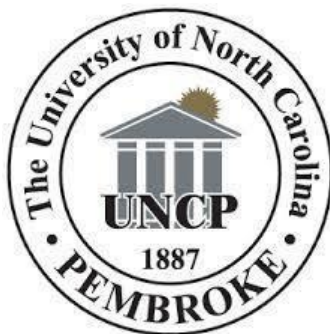


**UNCP DEPARTMENT OF COUNSELING
Field Placement Manual 2022-2023**



The University of North Carolina at Pembroke School of Education
Department of Counseling

Clinical Mental Health Counseling Program &
Professional School Counseling Program

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FIELD PLACEMENT COORDINATORS

Clinical Mental Health Counseling Field Placement Coordinator

Samantha Simon, Ph.D., LCMHC, NCC



School of Education Rm 343

samantha.simon@uncp.edu

910-521-6354 (office)

Professional School Counseling Field Placement Coordinator

Billy Friedrich Ph.D., LSC



School of Education Rm 130

william.friedrich@uncp.edu

910-775-4414 (office)

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 data reports 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. *There is no exception when doing telecounseling.*

Field Placement Experiences

- Clinical Mental Health Counseling field placement experiences must be completed in *North Carolina or South Carolina*. (There is no exception when doing telecounseling)
- 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. If you do not have a site secured (paperwork completed and approved) before the semester, you are taking on the responsibility knowing that you may need to withdrawal from your field placement experience. If you cannot secure a site before the add/drop date, then you are taking on the responsibility of getting a "W" (withdrawal) on your transcript for your field placement course. It is your responsibility to know how withdrawing will affect your financial aid situation. The Counseling Department is not responsible for any tuition balances if needing to withdrawal from your field placement course.

CNS 6100 Counseling Practicum (Clinical Mental Health/School Counseling; 3 semester hours)

The practicum is an introductory field placement course. The field placement must 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 counseling setting. Students work with the Field Placement Coordinator to obtain field placements one semester before enrollment. Students must complete a total of 100 clock hours at the field placement site. In addition to the field placement requirement, students must attend a 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

**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 taking CNS 6100 Counseling Practicum with only 8 out of 9 core courses must complete the final core course concurrently with practicum. Students pursuing this option are still required to take the CPCE toward the end of practicum. All 9 core courses are covered on the CPCE. However, students will not be fully finished with the last core course by test time. Independent study is required to be fully prepared for the CPCE. Students may complete all core courses before enrolling in CNS 6100 to avoid taking the CPCE while simultaneously completing the final core course.

Students must complete a total of **100 clock hours** at their practicum field placement site over a full academic term. Of the 100 clock hours, at least **60 must be direct counseling** hours. NOTE: Students **MUST** be active at their field placement site AND accruing both indirect and direct hours at their site placement.

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

Note: Students who earn a grade of C in CNS 6100 Counseling Practicum must stop field placement for at least one semester and complete a remediation plan that may require the student to repeat practicum. The student must earn a grade of B or higher to progress to CNS 6120/CNS 6130 Internships.

CNS 6120 Counseling Internship (Clinical Mental Health; 3 semester hours)***CNS 6130 Counseling Internship (School Counseling; 3 semester hours)***

CNS 6120 (CMHC) or CNS 6130 (PSC) Counseling Internships are field placement courses that provide an opportunity for in-depth application of counseling skills and techniques. Students will demonstrate their ability to apply theory to practice. Internships must be in a setting appropriate to the student's graduate counseling program. All placements must be approved by the program faculty the semester before enrollment. Students receive field-based supervision at their sites and university-based group supervision during class time. Site supervisors must provide supervision to students (supervisees) at a rate of one hour per week for the duration of the placement. Students must complete a total of **300 clock hours** at the internship field placement site during each semester of enrollment in this course. Sixty percent (60%) or **180** of the 300 clock hours must be 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**. NOTE: Students MUST be active at their field placement site AND accruing both indirect and direct hours at their site placement.

