



GRADUATE PROGRAM IN COUNSELING
PRACTICUM & INTERNSHIP MANUAL
2024-2025

Master of Arts in Counseling
60-credit

Specialty Concentrations

Autism
Child and Family Therapy
Community Public Health
Foundations of BCBA®
Mental Health Counseling
Mediation and Conflict Transformation
Trauma: Clinical Bases of Treatment and Recovery

Dual Degrees

Master of Arts in Counseling and Master of Arts in International Peace and Conflict Resolution
Master of Public Health and Master of Arts in Counseling

Advanced Graduate Study Programs

Child and Family Therapy Certificate
Trauma: Clinical Bases of Treatment and Recovery Certificate
Post-Master's Program in Counseling for Licensure Readiness

Early Entry MA Counseling Program

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OVERVIEW

The Graduate Program in Counseling (GPC) considers Practicum (PY587) and Internship (PY630 & PY631) to be among the most important elements of students' professional training. Within our curriculum, these experiences are purposefully sequential; thus, it is strongly recommended that they be completed concurrently. These experiences provide students the opportunity to apply their knowledge and skills from coursework while developing new skills at their sites. Moreover, these experiences serve as a vehicle for practicing professional communication and networking. The importance of the Practicum and Internship for students' professional development cannot be over emphasized. Accordingly, students are expected to become familiar with the requirements of and expectations for these field placements. This manual can also be found on the GPC's Community Canvas page for convenient reference.

Practicum (PY587) is designed to provide a beginner counselor with appropriate developmental experiences before the more advanced experience of Internship. Practicum consists of a minimum of 100 hours of applied experience, which is to be fulfilled during the Summer of the academic year. Practicum introduces students to clinical observation, interviewing, assessment, and therapy.

Students complete their field training for Practicum at external sites located outside of Arcadia University's campus. These placements vary in the nature of the experiences offered to students. Some placements are available for beginning clinicians and others are more suited to students with prior professional experience. Regardless of students' sites, Practicum is designed to help students contextualize what they are learning through their coursework with actual clinical work.

PY587-Practicum will include off-site group supervision. Off-site Practicum Supervision provides students with supervision from a Counseling faculty member to supplement the on-site supervision that students receive at their Practicum sites. Each student enrolled in PY587 is required to complete at least 1 hour of off-site group supervision twice per month while completing their Practicum training (6 hours).

Practicum supervision is designed to integrate work experience in a mental health setting with

theoretical material covered in courses (e.g., PY570, PY572, PY586). The purpose of off-site practicum supervision is to support students' practicum experience, their work toward meeting self-assessment goals (formulated in PY570), and provide them an initial bridge between their academic and clinical training. Topics to be reviewed will reflect students' caseloads, practicum site concerns, reflection and processing of specific clinical questions, and most importantly reflection and processing of self-assessed practicum and self-care goals and progress towards meeting them.

Internship (PY630B & PY631B) is designated as a culminating (or capstone) experience. Internship training takes place in an off-campus site (e.g., agency, hospital, private practice, school, university counseling center). Students enrolled in Internship are expected to assume a greater level of professional responsibility than students enrolled in Practicum. During Internship, students are expected to assume all the responsibilities of a regular staff member at their sites. Notably, Internship is accompanied by a seminar led by an Arcadia University faculty instructor that meets once a week. The purpose of this seminar is to provide a safe and supportive venue for students to examine the professional and ethical concomitants of their clinical experiences. Seminar groups are kept relatively small (e.g., 6 to 7 students) to provide students with individualized support.

The major objectives of Internship include:

- To provide students with the opportunity for supervised counseling and related field experiences
- To help students utilize various school, agency, and community resources in assisting clients
- To increase students' ability to integrate counseling theories and practices
- To help students further develop their philosophy of counseling and the role of counselors
- To help students practice specific techniques and procedures relevant to their area of counseling
- To teach students how to apply professional ethics in the practice of counseling

Finally, our Internship requirements for our Master of Arts in Counseling program (MAC; 60 credits) meet current standards of the Masters in Psychology and Counseling Accreditation Council (MPCAC) and current Internship training requirements for eventual licensure as a Licensed Professional Counselor (LPC) in Pennsylvania.

PRACTICUM

Eligibility

To be eligible to begin Practicum (PY587) the student must meet the following requirements:

1. Students must meet with the Associate Director via mandatory workshop to review the Practicum application process. Students will then utilize the electronic placement notebooks as well as other professional resources to identify appropriate sites and apply directly to sites for a Practicum position.
2. After an initial interview with a prospective site is completed, if a student remains interested in completing practicum with the site, they are required to request that their prospective clinical supervisor complete a Prospective Clinical Training Site Qualification Form (via google form) to be submitted to the Associate Director for review and approval. The core-faculty of the GPC will determine whether the site demonstrates sufficient depth and breadth of training for Practicum.
3. If approved, the student will then be permitted to formally accept the Practicum position and complete and submit the Practicum Placement Agreement (via google form.) with their clinical site supervisor.

The following prerequisites courses are required before Practicum:

- PY570: Professional Issues in Counseling
- PY572: Concepts of Mental Health and Mental Illness
- PY586: Theories and Techniques of Counseling

Practicum Placement Agreement and supporting documentation must be completed and returned to the Associate Director on or before **April 15, 2024**.

