



MA Practicum and Internship Packet

Counseling Psychology
Master of Arts
Clinical Mental Health Counseling (CMHC)



TABLE OF CONTENTS

PRACTICUM & INTERNSHIP

Initiating Practicum and Internship	4
Introduction to Practicum	6
Introduction to Internship... ..	10

APPENDICES

Agreement	
On-Site Supervisor Memorandum	13
Agreement	15
Consent Form.....	18
Consent Form for Minor Client.....	19
Resources for Resolving Conflicts and Problems of Professional Competence	20
Summary of Practicum and Internship Requirements.....	21



PRACTICUM



INITIATING PRACTICUM AND INTERNSHIP

The University of Denver's Counseling Psychology program has collaborated with over 100 sites in the Denver Metro Area. Practicum and internship sites in the area are quite varied, and choices should be made based on the student's interests, preparation, and experience. Furthermore, students are encouraged to work with a diversity of clients, and supervisors are urged to try to give students these opportunities. The student must be aware that some sites require one or more interviews with practicum and internship candidates before agreeing to provide training experience. Therefore, advance planning is essential when preparing for the practicum and internship placement.

Students will receive a list of sites provided by the Practicum and Internship Coordinator in the Winter Quarter. The list includes approved sites that have an established relationship with the Counseling Psychology program. Each site may have different instructions on how to apply. You may consult with the Practicum and Internship Coordinator with questions. It is also suggested that after reviewing the potential sites, students visit several sites and talk with each on-site contact person about possible practicum and internship activities. Students should take with them a copy of their own vita/resume and be prepared to discuss their training, experience, and goals for the practicum. If a student is interested in a site that is not on the approved list of sites, they must contact the Practicum and Internship Coordinator, who will contact the site to ensure the program requirements can be met. The Coordinator will then make a determination in consultation with the Counseling Psychology faculty as to whether it is a viable site. Students should not make a final commitment to a site before it has been approved by the Practicum and Internship Coordinator.

Paid Practicum and Internship

In the interest of professional standards as well as for practical considerations, students are encouraged to pursue practicum experiences in settings other than their normal place of employment (e.g., settings in which they have an existing role as an employee). Practicum experience in regular places of employment may produce a conflict of obligations for the employer. Experiences in other settings will provide the student with a broader exposure to the counseling field, which is important in a training program. Exceptions will be granted to this rule only on the recommendation of the advisor and with the approval of the Counseling Psychology faculty. The student must submit a request to the faculty in writing that they will obtain new and relevant training at the current place of employment as well as appropriate supervision.

Students are able to receive payment from their placements as a paid practicum/internship; however, there are several considerations:

1. The practicum/internship experience must be focused on training (i.e., meet the expectations of the supervisory agreement, the practicum requirements, and not extend beyond those responsibilities).



2. The practicum/internship experience must be developmental. That is, students need to have new practicum/internship experiences that are sequential and graded in complexity.
3. The payment must come from the agency, and there should be no conflicts of interest in the payment structure.

Site Requirements and Commitments

All students will participate in 2 hours of Beginning Practicum (Summer of year 1) and MA Internship (Fall, Winter, Spring of year 2) class each week and one to two hours of individual consultation during the quarter with the instructor. Students enrolled in Beginning Practicum are required to accumulate the required 150 practicum hours at their site and to spend approximately 15 hours per week on-site. Students enrolled in MA Internship are required to accumulate the required 600 internship hours at their site and to spend approximately 20 hours per week on site. If a student wants to change sites for some extraordinary reason, the procedures outlined below must be followed: (1) Discuss the situation with the practicum or internship instructor and Practicum and Internship Coordinator; (2) Submit a request of practicum/internship site change [form](#) to the faculty explaining the situation and requesting a change; (3) Wait for a faculty decision before any new site is contacted. It is very important that these steps be followed in order to ensure that both students and sites have the best experience possible. Leaving/changing a site without prior approval may result in initiation of probation and remediation processes outlined in the MA Student Handbook.

The Agreement

The University of Denver will provide students with an On-Site Supervisor Memorandum and Agreement to assist the practicum and internship sites, the students, and the University in delineating responsibilities. The agreement will address issues of time commitment, specific duties and expectations of the student, the functions of the on-site practicum/internship supervisor, the practicum/internship agency, and the practicum/internship instructor. An agreement must be completed for both practicum and internship. Substantive changes to expectations or roles outlined in the agreement require completion of a new agreement.