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

Note: It is the student's responsibility to ensure all prerequisites for field placement courses have been met. If it is determined that a student has registered for a field placement course but has not completed any prerequisite, the student may be removed from the field placement course mid-semester. This oversight might mean the student must drop or withdraw from the course. If the discovery is made after the withdrawal period, the student will receive a failing grade in the course, resulting in dismissal from the program.

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

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

<http://www.uncp.edu/academics/colleges-schools-departments/colleges-schools/graduate-school>

Note: *There is no option to receive a grade of incomplete in any field placement course.* Students should plan to complete their direct and indirect hours by the last day of finals week. Students who cannot complete their hours or any other requirement listed in the field placement syllabus 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.

Note: Any time a student supervisee completes a safety assessment (i.e., suicide assessment, etc.), they must consult with a qualified professional before the client/student leaves the building. Even if the counseling student determines the client is presently not a safety risk, a qualified professional must confirm before the client is permitted to leave.

Direct vs. Indirect Hours

Site supervisors and student supervisees enrolled in field placement courses often inquire about what constitutes direct versus indirect contact hours. 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 to support direct counseling hours. Students should willingly complete all indirect hours requested by the site provided 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/Indirect Hours)

Direct hours are hours the PSC supervisee spends in a counseling relationship providing counseling to school students/clients. These hours include individual and small group counseling and core counseling instruction. Supervisees must provide both individual and group counseling, at minimum, on-site. **At least sixty percent (60 hrs./practicum or 180 hrs./internship) of total hours accumulated by students during each field placement semester should be in direct contact with clients.** PSC supervisees must 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 (1) group counseling process spanning a minimum of 5 weeks during CNS 6130 Internship II.

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

Below is a list of activities that PSC supervisees 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, Bus Duty and Lunch duty
- Disciplining students
- Covering classes when teachers are absent or planning (unless delivering core counseling material)
- 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. Supervisees will likely participate in some inappropriate activities; however, they should not be counted as direct or indirect. Supervisees 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/Indirect Hours)

Direct hours for CMHC supervisees are hours spent in a counseling relationship providing counseling to clients that have been formalized using an NCBLCMHC-compliant Professional Disclosure Statement. These hours include individual, family, and group counseling. At a minimum, students must provide individual and group counseling 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 two (2) individual counseling hours per week during practicum and internship. Consultation with other clinicians does not constitute direct hours. Students must lead or co-lead at least one (1) group counseling process spanning at least five (5) weeks during practicum or internship.

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

The following activities are considered neither direct nor indirect contact and should not be assigned to CMHC students:

- 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

Note: Under no circumstances should a UNCP (University of North Carolina at Pembroke) counseling student transport clients in their personal or an organization's vehicle.

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.

Tevera

Tevera is a required course material for all Department of Counseling field placement classes. The \$203 fee is a one-time fee (\$243 through the UNCP Bookstore) for a lifetime membership. All field placement paperwork, including hour logs, and midterm/final forms will be completed through this platform. You can access Tevera here: <https://uncp.tevera.app/#/logon>

Helpful Tevera info:

- Applying for Field Placement- needs to be completed the semester before starting practicum (Appendix)
- Selecting a Site and Supervisor in Tevera (Appendix)
- [How to look up all previously approved sites](#)

Telecounseling

UNCP Department of Counseling students in the PSC program might wish to provide teleschool counseling, and students in the CMHC program might want to provide telecounseling as part of their field placement experiences.

Telecounseling is defined as:

- the provision of counseling services during which the counselor is in one location, 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, there are also unique risks associated for professional counselors and their clients. Although distance counseling via video (Telecounseling) is acceptable, it is not a replacement for delivering face-to-face counseling sessions. **Telecounseling may only account for a maximum of 40% or 168 total direct hours of your field placement requirement.** 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, then form C2 (see Appendix) must be completed via Tevera.

All students and supervisors who engage in telecounseling need training in this area before starting your field placement experience. It is expected that you read through and familiarize yourself with best practices for telecounseling services. Please access the following resources if you wish to engage in telecounseling must complete at least six hours of training at:

- <https://www.uncp.edu/departments/counseling/regional-telecounseling-development-initiative>
- [NBCC Distance Counseling Policy](#)

Since the COVID pandemic, the modality of counseling services has shifted with a higher need/want for telecounseling services. We strongly recommend but do not require telecounseling hours during your field placement experiences.

