



ADLER UNIVERSITY

PRACTICUM/INTERNSHIP TRAINING MANUAL

CMHC On-Ground Modality | CMHC Online Modality | CMHC Dual Degree
Programs

2024-2025 AY

Fall, Spring and Summer
Starts

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Introduction

The Clinical Mental Health Counseling program at Adler University is committed to providing excellent training experiences for students and excellent care for those receiving services from our students. This handbook provides information and guidance about the practicum and internship training process for all CMHC students and those involved in their experience. To ensure the quality of care and training required by Adler University, students in the Clinical Mental Health Counseling program will review and adhere to training guidelines and requirements outlined in this manual. We wish you great success as you begin this new chapter.

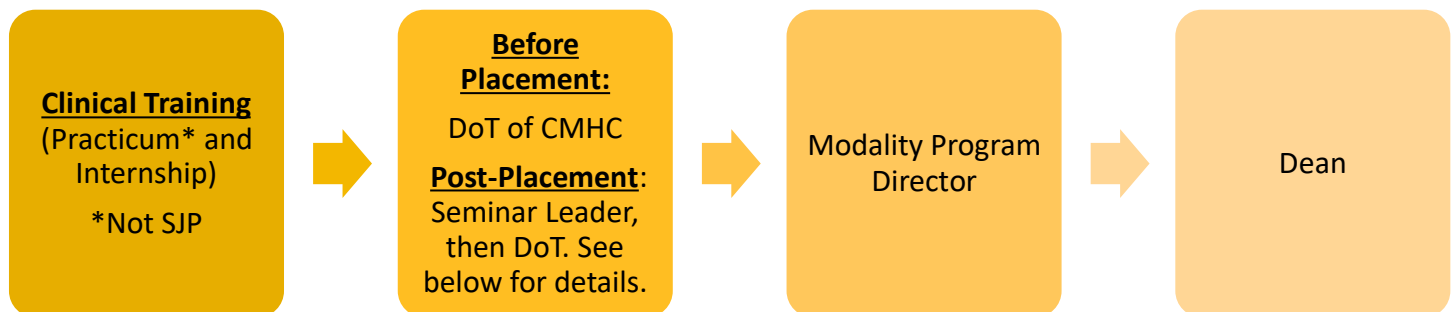
Important Points of Contact and Communication

Directors of Training: Directors of Training (DoT) oversee all aspects of clinical training for students, from placement process to internship completion.

Seminar Leaders: Your Seminar Leader is a faculty member who teaches your year-long seminar course. They are your primary point of weekly contact for the duration of your internship year. You will be assigned to the same seminar class and seminar leader for the entire internship year.

Advisors: Your program advisor serves an important role in your training year, including supporting your search process, ensuring you have clarity around your program plan, and internship timeline.

Communication Flow Chart: Who do I Contact First?



The **Director of Training (DoT)** prepares students for their field training experiences, starting with the application and search process and through field placement confirmation. The DoT will be students' primary contact for any field training questions before starting their practicum and internships. Students should make a conscious effort to address their training-related questions or concerns with DoT. Students can consult with their program advisors for guidance on clinical training interests, selection of sites, and application decisions, etc.

Seminar Leaders manage all aspects of students' field experience during practicum and internship and maintain regular communication with site supervisors (i.e. check ins, student evaluations, and hours). DoT's provide support when the following issues are escalated: site noncompliance issues, compromises to student welfare or training progress, SDC or SCEC referrals, etc.

Seminar Leaders consult and work closely with site supervisors and the DoT to develop further communication and remediation plans. The DoT provides continuous support for the students and the seminar instructors when needed.

If *AFTER* working with any of the above individuals, issues or concerns cannot be resolved, students can contact the **Program Director**, or the supervisor of the DoT.

Communication Directory: 2024-2025 Training Year

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Director of Training

On-Ground CMHC Modality

Dual Degree CMHC Programs

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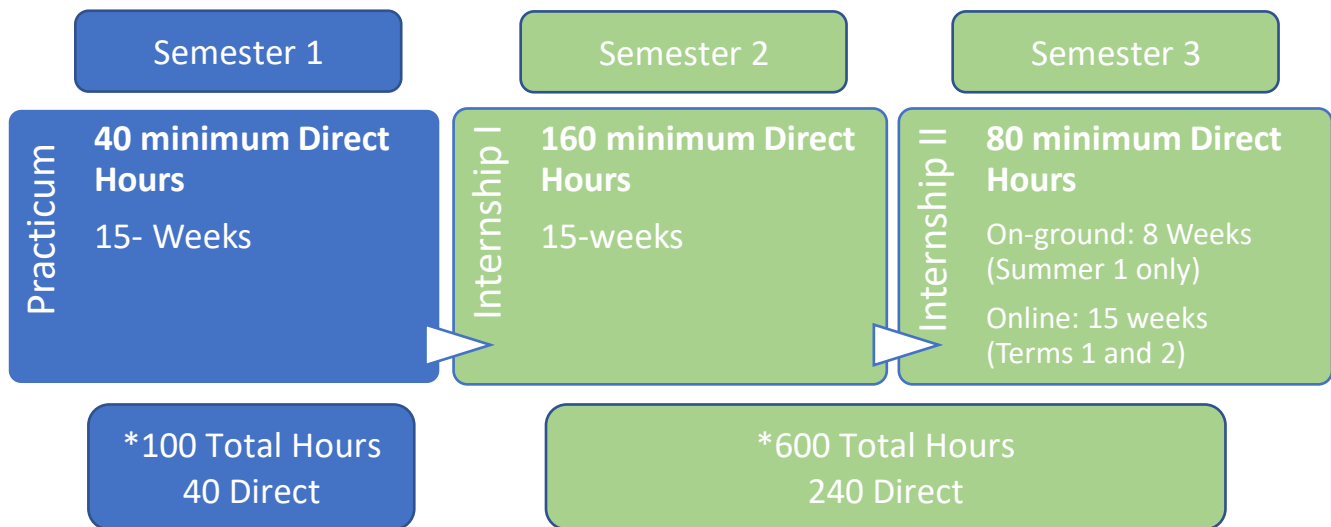
SECTION I: Clinical Practicum and Internship Overview

The Council for Accreditation of Counseling and Related Educational Programs (CACREP) define Practicum and Internship as a supervised clinical experience in which the student develops basic counseling skills and integrates professional knowledge.

The CMHC Program Internship is composed of two phases that typically occur at the same external training site over three full academic semesters. Practicum is the first phase, consisting of a minimum of 100 overall hours, 40 of which are direct client hours. Internship (I and II) is the second phase of field training, consisting of a minimum of 600 overall hours, 240 of which are direct client hours*.

Direct client hours: Direct Service is the supervised use of counseling, consultation, or related professional skills with actual clients for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation. 50% of direct hours in both practicum and internship phases need to consist of *independent** individual counseling, with the remaining 50% coming from group, family, relationship, or other direct activities.

Total Hours Required By Semester



Weekly recommended breakdown

Practicum: 100 Total Hours/40 Direct	Internship I/II: 600 Total Hours/240 Direct	
8-10 Hours/week on site <ul style="list-style-type: none"> 3-5 Direct hours 	Internship I: 160 direct 15-20 Hours/week <ul style="list-style-type: none"> 10-12 direct hours 	Internship II: 80 direct 15-20 Hours/week <ul style="list-style-type: none"> 9-10 direct hours

SECTION II: Pre-Planning

Pre-Application Processes

All students are required to attend a Training Orientation one academic year prior to their clinical internship start date. All Students are expected to work with their individual advisors to determine their clinical internship start semester and training orientation semester based on course track and program planning.

