

GRADUATE STUDENT MANUAL: COUNSELING PRACTICUM AND INTERNSHIP PLACEMENT

The following programs in the Department of Counseling and Development at LIU Post and LIU Brentwood are accredited by CACREP (Council for Accreditation of Counseling and Related Educational Programs):

**Clinical Mental Health Counseling (M.S.)
School Counseling (M.S.)**

Department of Counseling & Development

LIU Post: (516) 299-2814

LIU Brentwood: (631) 287-8500

www.liu.edu

Department website:

<http://ceit.liu.edu/CSD/CounsDev.html>

Certification website:

<http://ceit.liu.edu/Certification/Cert.html>

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LIU Post and LIU Brentwood are accredited by The Commission on Higher Education of the Middle States Association of Colleges and Schools. **The administration reserves the right to change any of the terms of this *Handbook* in any section at any time.**

(Revised June 2015)

Dear Practicum Students and Counseling Interns:

You are about to venture forth on probably the most crucial experience of your journey in becoming a professional counselor – the practicum course and counseling internships. These crucial educational and training experiences are the keys to entering the profession for it is here that you must prove your worth as a professional counselor. Indeed, it is in the practicum and internships that the graduate student must successfully bridge the gap between theory and practice. All of the courses in your program of study have been designed to prepare you to enter the practicum and the internships with an understanding of human development and the acquisition of counseling skills and techniques. Since the program of study is designed from a developmental perspective, careful attention to pre-requisites are crucial. The internships are meant to be **culminating** experiences and each student's plan of study must reflect this. EDC 669 Counseling Practicum must be completed prior to undertaking the first internship. The internships are designed to introduce you to the real world of counseling, be that in a school or agency. Most certainly, the internships provide and allow for some learning that can only be acquired on the job and, thus, supplement and complement what you have learned in your graduate classes.

These are exhilarating experiences. They are also anxiety-producing ones because you are suddenly thrust into the actual world of clients and the counseling environment. This anxiety is natural and should be expected. Please know that your professors in the courses and your cooperating counselor want you to have a successful and growth-producing experience; indeed, they are available for consultation and you are encouraged to seek out their professional wisdom and experience. The practicum and internships also involve discretion on your part. You must be assertive in seeking out professionally enhancing experiences at the site, but you must be careful not to step beyond the line where assertiveness is perceived as aggressiveness. Therefore, you must be ever cognizant of the crucial role of both the cooperating counselor and the University professor who must be consulted in a timely fashion. Additionally, the overriding standard applied in your training and essential in your practicum and internships is the Code of Ethics of the American Counseling Association; be familiar with it and let it guide you.

This manual is designed to help you to prepare for the practicum course and the subsequent internship experiences and to enhance your professional development. Again, I emphasize that the entire cadre of people involved in your graduate program – the internship cooperating counselor, the University instructor, the Supervisor of Clinical Placement, the Clinical Placement Coordinator, your faculty advisor, and indeed, the entire Department of Counseling and Development – want you to achieve your highest level of professional development. We most earnestly want to ensure that when you enter the profession you are indeed prepared to step into the role of professional counselor and to do so competently and with confidence and enthusiasm.

Sincerely,

James J. Colangelo, Psy.D., LMHC, LMFT, NCC, CCMHC, ACS
Chair/Associate Professor

INTRODUCTION

The student is requested to carefully read and review this *Graduate Student Manual: Counseling Practicum and Internship Placement* as he/she progresses through the program. The student should discuss any concerns with the assigned faculty advisor, with the Clinical Placement Coordinator, Professor Miriam McCormack, or with the Supervisor of Clinical Placement, Dr. Terry Bordan. Students are advised to consult the department's website: <http://ceit.liu.edu/CSD/CounsDev.html> for details, requirements, and procedures for obtaining a practicum or internship placement (Practicum and Internship Guide).

- Once placement has been approved for the practicum or internship, permission forms are to be held and submitted by the student to the classroom instructor.
- Hours may not accrue until the signed permission form is submitted to the course professor.
- Students may not have two sites or two supervisors without the **prior** approval of the Chair, Department of Counseling and Development

Practicum Course (Pre-Internship):

EDC 669- Counseling Practicum

90 hours in a school or agency setting of which 30 hours of direct service via individual and group counseling is required. In addition, 10 hours of audio or video taped discussion with clients off-site are required.

Internship Courses:

Clinical Mental Health Counseling

EDC 683- Clinical Mental Health Counseling Internship I
(300 in-field hours; agency placement)

EDC 684- Clinical Mental Health Counseling Internship II
(300 in-field hours; agency placement)

Clinical Mental Health Counseling Advanced Certificate Only

EDC 685- Clinical Mental Health Counseling Internship III
(300 in-field hours; agency placement)

EDC 686 – Clinical Mental Health Counseling Internship IV
(300 in-field hours; agency placement)

School Counseling

EDC 690 – School Counseling Internship I
(300 in-field hours; school placement)

EDC 691- School Counseling Internship II
(300 in-field hours; school placement)

PROFESSIONAL BEHAVIOR

The Department of Counseling and Development underscores the importance of counselors and counselors in training exercising professionally responsible public behavior. Therefore, it is important to be aware of the consequences that any such behavior (internet, voice mail or otherwise) might have on the perceptions of them formed by their employers, professors, colleagues and any individuals they may help, including clients and students. More specifically, questionable behaviors may result in negative consequences at their places of employment and/or training. Furthermore, counselors and counselors in training may face legal and/or ethical actions should they engage in such behaviors. It is the individual counselor or counselor trainee's responsibility to ensure that they comport themselves in a professionally responsible manner at all times and not engage in questionable activities that may reflect negatively on the Department of Counseling and Development, or Long Island University.