Supervisor Qualifications and Requirements

Students are required to receive individual clinical supervision at their field placement 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. *No supervisor will be approved if they have a restricted 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 (2) supervisees during any given semester. When providing 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 must provide midterm and final evaluations of the supervisee's professional performance at the site. These evaluations are part of the formal evaluation of the counseling student's 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 biweekly via email; either party may request additional in-person or telephone communication as needed. Site supervisors may supervise no more than two students unless the Field Placement Coordinator grants permission.

Summary List of Site Requirements

- One hour of supervision per week from an individual with a master's degree, two years of relevant experience, and an unrestricted and active license. For CMHC students, an LCMHC is preferred, but other acceptable mental health professionals include LMFT, LCSW, LCAS, Licensed Psychologist. For PSC students, 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. Site supervisors need to help facilitate the video-recording process. Site supervisors should help counselors-in-training identify potential clients or students to participate in an audio/video-recorded session. In schools, it may be helpful to send home 8 to 10 consent forms early in the field experience. It is likely that only a small percent of consent forms will be returned signed by the child's parent or guardian.

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

Before Selecting Your Recorder

- Digital recorders are recommended for recording purposes. Cell phones are strictly prohibited from recording sessions because they fail to meet confidentiality standards required by FERPA and HIPAA. 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 ethical and professional behavior in accordance with HIPAA (Health Insurance Portability and Accountability). Violating a client's confidentiality is considered an ethical and legal breach of conduct and grounds for failing the field placement course.

When transporting and transferring physical copies of a video, each recording should be stored on a password protected flash drive and always kept in a secure location. Label the flash drive with your name and the sequential number of the recorded session (1-5). **DO NOT WRITE THE CLIENT'S NAME ON THE 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 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 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 any 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 using a lockbox 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. Individual files within the password-protected folder should also be password protected 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 must comply with the American Counseling Association Code of Ethics:

<https://www.counseling.org/resources/aca-code-of-ethics.pdf>.

Professional School Counseling students must also 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 of 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 always demonstrate and model ethical and legal behavior and practice, especially those which are common in each field placement site. Please ask supervisors about previous ethical dilemmas, any legal pitfalls they have faced, and how they resolved them. Students should utilize various resources (i.e., supervisors, peers, and decision-making models) when navigating ethical dilemmas and legal pitfalls. These resources should be provided from the clinical site and clinical site supervisor, as well as the faculty supervisor. Students should have access to a wide variety of resources to assist with ethical decision-making as well as a variety of counselor duties.

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/>
- The ACA code of ethics also prohibits discrimination:
 - <https://www.counseling.org/resources/aca-code-of-ethics.pdf> as does,
 - 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 must adhere to the ethical and legal implications outlined in this manual. Students must also 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 and site supervisors are required to pass field placement courses. Students are evaluated using 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 an assessment at any point in the semester if any concern arises. The following outlines possible criteria for identifying a deficiency or concern:

- A graduate student receives a low rating on any line item of a self or faculty disposition-assessment; or
- A graduate student receives low ratings within any one section of a self or faculty disposition assessment; or
- A graduate student is identified by a UNCP Department of Counseling instructor as behaving in way that is not conducive to professional counseling or aligned with appropriate counseling standards; or
- A graduate student is identified by a course instructor as being in imminent danger or receiving a grade of C or lower in a course.

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

Note: Failing a course is grounds for immediate dismissal from all graduate courses; a failing final grade is not immediately remediable. UNCP Graduate school regulations allow students to petition for readmission after a suitable interval. 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 their side of the 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 on the deficiencies identified. The 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 taking time off from the program.

Note: Students must provide official two-week notice to any field placement site where they wish to discontinue their work. Copy the field placement coordinator on official written notice of intent to leave a field placement site (i.e., email or paper letter). New paperwork must be 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, including scheduling time off and calling in sick.

