Morgridge College of Education
UNIVERSITY OF DENVER

CP MA Practicum & Internship Manual

Counseling Psychology
Master of Arts
Clinical Mental Health Counseling (CMHC)

Morgridge College of Education
UNIVERSITY OF DENVER

CP MA Practicum & Internship Manual

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Introduction to Practicum & Internship

Initiating Practicum & Internship

The University of Denver's Counseling Psychology program has collaborated with over 100 sites in the Denver Metro Area. Practicum and internship sites in the area are quite varied, and choices should be made based on the student's interests, preparation, and experience. Furthermore, students are encouraged to work with a diversity of clients, and supervisors are urged to try to give students these opportunities. The student must be aware that some sites require one or more interviews with practicum and internship candidates before agreeing to provide training experience. Therefore, advance planning is essential when preparing for the practicum and internship placement.

Students will receive a list of sites provided by the Practicum and Internship Coordinator prior to the end of the second week of the Winter Quarter. The list includes sites that have been confirmed to meet the Counseling Psychology program's requirements for practicum and internship. Each site may have different instructions on how to apply. You may consult with the Practicum and Internship Coordinator with questions. It is also suggested that after reviewing the potential sites, students visit several sites and talk with each on-site contact person about possible practicum and internship activities. Students should be prepared to share a copy of their resume/cv and discuss their training, experience, and goals for the practicum. If a student is interested in pursuing a practicum or internship placement at a site that is not currently on the program's Qualifying Site List, they must follow the Exploring New Sites Process outlined in the Professional Development in Counseling course (Winter quarter). Students are responsible for contacting the site directly to assess whether it meets program requirements using the Qualifying Site Checklist. Students must then submit the completed Checklist through the Request for Site Confirmation Survey, even if the site does not meet the requirements. The Practicum and Internship Coordinator will review the submitted information and determine whether the site is eligible for placement. Students should not make a final commitment to a site until it has been confirmed by the Practicum and Internship Coordinator.

Students are responsible for inquiring about and understanding any site-specific requirements prior to accepting a practicum or internship placement. These requirements may include, but are not limited to, background checks, drug screenings, tuberculosis (TB) testing, vaccinations or immunizations, liability insurance coverage provided by the agency, and mandatory trainings or orientations.

Students should also inquire about any required trainings, orientations, or onboarding activities that must be completed on designated dates or at specific times. Some agencies may have fixed schedules for these activities and may be unable to accommodate conflicts with students' academic or class schedules.

It is the student's responsibility to ensure that they can fulfill all site-specific requirements while meeting their academic and program obligations. Students should clarify these expectations with prospective sites during the application, interview, or acceptance process to ensure that the placement is appropriate and feasible.

Paid Practicum and Internship

In the interest of professional standards as well as for practical considerations, students are encouraged to pursue practicum experiences in settings other than their normal place of employment (e.g., settings in which they have an existing role as an employee). Practicum experience in regular places of employment may produce a conflict of obligations for the employer. Experiences in other settings will provide the student with a broader exposure to the counseling field, which is important in a training program. Exceptions will be granted to this rule only on the recommendation of the advisor and with the approval of the Counseling Psychology faculty. The student must submit a request to the faculty in writing that they will obtain new and relevant training at the current place of employment as well as appropriate supervision.

Students are able to receive payment from their placements as a paid practicum/internship; however, there are several considerations:

1. The practicum/internship experience must be focused on training (i.e., meet the expectations of the supervisory agreement, the practicum requirements, and not extend beyond those responsibilities).
2. The practicum/internship experience must be developmental. That is, students need to have new practicum/internship experiences that are sequential and graded in complexity.
3. The payment must come from the agency, and there should be no conflicts of interest in the payment structure.

Site Requirements and Commitments

All students will participate in 2 hours of Beginning Practicum (Summer of year 1) and MA Internship (Fall, Winter, Spring of year 2) class each week and one to two hours of individual consultation during the quarter with the instructor. Students enrolled in Beginning Practicum are required to accumulate the required 150 practicum hours at their site and to spend approximately 15 hours per week on-site. Students enrolled in MA Internship are required to accumulate the required 600 internship hours at their site and to spend approximately 20 hours per week on site. If a student wants to change sites for some extraordinary reason, the procedures outlined below must be followed: (1) Discuss the situation with the practicum or internship instructor and Practicum and Internship Coordinator; (2) Submit a request of practicum/internship site change form to the faculty explaining the situation and requesting a change; (3) Wait for a faculty decision before any new site is contacted. It is very important that these steps be followed in order to ensure that both students and sites have the best experience possible. Leaving/changing a site without prior approval may result in initiation of probation and remediation processes outlined in the MA Student Handbook.

Student Transportation of Clients

Students are not expected to provide transportation services on behalf of their practicum or internship agency. In instances where students elect to assume transportation responsibilities, they are advised against using their personal vehicles to transport clients or other individuals for any reason, as doing so may increase their exposure to personal liability in the event of an accident, injury, or other transportation-related incident. If transportation is a required component of a

practicum or internship placement, students are strongly encouraged to use an agency-provided vehicle rather than their personal vehicle.

