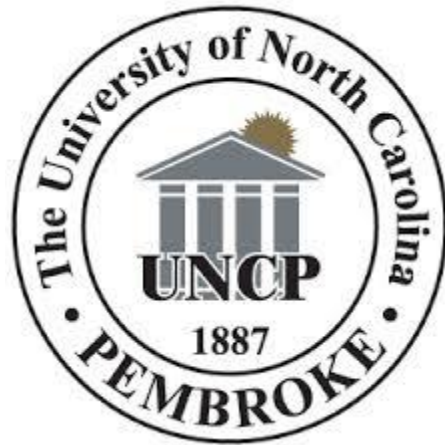


UNCP DEPARTMENT OF COUNSELING

Field Placement Manual

2021—2022



**The University of North Carolina at Pembroke
College of Health Sciences
Department of Counseling
Clinical Mental Health Counseling Program
& Professional School Counseling Program**

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FIELD PLACEMENT COORDINATORS

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The Field Placement Coordinators for the Counseling Programs at UNC- Pembroke are responsible for coordinating all practicum and internship experiences for Clinical Mental Health Counseling students and Professional School Counseling students. The field placement coordinators collect, maintain, analyze and prepare reports of data related to supervision, field placement, and licensure.

FIELD PLACEMENT POLICIES & PROCEDURES

The culminating experiences of the Counseling Programs are the supervised field placement courses: practicum and internship. Supervision is defined as: a distinctive, structured approach in which an often more experienced professional counselor responds to a counselor trainee or supervisee's needs with attention to the supervisee's differing developmental and competency levels (Russell-Chapin & Ivey, 2004).

Bernard and Goodyear (2009) also described supervision as:

- evaluative and hierarchical
- extending over time
- having the simultaneous purposes of enhancing the professional functioning of the more junior person(s); monitoring the quality of the professional services offered to the clients that she, he, or they see; and serving as a gatekeeper for those who are to enter the particular profession.

Field Placement Experiences

Clinical Mental Health Counseling field placement experiences must be completed in North Carolina or South Carolina.

Professional School Counseling field placement experiences must be completed in North Carolina only.

Students must have an approved contract on file with the field placement coordinator before accruing any hours on site.

Counseling Practicum (Clinical Mental Health/School Counseling; 3 semester hours)

The practicum is an introductory field placement course. The field placement is required to take place in a setting appropriate to the student's graduate counseling program of study. All placements must have approval from the program faculty the semester before enrollment. The practicum experience allows for enhanced skill development and exposure to professional and ethical practices in a supervised and counseling setting. Students work with the Field Placement Coordinator to obtain field placements one semester in advance of enrollment. Students must complete a total of 100 clock hours at the field placement site. In addition to the field placement requirement, students are required to attend class for group supervision and attempt the comprehensive exam. PREREQ: Completion of 8 out of 9 core counseling courses, a minimum grade point average of 3.0, and an approved field placement application. COREQ: CNS 5060 Crisis Intervention and CNS 5900 Issues in Addictions for Counselors

NOTE: The core courses are: Professional & Ethical Issues (CNS 5000), Lifespan Development (CNS 5025), Counseling Skills & Techniques (CNS 5050), Group Counseling (CNS 5100), Theories of Counseling (CNS 5400), Research & Program Evaluation (CSN 5500), Assessment (CNS 5600), Career Counseling (CNS 5700), and Multicultural Counseling (CNS 5800).

NOTE: Students who take CNS 6100 with only 8/9 core courses previously completed must

complete the final core course concurrently with practicum. Students pursuing this option will be required to take the CPCE toward the end of practicum, and they will not be fully finished (but mostly finished) with their last core course, which is tested on the CPCE. Students may choose to complete all core courses before enrolling in CNS 6100 in order to avoid taking the CPCE while simultaneously completing one core course.

Students must complete all core courses before enrolling in CNS 6120 or CNS 6130.

Please Note: Students who earn a grade of C in CNS 6100 must stop field placement for at least one semester and complete a remediation plan (which can include the requirement for the student to repeat practicum and earn a grade of B or higher) in order to progress to CNS 6120/CNS 6130 Internship.

Counseling Internship (Clinical Mental Health/School Counseling; 3 semester hours)

Counseling internship (CNS 6120/6130) is a field placement course. This field placement is required to take place in a setting appropriate to the students' graduate counseling program of study. All placements must have approval from the program faculty the semester before enrollment. The internship experience provides opportunity for in-depth application of counseling skills and techniques. Students will demonstrate their ability to apply theory to practice. Students receive field-based supervision at their sites and university-based group supervision during class time. Site supervisors must provide supervision to students at a rate of one hour per week throughout the duration of the placement.

Students must complete a total of 300 clock hours at the field placement site during each semester of enrollment in this course. Sixty percent of the 300 clock hours must be in direct client contact each semester that the course is completed. The course is completed twice for a total of 6 credit hours and 600 clock hours.

PREREQ: Completion of CNS 6100 Counseling Practicum, successful completion of the comprehensive exam, permission of the instructor, and a minimum of a grade point average of 3.0.

Please Note: It is the student's responsibility to ensure they have met all prerequisites for field placement courses. If it is determined that students have registered for a field placement course but not completed any prerequisite, he or she may be removed from the course regardless of the point in the semester. This might mean the student is required to drop or withdraw from the course. If the discovery is made after the withdraw period, the student will receive a failing grade in the course, which will result in dismissal from the program.

Please Note: Students may not miss any class time due to field placement responsibilities.

Please Note: Students must be enrolled in a course the semester they plan to graduation. Please consult the Graduate School with any questions or concerns:

Please Note: Students must be active on site every week of the regular semester

Please Note: There is no option to receive a grade of incomplete in any field placement course. Students should make a plan to complete their direct and indirect hours by the last day of finals week. If the student will not be able to complete their hours or any other requirement listed in the field placement syllabus, they should withdraw from the course according to the graduate school calendar. No direct or indirect hours or class assignments will roll over if a student withdraws from a field placement course. Please note that self-plagiarism is an academic offense.