Child agencies, schools, and most mental health agencies require clearance on FBI, Criminal, and Child Abuse records. Copies of the clearances should be submitted directly to the Practicum sites (not the GPC). For information regarding procedures for obtaining clearances please refer to the Appendix. Certain sites may also require students to obtain health clearances, such as medical clearances or immunizations. Students are expected to promptly comply with such requests and to realize that procedures and requirements can change. Please see the Appendix (*Procedures for Obtaining Clearance Certificates*).

Finding a Practicum Site

Students should apply to a number of sites simultaneously. Interviews and acceptance to Practicum sites are not automatic and may take some time to obtain. Practicum sites have the right to not accept students if they feel that the match is not suitable. Students are encouraged to visit potential Practicum sites and are required to meet their potential supervisor before committing to a site. If a student has difficulties finding a placement, they should seek the assistance of the Director, Associate Director, and Faculty Mentor well in advance of the April 15, 2024 paperwork deadline.

PLEASE visit your site and meet your supervisor prior to accepting the placement. It is important that you feel comfortable with your surroundings and with the people you will work with.

It is possible to complete the Practicum experience at your place of employment. For more information about this, please see the later section, *Requirements for Practicum at a Student's Place of Employment*.

Final determination and selection of the site is subject to approval by the Director and Associate Director, in consultation with the Faculty Mentor via the Prospective Clinical Training Site Pre-Approval Form.

REVIEW OF PRACTICUM PLACEMENT PROCEDURES:

1. Students must meet all eligibility requirements prior to the start of practicum (see section A).
2. Students must attend the Practicum Planning Workshop in November OR if unable to attend the workshop, students must schedule an appointment with the Associate Director by **December 1**.
3. Students should select and apply to sites (using electronic notebooks, preferred site lists, online searches, etc.)
4. Students should complete the Practicum Site Application List and return it, along with their updated resume (PY570-Professional Issues), to the Associate Director by **Monday, January 22, 2024**.
5. Students should interview at several agencies or schools and send *thank you* notes /emails after interviews.
6. Potential supervisors should complete and submit the Prospective Clinical Training Site Pre-Approval Form.
7. Students should select one site that has accepted them and tell the other sites, *no thank you*.
8. Once the student has secured a Practicum site, the following must be completed, collected, and submitted to the Associate Director on or before April **15, 2024**:
 - Practicum Placement Form (via google form link)

Qualifications for Practicum Site Supervisors

Practicum supervisors must have a Master's degree in Counseling or a related field and have 5 years of experience practicing within the last 10 years. It is preferred that the supervisor has been employed by the site for at least one year. *Of note, supervisors do not **need** to hold a license (e.g., LPC, LSW, Psychologist) **for Practicum** however licensure is highly recommended. If a student is doing a Practicum in a state other than Pennsylvania, supervisors are expected to have all necessary credentials required by that state to practice counseling.*

Responsibilities of Practicum Site Supervisors

Practicum site supervisors have the following responsibilities to our students:

- To complete the Prospective Clinical Training Site Pre-Approval Google Form
- To complete the Practicum Clinical Placement Google Form.
- To provide a minimum of 1 hour of supervision per 20 hours, for a minimum of 5 hours during the 100 hours of Practicum
- To provide the student with as wide a range of experiences as possible
- To submit a written evaluation of the student via Qualtrics Link upon completion of the Practicum

PY587: Practicum Course

Students will need to complete a practicum log/reflection of their experiences twice per month (while they are completing their practicum training). Students must complete off-site practicum supervision which will provide online group supervision twice per month (while completing their Practicum training). Successful completion of PY587 includes:

- Completion of at least 100 clock hours of applied experience during the Summer

- 2-3 hours of online group supervision per month (while completing Practicum training)
- Receipt of a successful Practicum Evaluation from site supervisor
- Submission of ALL hour logs/reflections
- Successful completion of all assignments for Practicum Supervision (e.g., logs/reflection's, CASES Goals, self-care goals, discussion boards, etc.)
- All students enrolled in our Master of Arts in Counseling (MAC; 60 credits) and dual degree programs must accumulate a minimum of 700 clock hours, including at least 280 direct hours, through a combination of their work on Practicum (PY587) and Internship (PY630 and PY631). Students complete at least 100 clock hours on Practicum and are strongly encouraged to complete 20-40 direct hours *to ensure that they reach a total of 280 combined direct hours across Practicum and Internship.*

Once PY587, Practicum, has been successfully completed, a grade of S, for successful completion, will be assigned. The same criteria will be used to evaluate completion of additional practica.

B. Duration & Hour Requirements

Practicum starts the first week of scheduled classes in the Summer semester and continues until approximately the last week of classes in the Summer semester (Summer 2024 Semester- May 20, 2024-Aug 16, 2024).

Students are allowed to complete trainings, orientations, file reviews, and treatment team meetings 1 week BEFORE the start of the Summer semester. However, students are NOT allowed to provide any direct care (seeing clients or leading groups, independently or with other clinicians) nor any experiences that could put them in a position to provide direct care (e.g., shadowing other clinicians). If students start practicum prior to the Summer semester, they are allowed to count indirect hours for just one week before the Summer semester begins (and no sooner).

Students cannot count any direct hours before the semester begins because they are prohibited from providing care before the start of the Summer semester.

Practicum Hour Logs/Reflections

Hour logs/reflections are required for Practicum. Students must complete hour logs/reflections via shared google sheet twice per month (while they are completing their practicum training). Credit is not given for hours if the log is not submitted on time. ALL hours need to be accounted for on these logs. The bi-weekly clinical reflection serves as a vehicle to further process the practicum experience. Specific information about bi-weekly reflections will be found on the syllabus provided by the Off-site Practicum Supervision instructor.