REQUIRED STATE OF NEW YORK WORKSHOPS

CHILD ABUSE WORKSHOP

(Required - Clinical Mental Health Counseling and School Counseling)

New York State requires all candidates to complete a two-hour workshop in the recognition and reporting of child abuse. In order to receive the official state form certifying the completion of this requirement, students must register for the Child Abuse Seminar given by the Continuing Education Department (Telephone: 516-299-2236).

NEW YORK STATE MANDATED "PROJECT SAVE WORKSHOP"

(Required – School Counselors)

In 2000, the Legislature passed, and the Governor signed, the Governor's Safe Schools Against Violence in Education Act (PROJECT SAVE). Among its many provisions is one that amends section 3004 of the Education Law by adding a new subdivision 3 to read as follows:

The commissioner shall prescribe regulations requiring that all persons applying on or after February second, two thousand one for a teaching certificate or license, including but not limited to a certificate or license valid for service as a classroom teacher, teaching superintendent of schools, shall, in addition to all the other certification or licensing requirements, have completed two hours of course work or training in school violence prevention and intervention. The course work or training shall be obtained from an institution or provider, which has been approved by the department to provide such course work or training.

In order to receive the official State form certifying the completion of this requirement, students must register for this violence prevention and intervention workshop given by the Continuing Education Department.

DASA WORKSHOP “DIGNITY FOR ALL STUDENTS ACT (Required – School Counselors)

New York State’s Dignity for All Students Act (The Dignity Act) seeks to provide the State’s public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

Effective 1/1/14 all applicants for NYS Certification are required to complete 6 clock hours of coursework or training in accordance with Article 2 Sections 10-18 of the Education Law. Applicants must register through Continuing Education 516-299-2236. There is a fee for the workshop.

Note: These workshops need to be completed prior to applying for provisional certification for school counseling.

PRACTICUM AND INTERNSHIP EXPERIENCES

The practicum and each internship experience are both comprehensive and professional. The intent of each experience is to provide the student with supervised training activities in an appropriate site congruent with the student’s specialization within the counseling program.

PRACTICUM AND INTERNSHIP OBJECTIVES

The practicum and internship experiences are designed to provide the student with an opportunity to practice and expand counseling skills in a setting other than the Department environment. During the practicum and internship experiences, the student will be expected to:

- Apply observation skills.
- Establish and maintain an individual - group client caseload, as required in Practicum and in Counseling Internship I and II.
- Apply appropriate counseling skills as required.
- Demonstrate appropriate counseling skills through the use of audio and/or videotapes, when granted permission by both the cooperating counselor and the client to use these tapes in supervision.
- Develop specialized skills relevant to the requirements of the host site.
- Establish and maintain effective working relationships with staff, supervisors, and colleagues.
- Experience a variety of professional activities other than direct service work in the internships.
- Demonstrate willingness to meet professional obligations.
- Demonstrate enthusiasm and commitment to the profession.
- Demonstrate willingness to learn and respond professionally to feedback.

- Demonstrate personal traits conducive to effective counseling, learning and professional development.
- Know and maintain ethical standards.
- Demonstrate willingness to explore and use community resources for referrals.
- Demonstrate ability to use a variety of professional resources such as appraisal instruments, computers, print and non-print media, professional literature, and research.

Note: Although the practicum student must provide 40 hours of direct service counseling to clients (again, 30 at the site and 10 off site), he/she must spend an additional 60 hours on-site observing and interacting with the site staff and clients. One cannot simply arrive at the site and expect to do one-on-one or group counseling without being at least partially exposed to and experience the school/agency environment- hence, the additional 60 hours of required interaction on site.

PRE-REQUISITES TO THE COUNSELING INTERNSHIP COURSES

Students are advised to carefully study the pre-requisites to EDC 683, Clinical Mental Health Counseling Internship I and EDC 690, School Counseling Internship I, as noted in the *Graduate Bulletin* and other documents. The academic counselor and the faculty advisors should be consulted in terms of the student's plan of study but ultimately the responsibility lies with the graduate student. In particular, EDC 669, Counseling Practicum, in addition to other pre-requisites, must be completed prior to commencing the internship. The internship courses are designed to be **culminating** experiences of our developmentally focused graduate program.

LIABILITY INSURANCE

Student Liability Insurance

The University purchases a blanket professional liability policy to cover LIU students during their participation in any supervised practicum or internship required by their degree program. The insurer is United Educators Insurance. Proof of coverage will be sent directly to participating sites prior to the student's arrival. The \$1,000,000 limit policy covers alleged errors or omissions of students while enrolled in a University-approved experiential learning program.

The Department of Counseling and Development requires that all students, whether enrolled in the school or clinical mental health counseling programs, maintain individual student liability insurance throughout the duration of their program(s) of study. **At this time, we recommend that all of our students purchase the required additional individual insurance through the Healthcare Providers Services Organization (HPSO).** HPSO liability insurance for students covers all activities within the classroom/coursework plus all practicum and/or internship hours where the students are receiving continued on site supervision, and are not being paid for those

hours. This is a critical benefit, in that many of our practicum and/or internship students complete on site hours that far exceed the number of hours required by our Department. Under HPSO, these additional hours are insured at no additional cost to the students. Other counseling professional organizations, such as the American Counseling Association (ACA) do not offer student liability insurance that covers additional practicum and/or internship hours, therefore leaving students exposed or at legal risk.

For these reasons, we recommend students purchase through HPSO. To purchase insurance, please go to www.hpso.com or call 1-800 982-9491 weekdays from 8:00 am to 6:00 pm Eastern Time.

Note: Students should provide the Academic Counselor with proof of liability insurance at the initial registration for the program. For each subsequent registration, the student must continue to provide proof of liability coverage.

REQUIRED HEALTH INSURANCE

The University requires that certain categories of students maintain health insurance while attending the University. This applies to **Clinical Mental Health Counseling majors**.

Please see the University's website which explains automatic enrollment and how to waive coverage at <http://www.liu.edu/SFS/Insurance> .

School Counseling majors who return to take a Clinical Mental Health Counseling internship are required to have health insurance. Please see the University's website indicated above.

