

Stockton University

**Practicum and Internship
Handbook**

M.A. Counseling

2019-2020

Director of Program: Sara Martino, Ph.D.
Internship Coordinator: John H. White, Ph.D.

Table of Contents	
Introduction	3
Field Placement in Counseling	3
Overview of Field Experiences	5
Student Role in Fieldwork	6
Student Checklist for Field Placement	7
Clinical Sites: Introduction	9
The Practicum (COUN 5900)	9
Requirements for Admission to Practicum (COUN 5900)	10
The Internship (COUN 5901 and COUN 5902)	10
Requirements for Admission to Internship (COUN 5901 and COUN 5902)	11
Choosing a Field Placement Site	13
Qualifying a Field Placement Site	14
Internship or Practicum at Place of Employment	14
Diversity of Experience Requirement	14
Important Note Regarding the Field Placement Experience	15
Process for Securing a Field Placement	16
Responsibilities During Field Placement	18
Agency Responsibilities	18
The Student's Responsibilities	19
The On-Site Supervisor's Responsibilities	20
Internship Coordinator Responsibilities	21
University Faculty Responsibilities	21
Grading Policies	22

Introduction

The goal of this handbook is to describe the procedures that students need to follow to successfully complete field placements, including the practicum and internships for the **Master of Arts in Counseling** program. The primary goal of field placement programs is to prepare student counselors to practice professionally, effectively, and ethically in a variety of settings. Students utilizing classroom learning and applying that knowledge to practice environments are already equipped with theoretical, historical, and clinical knowledge. All CACREP programs mandate supervised practicum and internship experiences.

The practice of Mental Health Counseling is defined as "the application of mental health, psychological or human development principles, through cognitive, affective, behavioral or systemic intervention strategies, that address wellness, personal growth, or career development, as well as pathology" (ACA, 1997). Stockton University's Master of Arts in Counseling equips students with the theoretical and practical aspects of a career in counseling.

An essential part of the Master of Arts in Counseling is clinical field experience. Students have the opportunity to complete up to 9 credits of supervised field experience, including counseling actual clients at University approved field sites. Each field experience is aided by close clinical supervision at the site, as well as at the University. This handbook will provide students with details of the requirements for such site experience, the process for selecting sites, and all the details for completing the two phases: the practicum and subsequent internships.

The practicum is the initial field placement experience that begins in the student's second semester. Internships are field experiences after the completion of the practicum and the first internship begins in the third semester.

Field Placement in Counseling

The field placement experience is a vital and required component of graduate education in counseling. The practicum and internships provide opportunities for students in training to expand and enrich their personal and professional development by ensuring that they are provided the required supervised counseling experience. The field placement experience is also a requirement of the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), as well as the State of New Jersey. Field placement provides an opportunity to experience counseling under the direction of an "on-site" supervisor and a Stockton University faculty member.

According to CACREP guidelines, counselors in training should have the following opportunities through their field placement experiences:

- 1) Experience in individual and group interactions;

- 2) Opportunities for students to counsel clients representative of the ethnic, lifestyle, and demographic diversity of their community;
- 3) Involvement in a variety of professional activities in addition to direct service work;
- 4) Use of a variety of professional resources such as measurement instruments, computers, print and non-print media, professional literature, and research;
- 5) Apply the ethical code and guidelines of the American Counseling Association (ACA);
- 6) Receive extensive supervision supported by observational and communications technologies.

There are three important outcomes of a successful field placement experience for the student:

- 1) It gives students the opportunity to integrate and apply the fundamentals of the profession under the direction of qualified supervisors;
- 2) It forms the basis for the transition from the student role to the role of the professional counselor;
- 3) It shapes future employment by developing skills of working with particular client populations, practicing counseling modalities, and/or dealing with particular presenting problems.

