



CARSON-NEWMAN
A CHRISTIAN UNIVERSITY

Counseling Practicum Handbook

2025 - 2026

Graduate Studies in Counseling
Department

COUN 589

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INTRODUCTION

The Graduate Studies in Counseling provides this handbook to support successful practicum experiences for both supervisors and students. This handbook contains guidelines and expectations that will help prepare those involved with counseling practicum experiences. Students will be expected to refer to this handbook often throughout their clinical experiences and are responsible for understanding the policies and procedures mentioned herein. Since a single document is unlikely to address all issues that may arise during practicum, students should consult with their supervisors and program advisors often. This handbook is organized under the following headings:

- Program Mission and Goals
- Prerequisites for Practicum
- Ethical Conduct
- Practicum Requirements and Expectations
- C-N Supervisor Responsibilities
- Site Supervisor Guidelines
- Student Responsibilities
- Appendices

PROGRAM MISSION AND GOALS

The mission of the Graduate Studies in Counseling program at Carson-Newman is to equip counselors to care for the holistic needs of others. It is the GSC goal to prepare individuals with counseling competencies essential to deliver evidence-based practices that promote holistic well-being to diverse clients and students. Practicum experiences represent the culmination of counselor education where students apply their knowledge and skills in a variety of settings with a variety of clients and or students.

In accordance with Tennessee licensure requirements, CACREP standards, and our training goals, the C-N GSC program prepares counselors to work with children, youth, adults, and families in various settings. Our graduates work in private practice, community agencies, private and public schools, and non-profit organizations. We train future counselors to work in urban, suburban, and rural communities. Faculty coordinators of clinical field experiences intentionally place students in settings with qualified, licensed, and experienced counselors who can supervise their work for a wide range of clients and students.

The purpose of the practicum experience is to provide counseling trainees with the opportunity to practice and increase individual and group counseling skills under the supervision of a qualified, experienced site supervisor and a faculty supervisor. In addition to these experiences, the trainee works with the site or faculty supervisor to review counseling sessions, plan for group sessions, and receive feedback on experiences and address questions and concerns. Large group guidance or seminar presentation opportunities are recommended and/or provided whenever possible.

Practicum students participate in weekly group class meetings with the faculty supervisor. During these meetings, students can reflect on experiences, skill levels, staff complicated cases, and identify techniques and strategies for use in the following week. Ethical standards, social justice issues, and advocacy are addressed during weekly meetings, and students can share ideas and develop plans to increase their individual and group counseling skills.

Practicum students will participate in weekly group supervision meetings with a C-N faculty supervisor to reflect on their experiences, share their challenges, and integrate theory and practice. These sessions ensure that clinical field experiences are progressing in the development of counselor competencies. Each GSC practicum faculty member holds appropriate credentials and a doctoral degree from a CACREP approved Counselor Education program. Group supervision by faculty will not exceed a ratio of 1:12.

PRACTICUM EXPERIENCE

Field Placement Program Coordinator

Dr. Anna Lora Taylor

- Office: 865-471-3288
- Cell Phone: 423-920-1345
- Email: annataylor@cn.edu

Prerequisites for Practicum

- Completion of appropriate core and specialty counseling courses (see C-N Graduate Catalog.). **Students may not begin practicum until all core and specialty courses have been completed.**
- Permission from the Practicum Coordinator.
- Successful criminal background check.
- Documentation of current liability insurance. (Liability insurance may be purchased by obtaining a student membership in the American Counseling Association at: <https://www.counseling.org/membership/join-now> or American School Counseling Association at: <https://schoolcounselor.org/Membership/Join-Renew> .
- Successful completion of the ASIST Suicide Prevention Training. In the event a student is unable to attend the scheduled training, due to extenuating circumstances, the Psychological First Aid (PFA) training can serve as a substitute to start their field experience. However, the ASIST training must be completed by the following semester to continue their field experience.

COUN 589: Counseling Practicum

In accordance with the 2016 CACREP Standards, students must complete supervised practicum experiences totaling at least 100 clock hours over a minimum 10-week academic term. The student's practicum site will be determined in collaboration by the student and faculty supervisor; **however, the faculty supervisor is responsible for initiating and ensuring this placement and students should not solicit a placement on their own.** It is required that each student's practicum placement occurs in the context of a placement where a qualified (master's level, licensed) supervisor is present and available to the practicum student.

- At least 40 clock hours of direct service with clients contributes to the development of counseling skills.
- Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member, a student supervisor, or a site supervisor who is working in consultation with a program faculty member in accordance with the supervision contract.
- An average of 1 1/2 hours per week of group supervision is provided on a regular schedule throughout the practicum by a program faculty member or student supervisor. Group supervision will not exceed 12 students as per CACREP 2016 standards. The development of program-appropriate audio/video recordings (in adherence to the site agency standards of practice) for use in supervision or live supervision of the student's interactions with clients. In the event that a GSC student is unable to video a client based on the policies and procedures of the agency, an audio recording may be substituted, or the faculty supervisor may observe the session in person or behind a two-way mirror. **Students must adhere to the Double Lock Rule in maintaining and transporting their recordings.** (See Appendix H in GSC Student Handbook.)
- Evaluation of the student's counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum. (See Appendix L and M). Students will also be evaluating their placement (See Appendix K).