Please Note: Any time a student completes a safety assessment (ie: suicide assessment), they must consult with a qualified professional before the client/student leaves the building. Even if the student determined the client is presently not at a safety risk, a qualified professional must confirm before the client is permitted to leave.

Direct vs. Indirect Hours

Site supervisors and students enrolled in field placement courses often inquire about direct versus indirect contact. The information provided below for your specific field of professional counseling, should help you determine what constitutes direct and indirect hours of experience. These definitions of direct and indirect contact align with the guidelines set forth by the North Carolina Board for Licensed Clinical Mental Health Counselors (21 NCAC 53 .0205 & North Carolina General Statutes Article 24, 90-330 a.3.a-b).

The indirect hours required of a student are determined by the site supervisor. Students should note that indirect hours are a part of all professional counseling work, and are needed in order to support direct counseling hours. Students should willingly complete all indirect hours requested by the site as long as the tasks are completed by every master's-level professional counselor on site. Students may complete indirect hours on site or off site (e.g., by attending a workshop). Students should collaborate with site supervisors to determine what will constitute their indirect hours over the semester.

Professional School Counseling

Direct hours are hours the supervisee spends in a counseling relationship providing counseling to students. This includes individual and small group counseling and core counseling instruction. Students are required to provide both individual and group counseling, at minimum, on site. At least sixty percent (60/practicum or 180/internship) of total hours accumulated by students during each field placement semester should be in direct contact with clients. Students are required to complete a minimum of 2 individual counseling hours per week during practicum, and a minimum of 5 individual counseling hours per week during internship. **Students are**

required to lead or co-lead at least one group counseling process spanning a minimum of 5 weeks during internship 2.

Indirect hours are hours spent in counseling-related activities. This includes program planning (organizing a career day, developing a bully prevention program, etc.), developing core counseling instruction or small group curricula, consultation with teachers or parents, participation in meetings (SST, 504, IEP) and making referrals to community agencies. At least forty percent (40/practicum or 120/internship) of total hours accumulated by students during each field placement semester should be indirect in nature.

Below is a list of activities that students should not count as either direct or indirect hours; they are considered inappropriate activities performed by school counselors based on the ASCA National Model (2019):

- Checking-in students in the morning
- Registering students
- Walking students to class
- Hall duty and Lunch duty
- Disciplining students
- Covering classes when teachers are absent or planning (unless delivering core counseling curriculum)
- Any other activity that is in no way linked to school counseling programming

These guidelines promote consistency across the program and foster the professional development of the supervisee. Students will likely participate in some inappropriate activities, however, they should not be counted as direct or indirect. Students are encouraged to communicate this information to their site supervisors, especially if they find themselves frequently engaging in inappropriate activities. Please attempt to provide your supervisee with worthwhile and enriching experiences that are either direct or indirect in nature.

Clinical Mental Health Counseling

Direct hours for clinical mental health counseling students are hours spent in counseling relationships providing counseling to clients that has been formalized using a NCBLCMHC-compliant Professional Disclosure Statement. This includes individual, family, and group counseling. Students are required to provide individual and group counseling, at minimum, on site. In-take interviews, mental health assessments, and co- counseling are also considered direct contact. At least sixty percent (60/practicum or 180/internship) of total hours accumulated by students during each field placement semester should be in direct contact with clients. Students are required to complete a minimum of 2 individual counseling hours per week during practicum and internship, and **students are required to lead or co-lead at least one group counseling process spanning at least 5 weeks during practicum or internship.**

Indirect hours are hours spent in counseling-related activities. This includes participating in clinical supervision, observing counseling sessions, writing progress notes, consulting with other mental health professionals, coordinating treatment, researching strategies and techniques, attending team meetings and professional development trainings, and making referrals to other community agencies and organizations. At least forty percent (40/practicum or 120/internship) of total hours accumulated by students during each field placement semester should be indirect in nature.

Activities that are considered neither direct nor indirect contact (and should not be assigned to students) include:

- Answering phone calls for the whole organization
- Completing clerical tasks for the whole organization
- Chaperoning clients on non-therapeutic outings
- Supervising clients during non-therapeutic time
- Cleaning or other personal tasks not assigned equally to all mental health professionals on site

This overview of direct and indirect hours encourages consistency across the program and enhances the professional development of your supervisee. Students may participate in some inappropriate activities, although they should not be counted as direct or indirect contact. Additionally, students should engage in co-counseling with a licensed clinician for any counseling session that will be billed for third party reimbursement. Students are encouraged to communicate this information to their site supervisors, especially if they find themselves frequently engaging in inappropriate activities. Please attempt to provide your supervisee with worthwhile and enriching experiences that are either direct or indirect in nature.

Note: Under no circumstances should a UNCP counseling student transport clients in their personal or an organization's vehicle.

Telecounseling

UNCP Department of counseling students in the PSC program might wish to provide teleschool counseling and students in the CMHC program might wish to provide telemental health counseling as part of their field placement experiences. Telecounseling is defined as the provision of counseling services during which the counselor is in one location and the client is in a different location and counseling is provided via technology. Although technology allows professional counselors to connect with clients in unique ways, telecounseling is associated with unique risks for professional counselors and their clients.

Site supervisors are responsible for determining if a UNCP counseling student is eligible to provide telecounseling services. If site supervisors would like field placement students to provide telecounseling as part of their direct hours on site, form C2 must be completed.

Supervisor Qualifications and Requirements

Students are required to receive individual clinical supervision at their site. Students are not required to participate in group supervision at their site, although it is strongly recommended, if available. In addition to participating in any group supervision, each student's site supervisor must agree to provide at least one hour of individual clinical supervision per week.

Students may not choose site supervisors with whom they have familial ties, romantic relationships, or personal friendships. Failure to disclose this information could result in removal from the site, which could result in failure of the field placement course and dismissal from the program.