- For **On-Ground CMHC and Dual Degree students**, Training Orientation is typically held in the Fall Semester.
- For **Online Modality students**, Training Orientation is typically held in-person during their 2nd Residency Week.

Students **are required to attend** the full Training Orientation. The following are discussed in the information meeting:

- Pre-requisites for Clinical Practicum and Internship
- Placement Processes for Chicagoland and out-of-state students
- Requirements during practicum and internship
- Search and documentation timelines
- Student time commitment required during practicum and internship

Placement Eligibility and Practicum Readiness: When Can I Apply?

Placement eligibility and *Practicum/Internship readiness* represent different milestones based on different factors. Placement eligibility is based on an annual student review, academic standing, and attendance at a Training Orientation.

A student is considered eligible to begin their placement process and apply to internship sites when they:

1. Work with their advisor to identify their practicum/internship start year based on their program of study.
2. Demonstrate their intent to apply for their Practicum/Internship by attending a Training Orientation
3. Sign a Pre-Practicum Acknowledgement Form (at an Orientation Session)
4. Complete a successful annual student review and remain in good academic standing
5. Complete any outstanding SDC recommendations or remediation plan requirements

A student is considered eligible and ready to begin their Practicum/Internship based on:

1. Maintaining good academic standing as indicated by an Overall GPA of 3.0 or above.
2. Completing all Social Justice Practicum (SJP) requirements with CR grades
3. Having no pending referrals to SDC or SCEC due to concerns over academic performance or professional dispositions.
4. A successful Pre-Practicum Review: The DOT consults with Adler faculty members and review student eligibility to engage in the practicum search process.
 - a. **Pre-Practicum Review:** readiness will be evaluated throughout the course of one's enrollment at Adler. If concerns are raised about a student's readiness to begin a practicum training experience, the student may be issued a remediation plan to investigate identified concerns. Students may also be referred to the Student Development Committee (SDC) for a more comprehensive review of the student's eligibility.
5. Completing all Core Practicum Pre-requisite Courses with grades of B or better:

CMHC 617	Treatment Planning and Intervention	3 cr.
CMHC 538	Professional Functions of CMHC	3 cr.
COUN 532	Professional, Legal and Ethical Issues	3 cr.

COUN 533	Counseling Theories	3 cr.
COUN 534	Counseling Skills	3 cr.
COUN 535	Diagnosis of Maladaptive Behavior	3 cr.
COUN 536	Multicultural and Social Justice Counseling	3 cr.
COUN 540	Group Counseling	3 cr.

SECTION III: The Placement Process

On-Ground Modality CMHC Placement Process

(Online Modality Students: [Jump to Online Placement Process](#))

Application and Search Process

On-Ground Modality students utilize APT (the Adler Practicum Tool) to search, select, and track their internship placement process. Applications to training sites are typically submitted between the months of January and April, with a site secured by the end of May. The practicum search process begins with orientation in Fall semester the year prior to the students practicum start year. Due to accreditation requirements regarding supervision and approved hours, students cannot begin counting approved hours earlier than one week prior to the semester start date. While students may onboard and complete trainings slightly ahead of their official start date, students are considered 'unsupervised' until one week prior to the semester start date. We cannot accommodate internship sites that have start dates in the middle of a semester (July, for example). Internship start dates should align with the Fall semester start date.

FALL SEMESTER (Or, One-Year Prior to Anticipated Start Date)

- **Pre-Practicum Review:** The Director of Clinical Training will consult with Adler faculty members and review student eligibility to engage in the practicum search process.
- **Eligibility for practicum:** readiness will be evaluated throughout the course of one's enrollment at Adler. If concerns are raised about a student's readiness to begin a practicum training experience, the student may be issued a remediation plan to investigate their deficits in the preparation for the practicum experience. Students may also be referred to the Student Development Committee (SDC) for a more comprehensive review of the student's eligibility.

APPLICATION

- Most applications will contain these items as part of the application process:
- Cover letter
- Eligibility letter from Training Department
- Curriculum vitae (CV) or résumé
- Letters of recommendation (typically three, from instructors and/or supervisors who can speak to your skills and strengths in relation to the site's program(s))
- A current transcript and use the one on Self-Service unless site request's an official one)

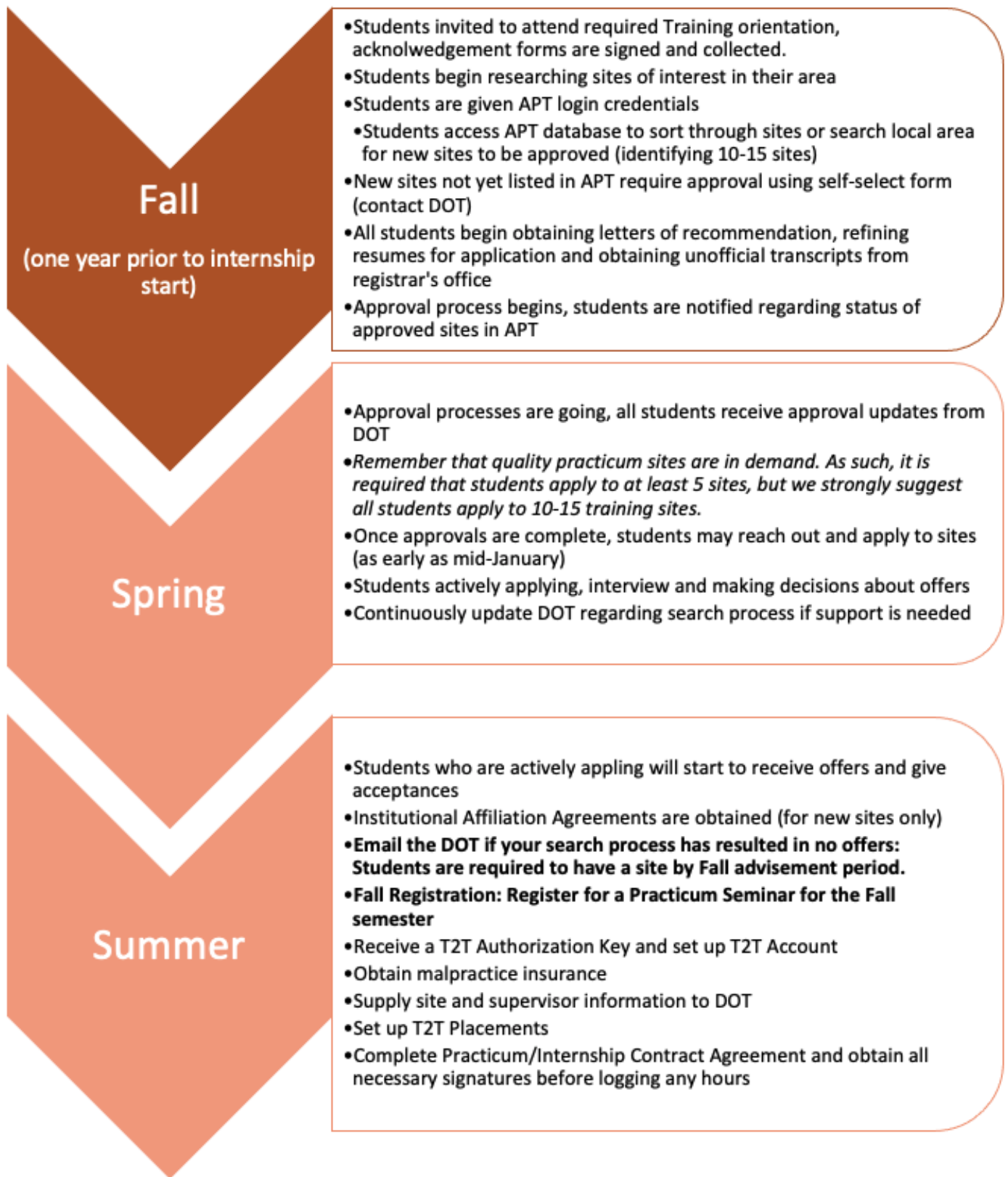
INTERVIEWING

- Gather as much information as you can about the site both before and during the interview including, but not limited to, the following:
- Type of client population and programs you will be working with.
- What and how many hours you will be working
- Who will be supervising you and how much supervision you will be receiving
- Additional activities the agency may require of students and possible in-service training opportunities

