



**Clinical Mental Health Counseling (CMHC) Specialization
Clinical Instruction Manual**

**Practicum I: COUN 587P
Practicum II: COUN 597P
Practicum III: COUN 598P**

Spring 2013

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**University of San Diego
School of Leadership and Education Sciences
Clinical Mental Health Counseling Program
Clinical Instruction Manual Acknowledgement**

I understand and agree that it is my responsibility to read, understand and comply with the SOLES CMHC Clinical Instruction Manual and all other applicable policies of SOLES and the University of San Diego.

If I have any questions regarding the manual or any applicable university policies, it is my responsibility to direct my questions to the Director of the Counseling Program or the Director of Field Experiences.

Signature: _____

Print Name: _____

Date: _____

The **Spring 2013 update of the CMHC Clinical Instruction Manual** contains the most current clinical training information and documentation requirements for CMHC students enrolling in Practicum I, II, and III courses beginning in Fall 2012. The Counseling Program and CMHC specialization reserves the right to revise this document and requirements as needed during the academic year. Students are responsible for keeping abreast of the changes in requirements and documentation and to check with the Program Director and Director of Fieldwork Experiences for updates or revisions. Also, students are encouraged to read the Counseling Program Handbook which they received upon entering the program since it provides important information about the CMHC specialization requirements.

CMHC Specialization Overview

The Specialization in Clinical Mental Health Counseling (CMHC) is a 60 semester-unit graduate program providing comprehensive training at the master's level that prepares graduates for independent clinical counseling practice in a range of settings including mental health agencies, rehabilitation facilities, correctional institutions, schools and universities, religious organizations, community centers, business and EAP settings and private practice. CMHCs work with people of all ages, racial and cultural backgrounds, and circumstances to help them maximize their potential, make positive changes in their lives, and achieve their goals. Students learn individual and group counseling techniques, as well as clinical consultation skills found to be effective with a variety of mental health issues ranging from life adjustment problems to serious mental illnesses. The CMHC specialization is designed to develop clinically and culturally competent counselors who are able to think critically about professional counselor issues, engage in evidenced-based practice, and are able to apply their skills in a variety of clinical settings.

The CMHC specialization prepares students to become Licensed Professional Clinical Counselors (LPCC) in the state of California or licensed counselors in other states. The regulations for the CA license went into effect in August 2011. All states have academic as well as clinical instruction hour requirements for licensure. The licensure requirements in most states also involve passing various tests that could include the NCE, NCMHE, jurisprudence or other exams. Information on LPCC licensing can be found at www.bbs.ca.org and at www.caccl.org. Students who anticipate moving outside of California after graduation from the program are responsible for becoming informed about the licensure requirements of the relocation state since requirements vary across states and often change.

More information about the Counseling profession is found at the American Counseling Association's (ACA) Web site at www.counseling.org. The National Standards for the Clinical Practice of Mental Health Counseling (1999) were developed by the American Mental Health Counseling Association (AMHCA) which is a division of ACA. Visit www.amcha.org for more information about mental health counseling.

CMHC Clinical Instruction Overview

The Counseling Program utilizes benchmark assessments to determine whether candidates meet the standards required to enter the program, progress in the program, and complete the program. This is particularly important during the clinical instruction portion of the program. Clinical instruction refers to courses and activities related to preparing students for Practicum or supervising students during their Practicum courses. State licensure represents the highest credentials for independent mental health practice. The qualifications of the clinical supervisor are critical to the development of mental health practitioners. Toward that end, the CMHC specialization requires that the supervisor of record must have a valid mental health credential from the state of California and training in supervision of clinical experiences. This board certified or licensed supervisor

requirement means that a student’s clinical instruction hours accrued at the masters level will be accepted by the state of California and most likely would be accepted by other states.

Definition and Purpose

The CMHC practicum represents a major benchmark in the master’s-level clinical training of students, as it is their first supervised clinical experience providing direct services to clients. Practicum I (COUN 587P), Practicum II (COUN 597P), and Practicum III (COUN 598P) are each 3-unit courses taken sequentially during the candidate’s last year of the program. During the first two years of the CMHC specialization, students receive a strong foundation in professional counseling and in CMHC through core and specialization courses, scholarship, faculty mentoring and volunteer experiences in the community.

Practicum courses provides in-depth guidance and counseling experience in a range of community based agencies that work with children, teens, adults and families. Trainees are exposed to a range of professional roles, resources and activities such as record keeping, assessment, supervision, and attending in-service and staff meetings. The Practicum courses are designed to provide candidates with highly level clinical supervision and developmentally appropriate and increasingly complex training goals and experiences with clients in their respective settings. The goals are to enhance the knowledge, skills and dispositions outlined in the Counseling Program and CMHC specialization learning outcomes. Students are expected to demonstrate high levels of competencies. Below is an overview of the course pre-requisites, personal counseling requirements, and the expectations for students during practicum.

Pre-requisites for Enrollment in Practicum I

1. Students will complete a minimum of 25 hours of personal counseling prior to enrolling in Practicum I. Students can choose from a range of counseling experiences to fulfill this requirement such as interpersonal, career, family, or pastoral counseling in an individual or group settings.
2. Students will complete all core classes and three CMHC specialization courses prior to or concurrent with enrollment in Practicum I. These courses are identified with an asterisk (*) below.