A qualified site supervisor will have a master's degree, at least two years of post-licensure counseling experience for clinical mental health counseling students and at least three years of post-licensure counseling experiences for professional school counseling students, and a current and relevant mental health license. The Clinical Mental Health Counseling Program prefers that students be supervised by Licensed Clinical Mental Health Counselors (LCMHC), but may approve other clinical credentials when an LCMHC or LCMHCS is not available and all other criteria for a site are met. Professional School Counseling students completing a field placement course in a school may only receive supervision from a licensed professional school counselor. Site supervisors are required to meet with students one hour per week.

Unless specific arrangements are made with the field placement coordinator, site supervisors must be "on-site" and are permitted to provide supervision to a maximum of two supervisees during any given semester. When providing any direct hours, field placement students must have immediate access to a qualified individual who can facilitate safety assessments and procedures. Field placement students may never be alone in a building while working with clients.

Site supervisors are required to provide midterm and final evaluations of the supervisee's professional performance at the site. These evaluations are considered part of the formal evaluation of student progress in the field placement course and their respective program of study. The university supervisor will also discuss student progress with the site supervisor throughout the semester on a biweekly basis via email; either party may request additional in person or telephone communication as needed. Site supervisors may supervise no more than two students, unless granted permission by the Field Placement Coordinator.

Summary List of Site Requirements

- One hour of supervision per week from an individual who has a master's degree, two years of relevant experience, and an unrestricted and active license. An LCMHC is preferred, but other acceptable mental health professionals include LMFT, LCSW, LCAS,

Licensed Psychologist. A licensed school counselor is required to supervise school counseling students.

- Ability to audiotape or videotape sessions that can be anonymously shared in group supervision and then destroyed.
- Ability to earn the required amount of direct and indirect hours each semester (60 direct/40 indirect for Practicum; 180 direct/120 indirect for each Internship)

Recording Counseling Sessions

Approved sites give permission for students to audio or video-record direct client contact. All students are required to submit video/audio tapes of their sessions with clients. Students who are not permitted by their site to video or audio tape client sessions must find a different field placement site that allows recording.

In addition to site permission, students must secure written consent from every client, or parent/guardian (if client/student is under the age of 18) prior to video-recording any contact. Students must obtain consent using the Client Consent to Video-Record Form found in this manual, and any additional site-specific paperwork that may be required. Students should express to clients when seeking permission to video-record that the purpose of the recording is to evaluate the student counselor and improve upon counseling skills, not to evaluate the clients or the issues discussed by the clients. The video-recordings will be shared in individual and group supervision at the site and in the field placement class. It is important for site supervisors to help facilitate the video-recording process. Site supervisors should help counselors-in-training identify potential clients or students to participate in a video-recorded session. In schools, it may be helpful to send home 8 to 10 consent forms early on in the field experience. It is likely that only a small percent of consent forms will be returned, signed by child's parent or guardian.

Students must take great care when handling, transporting, and destroying the recordings.

Before Selecting Your Recorder

Digital recorders are recommended for recording purposes. **The use of cell phones to record sessions is strictly prohibited due to the fact that cell phones fail to meet confidentiality standards required by FERPA and HIPPA.**

Students may borrow a digital recorder, the use of which must be reserved exclusively for field placement activities and recording confidential sessions. Ms. Audria Cumming (audria.cummings@uncp.edu) in room 361, Weinstein Health Sciences Building has recorders that you may borrow. Regardless of the type of recording device you select, students are advised to take extra precautions to safeguard the confidentiality and transportation of recorded material.

Confidentiality

The material contained in the recordings is considered confidential. Students are expected to

maintain the highest level of ethical and professional behavior in accordance to HIPAA. Violating the confidentiality of a client is considered an ethical and legal breach of conduct and grounds for failing the field placement course.

For transporting and transferring physical copies of a video, each recording should be stored on a password protected DVD or Flash-drive and kept in a secure location at all times. Label the DVD/Flash-drive with your name and the sequential number of the recorded session (1-5). **DO NOT WRITE THE CLIENT'S NAME ON THE DVD/FLASH-DRIVE OR EMBED IT WITHIN THE INTRODUCTION OF THE SESSION.** In a confidential location, view the recorded session and complete any required course paperwork (e.g., case presentation, skills scale). Use only client pseudonyms, no real names or initials. Once complete, enclose your DVD/Flash-drive in an envelope with your name and session number written clearly on the outside and then bring the envelope to class on the designated due date.

Delete the video from the recording device after it is transferred to a DVD/flash drive. Simply hitting the “delete” button does not ensure deletion from your computer. Saving over the file ensures that the file is completely gone, along with deleting it from your computer and then defragging your computer (search for instructions on the internet). Another option is to download various types of deletion software. Regardless of the method you select, please ensure that the digital file is no longer on your digital recorder. Failing to do this is unethical and does not protect the confidentiality of your client(s).

Best security practices include password protecting your digital recorders and files and/or using a locked box or carrying case to transport your files. Students can satisfy this requirement by purchasing a lock box, locking briefcase or lock for one's book bag.

Students may share electronic videos with university supervisors by sharing a UNCP Onedrive folder. Each individual file within the password protected folder should also be password protected in order to create an additional layer of digital security. Emailing digital files is unacceptable as there are many ways that files sent over email can be lost, opened or received by unintended individuals which could cause potential breaches of confidentiality.

Ethical and Legal Conduct

The Counseling Programs strive to foster and facilitate ethical behavior of students engaged in field placement experiences. Students are expected to comply with the American Counseling Association Code of Ethics: <https://www.counseling.org/resources/aca-code-of-ethics.pdf>. Professional School Counseling students are also expected to comply with the American School Counselor Association (ASCA) Ethical Standards for School Counseling: <https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf>

Field placement students are required to uphold professional boundaries according to the ethical

principles and the ACA code of ethics. Please refer to the ACA code of ethics for information on boundary crossing and boundary violations.

Students are also encouraged to use ethical decision-making models when faced with ethical dilemmas. Site supervisors should demonstrate and model ethical and legal behavior and practice at all times, especially those which are common in each field placement site. Please ask supervisors about previous ethical dilemmas and/or legal pitfalls they have faced and how they reached a resolution. Students should utilize various resources (i.e., supervisor, peers, and decision making models) when navigating ethical dilemmas and legal pitfalls.