- Ability to record your counseling sessions for purposes of supervision.
- Whether you will be able to lead/co-lead therapeutic groups

SITES NOT LISTED IN APT (Adler Practicum Tool)

Through networking, students may hear about a site that the school has not yet partnered with. In these cases, students will request an approval process from the DOT. A self-select form will be utilized to gather preliminary information about the site. On-ground students should request a self-select form from the DOT. A review of the potential site will be conducted. Students will then be notified of the decision regarding applying.



ACCEPTING OFFERS

- If your second-choice site makes you an offer first, you may ask them for a couple of days or a timeline to consider the offer. At this point, you should call your first choice immediately and ask them about your status. It is imperative to respond to the offering agency as expeditiously as possible.
- Once you accept a site's offer verbally, you are committed to that site. Acceptance of a practicum/internship site is a professional and ethical commitment to a site and its clients. If you are unsure which training program would be most beneficial to you, please discuss the options with faculty members and the DOT.
- Once you have accepted an offer, it is vital that you inform all agencies of your decision by telephone and in a letter. Call all agencies the same day that you accept an offer.

CONTRACT WITH TRAINING SITES

- After securing a site, students will be prompted to supply site and supervisor information to their DOT.
- Access to Time2Track will come approximately one month ahead of your semester start date. Please respond to all emails from the DOT prior to your start date to ensure a smooth start to your training year.
- Once all T2T accounts and placements are completed, students will be able to complete their internship contract. Students cannot count any hours toward their internship until contracts are signed.

Online Modality CMHC Placement Process

Application and Search Process

Depending on your course pacing and timeline, online modality students will participate in a training orientation during their 1st or 2nd residency week. Consult with your academic advisor to identify when you will participate in a training orientation.

Chicagoland-based Online Modality students can utilize APT (the Adler Practicum Tool) to search, select, and track their internship placement process. Out-of-state sites and any new sites to Adler University need to be pre-approved prior to application. The search process typically starts 8-12 months prior to the internship start date.

Due to accreditation requirements regarding supervision and approved hours, students cannot begin counting approved hours earlier than one week prior to the semester start date. While students may onboard and complete trainings slightly ahead of their official start date, students are considered 'unsupervised' until one week prior to the semester start date. We cannot accommodate internship sites that have start dates in the middle of a semester (July, for example). Internship start dates should align with the semester start date. Online Modality students can start their practicum/internship in Early September, Early January, or Early May.

APPLICATION

Most applications will contain these items as part of the application process:

- Cover letter
- Eligibility letter from Training Department
- Curriculum vitae (CV) or résumé
- Letters of recommendation (typically three, from instructors and/or supervisors who can speak to your skills and strengths in relation to the site's program(s))
- A current transcript and use the one on Self-Service unless site request's an official one)

INTERVIEWING

- Gather as much information as you can about the site both before and during the interview including, but not limited to, the following:
- Type of client population and programs you will be working with.
- What and how many hours you will be working
- Who will be supervising you and how much supervision you will be receiving
- Additional activities the agency may require of students and possible in-service training opportunities
- Ability to record your counseling sessions for purposes of supervision.
- Whether you will be able to lead/co-lead therapeutic groups

STATE or PROVINCIAL LICENSURE

- Please work closely with your advisor, seminar leader and the DOT to evaluate your internship requirements and state licensure requirements. Licensure requirements (and educational requirements for licensure) vary slightly from state to state.

Search Year Timeline



ACCEPTING OFFERS

- If your second-choice site makes you an offer first, you may ask them for a couple of days or a timeline to consider the offer. At this point, you should call your first choice immediately and ask them about your status. It is imperative to respond to the offering agency as expeditiously as possible.
- Once you accept a site's offer verbally, you are committed to that site. Acceptance of a practicum/internship site is a professional and ethical commitment to a site and its clients. If you are unsure which training program would be most beneficial to you, please discuss the options with faculty members and the Director of Clinical Training.
- Once you have accepted an offer, it is vital that you inform all agencies of your decision by telephone and in a letter. Call all agencies the same day that you accept an offer.
- Work with your training site regarding your non-internship schedule (such as work obligations). Students are subject to the policies set by a site and should not enter into agreements they are not able to keep. **A verbal and written practicum agreement is binding, and students are expected to fulfill their commitment to a site once they agree to work with them.**

CONTRACT WITH TRAINING SITES

- After securing a site, students will be prompted to supply site and supervisor information to their Director of Training.
- Access to Time2Track will come approximately one month ahead of your semester start date. Please respond to all emails from the DOT prior to your start date to ensure a smooth start to your training year.
- Once all T2T accounts and placements are completed, students will be able to complete their internship contract. Students cannot count any hours toward their internship until contracts are signed.

Section IV: Program Seminar Courses

Students must attend modality-specific seminar course during their entire internship year. Seminar courses operate as group supervision and meet **weekly** at a designated time (online students meet virtually every week) for the entire internship year. Students enrolled in a seminar course will meet with the same instructor and student group for all three semesters of their internship year. Seminar classes provide advanced learning, group supervision and consultation regarding internship experiences.

Seminar leaders, or those faculty who facilitate seminar courses, serve as a group supervisor as well as professional consultant for all matters pertaining to your weekly internship experiences and activities. Please refer to the communication chart at the beginning of this manual to understand the role and designation between Seminar Leaders and DoT.

Students' Attendance and Participation in Seminar

Every student must be registered for an approved practicum seminar course and two internship semesters while they are at their site. Students cannot be at an internship site without being enrolled in a seminar course. Due to the supervisory nature of seminar courses, students are not allowed to miss seminar sessions except when arranged prior to the class with instructor approval and students will remain with the same seminar session for the entire training year.

A student may receive a grade of NC in practicum or internship due to numerous absences, not completing assignments, low hours, chronic tardiness and/or not participating. If students do not attend seminar meetings, students' activities and hours at site may not be accepted. Each student should attend seminar ready to discuss cases and other relevant topics.

Practicum and Internship I/II seminar course requirements, including attendance policies, readings and assignments will be outlined in seminar courses with a course syllabus. If students are not meeting seminar course requirements as outlined in the training manual as well as seminar syllabus, students may need to repeat or restart their training year and will be referred to the Student Development Committee (SDC) and/or the Student Comprehensive Evaluation Committee (SCEC) for remediation and possible dismissal from the program.

Students are required to maintain passing grades and appropriate comportment in ALL classes during practicum/internship. It is assumed that students will be responsible and professional about being prompt. It is each Seminar Leader's discretion to require additional assignments for tardiness or missed classes.