I. Core Courses (27 units)	
*COUN 502	* Professional Orientation and Law and Ethics in Counseling (3)
*COUN 505	*Human Development (3)
*COUN 508	*Research Methods in Counseling (3)
*COUN 510	*Career Development Across the Lifespan (3)
*COUN 515	*Multicultural Counseling (3)
*COUN 520	*Counseling Psychology: Theory and Practice (3)
*COUN 526	*Group Counseling (3)
*COUN 530	*Assessment Techniques in Counseling (3)
*COUN 540	*Clinical Interviewing (3)
II. CMHC Specialization Courses (24 units)	
*COUN 541	*Advanced Counseling: Diagnosis and Treatment (3)

COUN 542	Addictions Counseling (3)
COUN 544	Introduction to Family Counseling (3)
*COUN 547	*Risk Assessment and Trauma Intervention in CMHC (3)
COUN 549	Psychopharmacology (3)
COUN 550	Advanced Human Sexuality Counseling (3)
*COUN 555	*Evidence Based Theories and Techniques in Counseling (3)
COUN 562	Evidence Based Practices with Underserved Populations: Positive Psychology (3)

3. Students will complete the Clinical Instruction Benchmark Assessment (CIBA) with their advisors. The CIBA is designed to provide candidates with personal and professional development feedback, to assess progress in the program, and to determine the student's readiness for the transition to the practicum and capstone stage of clinical instruction. More specifically, the CIBA will include a review of:
- a) instructor and self-evaluations from the Clinical Interviewing Course (COUN 540);
 - b) student's completion of required core and specialization courses;
 - c) the student's CV
 - d) a reflection essay outlining students' developing professional goals, clinical interests, and objectives for Practicum training.
 - e) evidence of malpractice insurance (to be submitted to advisor and placed in student's file).

Practicum Expectations and Overview

Across all three semesters of Practicum I, II and III, candidates will complete a minimum of 700 supervised hours. During Practicum I students are expected to accrue a minimum of 100 clinical contact hours, including a minimum of 40 hours of direct contact with clients and a minimum of 60 hours providing indirect service hours. During Practicum courses students will participate in weekly group supervision and in bi-weekly (i.e., every other week) individual supervision with USD faculty supervisors. Additionally, students will be provided with weekly group and individual supervision at their community site. Trainees will receive one hour of individual supervision or two hours of group supervision (in a group of less than 8 trainees) for every five hours of direct service they provide. No direct hours can be counted in a week without clinical supervision. Clinical hours may only be accrued while officially enrolled in CMHC Practicum I, II, or III. The one exception involves the opportunity for students to continue to work at their practicum site during the January intersession break when they are not enrolled in a Practicum II/III class and to count hours if the site is providing the required amount of individual or group supervision for the number of direct hours students are providing. However, permission must be obtained from the Director of Field Experiences before making this arrangement at your site.

Practicum assignments are made by the Director of Field Experiences in consultation with the CMHC faculty and the trainee. The typical practicum experience requires the trainee to be on site for two to three days per week, to provide four to five hours of direct service to clients under supervision, and to complete additional indirect service hours at the site. Students will also be required to receive one hour of individual or triadic supervision, and two hours of group supervision with a USD assigned supervisor during a scheduled three hour class meeting held at USD. Prior to accumulating clinical hours, trainees must participate in and document that a comprehensive orientation session took place at the assigned practicum site. An orientation is essential for a smooth transition into practicum sites. It is important for trainees to familiarize themselves with the policies and procedures of the site, the key staff with whom the trainee will be working, and the overall culture of the organization or institutional setting within which the trainee will work. Students are expected to remain at their

Practicum sites for three semesters, and will only be allowed to switch from an assigned site under extreme hardship circumstances. In such instances, written approval from the Counseling Program Director is required.

The CMHC requirements for clinical instruction assignments, direct and indirect clinical hours, and individual and group supervision meet the legislated requirements for a practicum experience for people preparing to become a Licensed Professional Clinical Counselors (LPCC) in California. Our CMHC specialization meets the requirements for the Clinical Mental Health Counseling Specialization as defined by the Council for Accreditation of Counseling and Related Education Programs (CACREP).

In summary, during Practicum, candidates must:

- be enrolled in a Practicum (I-III) course;
- complete a total of 700 hours of fieldwork (with a minimum of 280 hours in direct service);
- attend weekly group supervision at USD;
- attend bi-weekly individual supervision USD;
- receive one hour of individual supervision or two hours of group supervision for every five hours of direct service provided.
- document that the correct number of supervision hours has been received for the number of direct service hours provided.
- develop program-appropriate audio/video recordings for use in supervision or receive live supervision of interactions with clients.
- present and maintain continuous proof of valid malpractice insurance during their Practicum courses while they are providing direct service to clients at their site. Proof of insurance must be obtained before Practicum assignments begin and submitted with the CIBA documents.
- attend and provide documentation of a site-based orientation at the outset of Practicum I.

Assessing Readiness for Enrollment in Practicum II/III

At the completion of Practicum I and Practicum II, students are evaluated to determine their readiness for Practicum II and III, respectively. A Clinical Progress Review is conducted with the student's USD Practicum Group Supervisor at the end of the term and will address the following items.

- a) Clinical evaluations from: the student's self-assessment, site-based supervisor(s), USD group supervisor, and the USD individual supervisors. The USD Group Supervisor and student will review all assessment data including narrative comments and discuss areas of relative strengths and weaknesses.
- b) The student will develop and submit a list of clinical practice goals for the upcoming term, either Practicum II or Practicum III. This list will be discussed, approved and endorsed by the student and the Group Supervisor who is convening this meeting.
- c) The signed documentation will be submitted to the Director of Field Experiences who will then deliver it to the Group Supervisor at the beginning of the next term.

Please note that completion of the Clinical Progress Review is required for enrollment in subsequent Practicum courses (II or III).