Training and Professional Development Expectations

Practicum and internship placements are intended to provide structured, supervised training experiences that support students' clinical skill development and professional growth. The Counseling Psychology program seeks partnerships with agencies that demonstrate a commitment to training future mental health counselors and providing meaningful educational experiences.

Sites are expected to provide developmentally appropriate clinical responsibilities, consistent supervision, constructive feedback, and opportunities for students to progressively develop their clinical competencies. While students may contribute to the delivery of services within the agency, their roles and responsibilities must remain centered on training and professional development rather than primarily fulfilling staffing or operational needs.

Practicum and internship placements should provide opportunities for students to integrate academic knowledge with clinical practice, receive ongoing supervision, and develop increasing competence and professional autonomy under appropriate supervision.

The Agreement

The University of Denver will provide students with an On-Site Supervisor Memorandum and Agreement to assist the practicum and internship sites, the students, and the University in delineating responsibilities. The agreement will address issues of time commitment, specific duties and expectations of the student, the functions of the on-site practicum/internship supervisor, the practicum/internship agency, and the practicum/internship instructor. An agreement must be completed for both practicum and internship. Substantive changes to expectations or roles outlined in the agreement require completion of a new agreement.

Insurance

Practicum students are required to obtain their own malpractice insurance during the supervised practicum and internship experience. This insurance may be purchased from ACA or APA for reduced student rates.

Link to ACA insurance information for students
Link to APA insurance information for students

Practicum

Introduction to Practicum

The Beginning Practicum experience for the Counseling Psychology program at the University of Denver's Morgridge College of Education provides a supervised transition from an academic setting to the professional field of counseling. The practicum is completed during the Summer quarter of the first year of the master's program, and is designed to support students' application of counseling skills in a professional setting. A Beginning Practicum (CNP 4750) instructor from the Counseling Psychology program works with selected on-site supervisors (practitioners from confirmed field settings) to coordinate the practicum experience. Components of practicum experience include: (1) a pre-practicum introductory course (Professional Development in Counseling) (2) supervised experience in the professional setting and (3) individual and group consultation sessions with a Counseling Psychology Beginning Practicum instructor.

Professional Development in Counseling (Winter Quarter)

Prior to enrolling in Beginning Practicum, students are required to take Professional Development in Counseling (CNP 4743) in the Winter quarter of their first year. The CNP 4743 orientation experience should help the student develop the basic knowledge needed to function on-site. Students will attend a weekly class and engage with the instructor to review progress toward securing a practicum site. Concurrently, students will also take other academic courses to prepare them for practicum and internship. Students are to assume responsibility for developing the skills below before entering their practicum site.

A student should:

1. Be able to evaluate themselves in terms of strengths and weaknesses in specific counseling areas.
2. Possess basic counseling skills and be effective at a level that is more than just minimally facilitative.
3. Demonstrate a willingness to learn new approaches or techniques and have the flexibility to change styles.
4. Demonstrate a willingness to learn the basic differences as well as similarities of major counseling and psychotherapeutic theories and be open to using these theories in practical applications.
5. Demonstrate capacity to assess suicide and homicide risk and safety plan.
6. Demonstrate knowledge and application of ethical concepts, and awareness of legal issues regarding professional activities with individuals, groups, and organizations.
7. Demonstrate knowledge, self-awareness, and skills in working with individuals, groups, and communities who represent various cultural and personal backgrounds and characteristics (e.g., cultural, individual, and role differences, including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status) and context.

In certain cases where deficiencies are apparent, a student will be asked to complete additional training or coursework before proceeding with practicum.

The Practicum and Internship Coordinator for the Counseling Psychology program will work to establish relationships with agencies in the community and will communicate with students and CNP 4743 instructors as to the availability of positions within those agencies. Students will prepare a Curriculum Vitae/resume and will then engage in the application and interview process as directed by CNP 4743 instructors and the Practicum and Internship Coordinator (Erica.McKiever@du.edu).

Beginning Practicum (Summer Quarter)

The Beginning Practicum in Counseling Psychology, scheduled in the Summer Quarter, begins after a student has completed foundational coursework in counseling. Students who do not have a site by the 100% refund drop date of the Summer Quarter (typically the end of Week 1; see the Registrar's Calendars & Deadlines page for specific information) must postpone to the following quarter.

Students are required to:

1. Complete at least 150 hours* of Practicum on-site work over 1 quarter. The 150 hours must include at least 35 hours of direct client contact**. Please note that if a student does not accrue the total required number of direct hours by the end of summer quarter of practicum, they will need to complete their hours in subsequent quarters. Incompletes will not be granted unless under extenuating circumstances as outlined in the university's Incomplete Grade Policy.
2. Students are required to engage in direct, in-person clinical services with clients as part of their practicum and internship training experiences. While telehealth services may constitute a portion of students' direct client contact hours, placements that exclusively provide virtual clinical services do not meet the program's training requirements. Practicum sites must provide students with opportunities to deliver in-person clinical services.
3. Record (audio or video) at least one to two individual client sessions.***
4. Receive a minimum of one hour of individual, one-on-one supervision per week, conducted either in person or virtually.
5. Complete assignments required for the Beginning Practicum class. These assignments may include but are not limited to case presentations, individual consultations, and transcribing of recorded sessions.