PRACTICUM AND INTERNSHIP PLACEMENT INFORMATION

All students beginning a practicum or internship course are required to attend an orientation meeting in the semester prior to commencement of their practicum or internship experience. Orientation meetings for both the practicum and internship will be held February or March for the summer and fall semesters and either September or October for the spring semester. Please check with the departmental secretary for the date, time and location of the orientation meetings. No student will be allowed to begin a practicum or internship experience without attendance at the orientation meeting.

Students are advised to familiarize themselves with the details, requirements, and procedures for obtaining a practicum or internship placement (Practicum and Internship Guide) by consulting the department's website: <http://ceit.liu.edu/CSD/CounsDev.html>

EDC 669, Counseling Practicum, provides for individual and group counseling on and off site. Internship courses (EDC 683, 684, 685, 686, 690 and 691) provide opportunities to observe and participate in on-going activities in professional counseling in schools and agencies.

The counseling practicum and the internship courses provide opportunities to observe and participate in on-going activities in professional counseling in schools and agencies. All courses in each specialty program follow a special sequence with prerequisites or co-requisites required. The courses are planned sequentially so that each student has the theoretical and practical foundation needed to complete a successful practicum placement and internship. It is crucial that the student plans ahead for individual placement in these courses.

- Once placement has been approved for the practicum or internship, permission forms are to be held and submitted by the student to the classroom instructor.
- Hours may not accrue until the signed permission form is submitted to the course professor.
- Students may not have two sites or two supervisors without the **prior** approval of the Chair, Department of Counseling and Development

PREPARING FOR AND PROCURING A PRACTICUM OR INTERNSHIP SITE PLACEMENT

Finding, selecting and obtaining an appropriate site placement is a tremendously enriching experience because it can be considered to be a practice run for when the student actually seeks employment as a professional counselor upon completion of the degree. All internship sites require an interview and such an experience prepares the graduate student for a future search for a professional position.

For further information contact:

Professor Miriam McCormack, Clinical Placement Coordinator
(516) 299-2814/2815
Miriam.mccormack@liu.edu

Dr. Terry Bordan, Supervisor of Clinical Placement
(516) 299-2814/2815
Terry.Bordan@liu.edu

Note: Students registered for practicum/internship classes should begin their site practicum/internship experience no later than the last day of the drop/add period. Any student who has not begun his/her site practicum/internship experience before the last day of the drop/add period will have to drop the course. However, there may be extenuating circumstances to warrant a waiver of this requirement upon the approval of the department.

SIGNIFICANCE OF PRACTICUM AND INTERNSHIP EXPERIENCES

The Practicum experience usually takes place toward the middle of the program of study. It is a major building block to preparing for the actual internships. The internships, on the other hand, are culminating experiences taken after heavy exposure to theory and professional enrichment through wise curriculum choices. Before venturing forth on this internship experience, it is absolutely necessary that interns complete all prerequisites (most notably for School Counseling and Clinical Mental Health Counseling, EDC 669, Counseling Practicum) and as many of the other courses required for the degree as possible. Sometimes students wish to "fast-forward" themselves and prematurely seek the internship experience before they are prepared. Our program of study is a developmentally oriented one and is designed in such a way that when the student commences the internship experience, he/she is primed for success. Each practicum and internship experience not only allows one to close the gap between theory and practice, but each offers a tremendous exposure to the real world of the counselor. From a practical point of view, these experiences also provide professional experiences in various settings and allow others to see the intern in action. Indeed, it is not unknown for students in the internship to be offered positions in the school/agency. Even if the particular agency or school district do not have positions open, the reputation made by the intern at the placement site can directly affect job opportunities. Very often, Directors of Counseling & Guidance and agency heads will receive calls from colleagues looking to fill positions in other institutions, and if an intern is perceived as competent, caring, and professionally prepared, a recommendation for a position may be forthcoming. **Note:** The practicum and, most especially, the internship hours are to cover the entire semester.

In general, the intern will be better served if the practicum and internship experiences take place in a variety of settings and places. For example, in the school counseling specialty, the intern should consider practicum and internship placements as opportunities to experience all three levels (elementary, middle and high school) and in several different types of school districts. If one is a mental health student, practicum and internships should be taken at various agencies although some agencies may require Practicum students to continue at their site for at least the first internship. Not only do such varied experiences offer the student a broader perspective, but one also becomes known to many more administrators and professional counselors. The practicum and internships, while often anxiety producing and stressful in terms of time management and professional demands, provides the student with the knowledge, skills and experiences needed to be a successful and effective professional counselor.

During the practicum or internship, the student must work very closely with both the cooperating counselor and the University professor. These individuals are very important to the student's success and both want to provide the best possible professionally enhancing practicum or internship experience. The student must also learn to interact professionally with the cooperating counselor and the other professional counselors present. A passive counseling student will be perceived as ineffective and needy. The student must actively seek the type of experiences needed for growth and training, so professional assertiveness is necessary. Conversely, aggressive behavior must be avoided at all costs.

Internships in Clinical Mental Health Counseling

Students in this program must take EDC 683, Clinical Mental Health Counseling Internship I and EDC 684, Clinical Mental Health Counseling Internship II during the summer, fall, or spring semesters. There are no restrictions in terms of time periods because the internship experiences in mental health agencies are professionally enhancing no matter the semester.

Internships in School Counseling

Several years ago, the Department surveyed Directors of School Counseling/Guidance for suggestions for preparing students to become professional school counselors. We also asked them to suggest experiential activities for students taking EDC 690, School Counseling Internship I, and EDC 691, School Counseling Internship II. Many of their suggestions were implemented, including the rule that students in school counseling are not allowed to take an internship during the summer semester (except for very special circumstances, and in such cases, only for EDC 691). The Directors of Counseling/Guidance felt strongly that school counseling interns needed the type of professional exposure to experiences that only occurs during the regular school year. The Department of Counseling and Development supports the stance of these Directors. In rare cases (e.g., if a student or his/her spouse has to move outside New York and provides a letter from the employer), some students will be given permission to do EDC 691 in the summer, but, generally, only in a full year school (i.e. not a summer session in a school district).

