

Stephens College Counseling Program

Practicum & Internship

Application Documents

(Fall 2026)

CMHC 601: CMHC Practicum

COUN 607: CMHC Internship I

COUN 608: Internship II

COUN 602: Practicum & Behavioral Strategies

COUN 603: SC Internship I

COUN 604: SC Internship II

AFFILIATION AGREEMENT

Stephens College Counseling Program

THIS COOPERATIVE AGREEMENT (hereinafter the "Agreement") is made and entered into this _____ by and between Stephens College (hereinafter the "College") and _____ (hereinafter called "Agency").

WITNESSETH

WHEREAS, The College, has a program in Counseling (COUN) and is desirous of cooperating with the Agency for the benefit of COUN students as well as the benefit of the Agency and,

WHEREAS, the Agency is desirous of establishing counseling training opportunities and of obtaining the educational and practical benefits to be derived from the carrying out of such opportunities and desires to cooperate with the college in this respect,

NOW THEREFORE, in consideration of the mutual promises and for such other further considerations as hereinafter contained, the parties hereby agree on the following terms and conditions as follows:

1. **RESPONSIBILITIES OF COLLEGE**
 - 1.1 The College shall offer to the Agency a current manual describing the policies and procedures specific to the COLLEGE's COUN program practicum and internship courses, respectively.
 - 1.2 The College shall offer to the Agency the COLLEGE COUN program's current manual that describes the expected roles and responsibilities of the clinical coordinator, course instructor(s), site supervisor(s), and students for the COUN program practicum and internship courses, respectively.
 - 1.3 The College shall offer to the Agency's COUN program verified site supervisor(s) complimentary access to COUN program software ("Supervision Assist), enabling the Agency's COUN program-verified site supervisor to view all student recorded audio/video recorded sessions and complete all required documentation for the COUN program's practicum and internship courses, respectively.
 - 1.4 The College shall inform the Agency in writing of the activities it requests the Agency to allow each student to engage in during their practicum and/or internship coursework, and the proposed beginning and ending dates of the practicum/internship course for each student. The activities at the Agency shall be consistent with the curriculum obligations for clinical experience under the Counseling program.
 - 1.5 The College shall inform each student that he or she is considered, for legal as

well as practical purposes, a guest on the premises of the Agency for the duration of the practicum/internship course. The premises of the Agency consist of any building, land or vehicle owned or operated by the Agency.

- 1.6 The College shall provide each student with all orientations information and materials necessary to begin his or her internship on the date requested by the College.
- 1.7 The College shall inform each student of his or her responsibility to conform to all Agency rules, policies and procedures, as well as all Missouri and Federal statutes and regulations applicable to the student's activities in the practicum/internship or presence on the agencies premises while using the agencies facilities, equipment and supplies in the context of ongoing clinical and/or non-clinical activities on the Agency premises.
- 1.8 The College assumes full responsibility for planning and implementation of its Counseling program including programming, administration, supervision,

curriculum content and the requirements for matriculation, promotion and graduation, as well as provision of an overall orientation for Agency personnel about the College's Counseling program.

- 1.9 The College shall provide the formal classroom instruction necessary to prepare its students for the clinical experience at the Agency.
- 1.10 The College shall instruct its students to dress appropriately for their assigned role and to wear proper identification when they are in the clinical setting.
- 1.11 The College will provide proof of liability insurance at the Agency's request.

2. RESPONSIBILITIES OF THE AGENCY

- 2.1 To the extent it does not interfere with the agencies normal function, the Agency shall use its reasonable efforts to offer each student a productive, practical learning experience, within the parameters of the practicum/internship course requirements requested by the College. The Agency does not guarantee any specific result to any student in connection with the practicum and/or internship.
- 2.2 Agency will conduct an orientation for each student in respect to the policies of the Agency and will provide each student with a place for safekeeping of student belongings while participating in affiliation duties.
- 2.3 Agency understands that the student will participate in providing, but shall not be solely responsible for, client services rendered at Agency.
- 2.4 Agency shall provide the student the opportunity to participate in meetings, conferences and programs of interest which are related to their course/program requirements and discipline. It is understood, however, that Agency has sole primary responsibility for client care and treatment.
- 2.5 Agency will communicate with course instructor and/or CMHC clinical coordinator to address concerns related to student disposition (including ethical/legal concerns) and performance.
- 2.6 Agency, via Agency/College verified site supervisor, will complete all required documentation as outlined in the specific practicum and/or internship course in which they are supervising a COUN program student.
- 2.7 Agency site supervisor, approved by College/COUN program, will be physically present on Agency premises unless alternative option has been agreed upon by Agency and College.
- 2.8 Agency site supervisor, approved by COUN program, will provide minimum of one (1) hour of weekly individual or triadic supervision to the student.
- 2.9 Agency will allow COUN student to record* (e.g., *audio/visual) minimum of three (3), student-led individual or group counseling sessions for each practicum/internship course.

3. RESPONSIBILITIES OF BOTH PARTIES

- 3.1 Both parties acknowledge and agree to instruct student(s) on the importance of respecting the confidential nature of all information, which may come to them regarding Agency protected health information while participating in the clinical education at the Agency.
- 3.2 College will not discriminate against any student in its assignments to this program because of race, color, religion, sex, age, disability, marital status,

parental status or national origin. Agency will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

- 3.3 Both parties recognize that they are bound to comply with the Family Educational Rights and Privacy Act (FERPA or the Buckley Amendment) in the handling of educational records of students enrolled in their programs.
- 3.4 Both parties agree that any amendments to this Agreement will be effective only if in writing and signed by all parties.
- 3.5 Mutual Indemnification – Each party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party or its agents, employees, contractors, subcontractors, or invitees.

