

NOBTS
Practicum/Internship
Manual

New Orleans Baptist Theological Seminary
Revised August 2019

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Introduction

Congratulations for coming to this place in your Christian Counselor training. A student counselor's field placement can be among the most influential training experiences of his or her career.

As a result, we want to set the stage to make your first "real world" encounter as positive and productive as possible. We also want your potential for effective Christian witness and ministry to be enhanced by this careful preparation. It is our prayer that you will be "salt and light" wherever you serve.

We ask that you carefully read all of the following material before beginning the application process.

NOTE: Students are responsible to be aware of changes to this manual. All students participating in practicum and internship are held responsible for the requirements of the **current** Practicum/Internship handbook.

Process from Orientation to Graduation NOBTS MDIV in Counseling/MAMFC Clinical Practice

Process from Matriculation to Graduation

Phases of Admission

In addition to the New Orleans Baptist Theological Seminary admission requirements and acceptance into NOBTS, a student pursuing a degree in counseling (any of the licensure tracks) must complete the following phases of admission:

Phase One: Entry Phase

Entry Level for Counseling Licensure Programs: Entry into any Graduate Counseling degree program at New Orleans Baptist Theological Seminary is based on an evaluation of the applicant's personal, professional, and academic records by the Counseling Faculty.

NOBTS encourages applications from qualified applicants from diverse sociocultural backgrounds who display Christian character, professional promise, intellectual achievement, and educational commitment.

Diversity

The Counseling Program at NOBTS affirms the Christian doctrinal position that God created humans in His own image, and that Christ died for mankind; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love. We believe the counseling profession affords our students and graduates the opportunity to be "salt and light" (Matthew 5:13-16) whatever their places of service, and that a robust appreciation for and sensitivity to human diversity is key to that end. Further, a learning environment diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. Students and faculty benefit from diversity. The quality of learning, research, scholarship, and creative activities are enhanced by a climate of inclusion, understanding, and appreciation of the full range of human experience. We are committed to nurturing and training a diverse student body in an atmosphere of mutual respect and appreciation of differences. As a result, the counseling program is committed to diversity and equal opportunity and recognizes that it must represent the diversity inherent in American society, reflected in our local community, and aligned with the core values of the NOBTS community.

The counseling program provides an academic community for students, faculty, and staff to teach and learn from the experiences of others and to submit personal values and assumptions for reflection and critical examination. Student learning, professional and personal growth occur in a climate that encourages a deepened appreciation of differences. Therefore, we do not discriminate in our educational and counselor training programs on the bases of race, color, gender, age, national/ethnic origin, sexual orientation, and physical or mental disability.

While recognizing the importance of all dimensions of diversity as mentioned above, the counseling program adheres to the following initiatives:

- To increase, through recruitment and retention measures, the diverse representation of students, faculty, and staff;

- Promote full implementation of professional standards of practice and multicultural counseling competencies across the curriculum and in specialized courses;
- To include issues of diversity throughout the instructional programs and professional development activities;
- To develop graduate assistantships opportunities to serve diverse student groups;
- To provide Counseling Program opportunities for students and faculty to engage in the exchange of ideas and information related to diversity; and
- To maintain ongoing educational opportunities and equality of access to our academic community.
- To equip students to ethically utilize spirituality as a force for healing when and where appropriate.

The Entry Phase is completed through the typical application process for NOBTS and the Registrar's Office. At a minimum, applicants are expected to have the following qualifications, and meet the following requirements:

1. The applicant must have the Bachelor of Arts degree or its equivalent from a college or university accredited by an agency related to CHEA, or proof of equivalent training at a foreign university.

2. A minimum of 2.75 GPA on a 4.0 scale, or its equivalent.

3. Beginning candidates must

- attend the Graduate Orientation at the beginning of their first semester,
- complete the NOBTS Counseling Entrance Exam, ACE Survey, and Trauma Symptoms Index. These are not barriers to entrance, but rather measures to facilitate more effective training opportunities for each student.
- attend and complete a New Student Process Group during the first year of studies, preferably the first semester.

