

***Clinical Mental Health Counseling
Master's Program***

Student Handbook



School of Counseling

**College of Health Professions
302 Buchtel Common
Akron, OH 44325-5007**

**Effective Spring 2021 Semester
(Revised December 2020)**

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
Introduction.....	3
Program Mission Statement.....	4
Program Learning Objectives.....	5
Professional Organizations and Student Involvement.....	8
School of Counseling Mission Statement.....	10
Affirmative Action Policy Statement.....	10
Program Diversity Inclusion/Recruitment Standards.....	11
Non-Discrimination, Sexual Harassment, Accommodation Policies.....	11
Core Program Faculty.....	13
Non-Core School of Counseling Faculty/Staff.....	13
Where to Turn for Questions/Resources.....	14
Program Accreditation.....	15
Program Application Procedures.....	15
Admission and Screening Procedures.....	16
Transfer of Credits from Another Program.....	21
Requests to Change Programs after Admission.....	22
Program Curriculum Overview.....	23
Course Registration Information.....	24
Special Registration for Closed Courses.....	24
Practicum Overview/Guidelines.....	25
Internship Overview/Guidelines.....	33
Comprehensive Examination.....	43
Student and Program Review Process.....	44
Student Retention Criteria.....	48
Student Grievance Procedures.....	48
Graduation Application Procedures.....	48
Graduation Requirements.....	49
Program Code of Ethics.....	49
School of Counseling Statement of Expectations.....	49
Program Endorsement Statement.....	50
Appendix - Tips for Program Success.....	52
Appendix - Sample Program (Course) Plan.....	53
Appendix - Program Schedule of Classes.....	55
Appendix - Receipt of confirmation of the program's student handbook.....	56
Appendix - Practicum forms and evaluation methods.....	57
Appendix - Internship Forms and Evaluation Methods.....	71
Appendix - Student Candidacy Fitness Evaluation.....	80

INTRODUCTION

The School of Counseling at The University of Akron houses master's degrees in Clinical Mental Health Counseling, Marriage and Family Therapy, and School Counseling.

This student handbook governs only Clinical Mental Health Counseling master's degree students' educational program.

Students interested in obtaining information about other programs are encouraged to visit the School of Counseling website at <http://www.uakron.edu/soc/>.

This handbook is intended to provide Clinical Mental Health Counseling students with program information and guidelines that will be useful for successful completion of the master's degree. Although every effort has been made to provide accurate information throughout this handbook, the enclosed materials are minimal guidelines toward a comprehensive and integrated educational program. Therefore, students may receive educational and training materials while enrolled in the program beyond those covered in this handbook.

Beginning with the first semester of enrollment and throughout the program, it is critical that students work closely with and direct personal and educational questions to their Faculty Advisor and/or Program/Clinical Coordinator.

A Faculty Advisor's role is primarily focused on academic and professional consultation aimed toward helping students learn about and acquire skills/training necessary for success in both the program and as a future licensed counselor.

However, completion of all graduation requirements, while an ongoing concern of the program faculty, are ultimately the responsibility of each student.

All students must sign and submit, within 15 days after beginning their first semester of coursework, a receipt showing that they have read, understood, and agreed with the policies and procedures outlined in this student handbook (see Appendix).

Student Handbook Updates

Note that the Clinical Mental Health Counseling Program undergoes periodic reviews by program faculty (described later in this handbook). These reviews are primarily focused on program improvements related to coursework, policies, and contemporary educational standards. In addition, as a comprehensive master's degree program, policy or procedural changes are sometimes required to conform to national accreditation standards, State licensure guidelines, College or university policies, or advances in the broader counseling profession.

Before implementation, programmatic changes will be thoroughly reviewed by core program faculty members (and university administration and community professionals as needed). Any program-related changes will therefore represent collective and informed judgment.

Some programmatic changes may apply only to newly admitted students starting the Program during the semester admitted (i.e., with the new student handbook active that semester). However, when deemed necessary for Program integrity and student success, some programmatic changes may apply to all current/active students in the program regardless of admission date. If programmatic changes are implemented after a student has already been admitted into the Program, Program faculty will attempt to inform all students of programmatic changes applicable to them. When possible, Program faculty will also make a reasonable attempt to provide the option of following new Clinical Mental Health Counseling Program requirements or prior requirements.

If an academic/programmatic issue arises that is not addressed in this manual, or an extraordinary change in policy is needed immediately (i.e., before a new student handbook is disseminated) to help ensure a student's academic success, core Program faculty shall deliberate about the issue on a case-by-case basis.

The Clinical Mental Health Counseling Program faculty encourage all students to fully participate in the program's academic and training process. The program's success is predicated upon students and faculty working together for students' success, clients' mental health, programmatic improvements, and societal advancement. Student contributions are therefore expected, welcomed, and appreciated throughout the Program via active student surveys, completer/exit surveys, and graduate surveys.

PROGRAM MISSION STATEMENT

The Clinical Mental Health Counseling master's program's mission is to prepare culturally informed professional counselors who competently diagnose and treat a variety of life concerns including but not limited to mental disorders using ethical and evidence-based interventions.

Professional Counseling is defined by the application of mental health, psychological, or human development principles, through cognitive, affective, behavioral or systematic intervention strategies, that address wellness, personal growth, or career development, as well as pathology.

Clinical Mental Health Counselors offer a full range of services including:

- Assessment and diagnosis
- Treatment planning and utilization review
- Longer-term psychotherapy
- Brief and solution-focused therapy
- Substance and other addiction-related treatment
- Psychoeducational and prevention programs
- Crisis management

In today's managed care environment, Clinical Mental Health Counselors are uniquely qualified to meet the challenges of providing high quality care in a cost-effective manner. Clinical Mental Health Counselors practice in a variety of settings, including independent practice, community agencies, managed behavioral health care organizations, integrated delivery systems, hospitals, employee assistance programs, and substance abuse treatment centers.

The Council for the Accreditation of Counseling and Related Educational Programs (CACREP) accreditation standards include the following areas as core Clinical Mental Health Counseling knowledge/skills:

- Evidenced-based counseling, prevention, and intervention approaches to treatment
- Diversity and advocacy practices
- Assessment strategies
- Research and evaluation methods
- Diagnosis competencies

PROGRAM LEARNING OBJECTIVES

The Clinical Mental Health Counseling Program aims to prepare students as effective professional counselors using a Clinical Mental Health Counseling philosophy/identity. Upon completion of the program students will be able to show knowledge and skills in the following areas.

Program Objective #1: Demonstrate ethical and evidence-based diagnosis knowledge and skills.

Key Performance Indicator #1: Students will demonstrate skill using the diagnostic process, including differential diagnosis and the use of current diagnostic classification systems, including the Diagnostic and Statistical Manual of Mental Disorders and the International Classification of Diseases (CACREP Standard Section 5.C.2.d).

- Evaluation method 1 = 5600:662 Diagnosis in Counseling → Final examination (multiple choice test; minimum grade = B [3 or higher on a 1-5 grading scale]) (knowledge) (before practicum, < year 2)
- Evaluation method 2 = 5600:685 Internship → Internship performance evaluation (direct experience; minimum rating = 3 [competent] or higher on a 1-5 scale on all relevant performance areas) (skill) (after practicum, > year 2)

Program Objective #2: Demonstrate ethical and evidence-based treatment intervention knowledge and skills.

Key Performance Indicator #2: Students will demonstrate techniques and interventions for prevention and treatment of a broad range of mental health issues (CACREP Standard Section 5.C.3.b).

- Evaluation method 1 = 5600:666 Treatment in Clinical Counseling → Final examination (essay; instructor grading rubric minimum score = minimum 15 points total (i.e., average of 3 [adequate] or higher on a 1-5 scale) (knowledge) (before practicum, < year 2)
- Evaluation method 2 = 5600:685 Internship → Internship performance evaluation (direct experience; minimum rating = 3 [competent] or higher on a 1-5 scale on all relevant performance areas) (skill) (after practicum, > year 2)

Other Key Performance Indicators

As additional means to attain program objectives, the following foundational knowledge and skill key performance indicators will be taught and evaluated during the program:

Key Performance Indicator #3: Ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling (CACREP Section II, F.1.i)

- Evaluation method 1 = 5600:600 Professional Orientation & Ethics final exam (multiple choice, true/false, case vignette test; minimum grade = B [3 or higher on a 1-5 scale]) (knowledge) (before practicum, < year 2)
- Evaluation method 2 = 5600:675 Practicum performance evaluation (direct experience; minimum rating = 3 [competent] or higher on a 1-5 scale on all relevant performance areas) (skill) (during practicum, year 2)

Key Performance Indicator #4: Multicultural counseling competencies (CACREP Section II, F.2.c)

- Evaluation method 1 = 5600:646 Multicultural Counseling group presentation (minimum average rubric grade = B [3 or higher on a 1-5 scale]) (knowledge) (before practicum, < year 2)
- Evaluation method 2 = 5600:675 Practicum performance evaluation (direct experience; minimum rating = 3 [competent] or higher on a 1-5 scale on all relevant performance areas) (skill) (during practicum, year 2)

Key Performance Indicator #5: Systemic and environmental factors that affect human development, functioning, and behavior (CACREP Section II, F.3.f)

- Evaluation method 1 = 5600:648 Individual & Family Development Across the Lifespan developmental paper and resource guide (paper; minimum average rubric grade = B [3 or higher on a 1-5 scale]) (knowledge) (before practicum, < year 2)
- Evaluation method 2 = 5600:675 Practicum performance evaluation (direct experience; minimum rating = 3 [competent] or higher on a 1-5 scale on all relevant performance areas) (skill) (during practicum, year 2)

Key Performance Indicator #6: Theories and models of career development, counseling, and decision making (CACREP Section II, F.4.a)

- Evaluation method 1 = 5600:647 Career Development & Counseling Across the Lifespan career development group project (presentation; minimum average rubric grade = B [3 or higher on a 1-5 scale]) (knowledge) (before practicum, < year 2)
- Evaluation method 2 = CPCE career development section (knowledge) (minimum score = national mean -1 standard deviation)

Key Performance Indicator #7: Essential interviewing, counseling, and case conceptualization skills (CACREP Section II, F.5.g)

- Evaluation method 1 = 5600:651 Techniques of Counseling mock interview (recording and transcription); minimum average rubric grade = B [3 or higher on a 1-5 scale]) (knowledge) (before practicum, < year 2)
- Evaluation method 2 = 5600:675 Practicum performance evaluation (direct experience; minimum rating = 3 [competent] or higher on a 1-5 scale on all relevant performance areas) (skill) (during practicum, year 2)

Key Performance Indicator #8: Approaches to group formation, including recruiting, screening, and selecting members (CACREP Section II, F.6.e)

- Evaluation method 1 = 5600:653 Group Counseling group proposal presentation (presentation; minimum average rubric grade = B [3 or higher on a 1-5 scale]) (knowledge) (before practicum, < year 2)
- Evaluation method 2 = CPCE group counseling section (knowledge) (minimum score = national mean -1 standard deviation)

Key Performance Indicator #9: Ethical and culturally relevant strategies for selecting, administering, and interpreting assessment and test results (CACREP Section II, F.7.m)

- Evaluation method 1 = 5600:645 Testing & Appraisal in Counseling case applications (written papers; minimum average rubric grade = B [3 or higher on a 1-5 scale]) (knowledge) (before practicum, < year 2)
- Evaluation method 2 = CPCE tests and appraisal section (knowledge) (minimum score = national mean -1 standard deviation)

Key Performance Indicator #10: Designs used in research and program evaluation (CACREP Section II, F.8.g)

- Evaluation method 1 = 5600:601 Research & Program Evaluation in Counseling journal article critique assignment (written paper; minimum average rubric grade = B [3 or higher on a 1-5 scale]) (knowledge) (before practicum, < year 2)
- Evaluation method 2 = CPCE research and program evaluation section (knowledge) (minimum score = national mean -1 standard deviation)

PROFESSIONAL ORGANIZATIONS AND STUDENT INVOLVEMENT

The Clinical Mental Health Counseling Program will require all students join at least one counseling-related professional organization early in the curriculum. This will be accomplished as part of the 5600:600 Professional Orientation & Ethics course requirements.

Students will be required to show evidence of involvement in the profession through documenting additional memberships, voluntary service, workshop attendance, professional conferences, and/or other opportunities for involvement.

Program faculty will share personal experiences and encourage student involvement in classes. The Alpha Upsilon Chapter of Chi Sigma Iota will also encourage involvement through meetings and mentoring activities.

Among many other important benefits, involvement in the profession, such as but not limited to, joining professional organization(s) includes:

- Promotes professional skill development
- Increases knowledge from leaders in the counseling profession
- Provides non-university-related networking opportunities
- Offers additional professional endorsement possibilities
- Helps build one's resume

- Provides continuing education units
- Increases excitement for and devotion to the counseling profession

The Clinical Mental Health Counseling Program encourages membership and active participation in both umbrella and specialty organizations. In particular, the Program encourages student membership and involvement in the following four professional organizations:

1. American Counseling Association

Mission = To enhance the quality of life in society by promoting the development of professional counselors, advancing the counseling profession, and using the profession and practice of counseling to promote respect for human dignity and diversity. [from <http://www.counseling.org/AboutUs/>]

Main website = <http://www.counseling.org/>

Membership website = <http://www.counseling.org/Counselors/MemberJoin.aspx>

2. American Mental Health Counselors Association

Mission = To enhance the profession of clinical mental health counseling through licensing, advocacy, education and professional development. [from <http://www.amhca.org/?page=About>]

Main website = <http://www.amhca.org/>

Membership website = <http://www.amhca.org/?page=benefits>

3. Ohio Counseling Association

Mission = To be the professional organization representing all licensed counselors, and those in graduate training to be counselors, in Ohio. [from <http://www.ohiocounseling.org/>]

Main website = <http://www.ohiocounseling.org/>

Membership website = <http://www.ohiocounseling.org/Default.aspx?pageId=863923>

4. Chi Sigma Iota (Alpha Upsilon Chapter)

Mission = To promote scholarship, research, professionalism, leadership and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling. [from https://www.csi-net.org/page/About_CSI]

Main website = <https://www.csi-net.org/>

Membership website = <https://www.csi-net.org/page/Membership>

SCHOOL OF COUNSELING MISSION STATEMENT

The School of Counseling adheres to the following mission statement, which also applies to the Clinical Mental Health Counseling Program:

The faculty has as its mission the goal of training students who display a respect for human dignity, exhibit a commitment to fulfillment of their individual potential, show an understanding of educational and counseling processes with knowledge in their specific field of endeavor, apply ethical and competent behavior in the use of counseling skills, acquire and use knowledge of the roles and functions of others working in related fields, possess and display personal maturity/self-development, and who understand issues and trends of a multicultural and diverse society. In order to achieve these goals, the program faculty themselves will attempt to exhibit the above attitudes, behaviors, and competencies to serve as models of appropriate behavior for students.

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of The University of Akron that there shall be no discrimination against any individual because of personal characteristics such as, but not limited to, age, sex, gender identity, race, creed, disability, national origin, religion, or sexual orientation. This nondiscrimination policy applies to all students (and applicants), faculty, staff, and employees.

The Clinical Mental Health Counseling Program strictly adheres to this policy. In addition, the program faculty believes that the recruitment and development of culturally diverse counselors is a professional responsibility, similar to providing adequate and appropriate services to culturally diverse clientele. Therefore, the program actively recruits minority students, and makes every effort to retain these students via financial and tutorial assistance.

Any student who feels that he/she may need accommodations due to the impact of a disability should consult <http://www.uakron.edu/access/> or the University Office of Accessibility at 330-972-7928.

PROGRAM DIVERSITY INCLUSION/RECRUITMENT STANDARDS

The Clinical Mental Health Counseling Program takes into account ethnic and cultural trends in order to provide a satisfying and effective education for its students. In order to promote the acceptance, facilitation, inclusion and retention of diverse students and faculty, the Clinical Mental Health Counseling Program engages in the following activities:

- (1) The student handbook highlights an affirmative action policy explaining “that there shall be no discrimination against any individual or group because of age, sex, race, ethnicity, gender or gender identity, creed, disability, national origin, religion, or sexual orientation” which applies to all students (and applicants), faculty, staff, and employees.

- (2) The program faculty openly endorse the recruitment and development of culturally diverse counselors as a professional responsibility, similar to providing adequate and appropriate services to culturally diverse clientele.
- (3) The program actively recruits minority students, and makes every effort to retain these students via financial and tutorial assistance (including accommodations due to the impact of a disability per the University Office of Accessibility).
- (4) The program maintains internal diversity statistics for our students and faculty.
- (5) Program faculty complete peer-reviewed publications and presentations on diversity-related topics and advocacy.
- (6) The program has access to the Office of Multicultural Development, which helps attract/retain students of color per <http://www.uakron.edu/omd/>.
- (7) The program has access to the university Chief Diversity Officer whose office helps attract/retain diverse students/faculty per <http://www.uakron.edu/ie/>.
- (8) The School of Counseling advertises for open faculty positions not only in the standard academic outlets (e.g., Chronicle of Higher Education) but also Black Issues in Higher Education, Diverse Issues, and Hispanic Outlook.