Practicum Evaluations

Practicum Evaluations must be completed by site supervisors towards the end of students' 100 hours of training (once they reach 75-80 hours). Once a student completes 75 hours of Practicum experience the Associate Director will send the evaluation form link to the on-site supervisor. The supervisor and the student are expected to

review the evaluation together. Credit for completing practicum can't be given if an evaluation is not received.

Students are expected to discuss their goals and expectations with the off-site Practicum Supervisor at the beginning of their Practicum placement. Some supervisors may ask the student to develop a learning contract detailing these goals and objectives. A learning contract is not required though.

Practicum Site Application List

After attending the Practicum Workshop, students should begin to develop a list of potential practicum placements. The Practicum Site Application List and copy of students resume/cv is due to the Associate Director on Monday, January 22, 2024. A list of 5-10 potential sites (and a description of where you are in the process with each site) should be listed. The form can be found in the Appendix of this manual. If the list is not submitted by **Monday, January 22, 2024** it will be assumed that the student is not completing PY587 during Summer 2024 semester.

Practicum for the Foundations in BCBA© Concentration

Students in the Foundations in BCBA concentration *must* do their Practicum in a site where ABA work is done. If the initial practicum is not BCBA-related and a student later switches to that concentration, another (second) practicum must be completed that meets this requirement.

Student Liability Insurance and Affiliation Agreements

If necessary, Arcadia University can provide an affiliation agreement between the University and an Internship/Practicum site. Some agreements are already in place if multiple departments on campus have students engaged in internship-type activities. Please know that this process goes through the University Counsel's Office and can take several weeks to complete. *Please let the Associate Director know via Practicum Placement Agreement if your site requires an affiliation agreement.*

Additionally, Arcadia University provides student professional liability insurance coverage. This coverage is offered through the University's General Liability Policy to Counseling students participating in Practicum or Internship within the scope of the GPC's curriculum. *Please let the Associate Director know via Practicum Placement Agreement if your site requires a copy of the insurance certificate.*

Affiliation agreements and student liability insurance are only valid while students are enrolled as a student in the GPC.

Transporting Clients

The University's auto insurance policy does not cover students unless they are using University- owned vehicles. Students using their own vehicles or vehicles belonging to their Practicum or Internship sites to transport clients would be doing so using their own personal automobile insurance or the insurance of the Practicum or Internship site. Please be sure to check with your site about whether you are covered if this issue arises. *We strongly discourage you from driving clients.*

INTERNSHIP

A. Eligibility

Internship (PY630 & PY631) is designed to be taken during the final year of course work. Before beginning Internship, students must meet the following requirements:

- Successfully complete all prerequisite courses (or take PY626 concurrently)
- Must be in good academic standing
- Accrue six sessions of personal counseling
 - Required for MAC counseling and dual degrees
 - Not required for Post-Master's Program
- *Submit all required paperwork by Monday, April 15, 2024*

The following prerequisites courses are required before Internship:

Mental Health Counseling Students:

- PY587: Practicum; prerequisites include:
 - PY570: Professional Issues in Counseling
 - PY572: Concepts of Mental Health and Mental Illness
 - PY586: Theories and Techniques of Counseling
- PY610: Group Counseling
- PY620: Advanced Counseling
- PY626: Assessment in Counseling (unless permission is given to take concurrently)

Please see Arcadia's Graduate Catalog (www.arcadia.edu/catalog) for more information on the terms of *good academic standing*.

Personal Counseling Requirement

As part of the GPC's self-care curriculum, MAC students are required to complete six sessions of individual counseling before starting internship (PY630). **The core faculty strongly recommend that ALL students complete their six sessions before starting practicum (PY587).**

The six sessions of counseling can be completed by two (but no more than two) separate counselors. Proof of completing these sessions must be documented by the counselor(s). Once students have completed their six sessions, they must email Professor Cain-Baxter with the name and contact information (email address and phone number) of their counselor(s). Professor Cain-Baxter will then send the counselor(s) a secure survey link that will ask them to confirm the number of sessions attended. No additional information will be collected.

Students may select a therapist through their own health insurance, referral networks, or by accessing Arcadia's Counseling Services. Counseling Services (located in Heinz Hall, lower level). To make an appointment with Counseling Services, students can call (215) 572-2967. Notably, Counseling Services might refer students to local providers outside of the university after completing an initial intake. If this occurs (at Counseling services or at any other site), this intake counts as one counseling session. Students can learn more about Counseling Services at <https://www.arcadia.edu/life-arcadia/campus-life->

[resources/health-wellness/counseling-services/](#), where they can also find a comprehensive referral list of local providers.

Please see the later section, *REVIEW OF INTERNSHIP PLACEMENT PROCEDURES*, for detailed information about paperwork requirements.

B. Duration & Hour Requirements

Internship starts the first week of scheduled classes in the Fall semester and continues until approximately the last week of classes in the Spring semester.

Students are allowed to complete trainings, orientations, file reviews, and treatment team meetings 1 week BEFORE the start of the fall semester. However, students are NOT allowed to provide any direct care (seeing clients or leading groups, independently or with other clinicians) nor any experiences that could put them in a position to provide direct care (e.g., shadowing other clinicians). If students start Internship prior to the fall semester, they are allowed to count indirect hours for just one week before the fall semester begins (and no sooner). Students cannot count any direct hours before the semester begins because they are prohibited from providing care before the start of the fall semester.