4. TERM AND TERMINATION

This Agreement is valid beginning _____ and will remain in effect until _____. This Agreement may be terminated by either party upon notifying the other in writing and to include a clear description of the reason(s) for termination. Such termination shall not, however, take effect with regard to Students enrolled in the COUN program until the Agency, COLLEGE, COUN program clinical coordinator, and COUN student has been notified in writing as to the reason for the termination and the effective date of termination. The College and Agency shall review this Agreement prior to COUN student's official start date at the Agency for each course/semester in which they are at the Agency.

Stephens College Counseling Program
(College)

(Agency)

Dr. Daniel B. Kissinger
(Authorized Agent)

(Authorized Agent)

Counseling Program Director
(Title)

(Title)

(Date)

(Date)

Stephens College

Dr. Leslie Willey
(Authorized Agent)

Vice President of Academic Affairs (Title)

(Date)



Counseling Program

Fieldwork Experience Site Supervisor Agreement

Student Information

Name:

Concentration Area (e.g., CMHC or SC):

Course (e.g., COUN 601: CMHC Practicum)

Semester/Year (e.g., Fall 2024)

Stephens Email:

Phone (primary contact):

Site Information

Organization/School (Primary):

Site Address:

Site Phone #:

Site Email:

SITE SUPERVISOR Information (Primary)

Name:

Title/Position:

Email:

Phone (Office)

Phone (Cell/Professional):

Phone (Cell/Personal):

Site Address:

Degree(s):

Certification/Licensure (State & Licensure #)

SITE SUPERVISOR Information (Secondary/PRN)

Name:

Title/Position:

Email:

Phone (Office)

Phone (Cell/Professional):

Phone (Cell/Personal):

Site Address:

Degree(s):

Certification/Licensure (State & Licensure #)

Key Site Supervisor Information

1. Site supervisors for students in the CMHC clinical sequence (e.g., COUN 601: Practicum, COUN 607: Internship I, & COUN 608: Internship II) must possess current and full licensure as a mental health professional in the State of Missouri (e.g., LPC, LCSW, LP, LMFT, MD) **and** a minimum of 2 years of professional experience consistent within the student's concentration area and role/responsibilities as a practicum/internship student at the site.
2. The Stephens College Counseling program requires the following documents from the site supervisor for approval as a site supervisor for CMHC practicum/internship students.
 - a. Copy of current/valid Missouri licensure as a mental health professional in Missouri
 - b. Copy of current resume/CV
3. Communication/consultation between the program-approved site supervisor and their supervisee's practicum/internship course instructor is expected throughout the practicum/internship semester. Acceptable methods of communication include:
 - a. In-person, face-to-face consultation.
 - b. Business/ personal telephone/cell numbers provided in this document.
 - c. Site supervisor's email address as provided in this document.
 - i. **Note:** Site supervisor must use the practicum/internship course instructor/faculty supervisor's official Stephens College email address for all electronic correspondence.
 - d. Digitally/online via the HIPAA-compliant Zoom feature in Supervision Assist*
 - i. **Note:** Site supervisors and course instructor/faculty supervisors are given complimentary access to Supervision Assist by the Stephens Counseling Program.
4. Communication/Consultation methods not indicated in (b) must be approved by the CMHC clinical coordinator prior to being employed.
5. Site supervisor and course instructor/faculty supervisor are expected to maintain ongoing communication throughout the semester, preferably at intervals of no more than two weeks.
6. Site Supervisor(s) agree to provide a minimum of one (1) hour of individual/triadic supervision to their supervisee per week.
 - a. Group Supervision is not a substitute for weekly individual/triadic supervision.
7. The site supervisor and course instructor will hold a minimum of one (1) face-to-face meeting (i.e. "site visit") with during the semester to discuss student learning and performance. A zoom meeting can be held in lieu of a face-to-face meeting when scheduling or geographic distance poses significant barriers.
8. The site supervisor and supervisee are required to complete the **Supervision Contract** for each course/semester by the third (3rd) week of the semester. Site supervisors should update this document as needed in collaboration with the supervisee.
9. The site supervisor is required to submit a mid-term and final assessments of their supervisee each semester. All student assessments are submitted electronically through Supervision Assist.

- a. Site Supervisors may submit additional written feedback using the **Supplemental Evaluation document** at any time during the semester, but not in place of the required mid-term and final evaluations.
10. Site supervisor(s) must be physically present at the approved site for the Stephens College Counseling student to provide in-person and/or telehealth services to any client/student at the approved site. No alteration to this mandate is allowed unless approved by the CMHC clinical coordinator.
11. Site Supervisors are required to review a minimum of three (3) recorded counseling sessions provided by their supervisee(s) each semester. If the supervisor's employer (e.g., site) does not allow the student to record a minimum of three (3) counseling sessions for required course presentations or supervision, the site supervisor must provide live supervision for a minimum of three (3) full counseling sessions. Supervisors must then complete/submit the *Live Supervision Assessment* for each supervision session. This form can be completed and submitted in Supervision Assist.
12. Site supervision via telehealth is allowed but must be approved by CMHC clinical coordinator. Further, all telehealth supervision must be conducted using the student's HIPAA-compliant zoom platform in their Supervision Assist account.
13. See Additional Site Supervisor Roles and Responsibilities.