Eight Points for Successfully Completing Practicum Requirements

1. You are required to attend the Practicum I Information Session that is offered during the Spring semester prior to the Fall start date of Practicum I. The process for placement will be discussed. You must submit your completed CIBA to the Director of Field Experiences. A “practicum fair” will be hosted in SOLES to introduce sites for potential practicum placements. After the practicum fair, you will visit and interview professional mental health professionals at sites recommended by your advisor and the Director of Field Experiences. A letter of introduction may be useful for these visits. When you are informed that your site selection has been approved, you then submit the Clinical Supervisor Agreement and Site Contract to your assigned University Supervisor.
2. Remember that it is your responsibility to keep copies of all documents related to your Practicum. Failure to do so can result in delays or other problems related to your graduation and eligibility for post-graduate clinical work and licensure.
3. **Weekly Summary of Clinical Hours:** This is essentially a legal document in which you keep a record of your hours and activities at the site. This document is to be reviewed and signed monthly by your clinical supervisors. At the end of the Practicum I, II and III semesters, you will submit your Weekly Summary of Clinical Hours which has been signed by your on-site supervisor, and your USD group and individual supervisors, to the Director of Field Experiences. This document will be placed in your permanent file.
4. **Group and Individual Supervision Log:** This form will be signed **each time** you receive supervision from any clinical supervisor, either at USD or at your practicum site.
5. **Final Evaluations:** The Director of Field of Experiences will provide you with the forms that you and your clinical supervisors must complete to evaluate your clinical progress and development.
6. **Practicum Site Hours:** Your on-site hours are arranged between you and your clinical supervisor. These hours should be listed in your USD counseling program file. It is possible that the CMHC faculty or other supervisor may "drop in" to visit you at a site, but usually an appointment is made in advance and site visits are scheduled several weeks in advance.
7. **Student’s Initial Visit to Practicum Site:** At least three weeks prior to starting at your site be sure you are introduced to the site administrators, mental health professionals, and other personnel with whom you will be working. Upon completion of your placement, it is appropriate to send a note of thanks to the relevant personnel. Make sure the office assistants are aware that you are a practicum student or trainee at the site and can refer calls and visitors to you.
8. Inform the clinical supervisor and appropriate site staff at least ten business days before your final day at the site.

ACA Ethical Standards

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

The specification of a code of ethics enables the association to clarify to current and future members, and to those served by members, the nature of the ethical responsibilities held in common by its members. As the code of ethics of the association, this document established principles that define the ethical behavior of association members. All members of the American Counseling Association are required to adhere to the Code of Ethics,

which will serve as the basis for processing ethical complaints initiated against members of the association. A complete copy of the American Counseling Association (ACA) Code of Ethics is available at www.counseling.org.

*It is the responsibility of all clinical instruction participants; Clinical Supervisor, Director of Fieldwork Experiences, university supervisors, on-site supervisors, seminar instructors and USD CMHC students to abide by recognized mental health associations, Ethical Standards and to ensure the client’s confidentiality and legal rights are protected. These procedures will be reinforced in the seminar classes and during the on-site visits by the university supervisors.

AMHCA Ethical Standards – Preamble

Mental health counselors believe in the dignity and worth of the individual. They are committed to increasing knowledge of human behavior and understanding of themselves and others. While pursuing these endeavors, they make every reasonable effort to protect the welfare of those who seek their services, or of any subject that may be the object of study. They use their skills only for purposes consistent with these values and do not knowingly permit their misuse by others. While demanding for themselves freedom of inquiry and community, mental health counselors accept the responsibility this freedom confers: competence, objectivity in the application of skills, and concern for the best interest of clients, colleagues, and society in general. In the pursuit of these ideals, mental health counselors subscribe to the following principles:

Principle 1 Welfare of the Consumer

Principle 2 Clients' Rights

Principle 3 Confidentiality

Principle 4 Utilization of Assessment Techniques

Principle 5 Pursuit of Research Activities

Principle 6 Consulting

Principle 7 Competence

Principle 8 Professional Relationships

Principle 9 Supervisee, Student & Employee Relationships

Principle 10 Moral and Legal Standards

Principle 11 Professional Responsibility

Principle 12 Private Practice

Principle 13 Public Statements

Principle 14 Internet On-Line Counseling

Principle 15 Resolution of Ethical Problems

Go to www.amhca.org for more information.

Endorsement Policy

At various times, students and graduates of the Counseling Program require verbal and/or written endorsements or recommendations from the Counseling Faculty in order to gain further training, employment or credentials. A graduate will be endorsed by Counseling Faculty only for a position or credential for which the graduate has been prepared. Practicum site supervisors commonly follow this policy.

Students should be aware of this policy and seek endorsement only for employment and credentials that are appropriate given the student’s training, coursework and supervised experience.

Upon completion of the 60 unit Masters in Counseling degree, the faculty will endorse that all graduates, regardless of their specialization area, will possess entry level clinical counseling skills, ethical decision making skills, and a theoretical orientation on which to base their work as counselors.

Faculty will endorse students for positions within their specialization areas based on our knowledge of their competencies and skills. The Counseling Faculty reserves the right to withhold endorsement of a student has not demonstrated adequate experience with a given population. Additionally, if the faculty has reservations regarding the candidate's fit for a specific position, we would not endorse the student.

We may not endorse a student for a position outside their specialization area unless we have knowledge of their proficiency within that area. Proficiency may be demonstrated by work, internship, volunteer or other supervised experience within or outside the counseling program. It is also important to note that if you are not enrolled in a particular specialization but complete some courses in that area that does not equate to competency in that particular area of counseling. For example, a CMHC student could not complete some school counseling classes and assume that they are now qualified to function as a school counselor, and vice versa. Taking a course(s) that is not a part of a coordinated curriculum is neither advised nor sufficient for competency based on the content of that class.

Upon graduation, the Counseling Program Director will endorse students seeking to register with the CA Board of Behavioral Sciences as an Intern to pursue post-graduate hours for licensure. Graduates will need to schedule an appointment with the Program Director after their degree has been posted, which is typically one month after all grades have been submitted.