NON-DISCRIMINATION, SEXUAL HARASSMENT, ACCOMMODATION POLICIES

Non-Discrimination Policy

The University of Akron is an equal education and employment institution which operates under:

- nondiscrimination provisions of Titles VI, VII, of the Civil Rights Act of 1964 as amended and IX of the Educational Amendments of 1972 as amended.
- Executive Order 11246, Vocational Rehabilitation Act Section 504, Vietnam Era Veterans' Readjustment Act, and Americans with Disabilities Act of 1990 as related to admissions, treatment of students, and employment practices.

It is the policy of the institution that there shall be no unlawful discrimination against any individual because of race, color, creed, sex, age, national origin, handicap/disability or status as a veteran.

Sexual Harassment Policy

The University of Akron will not tolerate sexual harassment of any form in its programs and activities, and prohibits discrimination on the basis of sexual orientation in employment and admissions. The nondiscrimination policy applies to all students, faculty, staff, employees and applicants.

The University of Akron is committed to providing an environment free of all forms sexual violence and sexual harassment. This includes instances of attempted and/or completed sexual assault, domestic and dating violence, gender-based stalking, and sexual harassment. If you (or someone you know) has

experienced or experiences sexual violence or sexual harassment, know that you are not alone. Help is available, regardless of when the violence or harassment occurred, and even if the person who did this is not a student, faculty or staff member.

Confidential help is available. If you wish to speak to a professional, in confidence, please contact:

- Rape Crisis Center – www.rccmsc.org – 24 Hour Hotline: 877-906-RAPE Office Located in the Student Recreation and Wellness Center 246 and the office number is: 330-972-6328
- University Counseling and Testing Center – www.uakron.edu/counseling 330-972-7082
- University Health Services – www.uakron.edu/healthservices 330-972-7808

Please know the majority of other University of Akron employees, including faculty members, are considered to be “responsible employees” under the law and are required to report sexual harassment and sexual violence. If you tell me about a situation, I will be required to report it to the Title IX Coordinator and possibly the police. You will still have options about how your case will be handled, including whether or not you wish to pursue a law enforcement or complaint process. You have a range of options available and we want to ensure you have access to the resources you need. Additional information, resources, support and the University of Akron protocols for responding to sexual violence are available at uakron.edu/Title-IX.

Accommodation Policy

Academic accommodations and services at the Office of Accessibility are determined by using a collaborative process that considers documentation from the diagnosing professional, the disability specialist's perspective and student input.

Accommodations are designed to ensure access to an academic career at The University of Akron.

Any student who feels she/he may need an academic accommodation based on the impact of a disability should contact the Office of Accessibility at (330) 972-7928 or www.uakron.edu/access. The office is located in Simmons Hall 105.

CORE PROGRAM FACULTY

The following are core faculty associated with the Clinical Mental Health Counseling Program. Per accreditation guidelines core faculty have the authority to determine program curricula within the structure of the institution’s policies and to establish the operational policies and procedures of the program. Core faculty also serve as Faculty Advisors for students in the program. Names are listed alphabetically:

Dr. Varunee Faii Sangganjanavanich, Professor (“Dr. F-eye”)

- Degree: Ph.D. in Counselor Education (University of Northern Colorado)
- Professional Licenses: Licensed Professional Clinical Counselor/Supervising Counselor (LPCC-S)
- Primary Courses Taught: Group Counseling, Research & Program Evaluation, Clinical Supervision
- Office Phone: 972-6851
- Email Address: vfs@uakron.edu

Dr. Robert C. Schwartz, Professor (Program and Clinical Coordinator)

- Degree: Ph.D. in Counselor Education (University of Florida)
- Professional Licenses: Licensed Professional Clinical Counselor/Supervising Counselor (LPCC-S)
- Primary Courses Taught: DSM, Master’s Internship
- Office Phone: 972-8155
- Email Address: rsc@uakron.edu

NOTE: The Program Coordinator’s defined duties include: (1) oversight of the program’s mission, (2) proposals for program curriculum (Program Course Distribution) changes, (3) revisions to the student handbook, (4) coordination of the student admission process, (5) oversight and modifications to the program’s organizational policies and procedures, (6) management of the program website and marketing materials, (7) oversight of accreditation and licensure procedures, and (8) service as liaison to non-program faculty, staff, administration and prospective students.

NOTE: The Clinical Coordinator’s defined duties include: (1) oversight of the program’s practicum and internship student application and approval process, (2) revisions to the structure and requirements for completion of clinical courses, (3) modifications to supervisor qualifications and dissemination of relevant clinical course information (e.g., practicum and internship syllabi), and (4) representation of the program to community clinical placements/professionals.

NON-CORE SCHOOL OF COUNSELING FACULTY/STAFF

The following are full-time School of Counseling faculty and support staff who are not core Clinical Mental Health Counseling Program faculty. Names are listed alphabetically:

Ms. Angela Brown (School Administrative Assistant)

- Office Phone: 972-7779

Dr. Yue Dang (School Counseling Program)

- Office Phone: 972-7118

Dr. Heather Katafiasz (Marriage & Family Counseling/Therapy Program)

- Office Phone: 972-6637

Dr. Delila Owens (School Counseling Program)

- Office Phone: 972-8635

Dr. Rikki Patton (Marriage & Family Counseling/Therapy Program)

- Office Phone: 972-8158

Dr. David Tefteller (Marriage & Family Counseling/Therapy Program)

- Office Phone: 972-7777

WHERE TO TURN FOR QUESTIONS/RESOURCES

The following persons/offices should be contacted as resources for the common questions/issues below:

- *Tips for program success, sample course sequence, additional copies of the student handbook* = Program 'current students' website (see <http://www.uakron.edu/soc/>)
- *Clinical Mental Health Counseling required coursework or planned program* = Program 'required coursework' website (see <http://www.uakron.edu/soc/masters/cmhc/required-courses.dot>), your Faculty Advisor, or the Program/Clinical Coordinator as a secondary resource
- *Clinical Mental Health Counseling degree requirements* = Your Faculty Advisor, or the Program/Clinical Coordinator as a secondary resource
- *Program-related issues/concerns* = Your Faculty Advisor, or the Program/Clinical Coordinator as a secondary resource
- *Graduation procedures/forms/requirements* = Graduate School website (see <http://www.uakron.edu/gradsch/>)
- *Counselor licensure* = Counselor, Social Worker, Marriage & Family Therapist Board (see <http://cswmft.ohio.gov/>), or the Program/Clinical Coordinator as a secondary resource
- *Comprehensive examination* = Student handbook, Faculty Advisor or the Dept Administrative Assistant as a secondary resources, or the Program/Clinical Coordinator as a tertiary resource
- *Practicum or Internship* = Student handbook's Practicum and Internship Guidelines, or Program/Clinical Coordinator as a secondary resource

- *Course schedule* = MyAkron (see <http://www.uakron.edu/ssc/myakron-guide/>), the Office of the Registrar (see <http://www.uakron.edu/registrar/>) as a secondary source, or the Dept Administrative Assistant as a tertiary resource
- *Course registration problems* = Dept Administrative Assistant, or the Office of the Registrar (see <http://www.uakron.edu/registrar/>) as a secondary resource
- *Computer problems* = Computing help desk website (see <http://www.uakron.edu/support-desk/index.dot> or call 330-972-6888)
- *Brightspace problems* = Brightspace website (see http://www.uakron.edu/it/instructional_services/dds/brightspace/brightspace-help-student)

PROGRAM ACCREDITATION

The Council for Accreditation of Counseling and Related Educational Programs (CACREP), a specialized accrediting body affiliated with the American Counseling Association (ACA) and recognized by the Commission on Recognition of Postsecondary Accreditation (CORPA), has conferred full Clinical Mental Health Counseling accreditation to the program until 2024.

Students are encouraged to visit the CACREP website to learn more about counseling accreditation guidelines: <http://www.cacrep.org/> .

The Ohio Counselor, Social Worker, and Marriage and Family Therapy Board (OCSWMFTB) has approved the Clinical Mental Health Counseling Program as meeting all course-related and clinical requirements for students' eligibility as Licensed Professional Counselors (LPCs). After completion of required coursework and supervised clinical experiences, students must pass the State licensure examination (National Counselor Examination) in order to receive the LPC credential. After receiving additional supervised training during a clinical residency period, students may be eligible for the Licensed Professional Clinical Counselor (LPCC) license.

Students are encouraged to visit the OCSWMFTB website to learn more about counselor licensure guidelines: <http://cswmft.ohio.gov/>.

PROGRAM APPLICATION PROCEDURES

All Clinical Mental Health Counseling Program application materials, procedures, and forms are available on the following website. Persons interested in applying for admission to this program are encouraged to read all directions thoroughly before submitting materials:

<http://www.uakron.edu/soc/masters/how-to-apply.dot>

An applicant may only apply to one master's degree program per semester. Before beginning a master's degree the student must have earned a bachelor's degree from an accredited institution. Applicants are required to have at least a 2.75 cumulative grade point average (GPA) for all undergraduate coursework OR at least a 3.00 cumulative GPA for the last 64 credits of undergraduate coursework.

Applicants should visit the Graduate School website for more detailed information about minimal University of Akron Graduate School application requirements:

<http://www.uakron.edu/admissions/graduate/>. International applicants are also encouraged to visit the Office of International Programs website in order to gain more information about university resources and international application procedures: <http://www.uakron.edu/oip/>.

The following materials must be included in application packets, regardless of which program the student is applying for: (1) a completed University of Akron online Graduate School application form, (2) official undergraduate transcripts (and graduate transcripts, if applicable), (3) a School of Counseling application supplement form, and (4) three letters of reference (use of Graduate School online reference form preferable).

International applicants must also submit (5) evidence of meeting minimum English proficiency standards, as outlined by the University, with application materials. See <https://www.uakron.edu/dotAsset/677965.pdf> for specific guidelines and evidence-related options.

ADMISSION AND SCREENING PROCEDURES

After applications have been received, personal interviews will be scheduled with applicants who meet the minimum application qualifications until the next admission cohort has been filled. Once personal interviews have been completed, the following criteria will be considered during Clinical Mental Health Counseling Program admissions decisions:

1. Relevance of career goals, including current understanding of the profession and fit of the profession with post-graduation goals.
2. Undergraduate grade point average.
3. Graduate grade point average, if graduate coursework has been completed.
4. External feedback related to letters of reference, including quantitative and qualitative information about potential to success in a graduate program, prior professional and/or academic success, and ability to manage chief liabilities or weaknesses.
5. Written communication ability, including communicating ideas effectively, demonstrating organization of thought, and showing grammatical correctness when writing.
6. Potential success in forming effective counseling relationships, including displaying poise, genuineness, empathy, and interpersonal skills.
7. Respect for cultural differences, including showing an understanding and appreciation of diverse and marginalized populations, and an understanding of psychosocial challenges faced by diverse populations.

Admissions may also be delimited to those applicants who answer “no” on all items of the Application Supplement Form Statement of Good Moral Character. If an applicant answers “yes” on any item, he/she must provide a written rationale to the Clinical Mental Health Counseling Program faculty; additional documentation, such as an FBI or BCI check, may also be required.

- Felony and Other Criminal History Policy

Applicants are required to disclose any current or past criminal charges or convictions, or pending charges that might result in a conviction, when applying for admission to a School of Counseling Program. Failure to report a criminal history may result in denial and/or dismissal from the School of Counseling and the program. It is the prerogative of the School of Counseling faculty and administration to request additional information about the criminal history, and based on the information provided, to deny admission (and/or for School of Counseling students, to be dismissed), as students in all School programs are preparing to work with a vulnerable population and must apply for background checks prior to internship and licensure.

Admission decisions are made by one or more Clinical Mental Health Counseling Program core faculty after applications are reviewed considering the criteria above. Applicants are rank-ordered as applicable and are then admitted on a rolling basis until the next admission cohort has been filled (currently approximately 20-25 students each Fall and Spring semester).

Applicants should note that successful completion of all admission criteria above does not guarantee admission into the program. Enrollment is limited in order to ensure small class sizes, appropriate student-faculty ratios as dictated by accreditation guidelines, and availability of Practicum/Internship placement sites.

Once an applicant is admitted into the program his/her file will be forwarded to The University of Akron Graduate School for approval. Once approved, the Graduate School will send an official acceptance letter to the applicant. A Clinical Mental Health Counseling Program Faculty Advisor will be listed on the acceptance letter. Thus, a new student will be able to obtain academic advising before enrollment in the program. **There are three distinct types of admission to the Clinical Mental Health Counseling Program: full admission, provisional admission, and deferred admission.**

The Graduate School allows a maximum of 6 years to complete the Clinical Mental Health Counseling master’s degree. This six-year time limit begins the semester a student first enrolls in classes. This time frame will be reduced if transfer credits are substituted for any coursework on the PCD. The six-year time frame will begin on the date when the first course transferred was completed.

Clinical Mental Health Counseling Program Provisional Admissions

Applicants who do not meet the academic requirements for full admission may be considered for acceptance into the program under a provisional admission. This status may be appropriate if it is believed that the applicant has the potential, as indicated by application materials, to make a unique contribution to the profession. The policy of the School of Counseling established regarding the inclusion of professional and alternative educational experiences is as follows:

The Clinical Mental Health Counseling Program faculty may consider admitting students under provisional status if the applicant's undergraduate GPA is 2.5 or above for four years or 2.75 for the last two years. In this case, the applicant's prior professional and educational experiences will be evaluated. Possible criteria may include how much and what type of experience the applicant has had, the uniqueness of these experiences, the strength of professional recommendations, prior professional accomplishments, and any other outstanding qualifications that may enhance the applicant's contributions to the program. Additional recommendations from previous schools attended or past employers may be required.

If a student is admitted to the program under provisional status, he/she must complete at least 12 semester credits of selected coursework – registration for additional coursework will not be permitted until the initial/provisional coursework has been successfully completed. Registration for coursework not approved under the provisional status risks dismissal from the program.

Students receiving provisional admission should note that this does not guarantee full admission to the Clinical Mental Health Counseling Program at a future date.

To gain full admission into the program, the student must complete at least 12 credits of Clinical Mental Health Counseling program required coursework, obtain a cumulative GPA of at least a 3.25, having not received a grade of 'C' or lower in any course, for the first 12 credits completed in the program, and obtain the recommendation of their Faculty Advisor. Failure to complete these requirements may result in dismissal from the program.

Clinical Mental Health Counseling Program Deferred Admissions

Under certain circumstances, applicants who have an undergraduate GPA below 2.5 for four years may be granted deferred admission. Possible criteria may include how much and what type of experience the applicant has had, the uniqueness of these experiences, the strength of professional recommendations, prior professional accomplishments, and any other outstanding qualifications that may enhance the applicant's contributions to the program. Additional recommendations from previous schools attended or past employers may be required. If granted deferred admission status, within one academic year the student must complete 12 hours of post baccalaureate coursework approved by the Clinical Mental Health Counseling Program faculty. The applicant must obtain a GPA of at least 3.0 on these courses. After a review of the student's transcript, the program faculty will re-consider the student's application materials. *Students receiving deferred admission should note that this does not guarantee full admission to the Clinical Mental Health Counseling Program at a future date.*

Graduate School Non-Degree Seeking Admissions

The Graduate School directly admits students for general graduate coursework on a non-degree basis under certain circumstances. This option is usually available for students who already hold a bachelors or graduate degree. Students admitted under this classification must complete non-degree coursework but are not eligible for a master's degree (although non-degree coursework may transfer into a UA master's program if a separate admission is granted). **Applications for non-degree status are approved under the jurisdiction of the Graduate School (not the School of Counseling).** Applicants are encouraged to visit the Graduate School website to learn more about non-degree seeking admissions: <http://www.uakron.edu/gradsch/prospective-students/>.

Students admitted by the Graduate School for general coursework on a non-degree basis should note that this does not guarantee future admission to the Clinical Mental Health Counseling Program. In addition, students admitted under non-degree status will have second priority (after fully admitted students) for registration of School of Counseling courses with limited enrollments.

In order to obtain admission into the Clinical Mental Health Counseling program, non-degree seeking students must complete the entire program application process (see Program Application Procedures above). Should a non-degree seeking student ultimately be admitted to the program, classes successfully completed as a non-degree student may potentially be applied to the Clinical Mental Health Counseling master's degree if all transfer credit criteria have been satisfied (see Program Course Distribution Form section below).

