

OVERVIEW OF PROGRAM, MISSION STATEMENT AND GOALS

Overview of Program, Mission Statement and Objectives:

The mission of Clinical Rehabilitation and Mental Health Counseling is to promote quality behavioral health care for all, particularly people with disabilities, and to help the state and nation meet their human service and workforce needs in the area of rehabilitation and mental health counseling through teaching, research and service.

The program prepares students with a solid grounding to become Certified Rehabilitation Counselors (CRC) and R U Licensed Mental Health Counselors (LMHC).

The objectives of the program are to:

1. Recruit and admit a highly qualified and diverse student body.
2. Provide high quality teaching and inspire learning in clinical rehabilitation and mental

FIELD TRAINING COMPONENT

To The Student: The Field Handbook for Students, Site-Supervisors and Agencies is your manual for field placement. Please keep it with you throughout the duration of your three field placement experiences. It is important that you read and understand the content of this manual.

Field training is a critical component in the professional preparation of rehabilitation and mental health counselors. Working directly with consumers is often the most valuable and rewarding professional experience students have in their graduate program. Field experiences provide students with an opportunity to practice concepts and skills learned in the classroom, and to see how different rehabilitation and related human service agencies and programs function.

International Students: Prior to beginning any field classes, you must be approved by our office for CPT (curricular practical training) if you are an F-1 visa holder. This includes registration in a USF course that requires a

Practicum students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum by (1) a counselor education program faculty member; (2) a student supervisor who is under the supervision of a counselor education program faculty member; or (3) a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement.

- D. Practicum students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the practicum. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member.

CACREP 20 Professional Practice Standards for Internship

- E. After successful completion of the practicum, students complete 600 clock hours of supervised counseling internship in roles and settings with clients relevant to their specialty area.
- F. Internship students complete at least 240 clock hours of direct service.
- G. Internship students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the internship, provided by (1) the site supervisor, (2) counselor education program faculty, or (3) a student supervisor who is under the supervision of a counselor education program faculty member.
- H. Internship students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the internship. Group supervision must be provided by a counselor

of the sessions and the areas that need improvement. While listening to the audio recordings, it will be important to pay extra attention to where theory is being infused into the therapy sessions.

Requirement 1 and 2: One of the major goals is to develop counseling skills, and students need to bring in audio recordings (only with the permission), which are critiqued and then subsequently erased by the student. Site supervisors need to try to help students obtain a variety of consumer feel under pressure to allow a student to tape an interview or counseling session. Maintaining the confidentiality and the anonymity of clients who agree to be interviewed is the Program takes very seriously. \$OO UHF RUG LQ J V V K R D O G 3 B \$ R E P S O L Q H C W W K R I R V Z K U H V \ V W H P V X F K D V O L F U R V R G W S H U D Y L W L R Q \$ V V L W W. In addition, the Rule Book of the instructor, during the internship FR X d W H L.