Nondiscrimination

Discrimination based on a person's status as a veteran or an individual with a disability, age, race, color, religion, sex, sexual orientation, gender identity, genetic information, or national origin is strictly prohibited by The University of North Carolina at Pembroke:

<https://www.uncp.edu/resources/title-ix-clery-compliance/non-discrimination-statement>

Students are also required to comply with the UNCP code of conduct:

<http://studentaffairs.uncp.edu/student-conduct/>

Discrimination is also prohibited by the ACA code of ethics:

<https://www.counseling.org/resources/aca-code-of-ethics.pdf> and the ASCA Ethical Standards for School Counseling:

<https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf>

Student Communication with the Field Placement Coordinator

The field placement coordinator will use UNCP-assigned email as the standard form of communication with field placement students. Students are responsible for checking their email accounts regularly and responding to the field placement coordinator within 24 hours.

Satisfactory Student progress

Students are required to adhere to the ethical and legal implications outlined in this manual.

Students are also required to comply with all requirements outlined in the syllabi for their field placement courses.

Possible Criteria for Identifying a Deficiency or Concern:

Satisfactory performance evaluations from the university supervisor and site supervisor are required to pass field placement courses. Students are evaluated using the PCA (see the Department of Counseling student handbook), a modified version of the CSS-R and other department assessment measures at designated points across the semester as indicated in the field placement manual and the class syllabus. Any supervisor or faculty member may complete either assessment at any point

in the semester if any concern arises. The following outlines possible criteria for identifying a deficiency or concern:

1. A graduate student receives a rating of “very poor”, “poor”, or “fair” on any line item of a self, faculty, or site supervisor disposition/skill assessment;
2. A graduate student is identified by a course instructor, university supervisor, or site supervisor as behaving in a way that is not conducive to professional counseling or aligned with appropriate counseling standards; or
3. A graduate student receives a score of -1 or -2 on any item of the CSS-R completed by the university supervisor; no student will pass the field placement courses with a final score of -2 on any item. Students may pass Internship I with no more than three final scores of -1 on the CSS-R. Students may only pass Internship II with all final scores of 0 or better.

Satisfactory performance is indicated by a score of 0 or better on the Counseling Skills Scale-Revised (CSS-R). The CSS-R can be found at https://uncp.co1.qualtrics.com/SE/?SID=SV_022sS5nRkyzeG0Z

When a graduate student receives a low grade in any graduate course, low ratings on a disposition assessment which are inconsistent with developmental level/matriculation through the program, or when a professor recognizes a serious concern, remediation may be required.

Note: As failing a course is grounds for immediate dismissal from all graduate courses, a failing final grade is not immediately remediable. UNCP Graduate school regulations do allow students to petition for readmission after a suitable interval, and an action plan to remedy dispositional problems that led to the course failure would be an appropriate part of the readmission process.

Students will be provided with due process for any consequences received as the result of failure to comply with this manual or their course syllabi. Students will have the opportunity to meet with the Chair of the Counseling department to share side their side of story. Students also can appeal to the graduate appeals committee for decisions on courses:

<https://www.uncp.edu/resources/registrar/student-complaint-process>

NOTE: Schools, licensure boards, and other credentialing bodies may require background checks and other testing which might prohibit students with certain criminal records/behaviors from obtaining access to testing, licensure, and certification.

Failure of a UNCP Counseling Programs Student to comply with the ACA code of ethics/ASCA ethical standards, UNCP nondiscrimination policy, the UNCP code of conduct, the UNCP Counseling Programs Student handbook, the UNCP Counseling Programs Clinic Policies Manual, or the UNCP Counseling Programs Field Placement manual could result in a remediation plan, removal from the site, or failure of the field placement course, which could result in dismissal from the program. Students who are dismissed from their contracted field placement site or who choose to leave their contracted field placement site mid-semester could fail their field placement course or be subject to a remediation plan. The field placement

coordinator is not required to approve a replacement field placement site if a student is dismissed or removed from their approved placement. The requirements of a remediation plan are determined based upon the deficiencies identified, and remediation plan requirements could include, but are not limited to, taking additional university coursework, attending workshops or conferences, writing reflective or research papers, attending personal counseling, and/or taking time off from the program.

IMPORTANT: Students are required to provide an official two-week's notice to any field placement site at which they wish to discontinue their work. Copy the field placement coordinator on an official written notice of intent to leave a field placement site (i.e., email or paper letter). You must have new paperwork approved before you begin accruing hours at a new site.

Students should adhere to the on-site policies that apply to individuals employed at the site in similar positions. This includes scheduling time off and calling off sick.

Liability Insurance

Liability insurance serves to financially cover counselors-in-training in the event a civil suit or licensure board matter arises during the field placement experiences. Without proper liability and risk management help, addressing legal and/or ethical matters can become costly and financially devastating.

Counseling students are required to secure professional liability insurance before beginning practicum. Liability insurance must be renewed annually and extend through the last day of the internship experience. Proof of professional liability insurance is a required component of the field placement application. Placement will not be approved and students will not be allowed to enroll in the field placement course without documentation of professional liability insurance. Liability insurance should be obtained through a student membership in any of the following:

1. The American Counseling Association (ACA): www.counseling.org
2. The American School Counseling Association (ASCA): <https://www.schoolcounselor.org/>
3. The American Mental Health Counseling Association (AMHCA):
<http://www.amhca.org/?page=studentbenefits>
4. Licensed Professional Counselors Association of North Carolina:
<https://www.lpcanc.org/page/MembershipBenefits>

Students wishing to purchase professional liability insurance through an organization other than ACA/ASCA/AMHCA must receive approval from the field placement coordinator. The minimum coverage required for any insurance policy maintained by a student across field placements is \$1,000,000 per occurrence/\$3,000,000 aggregate. Liability coverage by an employer or site does not negate the professional liability policy requirement outlined here

within.