Additional Site Supervisor Roles and Responsibilities

1. Holds a minimum of a master's degree in counseling or related profession, full licensure as a mental health provider in the State of Missouri, and minimum of two years professional experience.
2. Be aware of and follow guidelines as outlined in the Practicum and Internship Manual provided by the counseling program.
3. Review, verify, & sign all required student documentation (weekly logs, mid-term/final evaluations, etc.) in Supervision Assist in a timely manner.
4. Complete a Supervision Contract with the supervisee by the 3rd week of each academic semester & update when appropriate.
5. Be physically present on-site when a practicum/internship student is providing in-person/telehealth services; Practicum/internship student(s) are not allowed to engage in direct service activities absent an approved site supervisor (primary or secondary) being physically present on-site.
6. Uphold the policies in this manual.
7. Follow the ***Emergency Procedures*** policy outlined in the Practicum & Internship Handbook.
8. Respond promptly to all electronic communications from students, the course instructor/faculty supervisor, the program CMHC clinical coordinator, and/or the program director.
9. Weekly site-supervision can be held with the student's approved primary site supervisor via telehealth/zoom through supervisee's Stephens College Supervision Assist account or other program approved virtual platform (i.e., placement site's approved telehealth platform).
10. Provide minimum of one (1) hour of individual/triadic clinical supervision per week.
 - a. Group supervision is not a substitute for the 1 hour of individual/triadic supervision.
 - b. With CMHC/SC clinical coordinator written approval, site supervision may be provided via Supervision Assist protected Zoom. The degree to which Supervision Assist is utilized is determined by the CMHC clinical coordinator in collaboration with the site's program approved supervisor.

11. Review student documentation notes on a weekly basis and provide guidance and feedback on clinical documentation skills.
12. Review a minimum of 3 student recorded videos of the course of the semester.
13. Provide student opportunities to engage in the range of professional activities associated with the role of a licensed counselor (CMHC).
14. Provide & support opportunities for students to video and/or audio record direct service activities (i.e., individual/small group counseling, etc.) sessions using Stephens College counseling program's Supervision Assist** platform. (**HIPAA-compliant zoom)
15. Provide the student with adequate workspace, technology, office supplies, support staff and training necessary for all students to effectively conduct their expected roles and responsibilities while on-site.
16. Coordinate a replacement/secondary supervisor for student when necessary (vacations, personal leave, alternate site locations, etc.).
 - a. Students will not be allowed to gain direct hours absent a program-approved site supervisor being on-site.
17. Provide Counseling program with substantive mid-term and end-of-semester ("final") student assessments.
18. Conduct/document face-to-face review of mid-term/final evaluations with student.
19. Complete all required program, course, and site documentation in a timely and professional manner

Summary of Course Instructor/Faculty Supervisor Roles and Responsibilities

1. Follow program policies/procedures as stated in current Practicum and Internship Handbook.
2. Communicate promptly with site supervisor and/or CMHC clinical coordinator regarding questions about direct/indirect hour documentation or other student, course, or site related issues/concerns.
3. Follow the Emergency Procedures policy outlined in the Practicum & Internship Handbook.
4. Respond promptly to all electronic communications from students, the site supervisor, the program CMHC clinical coordinator, and/or the program director.
5. Teach practicum/internship course(s) consistent with the course description(s) given in the Stephens College Graduate Catalogue and consistent with highest academic and ethical standards of the counseling profession.
6. Provide a clear syllabus that adheres to the Counseling program's master framework and addresses all program and accreditation requirements detailed in the course syllabus.
7. Provide minimum of 1.5 hours of group supervision per week during regularly scheduled practicum/internship semesters (as defined by Stephens College Academic Calendar).
8. Review a minimum of 3 student video recorded individual and/or group counseling sessions per semester.
9. Model best practices ethical/professional behavior in the classroom/supervision contexts (Note: Adjunct instructors are considered a member and representative of the Stephens College Counseling program).
10. Complete and submit all required course assessments and other required documents in Supervision Assist prior to the final semester grade submission deadline.
11. Model and challenge students to be critical thinkers and reflective practitioners.
12. Model and ensure that student(s) and all relevant site stakeholders follow appropriate ethical and legal standards.
13. Complete weekly documentation review & approval for all students through Supervision Assist.
14. The site supervisor and course instructor will hold a minimum of one (1) face-to-face meeting (i.e. "site visit") with during the semester to discuss student learning and performance. A zoom meeting can be held in lieu of a face-to-face meeting when scheduling or geographic distance pose significant barriers.
15. Maintain ongoing communication (via Stephens College email) with site supervisor(s)-preferably at intervals of no more than 2 weeks.
 - a. Record communication using the "*Site Supervisor & Course Instructor Communication*" document.
16. Submit final course grades on time through *Mystephens*.
17. Assess all CACREP standards (KPI/non-KPI) using the Master Assessment Rubric that was developed in the Canvas course. (Program Director will provide instructions).
18. Complete and submit an end of semester Course Level Assessment (CLA) to the program director at the date request, including a minimum of two pieces of evidence showing student attainment of any course KPI attainment. An example CLA will be provided by the program director several weeks prior to the conclusion of the semester.