Liability Insurance

Liability insurance financially covers counselors-in-training if a civil suit or licensure board matter arises during the field placement experiences. Without proper liability and risk management help, addressing legal or ethical issues 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 extended through the last day of the internship experience. Proof of professional liability insurance is required for 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.

Students should obtain liability insurance through a student membership in any of the following:

- The American Counseling Association (ACA): www.counseling.org
- The American School Counseling Association (ASCA): <https://www.schoolcounselor.org/>
- The American Mental Health Counseling Association (AMHCA): <http://www.amhca.org/?page=studentbenefits>
- 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. Maintaining liability insurance for students and professional counselors is expected 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 is available on the North Carolina Board of Licensed Clinical Mental Health Counselors website: <https://www.ncblcmhc.org/Licensure/Current/PDS> Additionally, students should review the site supervisor's professional disclosure statement to learn about the specific needs of their 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 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 audio/video record 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 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 have one (1) field placement site at a time
- Students may only complete hours at 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

Practicum Field Placement Application Procedure

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

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

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

Field Placement Application Information Practicum Forms

(Due the semester before you want to start 6100)

New Field Placement Application (Prepracticum tasks)

Professional Competency Assessment

Field Placement Contract

Telehealth Counseling Agreement (optional)

GCAC Agreement (GCAC only)

Site Change Request Forms

Field Placement Contract

Updated Professional Disclosure Statement

*Clinical Mental Health Counseling students should submit Form C to Dr. Samantha Simon via Tevera. If you have technical issues and need to send electronic copies, please send them to: samantha.simon@uncp.edu

*Professional School Counseling students should submit Form C to Dr. Billy Friedrich via Tevera. If you have technical issues and need to send electronic copies, please send them to: william.friedrich@uncp.edu

Please visit a department graduate assistant (GA) for assistance with scanning if needed, located on the 3rd floor of the School of Education.

APPENDIX

FIELD PLACEMENT APPLICATION FORMS

- All forms are available via Tevera pre-practicum tasks.
- If you are in internship I/II and need to update your site/supervisor, please go to “site process” and click on “optional: add another site” or “select a supervisor.”

Professional Competency Self-Assessment and Faculty Assessment

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

Complete the Professional Competency Assessment (PCA) - Self-Assessment as part of the field placement application. You do not need to complete a paper copy; just complete the PCA via Tevera hit submit. Please do your best to guess/estimate your current progress in the assessed areas.

Have your advisor complete the PCA. You do not need to complete a paper copy, just submit the form to your advisor via the “Pre-practicum” checklist in Tevera. The PCA link is the same for advisors of both programs. Indicate that you have completed at minimum 8/9 core courses and CNS 5350 or CNS 5450 (whichever applies to your track).

Field Placement Course Requirements	How to Submit
Beginning of Semester	
Proof of Liability Insurance	Tevera
Goals and Schedule for Practicum/Internship	Tevera
Throughout the Semester (submit final copy at end)	
Contact Hours Weekly Log (weekly signatures required)	Tevera
Middle of Semester	
Midterm Self-Evaluation	Tevera
Site Supervisor Evaluation of the Student	Tevera
End of Semester	
PCA Self-Report (Int II only)	Tevera
Contact Hours Log Summary	Tevera
Student Evaluation of Site	Tevera
Student Evaluation of the Site Supervisor	Tevera
Final Self-Evaluation	Tevera
Site Supervisor Final Evaluation of the Student	Tevera

Consent to Record Client Contact
UNIVERSITY OF NORTH CAROLINA at PEMBROKE
School of Education, 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 attend instructional sessions on the campus of UNC Pembroke, also.

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. Samantha Simon (clinical mental health counselors): 910-521-6354, samantha.simon@uncp.edu --or--

Dr. Billy Friedrich (professional school counselors): william.friedrich@uncp.edu

I, _____ (client/student name), understand the above conditions and agree to be

(circle) **Audio/Video** recorded by _____ (Counselor-in- Training).

Client/Guardian Signature: _____ Date: _____

Contact Hours Weekly Log

Each week students will track their hours in Tevera. They must send their report to their site supervisor and their university supervisor to sign off on. Please also complete an Hour Log Summary at the end of every semester in Tevera.