Overview of Field Experiences

The field placement experience at Stockton University is divided into a three credit practicum (COUN 5900) and up to six credits in clinical internships (COUN 5901, COUN 5902). The practicum (COUN 5900) is the student's first off-campus counseling experience. As such, it is likely to be the first time the counseling student meets with a real client and the first time the student applies the body of knowledge of the counseling profession to helping another person. During the practicum, the student counselor is steered through initial experiences of counseling with intense supervision provided by both an off-campus site supervisor, and an on-campus faculty member in group settings in a weekly class. The goal is to reach a higher level of autonomy, confidence, counseling knowledge, and skills.

The clinical internship (COUN 5901, COUN 5902) assumes that the goals of the practicum have been successfully accomplished. During the clinical internship, the student is again provided individual supervision by a qualified site supervisor and weekly group supervision by a Stockton faculty member. The goal of the clinical internship is for the student to become a confident, independent, and knowledgeable counselor, who is able to support clients and integrate her/his own skills with input from other appropriate sources. In both the practicum and the internship, students are evaluated both by their site supervisors and the supervising Stockton faculty members. The feedback from these evaluations provides useful input to guide further professional growth. Students in the program are required to complete two semesters of clinical internship.

This handbook provides information for students regarding the steps and timelines for application to register for either the practicum or internship experiences, the prerequisites for each, and the requirements for successful completion. The necessary forms mentioned in this handbook will be available from the Internship Coordinator.

Student Role in Field Work

Students are required to take charge of their own field experiences. This handbook provides the necessary information for completing the steps of the placement and the actual counseling experiences and associated course requirements. The faculty and the Internship Coordinator will be available at all times to support students' growth throughout the field placements. This handbook will also be available to the field placement sites.

At the beginning of a clinical experience the student should meet with the site supervisor to determine mutually agreeable goals and expectations that are in line with the requirements of the practicum and the internship. The Internship Coordinator and the Stockton faculty will be in contact with the on-site supervisor to ensure that the value of the student's experience is maximized.

Students are expected to take the initiative to complete all the requirements that are specified for their field experience. The process steps and the associated documentation are described in this manual. Students are required to ensure that all preparatory paperwork, evaluations, logs, and approvals are completed.

A field experience is a great opportunity, but its value is very much dependent on the efforts expended by the student. Students are strongly encouraged to take the initiative to get involved in diverse situations and work with diverse clients in diverse counseling modalities. Counseling careers can be shaped by these experiences.

Student Checklist for Field Placement

(The forms mentioned here will be distributed by the Internship Coordinator.)

1. Complete the *Field Placement Application* and submit this form to the Internship Coordinator. This is the first step of the process. Due dates are on the forms.
2. At least 3-4 months prior to the start of your course, search for a placement site (the sooner the better). A list of possible sites will be provided by the Internship Coordinator. If you wish to be at a placement that is not on the program's list, contact the agency to determine if they will allow you to complete your practicum/internship there. With the site supervisor, complete the Site Supervision and Practicum Agreement form.
3. Once you have obtained a commitment for a placement, submit the Site Supervision and Practicum Agreement form to the Internship Coordinator. Also have the Site Supervisor submit a copy of his/her curriculum vitae and copy of his/her current license. Obtain a completed Supervision Plan from your supervisor that should be submitted to the instructor of the class and the Internship Coordinator one week before the first day of the placement class. This must be completed at least 2 weeks prior to the first class.
4. Registration can only be completed by the Internship Coordinator. Note that registration will only be completed after the student obtains a field site and sends in a completed Site Supervision and Practicum Agreement form. Registration may or may not be for the preferred site! Order of registration is by the date of completion for the Site Supervision and Practicum Agreement form.
5. Obtain Student Liability Insurance before you start working at your site. This is available through the ACA website or at www.HPSO.com. Provide this certificate to the Internship Coordinator a week before the practicum begins.
6. As early as possible, have the site supervisor complete the Site Supervision and Agreement Form.
7. During your field placement:
 - a. Make sure you become familiar with the agency operations.
 - b. Attend required and relevant optional meetings.
 - c. Learn all the documentation and operational procedures.
 - d. Take all opportunities to attend professional meetings and seminars.