Summary of Practicum and Internship Student Roles and Responsibilities

1. Submit all required practicum/internship documentation in Supervision Assist by the deadline established by the Supervision Assist coordinator.
2. Engage with course instructor/faculty supervisor, site supervisor(s), peers (classmates), counseling faculty, and on-site fieldwork placement staff (administrative/clinical/facilities) in a professional/ethical manner.
3. Adhere American Counseling Association/American School Counseling Association ethical code(s).
4. Being punctual & prepared to/for all scheduled classes and case presentations.
5. Follow the Emergency Procedures policy outlined in the Practicum & Internship Handbook.
6. Respond promptly to all electronic communications from the course instructor/faculty supervisor, site supervisor, CMHC clinical coordinator, and/or the program director.
7. Provide onsite direct and indirect services (in-person and/or telehealth) only when approved primary/secondary site supervisor is physically present. Permission to conduct off-site indirect hours involving client information must have approval of CMHC coordinator and site supervisor.
8. Complete a minimum of 1 hour/wk. individual/triadic supervision with approved site supervisor.
 - a. Individual/triadic must avg 1 hr./week over per each practicum/internship semester.
9. Complete a minimum of 1.5 hours/week of group supervision per each practicum/internship semester
10. Being punctual & prepared to/for all site activities, including but not limited to:
 - a. All scheduled direct/indirect service, and individual/triadic service hours as scheduled with site supervisor..
 - b. Counseling sessions and other direct hour related activities.
 - c. Professional meetings/clinical staffing, or other activities required by the site supervisor.
11. Dress in a professional manner consistent with site policies.
 - a. Defer to “business casual” attire on site unless permission is provided by their site supervisor to dress in a more casual manner. Even then, Counseling students are expected to dress and behave in a manner one would expect of a counseling professional/representative of the Stephens College Counseling program.
12. Be and remain open to constructive feedback from clinical coordinator, peers, course instructor/faculty supervisor, site supervisors, and site staff, clients, and members of the community.
13. Always provide strength-based feedback.
14. Complete direct service hours only when approved site supervisor is physically present on site. Clarify issues immediately with course instructor/faculty supervisor, site supervisor(s), and/or CMHC program coordinator.
15. Complete all required program and site documentation in accordance with deadlines set by the counseling program, Supervision Assist coordinator, CMHC clinical coordinator, course instructor/faculty supervisor, and/or site supervisor(s).
16. Remain actively engaged in gaining direct/indirect service hours at the clinical site throughout the official Stephens College academic semester calendar, regardless of if minimal direct/indirect hours have been met prior to official end of the semester.

Emergency Procedures

Site supervisors, course instructors/faculty supervisors, and practicum and internship students are expected to act promptly in any situation where there is concern for the personal safety/security of the student and/or client (and other community members). The following section outlines the Stephens College Counseling Program’s procedures and expectations for addressing emergency situations that may occur on-campus, at a practicum or internship placement site, and/or during telehealth service delivery.

Prior to or upon securing a fieldwork placement, the practicum/internship student should inquire about, carefully review, and follow the specific emergency plans of their intended fieldwork placement site. However, practicum/internship are expected to promptly consult with their site supervisor, course instructor (faculty supervisor), CMHC Clinical Coordinator, and/or Counseling Program Director whenever concerns arise about personal or client safety-or other issues that could negatively impact on the student, course, client(s), site, and/or site/faculty supervisors.

If uncertain about the appropriate program stakeholder to contact in a situation, the CMHC clinical coordinator should be promptly notified via email (kshoge@stephens.edu). The CMHC clinical coordinator will consult with the program director as needed to ensure the safety and security of students, site supervisors, course instructors/faculty supervisors, and community members.

Campus Safety and Security Information

Students and course instructors (faculty supervisors) are encouraged to download the Stephens Emergency Alerts via the LiveSafe App. This app provides up-to-date emergency information related to campus and community events, including weather-related emergencies. Additional information regarding campus safety and security can be found at [Safety & Security Services - Stephens College](#) or call **573-819-3690**.

Emergency Protocol: Practicum and Internship Students (assumes student is on-site)

Practicum and Internship Students

- **Call 911** immediately in cases of danger to self or others. Once call is completed, promptly notify the Stephens College Safety and Security Office of the emergency, actions taken, and current response (i.e., 911 has been called, expecting (or not) police/fire/ambulance).
- **After calling 911**, promptly contact the site supervisor and provide an updated dispositional/situational assessment regarding the individual(s) involved.
- **If the site supervisor is unavailable**, immediately contact the Stephens Counseling Program, following this order:
 1. **CMHC Clinical Coordinator**
 - Dr. Kendra Shoge
 - Office: 573-876-7205 x 4205
 - Email: kshoge@stephens.edu
 2. **Counseling Program Director**
 - Dr. Dan Kissinger
 - Office: 573-876-7307 x 4307
 - Email: dkissinger@stephens.edu

Course Instructor/Faculty Supervisor

- **Call 911** immediately in cases of danger to self or others. Once call is completed, promptly notify the Stephens College Safety and Security Office of the emergency, actions taken, and current response (i.e., 911 has been called, expecting (or not) police/fire/ambulance).
- **After calling 911**, promptly establish contact with the student's site supervisor and carbon copy (Cc) the CMHC clinical coordinator. The CMHC clinical coordinator may consult further with the program director.
- **If the site supervisor is unavailable**, immediately contact the Stephens Counseling Program, following this order:
 1. **CMHC Clinical Coordinator**
 - Dr. Kendra Shoge
 - Office: 573-876-7205 x 4205
 - Email: kshoge@stephens.edu

2. Counseling Program Director

- Dr. Dan Kissinger
- Office: 573-876-7307 x 4307
- Email: dkissinger@stephens.edu

Site Supervisor

- **Call 911** immediately in cases of danger to self or others.
- **After calling 911**, promptly establish contact with the student's course instructor/faculty supervisor and carbon copy (Cc) the CMHC clinical coordinator. The CMHC clinical coordinator may consult further with the program director.
- **If the course instructor/faculty supervisor is unavailable**, promptly establish contact with the Stephens Counseling program, following this order:
 1. **CMHC Clinical Coordinator**
 - Dr. Kendra Shoge
 - Office: 573-876-7205 x 4205
 - Email: kshoge@stephens.edu
 2. **Counseling Program Director**
 - Dr. Dan Kissinger
 - Office: 573-876-7307 x 4307
 - Email: dkissinger@stephens.edu

Telehealth

Prior to engaging in telehealth-based services to clients, practicum/internship students are required to have the minimal following information.