Fulfilling the 300 Internship Hours in One Semester

Signed permission forms must be submitted directly to the Counseling Practicum and/or Counseling Internship I professor at the commencement of the Counseling Practicum or Counseling Internship I course before any hours may be accrued. In order for the hours to be counted the completed internship logs plus the Supervisor Verification Form signed by the site supervisor must be handed into the Counseling Practicum and/or Counseling Internship I professor for review, feedback and documentation of accrued hours. All reviewed internship logs must be submitted at the first meeting of the class to the professor teaching the Counseling Internship I or II course. Failure to follow the departmental policy will result in not having the accrued hours counted.

Students are expected to complete the 300 hour requirement within the 15 week semester during the fall and spring semesters. An incomplete grade will only be given in extenuating circumstances that are fully documented. Students taking the internship course during the summer semester who are still short of the 300 hours will receive a grade of Incomplete. They then continue to do internship hours until they meet the requirements. Students must complete the course requirements prior to the week before the start of the next semester. No student will be allowed to begin an Internship without having completed all requirements, including all 90 or 300 hours, of the prerequisite course. Logs must still be kept and sent to the professor who will change the grade when the hours are met.

THE COUNSELING PROGRAM

The Master of Science (M.S.) degree in the School Counseling Program at Long Island University is a 48-credit degree program. The Clinical Mental Health Counseling specialization is a 60-credit degree program. Of these, particular ones are in the basic core, which are taken by all counseling students. The remaining credits are taken in the counseling specialization. The student selects one of the following two specializations:

- Clinical Mental Health Counseling
- School Counseling

DISABILITY SUPPORT SERVICES (DSS)

Students with disabilities who desire accommodations must submit appropriate documentation of their disability to the office of Disability Support Services located in the Learning Support Center.

The office of Disability Support Services can be reached at 516-299-3057.

**PROGRAM REQUIREMENTS FOR THE MASTER'S DEGREE
CLINICAL MENTAL HEALTH COUNSELING (CMHC)**

DEPARTMENTAL CORE COURSES REQUIRED OF ALL STUDENTS

EDC 610	Psychopathology for the Professional Counselor	3 cr.
EDC 613	Diversity and Socio Cultural Issues in Counseling	3 cr.
EDC 614	Human Growth and Development Over the Life Span	3 cr.
EDC 615	Theories of Counseling	3 cr.
EDC 668	Counseling Pre-Practicum	3 cr.
EDC 676	Career Development	3 cr.
EDC 687	Group Counseling: Theory and Practice	3 cr.
EDC 702	Research Methods in Counseling	3 cr.

CLINICAL MENTAL HEALTH COUNSELING SPECIALIZATION

EDC 601	Foundations of Clinical Mental Health Counseling and Ethics	3 cr.
EDC 608	Assessment and Intervention Strategies in Clinical Mental Health Counseling	3 cr.
EDC 616	Family Counseling	3 cr.
EDC 669	Counseling Practicum(100 hours)(agency setting)	6 cr.
EDC 683	Clinical Mental Health Counseling Internship I (300 hours) (agency setting)	3 cr.
EDC 684	Clinical Mental Health Counseling Internship II (300 hours) (agency setting)	3 cr.
EDC 660	Practicum in Psychological Testing for Counselors	3 cr.
ELECTIVE		3 cr.*
ELECTIVE		3 cr.*
ELECTIVE		3 cr.*
ELECTIVE		<u>3 cr.*</u>

TOTAL **60 cr.**

CULMINATING EXPERIENCE

Students will take the Counselor Preparation Comprehensive Examination (CPCE) administered by the Center for Credentialing and Education (CCE). There is an examination fee (price is set by the CCE and subject to change) which covers the cost for administration and scoring of the CPCE. Students will take the exam the semester before the semester in which they graduate.

Effective Fall 2013 students who fail the CPCE examination *twice* will be required to take a written examination developed by the Department that is based on the eight common core CACREP standards. Failure on the Department Examination will delay graduation.

* *Effective Summer 2011* students **may not use** EDC 659, School Counseling: College Admissions & Educational Planning, EDC 690, School Counseling Internship I and EDC 691, School Counseling Internship II as Clinical Mental Health Counseling Electives.

Note: Upon completion of 12 credits, all students are required to meet with their faculty advisor for an Interim Assessment. Such an assessment allows both the advisor and the student to discuss the student's progress and achievement and to identify any areas of concern. This Assessment is a requirement for graduation and must be done in a timely fashion.

**PROGRAM REQUIREMENTS FOR THE MASTER'S DEGREE
SCHOOL COUNSELING (SC)**

DEPARTMENTAL CORE COURSES REQUIRED OF ALL STUDENTS

EDC 610	Psychopathology for the Professional Counselor	3 cr.
EDC 613	Diversity and Socio Cultural Issues in Counseling	3 cr.
EDC 614	Human Growth and Development Over the Life Span	3 cr.
EDC 615	Theories of Counseling	3 cr.
EDC 668	Counseling Pre-Practicum	3 cr.
EDC 676	Career Development	3 cr.
EDC 687	Group Counseling: Theory and Practice	3 cr.
EDC 702	Research Methods in Counseling	3 cr.

SCHOOL COUNSELING SPECIALIZATION

EDC 602	Introduction to School Counseling and Ethics	3 cr.
EDC 659	School Counseling: College Admissions & Educational Planning	3 cr.
EDC 669	Counseling Practicum	6 cr.
EDC 670	Educational Tests and Measurements	3 cr.
EDC 690	School Counseling Internship I (300 hours) (school setting)	3 cr.
EDC 691	School Counseling Internship II (300 hours) (school setting)	3 cr.
ELECTIVE		<u>3 cr.</u>
TOTAL		48 cr.