Students are required to continue working at their site throughout the academic year (till the end of the Spring semester), even if they have already completed the minimum required hours. In other words, students should not stop attending their Internship before the end of classes. Students may opt to continue working at their Internship sites after completing their Internship, but only do so as a volunteer or employee (not a student).

Students should arrange to be at their Internship sites for at least 4 continuous hours on any given day. The total number of hours required to complete Internship will vary across the program in which students are enrolled (see table below). Many students will complete more hours than the minimum commitment; such additional experience is highly desirable. Of note, travel time and lunch hours are not to be counted as part of the required number of Internship placement hours.

Program	Hours per semester/week	Minimum total hours required
Master of Arts in Counseling (60 credits) *Includes all dual degree students	300/20	600
Post-Master’s Program for Licensure Readiness	150/10-12	150

For MAC (60 credits), dual degree, and Post-Master’s students, at least 40% of the training experience must consist of providing *direct service* in the following areas: assessment, counseling, therapy, psychotherapy, consultation, family therapy, group therapy, and other therapeutic interventions. *Further, the majority of direct service hours must be spent providing individual counseling.* The remainder of all students’ hours may be fulfilled by providing indirect services or other activities appropriate to the Internship site (e.g., team meetings, case conferences, presentations, supervision). Please consult with

your Internship Seminar instructor for more information and be sure to review the hour log forms provided via email and CANVAS.

All students enrolled in our Master of Arts in Counseling (MAC; 60 credits) and dual degree programs must accumulate a minimum of 700 clock hours, including at least 280 direct hours, through a combination of their work on Practicum (PY587) and Internship (PY630 and PY631). Students complete at least 100 clock hours on Practicum and are encouraged to complete 20-40 direct hours. Students complete a minimum of 600 clock hours on Internship (300 hours in the fall and 300 hours in the spring), including at least 240-260 direct hours. Students who do not complete at least 40 direct hours on Practicum should work with their Internship site supervisors to ensure that they will be able to complete more than 240 direct hours to ensure that they reach a total of 280 combined direct hours across Practicum and Internship.

Of note, these hour requirements are designed to meet standards for LPC licensure in Pennsylvania, along with expectations of the Masters in Psychology and Counseling Accreditation Council. These hour requirements may not satisfy the expectations for licensure in other states. Accordingly, students who wish to practice outside of Pennsylvania should work with their faculty mentors, course instructors (e.g., PY570), and Internship seminar instructors to identify the licensure standards for other states.

To meet the hour requirements outlined above for Internship, students should aim to complete 10 to 12 direct hours per week but no more than 15 direct hours per week. If students are asked (or wish) to complete more than 15 direct hours per week, they MUST contact our Associate Director, Lauren Cain-Baxter (cainbaxterl@arcadia.edu), for approval.

Internship students are allowed any holiday time provided by their sites. *However, students are expected to participate fully in their Internship during the University's January intercession and spring break or any other time that the site is open (even when Arcadia is not open).*

C. Course Requirements

A student enrolled in any program leading to a Master of Arts in Counseling (MAC; 60-credit) is required to take two full semesters of Internship, including:

1. PY630 and PY630L (Multicultural Knowledge Labs)
2. PY631 and PY631L (Multicultural Knowledge Labs)

The Internship field experience is to occur concurrently with the Internship Seminar. This Seminar meets once weekly during the semester (on Wednesdays) and is led by an Arcadia University faculty instructor. For this Seminar, one audio or videotape of a counseling session is to be made available to the Seminar Instructor as part of the training experience. Please consult with your site supervisor regarding the ethical/legal process involved in recording work with clients. Specific Seminar assignments will be distributed by each instructor at the beginning of the semester. Please consult your instructor if you have questions or concerns regarding how to fulfill Seminar or Internship requirements.

For MAC students enrolled in the Trauma or Child and Family Therapy concentrations, their Internship placements must provide them with relevant experience in these areas (i.e., trauma or child and family therapy, respectively). MAC students enrolled in both the Trauma and Child and Family Therapy

concentrations must complete their Internship at a site that offers clinical experiences in both trauma and child and family therapy.

D. Affiliation Agreements and Student Liability Insurance

If necessary, Arcadia University can provide an affiliation agreement between the University and an Internship site. Some agreements are already in place if multiple departments on campus have students engaged in internship-type activities. Please know that this process goes through the University Counsel's Office and can take several weeks to complete. *Please let the Associate Director know via the google form if your site requires an affiliation agreement as soon as possible.*

Additionally, Arcadia University provides student professional liability insurance coverage. This coverage is offered through the University's General Liability Policy to Counseling students participating in Practicum or Internship within the scope of the GPC's curriculum. *Please let the Associate Director know via google form if your site requires a copy of the insurance certificate.*

Affiliation agreements and student liability insurance are only valid while students are enrolled as a student in the GPC.

E. Transporting Clients

The University's auto insurance policy does not cover students unless they are using University-owned vehicles. Students using their own vehicles or vehicles belonging to their Practicum or Internship sites to transport clients would be doing so using their own personal automobile insurance or the insurance of the Practicum or Internship site. Please be sure to check with your site about whether you are covered if this issue arises. *We strongly discourage you from driving clients at all unless your site provides coverage.*

F. Learning Contracts and Internship Evaluations

Students are expected to discuss their goals and expectations with their Internship site supervisors at the beginning of their placement. Many supervisors will ask the student to develop a learning contract detailing their goals and objectives. This is not a requirement for Arcadia's program, but please feel free to provide a copy of any learning contracts that you create for your student file.