CMHC Faculty, Supervisor and Student Responsibilities

CMHC Program Director

- Coordinate all clinical experiences in the CMHC specialization
- Review and sign all clinical instruction documents received by clinical instruction faculty
- Meet individually as needed with the clinical supervisors, students and university supervisors and the Director of Field Experiences to:
 - Answer specific questions regarding placement
 - Suggest methods for meeting clinical instruction requirements at sites
 - Address concerns with student progress and suggest clinical strategies for improvement
- Meet with all CMHC students enrolled in clinical instruction courses once a semester in a group setting
- Enforce the ACA and other mental health and applicable Ethical-Legal Standards
- Facilitate experiences aimed at developing competencies for securing counseling licensure

Director of Field Experiences

- Assign and assist trainee in arranging an appropriate practicum site.
- Identify and develop new CMHC practicum sites, maintain relationships with approved clinical instruction and practicum sites in consultation with the Program Director
- Develop MOU agreements for all CMHC clinical instruction sites and submit a current list of these sites each semester to the Counseling Program Director.
- Review required paperwork verifying acceptance of the practicum sites.

- Communicate regularly with trainee and clinical supervisors to review progress during the clinical instruction experiences.
- Verify that valid malpractice insurance is on file in the counseling office and provide a list of CMHC students enrolled in all clinical instruction courses with documentation of the status of their coverage.
- Be the first line of contact to facilitate a discussion between trainees and supervisors should conflicts surface.
- Organize an ongoing required seminar course to review learning outcomes, review tapes of case studies, and share concerns, successes, and resources during the clinical instruction experience.
- Facilitate group trainings for supervisors during the year.
- Remain abreast of licensure requirements for California.

CMHC Faculty Advisor

- Meet each semester with CMHC advisee. Complete a sequencing form for the student and document and revise the student’s record of coursework regularly. Advise students each semester on the prerequisite and concurrent course requirements for enrollment in the Practicum I.
- Discuss the student’s progress toward readiness to enroll in Practicum I including the completion of the required personal counseling hours.
- Complete the CIBA assessment of the student’s readiness for placement in Practicum I. Forward the required signed paperwork for students approved for placement in Practicum I to the Director of Field Experiences by the required date.

USD Group Supervisor

- Meet weekly with USD supervision team to evaluate and instruct trainees in their clinical work and responsibilities.
- Meet individually with supervisee and complete the required Clinical Progress Review to evaluate supervisee’s readiness and clinical goals for continued training at a practicum II or III site. Forward this signed paperwork to the Director of Field Experiences by the required date.

Requirements and Responsibilities of On-site Clinical Supervisors

On-Site Clinical Supervisors must possess the appropriate mental health clinical licensure for a minimum of 2 years, and supervisory credentials in the state of CA.

- Provide supervisory time, interest and client populations during the semester to assist in teaching the trainee.
- Provide many and varied opportunities for the trainee to engage in a range of clinical mental health counseling activities under supervision.
- Provide ongoing mentoring and evaluation of trainee.

- Provide the trainee with adequate space, telephone, computer, office supplies and staff support to conduct professional activities.
- Provide supervision of trainee's clinical mental health work including videotapes/CDs, audiotapes, observation and live supervision. Perform individual, small group, and didactic supervision sessions for assigned trainees.
- Provide written evaluation of the trainee in a timely manner based on the criteria established by the USD Counseling Program and CMHC Specialization.
- Orient the clinical counselor trainee to roles and responsibilities and support trainee especially during the transition to the clinical site and environment. For example, allow the trainee to shadow the clinical supervisor as s/he performs duties such as attending meetings and providing services.
- Introduce the trainee to the philosophy, policies, administration and other professionals at the facility.
- Assist the trainee in experiencing as many aspects of the position as possible, undertaking the activities and roles performed by the other counseling professionals at your site.
- Address concerns that may arise as the trainee performs various practicum duties. Document any problematic behaviors (e.g., attendance, dispositional, potential unethical issues) associated with a trainee.
- Maintain regular contact with the Director of Field Experiences and the Counseling Program Director should any problematic issues surface.
- Keep site administrator and the Director of Field Experiences informed of the progress of the trainee.
- Provide opportunities for the trainee to engage in a broad and diverse range of activities as appropriate.
- Supervise the trainee by providing a minimum of one hour of weekly face-to-face supervision. Review videotapes of the trainee's work at least once a semester with the trainee.
- Provide ongoing feedback to the trainee about their performance and complete all paperwork required by the Counseling Program in a timely manner. A final assessment form will be provided for all assigned CMHC students.
- Promote compliance with the ACA, AMHCA, and other mental health ethical-legal standards.
- Promote the development of clinical mental health skills as required. For example, the CMHC practicum I experience emphasizes clinical-diagnostic interviewing and Practicum II/III includes the broad range of skills associated with licensed professional clinical counseling (LPCC).
- Provide ongoing review and feedback of student clinical work such as videotaped sessions, case notes, and written documentation/reports.
- Review, discuss and sign trainee's Clinical Hours Summary and Supervision Log each month.
- Inform the trainee of unique training situations or events which would enrich their counseling experience such as meetings, conferences, and organizational and outreach activities.

CMHC Students Enrolled in Practicum I, II and III Courses

- Review and adhere to the policies, standards and practice of the practicum site. Assume a professional stance in following the regulations.
- Become personally and professionally involved in the process of becoming a professional counselor. Develop a professional attitude and skills toward counseling advocacy.

- Show evidence of professional enthusiasm, personal maturity and becoming adept at integrating theory and practice.
- Increase skills in developing effective human relationships with your clients, colleagues and with the public.
- Be flexible, be a team player, take initiative and be willing to extend your comfort zone.
- Develop and demonstrate an understanding, appreciation and sensitivity toward the cultural heritage, community values and individual differences of diverse clients.
- Become acquainted with your clients, study their records and develop an ethical sense of keeping information confidential.
- Familiarize yourself and develop a personal plan to complete the competencies required under the Counseling Department learning outcomes.
- Be prepared to discuss cases and clinical issues and to review your progress during supervision with your on-site clinical supervisor and USD group and individual clinical supervisors.
- Abide by the ACA & AMCHA Ethical Standards and ensure the client's confidentiality and legal rights are protected.
- Be open-minded toward constructive feedback, be interested in improving through the acceptance of suggestions, and honestly strive to incorporate these ideas.
- Keep accurate and current clinical hours and activities logs, and supervision logs. Submit them to the Director of Field Experiences at the end of the semester.
- Evaluate your own personal goals and commitment to the ethics of the profession.
- Facilitate mandated reporting contacts and documentation.
- Review and abide by the USD and SOLES Student Code of Rights and Responsibilities.