Distinction Between Practicum and Internship Placements

Carson-Newman University's Graduate Studies program is designed to provide a comprehensive and differentiated experience in professional school and mental health counseling. To provide students with the most complete learning experience, it is imperative that the practicum and internship experiences are differentiated as these experiences must be fundamentally distinct. If a student intends to complete an internship at a site used for practicum, he/she must give the faculty written documentation on how the experiences differ. As with any internship or practicum experience, each site must be pre-approved and made with the faculty supervisor.

ETHICAL CONDUCT

All counseling practicum students are expected to follow the American Counseling Association *Code of Ethics* and the American School Counselor Association *Professional Standards of Ethics*, if in school counseling. All practicum students should have copies of these codes for ready reference and must be familiar with these practices. Copies of these codes are online at [2014 Code of Ethics.indd \(counseling.org\)](#). Practicum students are expected to always behave professionally and dress appropriately. Practicum students should keep in mind that they are representatives of Carson-Newman University as well as the counseling profession. **Any situation involving an ethical dilemma must be brought immediately to the attention of the site supervisor and to the internship supervisor at Carson-Newman. Also, if you must report suspected abuse or suicidal or homicidal ideation, you must contact your faculty advisor immediately.**

Dr. Carolyn Carlisle, Director of Counseling Department, contact information:

- Office: 865-471-2087

- Cell Phone: 865-310-4225
- Email: ccarlisle@cn.edu

Dr. Anna Lora Taylor, Field Placement Coordinator and School Counseling Program Coordinator

- Office: 865-471-3288
- Cell Phone: 423-920-1345
- Email: annataylor@cn.edu

Dr. Nathan West, Clinical Mental Health Counseling Coordinator

- Office: 865-471-3311
- Cell Phone: 256-810-5796
- Email: nwest@cn.edu
-

Dr. Lisa Matthews, Clinical Mental Health Internship Faculty Supervisor

- Office: 865-471-4217
- Mobile: 865-809-0507
- Email: lmattthews@cn.edu

Dr. James Cole, Professional School Counseling Internship Faculty Supervisor

- Office: 865-471-2085
- Mobile: 606-401-3554
- Email: jcole@cn.edu

GSC STUDENT REQUIREMENTS AND EXPECTATIONS

1. **Professional Development:** GSC students are expected to develop professional behaviors and characteristics necessary to work effectively with people with diverse needs and backgrounds. Students should review the Professional Development and Performance section of the GSC Student Handbook beginning on page 25. The Rubric for these expectations includes counselor behaviors as: attends to ethical and legal considerations, takes initiative, accepts personal responsibility, effectively deals with conflict, cooperates with others, and awareness of impact on others.
2. **Time Requirements for Practicum:** A completed practicum requirement consists of a minimum of 100 clock hours of supervised work. A minimum of 40 hours of direct service is required. At Carson-Newman University, the 40 hours are required for individual and group counseling.
3. **Orientation and Observation:** C-N practicum supervisors will orient practicum students, and site supervisors to program expectations and responsibilities. Practicum students are to observe the on-site supervisor performing various tasks expected of a professional counselor and to observe other professionals within the setting, such as counselors, administrators, teachers, school psychologists, school nurse, etc.
4. **Development of Individual and Group Counseling Skills:** Practicum students are required to counsel either under the supervision of the faculty supervisor and or the site supervisor. Field experiences are designed to support the development of individual and group counseling skills. Site supervisors and practicum supervisors will provide feedback to practicum students regarding their skill development.

5. **Consultation and Collaboration Skills:** Counselors must work cooperatively with others to achieve maximum success for clients and students. Therefore, practicum students will be expected to enhance their collaboration skills during practicum. Practicum students are

expected to provide supportive and effective consultation to assessment teams, teachers, parents, and others as needed. Areas of consultation may include concerns regarding student: emotional development, social development, academic development, career development, etc.