The Beginning Practicum class should foster:

1. Social and professional responsibility in accordance with the profession's ethical code
2. The ability to understand and conceptualize human problems
3. Knowledge of human differences and multicultural diversity issues
4. An understanding of how personality, individual biases, environmental and cultural factors may influence human interactions
5. Skill development such as interviewing, diagnosis, testing, treatment planning, etc.
6. The ability to contribute to current knowledge and/or practice

* students should consult with their on-site supervisor and Beginning Practicum instructor with regard to counting hours. In general, hours should be counted at a one-to-one ratio (e.g., 60

minutes of a face-to-face counseling session = 1 direct hour). Students may round up a direct or indirect hour if the clock hour is within 5 to 10 minutes of the half or full hour (e.g., 25 minutes of writing notes may be rounded up to 30 minutes of indirect hours; a 50-minute face-to-face counseling session may be rounded up to a direct hour).

** Direct-service client contact includes: individual and group counseling, milieu therapy, intake, couples counseling, family counseling, vocational/career counseling, crisis intervention, assessment, phone consultation, and/or consultation with parents and teachers. Certain types of "outreach" may count toward direct-service client contact. For the purposes of the CP CMHC program, direct-service outreach refers to activities in which students interact directly with individuals or groups to provide clinical, psychoeducational, or supportive services when there are clients present. Examples include facilitating psychoeducational workshops, leading support groups, providing mental health education, or conducting wellness-related activities with community members. These activities qualify as direct-service client hours when students are actively engaged in delivering services to participants. Activities such as marketing, recruitment, promotional activities, administrative visits to organizations or community agencies, observing clinical or outreach activities, preparing materials, documenting services, writing progress notes, emailing clients, attending staff meetings, participating in case presentations, and attending classes do not qualify as direct-service outreach. These activities may be classified as indirect service hours, provided they are related to the student's clinical training responsibilities.

*** Alternatives to audio/video recording are available only in unusual circumstances in which a client does not consent to audio/videotaping. Audio/video recording must occur for a site to be confirmed as eligible.

During the Practicum field placement, students in the CMHC Concentration must be supervised by an appropriate supervisor. Qualified site supervisors must:

- be a Master's-level, or higher, mental health professional;
- hold a non-provisional, relevant credential (e.g., LPC, LCSW);
- have a minimum of two years of post-MA experience in the field.

The role of the site supervisor is to provide clinical oversight, guidance, and evaluation to the trainee. To support these functions, the following supervision requirements must be met by each site.

- While the student is delivering services remotely/virtually, the site supervisor must be accessible on call.
- While the student is delivering clinical services on-site, the site supervisor must be accessible on-site or on call.
- If the student is delivering clinical services on-site and the supervisor is not also on-site at that time, a designated mental health professional must be on-site to support any immediate clinical needs that may arise during the student's work. This designated individual must hold, at minimum, a provisional, relevant credential (e.g., LPCC, LSW).
- It is the responsibility of the site supervisor to ensure that a fully licensed supervisor is available on-call to provide guidance, support, and consultation as needed during the student's clinical practice
- Weekly one-on-one supervision may occur in person or virtually in accord with ethical and

legal standards. The policy of the Counseling Psychology program is that students are not allowed to pay for practicum supervision due to the risk of problems arising from a dual relationship.

On-site supervisors are expected to maintain an active, unrestricted professional license and remain in good standing with their respective licensing boards throughout the duration of the student's placement. Any changes to a supervisor's licensure status or eligibility to supervise must be promptly communicated to the Practicum and Internship Coordinator.

Internship

Introduction to Master's Internship

The Master's Internship for the Counseling Psychology program at the University of Denver's Morgridge College of Education is a continuation of the practicum experience and provides additional supervised transition from an academic setting to the professional field of counseling. The internship is generally undertaken during the second year of the master's program and includes progressively intensive counseling and professional training experiences at the student's field placement site (e.g., larger client caseload, expansion of client concerns). An MA Internship (CNP 4751) instructor from the Counseling Psychology program works with selected on-site supervisors (practitioners from confirmed field settings) to coordinate the internship experience. Components of the internship include: 1) supervised experience in the professional setting; and 2) additional individual and group consultation sessions with a Counseling Psychology MA Internship instructor (DU faculty member).

MA Internship (Fall, Winter, and Spring Quarters)

The MA Internship in Counseling Psychology, is completed over 3 quarters (typically Fall, Winter, and Spring quarters) and begins after a student has completed the requirements for Beginning Practicum. Students who have not completed minimum requirements for Beginning Practicum by the first day of class of Fall Quarter will need to postpone to the following quarter.