Insurance

Practicum students are required to obtain their own malpractice insurance during the supervised practicum and internship experience. This insurance may be purchased from ACA or APA for reduced student rates.

[Link to ACA insurance information for students](#)
[Link to APA insurance information for students](#)



INTRODUCTION TO PRACTICUM

The Beginning Practicum experience for the Counseling Psychology program at the University of Denver's Morgridge College of Education provides a supervised transition from an academic setting to the professional field of counseling. The practicum is completed during the Summer quarter of the first year of the master's program, and is designed to support students' application of counseling skills in a professional setting. A Beginning Practicum (CNP 4750) instructor from the Counseling Psychology program works with selected on-site supervisors (practitioners from approved field settings) to coordinate the practicum experience. Components of practicum experience include: (1) a pre-practicum introductory course (Professional Development in Counseling) (2) supervised experience in the professional setting and (3) individual and group consultation sessions with a Counseling Psychology Beginning Practicum instructor.

Professional Development in Counseling (Winter Quarter)

Prior to enrolling in Beginning Practicum, students are required to take Professional Development in Counseling (CNP 4743) in the Winter quarter of their first year. The CNP 4743 orientation experience should help the student develop the basic knowledge needed to function on-site. Students will attend a weekly class and engage with the instructor to review progress toward securing a practicum site. Concurrently, students will also take other academic courses to prepare them for practicum and internship. Students are to assume responsibility for developing the skills below before entering their practicum site.

A student should:

1. Be able to evaluate themselves in terms of strengths and weaknesses in specific counseling areas.
2. Possess basic counseling skills and be effective at a level that is more than just minimally facilitative.
3. Demonstrate a willingness to learn new approaches or techniques and have the flexibility to change styles.
4. Demonstrate a willingness to learn the basic differences as well as similarities of major counseling and psychotherapeutic theories and be open to using these theories in practical applications.
5. Demonstrate capacity to assess suicide and homicide risk and safety plan.
6. Demonstrate knowledge and application of ethical concepts, and awareness of legal issues regarding professional activities with individuals, groups, and organizations.
7. Demonstrate knowledge, self-awareness, and skills in working with individuals, groups, and communities who represent various cultural and personal backgrounds and characteristics (e.g., cultural, individual, and role differences, including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status) and context.



In certain cases where deficiencies are apparent, a student will be asked to complete additional training or coursework before proceeding with practicum.

The Practicum and Internship Coordinator for the Counseling Psychology program will work to establish relationships with agencies in the community and will communicate with students and CNP 4743 instructors as to the availability of positions within those agencies. Students will prepare a Curriculum Vitae/resume and will then engage in the application and interview process as directed by CNP 4743 instructors and the Practicum and Internship Coordinator. Students should choose a practicum/internship site in consultation with the Practicum and Internship Coordinator (Erica.McKiever@du.edu).

Beginning Practicum (Summer Quarter)

The Beginning Practicum in Counseling Psychology, scheduled in the Summer Quarter, begins after a student has completed foundational coursework in counseling. Students who do not have a site by the first day of class of Summer Quarter will need to postpone to the following quarter.

Students are required to:

1. Complete at least 150 hours* of Practicum on-site work over 1 quarter. The 150 hours must include at least 35 hours of direct client contact**. If students are not able to complete a minimum of 80% of their hours by the end of the quarter (120 hours), they will undergo a review by the faculty to determine whether they will receive a failing grade. Please note that the 120 hours can be any ratio of direct : indirect hours; however, if a student does not accrue the total required number of direct hours by the end of summer quarter of practicum, they will need to complete their hours in subsequent quarters. Incompletes will not be granted unless under extenuating circumstances as outlined in the university's Incomplete Grade Policy.
2. Record (audio or video) at least one to two individual client sessions.***
3. Receive a minimum of one hour of face-to-face individual on-site supervision**** per week.
4. Complete assignments required for the Beginning Practicum class. These assignments may include but are not limited to case presentations, individual consultations, and transcribing of recorded sessions.