CULMINATING EXPERIENCE

Students will take the Counselor Preparation Comprehensive Examination (CPCE) administered by the Center for Credentialing and Education (CCE). There is an examination fee (price is set by the CCE and subject to change) which covers the cost for administration and scoring of the CPCE. Students will take the exam the semester before the semester in which they graduate.

Effective Fall 2013 students who fail the CPCE examination *twice* will be required to take a written examination developed by the Department that is based on the eight common core CACREP standards. Failure on the Department Examination will delay graduation.

Note: Upon completion of 12 credits, all students are required to meet with their faculty advisor for an Interim Assessment. Such an assessment allows both the advisor and the student to discuss the student's progress and achievement and to identify any areas of concern. This Assessment is a requirement for graduation and must be done in a timely fashion.

PRACTICUM AND INTERNSHIP COURSES: DESCRIPTIONS, PREREQUISITES AND REQUIREMENTS

Practicum

EDC 669-Counseling Practicum

Clinical Mental Health Counseling Internships

EDC 683 – Clinical Mental Health Counseling Internship I

EDC 684 – Clinical Mental Health Counseling Internship II

Clinical Mental Health Counseling Advanced Certificate Only

EDC 685 – Clinical Mental Health Counseling Internship III

EDC 686 – Clinical Mental Health Counseling Internship IV

School Counseling Internships

EDC 690 – School Counseling Internship I

EDC 691 – School Counseling Internship II

Placements are made the semester prior to the practicum and internship. Practicum and internship courses are weekly seminars with the University professors, to wit:

EDC 669- Counseling Practicum

This course is an in-depth counseling laboratory course designed to provide supervised practical counseling experience from a life span and multi-cultural perspective through successful completion of 100 hours of to wit: sixty (60) hours of observation, interaction, and supervision at a school or mental health agency site; thirty (30) hours of direct service via individual and group counseling to clients at that site; and ten (10) hours off site with clients who will be audio-taped. The purpose of the sixty hours, which can be interspersed throughout the semester, is to acclimate the practicum students to the environment in which the counseling experience occurs. Interview summaries, detailed analyses, and other relevant counseling experiences are a part of this course. Again, it must be emphasized that Practicum students in 669 must provide forty (40) hours of direct service to clients of which thirty (30) hours take place at a school or agency site and ten (10) hours are provided to non-site clients. With on-site clients, practicum students are to document and describe each individual and group counseling experience, which are to be shared with the cooperating counselor and reflected in the logs given to the University professor. These clients are supervised by and remain the primary responsibility of the cooperating counselor. The remaining ten (10) hours with non-site clients are audio-recorded and shared only with the University professor and the other students in EDC 669. Practicum students meet in group seminar with the University professor every week. In addition, the University professor provides an hour of individual or triadic supervision (i.e., professor and two students), the time for which is built into this six (6) credit course. While the professor and the two students are interacting, the other practicum students observe the supervision being given by the professor. After the triadic supervision occurs, the observing students will be asked to offer their comments and suggestions, immediately after the triadic supervision or during the group class. The appropriate roles of the professional counselor, based upon the Ethical Guidelines of the

American Counseling Association, are covered. This course is also designed to develop and extend the student's understanding and competencies begun in 668, Counseling Pre-Practicum. This course must be completed prior to taking EDC 683, Clinical Mental Health Counseling Internship I or EDC 690, School Counseling Internship I. **Health insurance required for Clinical Mental Health Counseling students. Hours may not accrue until the signed permission form is submitted to the course professor.** An evaluation by the cooperating counselor is also required. Pre-requisite: EDC 668; Pre-requisite or Co-requisite: EDC 610
6 credits

EDC 683 Clinical Mental Health Counseling Internship I (CMHC)

This course is designed for students in the latter part of the graduate program, after having taken considerable theory and course work in the counseling process. The student is required to attend seminar meetings, to prepare weekly logs directed toward observation, insight, and evaluation of activities in the field setting. Related professional readings are also required. The student is expected to develop a counseling caseload, participate in group work, attend staff meetings, and meet with the field supervisor for evaluation. A minimum of 300 hours in a clinical mental health counseling setting, acceptable to the department is required. **Health insurance required for Clinical Mental Health Counseling students. Hours may not accrue until the signed permission form is submitted to the course professor. Students may not have two sites or two supervisors without the prior approval of the Chair, Department of Counseling and Development.** Pre-requisite: EDC 669; Pre-requisites or Co-Requisites: EDC 601, 608, 687
3 credits

EDC 684 Clinical Mental Health Counseling Internship II (CMHC)

A second semester internship required for clinical mental health counseling students. Course content and time requirements are the same as for EDC 683. A minimum of 300 hours in a mental health setting, approved by the department is required. **Health insurance required for Clinical Mental Health Counseling students. Hours may not accrue until the signed permission form is submitted to the course professor. Students may not have two sites or two supervisors without the prior approval of the Chair, Department of Counseling and Development.** Pre-requisite: EDC 683
3 credits

EDC 685 Clinical Mental Health Counseling Internship III (CMHC) CMHC Advanced Certificate Only

This course consists of supervised experience involving 300 hours in an approved clinical mental health counseling setting. Professional readings are required. However, the student at this level is expected to be self-initiating and able to perform both competently and creatively in considerable depth in achieving the objectives of the course at the practitioner level. **Health insurance required for Clinical Mental Health Counseling students. Hours may not accrue until the signed permission form is submitted to the course professor. Students may not have two sites or two supervisors without the prior approval of the Chair, Department of Counseling and Development.**
3 credits

EDC 686 Clinical Mental Health Counseling Internship IV (CMHC) CMHC Advanced Certificate Only