Adler University Attendance Policy

This policy establishes the obligations of students to adhere to class attendance standards. Students are responsible for maintaining regular and punctual attendance for each class session. Students who expect to miss or arrive late for class should notify the instructor in advance. Students who miss more than two unexcused class sessions, or an accumulation of five hours of class time, due to late arrival or tardiness, may receive a grade of F (fail) and may be required to repeat the course. Students whose absence or tardiness affects the quality of their work, or the work of the class, may be given a lower grade at the discretion of the faculty instructor.

Due to the unique structure of the practicum seminar courses, students who miss more than one class session in a semester may receive a grade of NC (no credit) and may be referred to the appropriate Student Development Committee for review. ([Adler Catalog, 2023-2024](#))

Evaluation of Students

Evaluation of student progress in clinical field training focuses on three areas: theoretical knowledge, clinical skills, and professionalism. Each semester, students are evaluated by their Site Supervisors and their practicum/internship University Seminar Group Leaders monitor progress by reviewing professional dispositions to assess professional performance and readiness

Credit/No Credit

A grade of "CR" (Credit) is assigned upon seminars and practicum/internship requirements. A grade of "NC" (No Credit) is assigned upon unsatisfactory performance in meeting all practicum requirements and or internship or a course offered on a pass/no pass basis. Grades of "CR" are not used in calculating the grade point average. However, grades of "NC" are used in calculating the grade point average and are considered failing grades for the purposes of academic satisfactory progress.

Incomplete Grades

An incomplete "I" grade will be utilized for students who have not completed seminar requirements or who end the semester with insufficient hours below the minimum required each semester. An incomplete is permitted only with the written consent of the instructor and indicates that the student has presented a satisfactory reason for receiving an incomplete grade. Students must request an incomplete before the due date of the final requirement of the class in question.

For an incomplete grade to be granted, students must complete an Incomplete Grade Agreement Form with the seminar leader. Seminar leaders should take these opportunities to address the issues that resulted in hour deficiencies and see if any changes or adjustments need to be made. The form is available to faculty only on Adler Connect.

The Incomplete Grade Agreement should state specifically what the student must do to satisfy the course requirements, including the instructor's grading criteria and the agreed-upon completion date. The agreed-upon completion date cannot exceed the final date of the subsequent term in which the course was taken. The instructor must submit a [grade change form](#) no later than two weeks from the agreed-upon completion date indicated on the incomplete grade agreement. An incomplete grade automatically converts to a failing grade if a Grade Change Form is not submitted two weeks after the agreed-upon completion date. The student and instructor must sign the Incomplete Grade Agreement. The instructor must submit the form to the Office of the Registrar via the instructor's Adler email account. The Office of the Registrar will not accept the Incomplete Grade Agreement from the student. Please see the Incomplete Grade Agreement for complete details.

Receipt of one or more incomplete grades may preclude a student from enrolling in subsequent terms, render the student ineligible for federal student aid, and result in the student being referred to the SDC.

If the coursework is not successfully completed within the time limit established by the instructor, the incomplete grade will be changed to a failing (F) grade or no credit (NC) ([Adler Catalog, 2023-2024](#))

Section V: Getting Started at your Site

PRIOR TO STARTING AT YOUR SITE AND/OR BEFORE ACCUMULATING DIRECT HOURS:

1. Register for your Adler University Seminar Course
2. Obtain copy of individual professional liability (Malpractice) insurance.
 - CACREP requires students to be covered by individual professional liability insurance while enrolled in practicum and internship (2016 standards, Section 3.A). The Insurance policy should cover the whole duration of clinical training (practicum and internship, or until all the training requirements are fulfilled).
 - Students can purchase the insurance from their company of choice. However, students in CACREP programs usually purchase their insurance in one of the two following ways:
 - A professional liability insurance policy can be purchased for about \$40 through the Healthcare Providers Service Organization (HPSO) with an affordable student rate.
 - Alternatively, you can become a member of the American Counseling Association (ACA), and through your membership as a student you will automatically receive liability coverage.
3. Provide DoT and Seminar Leader with site and supervisor information upon request:
 - Site Name
 - Supervisor Name (the person who you will be meeting with weekly)
 - Supervisor E-mail
 - Supervisor Phone Number
 - Supervisor License Type (LCPC, LPC, LCSW, etc.)
 - Supervisor License Number
4. [Register Time2Track accounts](#) and ensure BOTH Time2Track Placements are set up correctly for current semester
 - See [tutorial video](#) for Time2Track placement set-up instructions
5. Once contracts are distributed by DoT, complete and obtain signatures for Practicum/Internship contract in Time2Track

Section VI: Overview of Practicum

Practicum represents your first full semester of your internship year. The practicum semester is an opportunity for the student to practice and demonstrate skills in diagnosis and assessment, relationship and rapport building, and counseling interventions and treatment. Additionally, practicum students will learn about agency operations, supervision, and professional collaboration with other mental health professionals and providers. In practicum, students must accrue at least 100 total hours of experience, with a minimum of 40 direct service hours. This means that students are doing a **minimum of 8* indirect hours/week** on site and participating in **at least 3-5 direct hours/week, on average** for the first semester ([See section 1](#) for a recommended weekly breakdown of hours).

*These numbers represent minimums and averages based on a 15-week semester. Sites may require you for more than this to establish a pacing that is good for both your training and developmental needs, as well as their setting.

Below you will find a full overview of practicum requirements and expectations. **All** practicum requirements must be met to progress in Internship I/II.

1. Log all practicum activities in appropriate placements for approval
 - 40* direct hours (50% of these need to be independent, individual counseling)
 - 100 hours overall
 - *5 minimum group therapy direct hours by end of Internship II*
2. Meet with their supervisor for a minimum of one hour/week for individual supervision.
3. Meet with their University Seminar class for a minimum of 2 hours every week.
4. Submit monthly activity summaries of approved hours to seminar leader
5. Complete mid-semester check-in by end of week 7, signed by all parties
6. Complete practicum capstone assignment for seminar course
7. Follow the Site Supervisor's clinical direction and adhere to all policies and procedures of the site, including, but not limited to, scheduling, attendance, staff coverage, participation in staff meetings and conferences, timely and accurate documentation, and ethical conduct.
8. Follow [communication guideline](#) (Section I) to troubleshoot issues impacting training.
9. Be prepared to accept supervision and feedback and maintain professional dispositions.
10. Uphold all ACA Ethical Guidelines.
11. Complete final semester evaluation, including self-evaluation sections by student, by end of week 15, signed by all parties

Successful Completion of Practicum/Advancing to Internship I

Practicum is graded with NC (No credit) or CR(Credit). A grade of CR in Practicum is required to advance to Internship I. A CR grade will only be given when all the following conditions are met. See [FAQs](#) for issues with incomplete practicum requirements.

1. Complete required Practicum hours (100 overall, 40 direct) and approve all hours in Time2Track.
2. Attain a passing grade by acquiring an average of 3 in all categories of the Final Site Supervisor evaluation form.
3. Completing self-evaluation sections in the Final Site Supervisor Evaluation.
4. Attain a passing grade on the Capstone assignment for Practicum Seminar, including successful evaluation of recorded sessions therein.
5. Submit all required Practicum documentation to seminar leader (see seminar syllabus for details) by end of semester.

SECTION VII: Overview of Internship I/II

Internship is a continuation of the Practicum field experience. The Council for Accreditation of Counseling and Related Educational Programs (CACREP) defines internship as a supervised “capstone” clinical experience in which the student refines and enhances basic counseling or student development knowledge and skills. The student integrates and authenticates professional knowledge and skills appropriate to his or her program and initial, postgraduate professional placement.

