may consist of emails, phone calls, and/or a face-to-face meeting, if necessary. Note that the consultation process occurs in addition to the supervision evaluation process.

Who can I use as clients for my recorded counseling sessions?

The consenting adult (a parent must sign if the client is under the age of 18) must sign the consent for video recording document. Clients must be from your site placement and must be agreeable to the recording.

I understand that I am required to participate in weekly on-site supervision one hour per week. My site supervisor will be out next week. How do I get supervision for this week?

Students need to work out arrangements for site supervision directly with their site supervisor. If a supervisor will be out of the office for personal or professional reasons, the student and supervisor can plan for additional supervision time for the following week. If a site supervisor will be out of the office for longer than one week, the student and supervisor must plan for the student to obtain supervision from another qualified mental health professional, under the guidance of the site supervisor.

I accumulated the minimum clock hours before the end of the semester. Do I have to remain at my site?

Yes. Students are required to remain at their site throughout the practicum/internship course, even if the minimum number of hours for practicum/internship has been completed. In addition, students need to honor their commitment made to the site and clients/students per the site supervisor/student contract.

If I accrue over 100 hours for practicum, can these count towards internship I hours?

No. All clinical hours must be accrued in the semester the student is enrolled in the course. Hours cannot be carried over from one semester/course to another.

I would like to attend a professional orientation workshop/conference/training to learn about a specific topic, technique, or theory. Can I count this toward my clinical hours?

Professional development may be counted as indirect hours. Indirect hours and professional development hours should be determined in consultation with your site supervisor and university supervisor. Travel to and from the training cannot be counted.

When does my final course paperwork need to be submitted?

All documentation must be submitted by the last day of the academic semester. However, some instructors may require documentation before this; check your course syllabus for specific dates.

How do I provide documentation of my activities, hours, etc.?

Students are required to use the provided WEEKLY logs to document their hours accrued at their site via Tevera.

Can I participate in telehealth counseling without the telehealth training?

No. Students may not participate in telehealth counseling without the proper telehealth training. Students are required a minimum of three hours of telehealth training prior to providing telehealth services. Students are required to upload proof of training (certificate of completion) in Tevera.

Does my site supervisor need to be trained in telehealth counseling to supervise me in a telehealth setting? Yes. Your site supervisor must be trained in telehealth counseling and provide proof of training (upload a training certificate in Tevera) to supervise your telehealth service hours.

Can I participate in telehealth counseling or site supervision from home?

No. Students may not participate in telehealth counseling or site supervision at any other site location other than their practicum/internship site location. Students not adhering to this requirement will be removed from the course immediately.