The Beginning Practicum class should foster:

1. Social and professional responsibility in accordance with the profession's ethical code
2. The ability to understand and conceptualize human problems
3. Knowledge of human differences and multicultural diversity issues
4. An understanding of how personality, individual biases, environmental and cultural factors may influence human interactions
5. Skill development such as interviewing, diagnosis, testing, treatment planning, etc.
6. The ability to contribute to current knowledge and/or practice



* students should consult with their on-site supervisor and Beginning Practicum instructor with regard to counting hours. In general, hours should be counted at a one-to-one ratio (e.g., 60 minutes of a face-to-face counseling session = 1 direct hour). Students may round up a direct or indirect hour if the clock hour is within 5 to 10 minutes of the half or full hour (e.g., 25 minutes of writing notes may be rounded up to 30 minutes of indirect hours; a 50-minute face-to-face counseling session may be rounded up to a direct hour).

** direct client contact includes: individual and group counseling, milieu therapy, intake, couples counseling, family counseling, vocational/career counseling, crisis intervention, assessment, phone consultation, consultation with parents and teachers, and/or workshop/presentation by student when there are clients present. It does NOT include any indirect work with clients (i.e., observation, writing notes, staff meetings, case presentations, class time, writing emails to clients). Direct client contact may not be 100% virtual.

*** Alternatives to audio/video recording are available only in unusual circumstances in which a client does not consent to audio/videotaping. Direct observation and/or audio/video recording must occur for a site to be approved.

**** Students in the CMHC concentration must be supervised by a Masters level mental health professional (license not required) with at least one year of experience in the field. One-on-one supervision may occur in-person or virtually in accord with ethical and legal standards. The policy of the Counseling Psychology program is that students are not allowed to pay for practicum supervision due to the risk of problems arising from a dual relationship.



INTERNSHIP



INTRODUCTION TO MASTER'S INTERNSHIP

The Master's Internship for the Counseling Psychology program at the University of Denver's Morgridge College of Education is a continuation of the practicum experience and provides additional supervised transition from an academic setting to the professional field of counseling. The internship is generally undertaken during the second year of the master's program and includes progressively intensive counseling and professional training experiences at the student's field placement site (e.g., larger client caseload, expansion of client concerns). An MA Internship (CNP 4751) instructor from the Counseling Psychology program works with selected on-site supervisors (practitioners from approved field settings) to coordinate the internship experience. Components of the internship include: 1) supervised experience in the professional setting; and 2) additional individual and group consultation sessions with a Counseling Psychology MA Internship instructor (DU faculty member).

MA Internship (Fall, Winter, and Spring Quarters)

The MA Internship in Counseling Psychology, is completed over 3 quarters (typically Fall, Winter, and Spring quarters) and begins after a student has completed the requirements for Beginning Practicum. Students who have not completed minimum requirements for Beginning Practicum by the first day of class of Fall Quarter will need to postpone to the following quarter.

Students are required to:

1. Complete at least 600 hours* of Practicum on-site work over 3 quarters. The 600 hours must include at least 300 hours of direct client contact**. Of these, a minimum of 75 hours over three quarters must be spent doing individual counseling. Individual counseling is defined as the student providing counseling to one client (co-therapy is not included in this 75 hours). If students are not able to complete a minimum of 80% of their hours by the end of the quarter (160 hours), they will undergo a review by the faculty to determine whether they will receive a failing grade. Please note that the 160 hours can be any ratio of direct : indirect hours; however, if a student does not accrue the total required number of direct hours by the end of all quarters of internship, they will need to extend their placement to complete their hours. Incompletes will not be granted unless under extenuating circumstances as outlined in the university's Incomplete Grade Policy.
2. Record (audio or video) at least one to two individual counseling sessions.***
3. Receive a minimum of one hour of face-to-face individual on-site supervision**** per week.
4. Complete assignments required for the MA Internship class. These assignments may include but are not limited to case presentations, individual consultations, and



transcribing of recorded sessions.