Students are required to:

1. Complete at least 600 hours* of internship work over 3 quarters. The 600 hours must include at least 300 hours of direct client contact**. Of these, a minimum of 75 hours over three quarters must be spent doing individual counseling. Individual counseling is defined as the student providing counseling to one client (co-therapy is not included in this 75 hours). If students are not able to complete a minimum of 80% of their hours by the end of the quarter (160 hours), they will undergo a review by the faculty to determine whether they will receive a failing grade. Please note that the 160 hours can be any ratio of direct : indirect hours; however, if a student does not accrue the total required number of direct hours by the end of all quarters of internship, they will need to extend their placement to complete their hours. Incompletes will not be granted unless under extenuating circumstances as outlined in the university's Incomplete Grade Policy.
2. Students are required to engage in direct, in-person clinical services with clients as part of their practicum and internship training experiences. While telehealth services may constitute a portion of students' direct client contact hours, placements that exclusively provide virtual clinical services do not meet the program's training requirements. Practicum sites must provide students with opportunities to deliver in-person clinical services.
3. Record (audio or video) at least one to two individual counseling sessions.***
4. Receive a minimum of one hour of individual, one-on-one supervision per week, conducted either in person or virtually.
5. Complete assignments required for the MA Internship class. These assignments may include but are not limited to case presentations, individual consultations, and transcribing of recorded sessions.

The MA Internship class should build upon a student's strengths and opportunities for growth identified during the Beginning Practicum in the areas of:

1. Social and professional responsibility in accordance with the profession's ethical code
2. The ability to understand and conceptualize human problems
3. Knowledge of human differences and multicultural diversity issues
4. An understanding of how personality, individual biases, environmental and cultural factors may influence human interactions
5. Skill development such as interviewing, diagnosis, testing, treatment planning, etc.
6. The ability to contribute to current knowledge and/or practice

* students should consult with their on-site supervisor and MA Internship instructor with regard to counting hours. In general, hours should be counted at a one-to-one ratio (e.g., 60 minutes of a face-to-face counseling session = 1 direct hour). Students may round up a direct or indirect hour if the clock hour is within 5 to 10 minutes of the half or full hour (e.g., 25 minutes of writing notes may be rounded up to 30 minutes of indirect hours; a 50-minute face-to-face counseling session may be rounded up to a direct hour).

** Direct-service client contact includes: individual and group counseling, milieu therapy, intake, couples counseling, family counseling, vocational/career counseling, crisis intervention, assessment, phone consultation, and/or consultation with parents and teachers. Certain types of "outreach" may count toward direct-service client contact. For the purposes of the CP CMHC program, direct-service outreach refers to activities in which students interact directly with individuals or groups to provide clinical, psychoeducational, or supportive services when there are clients present. Examples include facilitating psychoeducational workshops, leading support groups, providing mental health education, or conducting wellness-related activities with community members. These activities qualify as direct-service client hours when students are actively engaged in delivering services to participants. Activities such as marketing, recruitment, promotional activities, administrative visits to organizations or community agencies, observing clinical or outreach activities, preparing materials, documenting services, writing progress notes, emailing clients, attending staff meetings, participating in case presentations, and attending classes do not qualify as direct-service outreach. These activities may be classified as indirect service hours, provided they are related to the student's clinical training responsibilities.

*** Alternatives to audio/video recording are available only in unusual circumstances in which a client does not consent to audio/videotaping. Audio/video recording must occur for a site to be confirmed as eligible.

During the Internship field placement, students in the CMHC Concentration must be supervised by an appropriate supervisor. Qualified site supervisors must:

- be a Master's-level, or higher, mental health professional;
- hold a non-provisional, relevant credential (e.g., LPC, LCSW);
- have a minimum of two years of post-MA experience in the field.

The role of the site supervisor is to provide clinical oversight, guidance, and evaluation to the trainee. To support these functions, the following supervision requirements must be met by each site.

- While the student is delivering services remotely/virtually, the site supervisor must be accessible on call.
- While the student is delivering clinical services on-site, the site supervisor must be accessible on-site or on call.
- If the student is delivering clinical services on-site and the supervisor is not also on-site at that time, a designated mental health professional must be on-site to support any immediate clinical needs that may arise during the student's work. This designated individual must hold, at minimum, a provisional, relevant credential (e.g., LPCC, LSW).
- It is the responsibility of the site supervisor to ensure that a fully licensed supervisor is available on-call to provide guidance, support, and consultation as needed during the student's clinical practice
- Weekly one-on-one supervision may occur in person or virtually in accord with ethical and legal standards. The policy of the Counseling Psychology program is that students are not allowed to pay for practicum supervision due to the risk of problems arising from a dual relationship.

On-site supervisors are expected to maintain an active, unrestricted professional license and remain in good standing with their respective licensing boards throughout the duration of the student's placement. Any changes to a supervisor's licensure status or eligibility to supervise must be promptly communicated to the Practicum and Internship Coordinator.

