

SITE SUPERVISOR MANUAL



Psychological and Counseling Services Program
Department of Educational Psychology and Learning Systems
College of Education, 3210 Stone Building
Tallahassee, Florida 32306 - 4813

Dear Site Supervisor:

Thank you for agreeing to supervise Florida State University Counselor Education students as they embark on their journey towards becoming professional counselors. Your dedication to the program will help shape the development of a new professional in the counseling field.

This manual will serve as a guide of the essential elements you will need to familiarize yourself with as an internship supervisor for Florida State University. In this manual, you will find information regarding the standards for an internship experience for students as required by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). In addition, you will find details on the necessary qualifications required of site supervisors. As per the CACREP standards, all supervisors are required to complete orientation/training in supervision. In order to meet this requirement, you are invited to participate in an online course, consisting of various materials and PowerPoint presentations that will prepare you for your role as supervisor. This course will be available through FSU internal website, Blackboard. Finally, this document will provide you with information regarding assessment of your practicum or internship student(s), the clinical training experience, liability insurance requirements, and the formal “universal affiliation agreement” utilized by Florida State University.

As the new semester approaches, your student will contact you to discuss the university affiliation agreement and any other additional details in regards to practicum or internship. If you have questions or require additional information, please contact a member of the counselor education faculty. Contact information can be found in Section I of this manual.

Sincerely,

The Counselor Education Faculty of Florida State University

Table of Contents

Introduction to the Counseling Programs of FSU.....	4
CACREP Standards for Practicum	7
CACREP Standards for Internship	8
Agency Expectations and Guidelines.....	9
Required Credentials for Site Supervisors	10
Site Supervisor Requirements.....	10
Professional Recognition of Agency Site Supervisors	11
Site Supervisor Data Form	13
Practicum Agreement.....	14
Internship Agreement.....	16
Supervisor Evaluation Career Counseling Form	18
Supervisor Evaluation Mental Health Counseling Form.....	22
Supervisor Certificate of Participation.....	27
Faculty Contacts.....	28

INTRODUCTION

The program in Psychological and Counseling Services (PCS) consists of two degree tracks in both counseling and psychology. The counseling track consists of two majors: Career Counseling and Mental Health Counseling. The Mental Health Counseling and Career Counseling M.S./Ed.S. degree majors at Florida State University reflect a practitioner-oriented model and the professional experience and research interests of the faculty within the context of the mission of the College of Education. Faculty members in the Psychological and Counseling Services Program have work experience and research interests related to the provision of: (1) career counseling services for adolescents in school settings and adults in postsecondary/higher education settings, and (2) mental health counseling of children and adolescents in community and school settings, and adults in community, agency, and educational settings.

MISSION AND OBJECTIVES

The Counselor Education degree program's mission is to provide high quality training and prepare professional counselors for positions in public and private settings. The curriculum for MS/EdS counseling majors will lead to eligibility for certification and licensure as professional counselors. Professional counselors promote the social, psychological, physical, and spiritual health of individuals, families, communities, and organizations. The PCS Counselor Education program provides students with the opportunity to obtain a wealth of common core generalist counselor knowledge, while specializing in career counseling or mental health counseling. The mission is achieved through the following objectives:

- A. To provide a quality education to persons pursuing a Master of Science and EdS degree in Counselor Education, while specializing in Career Counseling or Mental Health Counseling;
- B. To provide Master's-level graduate students with quality clinical training and understanding of professional issues in the areas of mental

307 Stone Building, Florida State University, Tallahassee, FL 32306-4453

Telephone 850.644.4592, Fax 850.644.8776

<http://education.fsu.edu/degrees-and-programs/graduate-programs>

- health counseling, career counseling, general counseling, and case management;
- C. To provide effective individual and group counseling in a multitude of settings;
 - D. To conduct needs assessment and research in the field of counseling;
 - E. To effectively address issues and concerns related to diverse populations; and
 - F. To apply ethical and legal principles in the practice of counseling.

The counselor education degree majors also relate to the College of Education's mission statement, which is to enhance the learning capacity of children, adolescents, and adults, thus improving the quality of life of individuals and enabling them to contribute economically, socially, and politically to the advancement of a pluralistic society. *We note that enhancing the learning capacity of children, adolescents, and adults within a pluralistic society includes addressing present and projected counseling and human development needs.* This mission is achieved through the following efforts.

