



2016 Clinical Placement Guidebook

PSY 680 - Practicum in a Clinical Mental Health Setting
PSY 695 - Internship in a Clinical Mental Health Setting



A message to Graduate Students in Counseling:

The clinical practicum and internship represents the culmination of your training experience in the Graduate Studies in Counseling Program. The purpose of the clinical placement is to gain skill in actual counseling practice and become part of a team of mental health professionals. In combination with your pre-practicum experience, the practicum and internship courses fulfill the accreditation requirements for the Council on Accreditation of Counseling and Related Educational Programs (CACREP) and licensure requirements for the State of Florida:

Clinical Program Components	Client Contact Hours	Total Hours
Mental Health Pre-Practicum	0	100
Social Justice/Advocacy Pre-Practicum	0	100
Clinical Practicum	40	200
Clinical Internship	240	600
TOTAL	280	1,000

In order to ensure a smooth placement process, it is critical that you read this handbook carefully and complete all activities by the due dates. The ***Clinical Mental Health Counseling Practicum/Internship Student Placement Agreement*** provides a description of all responsibilities and expectations of the site, the supervisor, Rollins College, and you!

You have been prepared for your roles as counselor, consultant, change agent, client advocate, collaborator, and colleague. Clinical work is the final aspect of your training experience in your graduate counseling program. Please contact us if you have any questions. We hope you are looking forward to this culminating clinical experience and wish you well!

Sincerely,

The Rollins College Graduate Studies in Counseling Faculty

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The Placement Process

1. **Complete *Clinical Placement Application*** form indicating your counseling interests. Submit via email to Dr. Baldwin, Clinical Practice Coordinator, prior to the Clinical Placement Orientation meeting.
2. **Complete *Placement Statement of Understanding*** form. Turn in at the Clinical Placement Orientation meeting on Monday, January 25, 2016.
3. **Attend mandatory Clinical Placement Orientation meeting.** Monday, January 25, 2016, 6:15PM to 7:00PM, Room CSS 226.
4. **Attend mandatory Practicum/Internship Placement Workshop.** Tuesday, February 9, 2016, 7:00PM – 9:30PM, Faculty Club Meeting Room, Rollins College campus.
5. On Thursday, January 28, 2016, the faculty will meet to review the Clinical Placement Application forms to determine site assignments. **Between February 1, 2016, and February 12, 2016, Dr. Baldwin, the Clinical Practice Coordinator, will contact each student via email with a list of the approved placement sites that they are to contact to schedule interviews with.** Dr. Baldwin may also schedule face-to-face meetings with students. It is recommended that students schedule their interviews to begin after they have attended the **Practicum/Internship Placement Workshop** on February 9, 2016. Timely pursuit of all directives and site leads are critical because there may be more graduate students than there are clinical placement sites.
6. **Begin contacting potential clinical sites** that have been approved for you and agreed upon by the Clinical Practice Coordinator.
7. **Communicate** with your Clinical Practice Coordinator during the process, especially after interviews. If you would like to meet in person with Dr. Baldwin to discuss the placement process, please contact her via email with the dates/times that you are available to meet so that a meeting can be scheduled.
8. **Meet with the potential site supervisor** of the sites as directed. This meeting should be treated as a job interview. You should go prepared with a **resume**, a copy of the ***Clinical Placement Guidebook***, a copy of the ***Clinical Mental Health Counseling Practicum/Internship Student Placement Agreement***, and a thorough understanding of all the responsibilities expected for sites, site supervisors, and you as the student.
9. **Review the *Clinical Mental Health Counseling Practicum/Internship Student Placement Agreement* with the potential site supervisor** in order to establish a common understanding of practicum and internship requirements as well as site supervisor responsibilities. It is important for you to know at this point whether or not the site can fulfill all of the requirements before going any further with an agreement.
10. **Complete the *Clinical Mental Health Counseling Practicum/Internship Student Placement Agreement*** at the point you and the potential site supervisor have agreed upon a placement site that is a good fit for you. Fill in all details, sign the document, and obtain the signature of the licensed professional who will be responsible for your supervision.
11. **Deliver** completed ***Clinical Mental Health Counseling Practicum/Internship Student Placement Agreement*** form to Dr. Baldwin, Clinical Practice Coordinator, to be reviewed and signed. You can place the completed form in Dr. Baldwin's faculty mailbox and notify her via email that the form has been submitted for review. **DEADLINE: April 15th AT THE LATEST!!!**