- e. Make sure you meet with your site supervisor for an hour each week (work with your supervisor on biweekly progress report if you are in a practicum).
 - f. Record sessions (at least 2 for practicum, at least 1 for each internship).
 - g. Keep an accurate log of your hours and activities and have your site supervisor sign the hours/activity log each week. The hours/activity log will be submitted to the Internship Coordinator.
8. Complete self-evaluation at the middle and end of placement.
9. Complete the Field Placement Reaction form.
10. It is the student's responsibility to ensure that your Site Supervisor completes the evaluations at the middle and the end of the semester. These forms will be sent to the Internship Coordinator via e-mail.

Clinical Sites: Introduction

The University is working on securing appropriate practicum and internship sites. These sites will be selected via a qualification process that ensures that students are provided an adequate client load, a client base of sufficient diversity, and site supervision that meets the requirements set forth by state and national licensure and accreditation boards.

Students may select sites based on their own interests, time constraints, and geographic proximity. Students may also recommend additional sites to be qualified by the University. Agreements between the University and the sites will be defined based on the specific needs of the site.

The University appreciates the efforts of its training sites to support students. It is expected that through the completion of all semesters of supervised field experiences, students will develop the skills required for an entry-level professional counselor. This handbook serves to support the implementation of the syllabus for each field experience course and serves to integrate the student's experiences in the field with those at school. The Internship Coordinator will be available to support the sites and the Counseling Program in providing the best possible academic and practical experience for the students.

The Practicum (COUN 5900)

The requirements for the practicum include 100 hours of service at the site, of which at least 40 hours are spent on direct client contact. Direct contact is defined as the student having full responsibility (potentially under direct supervisory observation) for counseling an individual or facilitating a group (or co-facilitating). A qualified supervisor must provide at least one hour of dyadic or triadic supervision each week, which will take place on campus by an approved practicum supervisor. In addition, practicum students are required to record at least two counseling sessions. These sessions are analyzed during individual or group supervision. Students must remain at their sites for the entire length of the course even if they have already exceeded the required hours unless otherwise authorized by the Site Supervisor and the Internship Coordinator.

Formal evaluations are completed by the site-supervisor at the middle and at the end of the semester. These evaluations will be provided by the Internship Coordinator.

Policy for taking an Incomplete in COUN 5900: Students must have completed at least 80% of their total hours in order to take an incomplete in the course. They must complete the required number of hours and complete all requirements before moving on to the internship.

Requirements for Admission to Practicum (COUN 5900)

- 1) Satisfactory progress in your graduate program as demonstrated by successful completion of at least 15 credits prior to the beginning of Practicum. "Successful completion" means that a student must make a B+ or better in Introduction to Counseling, and not more than two grades of B in the other courses. (This is a CACREP requirement).
- 2) Completion of the following courses:
 - Introduction to Counseling (COUN 5110)
 - Psychopathology (COUN 5120)
 - Theories of Counseling (COUN 5115)
 - Legal and Ethical Issues (COUN 5125)
 - Community Agency Counseling (COUN 5205)
- 3) Satisfactory understanding and progress in the development of the professional objectives for students as outlined in this handbook as assessed by the student's advisor.
- 4) The Field Placement/Practicum Application is due by April 1 for the summer, July 1 for the Fall, and November 1 for the Spring semester. After the advisor's signature, submit to the Internship Coordinator. Registration cannot be completed until a placement is obtained and a signed Site Supervision and Agreement Form is provided to the Internship Coordinator along with the Site Supervisor's curriculum vitae and copy of most current license.
- 5) Students should ensure that they begin to search for sites early in order to make sure that they can complete the process in time.
- 6) After finding a site, the student is to ensure completion of the Site Supervision and Agreement Form (and supporting documents) by the site personnel and submit it to the Internship Coordinator at least two weeks prior to the start of the semester. The commitment of a site and completion of the Site Supervision and Agreement Form are required before a student is actually registered for a COUN 5900 class. Please note that if a more customized legal Affiliation Agreement needs to be signed by the University and the Field Placement site, this process may take weeks.