NOTE: Only students fully admitted to the Clinical Mental Health Counseling Program may complete a Clinical Mental Health Counseling Practicum. Non-degree students shall not be approved for a Clinical Mental Health Counseling Program Practicum.

NOTE: Only students fully admitted to the Clinical Mental Health Counseling Program, or UA School Counseling program students/graduates under special circumstances (see below), may be approved for a Clinical Mental Health Counseling Program Internship. See Internship section for details.

Non-Degree Seeking Admission Specific To Licensed Professional Counselor (LPC) Credential

UA School Counseling Program students or graduates are not able to obtain the CMHC degree. However, they are eligible to obtain the Ohio Licensed Professional Counselor (LPC) credential after additional coursework and a clinical internship, offered through the CMHC program.

The guidelines below outline requirements for this option:

In order to be eligible for the LPC license applicants will need to satisfy two requirements -

(1) Complete all LPC licensure didactic coursework (as required by the State Board);

(2) After completing all CMHC practicum/internship prerequisite coursework (except 5600:674 Prepracticum), complete a CMHC non-degree clinical internship after submitting all application requirements below. All CMHC practicum/internship prerequisites must be taken into account (except 5600:674 Prepracticum) and can be found at <http://www.uakron.edu/soc/masters/cmhc/required-courses.dot>.

(1) LPC Didactic Coursework

Below are courses that are typically needed by non-CMHC students:

1. 5600:662 Diagnosis in Counseling (CMHC practicum/internship prereq)
2. 5600:666 Treatment in Clinical Counseling (CMHC practicum/internship prereq)
3. 5600:714 Evaluation of Mental Status (must be completed prior to applying for licensure)
4. 5600:635 Introduction to Clinical Counseling (CMHC practicum/internship prereq)

There may be additional courses needed, beyond those above. Please be sure to cross-check the courses you've completed against those on the attached PCD which satisfy the state LPC licensure requirements.

(2) CMHC Clinical Internship Application Process

A second practicum is not required, however there are specific internship application procedures and requirements for non-CMHC students. Please read these carefully.

Non-degree UA School Counseling Program students/graduates may be approved for a Clinical Mental Health Counseling Program Internship for Licensed Professional Counselor licensure under special circumstances only if all of the following criteria are met:

1. Applicant must currently be fully admitted in a School Counseling master's degree program in the School of Counseling at The University of Akron – OR - Must have obtained a School Counseling master's degree from the School of Counseling at The University of Akron within the prior five (5) years before a CMHC internship will begin. **If a prior degree was awarded longer than five (5) years prior to the start date of a Clinical Mental Health Counseling internship the experience shall not be approved [Note this requirement means that all LPC licensure coursework and the two semester clinical internship must be completed within five (5) years after graduating with a UA School Counseling master's degree.]**
2. In the School Counseling Program the applicant must have earned a cumulative GPA of at least 3.25 or better AND a B- or better in all degree-related coursework.
3. Applicant must complete all CMHC Practicum and Internship prerequisites [except 5600:674 Prepracticum] with a grade of B- or better prior to the start of Internship.

4. Applicant must apply for Internship to the Program/Clinical Coordinator. The application must include all of the following:
 - a. A written statement with rationale related to the applicant's professional goals, motivation to seek Professional Counselor licensure, and knowledge and acceptance of program Internship requirements.
 - b. At least two letters of reference specific to the applicant's personal and professional qualifications related to potential for success in a clinical Internship (or as a Professional Counselor). At least one reference letter must be from a prior clinical supervisor during the master's degree in counseling. The second reference letter may from a prior faculty member, master's degree in counseling advisor, or clinical supervisor. Both references should be able to speak to the applicant's ability for success in a clinical Internship.
 - c. A copy of the applicant's master's degree in counseling transcripts for review.
 - d. A personal interview with a core Program faculty member.

5. If approved, acceptance of all Internship procedures and requirements described in this handbook must be forwarded to the Program/Clinical Coordinator in writing.

UA School Counseling Program graduates can complete all LPC-related coursework at UA (including the clinical internship, if approved) as a non-degree student. In order to begin non-degree courses at UA, students will need to apply to the Graduate School as a UA non-degree student. Non-degree applications are handled exclusively by the Graduate School. No School of Counseling application materials are needed.

Financial aid and graduate assistantships may not be available for non-degree students.

TRANSFER OF CREDITS FROM ANOTHER PROGRAM

After receiving full admission into the Clinical Mental Health Counseling Program and after completion of at least 12 semester credits of required coursework, students may be eligible to transfer up to 1/3 or their required credits (up to 20 semester credits) from another program/institution if all of the following minimum criteria are met.

However, transfer of credits is at the discretion of each student's Faculty Advisor and the Graduate School. Therefore, a student wishing to transfer credits from another program/institution should meet with his/her Faculty Advisor as soon as possible after formal admission into the program (preferably before signing and submitting an official program plan or PCD):

- The course must directly substitute for a required course that is part of the Clinical Mental Health Counseling Program curriculum
- The course must have been at the graduate level (i.e., not an undergraduate course)
- The course must be a graded course (i.e., not pass/fail)
- The student must have received a grade of 'B' or better in the course

- The course must have been completed within the past six years
- All transfer courses, and all non-University of Akron degrees and academic statuses, must be in good standing as defined by the Graduate School

Students should be aware that transfer of credits will reduce the six-year time limit required for graduation. This time limit will be decreased proportionately according to when the transferred course was completed – for example, if a transferred course was completed three years prior to admission into the Clinical Mental Health Counseling Program, the student would only have three years remaining to complete all requirements for their degree.

NOTE: Students are encouraged to attend the University on a full-time basis in order to complete their degree in the most expeditious manner. The Graduate School allows up to six years for completion of the master's degree.

Financial aid may be available through student loans, tuition scholarships, and student employment to help offset the cost of full-time attendance. For information on loans, see the Financial Aids Office. For information about forms of financial aid visit the Graduate School's financial aid website at <http://www.uakron.edu/gradsch/financial-assistance/>, or the Office of Financial Aid website at <http://www.uakron.edu/finaid/>, or contact the Office of Financial Aid through finaid@uakron.edu or 3390972-7032.

Students attending part-time should give careful thought to the timing and sequencing of courses. This should be done in close consultation with their Faculty Advisor. It is especially important to note course prerequisites and the semesters when courses are traditionally offered. A full-time course load is normally 9-12 semester credit hours. Students who are employed should reduce their academic load proportionately. Students on graduate assistantships must register for a minimum of 9 credits and may take up to a maximum of 15 credits per semester of appointment.

REQUESTS TO CHANGE PROGRAMS AFTER ADMISSION

Fully admitted students who wish to change master's degree programs (e.g., changing from the Clinical Mental Health Counseling Program to the Marriage and Family Counseling/Therapy or School Counseling Program) must follow the steps below:

- (1) Schedule a meeting with one's Faculty Advisor to discuss this issue and reach consensus;
- (2) Following Faculty Advisor approval, petition in written format to Clinical Mental Health Program/Clinical Coordinator. Include a rationale for switching programs. The petition will be presented to Program faculty for consideration. Program faculty reserve the right to approve or deny the request;
- (3) If the request for changing programs is approved by the Clinical Mental Health Counseling Program faculty, petition in written format to the new (i.e., Marriage and Family Therapy or School Counseling) Program faculty.

(4) If the request for changing programs is approved by the new Program faculty, a new Faculty Advisor (affiliated with the new master's Program) will be assigned by the new Program, a new Program Course Distribution (PCD) will be completed with the new Faculty Advisor, and the new Program faculty will notify the Graduate School of the degree and Faculty Advisor changes.

Students will not be approved to change programs after they have begun Practicum. In order to minimize disruption to course programs, professional identity, and licensure possibilities, any student who is enrolled in or who has completed Practicum during any master's degree program will not be permitted to change programs.

PROGRAM CURRICULUM OVERVIEW

The Clinical Mental Health Counseling master's degree is comprised of a minimum of 60 semester credit hours of approved graduate-level coursework. The official curriculum guide (required coursework) can be found in the graduate bulletin at <https://bulletin.uakron.edu/graduate/colleges-programs/health-professions/counseling/clinical-mental-health-counseling-ma/#requirementstext>

The Clinical Mental Health Counseling Program curriculum consists of four broad areas of coursework: (a) Educational Foundations, (b) Required Counseling Core Courses, (c) Clinical Counseling Specialty Courses, and (d) Program Electives.

Educational Foundations (9 semester credits total): 5600:601 Research & Program Evaluation, 5600:646 Multicultural Counseling, 5600:648 Individual & Family Counseling Across the Lifespan.

Educational Foundation coursework provides knowledge and skills related to understanding human functioning and diversity through a framework of research and mental health system policies.

Required Counseling Core Courses (20 semester credits total): 5600:600 Professional Orientation & Ethics, 5600:635 Introduction to Clinical Counseling, 5600:643 Counseling: Theory & Philosophy, 5600:645 Tests & Appraisal in Counseling, 5600:647 Career Development & Counseling Across the Lifespan, 5600:651 Techniques of Counseling, 5600:653 Group Counseling.

Required counseling core courses focus on an orientation to the counseling profession and basic core counseling skills that translate into professional practice.

Clinical Counseling Specialty Courses (28 semester credits total): 5600:662 Diagnosis in Counseling, 5600:664 Advanced Diagnosis in Counseling, 5600:666 Treatment in Clinical Counseling, 5600:732 Addiction Counseling I, 5600:714 Evaluation of Mental Status, 5600:674 Prepracticum in Counseling, 5600:675 Practicum in Counseling, 5600:685 Internship.

Clinical counseling specialty courses focus on knowledge and skills related to common conditions treated by professional counselors (e.g., psychopathology) and practical skills working with a clinical population.

Program Electives (3 credits minimum): 5600:621 Counseling Youth at Risk, OR 5600:622 Play Therapy, OR 5600:660 Counseling Children, OR 5600:640 Counseling Adolescents, OR 5600:655 Marriage & Family Therapy, OR 5600:620 Issues in Sexuality for Counselors.

Program electives offer an opportunity for specialty knowledge beyond minimum foundational, core, and clinical program areas.

For more information about the Program curriculum, or descriptions of each course in the curriculum, please review the Graduate Bulletin at <https://bulletin.uakron.edu/graduate/colleges-programs/health-professions/counseling/clinical-mental-health-counseling-ma/#requirementstext>.

Students should consult with their Faculty Advisor before registering for coursework.

COURSE REGISTRATION INFORMATION

Course registration at The University of Akron is performed on MyAkron: <http://www.uakron.edu/ssc/myakron-guide/>.

Before course registration can occur, students must first obtain a UA Net ID and Password from the UA computer center (Bierce Library, basement level). Students may also receive a private UA email address at this time. Next, students can check the School of Counseling's schedule of classes and register each semester through MyAkron.

Throughout one's graduate career, important forms, dates, and graduate information can be found at the Graduate School website: <http://www.uakron.edu/gradsch/>. Students are also encouraged to obtain a UA ZIP Card from ZIP service center (Student Union, ground floor) as soon as possible after formal admission into the program. The Zip Card allows students to check out books from the library, make photocopies, order food on campus, etc.

SPECIAL REGISTRATION FOR CLOSED COURSES

Certain clinical courses, including Practicum and Internship, have a closed registration policy for which School permission must be obtained. Some courses have prerequisites that must be completed prior to enrollment. Other courses require department consent for enrollment purposes.

Students should complete the online registration request form found at https://akron.qualtrics.com/jfe/form/SV_aUW4uuYO53Xmrul in order to register for closed courses or all other courses where 'departmental consent' is indicated. Permission from one's Faculty Advisor may be necessary before registration is approved.

PRACTICUM AND INTERNSHIP GUIDELINES

As a required part of Practicum and Internship work, Clinical Trainee (CT) status with the OCSWMFT Board is needed (unless waived by the Program/Clinical Coordinator), including applying for and gaining approval of BCI/FBI check.

Students are responsible for paying the BCI/FBI check fee. If a student does not complete the BCI/FBI check and/or submit the report by a stated deadline and/or needs to complete an additional report, the student is responsible for any required additional fees. Failure to complete and gain approval of a BCI/FBI check by the program or clinical placement may result in the inability to progress toward degree completion.

Introduction to Practicum/Internship

The Clinical Mental Health Counseling Master's Program requires that students complete five semester credits of Practicum (5600:675) and six semester credits of Internship (5600:685). These two courses are considered capstone training experiences that require full participation and commitment. Quality of students' clinical work and professional behaviors are evaluated and valued as highly as quantity of clinical services provided during the experience.

Students will be evaluated on the following areas, all of which must be demonstrated before the training experience ends and additional clinical training/work is permitted:

- Ethical/legal knowledge and compliance
- Compliance with setting policies/procedures
- Clinical assessment skills
- Treatment planning skills
- Clinical interventions with individual and group counseling clientele needs
- Client referral/triage skills
- Preparedness for and participation in supervision sessions
- Ability to self-reflect and self-assess strengths/limitations and one's scope of competencies
- Overall professionalism in the workplace (with clients, colleagues, peers, supervisors)
- Clinical documentation skills

NOTE: Clinical Mental Health Counseling students are responsible for knowing and adhering to all guidelines contained herein. Noncompliance with these guidelines may negatively impact successful completion of Practicum and/or Internship. Therefore, following the guidelines herein should be given careful attention throughout the Clinical Mental Health Counseling Program.

Practicum Overview/Guidelines (5600:675)

Practicum is designed as a comprehensive pre-professional training experience. It includes both direct and indirect counseling services. As part of their Practicum requirements, students must obtain 100 total work-related hours (including direct service hours, chart documentation, supervision-related hours, and other work-related experiences per CACREP guidelines). Of these 100 total work-related hours, students must accumulate at least 40 direct service hours. Direct service hours include face-to-face counseling, human growth and development activities, and consultation with individuals or groups per CACREP guidelines. Both individual and group counseling training experiences are required during Practicum.

See Appendix for all Practicum forms and performance evaluations.

When planning to register for Practicum, students should maintain an awareness of required prerequisites:

Prerequisites – Students admitted Spring 2020 and prior:

5600: 600, 601, 635, 643, 645, 647, 648, 646, 651, 653, 664, 666, 674.

Prerequisites – Students admitted Fall 2020 and later:

5600: 600, 601, 635, 643, 645, 647, 648, 646, 651, 653, 662, 666, 674, 714.

All prerequisites must be completed prior to the start of Practicum.

In extraordinary circumstances a student may be approved to take one prerequisite concurrently with Practicum. This decision will be made by Program faculty after an appeal is presented by the student under extraordinary circumstances out of the student's control.

Completion of Practicum requires a long-term commitment of time and effort. **Students who work (whether on campus or off campus), or who have family/personal obligations outside of the University, will be asked to adjust their schedules accordingly in order to meet Practicum clinical/supervisory/academic requirements.** For example, if a student works off campus, he/she may need to adjust work times, reduce the number of hours worked per week, or terminate employment and seek financial assistance in order to fulfill Practicum requirements.

Although the academic requirements will vary slightly from semester to semester, **Practicum students must usually devote 10-12 hours/week to the experience. Individual counseling is required, and group counseling experience is optional, during Practicum. The following are examples of commitments that may be expected:**

- **Minimum of 5 hours/week individual client appointment times** – some flexibility is provided at the Clinic to help accommodate students' requests.

- **1-2 hours/week group counseling appointment times (Optional)** – group counseling appointment times, whether at the Clinic or an off-campus agency, are usually scheduled during specific days/times.
- **1.5 – 2 hours/week class time with the faculty instructor** (i.e., group supervision) – class time/group supervision is scheduled on a specific day/time per the University course schedule.
- **1 hour/week individual supervision with the faculty instructor** – individual supervision day/time shall be negotiated with the faculty instructor, but usually occurs the same day as the class time/group supervision.
- **1 hour/week supervision with the group counseling supervisor (Optional)** – group counseling supervision day/time shall be negotiated with the group counseling supervisor.
- **1 hour/week supervision with a doctoral student supervisor** – doctoral student supervision day/time, when it occurs, shall be negotiated with the doctoral student. Master’s students may or may not have a doctoral student supervisor, depending on the semester.
- **1-2 hours/week clinical documentation** – time used for completion of documentation is usually flexible, however documentation for a particular individual/group counseling session must usually be completed within one week, and often 1-3 days, after the session occurs.

As a required part of Practicum work, Clinical Trainee (CT) status with the OCSWMFT Board is needed (unless waived by the Program/Clinical Coordinator), including applying for and gaining approval of BCI/FBI check.

Students are responsible for paying the BCI/FBI check fee. If a student does not complete the BCI/FBI check and/or submit the report by a stated deadline and/or needs to complete an additional report, the student is responsible for any required additional fees. Failure to complete and gain approval of a BCI/FBI check by the program or clinical placement may result in the inability to progress toward degree completion.