CMHC Internship I/II 15-20 hour weekly, two-semester long supervised experience during which the student must accrue at least 600 total hours of professional experience and a minimum of 240 direct service hours. Internship generally occurs at the same site as your practicum. [See section 1](#) for a recommended weekly breakdown of Internship hours.

The internship experience is an opportunity for the student to continue to practice and demonstrate advanced skills in diagnosis and assessment, relationship and rapport building, counseling interventions and treatment, and case conceptualization. Additionally, internship students will represent themselves as an integrative member of a site and demonstrate socially responsible practice and professional collaboration with other mental health professionals, rehabilitation counselors, and providers.

Internship Pre-requisites

Collecting internship hours may only begin after successful completion of the Practicum:

- Passage of Practicum: A grade of CR was issued for Practicum Seminar ([see Practicum requirements](#)).
- Completed agreement contract is signed and submitted (only if a change in site supervisors and /or site or responsibilities).
- The student is registered for Internship I Seminar

Requirements of Internship I/II

1. Complete a minimum of 600 total hours, of which 240 must be direct client hours.
 - Internship I has a minimum of 160 direct hours
 - Internship II has a minimum of 80 direct hours
2. A minimum of 5 hours must be group counseling and students must lead or co-lead a counseling or psychoeducational group
3. Meet with their supervisor for a minimum of one hour/week for individual supervision.
4. Meet with their University Seminar class for a minimum of 2 hours every week.
5. Submit monthly activity summaries of approved hours to seminar leader
6. Complete mid-semester check-in by end of week 7, signed by all parties
7. Complete practicum capstone assignment for Internship seminar courses.
8. Follow the Site Supervisor’s clinical direction and adhere to all policies and procedures of the site, including, but not limited to, scheduling, attendance, staff coverage, participation in staff meetings and conferences, timely and accurate documentation, and ethical conduct.
9. Follow communication guideline (Section I) to troubleshoot issues impacting training.
10. Be prepared to accept supervision and feedback and maintain professional dispositions.
11. Uphold all ACA Ethical Guidelines.
12. Complete final semester evaluation, including self-evaluation sections by student, by end of week 15, signed by all parties

CMHC Online Students

- The CMHC's requirements for internship (totaling 600 hours) are designed to fulfill CACREP accreditation standards and obtain licensure (LPC) in the state of Illinois. However, some states have different clinical training in the licensure criteria, which may be above the 700 hours Illinois requirement.
- Please discuss this with your seminar leader and DOT, to ensure you will obtain the necessary number of hours for licensure in your state.

Conclusion of Internship II

Internship I and II are graded with NC (No credit) or CR(Credit). A grade of CR in Internship I is required to advance to Internship II. A CR grade in Internship II will be given when all the following conditions are met. See [FAQs](#) for questions about low hours in Internship I or II.

Internship II concludes upon successful completion of the following:

- Complete and logged 100 approved hours with a minimum of 40 approved direct hours in practicum.
- Complete and logged 600 approved hours with a minimum of 240 approved direct hours across both internship semesters.
- Acquiring an average of 3 in all categories on all Site Supervisor evaluation forms.
- Complete self-evaluation sections of the Site Supervisor Evaluations.
- Complete Student evaluation of Site and Supervisor
- Successful passage of the Internship I and II capstone assignments.

****It is the student's responsibility to make sure their seminar leader receives all the required documentation by the deadlines that are set.***

**Students are advised to print out and keep paper copies of their internship hour logs and evaluations for future references and licensure applications.*

SECTION VIII: STANDARDS FOR WORKING WITH SITES

Policy and Ethical Site Considerations for Students

- Although you will make valuable contributions to the agency, please remember that you are a student and guest of the organization having been invited to utilize the sites resources for your training.
- The site organization may require more of you than Adler requires. You should be clear regarding organizational and professional expectations. Having chosen a site, a contract has been established between you and the site. You are responsible for fulfilling the expectations outlined in the contract.
- In addition to Adler's training requirements, you will want to become familiar with the general policies and procedures of the agency. Such information may include, but is not limited to:
 - General operational procedure, required paperwork, dress code.
 - Procedures for handling emergency situations with clients (i.e., suicide risk, psychotic episode, report of physical and/or sexual abuse, and so forth).
 - The availability of on-call consultation/back-up.
 - Procedures for referrals outside of your agency and those resources typically utilized.
 - Required or recommended immunizations or medical tests.
 - Time off requests and policies for holidays, illness or external obligations.

Confidentiality

One of the most important aspects of counseling is confidentiality. There are several aspects of confidentiality of which you need to be especially aware.

- You should know your agency's regulations regarding confidentiality of case notes, files, and recording.
- Accessing medical or health records, or any client communication on a personal device compromises confidentiality and accessing any PHI or client identifying information from a personal device should be discussed with your site supervisor to ensure confidentiality is maintained.
- Telehealth is an increasingly acceptable modality for health delivery and the technologies utilized must be supported by your training site. Personal video software should not be utilized for telehealth service delivery. All platforms for telehealth service delivery should be HIPAA and HITECH compliant.
- Sites are required use their own telehealth platforms rather than Adler-licensed technology. Adler University software (such as Teams) cannot be utilized for service delivery or non-face-to-face supervision sessions.
- As a professional, **any information shared in seminar class is to be kept confidential by all class members.**
- You should be extremely diligent with your documents, recordings, and technologies utilized and safeguard against loss. Adhere to the ACA and HIPPA requirements.

Audio/Video Consent and Safeguard Procedures

- Recording clinical work for supervision is a standard training requirement in CACREP accredited counseling programs. Audio or video recordings are acceptable for the purposes of clinical review and supervision.
- [Guidelines](#) and [Consent forms](#) for recording are provided by Adler University (see appendices). However, the agency may choose to provide (or require) agency specific forms. You must also explain the limits of confidentiality to clients when obtaining consent to record.
- You must let clients know who else will be hearing the recording (i.e., supervisor/class) and for what purpose. Students are required to adequately disguise/remove identifying client information when turning in audio/video recordings and any written reports to practicum/internship seminar faculty, or when discussing cases with practicum/internship seminar groups.
- HIPPA laws **do not** allow use of personal cell phones, iPads/tablets, or computers for taping. Complete recording technical procedures can be found in the Appendices of this manual.

Section XIV: Premature Departures and Site Dismissals:

Premature Departures are departures from a site initiated by a student prior to the end of the training year. Premature departure from a site should only occur under rare and extenuating circumstances. Requests for premature departure need to be made in writing to Seminar Leader and the DoT **prior** to contacting or discussing with the site with the request. The University Seminar Leader, DOT and the student must discuss and agree to a student-initiated premature departure plan when possible.

Dismissals or Unapproved Premature Departure: A dismissal is when a student has been fully dismissed or terminated from their internship site. An Unapproved Premature Departure is when a student quits their internship without following the procedural steps for approved departures outlined above. If a student is dismissed from their internship training site, or if they prematurely terminate at their site **without approval** of the Director of Training:

- An automatic grade of NC will be issued for the seminar course under which the dismissal or departure occurred.
- An SDC referral will be made, and a remediation plan will be developed.
 - Remediation plans will identify required outcomes, persons involved with overseeing remediation outcomes, and timeline for completing remediation plan.
- Students will only be able to resume their clinical training in the next appropriate modality-based training cycle when:
 - Remediation plan is successfully completed
 - A new site has been identified and acquired
 - Program practicum and internship eligibility requirements are currently met upon successful completion of remediation plan (*see handbook for full list of eligibility requirements*).
- Students are not guaranteed a new internship placement in the soonest available training cycle. Re-placements are pending site availability, remediation plan progress, and individual student course plans. Students cannot switch modalities to resume training on a different timeline.