The Internship (COUN 5901, COUN 5902)

Students seeking to complete the M.A. degree and prepare for licensing are required to take two semesters of Clinical Internship courses (COUN 5901 and COUN 5902). Each Internship course requires 300 site hours, of which at least 150 must be in direct client contact. Students may bank up to 100 site service hours (maximum of 50 direct) from a semester to be used as credit for the next semester, as long as the total hours for each of the courses are met. In all cases, students must remain at

their site for the entire length of each course, even if they have exceeded the required service hours, unless otherwise authorized by the Site Supervisor and the Internship Coordinator. An hour of weekly individual site supervision must be provided by a qualified Site Supervisor. At least one and a half hours of group supervision will also be provided on a weekly basis by Stockton University faculty. These small supervision groups will also help the student grow through shared experiences.

Formal evaluations of counseling skills and growth will be provided by the Site Supervisor at the middle and at the end of the semester. Evaluation forms will be supplied by the Internship Coordinator.

The goal of the internship is to grow the counseling skills of the counseling student. In addition to direct counseling experiences, the intern should engage in opportunities for other professional activities, such as lectures, meetings of professional associations, etc. An independent, competent, and confident entry level counselor should be the outcome of the experiences obtained during these internships. Students should be able to rely on their own knowledge development to help a diverse set of clients and be able to consult with peers to determine the best approaches for treatment.

Policy for taking an Incomplete in COUN 5901 and COUN 5902: Students must have completed at least 80% of their total hours in order to take an incomplete in the course. They must complete the requirements for the class before moving on to the next internship or for graduation.

Requirements for Admission to Internship (COUN 5901 and COUN 5902)

- 1) Satisfactory progress in your graduate program as demonstrated by successful completion of at least 30 credits prior to the beginning of the internship, including completion of Practicum (COUN 5900).
- 2) Satisfactory progress in the development of professional objectives as judged by the student's advisor and at least an average rating (a rating of 3) of such skills by the student's site and University supervisor during the practicum and previous field experiences. These evaluation forms will be provided by the Internship Coordinator.
- 3) The Field Placement/Internship Application is due by April 1 for the summer, July 1 for the Fall and November 1 for the Spring semester. After signature by the advisor, submit form to the Internship Coordinator.
- 4) Students approved for internship may begin to apply to field sites for a placement
- 5) After a site is found, the student is to ensure completion of the Site Supervision and Agreement Form by the site personnel, including supporting documents, by the site personnel and submit it to the Internship Coordinator. The commitment of a site

and completion of the Site Supervision and Agreement Form are required before a student can actually be registered for an internship class. Please note that if an affiliation agreement needs to be signed by the University and the Internship site, this process may take weeks.

Choosing a Field Placement Site

Introduction

Field placement is a highly individualized learning experience in which student counselors begin to understand their level of personal development, counseling knowledge, and skills that he/she brings to the experience.

Field placement facilitates an understanding of one's self, biases, and impact on others.

Field placement is composed of varied experiences to be determined by the particular needs, abilities, and concerns of the student counselor, the training site, the class professor, and the Internship Coordinator.

Direct counseling experience, supervision, and consultation form the central core of field placement.

Self-evaluation by the student counselor is essential. In order to understand what development goals to set in the practicum and the internships, students are required to complete self-evaluation instruments.

Supervisory evaluation is an integral and on-going part of the field placement process.

With the above in mind, students are encouraged to exercise initiative in selecting appropriate candidate sites for their field experiences. Selection criteria should include interests, diversity in client population and treatment approaches, availability of resources to support the placement, and the likelihood that the hours required for the placement can be met. Students may identify candidates from the department's list of qualified sites, or propose new ones. Keep in mind that qualifying a new site and reaching affiliation agreements, if necessary, may take time. To initiate the qualification process for a new site, discuss it with the Internship Coordinator.