- Verified program Telehealth consent form
- Current client phone number (and emergency contact person/contact information whenever possible).
- Address and phone number of nearest hospital/ER to the location where client is engaging in telehealth services with the student.
- List of emergency contact and helpline numbers (phone/text) for the client, to minimally include:
 - Missouri Crisis Line:
 - Text HAND to 839-863
 - Call: 1-888-761-4357
 - Burrell Central MO Crisis Line: 800-395-2132
 - National Suicide Prevention Line: 800-273-8255
 - Trevor Project for LGBTQ Youth: 866-488-7386

Attestation

Practicum/Internship Student:

Date:

Field Experience Supervisor ("Site Supervisor"):

Date:

CMHC Clinical Coordinator:

Date:



Counseling Program

Telehealth Consent

The Counseling program recognizes the increasing use of telehealth services for both direct and indirect client care. As such, the following policies have been designed to broaden student options for gaining supervised direct/indirect hours through telehealth/online platforms. School Counseling practicum and internship students will be required to follow all telehealth guidelines instituted by the school and/or school district in which they are serving as a practicum/internship student. It should be noted that any decisions made by the Counseling program director regarding student provision of telehealth services at a program approved CMHC and/or SC practicum/internship site are final.

1. All clinical sites for the clinical mental health counseling specialization (CMHC) have been approved by the Counseling program's CMHC clinical coordinator.
2. All clinical sites/schools for the school counseling specialization (SC) have been approved by the SC clinical coordinator.
3. The approved clinical site supervisor(s)/administrator(s)/practice owner(s) has/have clearly demonstrated to the appropriate clinical coordinator that telehealth services are an **essential and primary** part of client care at their agency, office, or organization.
 - a. The Stephens College Counseling program defines "primary" as an approved site where a minimum of 60% of direct care client services are designed as telehealth services.
 - b. For example, an approved site that has an established and verifiable record of their licensed counselors (or LCSWs, etc.) using home-based telehealth services as the organization's primary (i.e., >60% of direct client care hours) means of direct client service provision.
4. The approved clinical site supervisor/administrator(s)/practice owner(s) has/have clearly demonstrated to the clinical coordinator that their site provides direct/indirect telehealth services to clients through a secure telehealth platform or will allow the student to utilize the Supervision Assist, the Stephens Counseling program's HIPAA compliant platform.
5. The Stephens Counseling student has completed & submitted the *Telehealth Consent* document with all appropriate signatures/dates.
6. Unless approved by the appropriate clinical coordinator, Counseling students are **NOT** allowed to provide direct services (i.e., direct hours) to clients outside of the physical location of the approved site. This includes in-person and telehealth formats.
7. A program approved site supervisor will, minimally, be immediately available via secure phone/zoom link to the Counseling student for supervision/consultation in all circumstances where a Counseling student is providing direct/indirect client care through telehealth at the site's physical location.

8. In **limited** cases approved only by the **director of the Counseling program**, Counseling students may be approved to provide telehealth services outside of the approved site's physical location. Such approval is required **prior to** the Counseling student providing any telehealth services. *A student found in violation of this rule may face immediate disciplinary action up to and including dismissal from the Stephens Counseling program.*
9. As part of required course assessment, Counseling students are expected to record direct service sessions using their HIPAA aligned *Supervision Assist* clinical software platform.
10. Students **must immediately inform** both their practicum/internship course instructor and the appropriate CMHC/SC clinical coordinator(s) if a site mandates use of a different system for the provision of telehealth direct care services. When notified, the CMHC clinical coordinators will resolve any differences directly with the site supervisor(s)/administrator(s).

Attestation

I have reviewed and agree to the telehealth guidelines for direct and indirect service hour provision and/or individual/triadic supervision as stated above.

Stephens Counseling: Student: _____

Date: _____

Primary Site Supervisor: _____

Date: _____

Secondary Site Supervisor: _____

Date: _____

Clinical Coordinator/

Program Director (PRN): _____

Date: _____



Counseling Program

Supervision Contract

This contract serves as a description of the clinical & administrative supervision to be provided by _____ (site supervisor) to _____ (student/supervisee) for the entirety of their placement at _____ for the _____ semester of _____ and for the dates of _____ to _____.

Professional Disclosure of Site Supervisor:

(academic/professional credentials, clinical training (synopsis), supervision theory/ies used, ethical code(s) followed).

I. Structure of Supervision:

- a. Documentation of supervision hours will be logged by supervisee in Supervision Assist.
- b. Individual Supervision can be conducted in individual or triadic formats.
- c. A minimum of one (1) hour of individual/triadic supervision is expected per week. Total individual/triadic hours must average 1 hr. per week per current practicum/internship semester.
 - a. Group supervision (3 + supervisees) is welcomed but is not a substitute for the required one (1) hour of weekly individual or triadic supervision.
 - b. On-site group supervision hours are encouraged but cannot substitute for group hours in semester practicum (COUN 601) and internship (COUN 607/COUN 608) courses, respectively.
- d. Individual and Group Supervision will be conducted at a time/setting that assures confidentiality.
- e. Individual and Group Supervision will be provided only in the format (i.e., in-person/tele supervision) approved by the student's concentration area clinical coordinator.
- f. Modalities used may include, but are not limited to:
 - a. Individual/triadic supervision, Group Supervision, live supervision, tele-supervision (using Supervision Assist), case review (audio/video), documentation review, and review of empirical data.