Maintaining liability insurance as students and professional counselors is common in the field. Site supervisors are strongly encouraged to maintain professional liability insurance as well.

Professional Disclosure Statement

All Clinical Mental Health Counseling students are required to provide a Professional Disclosure Statement to all clients before engaging in a professional counseling relationship. Students will develop Professional Disclosure Statements during the practicum class. At a minimum, the Professional Disclosure Statement should include information about services provided, counselor credentials and relevant experience, fees, billing information, confidentiality, supervision arrangements, how records will be handled, and informed consent. Additional information about Professional Disclosure Statements are available on the North Carolina Board of Licensed Clinical Mental Health Counselors website:

<https://www.ncblcmhc.org/Licensure/Current/PDS> Please also review your site supervisor's professional disclosure statement to learn about the specific needs of your placement site.

Field Experience Placement Protocols for All Counseling Students

The field placement coordinator will place school counseling students in their field placement sites based upon student preferences and availability. Clinical mental health students should secure their own field placement sites. These placements will be individually reviewed and approved/denied by the field placement coordinator. All students must complete their The Field Placement Application materials prior to the deadline set by the Field Placement Coordinator and sent over the UNCP Counseling Programs listserv.

The site should offer:

- indirect and direct (including group and individual counseling) client contact
- permission for the student to obtain client consent to audiotape/videotape sessions
- one hour of individual or triadic supervision per week

Some sites may require additional prerequisites specific to the setting (background check, drug screening, health certificate, TB test, etc.). It is the student's responsibility to fulfill these requirements in a timely manner.

- Students may only have one field placement site at a time
- Class meetings do not count toward indirect hours
- Liability insurance is due on the first day of classes each semester.
- Students may not begin accruing hours on site until they have submitted their liability insurance to their university supervisor.
- Students cannot accrue hours for practicum or internship between academic

semesters.

- Hours accrued in one semester cannot be applied to a future semester.

Some sites may require additional prerequisites specific to the setting (health certificate, TB test, etc.). It is the student's responsibility to fulfill these requirements in a timely manner so that fulfillment of these responsibilities does not interfere with the student's ability to complete the required hours for the course.

Students may only complete hours at one field placement site at a time.

Practicum Field Placement Application Procedure

An informational video and additional field placement resources can be found at:

<https://uncpcounselored.wixsite.com/uncpcounselored/field-placement>

All application materials (more information below) must be received and approved during the semester prior to enrollment in CNS 6100 Counseling Practicum. The FPC will verify eligibility for enrollment in practicum and conduct a review of the completed field placement paperwork. As necessary, the FPC will conduct phone/face-to-face interviews with proposed site supervisors. If placement is denied, the student will be required to seek an alternative placement/site supervisor. The deadline for reapplying for field placement will be determined by the FPC.

Field Placement Application Information

Practicum Forms (due the semester before you want to start 6100)

1. New Field Placement Application (Form A)
2. Professional Competency Assessment (Form B)
3. Field Placement Contract (Form C)*

Site Change Request Forms

1. Field Placement Contract (FORM C)*
2. Updated Professional Disclosure Statement (CMHC only)

**Clinical Mental Health students should submit Form C to Dr. Nicole Stargell at nicole.stargell@uncp.edu*

** Professional School Counseling students should submit Form C to Dr. Jonathan Ricks at jonathan.ricks@uncp.edu*

Please visit a department graduate assistant (GA) for assistance with scanning if needed, located on the 2nd floor of the Weinstein College of Health Science

FIELD PLACEMENT APPLICATION FORMS

FORM A—New Field Placement Application

CMHC: https://uncp.co1.qualtrics.com/SE/?SID=SV_2mHBrbm1hK3smV

PSC: https://uncp.co1.qualtrics.com/jfe/form/SV_0fHMxIRQ7HZIJ4V

FORM B— Professional Competency Self-Assessment and Faculty Assessment

*****THERE ARE TWO PARTS TO THIS FORM. COMPLETE BOTH PARTS.*****

- 1. Complete the PCA for yourself as part of the field placement application.** You do not need to complete a paper copy; just complete the PCA online and hit submit. Please do your best to guess/estimate your current progress in the assessed areas

PCA Links for Students:

Clinical Mental Health Counseling

https://uncp.co1.qualtrics.com/SE/?SID=SV_eXsV4v12bGVe2Ed

Professional School Counseling

https://uncp.co1.qualtrics.com/SE/?SID=SV_8w5g1fky19C95Bj

- 2.** Have your advisor complete the PCA for you. The PCA link is the same for advisors of both programs. Indicate that you have complete at minimum 8/9 core courses and CNS 5350 or CNS 5450 (whichever applies to your track). Please email your advisor and request that he or she completes the PCA for you.

Dear Dr [xxx]

I would like to start my practicum next semester, and in order to apply for practicum, I have completed the PCA on myself. Would you please complete a PCA for me from your perspective? Below is the link. Thank you for your help.

https://uncp.co1.qualtrics.com/SE/?SID=SV_6m9K5cDeQ2HQfCB

Form C—Field Placement Contract (6 Pages Total)

**The University of North Carolina at Pembroke
Counseling Programs**

Memorandum of Agreement between

THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE COUNSELING PROGRAMS

and

Student Name

and

Field Placement Site Name

Field Placement Site Address:

This agreement becomes effective beginning _____ (semester and year).

The University of North Carolina at Pembroke, acting through the Department of Counseling ("UNCP"), designates the above agency or school as an approved setting for field instruction by the signing of this agreement.

By signing the following agreement, both UNCP and the Agency/School commit themselves cooperatively to provide field instruction for students enrolled in UNCP's Department of Counseling as described below.

UNCP agrees to:

1. Provide guidelines to students defining student educational objectives and field learning experiences.
2. Take final responsibility for the administration of the field instruction program, including decisions that affect the progress of the student, such as grades, credits, and field instruction hours at the site.
3. Respect the site's judgment as to the final acceptance of the individual student for placement.