This course is a continuation of the advanced internship placement and seminar experience as it consists of supervised experience involving 300 hours in an approved clinical mental health counseling setting. Professional readings are required. However, the student at this level is expected to be self-initiating and able to perform both competently and creatively in considerable depth in achieving the objectives of the course at the practitioner level. **Health insurance required for Clinical Mental Health Counseling students. Hours may not accrue until the signed permission form is submitted to the course professor. Students may not have two sites or two supervisors without the prior approval of the Chair, Department of Counseling and Development.** Pre-requisite: EDC 685

3 credits

EDC 690 School Counseling Internship I (SC)

This course is designed for students in the latter part of the graduate program, after having taken considerable theory and course work in the counseling process. The student is required to attend seminar meetings, to prepare weekly logs directed toward observation, insight, and evaluation of activities in the field setting. Related professional readings are also required. The student is expected to develop a counseling caseload, participate in group work, attend staff meetings, and meet with the field supervisor for evaluation. A minimum of 300 hours in a school setting, acceptable to the department is required. **Hours may not accrue until the signed permission form is submitted to the course professor. Students may not have two sites or two supervisors without the prior approval of the Chair, Department of Counseling and Development.** Pre-requisites: EDC 602, 669, 659*; Pre-requisites or Co-requisites: EDC 614; EDC 687

3 credits

*for students admitted as of Fall 2014 EDC 659 is a pre-requisite to EDC 690

EDC 691 School Counseling Internship II (SC)

This course consists of supervised experience involving 300 hours in an approved school setting. Course content and time requirements are the same as of EDC 690. **Hours may not accrue until the signed permission form is submitted to the course professor. Students may not have two sites or two supervisors without the prior approval of the Chair, Department of Counseling and Development.**

Pre-requisite: EDC 690

3 credits

EDC 683 – Clinical Mental Health Counseling Internship I (300 hours)
EDC 684 – Clinical Mental Health Counseling Internship II (300 hours)
EDC 690 – School Counseling Internship I (300 hours)
EDC 691 – School Counseling Internship II (300 hours)

EDC 683, 684 or EDC 690, 691 are taken over the period of two semesters, and the 300 hours are to be taken and spread out during the entire semester, during the latter part of the graduate program. These internships are the culminating experiences in the program. At this point, the student has had considerable theory and course work in the counseling process and is required to have completed EDC 669, Counseling Practicum. The student is required to prepare logs based on internship activities directed toward observation, insight, and theory. The student is expected to report on related professional readings in terms of the placement experience. **Health insurance required for Clinical Mental Health Counseling students (EDC 683, EDC 684).**

In general and based upon the recommendations of Directors of School Counseling/Guidance and internship cooperating counselors, the Department of Counseling and Development does not allow school counselors to take EDC 690 or EDC 691 during the summer. The professional community and the Department faculty believe that the school counselor interns are best prepared when they have experienced both the fall and spring semesters in the schools.

The student is expected to do extensive individual and group counseling. An hour weekly meeting with the cooperating counselor is required (either in total once a week or accumulative of 10-15 minute meetings over the course of the week), as is attendance at staff meetings and department meetings. An evaluation by the cooperating counselor is also required.

TUITION REMISSION FOR PRACTICUM AND INTERNSHIP COOPERATING COUNSELORS

Tuition remission of one (1) credit is granted to the agency or school cooperating counselor by the College of Education, Information and Technology for each student supervised in the counseling practicum course (EDC 669). Tuition remission of three (3) credits is granted to the agency or school cooperating counselor by the College of Education, Information and Technology for each student supervised in the counseling internship courses (EDC 683, 684, 685, 686, 690 and 691). The award is given to the intern's cooperating counselor upon completion of all student requirements.

The letter awarding the credit(s) is mailed to the cooperating counselor when the following requirements are met:

- the permission form with the cooperating counselor's signature has been submitted to the course professor at the commencement of the course.
- the student has completed the required 300 hours of internship experiences or, in the case of practicum students, 40 hours total of direct service during that semester in the agency/school.

- The site supervised has submitted the evaluation/application for credits.
- the grade has been submitted by the University professor upon completion of all student requirements.

Tuition remission must be used toward tuition payment within a one-year period for courses offered in the College of Education, Information and Technology (credits may not be used in the Doctoral Programs in the College of Education, Information and Technology- Ed.D. in Interdisciplinary Studies or Ph.D. in Information Studies). Tuition remissions are not awarded to cooperating counselors at LIU Post or LIU Brentwood.

SITE INTERVIEW

Most schools and agencies require an interview. The student is to seek an appointment to discuss a request for placement and by presenting a letter of introduction. It is critical that the student brings a resume to this interview.

REQUIRED SUPERVISOR CREDENTIALS

In a public school setting, the cooperating counselor must be tenured with permanent certification, or where there is no tenure track, have three years experience and permanent certification in school counseling.

In a mental health setting, the cooperating counselor must hold a license in one of the following categories:

- LMHC (licensed mental health counselor);
- LCSW (licensed clinical social worker- Please note LMSW is **not** acceptable);
- Licensed Psychologist;
- Psychiatrist;
- RN (registered nurse with 3 years mental health counseling experience);
- NP (nurse practitioner with 3 years mental health counseling experience).

STUDENT RESPONSIBILITIES

Students are responsible to the cooperating counselor for their professional conduct at the practicum or internship site. As professionals in training, each student should be knowledgeable of and conduct him/herself according to the professional and ethical standards of the American Counseling Association and the other professional associations to which they belong. Students in EDC 669 should refer to themselves as “practicum students.” Students in EDC 683, EDC 684, EDC 685, EDC 686, EDC 690 and EDC 691 are called "counseling interns."