The MA Internship class should build upon a student's strengths and opportunities for growth identified during the Beginning Practicum in the areas of:

1. Social and professional responsibility in accordance with the profession's ethical code
2. The ability to understand and conceptualize human problems
3. Knowledge of human differences and multicultural diversity issues
4. An understanding of how personality, individual biases, environmental and cultural factors may influence human interactions
5. Skill development such as interviewing, diagnosis, testing, treatment planning, etc.
6. The ability to contribute to current knowledge and/or practice

* students should consult with their on-site supervisor and MA Internship instructor with regard to counting hours. In general, hours should be counted at a one-to-one ratio (e.g., 60 minutes of a face-to-face counseling session = 1 direct hour). Students may round up a direct or indirect hour if the clock hour is within 5 to 10 minutes of the half or full hour (e.g., 25 minutes of writing notes may be rounded up to 30 minutes of indirect hours; a 50-minute face-to-face counseling session may be rounded up to a direct hour).

** direct client contact includes: individual and group counseling, milieu therapy, intake, couples counseling, family counseling, vocational/career counseling, crisis intervention, assessment, phone consultation, parent and teacher consultation, and/or workshop/presentation by student when there are clients present. It does NOT include any indirect work with clients (i.e.: observation, writing notes, staff meetings, case presentations, class time, writing emails to clients). Direct client contact may not be 100% virtual.

*** Alternatives to audio/video recording are available only in unusual circumstances in which a client does not consent to audio/videotaping. Direct observation and/or audio/video recording must occur for a site to be approved.

**** Students in the CMHC concentration must be supervised by a Master's level mental health professional (license not required) with at least one year of experience in the field. One-on-one supervision may occur in-person or virtually in accord with ethical and legal standards. The policy of the Counseling Psychology program is that students are not allowed to pay for practicum supervision due to the risk of problems arising from a dual relationship.



APPENDICES



ON-SITE SUPERVISOR MEMORANDUM

Thank you for agreeing to supervise one of our Counseling students for their practicum and/or internship. Your main requirement as an On-Site Supervisor is to meet with the practicum student for at least one hour per week for a face-to-face supervisory conference. Your comments may be based on observing the student's counseling sessions, listening to recordings, or reading session notes. For liability and professional development reasons, we require that a clinical supervisor or other non-student staff member is on-site when our students are working in your agency. It is expected that you will be responsible for screening clients and matching them with the supervisee's ability level. It is also expected that supervisors, site staff, and students will adhere to the ACA Code of Ethics and laws, rules, and policies for Licensed Professional Counselors in the state of Colorado. Students are encouraged to work with a diversity of clients.

Activities considered appropriate for the practicum and internship experience are direct service opportunities commensurate with the student's skills such as: individual and group counseling, milieu therapy, intake, couples counseling, family counseling, vocational/career counseling, crisis intervention, assessment, phone consultation, consultation with parents and teachers, and/or workshop/presentation by student when there are clients present. Appropriate indirect service opportunities include: observation, writing notes, staff meetings, case presentations, class time, writing emails to clients.

Students are required to accumulate 150 hours on-site over the course of 1 quarter for practicum. Of the required hours, students must have at least 35 direct hours. Students are required to accumulate 600 hours on-site over the course of 3 quarters for internship. Of the required hours, students must have at least 300 direct hours and 75 hours of individual client contact.

Students are also required to record at least one to two of their individual client sessions per quarter for Beginning Practicum and MA Internship for instructional purposes at DU. Each student will be asked to present some of their counseling case material, including recordings, to the practicum and internship class on campus. Client names will not be used so that confidentiality is observed. If any of these requirements cannot be met at your site, please contact the Practicum and Internship Coordinator, Erica McKiever (Erica.McKiever@du.edu) as soon as possible. The student must be able to meet these requirements in order to complete the practicum course.

We highly value the time and effort you will give to the supervision of this student. In exchange, we expect the practicum student will give you service of good quality. It is the policy of our program at this time that supervisors



will not be compensated by either the student or the University for supervision time.

You will receive an email request to complete the student's practicum evaluation via an online survey two weeks prior to the end of each quarter. The student is responsible for evaluating themselves on a separate online survey and arranging a joint feedback session so you can discuss your perceptions of the student's skill level. Both forms must be submitted online by the end of the quarter.