Prior to the end of each semester, Internship Evaluation Form links will be emailed to all current site supervisors. The primary supervisor and the student are expected to review the supervisor's evaluation of the student together. The completed evaluation form should then be submitted to the Associate Director. The student has the responsibility of making sure this process is completed. *Students must follow up with their supervisor once evaluation links have been sent out by the Associate Director to be sure they have been received.*

G. FBI, Criminal, Child Abuse Clearances and Health Clearances

Child agencies, schools, and most mental health agencies require clearance on FBI, Criminal, and Child Abuse records. Copies of the clearances should be submitted directly to the Internship sites (not the GPC). For information regarding procedures for obtaining clearances please refer to the Appendix. Certain sites may also require students to obtain health clearances, such as medical clearances or immunizations.

Students are expected to promptly comply with such requests and to realize that procedures and requirements can change.

H. Qualifications for Internship Site Supervisors

For MAC, dual degree, certificate, and Post-Master's students, supervisors must hold a license as a professional counselor (or hold a license with a Master's degree in a related field) AND have 5 years of experience practicing as a licensed professional within the last 10 years. It is preferred that the supervisor has been employed by the site for at least one year.

If a student is doing an Internship in a state other than Pennsylvania, supervisors are expected to have all necessary credentials required by that state to practice counseling. In addition, when Internship Seminar is scheduled on campus, students must travel to Arcadia University to attend weekly class meetings.

Student may NOT switch supervisors without prior approval of the Associate Director. In situations where this becomes necessary, the student must discuss the transition with their Internship Instructor and submit all necessary paperwork to the Associate Director once approved.

I. Responsibilities of Internship Site Supervisor

Agencies and schools are selected as Internship placement settings based upon their ability to provide students with competent supervision and the opportunity to integrate practical field experience with their academic course work via direct services (as described in section B above). If there will be multiple interns at a site, be sure that you check with your supervisor that you can accrue enough clients to complete the number of hours needed, especially direct service hours.

Internship site supervisors have the following responsibilities to Arcadia University and its students:

1. To complete the Prospective Clinical Training Site Pre-Approval Google Form
2. To complete the Internship Clinical Placement Google Form.
3. To structure students' time to ensure that tasks expected to be completed by students are appropriate learning experiences for Internship.
4. To ensure that students gain experience in as many of the following areas as possible, depending on the site's mission: assessment, treatment planning, individual counseling, group counseling, couples and family counseling, short-term interventions, long-term interventions, case management, educational activities, career counseling, and crisis management.
5. To provide individual supervision for a minimum of 1 hour per week. Part of this supervision involves structuring the student's time and duties at the site. Additional supervision may occur in an individual or group format. **Supervision shall be 1 hour minimum per 20 hours of field placement. This may include dyadic or triadic supervision but does not include group supervision.**
6. Importantly, any supervision hours that are missed MUST be made-up.
7. To complete Internship Evaluation Forms for each supervisee. These forms links will be emailed to the supervisor approximately two weeks prior to the end of the evaluation period. The supervisor is to complete the evaluation form in collaboration with the student and return it to the Associate Director of the GPC. The Seminar Instructor assigns students' grades for Internship based partially on these evaluations from supervisors. **Evaluation of students completing field placement must include direct**

observation and/or review of audio/video recordings as well as formal written feedback.

7. To advise Internship Seminar Instructors on the students' training needs and meet with Seminar Instructors twice during the academic year. The first site visit should be completed around September, and the second site visit will be completed in late January or early February. The Seminar Instructor will let students know how each site visit will be arranged.
8. To provide training consistent with ACA Code of Ethics (2014) and Pennsylvania laws and regulations. Supervisors are expected to be cognizant of the problems of engaging in dual relationships with students and use discretion in their contact with them. For further information on rules of ethics for counselors, please go to the State Board of Social Workers, Marriage and Family Therapists, and Professional Counselors website (<http://www.dos.state.pa.us>).

J. Internship Placement Procedures

Students should attend the mandatory Internship Planning Workshop held in November (see GPC Canvas site for schedule), during which the placement procedure will be discussed. *It is students' responsibility to make an appointment with the Associate Director by December 1 to discuss placement procedures if they cannot attend this workshop.*

After the Internship Planning Workshop (or meeting with the Associate Director), students should begin to develop a list of potential sites that they might want to apply to. Students are invited to consult the list of sites found on Canvas. The student may consult with the Associate Director and their Faculty Mentors while considering sites.

Internship Site Application List

After attending the Internship Workshop, students should begin to develop a list of potential internship placements. The Internship Site Application List and copy of students resume/cv is due to the Associate Director on or before Monday, January 22, 2024. A list of 5-10 potential sites (and a description of where you are in the process with each site) should be listed. The form can be found in the Appendix of this manual. If the list is not submitted by **Monday, January 22, 2024** it will be assumed that the student is not completing Internship.

Students should apply to multiple sites simultaneously. It is recommended that students initially apply to roughly ten sites. The coursework offered by the GPC, as well as the Internship Planning Workshop are designed to prepare students to succeed in a competitive market. However, interviews and acceptance to Internship sites are not automatic. Internship sites have the right to decline students if they feel that the match is not suitable. If a student has difficulties finding a placement, they should seek the assistance of the Associate Director and their Faculty Mentors well in advance of the **April 15, 2024** paperwork deadline.