Practicum students, as noted previously, must provide sixty (60) hours of observation/interaction at the site and forty (40) hours of direct service to clients of which thirty (30) hours are provided at a school or agency site with ten (10) hours provided to non-site clients. With on-site clients, practicum students are to document and describe each individual and group counseling experience, which are to be shared with both the cooperating counselor and the University professor. Practicum students are required to keep weekly logs of hours, activities and details of the practicum site, for the observation/interaction (60 hours) and the direct service to clients (30 hours). This is required by the State Education Department, as well as CACREP standards for accreditation. These logs are to be submitted to the University Professor on a weekly basis, accompanied by the Supervisor Verification Form certifying the supervision times and the content of discussion, signed by the practicum cooperating counselor. Students who fail to comply are in danger of failing the course. The remaining ten (10) hours with non-site clients are tape recorded and shared only with the University professor and the other students in EDC 669. Practicum students in EDC 669 meet in group seminar with the University professor every week. In addition, the University professor provides an hour of individual or triadic supervision, the time for which is built into this six (6) credit course. Students are to review this *Manual* with their practicum cooperating counselor.

Counseling Internship students are required to keep weekly logs of hours, activities and details of the internship sites. This is required by the State Education Department, as well as CACREP standards for accreditation. These logs are to be submitted to the University Professor on a weekly basis, accompanied by the Supervisor Verification Form certifying supervision times and the content of discussion, signed by the cooperating counselor. These logs will be reviewed by the University internship professor and comments made. Students who fail to comply are in danger of failing the course. Students are to review this *Manual* with the cooperating counselor.

RESPONSIBILITIES OF THE UNIVERSITY PROFESSOR

The University professor is the faculty member assigned to teach the weekly seminar class meeting at the university. It is this professor's responsibility to advise the student as to requirements involving internships; to meet weekly with students in seminar (or individually, when concerns arise); to make telephone, letter, or e-mail contacts; to maintain appropriate records for grading, to ensure that all forms are submitted; and to review supervisor's evaluation of student. A site supervisor contact form must be filled out for each student and returned to the department at the end of the semester.

RESPONSIBILITIES OF THE COOPERATING COUNSELOR

The cooperating counselor is responsible for orientating the student to the facility; to encourage student participation in professional site activities; and to monitor student activities. In practicum and internship courses, the supervisor is expected to meet weekly in supervisory sessions with the student; to review and verify the description of the individual and group counseling conducted by the practicum students or, in the case of an intern, the activities listed in the student's log and to sign the Supervisor Verification Form each week; to work cooperatively with the University professor to assess progress; and to complete the evaluation form with the student upon the completion of the practicum or internship. As noted previously, tuition remission is provided to the cooperating counselor of the practicum students (one graduate credit) and counseling interns (three graduate credits). The tuition remission will be awarded when the student evaluation is received and the grade is recorded.

Home Visitations

If interns are expected to do home visitations as part of their internship experience at the agency the Department requests that the site supervisor ensure the safety of interns on any such visits and that they not be required to conduct home visits unaccompanied by another staff member. The safety of the intern is paramount and the Department expects that site supervisors will exercise sound judgment and discretion when making decisions to involve an intern in home visitations. We also expect that interns will not be required to utilize their own vehicle when involved in such activities. Finally, it is expected that interns will be adequately covered under the agency's liability insurance policy.

PRACTICUM AND INTERNSHIP EVALUATION

The student will be formally evaluated at the end of each semester of practicum or internship by the cooperating counselor. In addition, the student is asked to evaluate the site placement in terms of its appropriateness for future placement.

PROCEDURES FOR REGISTRATION AND PLACEMENT

Practicum Course:

EDC 669 Counseling Practicum

Semester **prior** to taking the practicum course, the student is required to:

- Consult with the Academic Counselor and/or the faculty advisor to determine eligibility for the course. The student must meet all prerequisites, especially EDC 668, Counseling Pre-Practicum, prior to commencing EDC 669, Counseling Practicum.
- Students must provide proof of liability insurance coverage to the academic counselor.

Internship Courses:

Clinical Mental Health Counseling

EDC 683 Clinical Mental Health Counseling Internship I

EDC 684 Clinical Mental Health Counseling Internship II

Clinical Mental Health Counseling Advanced Certificate Only

EDC 685 Clinical Mental Health Counseling Internship III

EDC 686 Clinical Mental Health Counseling Internship IV

School Counseling

EDC 690 School Counseling Internship I

EDC 691 School Counseling Internship II

Semester **prior** to taking the internship course, the students are required to:

- Consult with the Academic Counselor and/or the faculty advisor to determine eligibility for the course. The student must meet all prerequisites, especially EDC 669, Counseling Practicum, prior to commencing EDC 683, Clinical Mental Health Counseling Internship I or EDC 690, School Counseling Internship I.
- Students must provide proof of liability insurance coverage.

PROFESSIONAL ASSOCIATIONS

AMERICAN COUNSELING ASSOCIATION (ACA)

5999 Stevenson Ave. Alexandria, VA 22304

800-347-6647/ 800-473-2329 (fax)

www.counseling.org

The American Counseling Association (ACA) is the world's largest professional membership association dedicated exclusively to the advancement of the counseling profession.

The American Counseling Association is an educational, scientific and professional organization whose members are dedicated to the enhancement of human development throughout the life span. Association members recognize diversity in our society and embrace a cross-cultural approach in support of the worth, dignity, potential and uniqueness of each individual.

ACA has 19 national divisions and one organizational affiliate that are dedicated to the skills, professional settings and interests of over 50,000 members:

(AACE) Association for Assessment in Counseling and Education
(AADA) Association for Adult Development and Aging
(ACC) Association for Creativity in Counseling
(ACCA) American College Counseling Association
(ACEG) Association for Counselors and Educators in Government
(ACES) Association for Counselor Education and Supervision
(AHC) The Association for Humanistic Counseling
(ALGBTIC) Association for Lesbian, Gay, Bisexual and Transgender Issues in Counseling
(AMCD) Association for Multicultural Counseling and Development
(AMHCA) American Mental Health Counselors Association
(ARCA) American Rehabilitation Counseling Association
(ASCA) American School Counselor Association
(ASERVIC) Association for Spiritual, Ethical, and Religious Values in Counseling
(ASGW) Association for Specialists in Group Work
(CSJ) Counselors for Social Justice
(IAAOC) International Association of Addictions and Offender Counselors
(IAMFC) International Association of Marriage and Family Counselors
(NCDA) National Career Development Association
(NECA) National Employment Counseling Association

Publications:

Journal of Counseling & Development – published four times a year

“Counseling Today” newspaper – published every month

Each division has its own newsletter and most publish their own refereed journal

Membership:

ACA offers discounted membership rates for graduate students enrolled half-time or more in a graduate counseling program. Verification is required by the student and the student’s professor. Upon graduation, graduates are eligible to renew as a new professional member within 12 months of graduation at reduced rates. This one year only professional membership provides all benefits of full ACA membership, but costs the same as ACA student membership.