6. **Leadership Skills:** Practicum students are expected to demonstrate leadership skills during their field experiences. Examples of leadership include identifying and meeting unrecognized needs of the population served by the organization. These needs might include, organizing a clinical or support group to supplement clinical services, organizing a tutoring program, developing a mentorship service, sharing data, conducting in-service for the staff, or implementing a new counseling program for students. For school counselors, conducting needs assessments are effective ways of assisting the site supervisor with identifying issues that could be addressed through a comprehensive developmental school counseling program.
7. **Social Justice:** All practicum students are required to treat ALL students with equity and justice. Students are to be helped in any area of need. Practicum students will not discriminate against **any** student or client as per our Counseling Code of Ethics. Marginalized and at-risk clients and students are to be prioritized for immediate attention, help, and consultation under the guidance and supervision of the site supervisor. Service to each student is to be designed based on student needs utilizing student strengths and collaborative efforts of the agency, school, or community.
8. **Confidentiality:** One of the most important aspects of counseling is confidentiality. It is also a critical component in earning trust with teachers, parents, clients, students, and others. The following is a list of important issues that should be discussed by practicum students and supervisors:
 - Regulations regarding confidentiality of notes, files, and/or recording at their school site. If possible, the practicum students should receive a written copy of these regulations.
 - Written permission from parents or guardians for recording minors. Consent forms should explain the limits of confidentiality and should state clearly that the recording will be used for supervision purposes only. Many schools and counselors have consent forms for use or practicum students may modify the sample form in Appendix I.
 - The confidentiality of all information shared in supervision. Site supervisor should help the practicum student maintain the confidence of client and student conversations, teacher concerns, parent issues, etc.
 - The anonymity of clients when recording sessions is essential, consequently, client and student names. Client names or surnames must not be used to identify recordings. Use initials or pseudonyms to label recordings.
 - Double Lock Rule to maintain security of counseling recordings. Practicum students must adhere to the Double Lock Rule (See GSC Policy on Security of Media in GSC Student Handbook, Appendix H.) when maintaining and transporting recordings of counseling sessions to supervisors for evaluation.
9. **Classroom Guidance Skills for School Counselors:** School counseling practicum students are expected to prepare classroom guidance units appropriate to the needs and developmental levels of students. Carson-Newman University requires school counseling practicum students to deliver service to students in accordance with the Tennessee Model for Comprehensive School Counseling and the ASCA National Model. Classroom

management skills are essential to an effective school counselor and should be practiced during practicum.

10. **Community Outreach: Practicum students must become familiar with available school and community resources.** Community outreach is a vital part of the counseling practicum experience. In order to address the needs of client, counselors often obtain the assistance of such community agencies as the local mental health center, church benevolent groups, child and family support groups, and other such organizations.

C-N SUPERVISOR OF PRACTICUM RESPONSIBILITIES

C-N supervisor of practicum has the overall responsibility for the success of field experiences of trainees and of site supervisors. Those responsibilities include:

- develop collaborative relationships with local counselors, agencies, and schools to support positive field experiences for practicum students:
- arrange practicum placement in which each practicum student has the opportunity for a meaningful field experience and obtain commitments of all parties (Appendix A).
- provide orientation for site supervisors and trainees to the practicum experience.
- approve practicum contracts.
- meet with practicum in a regularly scheduled weekly seminar for at least 90 minutes to provide supervision.
- visit sites at least once during each field experience and review practicum student's progress and performance with site supervisor.
- regularly monitor practicum student's progress.
- give practicum student feedback on counseling competencies as needed (Appendix K). In the event that a GSC student is unable to video a client based on the policies and procedures of the agency, an audio recording may be substituted, or the faculty supervisor may observe the session in person or behind a two-way mirror.
- inform practicum student of the Double Lock Rule to secure video and audio recordings of counseling sessions.
- review practicum student's records and documents.
- facilitate ethical practice in practicum students.
- submit final practicum grades; and
- maintain departmental records of practicum.

SITE SUPERVISOR GUIDELINES

Supervisors at practicum sites must have a minimum of a master's degree in counseling and must hold appropriate counselor credentials/licensure. Site supervisors must have a minimum of two years of experience as a counselor at the level at which they are supervising. Site supervisors receive training from program faculty prior to beginning their supervision with students.

The practicum site supervisor agrees to provide clinical experiences for the practicum student in accordance with Internship Guidelines, which include:

- assist in completing the Practicum Agreement (Appendix A).
- support practicum student in obtaining 40 client contact hours, including individual counseling, group counseling, and classroom guidance experiences.

- orient the C-N supervisor and practicum student to the facilities and policies of counseling site (Discuss with the intern the mission, goals, and objectives of the site as well as any internal operating procedures including reporting suspected abuse, suicidal and homicidal ideation).
- be on-site or available remotely during overlapping hours in which the counseling student is working. When the site supervisor is not available, the counselor-in-training should have access to and contact a designated backup supervisor.
- ensure that counselors-in-training **are never on site alone**. A licensed clinician or designated staff member must be present in the building at all times when a trainee is providing services, meeting with clients, or performing other clinical duties. If a trainee arrives and finds that no other qualified staff are present, they should not begin client sessions and must contact their supervisor immediately for guidance.
- meet weekly with the trainee to discuss progress, cases, future experiences, projects, lesson plans, etc.
- inform the practicum student of any agency, school or district procedures for audio or video taping within the school and to assist the student in identifying clients and students for individual counseling sessions and video recording.
- consult with C-N supervisor about trainee's progress.
- provide a private space for the intern while he/she is seeing clients or students.
- provide the practicum student with the opportunity to gain supervised experiences in the use of professional resources such as assessments, student data management systems, professional literature, and other resources as appropriate to professional development; and
- evaluate the practicum student using the C-N Evaluation of Student by Site Supervisor form (Appendix I and J).

RESPONSIBILITIES OF PRACTICUM STUDENT

Practicum students should seek to bring all their training into focus and demonstrate their competencies as a counselor under the supportive and encouraging eyes of an experienced professional counselor. Practicum students should review ASCA School Counselor Competencies, ACA Advocacy Competencies, ALGBTIC Competencies, Multicultural Competencies, and other appropriate resources. These competencies outline knowledge, attitudes and skills that ensure counselors are equipped to deliver appropriate services to diverse clients.