It is possible to complete the Internship experience at your place of employment if: a) your work is relevant to your academic program, b) significant experiences above and beyond your normal work

assignment can be included, c) your supervisor is not your direct boss, and d) caseloads are separate for employment and Internship. For more specific information, see relevant guidelines in the Appendix.

Final determination and selection of the site is subject to approval by the Director and Associate Director, in consultation with the Faculty Mentor via the Prospective Clinical Training Site Pre-Approval Form.

Students should not complete final paperwork with Internship sites without going through the department's standard procedures and without pre-approval from the Associate Director of the program. Any attempt to circumvent the system by making covert arrangements with agencies or by other means shall be considered unprofessional conduct and subject to review by the GPC.

Remember that you are interviewing the site and potential supervisor as much as they are interviewing you. Be prepared with questions that will help you when it comes to making a decision!

REVIEW OF INTERNSHIP PLACEMENT PROCEDURES:

1. Students must meet all eligibility requirements prior to the start of Internship (see section A).
2. Students must attend the first Internship Planning Workshop in November OR if unable to attend the workshop, students must schedule an appointment with the Associate Director by **December 1**.
3. Students should select and apply to sites (using electronic notebooks, preferred site lists, online searches, etc.)
4. Students should complete the Internship Site Application List and return it, along with their updated resume (PY570-Professional Issues), to the Associate Director by **Monday, January 22, 2024**.
5. Students should interview at several agencies or schools and send *thank you* notes /emails after interviews.
6. Potential supervisors should complete and submit the Prospective Clinical Training Site Pre-Approval Form.
7. Students should select one site that has accepted them and tell the other sites, *no thank you*.
8. Once the student has secured an Internship site, the following must be completed, collected, and submitted to the Associate Director on or before **April 15, 2024**:
 - Internship Placement Form (via google form link)
 - Proof of 6 completed Therapeutic Counseling Sessions

STUDENTS' RESPONSIBILITY TO THEIR SITES

The purpose of Internship field training is to engage in all activities of a regular staff member in a counseling setting and further develop one's professional counseling skills. Therefore, Internship constitutes a professional experience that should be listed on the student's resume and provide the student with a positive professional reference. Because Internship is especially time intensive, the student should evaluate demands made by courses, personal life, work, and family to assess their readiness for it.

During Internship, students are expected to have regular and punctual attendance. In the unlikely event that an absence should occur, prompt notice to the placement must be given. If necessary, hours will be made up to meet the minimum requirement for the student's particular program.

The Internship experience should be considered a regularly scheduled class and as such has the same priority as other classes, work, assistantships, etc. Other commitments must not be permitted to interfere with being present at your site when you are scheduled to be there. Irregular attendance at the Internship site will be considered unprofessional behavior.

It should be noted that significant daily or weekly over-time service at the Internship placement site is not recommended since this may detract significantly from quality performance in other academic areas and in one's own personal life. Further, such over-time does not shorten the number of weeks' students are expected to attend their Internship.

The student and supervisor have the responsibility of ensuring quality client care while devising and executing an appropriate learning experience. In this process, students should consult with their Internship site supervisor and Internship Seminar Instructor for additional readings that may be helpful to them as they interact with their specific client population.

Finally, the student shall adhere to the ethical guidelines for professional behavior, depending on the setting (e.g., ACA, APA, ASCA). In all cases, students shall maintain site and client confidentiality, as required by law and ethics.

CHANGE IN PRACTICUM & INTERNSHIP SITE

A. General Policy Statement

It is the official position of the GPC that once a student has made a commitment to an Practicum/Internship site, later changing sites is prohibited, except under extreme circumstances (see section B below). Each situation will be addressed using the following guidelines:

1. Arcadia University endorses the notion that changes in students' field placement sites (e.g., Practicum & Internship), are best resolved on an individual basis within the placement site, except in unusual circumstances, matters of conflict, and individual differences. Unilateral placement changes are seen as disruptive of the ongoing relationship between the program and the site and may negatively impact the clients served by the site. They are therefore strongly discouraged.
2. All potential conflicts and individual differences between the student and the administrators of the Practicum/Internship site should be addressed first with a conversation between the student and the site supervisor.
3. Changes in placement, between the time when the placement site is accepted and before the Practicum/Internship begins, requires a written request to the Associate Director, who will review the request. See section B below for examples of appropriate reasons for changing sites. In these written request, students should submit a detailed explanation of how the site is not meeting their professional needs, along with other relevant considerations. If approved, the student will begin working immediately

with the Associate Director to determine a new suitable placement. Note that this change could delay completing an Practicum/Internship until the following academic year.

4. After Internship has begun, requests for change of Internship site will be made to the Internship Seminar Instructor, who will first consult with the site supervisor. If necessary, the Seminar Instructor will meet with the site supervisor and the student together. If a resolution is not achieved, the student must then provide a written request for a site change to the Seminar Instructor who will then review it in consultation with the GPC Committee (core counseling faculty). If the request is granted, the student will then work with the Associate Director to secure another placement. Note that this change could delay completing an Internship until the following academic year.

5. Practicum/Internship site changes may not be considered if the student has violated the procedures contained in this or other sections of the manual.

B. Valid Criteria for Practicum/Internship Site Change

1. Insufficient training and learning opportunities (e.g., inadequate hours or supervision) and inappropriate training (e.g., ethical violations at site)
2. Serious unresolved interpersonal or professional conflicts with supervisors, staff, or administrators
3. Changes in site personnel (e.g., supervisors or other staff) resulting in loss of adequate supervision or elimination of the Practicum/Internship position or significant change on the position (e.g., reduction in hours).