There are three local chapters of ACA on Long Island and one in New York City.

LONG ISLAND:

EAST END COUNSELORS ASSOCIATION (EECA)

WESTERN SUFFOLK COUNSELORS ASSOCIATION (WSCA)

NASSAU COUNSELORS ASSOCIATION (NCA)

NEW YORK CITY:

NEW YORK CITY COUNSELING ASSOCIATION (NYCCA)

New York Mental Health Counseling Association (NYMHCA)
NYMHCA2@optonline.net or 1-800-4-NYMHCA.

NYMHCA is the state chapter of AMHCA (American Mental Health Counselors Association), and was founded 30 years ago. NYMHCA spearheaded the effort to license the clinical counselors of New York which resulted in the passage and the signing into law of a licensure bill in 2002. The scope of practice for clinical counselors is one of the strongest in the nation, and there are now more than 5,500 licensed mental health counselors in New York.

NYMHCA strives to work on behalf of its more than 1,200 members statewide. A lobbying firm is employed to assist in the legislative work that will protect the rights of licensed mental health counselors to practice their profession. The lobbying firm also assists NYMHCA in advancing clinical counseling to equal status with other licensed mental health professions.

As a benefit of membership, counselors are encouraged to join a NYMHCA Regional Chapter. The Long Island NYMHCA Chapter is comprised of local professionals who come together for networking and to continue their clinical education. Students are welcome to join and the chapter has a successful mentoring program that helps students and new graduates to actualize their professional goals. For more information visit their website at: <http://www.linymhca.com/> or www.linymhca.com.

Other benefits of NYMHCA membership include:

- consumer accessed Find-a-Counselor and Find-a-Supervisor online directors
- dental and vision insurance plans exclusively for NYMHCA members
- the NYMHCA Quarterly newsletter
- Biennial Convention and Counselor Educator Meetings in Albany
- the <http://www.nymhca.org/> or www.NYMHCA.org website

NYMHCA can be contacted by: <mailto:NYMHCA2@optonline.net>
or 1-800-4-NYMHCA

Mental Health Counselor Licensure in New York State

The New York State Legislature enacted a bill, effective January 1, 2006, that licensed four new mental health specialties: Mental Health Counselor, Marriage and Family Therapist, Creative Arts Therapist, and Psychoanalyst.

Our 60 credit Master of Science with a specialty in Clinical Mental Health Counseling meets the academic requirements of the NYSED Office of the Professions, which issues licenses in New York State. School counseling students receive a 48 credit Master of Science degree and are eligible for permanent certification in New York State after two years experience. Both specialties are CACREP accredited. A School Counseling graduate wanting to return to meet the

academic requirements for licensure as a Mental Health Counselor in New York State must take those theory and clinical courses required (with one exception – only two internships in a clinical setting are required by NYSES) of our Clinical Mental Health Counseling graduates in order to apply for licensure to the Office of the Professions.

Note: Returning graduates may be eligible to receive the LIU Post Alumni Scholarship (1/3 reduction in tuition).

TRAINING AND ROLES OF SUPERVISORS

Counseling supervision is a distinct field of preparation and practice. Knowledge and competencies necessary for effective performance are acquired through a sequence of training and experience which ordinarily includes the following:

- Graduate training in counseling or related fields;
- Successful supervised employment as a professional counselor;
- Credentialing in one or more of the following areas: certification by a State Department of Education, licensure by a State as a professional counselor, and certification as a National Certified Counselor, Approved Clinical Supervisor, Certified Clinical Mental Health Counselor, Certified Rehabilitation Counselor, or Certified Career Counselor; or equivalent credentials in social work or psychology or related fields;
- Graduate training in counseling supervision including didactic courses, seminars, laboratory courses, and supervision practice;
- Continuing educational experiences specific to supervision theory and practice (e.g., conferences, workshops, self-study);
- Research activities related to supervision theory and practice.
- In a public school setting, the cooperating counselor must be tenured with permanent certification, or where there is no tenure track, have three years experience and permanent certification in school counseling.

In a mental health setting, the cooperating counselor must be a licensed professional in any mental health field. If licensed in the social work field, supervisor must be an LCSW. The supervisor's primary functions are to teach the graduate intern and to foster their professional development, to serve as consultants to experienced counselors, and to assist at all levels in the provision of effective counseling services. The presentation of suggested methods and procedures will enhance students' performance as counselors, enrich their participation in the supervision process, and provide a framework for later study. In a public school setting, the cooperating counselor must be tenured with permanent certification, or where there is no tenure track, have three years experience and permanent certification in school counseling. In a mental health setting, the cooperating counselor must be a licensed professional in any mental health field.

STUDENT'S RESPONSIBILITIES IN SUPERVISION

The graduate student in either the practicum or internship placements has responsibilities in establishing and maintaining a good relationship with the supervisor, to wit:

- Dresses in an appropriately professional manner
- Comports themselves at all times in a professional way
- Keeps appointments for supervision.
- Relates openly with supervisor.
- Recognizes assets and liabilities.
- Promptly reports problems to supervisor.
- Uses supervision time well.
- Accepts critical evaluation.
- Appropriately implements supervisor's suggestions.

PLACEMENT FORMS

Permission forms, log forms and taping forms can be downloaded from the following website:
<http://ceit.liu.edu/CSD/CounsDev.html>.