1. Preparing teachers, faculty, administrators, and human services specialists according to the highest professional standards of appropriate state, regional, and national accrediting agencies and societies. *We note that human services specialists include career counselors and mental health.* We also note that each academic offering has been designed to meet current accreditation standards. The majors in Career Counseling and Mental Health Counseling are currently accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP, www.cacrep.org).
2. Developing knowledge of learning through faculty and student research; applying knowledge gained in research to address emerging problems in learning; and disseminating knowledge of learning through publications and presentations at state, regional, national, and international professional meetings. *We note that students are encouraged to participate with faculty in the creation and dissemination of knowledge through research.*

307 Stone Building, Florida State University, Tallahassee, FL 32306-4453
Telephone 850.644.4592, Fax 850.644.8776
<http://education.fsu.edu/degrees-and-programs/graduate-programs>

3. Serving schools, institutions, agencies, and other organizations engaged in promoting learning through faculty and student involvement in teaching, consulting, evaluating, planning, and policy development. *We note that students are required to provide direct services to schools, institutions, human service agencies, state / federal agencies or other organizations as part of the curriculum.*
4. The primary focus of these efforts is on the learning needs of children, adolescents, and adults of the State of Florida, but their impact is expected to extend into regional, national, and international arenas. *We note that while the primary focus of student activities is on assisting children, adolescents, and adults within the State of Florida, the supervised practice of some students occurs outside of the state.*

CAREER COUNSELING PROGRAM OVERVIEW

FSU's Career Counseling MS/EdS Program is one of nine CACREP-accredited programs in the nation. It is a 63-hour program that includes two years of academic coursework, practica, and internship. Students are provided with the option for training and supervised work experience in the nationally and internationally recognized, comprehensive, full service FSU Career Center. Work experience includes career advising, career counseling, college teaching, workshop and outreach presentations, and program development. The program's approach to career counseling services has evolved from 30 years of successful interaction between theory, practice and research. Students gain experience in applying career theory, including cognitive information processing theory, in practice during their time in the program.

Career counselors are professional counselors who work in many professional settings such as PreK-12 school systems, institutes of higher education, and businesses to help individuals with career and educational decision-making. Interventions include individual and group counseling, consultation, computer-based guidance systems, assessments, information resources, referral, career courses, and workshops, and address a variety of career-related issues including choice of a career or field of study, job hunting, and lifestyle planning.

307 Stone Building, Florida State University, Tallahassee, FL 32306-4453
Telephone 850.644.4592, Fax 850.644.8776
<http://education.fsu.edu/degrees-and-programs/graduate-programs>

MENTAL HEALTH COUNSELING PROGRAM OVERVIEW

The Mental Health Counseling MS/EdS Program is a 63-credit hour program that consists of five full semesters of academic coursework, practica, and internship (typically completed in two years). The program is fully accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), and graduates are eligible for licensure in Florida and other states as a mental health counselor. Graduates of the program practice in a variety of settings, including independent practice, community agencies, managed behavioral health care organizations, hospitals, the military, hospice care, employee assistance programs, student counseling centers, prisons and substance abuse centers. The program emphasizes working with persons with the full range of mental health problems. Students are also exposed to prevention, early intervention, and promoting wellness with normal populations.

Mental health counselors are highly skilled professionals who engage in a variety of services, including diagnosis and assessment, psychotherapy, treatment planning and utilization review, brief and solution-focused counseling, alcoholism and substance abuse treatment, consultation, prevention, and program evaluation. The majority of graduates find employment in the mental health care field soon after graduation. The outlook is very promising for mental health counselors nationwide.

PRACTICUM AND INTERNSHIP GUIDELINES

The purpose of the PCS internship program is to allow counseling students to apply knowledge, skills, and professional values to actual practice settings in the community. The on-site work experience provides an opportunity to integrate theory and practice. The clinical training experience is a reciprocal arrangement: Students exchange their work in return for on-the-job supervision and experience in the field. The end result is ultimately the promotion of professional development, integration of knowledge and skills, and development of professional competence. The clinical training program is designed to solidify a sense of professional counselor identity. The counseling setting, the interaction with staff and clients, the realities and responsibilities of the helping process, and the conscious application of ethical principles, combine to result in the personal knowledge and commitment necessary to enter the field of counseling and human services.