DISMISSAL FROM PRACTICUM/INTERNSHIP

A student may be refused or discontinued from participation in Practicum/Internship when, in the judgment of the GPC (administrators or faculty) or Practicum/Internship site, there is evidence of:

1. Unprofessional behavior
2. Unethical conduct
3. Intractable personal qualities, which prevent clinical competence
4. Severe mental or emotional disturbance that interferes with academic or clinical competence
5. Disregard for Arcadia University's rules and regulations
6. Failure to discharge financial obligations to Arcadia University

Unprofessional behavior includes, but is not limited to: establishing inappropriate relationship boundaries, acting out countertransference, exploiting others for personal needs, not seeing the need for consultation and supervision, having no interest in continued learning, breaching confidentiality, being irresponsible, being inappropriately dressed, or being seriously impaired by mind-altering substances.

Unethical conduct is defined as lack of adherence to the ACA Codes of Ethics and Standards of Practice for Counselors, APA Ethical Principles of Psychologists and Code of Conduct, or ASCA Ethical Standards for School Counselors. Please refer to these codes for more specific information.

Intractable personal qualities may include (but are not limited to): lack of self-knowledge, intolerant or authoritarian attitudes, excessive self-preoccupation or rigidity, poor impulse control, defensiveness,

insufficient empathy, dishonesty, poor interpersonal skills, inadequate communication skills, or lack of psychological mindedness. Evidence of such qualities can be demonstrated via various behaviors.

Severe mental or emotional disturbances can significantly impede clinical or academic performance during Practicum/Internship. Though the presence of such conditions does not automatically warrant cause for concern, if a disturbance significantly impacts client care (or is judged to have the potential to significantly impact client care), students have an ethical responsibility to inform their site supervisor and take appropriate steps to address the disturbance. Appropriate steps could include psychological evaluation, psychotherapy, or other professional services.

Arcadia University also requires the highest standards of professionalism. Students are expected to demonstrate integrity, honesty, trustworthiness, maturity, good judgment, discretion, and respect for the confidentiality of clients and other students. Students are also expected to engage in respectful interactions with colleagues. Ethical behavior is expected in all personal and professional aspects of life, including online life (e.g., social media). Students are expected to be accountable for their actions and to be committed to the acquisition and maintenance of high standards of competence.

If a student's effectiveness is compromised by personal problems, illness, or severe mental or emotional disturbance, the student is expected to work with their site supervisor, Practicum/Internship Seminar instructor, and the GPC administrators (as needed) and/or seek competent professional assistance to determine how to best proceed. It might be determined that the student requires additional support or that the student should be dismissed, suspended (i.e., take a leave of absence), or limited in the scope of their professional studies/training in the GPC at Arcadia University.

Being dismissed from an Practicum/Internship site or failing to remediate significantly problematic behaviors during Practicum/ Internship will likely automatically result in the failing of Practicum/Internship Seminar (PY587, PY630 or PY631), regardless of performance in other course requirements.

Practicum/Internship Checklist

1. RSVP and attend Practicum/Internship Workshop- 11/21/2023
2. Practicum/Internship Site Application List and Student Resume/CV
 - a. Due on OR before 1/22/2024
 - b. Submit via email to Associate Director in one email
 - c. cainbaxter1@arcadia.edu
 - d. “Practicum/Internship Site Application List and Resume” in Subject Line
3. Prospective Clinical Training Site Pre-Approval Form
 - a. At least 1 on OR before 3/15/2024
 - b. Submitted via google form
 - c. <https://forms.gle/agy9QWuj4GKehDuo6>
4. Practicum and/or Internship Placement Agreements– Due on OR before 4/15/2024
 - a. Submitted via google form (s)
 - b. Practicum Form: <https://forms.gle/nuQ1WVAesn16JUjz7>
 - c. Internship Form: <https://forms.gle/NQPxubg4Xm6WuDzj9>

Required Performance Evaluations

* All evaluations will be sent by Arcadia University to the Practicum/Internship site supervisor prior to the deadline.

* Students should meet with their supervisor to discuss and review the evaluation forms before they are returned to Arcadia University.

Summer Semester:

~End of Semester Evaluation

Fall Semester:

~Site Visit Checklist

~End of Semester Evaluation

Spring Semester:

~End of Semester/Year Evaluation

Practicum/Internship Site Application List

Name _____

Please list 10 sites you have contacted concerning a potential Practicum/Internship for Summer 2024/Fall 2024/Spring 2025. This form is due back to the Associate Director by **Monday, January 22, 2024.**

	Site	Site contacted but student not interested	Site contacted but is not offering internships	Site contacted but never called/emailed student back	Material sent at site's request/ application successfully submitted	Interviewed
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Signature

Date

Our hope is that out of the 10 sites you contact, perhaps 4-5 will ask for more information (have you send a resume, fill out an application, etc.) and that you might interview at 2 sites.

PROCEDURES FOR OBTAINING CLEARANCE CERTIFICATES:

Students must present **all** updated clearance (most are valid for 1 year from the date issued) to their Practicum or Internship site prior to beginning Practicum or Internship. (Do not submit to the GPC.)