Appendices

On-Site Supervisor Memorandum

Thank you for agreeing to supervise one of our Counseling students for their practicum and/or internship. The role of the Site Supervisor is to provide clinical oversight, guidance, support, and evaluation throughout the student's field placement.

Site Supervisors must hold a master's degree or higher in a mental health field, possess an active, unrestricted, non-provisional professional license (e.g., LPC, LCSW), and have a minimum of two years of post-master's experience in the field.

As a Site Supervisor, you are expected to:

- Provide a minimum of one hour of individual, one-on-one supervision per week, conducted either in person or virtually, in accordance with applicable ethical and legal standards.
- Provide feedback based on direct observation of counseling sessions, review of session recordings, and/or review of clinical documentation.
- Remain accessible on-call when students are providing clinical services, whether remotely or on-site.
- Ensure that when students are providing clinical services on-site and the primary supervisor is not physically present, a designated mental health professional holding at least a relevant provisional credential (e.g., LPCC, LSW) is physically present to address immediate clinical needs.
- Ensure that a fully licensed clinical supervisor is available on-call to provide guidance, support, and consultation as needed during the student's clinical practice.
- Screen and assign clients appropriately based on the student's training, experience, and developing clinical competencies.
- Support students in gaining clinical experience with diverse client populations.

Activities considered appropriate for the practicum and internship experience are direct-service opportunities commensurate with the student’s skills such as: individual and group counseling, milieu therapy, intake, couples counseling, family counseling, vocational/career counseling, crisis intervention, assessment, phone consultation, and/or consultation with parents and teachers. Certain types of “outreach” may count toward direct-service client contact. For the purposes of the CP CMHC program, direct-service outreach refers to activities in which students interact directly with individuals or groups to provide clinical, psychoeducational, or supportive services when there are clients present. Examples include facilitating psychoeducational workshops, leading support groups, providing mental health education, or conducting wellness-related activities with community members. These activities qualify as direct-service client hours when students are actively engaged in delivering services to participants. Activities such as marketing, recruitment, promotional activities, administrative visits to organizations or community

agencies, observing clinical or outreach activities, preparing materials, documenting services, writing progress notes, emailing clients, attending staff meetings, participating in case presentations, and attending classes do not qualify as direct-service outreach. These activities may be classified as indirect service hours, provided they are related to the student's clinical training responsibilities.

Students are required to accumulate 150 hours on-site over the course of 1 quarter for practicum. Of the required hours, students must have at least 35 direct hours. Students are required to accumulate 600 hours on-site over the course of 3 quarters for internship. Of the required hours, students must have at least 300 direct hours and, of these 300 direct hours, 75 hours of individual client contact.

Students are also required to record at least one to two of their individual client sessions per quarter for Beginning Practicum and MA Internship for instructional purposes at DU. Each student will be asked to present some of their counseling case material to the practicum and internship class on campus. Client names will not be used so that confidentiality is observed. If any of these requirements cannot be met at your site, please contact the Practicum and Internship Coordinator, Erica McKiever (Erica.McKiever@du.edu) as soon as possible. The student must be able to meet these requirements in order to complete the practicum course.

We highly value the time and effort you will give to the supervision of this student. In exchange, we expect the practicum student will give you service of good quality. It is the policy of our program at this time that supervisors will not be compensated by either the student or the University for supervision time.

You will receive an email request to complete the student's practicum evaluation via an online survey two weeks prior to the end of each quarter. The student is responsible for evaluating themselves on a separate online survey and arranging a joint feedback session so you can discuss your perceptions of the student's skill level. Both forms must be submitted online by the end of the quarter.

Thank you,

Apoorvee Sawhney, PhD
Clinical Assistant Professor
Training Director, MA Clinical Mental Health Counseling
University of Denver
Apoorvee.Sawhney@du.edu

Morgridge College of Education
UNIVERSITY OF DENVER

Practicum & Internship Agreement

THIS PRACTICUM ☐ INTERNSHIP ☐ AGREEMENT, by and between

1) Counseling Psychology Program
   Morgridge College of Education
   University of Denver
   1999 E. Evans Ave. Denver, C0 80208-1700
   Phone: 303-871-2473

2) School or Agency Name: _____

   Address: _____

   On-Site Supervisor Name: _____

   Phone:_____Email: _____

3) Student Name: _____

   Address: _____

   Phone:_____Email: _____

   NOTE: A minimum of 150 hours is required over one quarter for practicum. A minimum of 35 of the 150 hours must be direct client contact hours. A minimum of 600 hours is required over three quarters for internship. A minimum of 300 of the 600 hours must be direct client contact hours. Seventy-five of the 300 direct client contact hours must be individual counseling.