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. The student must send this form to their site supervisor via Tevera.

Purposes

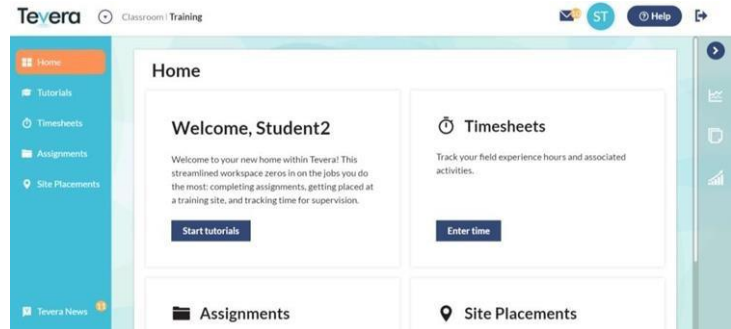
- To provide the trainee with an opportunity to review levels of competency in the performance skill areas of basic helping skills and procedural skills.
- To provide the trainee with a basis for identifying areas of emphasis within supervision.

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. Your university supervisor will be able to view this in Tevera.
- University Supervisor Evaluation of the Student
 - For each field placement course, the university supervisor will complete the Counseling Skills Scale-Revised (CSS-R) and abbreviated PPR at mid-term and optionally at end of semester. The university supervisor will discuss the evaluation with the student. This will be done through Tevera.

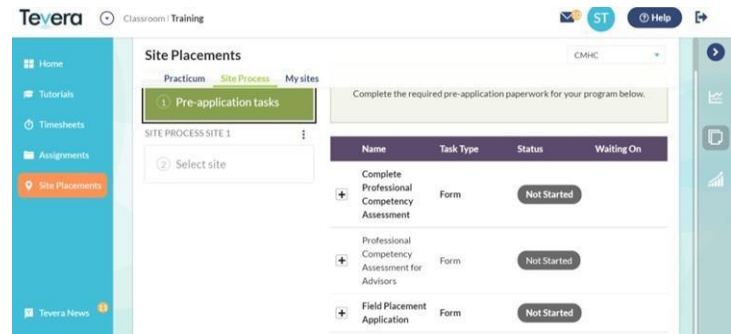
How to apply for field placement on Tevera

First you will click on the “site placements” tab on the far-left corner of the screen. It should bring you to the following screen:



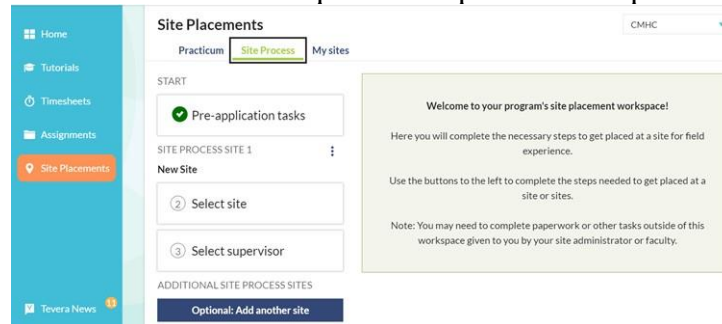
- Click on “site process” and start the “Pre-application” tasks. Make sure that your program (PSC/CMHC) is listed correctly in the drop-down box in the top right corner.

- Complete the Professional Competency Assessment (PCA) on yourself.
- Click on “Professional Competency Assessment for Advisors” and in the drop-down box that appears, select your advisor. This will send this form to your advisor through Tevera to complete. This must be completed **BEFORE** filling out the Field Placement Application. You need to log into Tevera to check that this has been completed by your advisor, at which time you will be able to start the Field Placement Application.
- Once completing the Field Placement Application, it will be sent to either Dr. Friedrich (PSC) or Dr. Simon (CMHC) for approval.