2. Students are encouraged to obtain all clearances; particularly students who take courses in the Education Department that requires any type of fieldwork will need these clearances before class begins.
3. Clearance must be annually renewed and must be current, in order to begin Practicum or Internship. Should you already have obtained clearances, you must make sure to renew them before they expire. Students will be denied entry into schools and many Internship sites if all clearances are not updated.
4. Please retain original clearances in a safe, accessible place and make copies for your internship site(s).
5. The following clearances must be current, as required by the Pennsylvania Department of Education and many Internship sites:

<i>Clearance</i>	<i>Additional Info</i>	<i>Fee</i>
1. PA State Police Request for Criminal Records Check	Usually immediate turnaround , available to be printed out, using online application. If labeled UNDER REVIEW, response time is 2-3 weeks from the date the request was made. 1-888-783-7972	\$22.00 (Credit Card)
GO TO: https://www.psp.pa.gov/Pages/Criminal-History-Background-Check.aspx		
2. PA Child Abuse History Clearance	Please select “Volunteer having direct volunteer contact with children” if your experience is unpaid.	Free or \$13.00
GO TO: https://www.compass.state.pa.us/cwis/public/home		
3. FBI Criminal History Background Check	You will start the fingerprinting process (if required) once you have committed to a site.	Varies
GO TO: www.identogo.com		

4. TB Test	Many sites will also require health screenings such as a TB test. This can be done through your own doctor's office, pharmacy, or student health services.	Varies
<p>Please remember that if any of these clearances show an offense of any kind, a site might not accept you for an internship.</p>		

Criteria for Using a Student's Place of Employment as their Mental Health Counseling Practicum/Internship Site

Practicum:

Must be supervised by someone with a master's degree in counseling or a closely related field (someone holding a license is ideal but not necessary)

Supervisor must have 5 years experience within the last 10 years

Supervisor **can** be student's direct boss

Student should get experience in areas outside of their regular responsibilities to cover the range of areas in which students are expected to gain experience

Student must be exposed to direct service to clients although this may be done through observation or student's direct participation

Caseload must be separate from caseload for primary position

Must meet all other requirements delineated in practicum/internship manual

Internship:

Must be supervised by someone who holds a license as an LPC, LSW, psychologist, etc.

Supervisor must have 5 years experience within the last 10 years

Supervisor **may not** be student's direct boss

Student must get experience in areas outside of their regular responsibilities

Student must have 40% of their hours for internship be direct service to clients

Caseload must be separate from caseload for primary position

Must meet all other requirements delineated in practicum/internship manual

Intern Name: _____

Agency Name: _____

Name of Supervisor: _____

Week of (Mon through Sun): _____

Practicum/Internship Hour Log¹

A minimum of 100 Practicum and 600 internship hours is a requirement of the licensing board. It is not negotiable.

Direct Services (Audio and video interactions are permitted but are expected to be at least 15 minutes in length)

Service Provided	Supervisor's Comments		Hours
Assessment (e.g., intake, testing)			
Counseling (e.g., career/vocational, life coaching, advising)			
Individual psychotherapy			
Family and Couples Therapy			
Group Therapy			
Other therapeutic interventions (e.g., psychoeducation, clinical trials)			
Total Hours	Weekly Total: _____ hrs	Year to Date Total: _____ hrs <i>(at least 120 or 240 at the end of the internship, depending on your program)</i>	

Indirect Services

Service Provided	Supervisor's Comments		Hours
Supervision ²			
Educational activities attended (e.g., seminars, conferences, in-service trainings, orientations – <i>during</i> internship hours)			
Reports/note writing			
Staff meetings			
Consultation (e.g., case conferences, consultations with colleagues about specific clients, case management)			
Research/preparatory activities (e.g., readings, research, review of case files)			
Total Hours	Weekly Total: _____ hrs	Year to Date Total: _____ hrs <i>(no more than 180 or 360 at the end of the internship, depending on your program)</i>	

Supervisor Signature _____

¹For licensure, 3,000 hrs of supervised clinical work must be collected after the 48 credit mark, including 150hrs of supervision. Half of the supervision hours (75hrs) must be under an LPC. Also, half of the supervision hours (75hrs) must be in individual supervision. During Internship, it is expected that 600-hour students will spend at least 20hrs/wk (and never more than 24hrs/wk) performing **both** direct and indirect service activities for their sites.

²A minimum on 1 hour of individual supervision per week is required for internship. Additional supervision may be individual or group.

Authorization for Audio or Video Taping Treatment Sessions

Name of Client: _____

Parent/Guardian of taped minor children: _____

Client's Date of Birth: _____

I, _____, authorize _____, to record
(name) (organization)
and use audio tapes or video tapes of myself and/or my child for the purposes of: (please circle)

1. Treatment assignments that I take home.
2. Clinical supervision between counseling staff and interns.
3. Clinical supervision and training of counseling staff and interns.
4. Clinical training and/or review in an internship seminar at the counseling intern's graduate program at _____
(name of university)

I understand that all tapes of my counseling sessions are available for review with my Counselor and that the tapes will be destroyed within one year of completion of my treatment. Additionally, I understand that I can revoke this authorization at any time by giving written and/or verbal notice (which my Counselor will document on my behalf) to my Counselor and his/her supervisor. The revocation of authorization will apply to all treatment sessions after the date of my revocation.

By signing, you are acknowledging awareness of the following:

- *My participation in taped sessions is voluntary*
- *I can refuse to participate in recording at any time without penalty*
- *Taped sessions will be kept securely locked*

Signature of Client (must be at least 14 years old)

Date

Signature of Parent or Guardian

Date

Signature of Counselor

Date