It is mutually agreed that the above-named agency will provide the following services and supervision for the above-named student:

1. **Qualified Site Supervisor:** Designate a qualified site supervisor who holds a master's degree or higher in a mental health field, possesses a non-provisional, relevant professional credential (e.g., LPC, LCSW), and has a minimum of two years of post-master's professional experience in the field. The site supervisor is responsible for providing clinical oversight, guidance, and evaluation of the student.

2. **Individual Supervision:** Provide a minimum of one hour of individual supervision per week with the designated qualified site supervisor. Individual supervision may occur in person or virtually, in accordance with applicable ethical and legal standards.

3. **Supervisor Accessibility:** Ensure that the designated site supervisor is accessible on-site or on call whenever the student is providing clinical services, whether in person or remotely. If the site supervisor is unavailable, they must designate another fully licensed mental health professional to provide on-call clinical guidance, support, and consultation as needed.

4. **On-Site Clinical Coverage:** Ensure that a designated mental health professional holding at least a provisional, relevant professional credential (e.g., LPCC, LSW, or equivalent) is physically present at the agency whenever the student is providing on-site clinical services and the designated site supervisor is not physically present. This individual must be available to address immediate clinical concerns and provide support as needed.

5. **Site Orientation:** Provide an orientation to the agency, including its policies, procedures, and the student's specific duties and responsibilities.

6. **Collaboration with the University:** The on-site supervisor will collaborate with University of Denver faculty and staff to address and resolve any concerns or problems that may arise during the student's placement.

7. **Caseload Development:** The agency and on-site supervisor will support the student in developing and maintaining a caseload that allows the student to meet the program's practicum or internship requirements.

8. **Appropriate Clinical Assignments:** The on-site supervisor will ensure that assigned clinical cases and responsibilities are appropriate to the student's level of training, experience, and demonstrated competencies.

9. **Student Evaluation:** The on-site supervisor will complete and submit an evaluation of the student's performance at the end of each quarter and review the evaluation with the student.

It is mutually agreed that the student will:

1. **Transportation:** Arrange for their own transportation to and from the practicum or internship site. Students are not expected to transport clients or other individuals on behalf of the agency. If transportation is a required component of the placement, students are strongly encouraged to use an agency-provided vehicle rather than their personal vehicle.

2. **Site Attendance:** Be present at the agreed-upon location on the designated days and times, with an anticipated commitment of approximately 15 hours per week for practicum and 20 hours per week for internship, as specified below:

   Agreed-upon days and times:

3. **Duties and Responsibilities:** Perform the specific duties and responsibilities agreed upon by the student and agency, as outlined below:

   Assigned duties and responsibilities:

   _____

   _____

   _____

4. **Site Supervision:** Be accountable to the designated on-site supervisor and participate actively in supervision and professional development activities.

5. **Agency Policies:** Adhere to the policies, procedures, and regulations of the agency or school, as well as applicable professional ethical standards and legal requirements.

6. **Client Confidentiality:** Maintain client confidentiality in accordance with applicable ethical standards, legal requirements, and agency policies.

7. **Academic Responsibilities:** Attend all required University of Denver classes, consultations, and meetings associated with the practicum or internship experience. The agency must accommodate students' required academic obligations and permit attendance at scheduled University classes and meetings.

8. **Documentation of Hours:** Maintain an accurate and timely record of practicum or internship hours, including dates, hours completed, and activities performed, in accordance with program requirements.

9. **Evaluation of Placement:** Complete and submit an evaluation of the practicum or internship experience to the University faculty instructor at the end of each quarter.

It is mutually agreed that the University of Denver Counseling Psychology faculty will provide the following:

1. **Program Requirements:** Inform students of the academic, clinical training, documentation, and evaluation requirements associated with the practicum and internship courses.

2. **Academic Instruction and Consultation:** Provide Beginning Practicum and MA Internship courses that facilitate professional development, clinical skill development, case conceptualization, discussion of training experiences, and completion of required coursework and documentation.

3. **Communication with Site Supervisors:** Maintain periodic communication with the on-site supervisor and student to monitor the student's progress, address training needs, and support the practicum or internship experience.

4. **Student Feedback and Evaluation:** Provide students with feedback regarding their clinical development and performance in course-based consultation and maintain appropriate academic records for registration, evaluation, and grading.

5. **Clinical Consultation:** Provide consultation and feedback on recorded samples of counseling sessions submitted by students in accordance with program requirements and applicable ethical and confidentiality standards.

6. **Collaboration and Problem Resolution:** Collaborate with the agency, on-site supervisor, and student to address and resolve concerns or problems that may arise during the placement.

7. **Client Confidentiality:** Maintain client confidentiality in accordance with applicable legal and ethical standards, University policies, and established procedures for the use and review of clinical materials.

It is the expectation of all three parties involved that the above-stated conditions be met. Should they not be met, it is imperative that all three parties discuss why these expectations have not been met at the earliest possible date.