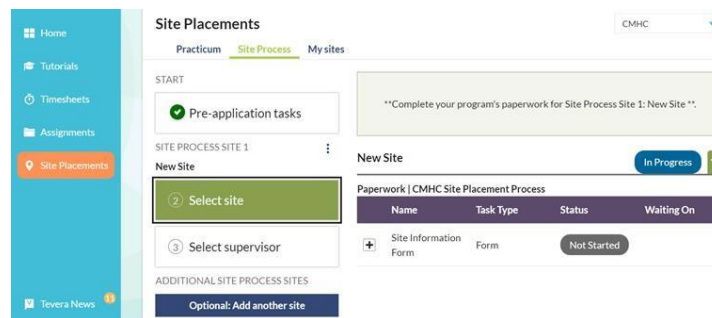


Selecting a Site and Supervisor in Tevera

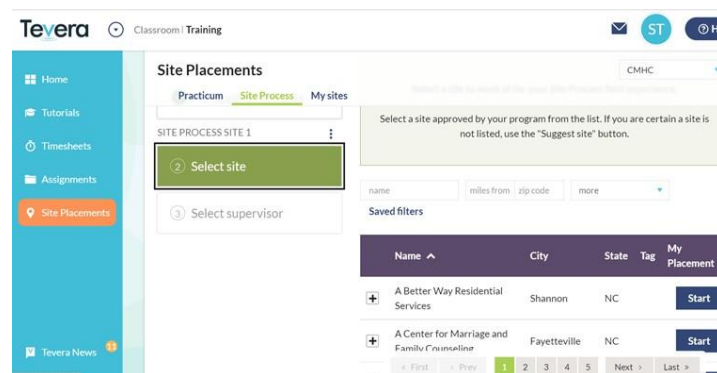
You will start this process once you have verbally confirmed with a site that you are able to start placement with them and have a qualified supervisor set up.



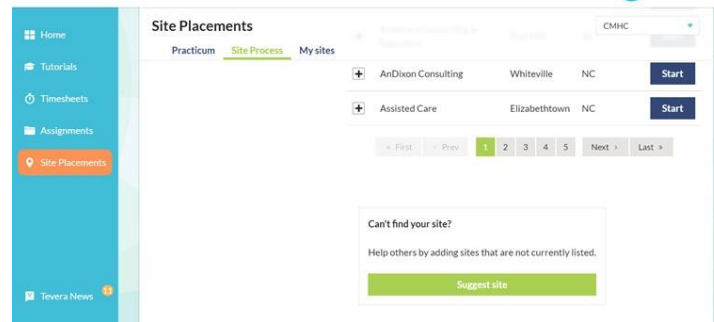
First, go to “site process” and click on “select a site.”



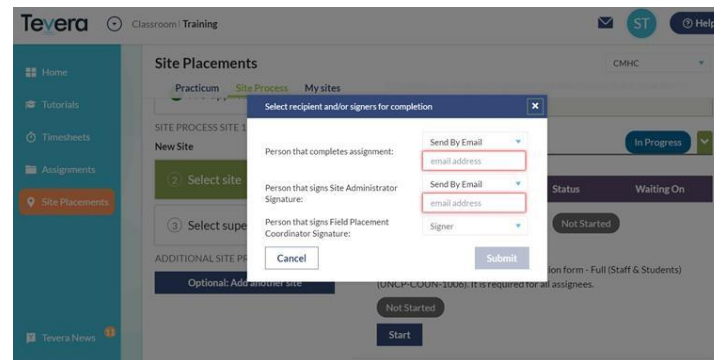
From there you will see a current list of approved sites. Search for your site. If it is listed, click on that site.



If you cannot find your site/it's a new site, then scroll to the bottom of the screen and click on “suggest a site.”



When you have chosen a site or selected a new site, you will see the screen below. Please insert your site supervisor's information where it states, "Person that completes this assignment." In the "Person that signs Site Administrator Signature" please send to your site's administrator. This person will sometimes be the owner of the company, the manager, or sometimes your site supervisor. Ask your site who fits this role. In the "Person that signs Field Placement Coordinator Signature" please have this sent to Dr. Samantha Simon in the drop-down menu for CMHC students.



You will then be able to enter your site supervisor's information. If your site supervisor is not listed with a previous site, then please click "suggest a supervisor" and enter in your site supervisor's information.