Qualifying a Field Placement Site

The list of potential Field Placement Sites for Stockton University is generated through referrals from faculty, self-nominations, and solicitation by the Internship Coordinator. The University will seek to obtain a wide range of settings that serve diverse populations. Students may also propose potential sites for their internship. Stockton University seeks to ensure that students have the opportunity to serve clients with diverse cultural, economic, and demographic characteristics. There are schools, public and private agencies, and hospitals included on the list. A regularly updated list will be available from the Internship Coordinator.

For students to have a new site approved, provide the Internship Coordinator with the contact information and the name of the agency. The Internship Coordinator will complete a Site Qualification Form that details the agency's professional purposes and activities, its resources, its commitment to students, the availability of assignments and the availability of a licensed supervisor.

The site supervisor must have one of the following licenses: LPC, LCSW, LMFT, licensed psychologist, or licensed psychiatrist and have at least three years of licensed clinical experience. The candidate site must also follow the Ethical Guidelines of the American Counseling Association. Students must also be familiar with these guidelines and are required to observe them. In addition the site must show that it has personnel qualified to provide supervision to Stockton University students and provide the necessary physical and process resources to Stockton interns to allow them to carry out their work successfully.

Internship or practicum at place of employment

The fieldwork component of the graduate programs is designed to provide the student counselor with experiences that enhance their ability, promote their professionalism, and provide qualified supervision. As educational experiences, the measure of their success is how student counselors are exposed to all the core areas. Therefore, students are generally discouraged from choosing their place of employment as a field placement site. However, in exceptional cases, in which the student can demonstrate that the learning objectives can be fulfilled at their place of employment, a work setting may be approved. If a student is doing fieldwork at their place of employment it is critical that their site supervisor not be in their line of work supervision (this would be a dual role, which is not considered ethical and is potentially damaging to the student's experience).

Diversity of experience requirement

An additional requirement for ensuring a diversity of experiences is the need to choose at least two different field placements during the three semesters of field placement. Occasionally exceptions are made with the approval of the Internship Coordinator.

Important note regarding the field placement experience

It is important for students to keep in mind that the richness of the Field Placement experience is directly related to the level of immersion in that experience. The benefit for you, the student, is enhanced if the placement site is willing to give you maximum responsibility and provides you with individual and group counseling opportunities. You should also become involved in site specific activities (staff meetings, case reviews and training courses), treatment and documentation processes. In addition, it is important that you be self-assured and request such involvement as early as possible. Your initiative is key to making this experience successful. It must also be kept in mind that there is a requirement in each field placement course that delineates the minimum number of direct service hours. Clients will not always be available to the student counselor in accord with a restricted schedule. The greater the flexibility of the student, the more beneficial will be the experience.

Process for Securing a Field Placement

Follow the steps previously delineated for choosing a field placement site.

1) Students may begin to search for a placement site several months prior to the semester. Be sure to submit a Field Placement Application prior to its due date. You should generate a priority list of sites (from the Stockton list or ones of your own choosing) and begin to contact the sites. Students are expected to make efforts to secure their sites; subsequently, additional help with finding and choosing sites is available from the Internship Coordinator.

2) One of the best, and preferred approaches, is to contact the site via email. You can also apply for a field placement via a letter. You may indicate in the communication an approximate date on which you will call to follow up (one to two weeks later). You may also want to provide a vita, which should focus on your academic preparation and relevant work or volunteer experience. If you wish, or if a candidate site requests it, you may also obtain a customized letter of interest on Stockton University stationary from the Internship Coordinator, to be sent to prospective field sites. The letter will request the field placement, explain clearly the requirements of the placement, and request the opportunity to interview for placement consideration.