Information about Clinical Site Selection

If you are interested in pursuing placement at a site that has not previously been approved by the Rollins Graduate Counseling Program, note the minimal requirements for all clinical sites:

- Commitment to ensure that the student will be assigned an adequate number of direct client contact hours to fulfill CACREP requirements (40 during practicum and 240 during internship) over two semesters.
- Satisfactory variety of clinical activities and experiences (e.g., not just intakes or groupwork).
- One continuous hour of one-on-one supervision each week by an assigned supervisor that is a licensed mental health professional in Florida.
- An appropriate confidential space for student intern to provide counseling sessions.
- Ability to audio or video record counseling sessions or allow live observation of counseling sessions by the site and faculty supervisor.
- Presence of a master's or doctoral level mental health professional on site while student is counseling clients.
- Majority of hours spent at site during normal business weekday hours so that student may participate in team meetings, staffings, etc. Evening and weekend hours should not comprise the majority of site hours.
- Placement sites offering trainee stipends must be approved by faculty in advance of signing an agreement. (At this time we are not aware of any sites offering stipends for interns.)

Necessary Conditions for Receiving Stipends for Mental Health Internships

The purpose of a clinical internship in mental health counseling is to allow students to conclude their training by gaining first-hand experience working with clients in an agency setting. The internship provides the opportunity to learn and develop as a clinician, including trying out new skills and approaches under supervision. It is imperative that the integrity of the internship as a learning experience be maintained without evaluative consequences beyond those described in the printed material about internship requirements. Dual relationships with supervisors and clientele must be avoided to eliminate situation in which student interns may inhibit their learning experience out of fear of jeopardizing their employment contract. Students may not use a paid position as an employee of an agency as their internship.

Internship Stipends:

Students may receive stipends or honoraria for their internship work. The following conditions must be met for an internship in which the student receives a stipend:

1. Arrangements for internships with stipends must be negotiated between the student, the Clinical Practice Coordinator, and the intern.
2. The internship placement must be a training position (vs. a staff or employee position) in which the intern is free to experiment in the use of methods and styles of intervention and through which he or she is able to learn advanced counseling skills without concern for evaluation beyond the intended learning experience.
3. The plan and procedures for meeting the above conditions must be submitted in writing to the Clinical Practice Coordinator before an internship contract is signed.
4. Internships with stipends must be approved by the Rollins College Clinical Practice Coordinator and/or the Graduate Studies in Counseling faculty.

Internship and Employment in the Same Agency:

It is best to avoid completing the internship in the same agency in which the student is employed, and should only be considered as a last resort option. If this situation does occur, the following guidelines apply:

1. The student must complete the internship in a different and separate area, unit, or department of the agency than his or her employment location.
2. Internship duties are not part of the student's regular or ordinary employment duties.
3. Internship duties are significantly different from those performed previously (as an employee) by the intern in this agency.
4. The internship must be a training position (vs. a staff position) in which the intern is free to experiment in the use of methods and styles of intervention and through which he or she is able to learn advanced counseling skills without concern for evaluation beyond the intended learning experience (for example employment evaluation).
5. The site supervisor for internship must not be the same as the employment supervisor or in the facilities supervisory chain of command for the student employee.
6. There can be no internship supervisory relationship with another employee with whom the intern has had any previous employment supervisory relationship.
7. The clientele with whom the student intern comes in contact do not have a dual relationship with the student as an employee.
8. The plan and procedures for meeting the above conditions must be submitted in writing to the faculty placement coordinator before an internship contract is signed.
9. Internships with stipends must be approved by the Rollins College Clinical Practice Coordinator.

Planning Time Commitment

Students should plan on committing an average of 30 hours per week for 30 weeks to fulfill clinical requirements. Below is a breakdown of the activities student counselors are expected to participate in over the course of their clinical experience.