Second Dismissal/Unapproved Departure

Second Dismissals from sites may represent serious concerns about clinical readiness and appropriate fit for the counseling profession. If a student resumes their training after an initial dismissal or premature un-approved departure, and if gets dismissed **a second time** due to behavioral, ethical, or developmental issues during their candidacy in the program, the student may be dismissed from the University at the discretion of SCEC. Referral for these reasons to SCEC may happen at any point in time during the students' trajectory in practicum and/or internship.

SECTION X: Training Site Standards

The primary responsibility of the training site is to provide students with a diverse, high quality training experience. Although each site determines the specific training offered within its programs, the training sites must be approved by the Adler University in accordance with professional guidelines. The following guidelines are required for each approved training site:

HOURS: Internship activities must include direct clinical mental health counseling or rehabilitation counseling services to the client. Students must be engaged in 40 direct service activities for Practicum and 240 direct hours for Internship (of a minimum of 5 hours must be group counseling and students must lead or co-lead a counseling or psychoeducational group). A total of 700 hours is required for the entire internship year. A weekly breakdown of suggested hours and minimums is provided [in Section I](#)). At least 50% of all direct hours must be facilitated by interns directly and independently (i.e., not as co-therapy, live observation or co-facilitation).

SUPERVISION: Counselors-in-training must receive at least one hour of individual supervision per week. Students must be supervised by a **fully licensed/credentialed clinical professional** (e.g., LCPC, LCSW, Licensed Psychologist) with a Master or Doctoral degree (e.g., MA, MS, MS.ED., Psy.D), **a minimum of two years** of pertinent professional experience, and has had relevant training in counseling supervision. The DoT should be informed immediately of any difficulties encountered at the practicum/internship or of any substantive changes in the practicum/internship experience (e.g., change of supervisor). Students must not pay for supervision or see supervisors in personal therapy. Students must be designated as students (e.g., externs, interns, student trainees, etc.) by the site to staff and consumers of care.

RECORDINGS: Supervision of practicum and internship students includes reviewing securely obtained audio or video recordings that are in compliance with applicable institutional, state, federal, and international privacy requirements for all program delivery types. Recording clinical work is a standard way to review and evaluate the clinical development of counseling interns. Consent to record always lies with clients. Audio and/or video recordings are required for coursework in practicum and internship seminar courses. [Recording consent forms](#) should be reviewed and approved by the student's Site Supervisor prior to use at each site.

Overall, sites must provide a training program that:

- Is supportive with appropriate space to conduct clinical work;
- Emphasizes respect for diversity including gender, race, ethnicity, sexual orientation, disability, religion, and socioeconomic status;
- Abides by a code of conduct and ethics as outlined by the American Counseling Association;
- Provides ample opportunities for students to engage direct clinical work in all three semesters of training.
- Is compliant with state and federal legislation regarding non-discrimination and with the Americans with Disability Act.

Training sites may specify additional requirements. Adler University expects students and sites to mutually comply with these requirements and honor commitments specified in their internship contract and Institutional Affiliation Agreements.

Site Supervision

Site Supervision is an ongoing professional relationship between the student and a qualified supervisor clinician for the purpose of reviewing interventions and services provided by externs for clients while the student is working at the practicum site. The Practicum and Internship Site Supervisor is considered the primary supervisor who has final clinical authority for treating the client under the student and organization's care.

Purpose of Site Supervision

- The practicum/internship experience is central to the education of professionals in Counseling. Supervision is an integral part of this experience as it provides the opportunity to hone skills, explore new possibilities, receive feedback, and build one's repertoire and confidence as a therapist.
- Each student should be prepared to effectively use supervision time on-site, and to discuss their practicum experience in their seminar course
- Group supervision, an additional component to individual supervision, typically involves two hours of case presentation and discussion of relevant professional issues with the supervisor and not more than eight students. Group supervision occurs at the University and may be additionally provided at external sites as well.
- Any problems/concerns should be discussed with the student and reflected in official evaluations. If the student's performance, in the opinion of the Site Supervisor, is below what is expected, a remediation plan should be developed and implemented, and faculty seminar leader should be contacted.
- **If the student's performance is significantly below the expected level, the University Seminar Supervisor should be notified immediately. A meeting between the site staff, the student, Seminar Leader, and (when needed) the Director of Clinical Training will be available to discuss concerns, remediation, or withdrawal.**

Site Supervisors are Responsible For:

1. Supervising students during the duration of practicum and internship
2. Providing regularly scheduled, individual, face-to-face supervision for a minimum of one hour every week.
3. Providing feedback to students about their clinical development
4. Completing timely evaluations at designated times throughout the training year.
5. Approving Practicum/Internship hours submitted by the student on Time2Track
6. Completing a Mid-semester check in and Final Practicum/Internship Student Evaluation in academic term on the student's training progress on Time2Track. ****A satisfactory evaluation is necessary for a passing practicum grade for the student to move into internship.***
7. Supporting students in acquiring the necessary minimum hours for their graduation requirements.

SECTION XI: CERTIFICATION AND LICENSURE

NCE Examination

State laws have established requirements a candidate must fulfill to be eligible to receive licensure to provide counseling services. In Illinois, the Illinois Department of Finance and Professional Regulation (IDFPR) helps determine if professionals can be credentialed as a Licensed Professional Counselor (LPC). Illinois uses the scores of the National Counselor Examination (NCE) for the Licensed Professional Counselor (LPC) license, and students in CACREP accredited programs are eligible to take this examination.

Outside of Illinois, the NCE may be utilized to pursue clinical licensure. Other states may require the NCMHCE after completing all supervised clinical experiences towards a full clinical license. The NCE measures learning in the basic core areas of counseling as defined by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The NCE is offered at Adler University in April and October of every year.

For additional information on the Illinois licensure process, please www.imhca.com for helpful hints and links to Illinois Department of Professional Regulation (IDFPR). As each state determines licensure pathways for counselors, please use this link for further state specific exploration: <https://www.counseling.org/knowledge-center/licensure-requirements>.

Additionally, if desired, you may also qualify to be a National Certified Counselor (NCC) through the National Board of Certified Counselors (NBCC). The process involves passing the NCE and completing the required paperwork at the NBCC site.

CMHC Online Modality Students

The NCE can be arranged in your respective state, with coordination of the Program Director and Administrative Assistant at Adler University. The NCE exam is a precursor for licensure in the state you reside.

Adler's CMHC Online students reside throughout the United States and Canada. Graduates from Adler's CACREP-accredited CMHC program meet the curricular expectations for state licensure and thus may qualify to sit for the licensure examination in that state. However, states can vary regarding other expectations for full licensure and students should consult a state's licensure board for specific requirements. Below are some links to the state licensure boards as well as a summary PDF of the state requirements for licensure.

- **Licensure Boards by State:**
 - <https://www.counseling.org/knowledge-center/licensure-requirements/state-professional-counselor-licensure-boards>
- **Licensure & Credential Requirements by State:**
 - https://www.counseling.org/docs/licensure/72903_excerpt_for_web.pdf

Resolutions of Differences and Conflicts

If concerns or issues arise at any point during the clinical training year, the Director of Clinical Training expects Adler students to use their clinical, interpersonal, and communication skills in working with clients, colleagues, supervisors, and others with the goal of resolving the issues wherever possible.