3) If you do not hear from the site, follow up with a telephone call or email requesting an interview.

4) Prepare for the interview. Be prepared to discuss your goals and objectives of the field experience, your professional background and relevant volunteer experience, and your theory of counseling. Be prepared to ask informed questions regarding the nature of the agency to which you are applying, the structure of supervision at the agency, and the client population served. Be prepared to discuss with the interviewer the requirements of the course in which you have enrolled and your availability. It should go without saying that you are to be prompt to the interview, dressed professionally, and have a copy of your resume with you.

5) Once accepted at a placement, be sure to fulfill any prerequisite requirements of the site (affiliation agreements, physicals, immunizations, background checks, etc.) prior to the start of the semester. Once you are accepted at a placement and when you accept their offer, you are committed to that site. You should recognize that they are counting on you and will be missing support if you drop out.

6) Prior to the start of the field placement experience, you are highly encouraged to obtain Student Liability Insurance (Information on the policy offered by the American Counseling Association is available at www.counseling.org and www.HPSO.com). A copy of the insurance policy binder is to be given to both your site supervisor and the Internship Coordinator.

7) You are responsible to be in a placement, with documentation of all pre-requisites completed, by the first class meeting of your practicum or internship class.

Responsibilities During Field Placement

Agency Responsibilities

- 1) Understand and implement the Ethical Guidelines of the American Counseling Association (Specific attention to issues of confidentiality, record keeping, etc.).
- 2) Provide adequate space and support for the student counselor.
- 3) Allow practicum students to record at least 2 sessions per semester and internship students at least 1 session.
- 4) For Practicum students, provide biweekly progress reports to the University. You will be prompted via e-mail and a simple form to complete will be made available.
- 5) Provide opportunity for 100 hours of service (at least 40 hours direct client contact) for practicum students and 300 hours of service (at least 150 hours of client contact) for interns.
- 6) For each student, provide a qualified supervisor who meets the University's requirements. In accord with the CACREP standards, the M. A. Counseling program requires that Site Supervisors meet the following requirements:
 - a) A minimum of a master's degree in counseling or a related profession and licensed as a mental health professional (LPC, LCSW, Licensed Marriage and Family Therapist, Licensed Psychologist or Psychiatrist).
 - b) Minimum of three (3) years of licensed professional experience in the area of counseling and mental health,
 - c) Knowledge of the Stockton University program's expectations, requirements, and evaluation procedures for students. This will be discussed with the Internship Coordinator.
- 7) Agree to and carry out the supervisory requirements for all students, including providing evaluations to the University by completing the standardized evaluation forms provided.
- 8) If your agency is for profit, please recognize that while our students are considered exempt from the licensing law for hours of service during a site placement for a course, they are not exempt if they are counseling for you outside the course (salaried or even as a volunteer). In the latter case they and you are subject to fines by the State and their licensing can be delayed significantly. In such a situation they can only counsel after they receive a license.

The Student's Responsibilities

1. After obtaining the Internship Coordinator's approval for placement, select and arrange a placement setting prior to the first meeting of the practicum or internship class.
2. Obtain from the placement a commitment for the practicum, or internship, via the Site Supervision and Agreement Form and fulfill the requirements of your chosen site. Make sure all required attachments are completed and signed (copy of supervisor's license and vita). Submit forms to the Internship Coordinator no later than two weeks prior to the first class.
3. Obtain student liability insurance prior to the first practicum or internship class, unless the site agency provides insurance.
4. Submit the proof of student liability insurance and the supervision plan to your Internship Coordinator at the first class meeting.
5. Attend University class meetings and required group and individual supervision sessions at the site.
6. Make sure you receive an average of one hour of individual supervision per week at your site. Have your site supervisor sign your hour log weekly at these sessions. Work with your supervisor to ensure biweekly progress reports are submitted to the Internship Coordinator at Stockton University during your practicum.
7. Fulfill all requirements of the Practicum or Internship course. Practicum requires 100 hours, 40 face-to-face; record two sessions, weekly supervision, biweekly progress reports (provided by the University) and two satisfactory evaluations. Internship requires 300 hours, 150 face-to-face; 1 recorded session, weekly supervision and two satisfactory evaluations.
8. Ensure that documentation of clinical hours and field supervisor evaluations are submitted to the Internship Coordinator prior to the deadlines for submission.
9. Complete the Student Reaction to Field Placement form.
10. Conduct yourself in a professional and ethical manner with your supervisor, staff, and clients in accord with the Ethical Standards of the American Counseling Association. These standards are reviewed during required coursework prior to the Practicum.
11. Make copies of all important documentation.
12. Ensure that your site supervisor has completed all required documentation, including the midterm and final evaluations.