Thank you,

Apoorvee Sawhney, PhD.
Clinical Assistant Professor
Training Director, MA Clinical Mental Health Counseling
University of Denver
Apoorvee.Sawhney@du.edu



PRACTICUM and INTERNSHIP AGREEMENT

THIS PRACTICUM ☐ INTERNSHIP ☐ AGREEMENT, by and between

- 1) Counseling Psychology Program
Morgridge College of Education
University of Denver
1999 E. Evans Ave. Denver, CO 80208-1700
Phone: 303-871-2473

2) School or Agency Name: _____

Address: _____

On-Site Supervisor Name: _____

Phone: _____ Email: _____

3) Student Name: _____

Address: _____

Phone: _____ Email: _____

NOTE: A minimum of 150 hours is required over one quarter for practicum. A minimum of 35 of the 150 hours must be direct client contact hours. A minimum of 600 hours is required over three quarters for internship. A minimum of 300 of the 600 hours must be direct client contact hours. Seventy-five of the 300 direct client contact hours must be individual counseling.

It is mutually agreed that the above-named school or agency will provide the following services and supervision for the above-named student:

- 1) A clinical supervisor or other staff member on-site while students are working for the agency.
- 2) An orientation to the school or agency and specific student duties.
- 3) Individual supervision with the On-Site Supervisor for a minimum of one hour per week.
- 4) The on-site supervisor will actively work with the University of Denver staff in eliminating problems that might arise during placement.
- 5) The on-site supervisor will be responsible for determining that assigned cases are within the ability of the student.



- 6) The on-site supervisor will submit an evaluation of each student at the end of each quarter and share the evaluation with the student.

It is mutually agreed that the student will:

- 1) Arrange for own transportation.
- 2) Be at the agreed upon location at the following days and times for a maximum of 15 hours per week for practicum and 20 hours per week for internship:

- 3) Be assigned the following specific duties and responsibilities:

- 4) Be accountable directly to the agency or school supervisor.
- 5) Follow the policies/regulations of the agency or school.
- 6) Maintain client confidentiality.
- 7) Attend classes at the University of Denver to discuss common problems and experiences. Please note that the student must be allowed to attend class and require DU meetings. They are a student of Counseling Psychology, and must be allowed to fulfill their student duties.
- 8) Keep a log of the time spent in the practicum/internship (dates, hours) and the duties performed.
- 9) Write an evaluation of their experience in the field to be submitted to the faculty instructor at the end of the quarter.

It is mutually agreed that the University of Denver Counseling Psychology faculty will provide the following:

- 1) Advise the student as to the requirements (classes, reports, evaluations) involved in the practicum/internship course.



- 2) Provide Beginning Practicum and MA Internship courses to discuss common problems and experiences and assist the student in report writing.
- 3) Maintain periodic contact with the on-site supervisor and the student to discuss the student's progress.
- 4) Give the student feedback regarding the faculty's consultation and maintain appropriate records for registration and grading.
- 5) Provide consultation for recorded samples of counseling sessions.
- 6) Actively work with the agency in eliminating problems which arise during placement.
- 7) Maintain client confidentiality.

It is the expectation of all three parties involved that the above-stated conditions be met. Should they not be met, it is imperative that all three parties discuss why these expectations have not been met at the earliest possible date.

The following signatures verify agreement with the above-stated conditions:

Student: _____ Date: _____

On-Site Supervisor: _____ Date: _____

School Administrator (if appropriate): _____ Date: _____

University of Denver Instructor: _____ Phone: _____

Email: _____ Date: _____

CONSENT FORM

Date: _____

I, _____ freely agree to participate as a client
(client)
for _____. The purpose and procedures for recording
(student)
the counseling sessions have been explained to me. I understand that recording the counseling
sessions partially fulfill the requirements of the practicum and internship courses for the
Counseling Psychology department at the University of Denver and are for training purposes. I
have been informed that participation as a client is strictly voluntary and that I can withdraw
at any time. I understand my present or future status as a client in the agency will not be
affected by participation or non- participation. I am aware that the course instructor and the
practicum or internship course students will review this tape for consultation sessions only.
Identifying information will be reasonably removed, and the recordings will be deleted
following the consultation sessions. Finally, I understand that I am free to ask my therapist or
my therapist's supervisor about the nature or use of these recordings.