Appendices

- A. Practicum Site Assignment
- B. On-site Supervisor Agreement
- C. Clinical Mental Health Counseling (CMHC) Program Site Contract
- D. Consent to be Observed or Tape Recorded
- E. Weekly Summary of Clinical Hours
- F. CMHC Semester Summary Log
- G. CMHC Individual & Group Counseling Supervision Log
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APPENDIX A Practicum Site Assignment

I. Semester: _____ Year: _____ Assignment Site: _____

II. Candidate's Name: _____ Ms., Mrs., Miss, Mr.
(Last Name, First Name)

Phone (W) _____ Preferred hours to phone _____

Phone (H) _____ Preferred hours to phone _____

III. On-site Supervisor: _____

Supervisor's Title, Educational Background and Credentials

Site Address: _____
Street City Zip

Phone (W) _____ Preferred hours to phone _____

Phone (H) _____ Preferred hours to phone _____

On-site Supervisor e-mail: _____

IV. Practicum student's office address (where you can be found):

Street City Zip

Days/Hours on Duty: _____

V. Round trip mileage from USD to your site: _____

VI. On the back, please place a map from USD to a parking space at your site.

VII. State below any information or problems that the Director of Field Experiences should be aware of in your assignment. (Continue on the back if necessary.)

APPENDIX B On-site Supervisor Agreement

I will serve as the On-site Supervisor for _____ during
(Student's Name)
the _____ Semester 20_____.

Name (please print): _____

Signature: _____

Phone/Fax: _____

Email: _____

Mental Health License/Certification Held: _____

Issue Date: _____ License Number: _____

Supervision Training or Coursework completed _____

Site Name: _____

Site Address: _____
Street City Zip

Phone: _____

APPENDIX C

Clinical Mental Health Counseling (CMHC) Program Site Contract

This agreement is between the University of San Diego and _____ (site name).

Effective dates: from _____ (date) to _____ (date) for _____ hours per week.

Name of Clinical Counselor Trainee: _____ **Practicum I, II or III** (Please Circle)

Expectations:

Thank you for providing this training opportunity for the USD Counseling trainee. To meet quality training standards, as well as accreditation and licensure eligibility standards, we have made explicit the expectations of the training experience, as listed below:

1. A minimum of 100 hours is required for Practicum I, with a minimum of 40 hours of direct service. Practicum II/III requires a minimum of 600 hours with 240 hours of direct service. The remaining hours may be a combination of direct and indirect hours but direct service hours are preferred.
2. The Clinical Counselor Trainee needs to see a minimum of 15 clients total, and must see a minimum of five clients for at least 4 sessions so that the Trainee can demonstrate the ability to diagnose a client problem or concern, design appropriate assessment interviews, conduct testing and interventions, and evaluate progress toward goals.
3. The Trainee should deliver a 4-6 session small group interventions with a minimum of 3 clients per group, and may conduct these groups with a co-facilitator.
4. The Trainee is required to plan, deliver and evaluate at least one large group training or presentation.
5. The Trainee's interventions should meet the unique needs of the organization and its clients, students or employees and the Trainee should always practice within the agreed upon rules and standards of the organization.
6. The Trainee must fulfill the requirements of the contract before credit for the completion of the practicum course can be awarded.
7. The Trainee must inform clients that s/he is a Trainee (i.e., graduate level practicum student) receiving supervision from licensed mental health professionals.
9. The Trainee must videotape or audiotape at least 3 client sessions per semester to view in supervision, and must obtain the client's written permission (using a USD consent form).
10. The Trainee must receive one hour per week of individual supervision or two hours per week of group supervision from the On-Site Clinical Supervisor.

 On-site Supervisor: Date:

 Student: Date:

 Counseling Program Director Date:

APPENDIX D

Consent to be Observed or Tape Recorded

I, _____, give _____,
(Client or Client's Parent or Guardian) (Clinical Counselor Trainee)

a student in the Clinical Mental Health Counseling (CMHC) Specialization at the University of San Diego, permission to audio/video tape our counseling sessions, and/or have visual records and observations of me. The contents of the tapes may be reviewed with a USD clinical supervisor, CMHC faculty and supervision group. These materials are considered confidential, and will be destroyed after supervisory viewing.

I am in agreement that the primary use for these recordings and observations is to increase the effectiveness of the student's counseling by providing clinical instruction and feedback. I understand that my name shall not be used in connection with these recordings and cannot and will not be used for any purpose other than those specified above. Recording and/or utilization of materials under the terms of this signed consent shall not be subject to legal action.

I understand that my counselor is a Counseling graduate student, is not yet licensed and is under the supervision of a qualified supervisor at the practicum site and the University of San Diego.

The term "client" as used herein refers to any person receiving services including students, parents, teachers, or patients. Clients have the right to confidentiality. Information revealed will remain within the professional setting. There are, however, legal exceptions to this right; information must be divulged: (a) when ordered by the court, or (b) when the counselor and his or her supervisor determine that an individual may present a threat to self to others. *California law requires the report of any known or suspected instance of child or adult abuse or neglect.* It is understood that all information disclosed within these sessions will otherwise be kept confidential and will not be released to anyone outside of the agency without written permission, except where disclosure is required by law.

Client Signature

Clinical Counselor Trainee Signature

Signature of Parent or Guardian if Client is a Minor

Date: _____

NOTE: A signed and dated consent form MUST be obtained for each client on and off site, prior to any taping (audio or video).