The On-Site Supervisor's Responsibilities

1. Complete the Site Supervision and Agreement Form and provide required attachments (Supervision Plan, Copy of Current License, and a vita).
2. Orient the student to the placement site by providing information regarding agency philosophy, policy, procedures, administration, emergency procedure, community referral resources, etc.
3. Assign specific cases and learning experiences. Ensure that the Practicum student has the opportunity to:
 - Complete 100 hours of service, including at least 40 hours of face to face counseling,
 - The opportunity to record at least two client sessions.
 - Provide weekly supervision sessions
 - Submit biweekly progress reports to the University
 - Provide two evaluations
4. Assign specific cases and learning experiences. Ensure that the Internship student has the opportunity to:
 - Complete 300 hours of service, including at least 150 hours of face to face counseling.
 - The opportunity to record at least one client session
 - Provide direct supervision for at least two sessions for Internship.
 - Provide weekly supervision sessions
 - Provide two evaluations
5. Schedule and provide regular face to face supervision at least once per week and approve student hours log at each meeting.
6. Establish procedures for students to obtain emergency supervision if needed.
7. Assist students in the development of clinical skills.
8. Evaluate students' progress through observation, supervision and other appropriate measures, including, biweekly progress reports to the University on forms provided via email for Practicum.
9. Sign weekly logs for the hours the student has completed in direct service, supervision, and other related activities.
10. Maintain contact with the University's Internship Coordinator and advise the Internship Coordinator immediately if there are any concerns.

11. Complete the evaluation instruments provided by the University and forward them to the Internship Coordinator in a timely manner.

12. Provide professional role modeling, encouraging the student's development.

13. Enable the Practicum and Internship student to audio or video tape at least 2 sessions for supervisory review.

Internship Coordinator Responsibilities

1. Assure that the student is academically and professionally prepared and meets the requirements for practicum/internship placement.

2. Assist the student in the selection of a placement that is appropriate to meet the goals of the program and the needs of the student.

3. Maintain contact with field placements to ensure proper placement rules and safety, and to maintain relationships.

4. Serve as a liaison between the University and the placement site to meet the needs of the site and the students.

University Faculty Responsibilities (Note: The faculty member holding the practicum or internship class may be the Internship Coordinator)

1. At the first class, collect the Insurance Binders, Supervision Plan, and Site Supervisor's CV /license.

2. Be in contact with Internship Coordinator. Receive and consider action as necessary regarding evaluations of student progress from field and University supervisors.

3. Collect and provide all documentation to the Internship Coordinator at the end of the semester.

4. Conduct course seminars and weekly group supervision with students.

5. Evaluate the student's progress based on on-campus and off-campus supervision and evaluation and the course requirements as described.

Grading Policies

Practicum: Ratings on the evaluation forms completed by the Site Supervisor and Stockton faculty members will be converted into a letter grade. The specific breakdown will be described on the practicum syllabus.

Internship: Ratings on the evaluation forms completed by the Site Supervisor and Stockton faculty members will be converted into S (Satisfactory) or U (Unsatisfactory) grade. If a student receives a grade of U, he/she may be allowed to complete another internship at another site.