PRE PRACTICUM HOURS		Total
Mental Health Setting Experience		100
Social Justice/Advocacy Experience		100

PRACTICUM HOURS (First 10+ weeks of Fall Term)	Avg Hours/Week	X 10 Weeks
Direct Clinical Service to Clients** (Min 20 must be w/ individuals)	4.0	40
Campus Group Supervision (class)	2.5	25
Campus Individual Supervision	1.0	10
Site Individual Supervision	1.0	10
Indirect Service onsite (administrative, case management, documentation)	11.5	115
TOTAL HOURS	20	200

TOTAL INTERNSHIP HOURS (At end of Spring Term)	Avg Hours/Week	X 20* Weeks
Direct Clinical Service to Clients**	12.0	240.0
Campus Group Supervision (class during term x18)	2.5	45.0
Site Individual Supervision	1.0	20.0
Site Group Supervision (varies per site)	1.0	20.0
Master Therapist Series (3 Saturdays)		21.0
Indirect Service onsite (administrative, case management, documentation)	Average of 13.0	254.00
TOTAL HOURS	@30.0	600

Cumulative Direct Clinical Service to Clients		280
Cumulative Indirect Service + PrePracticum		720
Cumulative Total Clinical Hours		***1,000

* Includes 2 weeks over December and/or Spring breaks

** Includes clientele from Cornell Counseling Clinic

*** Fulfills Florida licensure requirements.

Alternative Fifth Year Clinical Sequence

PRE PRACTICUM HOURS		Total
Mental Health Setting Experience		100
Social Justice/Advocacy Experience		100

PRACTICUM HOURS (Fall Semester #1)	Avg Hours/Week	X 14 Weeks
Direct Clinical Service to Clients** (Min 20 must be w/ individuals)	3.0	42
Campus Group Supervision (class)	2.5	35
Campus Individual Supervision	1.0	14
Site Individual Supervision	1.0	14
Indirect Service onsite (administrative, case management, documentation)	Average of 7.5	95
TOTAL HOURS	@15	200

TOTAL INTERNSHIP HOURS (Spring Semester #2; Fall #3; Spring #4)	Avg Hours/Week	X 42* Weeks
Direct Clinical Service to Clients**	6.0	240.0
Campus Group Supervision (class during term x18)	2.5	105.0
Site Individual Supervision	1.0	42.0
Site Group Supervision (varies per site)	1.0	42.0
Master Therapist Series (3 Saturdays)		21.0
Indirect Service onsite (administrative, case management, documentation)	Average of 5.0	150.0
TOTAL HOURS	@15.0	600

Cumulative Direct Clinical Service to Clients		280
Cumulative Indirect Service + PrePracticum		720
Cumulative Total Clinical Hours		***1,000

* Does not include between semester or Spring breaks

** Includes clientele from Cornell Counseling Clinic

*** Fulfills Florida licensure requirements.

Enrollment

Summer Semester prior to beginning practicum and internship enroll in:

Final courses required of the program prior to beginning clinical work.

Completion of:

PSY 660: Pre-Practicum in Counseling and Social Justice Advocacy (1 credit)

Note: Enrollment/Completion in PSY 660 at this point in the program will formalize documentation of the hours you accumulated for this fieldwork.

Fall Semester enroll in:

PSY 680: Practicum and Internship I in Clinical Mental Health Counseling (5 credits)

Spring Semester enroll in:

PSY 695: Internship in Clinical Mental Health Counseling (5 credits; you will pay for 3)

PSY 699: Master Therapist Series (0 credit)

Students on the 5-year plan will repeat enrollment in PSY 680 for the following Fall semester and PSY 695 for the following Spring semester.

FINANCIAL AID: Please note that full-time financial aid is only awarded when students are enrolled in 9 or more credits. Students receive part-time financial aid for enrollment in 4.5 or more credits. Thus, students need to be aware that they must plan accordingly regarding financial arrangements during the final year.