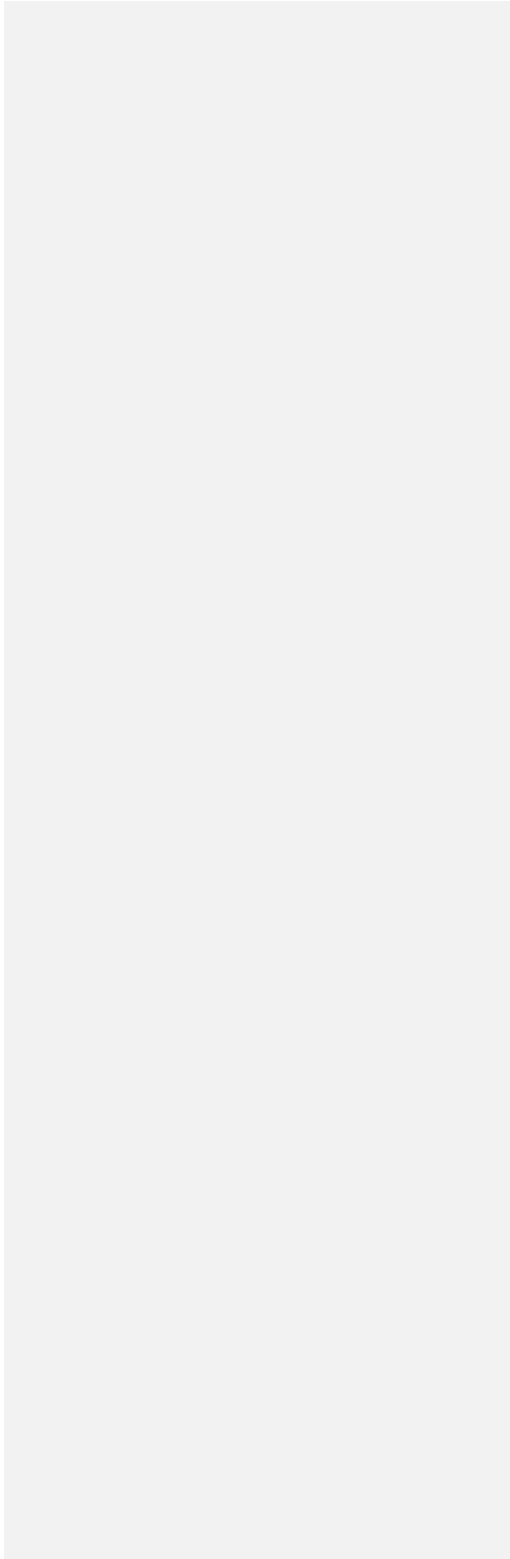
Purpose of Internship

Internship is a six credit-hour course where you are at an agency in the community working with clients and you are also attending an internship class on campus. This is the Council for the Accreditation of Counseling and Related Educational Programs (CACREP) requirement that makes you eligible to become a registered mental health counseling intern after graduation. The main clinical hour requirement for this course 600 overall hours. Of the 600 hours, 240 need to be direct client contact (intakes, individual sessions, group sessions, family, couples, etc.). You can expect to be at your agency for 40 hours per week over the 15-week semester. You want to be averaging 15-17 direct client contact hours per week.

Teletherapy: Teletherapy is an approved way of providing counseling. It is the process of delivering synchronous therapeutic services over a secure HIPPA compliant video conferencing software, such as Microsoft TEAMS R U 6 X S H U Y L V L R Q \$ V V L V W. Teletherapy can be included as direct clinical contact hours. However, when practicum students are providing clinical services via telehealth, a licensed mental health professional must V W L O O E H R Q V L W H

University Supervision: A faculty member at USF will be assigned to each practicum and internship student, and the faculty member will coordinate the student's field experience from the Program's end. Students will participate in 2 hours and 45 minutes of group supervision via class during the spring and fall semesters. Students will participate in 4 hours of group supervision via class during the summer semester.

Individual Site Supervision: Clinical supervision hours may occur face-to-face or via virtual supervision methods, as needed. The telecommunication platform must be encrypted, HIPPA compliant, and compliant with relevant state, federal, and provincial regulations for the location in which the clinical student therapist and supervisor are physically located. Site supervisors must be full-time employees or the equivalent in the agency, a minimum of a master's degree, and sufficient professional experience to supervise graduate students in the field. All students must have ongoing supervision on an individual i8 82ch the1 Tw .856 Tf 0c 81 Tf 0 Tw 6ass St1147 0 Td (on)



documentation. After that time period, you would have to start the application process over again.
Registering for the NCMHE exam
Finding a Qualified Supervisor
Documenting Supervision Hours
Application for Licensure
Maintaining licensure status

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Requirements for MCAP
Supervision process
Application for Process for Certification
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Maintaining certification

Certified Rehabilitation Counselor (CRC)

Application Process
Registering for CRCC exam
Maintaining certification

National Counselor Certification (NCC)