The following signatures verify agreement with the above-stated conditions:

Student: _____ Date: _____

On-Site Supervisor: _____ Date: _____

University of Denver Representative (if appropriate): _____ Date: _____

Consent Form A

Date: _____

I, _____ freely agree to participate as a client
(client)

for _____ . The purpose and procedures for
(student)

recording the counseling sessions have been explained to me. I understand that recording the counseling sessions partially fulfill the requirements of the practicum and internship courses for the Counseling Psychology program at the University of Denver and are for training purposes. I have been informed that participation as a client is strictly voluntary and that I can withdraw at any time. I understand my present or future status as a client in the agency will not be affected by participation or non- participation. I am aware that the course instructor will review this tape for consultation sessions only. Identifying information will be reasonably removed, and the recordings will be deleted following the consultation sessions. Finally, I understand that I am free to ask my therapist or my therapist's supervisor about the nature or use of these recordings.

Required Signatures

Client: _____ Date: _____

Student: _____ Date: _____

On-Site
Supervisor: _____ Date: _____

Morgridge College of Education
UNIVERSITY OF DENVER

Consent Form B

Date: _____

I, _____ freely agree to participate as a client
(client)

for _____ . The purpose and procedures for
(student)

recording the counseling sessions have been explained to me. I understand that recording the counseling sessions partially fulfill the requirements of the practicum and internship courses for the Counseling Psychology program at the University of Denver and are for training purposes. I have been informed that participation as a client is strictly voluntary and that I can withdraw at any time. I understand my present or future status as a client in the agency will not be affected by participation or non- participation. I am aware that the course instructor will review this tape for consultation sessions only. Identifying information will be reasonably removed, and the recordings will be deleted following the consultation sessions. Finally, I understand that I am free to ask my therapist or my therapist's supervisor about the nature or use of these recordings.

I, _____ affirm, by signing this form, that I am
(parent/guardian)

the legal guardian and/or custodial parent with legal right to consent to treatment for any minor child or children receiving counseling services. By signing below, I acknowledge my understanding and agree to all the terms discussed in this consent form.