Practicum Supervisor Qualifications

Faculty Instructor – Practicum course instructors must fulfill the following qualifications:

- (1) Be eligible to serve as an OCSWMFT Board-approved Clinical Trainee supervisor

Doctoral Student (in supervision training) – Doctoral students (in supervision training) serving as Supervisors must fulfill ALL of the following qualifications:

- (1) Have completed a master’s degree in a counseling-related profession, as well as counseling practicum and internship experiences equivalent to those in a CACREP-accredited entry-level program - **AND**
- (2) Are receiving preparation in counseling supervision through registration for a doctoral-level supervision-related course, with a faculty to student ratio that does not exceed 1:6 - **AND**
- (3) Are being supervised by a core Clinical Mental Health Counseling Program or Counselor

Education and Supervision Program faculty member OR a faculty member who has obtained a doctoral degree in Counselor Education and Supervision or a related profession, and has obtained an Ohio Professional Counselor or Professional Clinical Counselor license (or who has been grandparented by the Ohio Counselor Board to supervise counselor trainees) with relevant supervision training and experience (either professionally or through having obtained the Ohio Supervising Counselor designation)

Site Supervisor (off-campus supervision) – Site supervisors must fulfill ALL of the following qualifications:

- (1) Have obtained a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including an Ohio mental health professional license - **AND**
- (2) Have obtained a minimum of two years of professional experience in the clinical area in which the student is enrolled - **AND**
- (3) Have obtained relevant supervision training and experience (either professionally or through having obtained the Ohio Supervising Counselor designation)

Practicum Registration Procedures

Practicum is a 5-credit course, completed during one semester. Practicum is a closed course. Therefore, self-registration is not permitted. Students must be pre-approved by the Program faculty and Program/Clinical Coordinator for candidacy after an academic/fitness review is conducted.

Three primary considerations are taken into account for candidacy by Program faculty before registration for Practicum is permitted:

1. Completion of all required course prerequisites:

Prerequisites – Students admitted Spring 2020 and prior:

5600: 600, 601, 635, 643, 645, 647, 648, 646, 651, 653, 664, 666, 674.

Prerequisites – Students admitted Fall 2020 and later:

5600: 600, 601, 635, 643, 645, 647, 648, 646, 651, 653, 662, 666, 674, 714.

2. Approval for candidacy to begin clinical coursework, as evaluated by Program faculty through review of student retention guidelines and compliance with the School of Counseling statement of expectations.
3. Placement on the primary Practicum list (versus waiting list) for a specific semester.

Regarding #4 above, in order to maintain quality instruction/supervision a limited number of Practicum students are registered each semester. Students on the primary Practicum list will be offered registration in Practicum if criteria #1-2 above are completed. Applicants on the primary list will be ranked in order of when each student was pre-approved for Practicum (i.e., 'first come-first served' basis).

If the amount of Practicum applicants outnumbers the enrollment limit for a particular semester, a waiting list will be created. Those on the waiting list will be given priority the following semester, unless a student on the primary list disenrolls from Practicum, after which students on the waiting list will be contacted.

Therefore, a completed Practicum application does not guarantee placement in Practicum during a particular semester.

The sequence below outlines steps taken during the Practicum registration process, and who is responsible for each step.

In order to be approved for Practicum all students must follow the steps outlined below in order. Failure to follow these steps in order may jeopardize Practicum registration.

Consultation with the Program/Clinical Coordinator is recommended if questions/concerns arise:

1. Meet with Faculty Advisor

[Who is responsible = Student; When to complete this step = First semester in the Program]

All newly admitted students must meet with a Faculty Advisor during their first semester, either during new student orientation or a private meeting, to review the student handbook (including Practicum prerequisites) and complete Program Course Distribution form (PCD).

2. Plan Program coursework

[Who is responsible = Student; When to complete this step = First semester in the Program]

During the first semester all newly admitted students must plan Program coursework in order to estimate when all Practicum prerequisites will be completed.

Prerequisites – Students admitted Spring 2020 and prior:

5600: 600, 601, 635, 643, 645, 647, 648, 646, 651, 653, 664, 666, 674.

Prerequisites – Students admitted Fall 2020 and later:

5600: 600, 601, 635, 643, 645, 647, 648, 646, 651, 653, 662, 666, 674, 714.

- Note: all prerequisites must be completed prior to the start of Practicum unless an exception is approved by Program faculty under extraordinary circumstances.

3. **Apply for placement on the Practicum list beginning of semester before practicum is desired (i.e., first day once courses begin)**

[Who is responsible = Student; When to complete this step = Very beginning of semester before practicum is desired]

- A. **Students must confirm for themselves that all Practicum prerequisites will have been completed prior the semester Practicum will begin.**

Prerequisites – Students admitted Spring 2020 and prior:

5600: 600, 601, 635, 643, 645, 647, 648, 646, 651, 653, 664, 666, 674.

Prerequisites – Students admitted Fall 2020 and later:

5600: 600, 601, 635, 643, 645, 647, 648, 646, 651, 653, 662, 666, 674, 714.

- B. **Immediately after courses begin the semester before Practicum is desired (i.e., the first day of classes of thereafter) email the Program/Clinical Coordinator and request to be placed on the Practicum list:**

- **Beginning Summer semester (first day of intersession) for Fall Practicum**
- **Beginning Fall semester (first day of classes) for Spring Practicum**
- **Beginning Spring semester (first day of classes) for Summer Practicum**

Note: placement on the Practicum list is on a first come, first served basis. Therefore, completing this step as early as possible once the first day of classes officially begin each semester is important.

Provide the following information in your Practicum request email:

- a. Your name
- b. Student ID#
- c. Semester to be placed on Practicum list
- d. Your confirmation that all Practicum prerequisites have been checked and will be completed

4. **Practicum list candidacy review**

[Who is responsible = Program Faculty; When this step is completed = once all Practicum requests for following semester have been received]

- a. Program faculty will review all Practicum candidates' academic and fitness records.
- b. Program faculty will then check all prerequisites for students on the primary Practicum list.
- c. Students who have not completed all prerequisites will be notified by the Program/Clinical Coordinator that they will be removed from the primary Practicum list).
- d. Program faculty will determine the final approved primary Practicum and waiting lists.

5. **Practicum registration confirmation**

[Who is responsible = Program/Clinical Coordinator; When this step is completed = once primary Practicum list is finalized]

Program/Clinical Coordinator will notify all students approved for Practicum candidacy toward the middle of the semester before Practicum will begin. Students will also be registered for Practicum at the Program/Clinical Coordinator's request.

6. **Apply to the Board for Clinical Trainee (CT) status once registered for 5600:675 Practicum**

[Who is responsible = Student; When to complete this step = immediately once registered for 5600:675 Practicum]

Immediately after course registration, apply to the Ohio Counselor, Social Worker, and Marriage & Family Therapist Board for Clinical Trainee (CT) status.

Students must obtain CT status prior to beginning Practicum. For steps to complete CT status visit <http://cswmft.ohio.gov/Counselors/CounselorTrainee.aspx>

Because the CT application process may take several weeks to complete (including official State forms and a criminal records check), students are encouraged to begin the CT application process as soon as possible.

7. **Obtain professional liability insurance**

[Who is responsible = Student; When to complete this step = several weeks before Practicum semester begins, with guidance from the Clinic]

Providing evidence of active professional liability insurance is a requirement before beginning clinical work. Evidence of insurance coverage must be provided to the practicum instructor. Insurance coverage is free for student members of the American Counseling Association and Ohio Counseling Association.

Apply to ACA or OCA as a student member, then obtain free liability insurance:

<http://www.counseling.org/membership>

<https://www.ohiocounseling.org/join>

8. Complete mandatory Program orientation

[Who is responsible = Student; When to complete this step = soon after Practicum approval is received. A date will be provided by the Program/Clinical Coordinator] – complete mandatory program orientation after being contacted by the program/clinical coordinator.

9. Complete mandatory Clinic orientation

[Who is responsible = Student; When to complete this step = usually 1-2 weeks before Practicum semester begins] – complete mandatory Clinic orientation after being contacted by the Clinic.

Approximately one month before Practicum semester begins the Clinic will send Clinic orientation materials to all Practicum students, including directions for completion of the face-to-face and online orientation process and group counseling placement materials/procedures.

New Practicum students will complete online Clinic orientation approximately 1-2 weeks before semester begins; complete face-to-face Clinic orientation process approximately 1-2 weeks before semester begins.

Students must complete all orientation materials before beginning Clinic work.

10. Begin Practicum experience (i.e., attend first Practicum class/group supervision)

[Who is responsible = Student; When to complete this step = First week that Practicum semester begins]

Meet with Instructor during regularly scheduled class time (i.e., group supervision), obtain syllabus and supervision-related forms/materials, discuss Practicum process/requirements, and schedule individual supervision sessions and other meetings as required.

Note: Only students fully admitted to the Clinical Mental Health Counseling Program may complete a Clinical Mental Health Counseling Practicum. Non-degree students shall not be approved for a Clinical Mental Health Counseling Program Practicum.

Internship Overview/Guidelines (5600:685)

The objective of Internship is to provide an intensive on-the-job supervised experience beyond Practicum for the integration and application of knowledge and skills that the student has gained in didactic coursework. The Internship is a post-Practicum, on-the-job experience conducted in a setting as similar as possible to that in which a student may subsequently seek employment.

See Appendix for all Internship forms and performance evaluations.

Note: Internship placement is dependent on completion of Practicum – Internship cannot begin until Practicum has been passed and clinical readiness for Internship has been determined. This requirement must be disclosed to potential Internship site hosts/supervisors when interviewing at potential sites.

Internship must be completed part-time during at least two semesters (3 credits of 5600:685 each semester). One semester Internships are not permitted for educational, client service, and provider placement reasons. Internship students usually work approximately 25 hours/week.

As part of Internship requirements, students must obtain 600 total work-related hours (including direct service hours, chart documentation, supervision-related hours, and other work-related experiences). Of these 600 total work-related hours, students must accumulate at least 240 direct service hours. Direct service hours include face-to-face counseling, human growth and development activities, and consultation with individuals or groups per CACREP guidelines.

Students who do not fulfill their 600-hour or direct service hour requirements after registering for six semester credits must enroll for an additional 3 credit hours of Internship (5600:685) each semester until the 600-hour requirement is completed.

Beyond class meetings and individual supervision sessions there is one main clinical requirement related to the 600 total work-related hours and 240 direct service hours outlined above:

Students must work for an accredited mental health agency providing professional counseling services, including indirect and direct services as outlined below. This internship component should include approximately 20 hours/week of committed work time over (at least) two semesters.

Per Program, CACREP and Ohio Counselor, Social Worker & Marriage and Family Therapist Board requirements, clinical experiences must include on-the-job supervised training in professional counseling. The supervised Internship shall include a minimum of six hundred (600) hours of total work-related experiences, including both 'direct service' and 'indirect service.' Of the six hundred (600) hours of total work-related experiences, at least two hundred forty (240) shall be in direct service to clients, which should include the diagnosis and treatment of mental disorders through individual and group counseling.

Direct service refers to direct contact with clients providing counseling-related services including: individual, couple, family and/or group counseling, assessment, diagnosis, treatment

planning. The intention of direct service is gaining supervised professional counseling skills, therefore non-participatory observation or non-counseling-related experiences (case management, documentation, etc) do not count as direct service;

Indirect service refers to work-related experiences that are not direct counseling services with clients such as: supervision, staff meetings/trainings, documentation, preparation activities for counseling sessions, case management functions, being on the job site without client contact (e.g., no-shows, etc).

Both individual and group counseling skills are required learning as part of Internship, therefore at least some of the direct service must be related to individual counseling AND group counseling, in addition to testing, one-time assessments or other forms of direct service.

Note: When completing an in-state (Ohio) Internship (not out-of-state Internship) students must register with the Ohio Counselor, Social Worker, and Marriage & Family Therapist Board as a Clinical Trainee (CT) for Internship, unless a waiver of this requirement has been preapproved by the Program/Clinical Coordinator prior to the start of Internship under special circumstances. Visit <http://cswmft.ohio.gov/Counselors/CounselorTrainee.aspx> to find steps toward completing the CT application process.

As a required part of Internship work, Clinical Trainee (CT) status with the OCSWMFT Board is needed (unless waived by the Program/Clinical Coordinator), including applying for and gaining approval of BCI/FBI check.

Students are responsible for paying the BCI/FBI check fee. If a student does not complete the BCI/FBI check and/or submit the report by a stated deadline and/or needs to complete an additional report, the student is responsible for any required additional fees. Failure to complete and gain approval of a BCI/FBI check by the program or clinical placement may result in the inability to progress toward degree completion.

Completion of Internship requires a long-term commitment of time and effort. Students who work (whether on campus or off campus), or who have family/personal obligations outside of the University, will be asked to adjust their schedules accordingly in order to meet Internship clinical/supervisory/academic requirements. For example, if a student works off campus, he/she may need to adjust work times, reduce the number of hours worked per week, or terminate employment and seek financial assistance in order to fulfill Internship requirements.

Although the academic requirements will vary slightly from semester to semester, **Internship students usually devote at least 20 hours/week to the experience. The following are examples of commitments that may be expected:**

- **Approximately 15-20 hours/week individual and group counseling indirect and direct service at a mental health agency** – some flexibility is usually provided by agencies to help accommodate students' requests.

- **2-4 hours/week clinical documentation** – time used for completion of documentation is usually flexible, however documentation for a particular individual/group counseling session must usually be completed within one week, and often 1-3 days, after the session occurs.
- **3 hours/bi-weekly class time with the faculty instructor** (i.e., group supervision) – class time is scheduled on a specific day/time per the University course schedule.
- **1 hour/week individual supervision with the site (agency) supervisor** – individual supervision day/time shall be negotiated with the site supervisor.

Non-Degree Clinical Mental Health Counseling Internship Applications:

Non-degree UA School Counseling students/graduates may be approved for a Clinical Mental Health Counseling Program Internship for Licensed Professional Counselor licensure under special circumstances only if all of the following criteria are met:

1. Applicant must currently be fully admitted in a School Counseling master's degree program in the School of Counseling at The University of Akron

OR

Must have obtained a School Counseling master's degree from the School of Counseling at The University of Akron within the prior five (5) years before a Clinical Mental Health Counseling internship will begin. If a prior degree was awarded longer than five (5) years prior to the start date of a Clinical Mental Health Counseling internship the experience shall not be approved.

2. In the School Counseling program the applicant must have earned a cumulative GPA of at least 3.25 or better AND a B- or better in all degree-related coursework.
3. Applicant must complete all Clinical Mental Health Counseling Practicum and Internship prerequisites [except 5600:674 Prepracticum] with a grade of B- or better prior to the start of Internship.
4. Applicant must apply for Internship to the Program/Clinical Coordinator. The application must include all of the following:
 - a. A written statement with rationale related to the applicant's professional goals, motivation to seek Professional Counselor licensure, and knowledge and acceptance of program Internship requirements.
 - b. At least two letters of reference specific to the applicant's personal and professional qualifications related to potential for success in a clinical Internship (or as a Professional Counselor). At least one reference letter must be from a prior clinical supervisor during the master's degree in counseling. The second reference letter may from a prior faculty

- member, master's degree in counseling advisor, or clinical supervisor. Both references should be able to speak to the applicant's ability for success in a clinical Internship.
- c. A copy of the applicant's master's degree in counseling transcripts for review.
 - d. A personal interview with a core Program faculty member.
5. If approved, acceptance of all Internship procedures and requirements described in this handbook must be forwarded to the Program/Clinical Coordinator in writing.
-

Out-of-State (non-Ohio) Internship Placements

Out-of-state Internships must be pre-approved by the Program/Clinical Coordinator. Out-of-state Internships are discouraged. It is strongly recommended that Internship be completed in Ohio so the setting, supervisor, and overall clinical experience can be pre-approved and monitored closely by the course instructor and program faculty. Students who intend to complete Internship requirements out-of-state will be required to complete the same course/documentation requirements as students who are placed locally.

Because out-of-state Internship students may not be able to physically attend the required group supervision class at The University of Akron, and CACREP requires that students must attend an average of 1.5 hours per week of group supervision provided on a regular schedule throughout the Internship and performed by a program faculty member, **students may need to attend class virtually (through videoconference) throughout Internship.**

In the event that a student wishes to fulfill their Internship requirements out-of-state, the following should be considered. A meeting must be scheduled with the Program/Clinical Coordinator to provide a rationale for the out-of-state placement. If the Program/Clinical Coordinator approves the out-of-state placement, the student will be responsible for independently seeking an appropriate site. **An appropriate site is defined as one that can fulfill all in-state internship site/supervisor requirements above tailored to licensure requirements for the state in which Internship will take place.**

Per CACREP accreditation requirements an appropriately licensed professional is one who holds a minimum of a master's degree in counseling or a related profession, has an active license in the state where the Internship will take place, and has competency in clinical supervision. To be considered competent as a supervisor, an individual must have been licensed for at least two years and have acceptable supervisory training and experience.