Graduates of the College Counseling Program, the Clinical Mental Health Counseling Program, and the School Counseling Program, are eligible for the National Certified Counselor (NCC) credential. This voluntary, national certification process recognizes counselors who have met training program and experience standards established by the National Board for Certified Counselors. The requirements to become an NCC are: (1) a master's degree in counseling with a minimum of 48 semester hours of coursework in nine identified areas; (2) two academic terms of supervised field experience in a counseling setting; (3) 3000 hours of counseling work experience with 100 hours of face-to-face counseling supervision; and (4) passage of the National Counselor Examination (NCE). Graduates of programs accredited by CACREP do not have to meet the post-master's experience requirement. Students in these programs are also eligible to take the NCE examination before graduation. Beginning in 2022, only graduates of CACREP accredited programs will be eligible for the NCC. For further information, contact NBCC:

Physical Address and Website:

National Board of Certified Counselors
3 Terrace Way, Suite D,
Greensboro, NC, 27403

Phone:

(336) 547-0607

<http://www.nbcc.org>

National Certified Clinical Mental Health Counselor (NCMHC)

Graduates of the

Field Handbook

Appendix A

Affiliation Agreement

Department/School of _____
College of Behavioral & Community Sciences
University of South Florida

& + , / ' \$ 1 ') \$ 0 , / < 6 7 8 ' , (AFFILIATION AGREEMENT

This Agreement ("Agreement") is made and entered into this _____ day of _____, _____, by and between the University of South Florida Board of Trustees, a public body corporate, its College of Behavioral and Community Sciences, ' H S D U W P H O R R O _____, hereinafter referred to as "USF" and _____ hereinafter referred to as "J H Q F \".

: + (5 (\$ 6 USF wishes to provide training experience for its students and Agency, and

: + (5 (\$ 6 Agency desires to assist USF in providing student experiences by making available experiential opportunities at its facilities.

1 2 : 7 + (5 () 2 5 (in consideration of the promises contained herein, the parties agree as follows:

1. A39 475.2004 Tm(gree T.Tw 9.96 0 0 j 0.07 Tw <00 h)c <00 hy Tw 173.918 0 T3.108.553 Tw (in0239 475.2004 ein,)

11. USF and Agency agree to comply with the Health Information Technology for Economic and Clinical Health Act ("HITECH Act"), Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d ("HIPAA") and any current and future regulations promulgated thereunder, including, without limitation, the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 ("Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. Part 142 ("Federal Security Regulations"), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as "HIPAA Requirements." The Parties agree not to use or further disclose any Protected Health Information (as defined in 45 C.F.R. Section 164.501) or Individually Identifiable Health Information (as defined in 42 U.S.C. Section 1320d), other than as permitted by the HIPAA Requirements and the terms of this Agreement. The parties agree to make their internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations. In addition, the Parties agree to comply with any state laws and regulations that govern or pertain to the confidentiality, privacy, security of, and electronic and transaction code sets pertaining to, information related to patients. USF may de-identify any and all Protected Health Information for educational purposes created or received by USF under this Agreement, provided, however, that the de-identification conforms to the requirements of the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Part 164, Subparts A and E. USF shall direct students to comply with the policies and procedures of Facility, including those governing the use and disclosure of Individually Identifiable Health Information under federal law, specifically 45 C.F.R. Parts 160 and 164. Solely for the purpose of defining the students' role in relation to the use and disclosure of Agency's Protected Health Information, the students are defined as members of Agency's works0 Td h II

IN WITNESS WHEREOF, USF and Agency have caused this Agreement to be executed by their authorized representatives.

**THE UNIVERSITY OF SOUTH
FLORIDA BOARD OF TRUSTEES**

AGENCY

Julianne M. Serovich, Ph.D.
Dean & Professor
College of Behavioral & Community Sciences

Name:

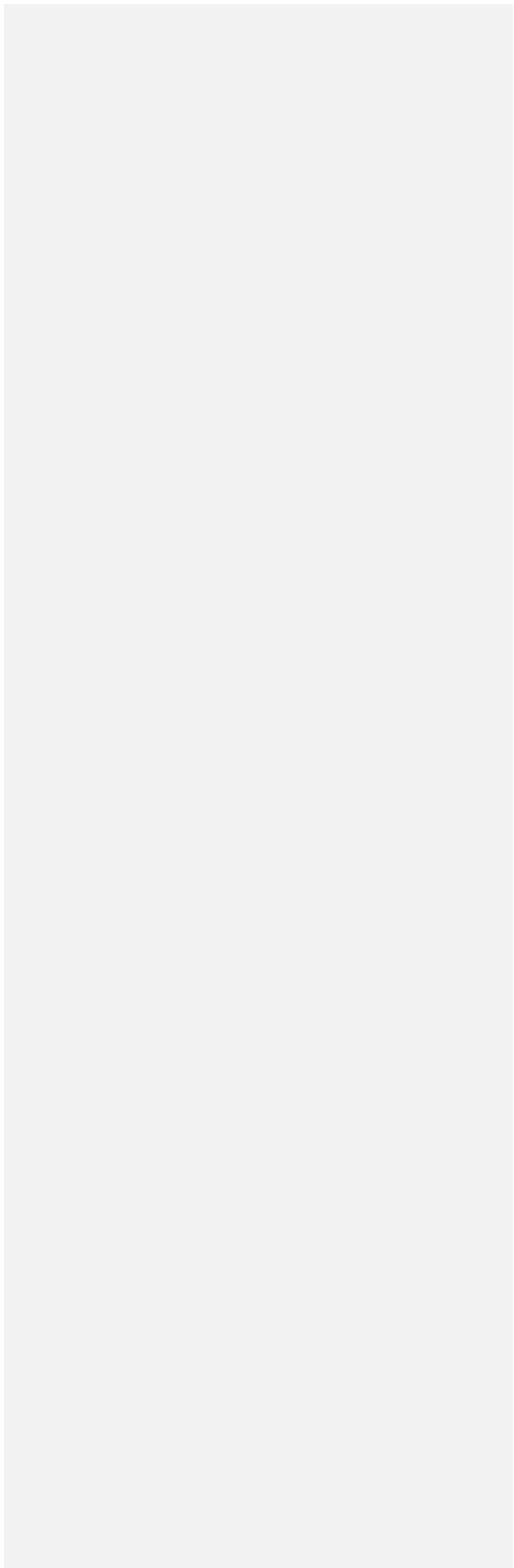
Title:

Name: Lise Fox, Ph.D.

Title: Professor and Chair

Name: Chih Chin Chou, Ph.D.

Title: Director and Associate Prof



Counseling Supervision Contract

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Field Handbook

Appendix C

Student Readiness for Field Placement

Rehabilitation & Mental Health Counseling program
Clinical Staff Meeting

Student Readiness for Field Placement

Date: _____

Student: _____

1. Strongly Disagree 2. Disagree






Field Handbook

Appendix D

Student Weekly Activity Log

ACTIVITY NARRATIVE

Student Name: Semester:

Week 13			
Week 14			
Week 15			
Week 16			
Week 17			

(Do not sign until the end of the semester.)

Student Signature:

Course Instructor Signature:

Field Handbook

Appendix F

Faculty Supervision Notes

Faculty Supervision Notes Practicum I & II

Student name:

Professor:

Semester:

Practicum:III

Tape 1: Suggested Feedback:

Tape 2: Suggested Feedback:

Tape 3: Suggested Feedback:

Tape 4: Suggested Feedback:

**REHABILITATION & MENTAL HEALTH COUNSELING PROGRAM
DEPARTMENT OF CHILD AND FAMILY STUDIES
COLLEGE OF BEHAVIORAL & COMMUNITY SCIENCES
UNIVERSITY OF SOUTH FLORIDA**

13301 Bruce B. Downs Blvd #32590.11 Td (13301 B)Tj ET 4 q 0 0 612 792 re W* n BT 0 g /TT1 9.024 Tf 0 Tw 167.16 201.8()

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13301 Bruce B. Downs Blvd.; MHC 1632, Box 12
Tampa, Florida 33612-3807
(813) 974-2855**

**STUDENT FORM
Field Evaluation Form for Internship**

Name of Student: _____

USF Faculty Supervisor: _____

Agency and Field Supervisor: _____

Semester: _____

Circle one: Midterm Report or Final Report

Directions: Please rate yourself in relation to your expectations of graduate student performance. Use the following scale in making your evaluation of the student: (1) Demonstrates marked deficiencies in this area; (2) Demonstrates some

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Field Handbook

Appendix H

Field Evaluation Form: SUPERVISOR

Note: This form is used for both practicum and internship students to report progress at midterm and at the end of the semester. The midterm evaluation is normally completed at the seventh week and the final evaluation during the last week of classes. Field supervisors should review the evaluations with the student.