Preparing for Fall Semester

- **Complete any required** training, paperwork, mandatory orientation, background checks, drug testing, or personnel processing during the summer to avoid delay in seeing clients in the Fall. Work with your site beginning in July to determine the preparation requirements.
- **Register for the Fall PSY 680-practicum/internship** section of your choice. Note: In the Spring semester, you will enroll in a new section of your choice to continue internship.
- **Renew your membership in ACA** and provide proof of membership to your professor the first day of class.
- **Obtain professional liability insurance coverage** and provide proof of coverage to your professor the first day of class. Make sure to keep your membership and insurance coverage active throughout your clinical work.
- **Contact your site supervisor** no later than August 15th, confirm your start date, and establish a finalized work schedule.
- **Reserve Friday, August 26, 2016, to attend the *Clinical Orientation Seminar* – a mandatory day-long seminar** required of all clinical students.
- **Clear your schedule** and start arranging your personal responsibilities so you can spend 20 to 30 hours at your practicum site starting the first week of classes. This time may have to be increased as your internship begins to obtain the hours necessary to fulfill Florida and CACREP experience requirements.



Rollins College • Graduate Studies in Counseling
 1000 Holt Avenue – 2726
 Winter Park, FL 32789
 FAX 407.646.1546

Dear Training Site Partner:

Thank you for your willingness to extend the training of Rollins College mental health counseling graduate students with the opportunity to obtain clinical experience in the “real world” of your agency setting. We strictly adhere to the definitions and requirements of Florida’s licensure requirements, which mandate that we follow the Council on Accreditation of Counseling and Related Educational Programs (CACREP) standards for training.

Rollins College places students at one field site for both practicum and internship. As a result, sites will benefit from their initial training investment during the practicum period with a student that is fully prepared to continue counseling clients as an intern.

On August 29, 2016, students will begin clinical practicum, which will last for 10 weeks. During this time, students are expected to become oriented to the site, receive weekly individual supervision, and invest at least 200 hours in onsite activities. They are also required to obtain 40 hours of direct experience counseling clients on their own, 20 hours of which must be counseling individuals.

In early November—on week #11 of their placement—counseling interns will begin 20 weeks of clinical internship, continuing with their assigned clients and quickly building up their client caseload. At the conclusion of the 20 weeks of internship, students are expected to have accumulated an additional 240 hours of direct counseling service in addition to other onsite activities. By the end of April, students must accumulate a total of 280 hours of direct counseling experience to graduate in May.

The ***Clinical Mental Health Counseling Practicum/Internship Student Placement Agreement*** provides detailed expectations for students, faculty, site supervisors, and for your agency site.

We appreciate your partnership in this final stage of the counselor preparation process and value your willingness to support the development of well-qualified future colleagues.

If you have any questions, please contact Dr. Kyle Baldwin, the Rollins College Clinical Practice Coordinator, for the graduate counseling student(s) you are considering. Thank you again for your support of Rollins College Graduate Studies in Counseling and the training of our students. We hope the experience will be mutually rewarding.

The Rollins College Graduate Studies in Counseling Faculty

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Clinical Mental Health Counseling Practicum/Internship Student Placement Agreement

This form is to be completed jointly by the Clinical Practice Coordinator on behalf of Rollins College Graduate Studies in Counseling, the Site Supervisor on behalf of the Agency Site, and the Rollins College Graduate Counseling Student. Please complete every part of this agreement, providing complete telephone numbers with area code and extension. Addresses should include city and zip code. Please sign this agreement. Thank you.

Dates of Placement:	08/29/16 to 05/1/17
Counseling Student:	
Address:	
City, State, Zip code:	
Phone(s):	
E-mail:	
Agency Site Name:	
Agency Site Address:	
City, State, Zip code:	
Site Supervisor:	
Site Supervisor's License(s):	
Phone(s):	
E-mail:	
(if applicable) On-site Mentor:	
Phone(s):	
E-mail:	
Clinical Practice Coordinator: Dr. Kyle D. Baldwin	
Faculty's License(s): LMHC, NCC, MAC, CCMHC, Qualified Supervisor (MH)	
Phone(s): Office: 407-628-6314; Cell: 407-921-2700	
E-mail: kdbaldwin@rollins.edu	

The purpose of this agreement is to provide a qualified graduate student in mental health counseling with a clinical agency experience in the field of mental health counseling by defining expectations of each individual and the agency site.