When completing an out-of-state (non-Ohio) Internship students need not register with the Ohio Counselor, Social Worker, and Marriage & Family Therapist Board as a Clinical Trainee (CT). CT status is an Ohio training-related requirement.

Students who are planning to complete their Internship out-of-state should be prepared to visit the site and meet with agency personnel. Once a student has been accepted at a site, confirmation must be sent to the Program/Clinical Coordinator regarding the student's acceptance, and the supervisor's name and

professional license number. **Clinical Mental Health Counseling interns may not be placed at a private practice setting during Internship.**

Internship Supervisor Qualifications

Faculty Instructor – Internship course instructors must fulfill ONE of the following qualifications:

- (1) Be a core Clinical Mental Health Counseling Program faculty member - **OR**
- (2) Have obtained a masters degree in Community Counseling or Clinical Mental Health Counseling, and have obtained an Ohio Professional Counselor or Professional Clinical Counselor license with relevant supervision training and experience (either professionally or through having obtained the Ohio Supervising Counselor designation) - **OR**
- (3) Have obtained a clinical masters degree substantially similar to a Community Counseling or Clinical Mental Health Counseling degree (which included diagnosis and treatment of mental disorders), and have obtained an Ohio Professional Clinical Counselor license with relevant supervision training and experience (either professionally or through having obtained the Ohio Supervising Counselor designation), and have completed at least three years of recent professional experience working in a community mental health agency.

Site Supervisor (off-campus supervision) – Site supervisors must fulfill ALL of the following qualifications:

- (1) Have obtained a minimum of a master's degree in counseling or a related profession with equivalent qualifications - **AND**
- (2) Have obtained an Ohio Professional Clinical Counselor license with Supervising Counselor designation - **AND**
- (3) Have completed at least three years of recent professional experience working in a community mental health agency.

Internship Registration Procedures

Note: the following course/registration procedures are for in-state (Ohio) Internships.

Note: Internship should be completed the semester(s) immediately following completion of Practicum.

Internship requires registration permission. Students cannot register on their own and must be pre-approved by the Program/Clinical Coordinator (i.e., self-registration is not possible).

After following the procedures below, only students fully admitted to the Clinical Mental Health Counseling Program and/or non-degree students pre-approved by the Program/Clinical Coordinator may complete a Clinical Mental Health Counseling Internship.

Two primary considerations are taken into account before registration for Internship is permitted:

1. Completion of all requirements for Practicum (5600:675).
2. Academic readiness to continue clinical coursework, as evaluated by Program faculty through review of Practicum knowledge/awareness/skills, student retention guidelines, the professional fitness evaluation, and compliance with the School of Counseling statement of expectations.

The sequence below outlines steps taken during the Internship registration process, and who is responsible for certain steps in the sequence.

In order to be approved for Internship all students must follow the steps described below in the order. Failure to follow these steps in order may jeopardize Internship registration.

Note: Internship may occur at more than one site. If this is the case the following steps should be followed, and the forms below must be completed, for each Internship site.

Consultation with the Program/Clinical Coordinator is recommended if questions/concerns arise.

Registration Procedures

1. Obtain Internship site list

[Who is responsible = Student; When to complete this step = 2-4 weeks before Practicum semester begins, once approval of Practicum is obtained]

Obtain Internship site list from the Program/Clinical Coordinator. Next, consider potential sites (3-4 recommended) as Internship placements.

Internship sites not on the site list may be considered for placement. If an Internship site of interest is not on the site list, the site must be pre-approved by the Program/Clinical Coordinator before proceeding to the next step.

Note: Clinical Mental Health Counseling students may not be placed at private practices during Internship. Internship must take place at a mental health agency.

2. Seek Internship Site(s)

[Who is responsible = Student; When to complete this step = No later than the beginning of Practicum semester]

Contact sites to seek out Internship placements for the following semester.

Treat the Internship search similarly to a professional job search. Review websites and other materials for information about the agency and its services before contacting potential sites.

Have the following information ready to present to site hosts/supervisors when discussing Internship opportunities:

- a. Your name
- b. Your phone and email address
- c. Your resume (including courses completed thus far)
- d. Your Program of study, and both the Program Clinical Coordinator's and Internship Instructor's names and contact information (should questions arise)
- e. Your part-time (20-25 hours/week) Internship work hours available
- f. Dates when Internship will begin/end
- g. Knowledge about the agency through web-based and other materials
- h. Specific client populations you wish to work with, specific skills your wish to learn, professional strengths, and areas for growth

Make certain to discuss all of the following with the potential site host/supervisor before determining if the site is an appropriate placement, all of which are prerequisites for an appropriate Internship site:

- i. **Student must receive an adequate number and type of clientele throughout the Internship experience** - The majority of direct service hours must include the diagnosis and treatment of mental and emotional disorders per Ohio Counselor, Social Worker, and Marriage & Family Therapist Board guidelines through both individual and group counseling.
- ii. **Ensure that individual and group counseling skills are part of Internship.**
- iii. **Student must be supervised (individually or triadic) weekly for an average of 1 hour/week by an appropriately licensed counselor** – the primary site host/supervisor of record with the School and Board must be a **Professional Clinical Counselor with Supervising Counselor credentials (LPCC-S)** who meets State of Ohio Clinical Trainee (CT) licensure requirements (unless other arrangements have been preapproved by the Program/Clinical Coordinator).

It is strongly recommended that, before proceeding to the next step, you verify that the site host/supervisor has an active LPCC-S. Go to <https://license.ohio.gov/lookup/default.asp?division=97>, enter the professional's name and other info, and verify licensure status online.

Although additional supervision may be received by other licensed professionals, licensed social workers, psychologists, psychiatrists, and marriage/family

therapists do not qualify as primary site hosts/supervisors of record for CTs seeking the Professional Counselor license.

- iv. **Student must be provided by the site with office space and resources (phone, supplies, etc) needed for successful completion of clinical work.**
- v. **Student must be provided with the flexibility to audio and/or videotape interactions with clients for use in supervision, obtain live observation from site host(s), or co-counseling with supervisors.**
- vi. **Student must be provided with opportunities to learn the entire scope of clinical work** – should be provided with opportunities to learn chart documentation, attend staff meetings, attend agency-related trainings, consult with colleagues, and learn organizational/policy/business-related aspects of agency work.
- vii. **Site host/supervisor must be willing to participate in the following during the Internship experience (in addition to supervision-related activities):**
 1. Memorandum of Agreement (completed before Internship begins) – this form outlines the roles/responsibilities of the student, site host/supervisor, and course Instructor, must be signed by the student, site host/supervisor, and Instructor, and must be provided to the course Instructor. [SEE BELOW]

Make certain to show the Memorandum of Agreement to the site host/supervisor during the interview process so he/she can determine if he/she is willing to complete the form (per step #8 below).
 2. Student Evaluation (end of Internship) – this rating form provides an evaluation of student’s knowledge/skills throughout the Internship, and must be provided to the course Instructor. Form will be provided during Internship semester.
 3. Contact with the course Instructor when questions/issues arise (throughout the Internship).
- viii. **Internship placement is dependent on completion of Practicum** – Internship cannot begin until Practicum has been passed and clinical readiness for Internship has been determined. Students/supervisors should know whether Internship has been approved toward the middle of Practicum semester (see steps #4-5 below).

3. Secure site/supervisor

[Who is responsible = Student; When to complete this step = By first 1/3 of Practicum semester or as soon as possible]

Attempt to have an Internship site/supervisor secured which complies with #2. i – vii above. Because Internship placements are increasingly competitive, students are strongly encouraged to begin the Internship selection/placement process early. It is recommended that students begin seeking Internship placements no later than the beginning of Practicum, and attempt to have the placement secured by the first 1/3 of Practicum semester.

4. Submit Completed Internship Site Information/Registration Form To Program/Clinical Coordinator

[Who is responsible = Student; When to complete this step = By middle 1/3 of Practicum semester or as soon as possible; See Appendix]

Once an Internship site/supervisor are secured, complete the Internship Site Information/Registration Form and submit to the Program/Clinical Coordinator for approval. You will then receive confirmation with next steps, including approval to register with the Board as a Clinical Trainee.

5. Apply to the Board for Clinical Trainee (CT) status once registered for 5600:685 Internship

[Who is responsible = Student; When to complete this step = By last 1/3 of Practicum semester]

Only **after receiving site/supervisor approval from Program/Clinical Coordinator** and being enrolled in 5600:685 Internship, apply to the Ohio Counselor, Social Worker, and Marriage & Family Therapist Board for Clinical Trainee (CT) status.

Students must obtain CT status prior to beginning Internship unless a waiver of this requirement has been preapproved by the Program/Clinical Coordinator prior to the start of Internship under special circumstances. For steps to complete CT status visit <http://cswmft.ohio.gov/Counselors/CounselorTrainee.aspx>

Note: a site and supervisor (holding an active PCC-S license) must be secured before applying for CT status is possible because the CT application essentially asks the Board to approve a specific site/supervisor for a specific Internship.

Because the CT application process may take several weeks to complete (including official State forms and a criminal records check), students are encouraged to begin the CT application process toward the last 1/3 of Practicum.

6. Internship Course Registration

[Who is responsible = Program/Clinical Coordinator; When this step is completed = Soon after course registration opens for the following semester]

The Program/Clinical Coordinator will register all interns once a site/supervisor has been approved. Please do not complete the School of Counseling's online registration help form or contact the admin assistant to register.

7. Verify that professional liability insurance coverage received for Practicum will extend until completion of Internship

[Who is responsible = Student; When to complete this step = Last 1/3 of Practicum semester]

Maintaining active professional liability insurance is a requirement for all clinical work. Please renew insurance coverage as needed to make certain coverage will not expire before the end of Internship.

Insurance coverage is free for student members of the American Counseling Association and Ohio Counseling Association.

Insurance can also be obtained through other mental health organizations. Students are strongly encouraged to begin this process early.

8. Complete the Memorandum of Agreement form

[Who is responsible = Student; When to complete this step = Before Internship semester begins; See Appendix]

Meet with site host/supervisor and complete Memorandum of Agreement.

This form must be signed by both the student and site host/supervisor. The form should be turned in to the Internship course Instructor during the first class meeting.

9. Begin Internship (i.e., attend first Internship class)

[Who is responsible = Student; When to complete this step = The first week that Internship semester begins]

Meet during regularly scheduled class time (i.e., group supervision), and discuss Internship process/requirements with Instructor; begin working at Internship site, meet with site host/supervisor and schedule individual supervision sessions and other meetings as required.

COMPREHENSIVE EXAMINATION

All Clinical Mental Health Counseling students are required to pass a comprehensive examination in order to graduate with the master's degree. The comprehensive examination helps students solidify didactic knowledge, and prepares students for the State licensure examination (the National Counselor Exam or NCE).

The Clinical Mental Health Counseling Program uses the Counselor Preparation Comprehensive Examination (CPCE) for this purpose. As of this student handbook a passing score on the CPCE is 1 standard deviation below the national average adjusted for each test administration. Therefore, the passing score will vary slightly from test to test. However, prior test administrations show that 1 standard deviation below the national average is approximately 65-70% (+/- 5%).

Students will be responsible for registering for the CPCE through Pearson, paying the cost of test administration (\$75 as of this student handbook's publication date).

According to the authors "the CPCE is utilized by over 210 universities and colleges; the CPCE is designed to assess counseling students' knowledge of counseling information viewed as important by counselor preparation programs" (<http://www.cce-global.org/Org/CPCE>). Students may visit the following website for more detailed information about the purpose, goals, and structure of the CPCE: <http://www.cce-global.org/Org/CPCE>.

The examination will be offered to all Program students once each semester on The University of Akron main campus. **The examination is typically offered during October (for Fall semester), March (for Spring semester), and July (for Summer semester).** Students should register with the School toward the beginning of the semester they wish to complete the examination.

It is strongly recommended that the comprehensive examination be taken during practicum semester.

Examination Grading Policy

- Students may complete the comprehensive examination a total of three times.
- Students who fail the written comprehensive examination (CPCE) the first time will be permitted to re-take the complete written examination one time the following semester. The same examination taken the first time must be re-taken during the second attempt. Students are strongly encouraged to meet with their Faculty Advisor, in order to review their test results and strengths/weaknesses, before re-taking the examination.
- Students who fail the written examination (CPCE) two times may petition the program faculty to complete the examination in a different format to be determined by the Program faculty, scheduled the following semester by Program faculty and student.

- Students who fail the written examination three times, including the alternately formatted examination one time, will be dismissed from the Program.

Examination Study Materials

Since the CPCE and the National Counselor Examination (NCE) are based on the same eight knowledge areas, any study materials developed for the NCE should be useful for the CPCE". Students may visit the following website for more information about the NCE: <https://nbcc.org/resources/applicants/students>. Although different questions are used for each administration of the examination, the following eight core content areas are always covered on the NCE and therefore the CPCE:

- Human Growth and Development Across the Lifespan
- Social and Cultural Foundations/Multicultural Counseling
- Helping Relationships/Introductory Counseling Theory and Techniques
- Group Counseling
- Career and Counseling/Development
- Tests and Appraisal
- Research and Program Evaluation
- Professional Orientation & Ethics

In particular, **it is recommended that information from the following Clinical Mental Health Counseling coursework be used to study for the CPCE (and NCE):**

Professional Orientation & Ethics (5600:600)
Career Counseling (5600:647)
Techniques of Counseling (5600:651)
Tests and Appraisal (5600:645)
Counseling Theories (5600:643)
Group Counseling (5600:653)
Intro to Clinical Mental Health Counseling (5600:635)
Multicultural Counseling (5600:646)
Individual and Family Development Across the Lifespan (5600:648)
Research & Program Evaluation (5600:601)
Diagnosis in Counseling (5600:662)

STUDENT AND PROGRAM REVIEW PROCESS

In keeping with the learning objectives of the Clinical Mental Health Counseling Program, formative and summative student and Program data will be evaluated by Program faculty to ensure quality control and successful student/Program development over time:

Student Evaluation Process (completed by Program faculty each Spring semester)

The student annual review occurs in Spring semester. Each student is reviewed in all areas below to ensure they maintain appropriate academic achievement (e.g., GPA), individual course grades, overall degree progress, as well as professional, ethical, and interpersonal behaviors. Students must meet all review criteria below.

In the event that a student fails to meet one or more review criterion, the faculty advisor completes a student fitness evaluation form, discusses the concerns with the student, and considers a written remediation plan.

- Maintains a minimum 3.0 GPA or higher for overall graduate coursework (minimum continuous GPA of 3.0 or higher required per Graduate School rules)
- Receives a minimum grade of B- for all individual graduate courses (no more than two grades of C or lower are permitted per Graduate School rules)
- Progressing within the timeline toward graduation (maximum 6 years per Graduate School rules)
- Has no identified professional and ethical concerns
- Has no identified interpersonal and behavioral concerns
- Receives a passing score on the comprehensive examination

Program Evaluation Process (complete by Program faculty each Spring semester)

The program annual review occurs in Spring semester. All areas related to program success (e.g., learning outcomes) and stakeholder feedback is considered.

- Current student exit/completer survey results
- Program graduate/alumni survey results
- Program supervisors and employers survey results
- Global comprehensive examination (CPCE) patterns
- Program-wide student achievement in Clinical Mental Health Counseling Program specific and core course key performance indicator outcomes

STUDENT RETENTION CRITERIA

The following minimum criteria must be met for student retention after each Program review:

1. **An overall GPA of at least 3.0 (on a 5-point standard grading scale) or higher throughout the program.**
 - A. First semester - Faculty Advisor will communicate GPA to student. Faculty Advisor and student will discuss academic and other issues impacting GPA. Student will be placed on academic probation for one semester.

- B. Second semester - Student will remain on academic probation for second semester. Student must meet with Program faculty to discuss academic issues and generate remediation plan.
 - C. Third semester – Student may be subject to dismissal from Program.
2. **Received individual course grades of B- or higher, with no more than two course grades of C or lower throughout the program.**
- A. First course - Faculty Advisor will communicate with student to discuss academic and other issues impacting GPA.
 - B. Second course - Faculty Advisor will communicate with student to discuss academic and other issues. Student will develop a remediation plan to address issues impacting academic success.
 - C. Third course – Student may be subject to dismissal from Program.
3. **Evidence of progress that indicates an ability to complete degree requirements in six years (as required by the Graduate School).**
- A. Faculty Advisor will discuss timeline with student, options for Program completion, and option of Graduate School extension related to extenuating circumstances.
 - B. Graduate School will notify student in writing 1-2 semesters before six year timeline shall expire, with options for extension or dismissal.
4. **Has no identified professional and ethical concerns that are not successfully remediated.**
- A. First issue identified - Faculty Advisor and/or course instructor will communicate with student to discuss concerns. If issues are not resolved a proactive remediation plan will be developed.
 - B. Second issue identified - Faculty Advisor and Program Coordinator will communicate with student to discuss concerns. A remediation plan will be developed indicating a timeline for resolution of concerns and dismissal criteria.
 - C. Third issue identified – Student may be subject to dismissal from Program.
5. **Has no identified interpersonal and behavioral concerns that are not successfully remediated.**
- A. First issue identified - Faculty Advisor and/or course instructor will communicate with student to discuss concerns. If issues are not resolved a proactive remediation plan will be developed.