Required Signatures:

Client Signature: _____

Student Signature: _____

Supervisor Signature: _____

CONSENT FORM

Date: _____

I, _____ freely agree to participate as a client
(client)
for _____. The purpose and procedures for recording
(student)
the counseling sessions have been explained to me. I understand that recording the counseling
sessions partially fulfill the requirements of the practicum and internship courses for the
Counseling Psychology department at the University of Denver and are for training purposes. I
have been informed that participation as a client is strictly voluntary and that I can withdraw
at any time. I understand my present or future status as a client in the agency will not be
affected by participation or non- participation. I am aware that the course instructor and the
practicum or internship course students will review this tape for consultation sessions only.
Identifying information will be reasonably removed, and the recordings will be deleted
following the consultation sessions. Finally, I understand that I am free to ask my therapist or
my therapist's supervisor about the nature or use of these recordings.

I, _____ affirm, by signing this form, that I am the legal
(parent/guardian)
guardian and/or custodial parent with legal right to consent to treatment for any minor child or children
receiving counseling services. By signing below, I acknowledge my understanding and agree to all the terms
discussed in this consent form.

Required Signatures

Client Signature: _____

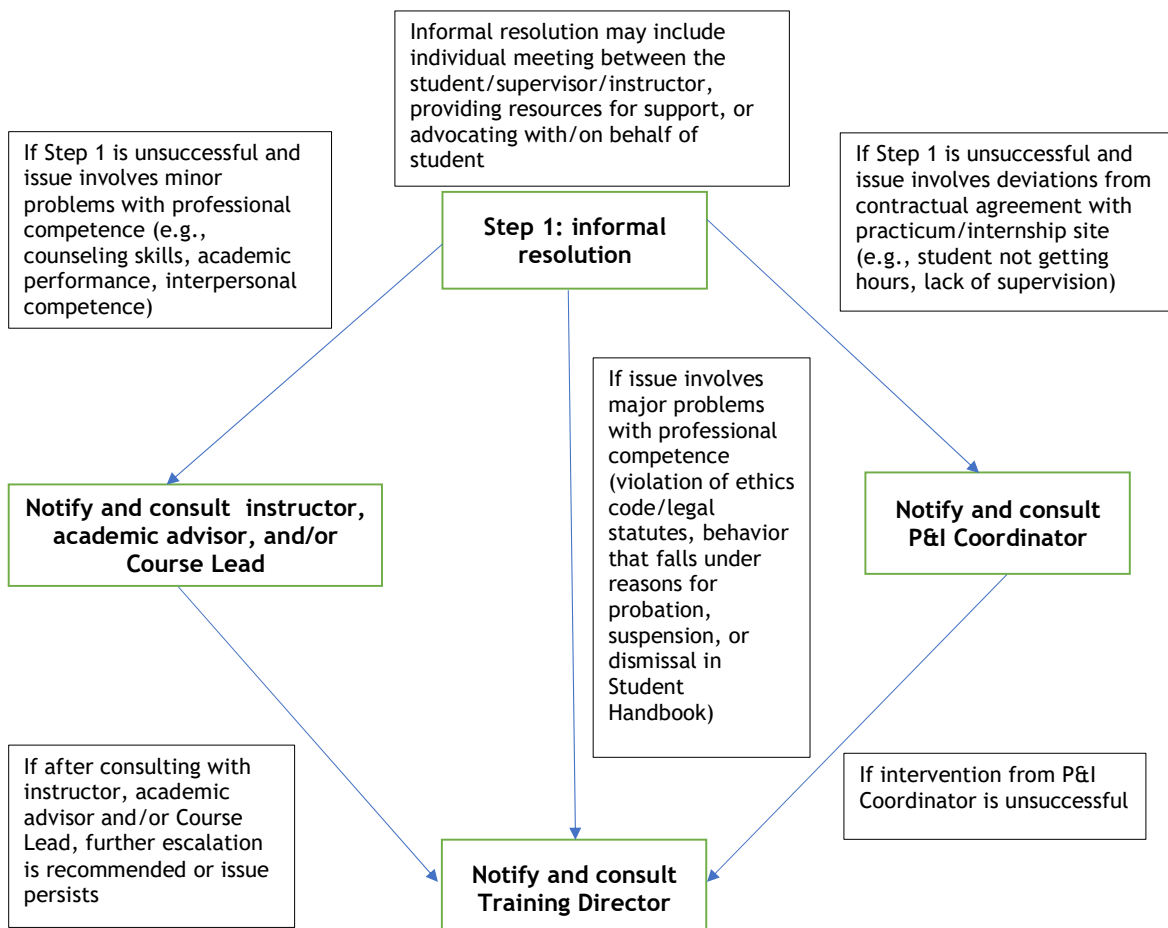
Parent/Guardian Signature: _____

Student Signature: _____