4. The student may take a **maximum of four of the five core courses (twelve hours) in any of the Counseling degree programs (course work listed as COUN)** at NOBTS during the Entry Phase. These courses must be completed with no grade lower than a "B" for the student to move to the Full Acceptance Phase.

COUN6303, Ethical, Legal, and Professional Issues in Counseling (Fall & Spring)

COUN6351 Counseling Theories and Therapies (Fall)

COUN 6350 Clinical Marriage & Family Assessment (Spring)

COUN6302 Techniques and Skills in Therapy (Fall & Spring)

COUN6301 Psychopathology (Fall, Spring, Summer Internet every other year)

5. Conditional admission does not guarantee admission into any of the Counseling programs. Students taking less than twelve hours of graduate credit in the counseling program their first semester may complete any of the remaining four core courses the second semester, and take

additional hours in the Basic Ministerial Competency Component of the program to fill their semester schedule as needed.

6. Students may take any number of the Basic Ministerial Competency Component courses required in the program prior to seeking admission to one of the Counseling Degree Programs.

Phase Two: Completion of Academic and Clinical Requirements for Full Acceptance in Graduate Counseling Programs.

In order to be accepted into a Graduate Counseling Program, candidates must meet the following conditions:

1. Complete four of the five prerequisite courses, with no grade lower than a “B.” Candidates cannot take additional COUN courses until they have been accepted into a graduate counseling program.

2. Maintain a 3.0 GPA in all COUN classes

3. Complete application to Phase Two of the Graduate Counseling Program: Students preparing to complete the first four core courses should apply to the Phase Two program by **October 15** or **March 15**. The application is online, in the Blackboard course COUN6380KS/Program and Practicum Application (on left menu).

4. Evaluation of Work in Core Courses:

- After the candidate has completed and submitted all the above materials, the professors who taught the applicant’s core courses will complete an evaluation of the evidence of academic, emotional and spiritual preparation of the candidate for acceptance into the program and of the candidate’s preparedness to begin the practicum.
- Evaluation Checklist: When the Application is submitted, the professors of the four core courses will fill out an evaluation checklist that will cover the following areas.
 - Academic Communication Skills Professional Orientation
 - Interpersonal Competence Personal Responsibility
 - Personal Integrity Respect others and Diversity
 - Self-Reflection and Self-Care Growth in Core Values of NOBTS
 - Growth in Seven Basic Competencies of NOBTS
 - Regular Involvement in your church and ministry
 - Evidence that the student is dealing with and/or working on any personal issues that could impact his or her work as a counselor.

5. Interview with Faculty Member: At this point, the candidate will be invited to have an appointment for an oral interview with one of the professors in the Counseling Department. The interview will include all evaluation scores and discussion of any issues of concern. Candidates will be notified in writing by the Clinical Director of the Department of Counseling regarding the results of their admission status. Those who are accepted will be allowed to register in COUN courses in the next semester. Those who are not admitted may continue taking the ministry-related courses, or work with an advisor to consider other possible majors.

6. Advising and Faculty Guidance

Upon acceptance into the program, students are assigned an Advisor. A faculty member from the counseling program will be assigned to serve as a faculty advisor to the student concerning program matters. (Faculty Advisors and Students are encouraged to access the most current “Course Cycle” sheet located on Blackboard: COUN6380KS: Clinical Practicum/Course Cycles)

Clinical Practice: Once fully accepted into one of Graduate Counseling Program

1. Fully accepted students are required to enroll in COUN6380 Clinical Practicum the following semester. Those who achieve Full Acceptance in the spring term may choose to enroll in the summer or the fall semester practicum.