The Rollins College Faculty Supervisor, the Agency Site, the Site Supervisor, the On-Site Mentor (if applicable) and the Graduate Counseling Student mutually agree that:

1. Graduate counseling students are considered to be learners who are fulfilling specific requirements for field experiences as part of a degree requirement in Clinical Mental Health Counseling. Students are trainees and are not to be considered employees for any purpose, including but not limited to workers' compensation insurance or employee benefits programs.
2. All licensure and other related laws of the State of Florida impacting clinical work will be observed.
3. The ethics of the mental health professions will be observed, including, but not limited to, the Ethics Code of the American Counseling Association.
4. No party shall discriminate or be discriminated against on the basis of race, color, disability, nationality, ethnicity, age, gender, sexual orientation, religion, ancestry, or any other basis prohibited by law.

Rollins College Graduate Studies in Counseling and the Faculty Supervisor agrees to:

1. Facilitate communication between the College and the Agency Site about the counseling student's progress.
2. Affirm that the Counseling Student has completed the necessary educational prerequisites to be eligible for Agency Site placement and experiences.
3. Notify the Counseling Student that s/he must adhere to the administrative policies, rules, standards, schedules, and practices of the Agency Site.
4. Be available for consultation with both the Site Supervisor and Counseling Student as needed.
5. Require the Counseling Student to purchase student professional liability insurance and maintain evidence of student liability insurance coverage.
6. Conduct a minimum of one Agency Site visit to meet with the Site Supervisor to discuss the Counseling Student's experience, progress, and professional development.
7. Monitor the field experience process to assure quality of site placement and satisfactory experiences for the Counseling Student.
8. Consult with the Agency Site regarding the Counseling Student's progress, possible conflicts, or impairment, including decisions regarding modification of duties or the termination of placement.
9. Provide 2.5 hours of small group supervision weekly during the officially designated semester timeframe. These group supervision meetings will emphasize ethical treatment of confidential client information. Names and other key client identifying data will not be revealed in these discussions.
10. Meet individually with the Counseling Student as needed to ensure appropriate professional development.
11. Evaluate the Counseling Student's fulfillment of course requirements and performance, including videotape, audiotape, and written case summaries.
12. Assign the Counseling Student a grade for the course based on (a) the assessment of the student's completion of course requirements, and (b) the Site Supervisor's evaluation of the student's performance,

The Agency Site agrees to:

1. Assign a Site Supervisor that is licensed and has time for and interest in training and supervising the Counseling Student.
2. Provide opportunities for the Counseling Student to experience a variety of counseling activities, under supervision, typical of those encountered by the Site counseling staff.

3. Provide the Counseling Student with adequate workspace, telephone access, office supplies, and technical support necessary to conduct counseling sessions, case management, and documentation.
4. Provide the opportunity to video or audio record counseling sessions (not necessarily the equipment for recording) or allow live observation of session by the site and faculty supervisors.
5. Regard the Counseling Student as a professional-in-training and accord her or him the generally expected professional respect and courtesies.
6. Conduct an orientation for the Counseling Student no later than the first week of placement that fully covers the mission and operation of the Agency Site including administrative policies, procedures, and services. The orientation training should also ensure understanding of the:
 - a) Counseling Student's expected role in the Agency Site.
 - b) Agency Site's administrative and supervisory organization.
 - c) Client assignment and scheduling procedures.
 - d) Clerical support services available.
 - e) Documentation expectations and requirements as well as deadlines.
 - f) Protocols for reporting abuse or crisis situations.
 - g) Response procedures for client danger to self or others, including suicide assessment, and supervisory access and support.
 - h) Confidentiality, release of information, and consent for treatment procedures standards of the Agency.
 - i) Culture and the norms of the Agency Site that are important for the Counseling Student to know in order to operate effectively within the clinical system.
7. Provide the Counseling Student access to a client caseload that meets program requirements for the minimum number of clock hours (approximately 300 for practicum, 600 for internship), with at least 40 hours during practicum and 240 hours during internship spent in direct service to clients, counseling individuals, families, couples and/or groups.
8. Provide, upon request by participating Counseling Student, reasonable accommodations as required by law in order to allow qualified disabled students to participate in the training program at the facility.
9. Notify the Rollins College Faculty Supervisor of any changes in personnel, operation, or policies that may affect the field education experience.