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UNIVERSITY OF SOU**

- | | |
|--|---------------------|
| 6. Demonstrates appropriate flexibility in session when needed | 1 2 3 4 5 NA |
| 7. Ability to conduct a thorough assessment and synthesize data to formulate the presenting problem. | 1 2 3 4 5 NA |
| 8. Ability to receive, integrate, and utilize feedback from peers, instructors, and supervisors | 1 2 3 4 5 NA |
| 9. Ability to identify and establish realistic and meaningful therapeutic goals with the client. | 1 2 3 4 5 NA |
| 10. Appropriately identifies and accesses community resources as needed including knowing when to refer. | 1 2 |

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13301 Bruce B. Downs Blvd.; MHC 1632, Box 12
Tampa, Florida 33612-3807
(813) 974-2855**

**SUPERVISOR FORM
Field Evaluation Form for Practicum II**

Name of Student: _____

USF Faculty Supervisor: _____

Agency and Field Supervisor: _____

Semester: _____

Circle one: Midterm Report or Final Report

Directions: Please rate your student in relation to your expectations of graduate student performance. Use the following scale in making your evaluation of the student: (1) Demonstrated marked deficiencies in this area

5. Ability to receive, integrate, and utilize feedback from peers, instructors, and supervisors

1 2 3 4 5 NA

6. Ability to identify and establish realistic and meaningful therapeutic goals with the client.

1 2 3 4 5 NA

7. Appropriately accesses community resources as needed including knowing when to ref

6. Demonstrates appropriate flexib

6. Demonstrates

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Appendix I

Faculty Evaluation Form Internship

PROGRAM OF REHABILITATION & MENTAL HEALTH COUNSELING
COLLEGE OF BEHAVIORAL & COMMUNITY SCIENCES
UNIVERSITY OF SOUTH FLORIDA
13301 Bruce B. Downs Blvd.; MHC 1632, Box 12
Tampa, Florida 336123807
(813) 9742855

FACULTY FORM
Field Evaluation Form for Internship

Name of Student:

Course Instructor:

Agency and Field Supervisor

Semester:

Select: Midterm Report Final Report

Directions: Please rate your student in relation to your expectations of graduate student performance. Use the following scale in making your evaluation of the student: (1) Demonstrates marked deficiencies in this area; (2) Demonstrates some deficiencies in this area; (3) Performance average in this area; (4) Performance above average in this area; (5) Performance superior in this area; and ~~NA~~ Not Applicable or not rated.

1. Conducts self in an ethical manner so as to promote confidence in the profession
2. Demonstrates awareness of self, client and what is occurring between client and during a session.
- 3.

7. Demonstrates ability to use theory to guide the development of effective treatment plans.

8. Demonstrates the ability to develop and

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(813) 974-8080 - fax**

**FIELD PLACEMENT SITE EVALUATION FORM
Practicum and Internship**

Please take a few moments to evaluate the quality of the field experience you recently had at your practicum or internship placement. Agencies and supervisors may change from semester to

Field Handbook

Appendix K

CRCC Code of Ethics

Adopted in September 2016 by the
Commission on Rehabilitation Counselor Certification
for its Certified Rehabilitation Counselors.
This Code is effective as of January 1, 2017.

Developed and Administered by the
Commission on Rehabilitation Counselor Certification
(CRCC®)
1699 E. Woodfield Road, Suite 300
Schaumburg, IL 60173
(847) 944-1325
<http://www.crc certification.com>

Field Handbook

Appendix L

American Counseling Association Code of Ethics

2014 ACA Code of Ethics as approved by the ACA Governing Council