Students who want to delay the beginning of their Practicum beyond the next semester (following Full Acceptance) may submit a written appeal to the Counseling Program faculty, outlining the reasons to request a delay to starting the Practicum, as well as the planned term to begin the Practicum. Appeals for delays are not guaranteed to be granted.

Students who do not start Practicum the following semester must apply for Practicum by the following dates: For Spring Practicum: October 15; Summer or Fall Practicum: March 15.

Before submitting the application the student should

- Read the NOBTS Practicum and Internship Manual.
- Complete open book test over the NOBTS Practicum and Internship Manual (on-line, Blackboard) COUN6380KS: NOBTS Practicum and Internship Manual Test; pass at 85%.
- You may take the test more than one time if necessary.
- Save your results (as a pdf) and email to the Director of Clinical Training.

Acceptance letters or Delay Recommended letters will be sent within 3 weeks after the deadline for applying.

2. Begin Clinical work—an Overview

All students accepted into the Practicum will complete their Practicum at the Leeke Magee Christian Counseling Center.

- Orientation, Part 1, is Friday (the week of Finals) from 8 am to 3 pm. There will be additional assignments to be completed for orientation during the break.
- Students should purchase the text for the Practicum course COUN6380: Russell-Chapin, Sherman, & Ivey. (2016). *Your supervised practicum and internship: Field resources for turning theory into action* (2nd ed). Cengage. ISBN 978-1- 138-93581.
- Read: NOBTS Faculty: : The Leeke Magee Christian Counseling Center Policies and

Procedures Manual. Complete reading before Part 1 of Orientation. (Available on Blackboard Practicum Site COUN6380KS).

- **Orientation Part 2** will be held
 - For Fall start: The Friday that falls 10 days before class starts (August), from 8:00 am -3 pm.
 - For Spring start: The Friday that falls 10 days before class starts (January), from 8:00 am to 3 pm.
 - For Summer start: This date will be announced depending on the number of students starting in the summer.
- These orientation meetings are mandatory. Please plan to arrange your schedule accordingly.
- Attend all Individual and Group Supervision according to rules, and begin counseling. All hours will be recorded on Tevera. The Practicum Students will receive information about enrolling in Tevera and will receive instruction during the Orientation time. The cost (as a Textbook cost) is \$200. This is a one-time fee, and the student will have access and use of this software platform for the rest of their career.
- The Clinical Practice component of the Counseling Degree Programs consists of three 3-credit hour components: Practicum, Internship 1 and Internship 2. The Practicum is 16 weeks, and each Internship is 18 weeks. The total number of weeks equals 50 weeks. Occasionally students do not complete the number of required direct hours for the two Internships (120 each, approximately 6 hours of direct client contact for each week) within the 36 weeks period. In this case, the student will be required to enroll in Internship 2 a second time.
- Students interested in an LPC license: If a student completes their total 240 hours during the combined 36 weeks for Internships 1 & 2, they have the optional of taking an additional Internship 2 to accrue additional hours if needed to meet licensure requirements in another state. Most states require 240 direct contact hours, and 600 Indirect hours. However, there are a few states with greater requirements.
- Students interested in a LMFT license: If a student completes their total 240 hours during the combined 36 weeks for Internships 1 & 2, they have the optional of taking an additional Internship 2 to accrue additional hours if needed to meet licensure requirements for the LMFT, which is 500 direct hours, with 250 of those hours in couple and family work. For students seeking licensure in Louisiana, these 500 hours can be applied (and subtracted from) the total 1900 direct client hours required to move from the Provisionally Licensed MFT to the Licensed MFT, which shortens the number of hours required for licensure to 1500.