- B. Second issue identified - Faculty Advisor and Program Coordinator will communicate with student to discuss concerns. A remediation plan will be developed indicating a timeline for resolution of concerns and dismissal criteria.
- C. Third issue identified – Student may be subject to dismissal from Program.

6. A passing score on the comprehensive examination (CPCE).

- A. First non-passing score – Student must re-take the complete written examination one time the following semester. The same examination taken the first time must be re-taken during the second attempt.
- B. Second non-passing score – Student may petition the Program faculty to complete the examination in an alternate format to be determined by the Program faculty, scheduled the following semester by Program faculty and student.
- C. Third non-passing score (including the alternate format) - Student will be dismissed from the Program.

7. Demonstration of at least ‘3’ (competent) or better in all relevant Practicum performance evaluation areas.

- A. Practicum Instructor will meet with student to discuss competency issues impacting clinical work. Practicum Instructor and student will draft formal remediation plan. Practicum Instructor will consult with Faculty Advisor to discuss recommendation regarding continuation of clinical work (i.e., receiving In Progress in Practicum) and remediation plan.
- B. Lack of successful completion of remediation plan - Student must meet with Program faculty to discuss competency issues. Student will be placed on academic probation and will not be approved for registration for additional clinical courses until remediation plan is achieved. Student will be reviewed for possible dismissal from Program.
- C. Lack of successful completion of remediation plan – Student may be subject to dismissal from Program.

8. Demonstration of at least ‘3’ (competent) or better on all relevant Internship performance evaluation areas.

- D. Internship Instructor will meet with off-site supervisor and student to discuss competency issues impacting clinical work. Internship Instructor and student will draft formal remediation plan. Internship Instructor will discuss with off-site supervisor recommendation regarding continuation of clinical work (i.e., receiving In Progress in Practicum) and remediation plan.

- E. Lack of successful completion of remediation plan - Student must meet with Program faculty to discuss competency issues. Student will be placed on academic probation and will not be approved for registration for additional clinical courses until remediation plan is achieved. Student will be reviewed for possible dismissal from Program.
- F. Lack of successful completion of remediation plan – Student may be subject to dismissal from Program.

STUDENT GRIEVANCE PROCEDURES

The Clinical Mental Health Counseling Program complies with grievance procedures approved by the College of Health Professions, Graduate School, and University. Clinical Mental Health Counseling students have certain rights and responsibilities as stated in The University of Akron Bylaws (3359-42-01-C2, 3359-11-13, and 3359-41-01) and in the Student Code of Conduct. If a student believes that he or she has valid grounds for appealing a faculty/Program/School decision, or has an academic-related issue/complaint, the student must first attempt to resolve the issue at the lowest level possible.

Student must follow the procedures below in order when a grievance is sought:

1. Speak directly with the person (i.e., faculty member) most directly involved; then
2. Speak with one's Faculty Advisor; then
3. Speak with the Clinical Mental Health Counseling Program/Clinical Coordinator; then
4. Contact the School of Counseling Chairperson - the student should appeal, in writing, to the School of Counseling Chairperson for resolution of an academic issue; then
5. Contact the College of Health Professions Dean's Office - the student must appeal, in writing, to the Dean for resolution

For more detailed information about student appeals or complaint procedures, please contact the College of Health Profession, or read the 'Grievance Procedures for Graduate Students' section of the Graduate Bulletin.

GRADUATION APPLICATION PROCEDURES

All students must complete a Graduation Application before graduation is possible. This form must be submitted to the Graduate School prior to the due date, which is dependent upon the semester a student intends to graduate. Students are responsible to awareness of Graduation Application due dates, and online submission of the application.

It is strongly recommended that this form be submitted during the very beginning of first Internship semester.

The Graduation Application form must be submitted before very strict due dates set by the Graduate School. Graduate Application forms can be found online through MyAkron.

Contact the Graduate School for questions (330-972-7663). Students are responsible for registering with the Graduation Office and paying a graduation fee at the time of submission of the online Graduation Application form.

GRADUATION REQUIREMENTS

In order to be eligible for graduation with a master's degree in Clinical Mental Health Counseling, the following minimal requirements must be satisfied. Additional non-Program requirements may need to be satisfied per University rules (e.g., payment of fees, graduation application procedures, etc):

1. Completion all required coursework on the officially approved PCD within a six-year timeframe after the first course was completed toward the degree.
2. Attainment of a cumulative 3.0 GPA or better.
3. Successful completion of Practicum and Internship, determined by receiving a grade of B- or better, and acceptable supervisor ratings on standard competency evaluations.
4. Successful passage of the comprehensive examination (CPCE).
5. Adherence to the School of Counseling Statement of Expectations throughout the Program.

PROGRAM CODE OF ETHICS

The Clinical Mental Health Counseling Program, its faculty, and its students adhere to the University Code of Conduct, State of Ohio licensure laws and regulations, and the American Counseling Association's Code of Ethics. The program has a professional responsibility to ensure that all students display ethical, professional, and personal behaviors that comply with these guidelines. Students are strongly encouraged to review, understand, and consult the American Counseling Association's website for details related to these guidelines:

<http://www.counseling.org/knowledge-center/ethics>

SCHOOL OF COUNSELING STATEMENT OF EXPECTATIONS

Programs in the School of Counseling are charged with the dual task of nurturing the development of counselors-in-training and ensuring the quality of client care. In order to fulfill these dual responsibilities, faculty must evaluate students based on their academic, professional, and personal qualities. A student's progress in the program may be interrupted for failure to comply with academic standards or if a student's interpersonal or emotional status interferes with being able to provide effective or ethical services to clients. For example, in order to ensure proper training and client care, a counselor-in-training must abide by relevant ethical codes and demonstrate professional knowledge, technical and interpersonal skills, a professional attitude, and moral character. These factors are evaluated based on one's academic performance and one's ability to convey warmth, genuineness, respect, and empathy in interactions with clients, classmates, staff, and faculty. Students should also demonstrate the ability to

accept and integrate feedback, gain awareness of their impact on others, accept personal responsibility, and show effective and appropriate expression of emotions.

For further information about The University of Akron's policies regarding student ethics and conduct, please consult <http://www.uakron.edu/sja/> (Student Code of Conduct). Any student who feels that he/she may need accommodations due to the impact of a disability, please consult <http://www.uakron.edu/access/> or the Office of Accessibility at 330-972-7928.

PROGRAM ENDORSEMENT STATEMENT (for student recommendations)

Program faculty, recognizing the uniqueness of each student, seek to identify and extend knowledge, skills, and attitudes required by effective professional counselors. It is hoped that this emphasis will transfer to students and enable them to meet the diverse needs of various clientele. Students are encouraged to visit the Clinical Mental Health Counseling Program website to learn more about the program's objectives and philosophy:

<http://www.uakron.edu/soc/masters/cmhc/>

Student requests for endorsements should be directed to the appropriate individual faculty, as deemed most relevant to each student. Common requests for endorsements for recommendations include:

- Course Instructor – Practicum or Internship placement recommendations
- Faculty Advisor – Practicum, Internship, or employment recommendations; extracurricular opportunities (e.g., professional organization membership)
- Program/Clinical Coordinator – Practicum, Internship, or employment recommendations; extracurricular opportunities (e.g., professional organization membership)
- Clinical (Practicum or Internship) supervisor - licensure or employment recommendations

Decisions about the appropriateness of an endorsement for professional licensure and/or employment and/or extracurricular professional activity will be considered on an individual basis related to the specific endorsement being sought and the qualifications of the student. Students will not be given letters of reference for employment outside of their area(s) of demonstrated competence.

Program faculty endorsements decisions will primarily take into account information related to the Program's Student Retention Criteria, including but not limited to:

- The student's academic performance thus far in the Program (i.e., individual course grades and cumulative GPA)
- The student's professional fitness related to Student Candidacy Fitness Evaluation, as applicable
- The student's performance evaluations in clinical courses (i.e., Practicum and/or Internship), as applicable
- The student's performance related to the comprehensive examination, as applicable

- School of Counseling faculty feedback related to adherence to the School of Counseling Statement of Expectations

Appendix A

Tips for Program Success

These tips are designed to help you successfully navigate through the Clinical Mental Health Counseling Program. Please read them carefully:

1. **Receive and thoroughly review your Clinical Mental Health Counseling Student Handbook during your first semester in the program.** Make sure to direct program-related questions to your Faculty Advisor or the Clinical Mental Health Counseling Program Coordinator as soon as possible.
2. **Complete your Program Course Distribution (PCD) form during your first semester in the program.** You and your Faculty Advisor must sign this form (it must then be submitted to the College of Health Professions by your Faculty Advisor). By signing this form you acknowledge an awareness of course-related requirements necessary for completion of your degree.
3. **Throughout your program maintain an awareness of courses that carry prerequisites, and plan your curriculum carefully.** Program courses that carry prerequisites include:

Prerequisites – Students admitted Spring 2020 and prior: 5600: 600, 601, 635, 643, 645, 647, 648, 646, 651, 653, 664, 666, 674.

Prerequisites – Students admitted Fall 2020 and later: 5600: 600, 601, 635, 643, 645, 647, 648, 646, 651, 653, 662, 666, 674, 714.

4. **Register for classes as soon as online registration is open** (classes fill up early).
5. **Review and follow the Program’s student evaluation and retention guidelines throughout the Program to ensure successful completion of the degree.**
6. **For part-time students, remember that the Graduate School allows a maximum of 6 years to complete a master’s degree.** This six-year time limit begins the semester a student is officially admitted into the program.
7. **Plan to take the master’s comprehensive examination during the semester you are enrolled in Practicum.** Register with the School Administrative Assistant in advance of taking the examination (see Student Handbook for courses included on the exam and study resources).
8. **Because Internship placements are increasingly competitive, Practicum students are strongly encouraged to begin the Internship selection/placement process early.** It is recommended that students begin seeking Internship placements no later than the beginning of Practicum. An Internship site list is available from the Program/Clinical Coordinator.
9. **Before beginning Internship students must register with the State Board as a Clinical Trainee (CT).** Because this process may take several weeks to complete and includes a criminal records check, students are encouraged to begin this process toward the last 1/2 of Practicum.
10. **During the beginning of the semester enrolled in Internship, submit an online graduation application.**
11. **Make sure to check graduation-related deadlines the semester before you will graduate.**
12. **Know and follow the American Counseling Association Code of Ethics, the Counselor, Social Worker, and Marriage and Family Therapist Board Laws and Rules, and the University of Akron Code of Conduct.**
13. **If you have concerns during the Program, review the Student Grievance Procedures outlined in the Student Handbook so a resolution can be reached as efficiently and effectively as possible.**

Appendix B

Sample Planned (Course) Sequence – Part-time

First Semester

5600:600	Professional Orientation & Ethics (2 Credits) – <i>take first semester (i.e., as soon as possible)</i>
5600:601	Research & Program Eval (3 Credits)
5600:643	Counseling Theory and Philosophy (3 Credits)

Second Semester

5600:646	Multicultural Counseling (3 Credits)
5600:645	Tests and Appraisal (3 Credits) (<i>prerequisite 5600:601</i>)
5600:635	Intro to Clinical Counseling (2 Credits)

Third Semester

5600:647	Career Counseling (3 Credits)
5600:651	Techniques of Counseling (3 Credits)
5600:662	Diagnosis in Counseling (3 Credits)

Fourth Semester

5600:653	Group Counseling (4 Credits) (<i>prerequisite 5600:651</i>)
5600:666	Treatment in Clinical Counseling (3 Credits) (<i>prerequisite 5600:662</i>)

Fifth Semester

5600:732	Addiction Counseling I (3 Credits)
5600:664	Advanced Diagnosis in Counseling (3 Credits) (<i>prerequisite 5600:662</i>)
5600:XXX	Elective (3 Credits)

Sixth Semester

5600:648	Individual & Family Development Across the Lifespan (3 Credits)
5600:714	Evaluation of Mental Status (3 Credits)
5600:674	Prepracticum in Counseling (2 Credits) (<i>prerequisites 5600:651, 662</i>)

Seventh Semester

5600:675	Practicum in Counseling (5 Credits) (<i>prerequisites 5600: 600, 601, 635, 643, 645, 647, 648, 646, 651, 653, 662, 666, 674, 714</i>) (<i>master's comprehensive examination should be taken during Practicum semester</i>)
-----------------	--

Eighth Semester

5600:685	Internship in Counseling (3 Credits) (<i>prerequisite 5600: 675</i>)
-----------------	---

Ninth Semester

5600:685	Internship in Counseling (3 Credits)
-----------------	---

Sample Planned (Course) Sequence – Full-time**First Semester**

5600:600	Professional Orientation & Ethics (2 Credits)– <i>take first semester (i.e., as soon as possible)</i>
5600:601	Research & Program Eval
5600:647	Career Counseling (3 Credits)
5600:643	Counseling Theory and Philosophy (3 Credits)

Second Semester

5600:646	Multicultural Counseling (3 Credits)
5600:651	Techniques of Counseling (3 Credits)
5600:645	Tests and Appraisal (3 Credits) (<i>prerequisite 5600:601</i>)
5600:635	Intro to Clinical Counseling (2 Credits)

Third Semester

5600:653	Group Counseling (4 Credits) (<i>prerequisite 5600:651</i>)
5600:662	Diagnosis in Counseling (3 Credits)
5600:666	Treatment in Clinical Counseling (3 Credits) (<i>prerequisite 5600:662</i>)
5600:714	Evaluation of Mental Status (3 Credits)

Fourth Semester

5600:732	Addiction Counseling I (3 Credits)
5600:648	Individual & Family Development Across the Lifespan (3 Credits)
5600:664	Advanced Diagnosis in Counseling (3 Credits) (<i>prerequisite 5600:662</i>)
5600:674	Prepracticum in Counseling (2 Credits) (<i>prerequisites 5600:651, 662</i>)

Fifth Semester

5600:XXX	Elective (3 Credits)
5600:675	Practicum in Counseling (5 Credits) (<i>prerequisites 5600: 600, 601, 635, 643, 645, 647, 648, 646, 651, 653, 662, 666, 674, 714</i>) (<i>master's comprehensive examination should be taken during Practicum semester</i>)

Sixth Semester

5600:685	Internship in Counseling (3 Credits) (<i>prerequisite 5600: 675</i>)
-----------------	---

Seventh Semester

5600:685	Internship in Counseling (3 Credits)
-----------------	---

NOTE: The above is one example - specific order/sequence of courses may differ for each student depending upon credits taken, and when courses are offered. Students should consult their Faculty Advisor before planning their master's program.

Appendix C

Clinical Mental Health Counseling Program Schedule of Classes

Updated semester-by-semester course offerings can be found at
<https://www.uakron.edu/soc/masters/cmhc/schedule.dot>

The following reflects typical semesters that program-related classes are offered. However, due to university minimum enrollment requirements and other guidelines (e.g., accreditation standards), on occasion course offerings may vary. Please contact the School Administrative Assistant for questions.

<u>Course Number/Name</u>	<u>Semester(s) Offered</u>
• 5600:648 - Individual & Family Development	Fall, Spring (some Summers)
• 5600:646 - Multicultural Counseling	Fall, Spring (some Summers)
• 5600:601 - Research & Program Evaluation	Fall, Spring (some Summers)
• 5600:600 - Professional Orientation & Ethics	Fall, Spring
• 5600:635 - Intro to Clinical Counseling	Fall
• 5600:643 - Counseling Theory & Philosophy	Fall, Spring
• 5600:647 - Career Counseling	Fall, Spring (some Summers)
• 5600:645 - Tests & Appraisal in Counseling	Fall, Spring (some Summers)
• 5600:651 - Techniques of Counseling	Fall, Spring
• 5600:653 - Group Counseling	Fall, Spring, Summer
• 5600:666 - Treatment in Clinical Counseling	Fall
• 5600:674 - Prepracticum	Fall, Spring (some Summers)
• 5600:675 - Practicum	Fall, Spring, Summer
• 5600:685 - Internship	Fall, Spring, Summer
• 5600:732 - Addiction Counseling I	Fall, Spring
• 5600:662 – Diagnosis in Counseling	Fall, Spring
• 5600:714 – Evaluation of Mental Status	Spring
• 5600:664 – Advanced Diagnosis in Counseling	Fall, Spring
• 5600:660 - Counseling Children	Spring (semesters may change)
• 5600:655 - Introduction to Marriage & Family Therapy	Fall (semesters may change)
• 5600:622 - Play Therapy	Summer (semesters may change)
• 5600:621 - Counseling Youth at Risk	Spring (semesters may change)
• 5600:640 - Counseling Adolescents	Fall (semesters may change)
• 5600:620 - Issues in Sexuality for Counselors	Fall

NOTE: Some courses have prerequisites that must be taken into account before scheduling classes.