307 Stone Building, Florida State University, Tallahassee, FL 32306-4453

Telephone 850.644.4592, Fax 850.644.8776

<http://education.fsu.edu/degrees-and-programs/graduate-programs>

CACREP/PROGRAM/STATE STANDARDS FOR PRACTICUM

The CACREP/PROGRAM/STATE standards (2016) stipulate the following:

Students must complete supervised practicum experiences that total a minimum of 100 clock hours over a minimum 10-week academic term. Each student's practicum includes all of the following:

1. At least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills.
2. Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a counselor education program faculty member, a student supervisor who is under the supervision of a counselor education program faculty member, or a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision contract.
3. An average of 1 1/2 hours per week of group supervision that is provided on a regular schedule throughout the practicum by a counselor education program faculty member or a student supervisor. The group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member.
4. The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients.
5. Evaluation of the student's counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum.

CACREP/PROGRAM/STATE STANDARDS FOR INTERNSHIP

The CACREP standards (2016) are the guidelines for use in implementing internship, in conjunction with program and state standards. The Florida State University Counselor Education majors work hard to maintain CACREP accreditation and to be in compliance with Florida licensure requirements (for mental health counseling students), and thus it is imperative that both the internship site and experience adhere to the following standards:

307 Stone Building, Florida State University, Tallahassee, FL 32306-4453
Telephone 850.644.4592, Fax 850.644.8776
<http://education.fsu.edu/degrees-and-programs/graduate-programs>

1. The completion of 900 supervised internship clock hours for MHC students and 600 supervised clock hours for Career Counseling students.
2. Includes a minimum of 400 hours of direct service work for mental health counseling majors; a minimum of 240 hours of direct service work in career counseling.
3. Includes a minimum of one hour per week of face-to-face individual supervision by one of the following certified or licensed professionals: Mental Health Counselor, Licensed Professional Counselor, National Certified Counselor, Psychologist, Marriage and Family Therapist, or Licensed Clinical Social Worker;
4. Includes a minimum of one and one-half hours per week of group supervision by counselor education program faculty member or a student supervisor. The group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member;
5. Allows the student to become familiar with a variety of professional activities other than direct service work;
6. Allows the student to obtain receive live supervision of client interactions or audio and/or video recordings, for use in individual supervision, of the student's interactions with clientele appropriate to the student's specialization;
7. Allows the student to gain supervised experience in the use of a variety of professional resources such as appraisal instruments, technology, print and non-print media, professional literature, and research;
8. Includes formal evaluation of the student's performance during the internship by the site and counselor education program faculty member supervisors, and;
9. Is commensurate with the licensure and/or certification requirements for the area of specialization.

AGENCY EXPECTATIONS AND REQUIREMENTS

The respective supervising agency expects students to report as professional staff members and to behave in all respects as professionals throughout the

307 Stone Building, Florida State University, Tallahassee, FL 32306-4453

Telephone 850.644.4592, Fax 850.644.8776

<http://education.fsu.edu/degrees-and-programs/graduate-programs>

clinical training experience. Students are expected to dress and act professionally, and to call their agencies if they will be late or absent for any reason. An agency's emphasis will be on getting the student involved and participating in the agency setting from the first day of the internship experience. An agency provides the following support and resources.

- (1) Sufficient time to supervise students. Day-to-day supervision must be by persons who meet the licensure or certification qualifications and are willing to perform the requirements described below.
- (2) Adequate facilities, equipment, and materials to enable students to function on a professional level.
- (3) An atmosphere whereby students have an opportunity to benefit from the experience of, and working with, other members on the staff.
- (4) An orientation to agency program components as well as observation, information, and experience in areas such as:
 - a. history and philosophy of the agency,
 - b. counseling and interviewing sessions with clients,
 - c. evaluation of case materials,
 - d. clerical and administrative procedures in case load management,
 - e. relating medical, psychological, economic, and social knowledge to counseling,
 - f. utilization and interaction with the community and professionals,
 - g. testing and research, and
 - h. job development and placement (when applicable).
- (5) Work rules and guidelines used by the professional staff to aid the student's orientation.

REQUIRED CREDENTIALS FOR SITE SUPERVISORS

All Counselor Education practicum and internship students must be supervised by an appropriately credentialed site supervisor. Based on the CACREP 2009 Standards, site supervisors are required to meet the following qualifications:

307 Stone Building, Florida State University, Tallahassee, FL 32306-4453
Telephone 850.644.4592, Fax 850.644.8776
<http://education.fsu.edu/degrees-and-programs/graduate-programs>

- Hold a minimum of a master's degree in counseling or a related profession with equivalent qualifications;
- Hold appropriate professional licenses and/or certifications;
- Have a minimum of two years of professional experience in the program area in which the student is enrolled;
- Demonstrate knowledge of the Psychological and Counseling Service's (PCS) Program's expectations, requirements and evaluation procedures for clinical experiences; and
- Have appropriate training in counseling supervision.
- Provide documentation of these credentials by completing the Supervisor Data Form and the online Supervisor Training Survey.