Practicum students are expected to be aware of their responsibilities for practicum participation, including learning the policies and procedures of their site agency, school, supporting the goals and programs of site supervisor, and conducting oneself in accordance with ACA Code of Ethics and ASCA's Ethical Standards for School Counselors. In addition to representing Carson-Newman University, practicum students exhibit professional demeanor and behavior. Their functioning at a practicum site should coincide with the expectations of employees at their site. Specifically, practicum student responsibilities include:

- adhere to C-N Practicum Requirements and Expectations.

- ensure that Site Supervisor has a copy of C-N Practicum Handbook.
- establish and complete the requirements of the Practicum Agreement (Appendix A).
- maintain records of conferences with site supervisor (Appendix B).
- log a minimum of 100 hours of contact with 40 hours of direct service (Appendix C).
- compile total number of hours on Cumulative Record of Practicum Hours form (Appendix D).
- attend weekly scheduled Practicum group supervision sessions and complete assignments.
- Provide counseling recordings for feedback (In the event that a GSC student is unable to video a client based on the policies and procedures of the agency, an audio recording may be substituted, or the faculty supervisor may observe the session in person or behind a two-way mirror).
- complete Evaluation of Site Supervisor form (Appendix H); and,
- complete any other required Practicum records.

CRITICAL INCIDENT REPORTING

In the event of an emergency or critical incident at your site (e.g., client safety concerns, mandated reporting, ethical or boundary concerns, threats or violence, emergency services involvement, or other significant events), you are required to complete the *Critical Incident Report Form* (Appendix K) and submit it to your Faculty Supervisor within 24 hours of the incident. The form must be completed objectively, avoiding client-identifying information, and should include a clear description of the event, actions taken, and any follow-up measures. Timely reporting is essential for ensuring client safety, ethical compliance, and adequate support for counseling students.

TELEHEALTH

Telehealth sessions must be conducted on-site in an approved office or designated counseling space at the site placement where supervision is accessible. Students may not conduct sessions from home or any personal location under any circumstances. Students must review and follow ACA Code of Ethics (2014) – Section H: Distance Counseling, Technology, and Social Media prior to conducting telehealth sessions. This includes being technologically competent, providing informed consent specific to distance counseling, ensuring client verification, and maintaining security

APPENDICES



CARSON-NEWMAN
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Appendix A
CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM
Practicum Agreement for the On-Site Field Experience

Student Name:
Mobile Phone Number:
E-Mail:
Placement Semester(s) & Year(s)

Site Name:
Site Supervisor Name & Credentials:
Site Supervisor Email:
Site Supervisor Phone:

Faculty Supervisor Name:
Faculty Supervisor Email:
Faculty Supervisor Phone:

Overview:

This agreement is to confirm that the student listed above has been approved for progression into the clinical field experience portion of our Graduate Studies in Counseling program for practicum. With your approval, the student will complete their practicum experience with you during the _____ Semester 20_____.

As part of their practicum, students must complete supervised counseling experiences that total a minimum of 100 clock hours over a minimum 10-week academic term. At least 40 clock hours must come from direct service with clients that contributes to the development of counseling skills. Please read and sign below to indicate your agreement to this placement.

Counseling Student Responsibilities:

1. To be in attendance at my site for the anticipated on-site schedule:
 - a. Days and times: *(Insert anticipated schedule. Commit to a minimum of 8 hours/week; however, recognize that you may need to plan for closer to 10 to accommodate breaks, illness, and weather closures)*
2. Report any absences to my site supervisor at least 24 hours in advance (unless an emergency). Absences of more than two days may result in my removal from the practicum field experience.
3. Abide by the Professional Standards of Ethics as defined by the American Counseling Association (ACA) and/or the American School Counseling Association (ASCA).
4. Dress and act professionally at all times while on-site.
5. To understand that _____ is my site supervisor.
6. To understand that _____ is my faculty supervisor during the entire

practicum.

7. Maintain ongoing liability insurance coverage.
8. Ensure that my site supervisor is provided a copy of the Carson-Newman Graduate Studies in Counseling Practicum Handbook.
9. Engage in ongoing individual/triadic supervision with Site Supervisor and group supervision with Faculty Supervisor.
10. Complete all course assignments and clinical requirements as designated in COUN 589 syllabus and MS Practicum Handbook.
11. Ensure that you are **never to be on site alone**. A licensed clinician or designated staff member must be present in the building at all times when a trainee is providing services, meeting with clients, or performing other clinical duties. If you arrive at your site and find that no other qualified staff are present, you should not begin client sessions and must contact your supervisor immediately for guidance.
12. Review and follow ACA Code of Ethics (2014) – Section H: Distance Counseling, Technology, and Social Media prior to conducting telehealth sessions. This includes being technologically competent, providing informed consent specific to distance counseling, ensuring client verification, and maintaining security
13. Telehealth sessions must be conducted on-site in an approved office or designated counseling space at the site placement where supervision is accessible. Students may not conduct sessions from home or any personal location under any circumstances.