If problems occur that cannot be resolved at the site by discussing them with the clinical Site Supervisor, it is recommended that students contact their Seminar Leader to consult and work on problem-solving. If at any time during practicum or internship a major problem or concern arises which cannot be resolved using these approaches, the Director of Clinical Training will need to be notified.

The Director of Clinical Training will investigate the situation and determine the appropriate steps necessary to resolve the problem. These steps may include contacting the training site to discuss the situation and may lead to a referral of the student to the SDC to explore further supports. The primary goal is always to resolve the issue if possible and allow the student to complete the practicum experience whenever possible. This may involve the creation of an action plan under which the student and/or site will be asked to work together to improve the training experience.

ADA Policy

It is the policy of the Adler University to make reasonable accommodations for qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA). If you are a student with disabilities and need accommodations to complete your practicum search process or practicum requirements once at a site, you are encouraged — if you have not already done so — to contact Student Services for documenting your disability and requesting reasonable accommodations be provided to you. If you have already received a list of reasonable accommodations, please present them to your modality specific DOT as you begin the search process. All information will be held in confidence by the DOT unless the student consents to the DOT to speak to other staff or site personnel about approved accommodations.

FREQUENTLY ASKED QUESTIONS

What activities count as Direct/Indirect Hours?

Direct hours consist of contact with clients such as: intake assessment, individual and group counseling, couple/ family counseling, career counseling, case management directly with clients, and psycho-educational groups with clients. Remember, at least 50% of your direct hours need to come from individual, independent clinical work.

Indirect hours consist of interaction that is not directly with clients, such as: orientation training, case conferences without the client, report writing, community work, administrative meetings, preparation, individual and group supervision, consulting with peers and faculty, and case management such as networking and seeking resources for clients.

I have less than 35 direct hours at the end of Practicum. What happens now?

During practicum, it is important to ensure that the pacing of your hours gets you to your minimum requirements by the end of the semester. Sites use their own discretion and may pace interns according to the population, setting or presenting concern. In Practicum, you should expect to have 2-4 direct hours/week and 8-10 total hours/week. If you have concerns about your hours or pacing, please discuss them early with your supervisor and seminar leader.

If a student has **more** than direct 5 hours outstanding by the end of the grading deadline, the student may not receive CR grade until the hours are met AND any issues pertaining to pacing or accumulating hours are resolved. In these cases, [incomplete grade agreements](#) are utilized to determine the best course of action to complete outstanding hours. Outstanding hours need to be completed by the "W" (Withdrawal) deadline in the subsequent semester. Please consult with the Academic Calendar to determine the "W" deadline. Once the hours are met, seminar leaders will update the "I" grade to a "CR" grade using the [Grade Change Form](#). Grades that are not updated within two weeks of the "W" deadline will result in a "NC" grade and a referral to the Student Development Committee (SDC).

If students are still significantly behind in their outstanding hours by the "W" deadline in the subsequent semester, the issue should be escalated to the site, seminar leader and DoT. Students should always discuss with the seminar leaders if sites are not providing them enough hours as the issues arise. Depending on the reason for low hours, students may need to modify their schedules, troubleshoot issues with their sites, or in rare cases (subject to approval), find a new or supplemental training site.

I have a surplus of Practicum hours! Do they get counted toward my Internship hour requirements?

CACREP does not allow excess Practicum hours to count toward internship hours. Internship I begins once **all** practicum requirements are met (including a passing grade in practicum), not just once you've met your minimum hours. Once you meet your practicum hours, additional hours accumulated during practicum semester do not count toward internship*. Regardless of the point at which students meet the practicum hour requirement; students must attend the entire practicum seminar through the semester, and report to the practicum site as specified in your internship contract. See CACREP for additional reasoning: <https://www.cacrep.org/for-programs/program-faqs-2/#FAQ24>

*Surplus practicum hours **may** be counted toward your total hours for state licensure, depending on the state you are pursuing for licensure.

But I am only a few hours short. Can I finish practicum?

The hours required in practicum are easily obtained within one semester. If you are within 5 direct hours of finishing you may progress into internship I without an incomplete grade agreement. If you have more than 5 direct hours remaining please see the above question "*I have less than 35 direct hours at the end of Practicum. What happens now?*"

I want to switch to a different section of seminar after I complete practicum or internship I. Can I?

No. Students will remain with the same seminar leader for practicum, internship I, and internship II. Students are encouraged to pick a seminar leader based on scheduling needs and perceived fit, which may include consideration of

the faculty member's theoretical orientation, clinical experiences, or other factors. Students are only permitted to change seminars under exceptional circumstances and these circumstances are subject to approval by the Director of Training.

What happens if I am short of my minimum internship I?

Internship I has a minimum of 160 direct hours (see section I for details). This number is meant to ensure that you will finish your hours by the end of your full internship year.

If you have not fulfilled the requirements for completing internship in ANY semester, (e.g., minimum number of total or direct service hours, paperwork, assignments), students and seminar leaders need to fill out an [Incomplete Grade Agreement form](#) with an agreement and plan to make up for outstanding hours in the subsequent semester. All outstanding hours should be completed by the "W" deadline in the subsequent semester. "I" (Incomplete) grades will be changed to "CR" grades once the outstanding hours are met.

What happens if I am short of hours in Internship II (last semester)?

If you come to the end of Internship II with insufficient hours, you and your seminar leader need to fill out an [Incomplete Grade Agreement form](#) and enroll in CMHC 699 for continuation into the next semester. Students should work with sites to ensure that there is a clear pathway to completion with an intended deadline in place. Students MUST enroll in CMHC 699 (Continuation) if they are still completing their hours once they have met all other degree requirements.

What is CMHC 699?

CMHC 699 is a 0-credit hour continuous enrollment fee. Students are required to be enrolled in the semester their degree is conferred. Seminar Leaders and DoTs will work together to update "I" grades to CR and request degree conferrals once all hours are complete. The enrollment status for this course is less than half time. The Continuous Enrollment course is not eligible for financial aid. Students are charged the universal fee of their highest program. Please see the Tuition and Fees section for your campus for your program's universal fee ([Adler Catalog, 2023-2024](#)).

Can I do practicum/internship where I work?

The answer is MAYBE. These arrangements are subject to pre-authorization and depend on a number of specific circumstances. As you consider this, keep in mind the qualifier that the goal of the degree program is for a student to develop new counseling skills and expertise, and that the internship is a student's capstone experience for attaining that goal. Thus, you CANNOT receive credit for internship a job you are already doing — you would not acquire new skills. However, it is possible to work an internship experience into your current job if you develop a plan that allows you to perform counseling-related activities that are significantly different from and at a more challenging level of expertise than your current job requires. Some workplace organizations can accommodate a complete separation of employment and internship activities.

Can I start collecting my internship hours when my 100 practicum hours are met?

No. You will most likely accrue many more than 100 hours. The hours of experience, however, will not be transferred to internship hours, per CACREP Standards. It is ONLY upon successful completion of practicum at the end of the semester that you may begin accumulating hours toward internship.

Can I stop going to my practicum site when I have 100 hours since the hours don't 'count'?

No. Practicum is designed to provide you with the background and basics of a site. You are expected to maintain your professional work, supervision, and coursework even if you have met your minimum hours. Additional time helps establish you as a working member of the site. This will help create a greater presence and ability to successfully complete your 600 hours.

Can I do a twelve-month practicum/internship?

Yes. We recognize there are some sites who want twelve months rather than 10 months.