II. Evaluation Method:

- a. Consistent formative supervision is expected to be utilized by the site supervisor throughout the semester.
- b. The primary site supervisor(s) and supervisee are required to review together the site supervisor's mid-term and final assessments and the student's self-assessments
- c. Student/supervisee has a right to respond in writing to all site supervisor(s) written assessments.

III. Supervision Goals & Objectives (in collaboration with supervisor)

Goal I:

Objective I:

Objective II:

Goal II:

Objective I:

Objective II:

Goal III:

Objective I:

Objective II:

Goal IV:

Objective I:

Objective II:

Goal V:

Objective I:

Objective II:

IV. Attestation

(Primary) Site Supervisor: _____ Date: _____
Supervisee: _____ Date: _____

Date of Revision or termination of Supervision Contract: _____



Counseling Program

Holiday & Inclement Weather

Counseling Program Policy

Stephens College Counseling students placed at clinical/school practicum and internship sites cannot, according to Stephens College policy, be required to work on official Stephens College holidays/student breaks* and/or when Stephens College is closed per inclement weather. However, with approval of the student's program-approved practicum/internship site supervisor(s), course instructor, and concentration clinical coordinator, the student can provide direct and indirect services at their approved practicum/internship during official Stephens College holidays/student breaks* and/or when Stephens College is closed per inclement weather.

*Official Stephens College holidays/student breaks are based on the current Stephens College official Academic Calendar posted on the Stephens College website.

Student Attestation

I understand the policy above, have discussed the policy with my site supervisor and course instructor, and will comply fully with the policy. I will provide direct and/or indirect services to clients/students at my currently approved site-and under the supervision of only my currently approved site supervisor(s) who have signed/dated this document. Further, I understand this document is valid only during the dates identified below and only in the format I am currently approved for by the program (i.e., in-person/telehealth).

- Site: _____
- Stephens College Holiday/Break (per Official Stephens College Academic Calendar): _____
- Dates of Service Provision: _____ to _____

Counseling Program & Site Attestations

I understand the policy above, have discussed the policy and implications with this supervisee, and agree to allow _____, a current Stephens College Counseling program student currently under my supervision, to provide direct and/or indirect counseling services to clients/students at my organization/school during the date(s) listed above and only in the format agreed upon with the Stephens Counseling program (i.e., in-person/telehealth counseling &/or supervision). Further, I will notify the course instructor and clinical coordinator via email and/or text immediately if concerns arise with this supervisee during this period.

Site Supervisor (primary): _____

Date: _____

Site Supervisor (Secondary/prn): _____

Date: _____

Course Instructor: _____

Date: _____

Clinical Coordinator: _____

Date: _____



Counseling Program

**Site Supervisor/Instructor Communication
&
Site Visit Summary**

Please document all forms of communication between site supervisor & course instructor.

Course/Semester: _____

Student Name: _____

Site: _____

Site Supervisor (Primary): _____

Site Supervisor (Secondary): _____

Date		Topic	
Date	Format (email, phone, zoom, in-person)	Topic(s) Discussed	Action Taken

Site Visit Summary

Student Name: _____
Concentration: _____
Course instructor: _____
Site: _____
Site Supervisor Met with on Visit: _____

Please respond yes/no to each question and provide appropriate written detail in space provided to enhance program improvement and development.

1. The site supervisor provides required minimum 1hr of individual/triadic supervision: Yes No
2. The site supervisor completes and submits required documentation: Yes No
3. The site supervisor provides adequate, safe, and confidential office space for the student to conduct in-person and/or telehealth counseling services: Yes No
4. The site supervisor reviews and provides feedback to supervisee through Supervision Assist, Live supervision, or another program approved, HIPPA compliant program: Yes No
5. The site supervisor made the following recommendation(s) for the supervisee:
6. The site supervisor made the following recommendation(s) for the Counseling program:
7. The site supervisor requested assistance in the following area(s):
8. Summary (w/eye on student development and program improvement/development)



Counseling Program

Informed Consent

Dear (potential client or parent/guardian/legal representative):

Your counselor (herein referred to as student or counseling student(s)) is an advanced graduate-level counseling student who has completed the majority of their required coursework for a graduate degree in Counseling with a specialization in clinical mental health counseling or School Counseling from Stephens College. As part of their training program, Stephens College counseling students are required to participate in on-the-job training during which they provide direct and indirect counseling services under the supervision of experienced, fully licensed mental health professionals and/or certified school counselors. In addition, Stephens College students, faculty, and site supervisors are expected to abide by the American Counseling Association's Code of Ethics (ACA, 2014) and all applicable laws and guidelines governing the provision of mental health services (e.g., counseling) and school counseling in the State of Missouri.

Confidentiality/Privacy

Adult Clients

All recorded sessions are considered confidential and will be protected by the student counselor in keeping with all applicable laws and ethics (i.e., HIPAA, FERPA, State of Missouri, and American Counseling Association). Confidentiality may be breached only under the concerns noted below or when required by law. Moreover, as a client you (the adult client) or the minor client maintain "privilege", which means you may provide your student counselor with permission to provide detail(s) of your care or the care of the minor client to a party you designate. This process requires the request be documented in a document known as a "release of information". Your student counselor can explain this process to you in more depth upon request.

During the time working with a Stephens Counseling student, the student is also enrolled in a practicum or internship course in their concentration area (e.g., clinical mental health counseling and/or CMHC counseling) where they receive weekly group supervision from a faculty member/licensed mental health professional (CMHC) or doctoral level counselor educator and/or certified CMHC counselor. Additionally, each student receives a minimum of 1 week of individual or triadic supervision with a site supervisor who is a fully licensed mental health professional (CMHC) or fully certified CMHC counselor in the State of Missouri.