Site & Site Supervisor Roles/Responsibilities

1. Assign a site supervisor who has the appropriate licensure, experience, time, and interest for working with counseling students.
2. Support student in obtaining the minimum of 40 direct service hours and 100 total hours.
3. Orient the student to the facilities and policies of the counseling site. (Discuss with student the mission, goals, and objectives of the site as well as any internal operating procedures including reporting suspected abuse, suicidal and homicidal ideation).
4. Be on-site or available remotely during overlapping hours in which the counseling student is working. When the supervisor is not available, the counselor-in-training should have access to and contact the designated backup supervisor listed below.

Secondary Supervisor / Backup Supervisor

Name: _____

Phone (cell): _____

Email: _____

5. Ensure that counselors-in-training **are never on site alone**. A licensed clinician or designated staff member must be present in the building at all times when a trainee is providing services, meeting with clients, or performing other clinical duties. If a trainee arrives and finds that no other qualified staff are present, they should not begin client sessions and must contact their supervisor immediately for guidance.
6. Provide the counseling student with adequate workspace in order to conduct professional activities.
7. Telehealth sessions must be conducted on-site in an approved office or designated counseling space at the site placement where supervision is accessible. Students may not conduct sessions from home or any personal location under any circumstances.
8. Provide an average of one hour each week of supervision that will involve consulting on counseling activities, reviewing of audio or video tapes, observing, co-counseling, role playing, and reviewing objectives for the coming week.
9. Provide opportunities for the student to obtain two counseling recordings for feedback (*In the event that a student is unable to video a client based on the policies and procedures of the*

agency, an audio recording may be substituted, or the faculty supervisor may observe the session in person)

10. Provide a written midterm and final evaluation of the counseling student using the form provided by the Faculty Supervisor.
11. Communicate with Faculty Supervisor, notifying them immediately if there are concerns with the intern or placement.
12. Review and abide by CACREP guidelines for site supervisors.

Carson-Newman Graduate Studies in Counseling Program Roles & Responsibilities:

1. Determine the counseling student has completed appropriate graduate level training to qualify for practicum placement.
2. Document the counseling student has been appropriately screened and has obtained liability insurance coverage.
3. Ensure the counseling student is aware of ethical standards and code of conduct applicable to professional counseling.
4. Provide a Carson-Newman faculty member to support C-N students and site supervisors during the field experience.
5. Conduct 1.5 hours of weekly group supervision with counseling student facilitated by C-N faculty supervisor for ongoing supervision.
6. Initiate conversations with site supervisor regarding student progress and learning. Contacts will include:
 - a. Email or phone contact at the beginning of each semester
 - b. Email or phone contact to request midterm evaluation and invite dialogue at mid-semester
 - c. Email or phone contact to request final evaluation and invite dialogue at end of semester
 - d. One in-person or virtual visit offered to each field placement to discuss counseling student's progress and performance.
7. Provide site supervisor with a C-N student's formative midterm evaluation and summative final evaluation forms that will be submitted to assess student progress.

Emergency Procedures

If an emergency occurs while you are at the site, please complete the following emergency procedures:

- Contact your clinical supervisor or the on-duty licensed counselor immediately.
- If imminent danger exists, call **911**.
- Follow mandated reporting and duty-to-warn/protect laws.
- Document the incident fully and accurately using your site's paperwork or documentation requirements.
- Complete a **Critical Incident Form** and submit it to your Practicum/Internship Faculty Supervisor within **24 hours** of the incident.
- Keep a list of important phone numbers with you, including your site supervisor, university supervisor, and local emergency contacts.

Possible practicum activities for achieving goals (to be co-constructed with Site Supervisor):

Direct Counseling Activities

- Carry a caseload of _____ to _____ clients/students.
- Gain experience in the following direct counseling activities (check all that apply):
 - Individual Counseling
 - Group Counseling

- Couples/Family Counseling
- Classroom Guidance or Psychoeducation
- Career Counseling
- Consultation with teachers, parents, and outside agencies
- Other

Indirect Activities

List any special on-site indirect activities that you might participate in (i.e., treatment team, curriculum development, needs assessment, research, etc.)

Please contact the faculty supervisor, if you have any questions or concerns. Thank you very much for your assistance and willingness to support the training of this counseling student.

Counseling Student Signature _____ Date _____

Faculty Supervisor Signature _____ Date _____

Site Supervisor Signature _____ Date _____

Appendix B

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

Weekly Supervision Log

(Please note: Students must have weekly interaction with site supervisors that averages one hour per week of individual and/or triadic supervision throughout the placement. Do not wait until you have completed all your supervision hours to fill these in! In the space below, please document the nature of your supervision hours for the time logged and any objectives that you may have each week with your on-site supervisor.)