NOTE: The above schedule pattern is subject to change based on student enrollment and faculty resources.

Appendix D

Receipt of Confirmation of the Program's Student Handbook

Clinical Mental Health Counseling Master's Program

School of Counseling



By signing this form I attest that I have received, reviewed, understand, and agree to abide by all policies and procedures the Clinical Mental Health Counseling Program student handbook. I have discussed any questions with the Program/Clinical Coordinator or my Faculty Advisor.

I understand that I am responsible for the information presented in the student handbook.

Printed Name

Signature

Date

Note: Please return this document to the Program/Clinical Coordinator, Dr. Robert C. Schwartz (racs@uakron.edu), within 15 days after beginning the first course applied to the Clinical Mental Health Counseling master's degree. This document will be placed in your student file.

Appendix E

Practicum Forms and Evaluation Methods



The University of Akron
College of Health Professions
 School of Counseling

PRACTICUM MEMORANDUM OF AGREEMENT
Off-Campus Supervised Clinical Training

This Memorandum of Agreement serves as a supervision contract, and is intended to provide informed consent for off-campus site hosts/supervisors, University of Akron course instructors, and graduate students related to off-campus clinical training experiences.

Student Information

Trainee's Name:		Semester/Year:	
Trainee's Degree Program:		Training Experience (e.g., practicum, internship)	

University Course Instructor Information

Course Instructor's Name:		Course Number (related to training experience):	
Course Instructor's Phone Number:		Course Instructor's Email Address:	

Site Host/Supervisor Information

Site Host/Supervisor's Name and License #:		Name of Site (agency name):	
Site Supervisor's Phone Number:		Site Supervisor's Email Address:	

Site Supervisor's Full Mailing Address:	
---	--

Direct Client Service Responsibilities (scope of practice approved by site host/supervisor and instructor)

Types of Clinical Duties/Modalities Provided (group, individual, etc):	
--	--

**UNIVERSITY COURSE INSTRUCTOR, OFF-SITE SUPERVISOR, TRAINEE
ROLES AND RESPONSIBILITIES**

- *Training shall take place only during the dates specified below.*
- *A new Memorandum of Agreement shall be completed for each training site/supervisor.*
- *Memorandum of Agreement must be signed by site host/supervisor and student before training experience (e.g., clinical work) begins.*

Dates of Training Experience	From (M/D/Y):		To (M/D/Y):	
------------------------------	---------------	--	-------------	--

The UNIVERSITY COURSE INSTRUCTOR shall be responsible for the following:

1. Oversight and evaluation of academic requirements related to the course listed above, as described on the course syllabus.
2. Monitoring of the student's duties and fulfillment of course requirements during the clinical experience, and verifying that direct service duties are either within student's scope of practice or are being developed under supervision.
3. Assigning a course grade (with consultation from the off-site host/supervisor) based on course requirements.
4. Consultation with off-site host/supervisor as needed regarding trainee's work-related performance in order to evaluate academic progress through the course and/or program.
5. Contacting the site host face-to-face or by phone during the semester – once toward midterm, once toward end-semester. Arranging site visits and scheduling meetings with off-site host/supervisor, intern, and Program Coordinator when needed.

The OFF-SITE HOST/SUPERVISOR shall be responsible for the following:

1. Interviewing potential student trainee, and making determination about fit between student trainee and site.
2. Ensuring that the trainee is provided with an overall orientation to the site and specific skills/requirements necessary for the implementation of the training experience.
3. Ensuring that the trainee is provided with agency policies/procedures relevant to their work.
4. Providing supervision of training-related experiences at the site listed above, ensuring both a quality learning experience and oversight of work-related responsibilities.

Group counseling supervision = The supervisor will be physically present during the trainee's counseling experience (co-counseling), and the group/supervision may be conducted by a LPC, LPCC, LPCC/S, LISW, LMFT, or licensed psychologist.

Individual counseling supervision = Supervision must be conducted by a LPCC/S unless another licensed supervisor is preapproved by the Program/Clinical Coordinator under special circumstances while conforming to CACREP supervision standards.

5. Ensuring that direct service-related questions/emergencies are handled to ensure adequate client care.
6. Ensuring that legal vicarious responsibility for those being served by the trainee is taken by the organization and site supervisor; verifying that direct service duties are either within student's scope of practice or are being developed under the supervision of the site host.
7. Maintaining an active Ohio license throughout the training experience per the standards above.
8. Informing the university course instructor about any site or trainee-related issues that may negatively impact the trainee's learning or fulfillment of academic requirements.

The STUDENT/TRAINEE shall be responsible for the following:

1. Attesting that he/she has read, understands, and will conduct all professional behaviors in accordance with American Counseling Association ethics and Ohio laws. Any breach of ethical codes may result in consequences including removal from the training experience, a failing course grade, or dismissal from the program.
2. Adhering to the administrative policies, procedures, rules, and professional standards of the site.
3. Providing direct service to consumers either within one's scope of practice or while being developed under supervision.
4. Participating openly and fully in supervision sessions with site host/supervisor, and attempting to adhere to site supervisor's training recommendations.
5. Disclosing to site supervisor any unusual incidents regarding his/her clientele/training experience.
6. Informing the university course instructor about any site or supervisor-related issues that may negatively impact his/her learning or fulfillment of academic requirements.

Right of TERMINATION:

It is agreed to by the parties herein that the OFF-SITE HOST/SUPERVISOR or organization maintains the right to terminate the training experience of a student whose professional behaviors or health status is detrimental to the operation of the site or those it serves. However, such action will not be taken until a grievance against the trainee has been discussed with both the STUDENT/TRAINEE and the UNIVERSITY COURSE INSTRUCTOR.

The undersigned agree that the information provided above is accurate, and that all guidelines shall be adhered to throughout the training experience:

SITE HOST/SUPERVISOR (License Type and #) Date

STUDENT/TRAINEE Date

UNIVERSITY COURSE INSTRUCTOR Date

SUBMIT ORIGINAL/SIGNED FORM TO UNIVERSITY COURSE INSTRUCTOR:

School of Counseling, The University of Akron, 302 Buchtel Common, Akron OH 44325-5007

[Site Host/Supervisor and Student/Trainee should retain a copy of this agreement for future reference]

Revised 4/22/20

							XXXX XXX
							XXXX XXX
							XXXX XXX
							XXXX XXX
							XXXX XXX
							XXXX XXX
							XXXX XXX
X	Direct Service Indiv Total =	Direct Service Group Total =	Direct Service Other Total =	Indirect Hours Indiv Sup Total =	Indirect Hours Group Sup Total =	Indirect Hours Other Total =	Grand Total Direct & Indirec t Total =

Student Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____



The University of Akron
College of Health Professions
 School of Counseling

COUNSELOR TRAINEE SUPERVISION CONTRACT

(Adapted from Osborn & Davis, 1996)

This contract serves as a description of the counseling supervision provided by

_____ (“Supervisor”) to _____ (“Supervisee”), a Counselor Trainee enrolled in _____,

for the _____ Semester 20_____.

I. Purpose, Goals, and Objectives:

- A. Monitor and ensure welfare of clients seen by Supervisee.
- B. Promote development of Supervisee’s professional counselor identity and competence.
- C. Fulfill academic requirement for Supervisee’s practicum
- D. Fulfill requirements in preparation for Supervisee’s pursuit of counselor licensure

II. Context of Services:

- A. One (1) clock hour of individual supervision weekly.
- B. Individual supervision will be conducted in the Clinic for Individual and Family Counseling at the University of Akron on _____ (*day of week*), from _____ to _____ (*time*), where equipment is available to review videotapes.
- C. Supervision sessions will focus on cognitive, behavioral/interpersonal and affective aspects of clients/Supervisee/treatment interactions, ethical considerations, case consultation, review of tape recorded clinical sessions, and experiential learning (e.g., role plays) as needed.
- D. Regular review of written clinical documentation will occur during and/or outside of weekly supervision sessions.

III. Method of Evaluation:

- A. Feedback will be provided by the Supervisor during each session, and a formal evaluation in the form of objective ratings will be conducted at mid-semester and at the conclusion of the semester. A verbal and/or narrative evaluation will also

be provided at mid-semester and at the conclusion of the semester as an addendum to the objective evaluations.

- B. Specific feedback provided by Supervisor will focus on Supervisee's demonstrated counseling skills, professionalism and clinical documentation.
- C. Supervisee will evaluate Supervisor at mid-semester and at the close of semester, using a standard evaluation form for evaluating supervisors. A verbal and/or narrative evaluation will also accompany the objective evaluations.
- D. Supervision notes will be shared with Supervisee at Supervisor's discretion and at the request of the Supervisee.

IV. Duties and Responsibilities of Supervisor and Supervisee:

A. Supervisor

1. Examine client presenting complaints and treatment plans.
2. View videotapes of Supervisee's counseling sessions both within and outside of regularly scheduled supervision sessions.
3. Review and sign off on all client documentation.
4. Challenge Supervisee to justify approach and techniques used.
5. Monitor Supervisee's counseling skills.
6. Present and model appropriate directives/guidance.
7. Intervene when client welfare is at risk.
8. Ensure American Counseling Association (ACA) *Code of Ethics* are upheld.
9. Maintain weekly supervision case notes.

B. Supervisee

1. Uphold *ACA Code of Ethics*.
2. View counseling session videotapes in preparation for weekly supervision, and on an ongoing basis outside supervision sessions.
3. Be prepared to discuss all client cases – have client files, current and completed client case notes, and counseling session videotapes ready to review in weekly supervision sessions.
4. Justify client case conceptualizations made and approach/ techniques used.
5. Complete all clinical documentation and place in appropriate client files in a timely manner.
6. Consult with Counseling Center staff and Supervisor in cases of emergency.
7. Demonstrate openness to learning/Supervisor feedback.
8. Implement supervisory directives in subsequent sessions.

- C. Supervisee's Personal Learning Objectives will include the following (*completed by Supervisee and reviewed by Supervisor*)
-

V. Procedural Considerations:

- A. Supervisee’s written case notes, treatment plans and videotapes will be reviewed and evaluated in each supervision session.
- B. Issues related to Supervisee’s professional development will be discussed as needed.
- C. Supervision sessions will be used to discuss issues of conflict and failure of either party to abide by directives outlined in this contract. If concerns of either party are not resolved in supervision, the student’s program coordinator and/or School Chair will be consulted.
- D. In event of emergency, Supervisee is to contact Supervisor at _____, or through the Clinic for Individual and Family Counseling, (330) 972-6822.

VI. Supervisor’s Professional Disclosure Statement: Supervisor will provide Supervisee with a written Professional Disclosure Statement, including Supervisor’s license type and number, address and phone number, education, areas of competence/scope of practice, and contact information for the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board. See www.cswmft.ohio.gov for more information about the Professional Disclosure Statement.

VII. Terms of the Contract: This contract is subject to revision at any time, upon the request of either the Supervisor or Supervisee. A formal review of the contract will be made at mid-semester of. Revisions will be made only with consent of Supervisee and approval of the Supervisor.

We agree, to the best of our ability, to uphold the directives specified in this supervision contract and to conduct our professional behavior according to the ethical principles of our professional association.

_____	_____
<i>Supervisee</i>	<i>Date</i>
_____	_____
<i>Supervisor</i>	<i>Date</i>

This contract is effective from _____ to _____.
(start date) *(finish date)*



The University of Akron
College of Health Professions
School of Counseling

Counseling Tape Critique Form

Student Name:

Case #

Date:

Briefly describe the client's presenting concerns, and what happened during the counseling session - describe your focus for the session.

Summarize what you accomplished clinically during the session.

What skills/counselor qualities do you think you performed well, and what needed improvement.

What are your plans for the next session.

What type of feedback would you like from your supervisor.

Supervisor's Comments.



The University of Akron
College of Health Professions
 School of Counseling

Practicum Trainee Performance Evaluation

Trainee Name:	Semester:
Supervisor Name:	Evaluation Date:
Supervisor Signature:	

Instructions: Please rate the trainee on the following items using the Likert scale below. A rating of 3 (competent) or higher is required in all areas in order to receive a passing grade for the course.

Rating Scale: 5 = exemplary, 4 = skilled, 3 = competent, 2 = needs improvement, 1 = remedial

	1	2	3	4	5	Score
1. Trainee demonstrates an understanding of the ACA Code of Ethics and Ohio Counselor Laws and Rules.	Insufficient understanding demonstrated	General understanding demonstrated but needs improvement	Sufficient understanding demonstrated	Full understanding demonstrated	Full, in-depth, and comprehensive understanding demonstrated	
2. Trainee understands relevant legislation and government policies related to the profession.	Insufficient understanding demonstrated	General understanding demonstrated but needs improvement	Sufficient understanding demonstrated	Full understanding demonstrated	Full, in-depth, and comprehensive understanding demonstrated	
3. Trainee maintains scheduled appointments with clients and avoids non-approved cancellations.	Inadequately maintains scheduled appointments	Generally maintains scheduled appointments but needs improvement	Adequately maintains scheduled appointments	Always maintains and is prepared for scheduled appointments	Consistently maintains, is prepared for, and is early for scheduled appointments	

4. Trainee maintains scheduled appointments with supervisor and avoids non-approved cancellations.	Inadequately maintains scheduled appointments	Generally maintains scheduled appointments but needs improvement	Adequately maintains scheduled appointments	Always maintains and is prepared for scheduled appointments	Consistently maintains, is prepared for, and is early for scheduled appointments	
5. Trainee completes all documentation accurately and within the timeframe established.	Inadequate documentation completion	Documentation generally completed but needs improvement	Adequately completes documentation	Accurately and conscientiously completes documentation	Consistently, accurately and early documentation completion	
6. Trainee demonstrates professionalism with clients, colleagues and supervisors (e.g., communication, interpersonal skills, conscientiousness, etc)	Inadequate behaviors demonstrated	Behaviors generally demonstrated but needs improvement	Behaviors adequately demonstrated	Behaviors proficiently demonstrated	Behaviors consistently demonstrated	
7. Trainee is aware of their own belief systems, values, and cultural limitations on their work with clients.	Inadequate awareness demonstrated with clients	General awareness demonstrated with clients but needs improvement	Adequate awareness demonstrated with clients	Heightened awareness demonstrated with clients	Excellent awareness demonstrated with both clients and supervisors	
8. Trainee understands cultural factors relevant for effective counseling practice.	Insufficient understanding demonstrated	General understanding demonstrated but needs improvement	Sufficient understanding demonstrated	Full understanding demonstrated	Full, in-depth, and comprehensive understanding demonstrated	
9. Trainee demonstrates the ability to engage with clients in the intake interview.	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	

10. Trainee effectively uses a mental health history during the assessment process and during diagnosis decision-making.	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
11. Trainee utilizes appropriate psychological assessment methods to develop biopsychosocial client conceptualizations.	Inadequate utilization demonstrated	General utilization demonstrated but needs improvement	Adequate utilization demonstrated	Proficient utilization demonstrated	Excellent utilization demonstrated	
12. Trainee demonstrates use of open-ended questions to engage the client.	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
13. Trainee demonstrates use of reflection to engage the client.	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
14. Trainee demonstrates use of summarization to engage the client.	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
15. Trainee demonstrates use of empathy to engage the client.	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
16. Trainee demonstrates use of empathy to build rapport toward client growth and development.	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	

17. Trainee demonstrates beginning use of interventions for prevention and treatment of mental health issues.	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
18. Trainee shows an understanding of theory-based models and interventions for the treatment of mental health issues.	Insufficient understanding demonstrated	General understanding demonstrated but needs improvement	Sufficient understanding demonstrated	Full understanding demonstrated	Full, in-depth, and comprehensive understanding demonstrated	
19. Trainee develops comprehensive treatment plans with clients.	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	

Below please provide any other written qualitative information that would be helpful in evaluating the student’s performance in practicum:

Appendix F

Internship Forms and Evaluation Methods

**CLINICAL MENTAL HEALTH COUNSELING INTERNSHIP
SITE INFORMATION/REGISTRATIONFORM**

Please complete form and return to the Program/Clinical Coordinator for Internship approval before agreeing to accept a placement or applying for Clinical Trainee status. One (separate) form must be completed for each site and/or supervisor requested for Internship.