While confidentiality is critical to the therapeutic alliance and process, it is important to know there are **limits to confidentiality**. These include, but are not limited to:

1. When a client is determined to be a danger to him/herself or others.
2. When the counselor perceives there may be child or elder abuse and/or neglect.
3. In the event of a subpoena or court order.

Parent(s)/Legal Guardian(s) of Minor Client

All recorded sessions are considered confidential and will be protected by the student counselor in keeping with all applicable laws and ethics (i.e., HIPAA, FERPA, State of Missouri, American Counseling Association, and/or American School Counselor Association). Confidentiality may be breached only under the concerns noted below or when required by law. Moreover, as a minor client receiving counseling services, the parent(s)/legal guardian(s) of the minor client, maintain “privilege”, which means you may provide your student counselor with permission to provide detail(s) of the care of the minor client to a party you designate for clinical counseling services, which are typically not provided in the school setting.

For educational counseling services, the Family Education Rights and Privacy Act (FERPA) provides that individually identifiable student records are confidential and cannot be disclosed without consent of the parent/legal guardian (or student if over the age of 18). The student counselor has no authority to release any personally identifiable student information and will refer all requests to the School District’s administration. This process requires the request be documented in a document known as a “release of information”. Your student counselor can explain this process to you in more depth upon request.

During the time working with a Stephens Counseling student, the student is also enrolled in a practicum or internship course in their concentration area (e.g., clinical mental health counseling and/or school counseling) where they receive weekly group supervision from a faculty member/licensed mental health professional (CMHC) or doctoral level counselor educator and/or certified school counselor. Additionally, each student receives a minimum of 1 week of individual or triadic supervision with a site supervisor who is a fully licensed mental health professional (CMHC) or fully certified school counselor in the State of Missouri.

While confidentiality is critical to the therapeutic alliance and process, it is important to know there are **limits to confidentiality**. These include, but are not limited to:

1. When a client is determined to be a danger to him/herself or others.
2. When the counselor perceives there may be child or elder abuse and/or neglect.
3. In the event of a subpoena or court order.

Mandated Reporter

It is also important to note that your student counselor, their site supervisor, and the student counselor’s course instructor and classmates are **mandated reporters**. In other words, each is required by state law to report suspected abuse and/or neglect to the proper authorities in accordance with the laws of the State of Missouri.

Audio & Video Recording of Counseling Sessions

The Stephens College Counseling program uses *Supervision Assist* for audio/video recording student counseling sessions. *Supervision Assist* is a HIPAA-compliant platform. As a client, you have several options related to the audio/video recording of your session.

Your student counselor's training requires that they demonstrate their counseling knowledge and skills by providing their course instructor and clinical supervisor with work samples during each practicum and internship semester. Importantly, the primary purpose of recording sessions is to monitor the quality of client care and enhance the student counselor's professional development. Please note the following guidelines surrounding the audio-visual recording of counseling session by Stephens Counseling practicum and internship students (e.g., student counselor).

- a. As part of their training, student counselors are required to submit audio-visual recordings of counseling sessions to their course instructor over the course of the semester.
- b. In **all** cases, student counselors are required to request and gain written permission from **all** adult clients and/or the parent(s) and/or legal guardian(s) of **all** minors/protected populations prior to conducting video and/or audio recorded counseling sessions.
- c. Clients and/or parents/legal guardian(s) may agree to appear (or for their minor/protected individual) to appear on **both** the audio and video elements of the counseling session with a student counselor.
 - a. Student counselor will stop video and/or audio recording an active session at the request of the client and/or parent/legal guardian.
- d. Clients and/or parents/legal guardian(s) may agree to appear (or for their minor/protected individual) to be audio-recorded only during a counseling session with the student counselor*.
 - a. *Unless explicitly prohibited by the client and/or parent/legal guardian, the student counselor will remain on-camera. However, the clients(s) will **not** be video recorded at any time. If the student is unable to be fully isolated on the video due to room arrangements (i.e., small room), the video will be deactivated to ensure only audio is recorded.
 - b. Student counselor will stop video and/or audio recording an active session at the request of the client and/or parent/legal guardian.
- e. Clients and/or parents/legal guardian(s) may choose to **not** allow the student counselor to audio/video record the session*.
 - a. *When video and/or audio recordings of sessions are not permitted, student counselors are required to receive "live supervision" from a fully licensed mental health professional (i.e., CMHC students) or certified CMHC counselor (i.e., CMHC students) a minimum of 3 times* per semester. During live supervision, the student's program approved site supervisor and/or practicum/course instructor will be directly observing the student and client's counseling session. This may include the approved site supervisor/course instructor being present in the room, in an adjacent room (with two-way mirrors for observation) or via a HIPAA compliant zoom link) during the counseling session.

Consent to Participate in Counseling

I, the undersigned, hereby acknowledge that I have read and understood the information presented above, and that I agree to receive counseling services from the undersigned Stephens College Counseling Internship student.

(Signature of Client)

(Date)

(Signature of Client's Parent or Guardian, if applicable)

(Date)

(Signature of Counseling Student)

(Date)

Consent to Audio Record

I do ____ / do not ____ grant permission to allow my counseling sessions to be audio-recorded. I understand that a) my designated student counselor, their approved clinical supervisor, Stephens College Counseling Faculty, and internship students in the student counselor's current internship course (COUN 607: Internship or COUN 608: Internship II) may see samples of the video recordings of my counseling sessions with my assigned student(s).