Subject of Supervision Sessions (Please circle): Theory / Technique / Termination / Diagnosis & Assessment / Self Analysis / Laws & Regulations / Individual Counseling Skills / Group Counseling Skills / Confidentiality / Ethics / Boundaries / Other: _____

Individual Supervision Triadic Supervision

Total Supervision hours this session: _____ Week of: _____

Weekly Objectives: _____

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Subject of Supervision Sessions (Please circle): Theory / Technique / Termination / Diagnosis & Assessment / Self Analysis / Laws & Regulations / Individual Counseling Skills / Group Counseling Skills / Confidentiality / Ethics / Boundaries / Other: _____

Individual Supervision Triadic Supervision

Total Supervision hours this session: _____ Week of: _____

Weekly Objectives: _____

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Subject of Supervision Sessions (Please circle): Theory / Technique / Termination / Diagnosis & Assessment / Self Analysis / Laws & Regulations / Individual Counseling Skills / Group Counseling Skills / Confidentiality / Ethics / Boundaries / Other: _____

Individual Supervision Triadic Supervision

Total Supervision hours this session: _____ Week of: _____

Weekly Objectives: _____

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Subject of Supervision Sessions (Please circle): Theory / Technique / Termination / Diagnosis & Assessment / Self Analysis / Laws & Regulations / Individual Counseling Skills / Group Counseling Skills / Confidentiality / Ethics / Boundaries / Other: _____

Individual Supervision Triadic Supervision

Total Supervision hours this session: _____ Week of: _____

Weekly Objectives: _____

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Subject of Supervision Sessions (Please circle): Theory / Technique / Termination / Diagnosis & Assessment / Self Analysis / Laws & Regulations / Individual Counseling Skills / Group Counseling Skills / Confidentiality / Ethics / Boundaries / Other: _____

Individual Supervision Triadic Supervision

Total Supervision hours this session: _____ Week of: _____

Weekly Objectives: _____

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

**The form may be duplicated*

Appendix C
CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM
Weekly Time Log (COMPLETE AT THE END OF EACH WEEK)

STUDENT NAME: _____

WEEK OF: _____

Activity	MON Date:	TUES Date:	WED Date:	THURS Date:	FRI Date:	SAT Date:	SUN Date:	TOTAL TIME
DIRECT CONTACT:								
Individual Counseling								
Couples/Family Counseling								
Group Counseling								
Classroom Guidance/ Psychoeducation								
Direct Consultation (family, teachers, outside agencies)								
List Other:								
TOTAL HOURS OF DIRECT CONTACT:								

INDIRECT CONTACT:								
Planning/Clinical Preparation								
Administrative Time								
Observing/Shadowing								
Meetings - (staff, IEP, etc.)								
Evaluation								
Site Supervision								
University Group Supervision								
Site Group Supervision								
List Other:								
TOTAL HOURS OF INDIRECT CONTACT								

STUDENT SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

Appendix D
CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM
Cumulative Record of Practicum Field Experience Hours*

Student Name: _____
 Site: _____

Semester/Year: _____

Activity	Hours
DIRECT CONTACT	
Individual Counseling	
Couples/Family Counseling	
Group Counseling	
Classroom Guidance/ Psychoeducation	
Direct Consultation (family, teachers, outside agencies)	
List Other:	
Direct Total:	
INDIRECT CONTACT	
Planning/Clinical Preparation	
Administrative Time	
Observing/Shadowing	
Meetings (staff, IEP, etc.)	
Evaluation	
Site Supervision	
University Group Supervision	
Site Group Supervision	
List Other:	
Indirect Total:	
Overall Total:	

*Note: This form is to be completed **only at the end of your** 100-hour practicum experience.

Practicum Student Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

Faculty Supervisor Signature: _____ Date: _____

Appendix E

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

PARENT/GUARDIAN CONSENT FOR COUNSELING RECORDING

I give permission for my child , a client at _____(school/site), to participate in counseling sessions with _____, who is a graduate student at Carson-Newman in Graduate Studies in Counseling. It is understood that the counseling sessions will be electronically recorded, either video or audio, and they may be played for supervisors, faculty instructor, and/or class members present.

These recordings will ONLY be used for educational purposes and will be erased at the end of the course. It is understood that my child is entitled to confidentiality and that information regarding communications made during the counseling sessions will be limited only to those directly involved in the educational process. Please understand that limitations to confidentiality exist for all clients.

Parent or Guardian _____ **Date:**

Carson Newman Counseling Student _____ **Date:**

Carson Newman Faculty Supervisor _____ **Date:**

Appendix F

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

CLIENT CONSENT FOR COUNSELING RECORDING

I, _____ give my permission to participate in counseling sessions with _____ who is a graduate student at Carson-Newman in Graduate Studies in Counseling. It is understood that the counseling sessions will be electronically recorded, either video or audio, and they may be played for supervisors, instructors, and/or class members present.

These recordings will ONLY be used for educational purposes and will be erased at the end of the course. It is understood that I am entitled to confidentiality and that information regarding communications made during the counseling sessions will be limited only to those directly involved in the educational process. I understand that limitations to confidentiality exist for all clients.

Client _____ **Date:**

Carson Newman Counseling Student _____ **Date:**

Carson Newman Faculty Supervisor _____ **Date:**

Appendix G

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

Self-Reflection of Counseling Session

Counseling Student Name: _____

Session Number: _____ Date: _____

Must be completed for each taping experience and submitted to your Carson-Newman University supervisor.