4. Provide the site with pertinent written information concerning final decisions regarding placement.
5. Provide a designated member of the UNCP faculty to serve as the university supervisor to the site in matters pertaining to field instruction. The university supervisor will:
 - a. Make regular contact with the site to review student progress and consult with the site supervisor on learning patterns or problems;
 - b. Be available to the site supervisor for consultation when requested; and
 - c. Share with the site supervisor knowledge of the educational program and pertinent information about the student to the extent allowed by applicable privacy laws, including the Family Educational Rights and Privacy Act.

The Site agrees to:

1. Maintain professional and ethical conduct consistent with the ACA Code of Ethics and ASCA Ethical Standards for School Counselors.
2. Accept the standard of the University that students be treated without discrimination based upon race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law.
3. Accept the guiding principle that any agency/school for field instruction should provide educationally sound field placements for counseling students.
4. Provide the Program Director (or other position designated in writing by UNCP) with a current description of the placement (the function and purpose of the agency), including the learning opportunities anticipated.
5. Provide students with opportunities to participate in the overall program and activities as appropriate to educational needs, educational preparation and practice competency.
6. Accept and help to implement the objective of the Program that field instruction should provide opportunities to reinforce learning from all areas of the curriculum.
7. Provide qualified field instruction for students by the nomination of, subject to the approval of the Program, those persons who will serve as site supervisors.
8. Ensure that each site supervisor has adequate time within his/her work schedule to:
 - a. Meet the educational needs of the student, including: orientation to the site and its services;

development of learning opportunities that include depth and variety; preparation for at least weekly one hour of supervision sessions with each student;

- b. Communicate with the university supervisor via phone or email at least once every other week in order to discuss learning opportunities and student performance;
- c. Prepare evaluations as required by the Program; and
- d. Be available to the student on an as-needed basis.

9. Provide opportunities for planned student contact with site staff members, in addition to the site supervisor(s), through whom appropriate learning opportunities can be provided.

10. Permit use of its facilities, as indicated, by students of the Program during the period of placement, including:

- a. Sufficient space for students in an area sufficiently private for carrying on his/her independent work and activity;
- b. Convenient access to a telephone;
- c. Video/audio tape counseling sessions with client consent;
- d. Office supplies needed to perform responsibilities;
- e. The site's usual clerical service for those records and reports which the student is expected to produce the agency, and
- f. Access to client/student and agency/school records appropriate to the student's learning experience.

The Student agrees to:

1. Maintain professional and ethical conduct consistent with the ACA Code of Ethics and ASCA Ethical Standards for School Counselors.

2. Keep a weekly log of professional activities completed for the fulfillment of the direct and indirect hours requirement.

3. Make and adhere to a consistent schedule with the site, including remaining engaged at the site for the duration of the semester and meeting with the site supervisor for supervision one hour each week.

4. Attend all scheduled UNCP class sessions for practicum and/or internship. Regardless of the nature of any given emergency, no student is permitted to attend any face-to-face class meetings through Skype, phone, or other distance-learning technology. Any student who does not attend class in person is considered absent.

5. Complete records and assignments as required by the site supervisor and the university supervisor.

6. Dress appropriately for the site.

7. Maintain a current liability policy specific to counseling students.
8. Notify the on-site supervisor and the university supervisor of any anticipated absences or schedule changes.
9. Allow the UNCP Counseling Department to convey relevant information about the student to the site.
10. Allow the agency/school to convey relevant information about the student to the UNCP Counseling Department.

Students may begin working on site no sooner than the first official week of classes and after submitting proof of current liability insurance to their university supervisor. Students must begin working on site no later than the first week after their first in-person field placement course meeting of the semester. Student work on site may end as early as the last week of the regular semester or as late as the last day of finals week.

This agreement can remain in force for up to three semesters. This contract is void during times in which the student is not enrolled in a field placement course through UNCP. These times include the period between semesters or if the student takes a semester off. Students are not allowed to provide counseling under the supervision of the site supervisor unless enrolled in a field placement course during the academic calendar. This contract can be terminated by UNCP, the placement site, or the student at any time.

Minor adjustments may be agreed upon in writing signed by representatives of each party who are duly authorized to make such agreements, and such written agreements should be then attached to each copy of this document.

By signing below, you confirm that you agree to the terms of this contract, have provided accurate and complete information above, understand that supervisors are prohibited from supervising students who are friends or relatives, and are willing and able to serve as site supervisor for this field placement student from the University of North Carolina at Pembroke Department of Counseling.

Site Supervisor: Please complete the following information.

Email Address: _____

Phone: _____

1. Please circle your current North Carolina licensure(s): LCMHC LCAS LCSW LMFT
LPA Licensed School Counselor

Date obtained and number: _____

2. Do you have formal education/training in providing supervision to counselors-in-training? yes no
3. Do you believe that the student will be able to engage in the required number of direct contact hours during the semester (60 for practicum/180 for internship)? yes no
4. Will the student have the opportunity to facilitate individual counseling? yes no
5. Will the student have the opportunity to facilitate group counseling? yes no
6. Will the supervisee be able to obtain client consent (release form provided by UNCP) to record some sessions for university supervision? yes no
7. Are you willing to provide your supervisee with one hour of face-to-face supervision per week? This can be done individually or with 2 students at a time. yes no
8. Will you or a designated, qualified professional be available to your supervisee for immediate consultation at all times the student is seeing clients? yes no
9. Do you have a working knowledge and agree to supervise the student according to the ACA Code of Ethics (www.counseling.org) for CMHC students, or the ASCA Ethical Standards for School Counselors (<https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf>)
 yes no
10. Do you have a strictly professional relationship (no past or present familial ties, romantic relationship, or personal friendship) with the counseling student? yes no

Site Supervisor: Is the student also employed at the above-listed agency/organization/school?

___ Yes ___ No – if yes, please initial: ___ I (site supervisor) understand that students must complete master’s-level counseling work for field placement; duties completed for a job that does not require a master’s degree in counseling do not count toward field placement hours. Students may not hold a dual relationship with any student/client (e.g., case manager & counselor, teacher & counselor).