In granting permission, I further understand that all recordings, associated documentation, and individuals noted above are subject to the confidentiality guidelines of the American Counseling Association's Code of Ethics (ACA, 2014) and the laws governing the practice of professional counseling in Missouri. I understand that I may withdraw this permission to audio record/allow live supervision at any time.

(Signature of Client)

(Date)

(Signature of Client's Parent or Guardian, if applicable)

(Date)

Consent to Video Record

I do ____ / do not ____ grant permission to allow my counseling sessions to be videorecorded. I understand that a) my designated student counselor, their approved clinical supervisor, Stephens College Counseling Faculty, and internship students in the student counselor's current course (COU 601: Practicum, COUN 607: Internship, or COUN 608: Internship II) may see samples of the video recordings of my counseling sessions with my assigned student(s).

In granting permission, I further understand that all recordings, associated documentation, and individuals noted above are subject to the confidentiality guidelines of the American Counseling Association's Code of Ethics (ACA, 2014) and the laws governing the practice of professional counseling in Missouri. I understand that I may withdraw this permission to video-record/allow live supervision at any time.

(Signature of Client)

(Date)

(Signature of Client's Parent or Guardian, if applicable)

(Date)

f



Counseling Program

Honorarium

Dear Site Supervisor,

The Stephens College Counseling program thanks you for the expertise and mentorship you provided to our student this semester. In appreciation, the Stephens Counseling program provides primary* site supervisors with an honorarium of \$150 per semester for each program-approved student. To receive this honorarium, please complete the form below along with a W-9 tax form. By signing and submitting these forms, you verify the information below is true and accurate.

*Primary site supervisor is defined by the program as the site supervisor who was approved as the primary site supervisor by the Stephens Counseling program and who, over the course of the semester, has provided, minimally, a majority of the student's clinical supervision during the semester. This includes but is not limited to weekly individual/triadic supervision, reviewing/signing student documentation, and submitting all required student performance/dispositional assessments.

If a program-approved secondary site supervisor has provided 25% or more of clinical/administrative supervision over the course of the semester, the program reserves the right to prorate the \$150 honorarium to ensure all site supervisors are honored for their time and expertise. In such cases, it is the responsibility of the practicum/internship student to formally request that their program-approved secondary site supervisor receive a percentage of the \$150 honorarium payment and at what proportion (e.g., 25%) of the \$150 stipend.

Note: The secondary site supervisor noted below is required to complete all honorarium documentation to receive payment.

Student name: _____

Clinical Mental Health Counseling Course (select one):

1. COUN 601: Practicum _____
2. COUN 607: CMHC Internship I _____
3. COUN 608: CMHC Internship II _____

School Counseling Concentration Course (select one):

1. COUN 602: SC Practicum & Behavioral Strategies _____
2. COUN 603: SC Internship I _____
3. COUN 604: SC Internship II _____

Semester: Fall 20____ Spring 20____ Summer 20____

Full Name of Primary Site Supervisor (must include middle initial) _____

Mailing Address: _____

Email Address: _____

W-9: I have W-9 on file with Stephens College (w/in 24 months of this request): Yes___ No___

*If no, I have submitted a W-9 form with this document: Yes___ No___

Attestation

Signature of Primary Site Supervisor _____ Date: _____

Signature of Counseling Program Director _____ Date _____

Secondary Site Supervisor Information (Required if any % of stipend is provided)

Student name: _____

Clinical Mental Health Counseling Course (select one):

- 4. COUN 601: Practicum _____
- 5. COUN 607: CMHC Internship I _____
- 6. COUN 608: CMHC Internship II _____

School Counseling Concentration Course (select one):

- 4. COUN 602: SC Practicum & Behavioral Strategies _____
- 5. COUN 603: SC Internship I _____
- 6. COUN 604: SC Internship II _____

Semester: Fall 20___ Spring 20___ Summer 20___

Full Name of Secondary Site Supervisor (must include middle initial) _____

Mailing Address: _____

Email Address: _____

W-9: I have W-9 on file with Stephens College (w/in 24 months of this request): Yes___ No___

*If no, I have submitted a W-9 form with this document: Yes___ No___

Attestation

Signature of Secondary Site Supervisor _____ Date: _____

Signature of Counseling Program Director _____ Date _____



COUN Counseling

Attestation

Date: _____

I, _____, have received and read a copy of the Stephens College Counseling program's current practicum/internship manual specific to the course I am enrolled in, _____ (i.e., COUN 601, COUN 607) for _____ (i.e., Fall 2024). I understand that it is my responsibility to make myself aware of and follow the guidelines and requirements of the manual. I also understand that my failure to do so may result in an unsuccessful grade for this course as well as my possible removal from the course and/or Counseling program.

Student's Signature

Date

Instructor Signature

Date

Stephens College Counseling Program

STIPEND AGREEMENT

Practicum and Internship

Student Name:

Program: Stephens College Master of Education (M.Ed.)

Stipend Amount:

(*CLINICAL SITE/PRIVATE PRACTITIONER*) agrees to award a stipend of (*AMOUNT*) to (*STUDENT*), a candidate for the Master of Education in Counseling degree at Stephens College, for the period of _____ to _____.

The stipend is offered as reasonable compensation to assist the intern in covering per diem costs incurred during the internship and/or for activities carried out under the administrative and clinical supervision of the student intern's program-approved fieldwork site supervisor (i.e., "site supervisor") during the official enrollment periods indicated above.

Attestation

Student Signature _____ Date _____

Fieldwork Site Supervisor _____ Date _____

CMHC Coordinator _____ Date _____