What about semester breaks? Can I take the time off from my site as well?

Time off requests at your internship are at the discretion and policies outlined by your site and site supervisor. You are expected to adhere to your site policies, including time off during holidays. Adler University does not require that students stop participating at their sites during semester breaks.

What happens at an SDC meeting?

The Student Development Committee (SDC) is a standing committee within each academic department that monitors students' academic status and compliance with the student responsibilities found in this catalog. The primary function of the Committee is to provide early and structured assistance to students in successfully completing their program. If a student is referred to SDC, they can expect to have a meeting among faculty to discuss any concerns that lead to a referral, remediation plans as well as developing supportive action plans for continued study.

Appendix A: Orientation Acknowledgement Form

Adler University

Practicum & Internship Orientation Acknowledgement Form

Initial Below

_____ I have attended the Practicum Orientation with a Training Director.

_____ I have received an electronic copy via email of the Orientation PowerPoint, Site Self-Select Form, Timeline Document, and Hour Requirement Chart from the Training Director.

_____ I understand the importance of being responsive, proactive and engaged in the practicum process in order to facilitate successful and timely site placement. This includes being responsive and professional (such as replying within 48 hours) to emails from the Training Director and to my applications and interview invitations at clinical sites.

_____ I understand and have reviewed the deadlines and milestone dates provided by the Training Director during Orientation. I understand that not meeting deadlines provided by the Training Director *may* result in delayed site placement and possibly graduation.

A student is considered eligible to begin their Practicum/Internship based on:

1. Maintaining good academic standing as indicated by an Overall GPA of 3.0 or above.
2. Completing all Social Justice Practicum (SJP) requirements with CR grades
1. Have no pending referrals to SDC or SCEC due to academic or dispositional concerns
2. A successful Pre-Practicum Review: The DOT consults with Adler faculty members and review student eligibility to engage in the practicum search process. Readiness will be evaluated throughout the course of one's enrollment at Adler. If concerns are raised about a student's readiness to begin a practicum training experience, the student may be issued a remediation plan to investigate their deficits in the preparation for the practicum experience. Students may also be referred to the Student Development Committee (SDC) for a more comprehensive review.

Indicate your courses taken and when the others will be completed. Your overall grade average must be a minimum of 3.0 and ALL prerequisite courses must be completed with a minimum of B or better to enter the Practicum phase of the program. You can find this information on Self-Service.

Practicum Prerequisite Courses	Term/Year Taken	Term/Year to Be Taken	Grade Received
CMHC 538 Professional Functions of CMHC			
COUN 532 Professional, Legal and Ethical Issues			
COUN 533 Counseling Theories			
COUN 534 Counseling Skills			
COUN 535 Diagnosis of Maladaptive Behavior			
COUN 536 Counseling Multicultural Communities			
COUN 540 Group Counseling			
CMHC 617 Treatment Planning and Intervention			
SJP 515, 517, 518			

The above is an accurate account of the courses I have and will take in my program and my grades. I have attended the Practicum Orientation and understand the timeline and the initialed expectations outlined above.

Student Signature

Date

Student Printed Name

Appendix B: Self-Select Form For On-Ground Modality

SELF SELECTED SITE INFORMATION FORM

CMHC Fall 2024

Practicum/Intern Student:

The counseling programs at Adler University require that practicum and intern students be supervised at their clinical sites by qualified individuals. Please complete this form regarding a site that is not currently in our database. Please submit the form to the director of training. Contact will then occur with the site supervisor regarding meeting all our training needs. In order to be in compliance with our CACREP accreditation model, we will be asking for a copy of the site supervisor's VITAE and a copy of their clinical license. Additionally, a site agreement form with Adler will need to be signed.

Date _____

Practicum/Intern Student Name _____

Site Supervisor Name _____

Name of Agency/School _____

Address of Agency/School _____ City _____

Telephone Number of Supervisor _____

Supervisor e-mail address _____

Supervisor Position (Title) _____

License/certificate _____

Date when license was obtained _____

State license is from _____

Please respond to the following:

- | | | |
|--|-----|----|
| 1. Site provides weekly one hour of supervision a week. | Yes | No |
| 2. Site provides weekly group supervision at least an hour a week. | Yes | No |
| 3. Site provides 40 direct counseling hours and 60 indirect hours for practicum. | Yes | No |
| 4. Site provides 240 direct counseling hours and 360 indirect hours for internship I and II. | Yes | No |
| 5. Site provides student with client approved opportunities to video/audio tape. | Yes | No |

Appendix C: Guidelines for Recording

Guidelines for Obtaining Recordings

1. Clients must consent and documentation of consent must be acquired. You may utilize your site's consent forms if they provide any. If not, consent forms can be found in the internship manual.
2. You cannot store or share recorded ANY content using your personal hard drive files or device such as smart phone or tablet. Only secure cloud-based storage is acceptable. Your student OneDrive accounts are acceptable.
- 3. You MAY NOT use your personal cell phone to record a session.**
3. If you use a personal device to *obtain* recordings, you must utilize a secure cloud-based recording and storage system. Any free or personal accounts (such as google) are not secure enough for storage and sharing. **Your student Microsoft account is acceptable for recording and storing recordings.**
4. If your site uses software to obtain and store recordings, please consult with your site on how to share these recordings with your University seminar leader.
5. If your site uses GSuite, a Pro License of Zoom and sessions are recording enabled, please use these systems to record and share recordings with your seminar leader.
6. If you use a [hand-held digital recorder device](#), it must be password protected. Files from hand-held devices **must be uploaded directly to student OneDrive** for sharing. Do not store any recorded files on local storage/personal computer files.
7. All recordings from OneDrive must be permanently deleted at the end of the training year.

Appendix D: Consent Forms for Audio/Video Recording

Adler University
Clinical Mental Health Counseling Program
AUTHORIZATION FOR RELEASE OF INFORMATION

I, the undersigned, _____ (Name of Client in Print),
authorize _____ (Name of Practicum/Internship Student) to use
information, including, but not limited to, case material and audio/video taping, that s/he obtains regarding my
assessment or treatment for educational purposes only at Adler University, Chicago, IL.

By signing this form, I understand that:

1. All identifying information in the recording will be kept confidential.
2. The professional group will be advised that, in the unlikely circumstance that they recognize the identity of the person in the case, they should immediately excuse themselves from the room. Further, they are bound by confidentiality not to reveal what they have heard.
3. I may review this information upon request.
4. This consent is valid for twelve (12) months. However, I may revoke my consent at any time within this twelve-month period.
5. Refusal to consent to release of my information will not affect my rights to receive treatment.
6. At the end of the training year, the practicum/internship student named above will destroy all the video/audio tapes.

My signature below confirms that the above-named practicum/internship student has explained to me the above policies regarding the use of my information for educational purposes.

Client Signature

Date

If the client is a minor, the custodial parent/legal guardian must sign this consent form. If the client is at least 12 years of age, but under 18, the client must sign in addition to his/her parent/legal guardian.

Parent/Guardian Signature

Parent/Guardian Name (Print)

Date

Practicum/Internship Student Signature

Practicum/Internship Student Name (Print)

Notice to Receiving Agency/Person: Under the provisions of the Illinois Mental Health and Developmental Disabilities Confidentiality Act, you may not re-disclose any of this information unless the person who consented to this disclosure specifically consents to this re-disclose.

Under the Federal Act of July 1, 1987 Confidentiality of Alcohol and Drug Abuse Records, no such records, nor information from such records, may become further disclosed without specific authorization for such re-disclose.