Site Supervisor: Telecounseling is defined as the provision of counseling services during which the counselor is in one location and the client is in a different location and counseling is provided via technology. Will the student provide telecounseling services at any time as part of their work at the above-listed agency/organization/school?

___ Yes ___ No – if yes, please also submit Form C2.

Student: Is this contract for an addictions-specific field placement site in pursuit of the GCAC?

___Yes ___No – if yes, please also submit Form C3.

Student Signature

Date

Site Administrator Name Printed

Site Administrator Signature

Date

Site Supervisor Name (Printed)

Site Supervisor Signature

Date

CHS Dean Signature

Date

UNCP Provost Signature

Date

Please submit this signed form to nicole.stargell@uncp.edu (CMHC Students) -or- jonathan.ricks@uncp.edu (PSC Students)

Hard copies can be left in the faculty mailbox located on the third floor of the Weinstein College of Health Sciences

Form C2—Telecounseling Contract

Telecounseling is defined as the provision of mental health services during which the counselor is in one location and the client is in a different location and counseling is provided via technology. Student rights to provide telecounseling as part of their field placement experiences are a privilege and can be revoked by UNCP at any time.

In order to earn and maintain telecounseling privileges,

Student agrees to:

1. Complete 6 hours of training through the UNCP Department of Counseling
 - a. <https://www.uncp.edu/departments/department-counseling/regional-telecounseling-development-initiative>
 - b. Session 1 and 2 required for all
 - c. Session 3 required for PSC and Session 4 required for CMHC
2. Maintain professional liability insurance through ACA, AMHCA, ASCA, or LPCANC
3. Provide site supervisor with a final schedule at the beginning of every week or at agreed-upon intervals, after which no changes except cancellations may be made
4. Secure a safe and private space in which to conduct telecounseling
5. Secure reliable and private internet access using an Ethernet cable or password-protect router
6. Use a secure computer that is password protected
7. Abstain from texting any clients; texts from clients will be returned with an email or phone call only
8. Use an automatic reply for field placement email stating that a response will be provided within 8 (or more) business hours and outlining emergency procedures for clients in need
9. Create a telecounseling emergency plan for every client
10. Verify client identity and location at the start of every telecounseling session

Supervisor agrees to:

1. Provide at least 5 hours of co-telecounseling/live telecounseling supervision before the counseling student may see clients with direct supervision only
2. Be on call, or designate another qualified professional to be on call, for direct supervision at any and all times that the counseling student is seeing a client/student.
3. Provide student with a work phone number, a work email address, a HIPAA-compliant telecounseling platform, and HIPAA-compliant methods of storing and transferring files

Student Signature

Date

Site Supervisor Signature

Date

Form C3—Addictions Contract

UNCP’s Clinical Mental Health Counseling program is designated as a Criteria C program with the North Carolina Addiction Specialists Professional Practice Board (NCASPPB). Students enrolled in UNCP’s Graduate Certificate in Addiction Counseling (GCAC) have the opportunity to apply for the Associate level Licensed Clinical Addiction Specialist (LCAS) credential upon graduation through the GCAC and our Criteria C designation.

In order to meet requirements of the GCAC addiction-specific internship and Criteria C:

Student agrees to:

1. Follow all protocols and policies outlined in the UNCP Field Placement Manual, to include policies for telecounseling if necessary.
2. Be enrolled in the GCAC.
3. Pass *CNS 5900: Issues in Addictions Counseling* prior to addiction-specific internship
4. Select a field placement site for Internship I and/or Internship II that provides the opportunity to deliver addiction counseling services as a regular part of internship duties. Addiction counseling service should:
 - a. Cover the 12 Core Functions and 46 Global Criteria (e.g., screening, intake, orientation, assessment, diagnosis, treatment planning, counseling, case management, crisis intervention, referral, reporting and recording keeping, and integrative treatment planning with other professionals)
 - b. Include both individual and group counseling services that explore issues directly or indirectly related to substance-related and addictive disorders.
5. Secure a field placement site that satisfies these requirements and all other guidelines as outlined in the Field Placement Manual.

Supervisor agrees to:

1. Provide students the opportunity to deliver addiction counseling services to clients as a regular part of their internship duties. Addiction counseling service should:
 - a. Cover the 12 Core Functions and 46 Global Criteria (e.g., screening, intake, orientation, assessment, diagnosis, treatment planning, counseling, case management, crisis intervention, referral, reporting and recording keeping, and integrative treatment planning with other professionals)
 - b. Include a consistent and robust caseload of both individual and group counseling services that explore issues directly or indirectly related to substance-related and addictive disorders.
2. It is not necessary for the site supervisor to be a LCAS. Students satisfying GCAC and Criteria C requirements will receive addiction-specific supervision at UNCP.

Questions regarding these requirements can be directed to Dr. Stephanie Robinson, GCAC Coordinator at Stephanie.Robinson@uncp.edu.

Student Signature

Date

Site Supervisor Signature

Date

FORMS FOR STUDENTS

Field Placement Course Requirements	How to Submit
<i>Beginning of Semester</i>	
Proof of Liability Insurance	Email to University Supervisor
Goals and Schedule for Practicum/Internship	Email to University Supervisor
<i>Throughout the Semester (submit final copy at end)</i>	
Contact Hours Weekly Log (weekly signatures required)	Submit Copy to University Supervisor (student keeps original)
<i>Middle of Semester</i>	
Midterm Self-Evaluation	Email to Site Supervisor
Site Supervisor Evaluation of the Student	Email to University Supervisor
<i>End of Semester</i>	
PCA Self-Report (Int II only)	Complete Online (Form B)
Contact Hours Log Summary	Submit Copy to University Supervisor (student keeps original)
Student Evaluation of Site	Complete Online
Student Evaluation of the Site Supervisor	Complete Online
Final Self-Evaluation	Email to Site Supervisor
Site Supervisor Final Evaluation of the Student	Email to University Supervisor

Goals and Schedule for Field Placement

Student Name: _____

Date: _____ **Semester:** _____

Goals

Please list two goals, specific to your development as a counselor, which you plan to work toward during your practicum/internship experience.