APPENDIX E: Weekly Summary of Clinical Hours

Name _____ For the Week of _____ to _____

***Please round to nearest 15 minute increment**

Direct Service	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Advocacy for Clinical Issue								
Assessment, Intake/Interview or Testing								
Career Planning for Clinical Issue								
Conflict Mediation								
Group Counseling or Facilitation								
Family, Couples, Child Counseling								
Individual Counseling								
Large Group Presentation/Psychoeducation								
Providing Workshop/Training								
Other (specify):								
Total Direct Services								Total

Indirect Services	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Case Management								
Clinical Observation & Informal Assessment								
Planning/Program Development								
Professional Development								
Report Writing								
Test Interpretation and Scoring								
Clinical Case Presentation								
Proctoring Exams								
Group Supervision								
Individual Supervision								
Other (specify):								
Total Indirect Services								Total

Total Weekly Hours:	
----------------------------	--

Total Service Hours to Date:	Service Hours Working with Racially/Ethnically Diverse Clients to Date:	Group Supervision Hours to Date:	Individual Supervision Hours to Date:
Direct:	This Week:	This Week:	Individual:
Indirect:			Group:
Total Service Hours:	Total Service Hours:	Total Service Hours:	Total Hours:

Student Signature: _____

Date: _____

Site Supervisor Signature: _____

Date: _____

APPENDIX F CMHC Semester Summary Log

Semester _____ (Please check) Practicum I _____ Practicum II _____ Practicum III _____

Student Name _____

Practicum Site _____

Total Number of Direct Hours for the Semester: _____

Total Number of Non-Direct Hours for the Semester: _____

Total Number of Direct and Non-Direct Hours for the Semester: _____

Total Number of Racially/Ethnically Diverse Clients: _____

Total Number of Group Supervision Hours: _____

Total Number of Individual Supervision Hours: _____

Required Signatures:

Student _____ Date _____

On-site Supervisor _____ Date _____

USD Supervisor _____ Date _____

Program Director _____ Date _____

APPENDIX H: Clinical Instruction Site Evaluation Form

Please note that this form will be sent to you electronically.

Name: _____ Phone# of site: _____ E-Mail: _____

Date: _____ Semester: _____

Site: _____ Clinical Supervisor: _____

Total number of hours completed: _____

1. What did you like about the clinical instruction experience at this site?
2. What did you not like about this site?
3. How was the practicum experience different from what you expected?
4. What did you like about working with your clinical supervisor?
5. Was there anything you did not like about your clinical supervisor?
6. Did you feel you received enough supervision at this site? And how was it arranged?
(Weekly meetings? Informal consultation?)
7. What could have been done to improve your experience?
8. Any comments or suggestions for future trainees who might want to work at this site?
9. On a scale of 1-10, how would you rate your overall experience and why?
(1 = poor, 10 = excellent)

APPENDIX I: CLINICAL SUPERVISOR EVALUATION

Please note that this form will be sent to you electronically.

Directions: At the end of the semester, each student is required to complete an evaluation of their site supervisor.

Site Supervisor _____ Semester/Year _____/_____

Agency/School _____/_____

Please evaluate your supervisor using the following code:

SA	A	D	SD	NO
Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion

Please circle your response.

1. My supervisor was genuinely interested in my growth as a professional counselor.

SA A D SD NO

2. My supervisor was very professional in his/her dealings with me.

SA A D SD NO

3. My supervisor made suggestions regarding my taped sessions that were beneficial.

SA A D SD NO

4. My supervisor created a setting of support.

SA A D SD NO

5. I was treated as a professional by my supervisor.

SA A D SD NO

6. My supervisor was dependable regarding his/her supervision meetings with me.

SA A D SD NO

7. My supervisor offered me constructive criticism that assisted in improving my counseling skills.

SA A D SD NO

8. The requirements made of me by my supervisor were fair and challenging.

SA A D SD NO

PLEASE COMMENT ON THE FOLLOWING:

What do you feel you gained as a result of working with your supervisor?

What could your supervisor have done differently to make your experience more beneficial?

If you were grading your experience with your supervisor, how would you grade it?

____ A ____ B ____ C ____ D ____ F

Were the physical facilities at your site appropriate? Please be specific regarding strengths or problems.

YES NO

How would you grade the site?

____ A ____ B ____ C ____ D ____ F

Additional Comments:

APPENDIX J: CMHC Program Trainee Assessment for Clinical Instruction

Please note that this form will be sent to you electronically.

Trainee: _____ Date: _____

Site: _____

Site Supervisor: _____

TERM: Fall ____ Spring ____ Summer ____ Year ____

Self-Assessment ____ Practicum Instructor ____ On-site Supervisor ____

COURSE: PRACTICUM I ____ PRACTICUM II ____ PRACTICUM III ____

TRAINEES, PRACTICUM INSTRUCTORS OR SITE SUPERVISORS:

This evaluation consists of three parts: Evaluation of Trainee's Clinical skills, Counseling Specialization Competencies, and Professional Conduct. All professions charge their members with the responsibility of monitoring potential members of the profession. This monitoring involves evaluation of potential new members' cognitive and academic abilities as well as their personal and professional behaviors.

All clinical instruction participants are asked to complete an evaluation relative to the trainee's performance at the end of each Practicum. It is requested that you review assessment results with the trainee and utilize the data to set appropriate goals for subsequent Practicum experiences. It is anticipated that most trainees will require skill development in several areas. Please be sure to give the trainee very specific feedback about those areas in need of strengthening. In completing all sections of this evaluation, please assess the trainee's demonstrated skills and behaviors in your setting. If you have any questions or need clarification about the evaluation process, please contact Peggy Hetherington, Director of Field Experiences, at (619) 260-8804 or via email at peggyh@sandiego.edu.

We thank you for your time and commitment to training our CMHC students!

Important Notes for the following assessment:

- A score of **4 or 5** indicates the student has demonstrated a competency level for that skill that is *equal to that of an effectively functioning clinical mental health counselor*. A score of **N/O** indicates you were *not able to observe* the trainee demonstrating this competency.
- Please see the following pages to complete the assessment.