SITE SUPERVISION REQUIREMENTS

Site supervisors will receive input from the faculty supervisor in designing the clinical training experience. Supervisors should also expect the interns to assist them in carrying a caseload.

Site supervisors must participate in the program's online Site Supervisor Orientation. At the beginning of the semester, site supervisors will receive an email from the faculty supervisor with a link to the online training and survey. In addition the training survey, all supervisors must also complete the following forms during the semester: Supervisor Data Form (this form is submitted the semester prior to the clinical training experience), Practicum & Internship Agency Agreements, and student evaluation forms. Copies of these forms are included in this manual.

Site supervisors are expected to set aside at least one hour per week to provide interns with direct, individual supervision. In addition, practicum students and interns must receive one and one-half hours of group supervision per week that is provided by the faculty supervisor. Students should have informal access to the supervisor during the week as the need arises. This need can be met through arrangements made between the

supervisor and the student. Site supervisors must sign the student's log forms that document their clinical training and individual supervision hours.

The site supervisor will complete a minimum of a mid-term and final evaluation report during the semester of Practicum and the first semester of Internship, and a final evaluation during the last semester of Internship. These reports should be submitted to the faculty supervisor by the intern and should be discussed with and signed by the intern prior to submission to the university.

PROFESSIONAL RECOGNITION OF AGENCY SITE SUPERVISORS

The Florida State University extends a Certificate of Participation (waiver-of-tuition privileges) to professionals who serve as site supervisors for its student counselors:

This Certificate entitles the holder to exempt the tuition fee for up to six hours during one term of instruction, including credit courses offered through continuing education programs, at any State University. The holder will be required to pay all current fees applicable at the time of registration and comply with all applicable statutes and policies of the State of Florida and its agencies regarding admission and registration. The Certificate may be issued only upon the completion of the activity or program, except to persons who attend a required training session as approved by the University. A Certificate is non-transferable and may be used only for the purpose designated by the stated policies prior to the date of expiration (which is 36 months after issuance). The certificate must be surrendered to the appropriate University personnel at the time of registration. The holder of this certificate must otherwise comply with all other rules and policies regarding its award or usage as may be required by a University or any other agency of the State of Florida at the time of issuance or usage.

Site supervisors wishing to receive a Certificate must submit all required internship documents, including a completed Certificate of Participation form, to the supervising faculty member. The faculty will forward the Certificate form to Office of Academic Services and Intern Support (College of Education).

307 Stone Building, Florida State University, Tallahassee, FL 32306-4453
Telephone 850.644.4592, Fax 850.644.8776
<http://education.fsu.edu/degrees-and-programs/graduate-programs>

This office provides the name of the cooperating teacher to the Dean of Faculties. The Office of the Dean of Faculties issues the certificate of participation. The name and last four digits of the social security number of the recipient will appear on the Certificate of Participation.

*Note: All required forms for the practicum and internship can be found in the Blackboard site for the course. It is **the students' responsibility** to provide these forms to the site supervisor prior to beginning their clinical training.*

Counselor Education Faculty



Shengli Dong, Ph.D.
Assistant Professor
3206J Stone Building
(850) 645-0344
sdong3@fsu.edu
Coordinator of Counselor
Education
Psychological and
Counseling Services



Simone May, Ph.D.
Teaching Faculty 1
3206M Stone Building
(850) 645-3503
vmay@fsu.edu
Psychological and Counseling
Services



Debra Osborn, Ph.D.
Associate Professor
3206-E Stone Building
(850) 644-3742
dosborn@fsu.edu
Contact and Advisor for EdS/
MS Career Counseling & PCS
Coordinator Psychological and
Counseling Services



V. Casey Dozier, Ph.D.
Teaching Faculty I
3206-G Stone Building
(850) 644-8315
Casey.dozier@fsu.edu
Director, FSU Career Center



Tristen Hyatt, Ph.D.
Teaching Faculty I
3206-A Stone Building
(850) 644-9440
thyatt@fsu.edu
Psychological and Counseling
Services

307 Stone Building, Florida State University, Tallahassee, FL 32306-4453
Telephone 850.644.4592, Fax 850.644.8776
<http://education.fsu.edu/degrees-and-programs/graduate-programs>