1. _____

2. _____

Schedule

Please provide a tentative schedule for satisfying the course hour requirement 100 (practicum) or 300 (internship). 60% of the hours must be in direct counseling contact with clients/students. Changes to this schedule should be discussed in advance with the site supervisor and documented in writing on this form.

Day	Time of Shift	Indirect Hour Activities	Direct Hour Activities
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			
Total Weekly Hours (10 for Prac, 20 for Int):			

Site Supervisor Signature: _____

Submit to University Supervisor

Consent to Record Client Contact

**UNIVERSITY OF NORTH CAROLINA at PEMBROKE
College of Health Sciences, Department of Counseling
Post Office Box 1510 Pembroke, NC 28372**

The field placement experience is a period of supervised practice in which graduate students observe and practice individual and group counseling, as well as other counseling-related activities. Students are supervised by site staff and also attend instructional sessions on the campus of UNC Pembroke.

Recordings can be an effective teaching and learning tool. Recordings are used to improve the services you (or your child) receive and to facilitate the skill development and training of the student counselor. The recordings are reviewed by site staff, university staff and other counselors in-training.

These recordings and the content therein, are held in the highest confidence. Exceptions/Limitations to this confidentiality include the following situations that are also included in traditional counseling services informed consent:

- You direct me, in writing, to discuss your case with someone else.
- You are deemed to be a threat to yourself or someone else.
- A court order directs me to disclose your information.
- If the abuse of a child or elderly person is indicated.

Any other use of these recordings requires your express written consent. Recordings are permanently destroyed after supervision. By signing this form, you are giving permission to have the sessions involving you or your child and the counselor-in-training video or audio recorded. Recording is completely voluntary. If you decide that you do not want to be recorded, you will not be penalized and you will continue to receive services.

If you have any questions or concerns please contact Dr. Nicole Stargell (clinical mental health counselors): 910-521-6898, nicole.stargell@uncp.edu --or--
Dr. Jonathan Ricks (professional school counselors): 910-775-4041, jonathan.ricks@uncp.edu

I, _____(client/student name), understand the above conditions and agree to be recorded by _____ (Counselor-in-Training).

Client or Guardian _____ Date _____

Contact Hours Weekly Log

Please refer to the Counseling Programs website for an electronic copy of the Contact Hours Weekly Log form:

<https://www.uncp.edu/departments/educational-leadership-and-counseling/counseling-programs/field-placement-and-testing>

Students should log hours to the quarter hour.

1-15 minutes=.25 hours

16-30 minutes=.50 hours

31-45 minutes=.75 hours

46-60 minutes=1.00 hours

Students are expected to have this log initialed weekly by their site supervisor and university supervisor. Submit the completed and signed hour log to the university supervisor at the end of the semester; always keep a copy for your own records.

Contact Hours Log Summary

Site Name: _____

Site Address:

Site Phone Number:

Site Supervisor Name:

University Supervisor Name: _____

Semester Start Date: _____ Semester End Date: _____

Submit to the field placement coordinator at the end of the semester. In addition to this Log Summary, weekly logs must be maintained and submitted to the university supervisor at the end of the semester. All weekly logs and the summary remain in the student's electronic file.

I, _____ (student name), attest that I performed during

_____ (course and semester; e.g., Internship I, Fall 2020):

_____ hours of direct client/student counseling

_____ hours of indirect counseling-related duties

_____ hours of individual supervision with my site supervisor

_____ hours of group supervision with my site supervisor

_____ hours of class time with my university supervisor

Student signature _____ Date _____

Mid/Final Self-Evaluation

This form is to be completed by the student and submitted to the university supervisor midway through each semester of a field placement course and again at the conclusion of each semester of a field placement course. The student should also discuss the self-evaluation with the site supervisor.

Purposes

1. To provide the trainee with an opportunity to review levels of competency in the performance skill areas of basic helping skills and procedural skills.
2. To provide the trainee with a basis for identifying areas of emphasis within supervision.

Link to the mid/final self-evaluation:

For **CMHC** students:

https://uncp.co1.qualtrics.com/jfe/form/SV_cOr17enN9r5dFyZ

For **PSC** student:

https://uncp.co1.qualtrics.com/jfe/form/SV_0wxyTojOz8ypix7

Student Evaluation of Site

CMHC: https://uncp.co1.qualtrics.com/SE/?SID=SV_eL1IBpD0n1ZUfXL

PSC: https://uncp.co1.qualtrics.com/jfe/form/SV_1BS9JSXC7ILLQhL

Student Evaluation of the Site Supervisor

CMHC: https://uncp.co1.qualtrics.com/SE/?SID=SV_e563D7Xfa50lgqx

PSC: https://uncp.co1.qualtrics.com/jfe/form/SV_4014jnIaZF4xrwN

FORMS FOR SUPERVISORS

Site Supervisor Evaluation of the Student

For each field placement course, site supervisors will complete the Professional Competency Assessment (PCA) at midterm and final. The site supervisor should discuss the evaluation with the student. The student should email a PDF of each evaluation to the university supervisor for review.

The link to the online evaluation will be emailed to site supervisors by the student's university supervisor. The links are also found below.

PCA Links for Site Supervisors:

Clinical Mental Health Counseling

https://uncp.co1.qualtrics.com/SE/?SID=SV_eXsV4vl2bGVe2Ed

Professional School Counseling

https://uncp.co1.qualtrics.com/SE/?SID=SV_8w5g1fky19C95Bj

University Supervisor Evaluation of the Student

For each field placement course, university supervisor will complete the Counseling Skills Scale-R (CSS-R) at mid-term and possibly at final as well. The university supervisor will discuss the evaluation with the student.

The link to the online evaluation is as follows:

https://uncp.co1.qualtrics.com/SE/?SID=SV_022sS5nRkyzeG0Z