The Site Supervisor and/or On-Site Mentor agree to:

1. Affirm that s/he is a licensed mental health professional with a minimum of a Master's degree in counseling or related mental health profession with at least two years licensed experience.
2. Provide a minimum of one full hour per week of one-on-one supervision to the Counseling Student.
3. Focus supervision on development of the Counseling Student's overall competence as a professional counselor in addition to skills involved in direct services to clients.
4. Provide the opportunity to video or audio record counseling sessions (not necessarily the equipment for recording) or allow live observation of session by the site and faculty supervisor (with the permission of the clients or their guardians) for supervision purposes only (at least two per semester for internship students and weekly for practicum students).
5. Provide opportunities for the Counseling Student to develop professional relationships with peer interns, experienced counselors, and related agency personnel through in-service training, case staffing, and other Agency Site activities.
6. Provide opportunities for the Counseling Student to become familiar with a variety of professional activities in addition to direct client service, such as staff meetings, training sessions, and/or treatment meetings.

7. Meet with Faculty Supervisor generally once each semester to provide input on the Counseling Student's progress.
8. Utilize the Faculty Supervisor as a support person and call for assistance and/or advice as needed. If the Counseling Student experiences difficulties, it is important that the Agency Site and/or Site Supervisor report problems to the Faculty Supervisor immediately.
9. Prepare a formal evaluation of the Counseling Student's performance at the end of each semester, review the evaluation with the Counseling Student, and submit it to the Faculty Supervisor.

The Student Counselor agrees to:

1. Behave in a professional and ethical manner at all times in accordance with the ethical guidelines of the American Counseling Association the laws of the State of Florida, and the policies of Rollins College and the Graduate Studies in Counseling program.
2. Abide by the administrative policies, standards, regulations, schedules, and practices of the Agency Site.
3. Identify himself or herself at the Agency Site, to clientele, and to the public as a "Graduate Counseling Student/Intern".
4. Behave in accordance with the role expectations of a trainee.
5. Show evidence of having obtained professional liability insurance to the Faculty Supervisor for the entire time clinical work is taking place.
6. Take responsibility for obtaining video or audio recordings of counseling sessions (providing equipment for recording if necessary) and delivering recordings to the faculty supervisor, or arranging live observation of session by the site and faculty supervisor.
7. Consistently and punctually attend all scheduled training activities and meetings on-site and on campus as agreed upon between the Faculty Supervisor, Site Supervisor and/or On-Site Mentor, and Counseling Student.
8. Notify the Site Supervisor and the Faculty Supervisor of illness, accident, or any other situation that prevents the Counseling Student from meeting the prearranged schedule at the Agency Site as soon as possible.
9. Attend all scheduled individual supervision sessions and group supervision sessions consistently and on time.
10. Arrive prepared for all scheduled individual and group supervision sessions (i.e., completed case presentation, readings, and other assigned activities).
11. Complete all required paperwork and documentation by the scheduled due dates.
12. Maintain weekly logs, signed by the Site Supervisor, and submit a copy each week to the Faculty Supervisor.
13. Maintain responsibility for completing the required number of clinical experience hours on site and on campus.
14. Perform customary counseling functions, activities, and tasks as assigned by the Site Supervisor.
15. Demonstrate competency in counseling knowledge, skills, and attitudes in order to receive a passing grade.
16. Continuously strive to improve counseling performance and accept feedback from supervisors in a professional manner.
17. Fulfill course objectives and assignments published in the course syllabus.
18. Ensure a valuable clinical learning experience by communicating with the Faculty Supervisor and/or Site Supervisor if there are difficulties.
19. Participate in final evaluation conference with Site Supervisor and Faculty Supervisor.

I have read and agree to abide by the expectations described on all five pages of the **Rollins College Clinical Mental Health Counseling Practicum/Internship Student Placement Agreement**.