Write a brief session/counseling summary:

In collaboration with the student or client, list the counseling goals:

Describe how the progress toward these goals will be monitored:

Describe your use of theory and specific techniques associated with theory in this session:

Describe further counseling/interventions with this student:

Describe your counseling strengths during this session:

Identify specific skills/strategies/techniques you wish to strengthen or implement during the next session:

Appendix H

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM Site Supervisor Midterm and Final Evaluation Form

Student Name: _____ Date: _____

Site Supervisor & Placement Site: _____

Please respond to each question regarding your clinical field experience with your site supervisor. This evaluation is to be completed at midterm and again at the end of your Practicum experience and turned into your faculty supervisor along with all required paperwork. Please read the questions and make a thoughtful response regarding your feelings and thoughts about your experience.

	Strongly Disagree	Disagree	Agree	Strongly Agree
1. Provides useful feedback pertaining to counseling.	1	2	3	4
2. Helps me feel at ease in counseling situations.	1	2	3	4
3. Teaches me new counseling strategies.	1	2	3	4
4. Weekly supervision sessions are helpful to me.	1	2	3	4
5. Adequately emphasizes my strengths and needs.	1	2	3	4
6. Motivates me to learn more.	1	2	3	4
7. Allows me to be active in the counseling process.	1	2	3	4
8. Listens to my counseling ideas.	1	2	3	4
9. Is open to feedback from me.	1	2	3	4
10. Reduces defensiveness in counseling process.	1	2	3	4
11. Lets me express my concerns openly.	1	2	3	4
12. Helps me to appreciate diversity in my students.	1	2	3	4
13. Listens to social justice concerns I have.	1	2	3	4
14. Helps me develop multicultural competencies.	1	2	3	4
15. Challenges me in counseling ideas.	1	2	3	4
16. Keeps the supervision process on track.	1	2	3	4
17. Treats me like a colleague.	1	2	3	4
18. Encourages me to talk freely and honestly.	1	2	3	4
19. Treats me with respect	1	2	3	4
20. Encourages me to evaluate myself	1	2	3	4

How would you rate your overall experience? Please include any remarks you may have about the site, the supervisor, or the experience: (Write more on back.)

Student Signature: _____ Date: _____

Faculty Supervisor Signature: _____ Date: _____

Appendix I

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

Midterm Evaluation of Counseling Student by Site Supervisor

Student Name _____

Placement Site _____

Site Supervisor _____ Phone# _____

Please evaluate the following skills of the student on a scale of 1-5 based on the following scale.

1	2	3	4	5	N/A
Unsatisfactory	Poor	Satisfactory	Good	Excellent	Not Applicable

Counseling and Reflective Listening Skills

- ___1. Has counseling knowledge and skills, uses theories appropriately
- ___2. Applies empathy, respect, warmth, genuineness, unconditional positive regard, confrontation, and appropriate self-disclosure
- ___3. Is able to work through critical incidents with clients and students
- ___4. Develops and maintains professional relationships with clients and students
- ___5. Is aware of his/her own personal issues that affects counseling
- ___6. Is willing to work on own weaknesses
- ___7. Accepts and responds well to feedback from supervisor
- ___8. Counsels effectively with individuals
- ___9. Counsels effectively with groups
- ___10. Consults well with parents, teachers, and colleagues
- ___11. Demonstrates multicultural awareness of cultural differences
- ___12. Demonstrates multicultural competency in delivering services

- ___13. Allows developmental awareness to guide counseling interventions
- ___14. Assesses appropriately and provides vocational support and referrals
- ___15. Integrates appropriate assessments to inform intervention with clients/students
- ___16. Uses evidenced-based approaches in interventions

General Work Skills of Practicum Students

- ___1. Dependable, personally responsible (on time, completes assignments)
- ___2. Shows initiative
- ___3. Appearance is appropriate for work setting and for clients and students
- ___4. Understands and follows policies and procedures
- ___5. Follows directions and plans effectively
- ___6. Makes effective use of time
- ___7. Demonstrates high quality in work
- ___8. Considers priorities appropriately and responds
- ___9. Attends staff meetings/ training
- ___10. Teaches guidance and or psychoeducational classes as appropriate
- ___11. Completes lesson or treatment plans for classes or work with clients
- ___12. Uses technology effectively and appropriately

Personal Characteristics and Emotional Stability of Practicum Students

- ___1. Promotes teamwork, is cooperative, handles delicate situations
- ___2. Tactfully, relates to students and colleagues
- ___3. Consistently maintains control under stress and crisis
- ___4. Interested in personal development and is eager to learn
- ___5. Takes initiative

____6. Displays self-confidence

____7. Follows appropriate ethical standards of ASCA and ACA

Additional Information

Please record a brief narrative about the student which includes any further remarks that you view appropriate for the practicum supervisor evaluation on the following page. Please feel free to discuss any strengths and weaknesses. If you feel you need to elaborate on any of the above scores, please do so here.

Supervisor's Signature _____ Date _____

Student's Signature _____ Date _____

() Please check if you request a conference with C-N Clinical Field Experience supervisor.