EVALUATION OF CLINICAL SKILLS

	RELATIONSHIP/ATTENDING SKILLS	1				5	Not
		LOW				HIGH	Observed
1	Listens carefully and communicates an understanding of the client.	1	2	3	4	5	N/O
2	Is genuine and warm with client	1	2	3	4	5	N/O
3	Is immediate with the client.	1	2	3	4	5	N/O
4	Is respectful of, and validates, the client.	1	2	3	4	5	N/O
5	Is appropriate regarding the cultural context of the client.	1	2	3	4	5	N/O
6	Is appropriate regarding the developmental context of the client.	1	2	3	4	5	N/O
7	Uses interpersonal strengths appropriately, including humor and self-disclosure.	1	2	3	4	5	N/O
8	Is comfortable with a variety of feelings and/or issues shared by the client.	1	2	3	4	5	N/O
9	Provides support to the client when appropriate.	1	2	3	4	5	N/O
10	Challenges the client when appropriate.	1	2	3	4	5	N/O
11	Tracks the main issues presented by the client.	1	2	3	4	5	N/O

	CLINICAL ASSESSMENT SKILLS	1				5	Not
		LOW				HIGH	Observed
12	Is able to organize session data into meaningful frameworks	1	2	3	4	5	N/O
13	Appreciates cultural and/or developmental issues that may affect clinical assessment.	1	2	3	4	5	N/O
14	Is able to recognize normative from problematic behavior during assessment and incorporate appropriate testing.	1	2	3	4	5	N/O
15	Can assist the client in considering different components and sequences that make up and sustain problems.	1	2	3	4	5	N/O
16	Is able to identify cognitive components of client issues.	1	2	3	4	5	N/O
17	Is able to identify affective components of client issues.	1	2	3	4	5	N/O
18	Is able to identify behavioral components of client issues.	1	2	3	4	5	N/O
19	Is able to identify systemic components of client issues.	1	2	3	4	5	N/O
20	Identifies appropriate process clinical goals.	1	2	3	4	5	N/O
21	Can assist client/student in translating clinical problems into realistic outcome goals.	1	2	3	4	5	N/O
22	Maintains an appropriate pace during sessions	1	2	3	4	5	N/O
23	Uses clinical questions skillfully.	1	2	3	4	5	N/O
24	Uses clinical interventions skillfully.	1	2	3	4	5	N/O
25	Can direct the session in a meaningful manner.	1	2	3	4	5	N/O
26	Can deliver appropriate confrontations.	1	2	3	4	5	N/O
27	Can demonstrate an appropriate use of affective interventions.	1	2	3	4	5	N/O
28	Can demonstrate an appropriate use of cognitive interventions.	1	2	3	4	5	N/O
29	Can demonstrate an appropriate use of behavioral interventions.	1	2	3	4	5	N/O
30	Can demonstrate an appropriate use of systemic interventions.	1	2	3	4	5	N/O
31	Appropriately manages clinical case load & psychopathology	1	2	3	4	5	N/O

	PROFESSIONAL SKILLS	1				5	Not
		LOW				HIGH	Observed
32	Is aware of personal issues (counter-transference/parallel processes) that might impact counseling).	1	2	3	4	5	N/O
33	Demonstrates receptiveness to and use of supervision.	1	2	3	4	5	N/O
34	Appreciates own limits without overreacting or becoming defensive	1	2	3	4	5	N/O

	CMHC COUNSELING-RELEVANT COMPETENCIES	1			5	Not	
		LOW			HIGH	Observed	
35	Demonstrates awareness of current issues and trends in clinical mental health counseling	1	2	3	4	5	N/O
36	Demonstrates professional commitment by membership and participation in professional organizations for CMHC	1	2	3	4	5	N/O
37	Demonstrates knowledge of theories of CMHC and applies them to clinical work where appropriate	1	2	3	4	5	N/O
38	Shows knowledge of diagnostic interviewing, MSE, and clinical assessment	1	2	3	4	5	N/O
39	Demonstrates knowledge of psychopathology and treatment planning	1	2	3	4	5	N/O
40	Demonstrates understanding of cultural and ethnic diversity in and the influence of diverse cultural backgrounds on CMHC work	1	2	3	4	5	N/O
41	Demonstrate knowledge of the ethical standards, forensic issues, policies, laws and regulations relevant to CMHC	1	2	3	4	5	N/O
42	Demonstrates knowledge of developmental tasks appropriate to different age groups as well as theories of development	1	2	3	4	5	N/O
43	Demonstrates knowledge of a full range of intervention strategies for various clinical clients	1	2	3	4	5	N/O
44	Organizes, leads, and evaluates group counseling experiences	1	2	3	4	5	N/O
45	Demonstrates knowledge of assessment techniques applicable to higher education environments	1	2	3	4	5	N/O
46	Conducts appropriate clinical assessments	1	2	3	4	5	N/O
47	Demonstrates knowledge of issues that affect development and functioning of clinical client (ADHD, disabilities, stress, drug/alcohol abuse, sexual abuse, trauma, risk assessment, etc.)	1	2	3	4	5	N/O
48	Demonstrates skills in designing preventive and remedial interventions for the range of various developmental issues	1	2	3	4	5	N/O
49	Demonstrates knowledge and application of procedures to ensure clinical growth in clients seen	1	2	3	4	5	N/O
50	Demonstrates knowledge and application of various evaluation steps used in the licensure process for CMHC	1	2	3	4	5	N/O
51	Demonstrates knowledge of consultation theories and clinical strategies	1	2	3	4	5	N/O
52	Demonstrates knowledge and the CMHC licensure tests	1	2	3	4	5	N/O
53	Knowledge and application of assessment and case conceptualization and concepts of psychopathology that lead to diagnosis and appropriate clinical counseling interventions.	1	2	3	4	5	N/O
54	Demonstrates the skill to assess whether a client needs a referral to additional mental health and other available resources and to complete the referral	1	2	3	4	5	N/O
55	Demonstrates knowledge of methods, including use of appropriate technological resources, for implementing and evaluating services	1	2	3	4	5	N/O
56	Demonstrates ability to design, deliver and evaluate programs for services delivered in a clinical setting	1	2	3	4	5	N/O