Supervisor Signature: _____

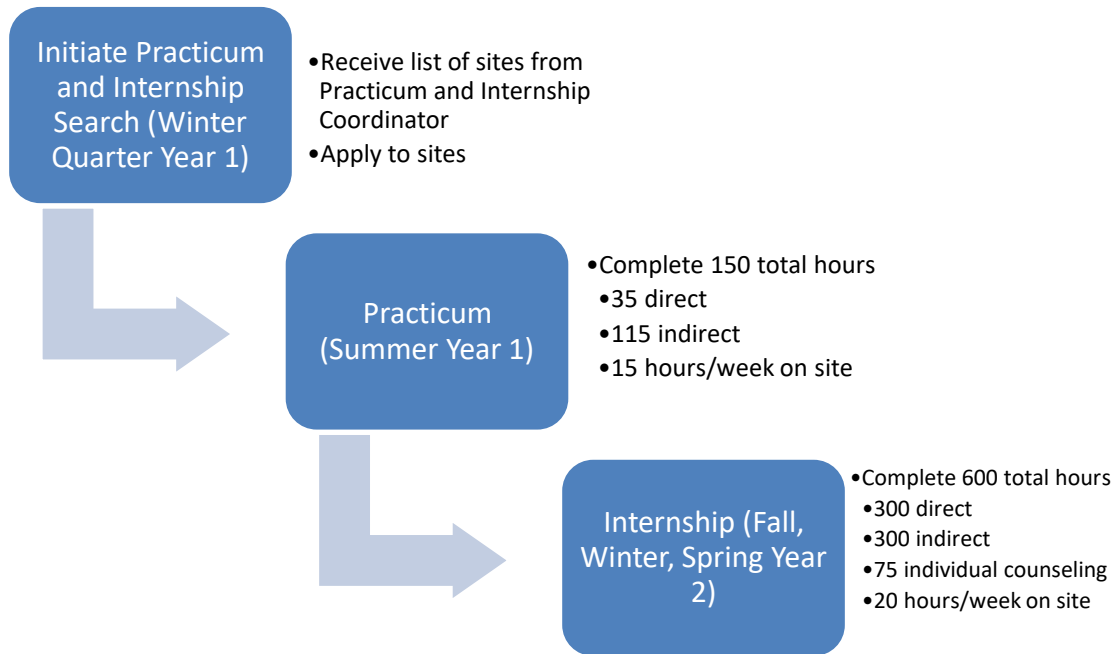
RESOURCES FOR RESOLVING CONFLICTS AND PROBLEMS OF PROFESSIONAL COMPETENCE

At times, concerns about a site or student may arise. If a student has concerns about their site or On-Site Supervisor, they should notify their Beginning Practicum or Internship instructor. On-Site Supervisors are instructed to reach out to the Beginning Practicum or Internship instructor for issues that may arise during a student's training. If the issue is not resolved, the instructor or student may then consult the designated Course Lead. The Course Lead is a core faculty member designated as the point of contact for section instructors of the practicum or internship class. If the issue is still not resolved and is a larger issue at the site, the Practicum and Internship Coordinator will be consulted as the next step towards resolution. If the Practicum and Internship Coordinator is not able to resolve the issue, the Training Director may be involved. Note that students may not leave a site without prior approval from the Counseling Psychology faculty. If a student presents with a concern about another CP faculty or staff member, they should first be redirected to address the issue with the party in question. If those efforts are unsuccessful, the student should consult with the Department Chair.



SUMMARY OF PRACTICUM AND INTERNSHIP REQUIREMENTS

Quarterly Timeline



Pre-Practicum Required Coursework

Fall Quarter	Winter Quarter	Spring Quarter
CNP 4740 (with at least B-)	CNP 4741 (with at least B-)	CNP 4773
CNP 4795 (with at least B-)	CNP 4784	CNP 4720
CNP 4700	CNP 4743	