Student Information

Student Name:		Student ID:	
Degree/ Program:	Clinical Mental Health Counseling Master's Program	First Semester of Internship (Semester/Year):	
Email Address:		Phone Number:	

Proposed Internship Site/Supervisor Information

Site Host/ Supervisor's Name:		Name of Site (agency name):	
Supervisor's License Type (PCC-S, etc):		Supervisor's License Number:	
Site Supervisor's Phone Number:		Site Supervisor's Email Address:	
Supervisor's Full Mailing Address:			

Direct Client Service Duties (the following clinical duties outline the 'direct service' counseling scope of practice)

Types of Clinical Duties/Modalities Provided:	
---	--



Clinical Mental Health Counseling Program

Internship Memorandum of Agreement Off-Campus Supervised Clinical Training

This Memorandum of Agreement serves as a supervision contract intended to provide informed consent for off-campus site hosts/supervisors, course instructors, and students related to off-campus clinical training experiences.

Student Information

Student's Name:		Semester/Year:	
Trainee's Degree Program:	Clinical Mental Health Counseling Master's Degree	Training Experience (e.g., practicum, internship)	

University Course Instructor Information

Course Instructor's Name:		Course Number/Name:	5600:685 Internship
Course Instructor's Phone Number:		Course Instructor's Email Address:	

Site Host/Supervisor Information

Site Host/Supervisor's Name and License #:		Name of Site:	
Site Supervisor's Phone Number:		Site Supervisor's Email Address:	

Site Supervisor’s Full Mailing Address:	
---	--

Direct Client Service Responsibilities (scope of practice is approved by site host/supervisor and instructor)

Types of Direct Clinical Duties Provided During Internship:	
---	--

ROLES AND RESPONSIBILITIES

- ***Training shall take place only during the dates specified below.***
- ***A new Memorandum of Agreement shall be completed for each training site/supervisor.***
- ***Memorandum of Agreement must be signed by site host/supervisor and student before direct service (e.g., clinical work) begins.***

Dates of Training Experience	From (M/D/Y):		To (M/D/Y):	
------------------------------	---------------	--	-------------	--

UNIVERSITY COURSE INSTRUCTOR shall be responsible for the following:

6. Oversight and evaluation of academic requirements related to the course listed above, as described on the course syllabus.
7. Monitoring of the student's duties and fulfillment of course requirements during the clinical experience, and verifying that direct service duties are either within student’s scope of practice or are being developed under supervision.
8. Assigning a course grade (with consultation from the off-site host/supervisor) based on course responsibilities.
9. Consultation with off-site host/supervisor as needed regarding trainee’s work-related performance in order to evaluate academic progress through the course and/or program.
5. Contacting the site host face-to-face or by phone at least once during each semester. Arranging a site visit during the first semester of internship when possible, and scheduling meetings with off-site host/supervisor, intern, and Program Coordinator when needed.

ORGANIZATION/TRAINING SITE shall be responsible for the following:

1. Interviewing potential students, and making determination about fit between student trainee and site.
2. Notifying student that he/she must adhere to administrative policies/procedures at the site.
3. Ensuring that student is provided with an overall orientation to the site and specific skills/requirements necessary for the training experience.
4. Ensuring that student is provided with agency policies/procedures and an overall orientation relevant to their work.
5. Providing student with adequate work space, office supplies, and staff support to complete their duties.
6. Designating a qualified site host/supervisor for the duration of the training experience.

OFF-SITE HOST/SUPERVISOR shall be responsible for the following:

9. Providing supervision of training-related experiences at the site, ensuring both a quality learning experience and oversight of work-related responsibilities. **Supervision must include at minimum one hour of weekly individual or triadic supervision sessions on a regular schedule.**
10. Providing the trainee with direct and indirect service opportunities within their scope of practice.

Direct service refers to direct contact with clients providing counseling-related services including: individual, couple, family and/or group counseling, assessment, diagnosis, treatment planning. The intention of direct service is gaining supervised professional counseling skills, therefore non-participatory observation or non-counseling-related experiences (case management, documentation, etc) do not count as direct service;

Indirect service refers to work-related experiences that are not direct counseling services with clients such as: supervision, staff meetings/trainings, documentation, preparation activities for counseling sessions, case management functions, being on the job site without client contact (e.g., no-shows, etc).

11. Ensuring that the trainee is provided with the flexibility to audio and/or videotape interactions with clients for use in supervision, or has the opportunity for live observation/feedback from site host(s) in accordance with the host's policies/procedures/confidentiality guidelines. Supervision relying solely on case consultation does not meet standards.
12. Ensuring that direct service-related questions/emergencies are handled to ensure adequate client care.
13. Ensuring vicarious responsibility for clients served by the trainee; verifying that direct service duties are within trainee's scope of practice or are being developed under supervision.
14. Completing all required course documentation including an end-semester performance evaluation.
15. Maintaining an active Ohio Professional Clinical Counselor (Supervising Counselor) license throughout the training experience unless a different license type has been preapproved by the Program/Clinical Coordinator.
16. Accepting registration with the Ohio Counselor, Social Worker & Marriage and Family Therapist Board as the trainee's direct supervisor, including providing information and completing documentation to this effect.
17. Informing the university course instructor immediately about any site or trainee-related issues that may negatively impact the trainee's learning or fulfillment of academic requirements.
18. Developing/implementing an individualized remediation plan with student's/instructor's approval prior to considering termination of the internship placement, when significant training issues arise.

STUDENT shall be responsible for the following:

7. Knowing and following all internship course syllabus and student handbook policies/procedures.
8. Maintaining Ohio Clinical Trainee status (unless waived under special circumstances) throughout the experience.
9. Maintaining active professional liability insurance throughout the experience.
10. Attesting that he/she has read, understands, and will conduct all professional behaviors in accordance with American Counseling Association ethics and Ohio laws. Any breach of ethical codes may result in consequences including removal from the training experience, a failing course grade, or dismissal from the program.
11. Adhering to the administrative policies, procedures, rules, and professional standards of the site.
12. Providing direct service to consumers either within one's scope of practice or while being developed under supervision per ACA ethical codes.
13. Participating openly and fully in supervision sessions with site host/supervisor, and attempting to adhere to site supervisor's training recommendations.
14. Disclosing to site supervisor any unusual incidents regarding his/her clientele/training experience.
15. Informing the university course instructor immediately about any site or supervisor-related issues that may negatively impact his/her learning or fulfillment of academic requirements.

Right of TERMINATION:

It is agreed to by the parties below that the site host/supervisor/organization maintains the right to terminate the student's training experience, only after due process through implementation of a remediation plan, when professional behaviors are detrimental to the operation of the site or those it serves. The student/trainee and the university course instructor will be notified before termination is considered.

The undersigned agree that the information provided in this agreement is accurate, and all guidelines will be adhered to throughout the training experience:

SITE HOST/SUPERVISOR Date

INTERNSHIP APPROVAL REPRESENTATIVE (if different from site host/supervisor) Date

STUDENT Date

UNIVERSITY COURSE INSTRUCTOR Date

SUBMIT ORIGINAL/SIGNED FORM TO UNIVERSITY COURSE INSTRUCTOR

[Site Host/Supervisor and Student should retain a copy for future reference]



The University of Akron
College of Health Professions
 School of Counseling

Internship Trainee Performance Evaluation

Trainee Name:	Semester:
Supervisor Name:	Evaluation Date:
Supervisor Signature:	

Instructions: Please rate the trainee on the following items using the Likert scale below. A rating of 3 (competent) or higher is required in all areas in order to receive a passing grade for the course.

Rating Scale: 5 = exemplary, 4 = skilled, 3 = competent, 2 = needs improvement, 1 = remedial

	1	2	3	4	5	Score
1. Trainee demonstrates an understanding of the ACA Code of Ethics and Ohio Counselor Laws and Rules.	Insufficient understanding demonstrated	General understanding demonstrated but needs improvement	Sufficient understanding demonstrated	Full understanding demonstrated	Full, in-depth, and comprehensive understanding demonstrated	
2. Trainee understands relevant legislation and government policies related to the profession.	Insufficient understanding demonstrated	General understanding demonstrated but needs improvement	Sufficient understanding demonstrated	Full understanding demonstrated	Full, in-depth, and comprehensive understanding demonstrated	
3. Trainee maintains scheduled appointments with clients and avoids non-approved cancellations.	Inadequately maintains scheduled appointments	Generally maintains scheduled appointments but needs improvement	Adequately maintains scheduled appointments	Always maintains and is prepared for scheduled appointments	Consistently maintains, is prepared for, and is early for scheduled appointments	
4. Trainee maintains scheduled appointments with supervisor and avoids non-approved cancellations.	Inadequately maintains scheduled appointments	Generally maintains scheduled appointments but needs improvement	Adequately maintains scheduled appointments	Always maintains and is prepared for scheduled appointments	Consistently maintains, is prepared for, and is early for scheduled appointments	

<p>5. Trainee completes all documentation accurately and within the timeframe established.</p>	<p>Inadequate documentation completion</p>	<p>Documentation generally completed but needs improvement</p>	<p>Adequately completes documentation</p>	<p>Accurately and conscientiously completes documentation</p>	<p>Consistently, accurately and early documentation completion</p>	
<p>6. Trainee understands recording keeping, third party reimbursement and other counseling practice management issues.</p>	<p>Insufficient understanding demonstrated</p>	<p>General understanding demonstrated but needs improvement</p>	<p>Sufficient understanding demonstrated</p>	<p>Full understanding demonstrated</p>	<p>Full, in-depth, and comprehensive understanding demonstrated</p>	
<p>7. Trainee demonstrates professionalism with clients, colleagues and supervisors (e.g., communication, interpersonal skills, conscientiousness, etc)</p>	<p>Inadequate behaviors demonstrated</p>	<p>Behaviors generally demonstrated but needs improvement</p>	<p>Behaviors adequately demonstrated</p>	<p>Behaviors proficiently demonstrated</p>	<p>Behaviors consistently demonstrated</p>	
<p>8. Trainee is aware of their own belief systems, values, and cultural limitations on their work with clients.</p>	<p>Inadequate awareness demonstrated with clients</p>	<p>General awareness demonstrated with clients but needs improvement</p>	<p>Adequate awareness demonstrated with clients</p>	<p>Heightened awareness demonstrated with clients</p>	<p>Excellent awareness demonstrated with both clients and supervisors</p>	
<p>9. Trainee understands cultural factors relevant for effective counseling practice.</p>	<p>Insufficient understanding demonstrated</p>	<p>General understanding demonstrated but needs improvement</p>	<p>Sufficient understanding demonstrated</p>	<p>Full understanding demonstrated</p>	<p>Full, in-depth, and comprehensive understanding demonstrated</p>	
<p>10. Trainee shows the ability to perform an intake interview, biopsychosocial history, mental health history,</p>	<p>Inadequate ability demonstrated</p>	<p>General ability demonstrated but needs improvement</p>	<p>Adequate ability demonstrated</p>	<p>Proficient ability demonstrated</p>	<p>Excellent ability demonstrated</p>	

mental status examination, and psychological assessments for treatment planning purposes.						
11. Trainee effectively develops diagnoses based on the Diagnostic and Statistical Manual of Mental Disorders (DSM) and the International Classification of Diseases (ICD).	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
12. Trainee effectively uses psychological tests and assessment methods.	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
13. Trainee demonstrates strategies for interfacing with the legal system regarding court-referred clients when needed.	Inadequate strategies demonstrated	General strategies demonstrated but needs improvement	Adequate strategies demonstrated	Proficient strategies demonstrated	Excellent strategies demonstrated	
14. Trainee develops comprehensive treatment plans with clients.	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
15. Trainee applies evidenced-based interventions for the prevention and treatment of a broad range of mental health issues.	Inadequate application demonstrated	General application demonstrated but needs improvement	Adequate application demonstrated	Proficient application demonstrated	Excellent application demonstrated	
16. Trainee understands strategies for	Insufficient understanding demonstrated	General understanding demonstrated	Sufficient understanding demonstrated	Full understanding demonstrated	Full, in-depth, and comprehensive	

interfacing with integrated behavioral healthcare professionals.		but needs improvement			understanding demonstrated	
17. Trainee shows an understanding of theory-based models and interventions for the treatment of mental health issues.	Insufficient understanding demonstrated	General understanding demonstrated but needs improvement	Sufficient understanding demonstrated	Full understanding demonstrated	Full, in-depth, and comprehensive understanding demonstrated	
18. Trainee demonstrates strategies to advocate for persons with mental health issues when needed.	Inadequate strategies demonstrated	General strategies demonstrated but needs improvement	Adequate strategies demonstrated	Proficient strategies demonstrated	Excellent strategies demonstrated	

Below please provide any other written qualitative information that would be helpful in evaluating the student’s performance in internship:

Appendix G

Student Candidacy Fitness Evaluation

**Clinical Mental Health Counseling Master’s Program
School of Counseling**

This form is intended to provide feedback to program faculty and students regarding performance concerns in key areas related to courses serving as prerequisites for clinical courses such as Practicum and Internship.

The purpose is to track student development and offer remediation, when needed, as student fitness concerns are identified throughout the program’s curriculum.

Instructions to instructor: (1) complete top portion; (2) rate student on each area; (3) describe any areas for growth (i.e., rating 1); (4) sign and date form; (5) return to Program/Clinical Coordinator.

Rate the student above according to a 3-point Likert-type scale (where observed) in the following areas, describing areas for growth (i.e., ratings of 1):

1 = Deficient **2 = Adequate** **3 = Good**
(Remediation Needed) **(Acceptable But Developing)** **(No Limitations Noted)**

Openness to Learning/Feedback

1 = Deficient	2 = Adequate	3 = Good	Not Observed
E.g., dogmatic about own perspective. Ignores or was defensive about constructive feedback. Shows little or no evidence of incorporating feedback received.	E.g., amenable to discussion of multiple perspectives. Usually accepts constructive feedback. Some evidence of effort to incorporate feedback received.	E.g., solicits others’ perspectives. Invites constructive feedback. Shows evidence of incorporation of feedback received.	N/A
Describe ratings of 1:			

Flexibility

1 = Deficient	2 = Adequate	3 = Good	Not Observed
E.g., shows little or no effort to flex own responses to changing demands. Intolerant of unforeseeable or necessary changes in protocol.	E.g., shows effort to recognize and flex own responses to changing demands. Attempts change with unforeseeable or necessary alternations in protocol.	E.g., demonstrates changing own responses to environmental demands. Accepts unforeseeable or necessary changes in protocol.	N/A
Describe ratings of 1:			

Self-Awareness

1 = Deficient	2 = Adequate	3 = Good	Not Observed
E.g., words and actions reflect little or no concern for how others were impacted by them. Little effort toward understanding self and limitations.	E.g., effort toward reflecting on how words and actions reflect on others. Effort toward understanding self and limitations.	E.g., demonstrates reflection on how words and actions reflect on others. Shows understanding of self and limitations.	N/A
Describe ratings of 1:			

Personal Responsibility/Conscientiousness

1 = Deficient	2 = Adequate	3 = Good	Not Observed
E.g., minimizes or embellished information to minimize problems. Blames others for problems. Is late for, or disruptive in, class. Is not conscientious.	E.g., attempts not to embellish information minimize problems. Attempts to reflect on problems. Is generally on time for, and not disruptive in, class. Attempts to be conscientious.	E.g., does not embellish information to minimize problems. Shows self-reflection with problems. Is on time for, and participates in, class. Is conscientious.	N/A
Describe ratings of 1:			

Professional Maturity

1 = Deficient	2 = Adequate	3 = Good	Not Observed
E.g., Insufficient self-control (anger, etc). Deficits in problem-solving. Minimal respect for personal/cultural differences.	E.g., Attempts self-control (anger, etc). and appropriate problem-solving. Shows some respect for personal/cultural differences.	E.g., Demonstrates self-control. Uses appropriate problem-solving strategies. Displays respect for personal/cultural differences.	N/A
Describe ratings of 1:			

Academic/Classroom Performance

1 = Deficient	2 = Adequate	3 = Good	Not Observed
E.g., Poor written skills. Poor oral communication skills. Poor in-class performance. At risk of/will/did receive grade of less than 3.0 or B- in class.	E.g., Acceptable written skills. Shows adequate oral communication skills. Will/did receive adequate/passing grade in class.	E.g., Good written skills. Displays oral communication skills. Will/did receive above average grade in class (e.g., 3.5/B+ or better).	N/A
Describe ratings of 1:			

Ethics

1 = Deficient	2 = Adequate	3 = Good	Not Observed
E.g., Does not know or continually follow program or ethical guidelines. Concerns related to School of Counseling Statement of Expectations.	E.g., Attempts to know and usually follows program and ethical guidelines. Attempts to follow School of Counseling Statement of Expectations.	E.g., Shows a heightened understanding of, and continually follows, program and ethical guidelines. Follows School of Counseling Statement of Expectations.	N/A
Describe ratings of 1:			

THIS PAGE INTENTIONALLY LEFT BLANK