As Site Clinical Coordinator or Site Supervisor, I have provided or will provide a copy of this agreement to all other individuals at this Agency Site who will be supervising or mentoring this Counseling Student.

Site Supervisor Signature	Printed Name	Date
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<i>(if applicable)</i> On-site Mentor Signature	Printed Name	Date
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Counseling Student Signature	Printed Name	Date
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Clinical Practice Coordinator Signature	Printed Name	Date
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Student: Please return the completed and signed agreement for final approval to Dr. Kyle Baldwin, Clinical Practice Coordinator. Please deliver this agreement directly to Dr. Baldwin or place it in her mailbox for approval. Please notify Dr. Baldwin via email at kdbaldwin@rollins.edu when the agreement has been placed in her mailbox.



Placement Statement of Understanding

SPRING SEMESTER:

I acknowledge that it is my primary obligation to:

- Keep my Clinical Practice Coordinator informed of my progress in locating a clinical placement site via email at least once per week.
- Refrain from contacting any potential sites not agreed upon in advance with my Clinical Practice Coordinator.
- Follow through on any placement suggestions or directives from my Clinical Practice Coordinator within two days.
- Secure clinical placement and submit a completed ***Clinical Mental Health Counseling Practicum/Internship Student Placement Agreement*** to my Clinical Practice Coordinator no later than April 15.
- Inquire about and participate in any training, required procedures, or documentation processes that I must complete during the summer at my Practicum site prior to beginning clinical work.

SUMMER SEMESTER:

I acknowledge that it is my primary obligation to:

- Contact my clinical site supervisor in August, 2-3 weeks in advance of the start of the semester, to confirm my clinical site schedule and any expectations on the part of the clinical site.
- Register for a practicum section.
- Arrange my personal and work schedule to accommodate practicum and internship requirements.
- Complete processes or procedures required by my clinical site prior to the start of fall semester (such as, but not limited to: criminal or security background checks, finger printing, completion of paperwork for human resources department, applications for parking, name badges, mandatory pre-employment training workshops, etc.).
- Participate in any pre-clinical orientation or training required by my clinical site.
- Obtain and pay for professional liability insurance (available free with membership in ACA).
- Print out paper proof of professional liability insurance and bring it to the first meeting of practicum class.
- Complete all advance assignments requested by my practicum or internship professor.
- Attend the mandatory **Clinical Orientation Meeting** on the Friday preceding the start of the Fall Semester (August 26, 2016).
- NOT begin fulfilling clinical hours until the beginning of Fall semester.

Counseling Student Printed Name

Signature

Date

Please complete this form, print it out, and bring it with you to the Practicum/Internship Placement Orientation Meeting on January 25, 2016.



Clinical Placement Application

Note: This application or portion of the information may be shared with potential site supervisors.

Counseling Student:
Address:
City, State, Zip code:
Phone(s):
E-mail Addresses:

I plan to complete the Certificate Program in Family and Relationship Therapy: ____Yes ____No

1. What types of site placements interest you?

Family Service Agency; Mental Health Clinic/Center; Drug/Alcohol Treatment Center; School based Mental Health; Residential Facility; College/University Counseling Center; Other.

Preference #1:

Preference #2:

Preference #3:

2. What counseling experiences interest you most?

Individual Counseling; Career/Vocational Counseling; Couples Counseling; Group Counseling; Family Therapy; Substance Abuse; Child or Adolescents; Veterans; Trauma Work, Women; Other. (Please Note: Eating Disorders is not an available placement; Private Practice and Group Private Practices are not acceptable sites.)

Preference #1:

Preference #2:

Preference #3:

3. If you have a specific site placement in mind, specify below. You may discuss the possibility of a placement with your Clinical Practice Coordinator. You should neither seek nor accept a commitment without first consulting with your Clinical Practice Coordinator.

Proposed Site:

Contact Person or Supervisor (if known):

4. Is there any additional information or requests you would like to make of the faculty in considering your request?

Please complete this form, print it out, and bring it with you to the Practicum/Internship Placement Orientation Meeting. If you have already emailed this form to Dr. Baldwin prior to the meeting on January 25, 2016, you do not have to resubmit.