Required Signatures

Client: _____ Date: _____

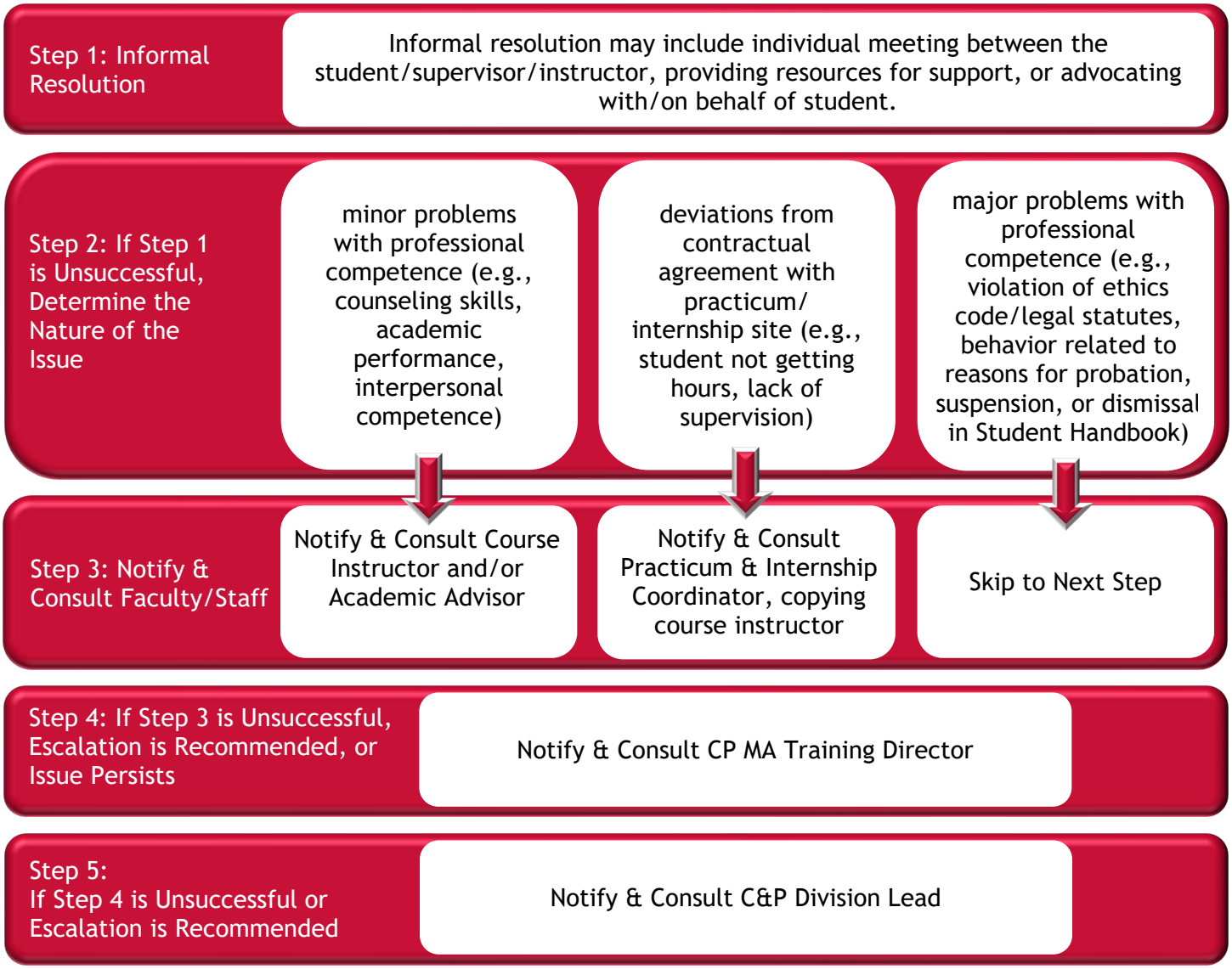
Parent/
Guardian: _____ Date: _____

Student: _____ Date: _____

On-Site
Supervisor: _____ Date: _____

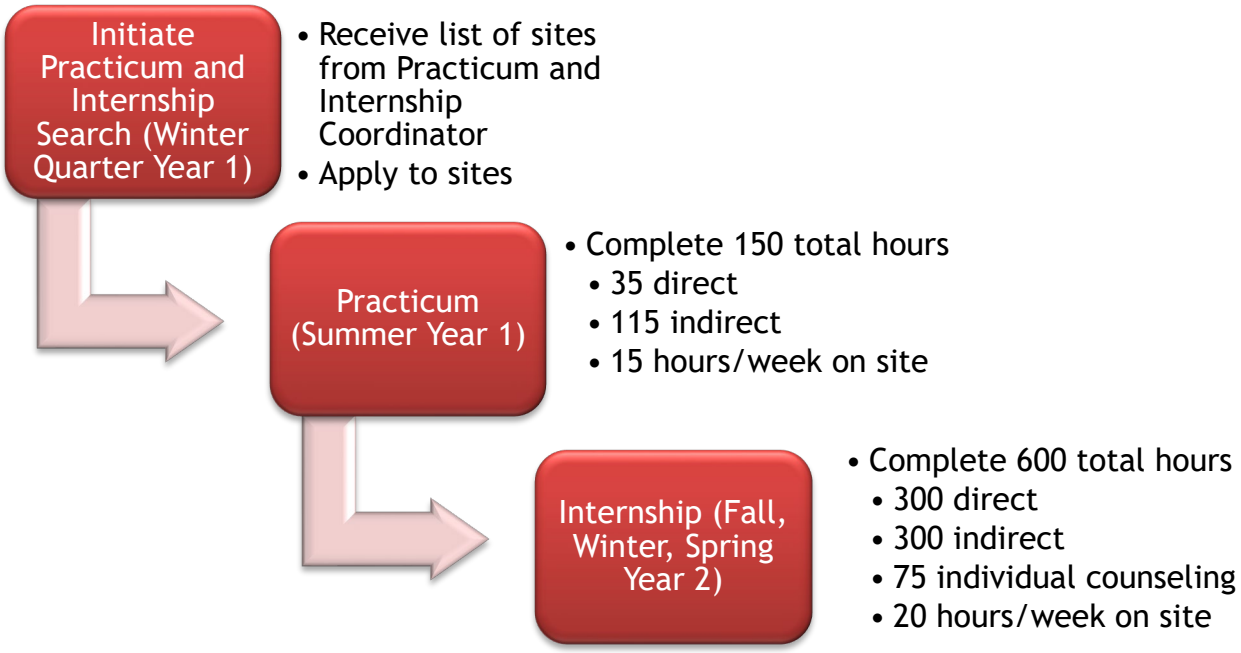
Resources for Resolving Conflicts and Problems of Professional Competence

At times, concerns about a site or student may arise. If a student has concerns about their site or On-Site Supervisor, they should notify their Beginning Practicum or Internship instructor. On-Site Supervisors are instructed to reach out to the Beginning Practicum or Internship instructor for issues that may arise during a student's training. If the issue is not resolved, the instructor or student may then consult the Practicum and Internship Coordinator. If the Practicum and Internship Coordinator is not able to resolve the issue, the Training Director may be involved. Note that students may not leave a site without prior approval from the Counseling Psychology faculty. If a student presents with a concern about another CP faculty or staff member, they should first be redirected to address the issue with the party in question. If those efforts are unsuccessful, the student should consult with the Division Lead.



Summary of Practicum & Internship Requirements

Quarterly Timeline



Pre-Practicum Required Coursework

The courses listed below must be passed with at least a C- to be eligible for Practicum.

CNP 4740: Basic Counseling Techniques
CNP 4795: Legal & Ethical Issues
CNP 4700: Counseling Theory
CNP 4741: Intermediate Counseling Techniques
CNP 4784: Psychopathology
CNP 4743: Professional Development in Counseling
CNP 4773: Diversity: Multicultural Counseling Psychosocial Issues
CNP 4720: Group Counseling Theory