	PROFESSIONAL BEHAVIOR	1			5	Not Observed	
		LOW			HIGH		
57	Behaves professionally (e.g., demeanor, dress, language, etc.)	1	2	3	4	5	N/O
58	Has Regular and prompt attendance	1	2	3	4	5	N/O
59	Willingly assumes responsibility	1	2	3	4	5	N/O
60	Manages time well.	1	2	3	4	5	N/O
61	Shows commitment to providing service at site.	1	2	3	4	5	N/O
62	Follows through on professional commitments.	1	2	3	4	5	N/O
63	Maintains confidentiality of all personally identifiable information of clients and colleagues, except if disclosure is needed to provide professional service or comply with the law	1	2	3	4	5	N/O
64	Demonstrates respect for clients, coworkers and supervisory staff regardless of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background	1	2	3	4	5	N/O
65	Shares weaknesses with staff in order to improve and is aware of skill and/or ability limitations.	1	2	3	4	5	N/O
66	Accurately evaluates own counseling session performance.	1	2	3	4	5	N/O

SUMMARY:

Student Strengths:

Student Clinical Strengths:

Areas for Growth:

Final Semester Evaluation (Please underline): My signature indicates I believe the trainee has developed both the professional behaviors and the counseling competencies to perform as an effective clinical mental health counselor relative to the expectations of the Practicum course (I, II or III) that they are completing.

Clinical Supervisor Signature

Date

Counseling Program Director Signature

Date

APPENDIX K SOLES Contact Information

SOLES Deans Office

Paula A. Cordeiro, Ed.D.
Dean
(619) 260-4540
cordeiro@sandiego.edu

George Reed, Ph.D.
Associate Dean
(619) 940-4102
george.reed@sandiego.edu

Linda Dews
Assistant Dean
(619) 260-7585
ldews@sandiego.edu

CMHC Specialization Faculty and Staff

Ann F. Garland, Ph.D.
Department Chair
(619)260-7879
agarland@sandiego.edu

Ana Estrada, Ph.D.
Counseling Program Director
(619)260-7547
estradaa@sandiego.edu

Ronn Johnson, Ph.D., ABPP
Associate Professor
(619) 260-4702
ronnjohn@ronnjohn.cts.com

Susan Zgliczynski, Ph.D.,NCC
Associate Professor
(619) 260-4287
zglnski@sandiego.edu

Mae Gonzalez, Ph.D.
Visiting Professor
(619) 260-5987
gonzalezm@sandiego.edu

Peggy Hetherington, M.A.
Director of Field Experiences
(619) 260-8804
peggyh@sandiego.edu

Lindsay Dyer
Program Executive Assistant
(619) 260-7441
ldyer@sandiego.edu

APPENDIX L

Summary of Requirements for a Licensed Professional Clinical Counselor (LPCC) in California

Please note that these guidelines apply for candidates who begin graduate study **ON or AFTER AUGUST 1, 2012**, or who began study before 2012 and do not complete it by 2018. **Students are responsible for being informed of the current regulations posted on the California Board of Behavioral Sciences (BBS) website at www.bbs.ca.gov.**

Program Requirements: A 60-semester-unit master's or doctoral degree from an accredited or approved institution, which is counseling or psychotherapy in content, includes 6 semester units of supervised practicum or field work study, and contains at least 3 semester units, or four and one half quarter units, of coursework in 10 of the following 13 core content areas. All 13 core areas must be completed before education can be approved.

- (A) Counseling and psychotherapeutic theories and techniques (includes counseling theories, selection of counseling interventions, orientation to wellness and prevention, etc.)
- (B) Human growth and development across the lifespan (includes psychopathology, normal and abnormal behavior, developmental crises)
- (C) Career development theories and techniques
- (D) Group counseling theories and techniques
- (E) Assessment, appraisal and testing
- (F) Multicultural counseling theories and techniques
- (G) Principles of diagnosis, treatment planning and prevention of mental and emotional disorders and dysfunctional behavior
- (H) Research and evaluation
- (I) Professional orientation, ethics and law in counseling, including California law and professional ethics
- (J) Psychopharmacology (includes biological bases of behavior)
- (K) Addictions counseling (includes substance abuse, co-occurring disorders)
- (L) Crisis/Trauma Counseling (includes multidisciplinary responses to crises, emergencies or disasters).
- (M) Advanced counseling and psychotherapeutic theories and techniques

In addition to the course requirements described above, fifteen semester units of advanced coursework to develop knowledge of specific treatment issues or special populations.

Instruction must include:

- (1) Human sexuality and the study of the physiological, psychological and social cultural variables associated with sexual behavior, gender identity and psychosexual dysfunction
- (2) Spousal or partner abuse assessment, intervention strategies and same-gender abuse dynamics
- (3) Child abuse assessment and reporting (seven hours required)
- (4) Aging and long-term care, including biological, social, cognitive and psychological aspects of aging

Instruction must include methods of service delivery in recovery-oriented practice environments and integrate an understanding of various cultures and the social and psychological implications of socioeconomic position.

Supervision: A minimum of 3,000 post-degree hours of supervised experience, by a LPCC, LMFT, LCSW, licensed psychologist or licensed physician and surgeon, who is certified in psychiatry by the American Board of Psychiatry and Neurology, over a period of not less than two years, including not less than 1,750 hours of direct counseling with individuals or groups in a clinical mental health counseling setting and 150 hours in a hospital or community mental health setting.

Examination: Passing score on the National Clinical Mental Health Counselor Examination (NCMHCE) and the California Law and Ethics Exam, which are taken at the completion of the supervised hours.