Please return to appropriate supervisor:

Dr. Anna Lora Taylor
Counseling Practicum
Carson-Newman University
C-N Box 71900
Jefferson City, TN 37760
annaltaylor@cn.edu

Dr. James Cole
School Counseling Internship
Carson-Newman University
C-N Box 71900
Jefferson City, TN 37760
jcole@cn.edu

Dr. Lisa Matthews
Mental Health Internship
Carson-Newman University
C-N Box 71900
Jefferson City, TN 37760
lmattthews@cn.edu

Appendix J

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

Final Evaluation of Counseling Student by Site Supervisor

Student Name _____

Placement Site _____

Site Supervisor _____ Phone# _____

Please evaluate the following skills of the student on a scale of 1-5 based on the following scale.

1	2	3	4	5	NA
Unsatisfactory	Poor	Satisfactory	Good	Excellent	Not Applicable

Counseling and Reflective Listening Skills

___1. Has counseling knowledge and skills, uses theories appropriately

___2. Applies empathy, respect, warmth, genuineness, unconditional positive regard, confrontation, and appropriate self-disclosure

___3. Is able to work through critical incidents with clients and students

___4. Develops and maintains professional relationships with clients and students

___5. Is aware of his/her own personal issues that affects counseling

___6. Is willing to work on own weaknesses

___7. Accepts and responds well to feedback from supervisor

___8. Counsels effectively with individuals

___9. Counsels effectively with groups

___10. Consults well with parents, teachers, and colleagues

___11. Demonstrates multicultural awareness of cultural differences

___12. Demonstrates multicultural competency in delivering services

- ___13. Allows developmental awareness to guide counseling interventions
- ___14. Assesses appropriately and provides vocational support and referrals
- ___15. Integrates appropriate assessments to inform intervention with clients/students
- ___16. Uses evidenced-based approaches in interventions

General Work Skills of Practicum Students

- ___1. Dependable, personally responsible (on time, completes assignments)
- ___2. Shows initiative
- ___3. Appearance is appropriate for work setting and for clients and students
- ___4. Understands and follows policies and procedures
- ___5. Follows directions and plans effectively
- ___6. Makes effective use of time
- ___7. Demonstrates high quality in work
- ___8. Considers priorities appropriately and responds
- ___9. Attends staff meetings/ training
- ___10. Teaches guidance and or psychoeducational classes as appropriate
- ___11. Completes lesson or treatment plans for classes or work with clients
- ___12. Uses technology effectively and appropriately

Personal Characteristics and Emotional Stability of Practicum Students

- ___1. Promotes teamwork, is cooperative, handles delicate situations
- ___2. Tactfully, relates to students and colleagues
- ___3. Consistently maintains control under stress and crisis
- ___4. Interested in personal development and is eager to learn

___5. Takes initiative

___6. Displays self-confidence

___7. Follows appropriate ethical standards of ASCA and ACA

Additional Information

Please record a brief narrative about the student which includes any further remarks that you view appropriate for the practicum supervisor evaluation on the following page. Please feel free to discuss any strengths and weaknesses. If you feel you need to elaborate on any of the above scores, please do so here.

Supervisor's Signature _____ Date _____

Student's Signature _____ Date _____

() Please check if you request a conference with C-N Clinical Field Experience supervisor.

Please return to appropriate supervisor:

Dr. Anna Lora Taylor
Counseling Practicum
Carson-Newman University
C-N Box 71900
Jefferson City, TN 37760
annaltaylor@cn.edu

Dr. James Cole
School Counseling Internship
Carson-Newman U
C-N Box 71900
Jefferson City, TN 37760
jcole@cn.edu

Dr. Lisa Matthews
Mental Health Internship
Carson-Newman U
C-N Box 71900
Jefferson City, TN 37760
lmattthews@cn.edu

Appendix K

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

Critical Incident Report Form

To be completed and submitted to the Practicum/Internship Faculty Supervisor within 24 hours of the incident.

Student Intern Information

- **Name:** _____
- **Internship Site:** _____
- **Site Supervisor & Contact:** _____
- **Date of Report Submission:** _____
- **Date and Time of Incident:** _____

Type of Incident (check all that apply):

- CPS report filed
- APS report filed
- Contacted Mobile Crisis
- Client safety concern (e.g., suicidal or homicidal ideation)
- Emergency services called (911, EMS, etc.)
- Threats or violence at site
- Ethical concern or boundary issue
- Concerning workplace dynamics (e.g., harassment, discrimination)
- Other (please specify): _____

Description of Incident:

(Provide a factual and objective account of what occurred. Avoid client-identifying information.)

Actions Taken:

(Include any steps you took, who was contacted, and any follow-up measures.)

Were others informed? (check all that apply):

- Site Supervisor
- Faculty Supervisor
- CPS/APS
- Emergency services
- Other: _____

Reflection or Concerns:

(Briefly reflect on your response to the incident. What support do you need moving forward?)

Signature of CNU Student: _____ **Date:** _____

Faculty Supervisor Use Only

- Date Received: _____
- Follow-up Actions Taken: _____
- Notes: _____