Phase 3: Clinical Phase (Internship 1 and 2)

- Successfully complete Practicum, complete 5th core course—Counseling Theories and Therapies, or Clinical Assessment of Marriage and Family (with a 3.0 average) before moving into this Phase, and continue with the rest of courses in the curriculum. Turn in Paperwork to complete Practicum and Enroll in Internship 1. (See NOBTS Practicum & Internship Manual).
- **Make decision about whether to apply to remain at LMCCC or to apply to work at an external site.** It is recommended that you explore the information about external sites on Tevera, and attend announced meetings about external sites. Study the Placement Sites

List, pray about sites, and select a site. Please talk with peers or Dr. Steele, or the LMCCC Associate Director about any sites for which you have questions. You will need to contact the site to see if they have any positions for Intern students open. If there are openings, set up an interview with the Site Supervisor.

- You must indicate your plan to stay at LMCCC or to go to another site at least 4 weeks before changing to your Internship. Use this link to declare your plan:
https://docs.google.com/a/nobts.edu/forms/d/16S7W_tnl4c2qxJFMBaup69M-2e5wp_3AU-5fgl2iew/viewform?usp=send_form
- Please be aware that many sites only accept new students at the beginning of the fall term, and the time of application for these positions can be as early as March or April to begin in the fall.
- Contact the Site Supervisor of your selected site to inquire if there are openings. If there are, set up an interview with the Site Supervisor.
- It is recommended that you take a copy of your resume, including a list of the counseling courses you have completed, pertinent ministerial experience (for example, work with children, etc.), and past work experience.
- Ask appropriate questions about responsibilities at the site such as scheduling, date/time of orientation to the site, assignment of supervisor, etc.

Phase 4: Completion Phase

Complete all remaining course work.

Complete NOBTS Exit Exam and CPCE.

Graduate.

Admission to Practicum/Internship Program

All members of the Counseling Department will confer on field placement admissions and reserve the right to refuse a student's request, should information about or personal experience with a student dictate the need for this course of action. The decision to deny placement will involve joint consultation between all department faculty members. Any opportunity for reconsideration of the student's request, should such a possibility be considered, will be determined at the time of initial refusal.

Quick Guide

Steps to Begin Clinical Practice

Blackboard Course: COUN6380KS Clinical Practicum (all materials)

1	Maintain a 3.0 in Major; 3.0 overall from any other seminary classes.
2	Complete or be prepared to complete by end of semester 4 of 5 Core course requirements (COUN6301; COUN6302; COUN6303; COUN6350 OR COUN6351).
2	Application due at posted dates each year. (March 15 or Oct 15).
3	READ Practicum/Internship Manual. Pass Practicum/Internship Manual Test with score of 85% or higher. (Students may repeat the test until they reach a 85% + score.)
4	Complete Application. Practicum Application is found on a link on Blackboard COUN6380KS. Submit application by due date.
5	Complete Department Interview when requested. You will be contacted to schedule the interview.
6	Acceptance letters will be sent within 3 weeks after interviews. Delay Recommended letters will be sent within 3 weeks after interviews.
7	All students will complete Practicum at the Leeke Magee Christian Counseling Center
8	Attend Orientation Part I and Part 2. These meetings are mandatory. Fall Start: <u>Orientation Part I:</u> This will be on a Friday the week of spring finals, 8 am – 5 pm. There will be pre-work to prepare for this orientation <u>Orientation Part 2:</u> Friday, 2 weeks before classes start for fall semester Spring/Summer Start: <u>Orientation Part I:</u> The Friday of the week of fall final exams, 8 am – 5 pm. There will be post work after this orientation. Summer Part 2: TBA <u>Fall Part 2:</u> Friday, two weeks before classes start for the Spring.
9	Purchase text before you begin your Practicum. Russell-Chapin, Sherman, & Ivey. (2016). <i>Your supervised practicum and internship: Field resources for turning theory into action.</i> (2 nd ed). Cengage. ISBN 978-1- 138-93581
10	Purchase subscription for Tevera (you will be sent information) \$200 (text); complete Video training for setup and use of Tevera during Orientation Part 1.
11	Apply for Liability Insurance, bring proof of insurance to orientation Part 2. Liability insurance information on Blackboard COUN6380KS.
12	Sign up for a Supervision Group on the Wiki on the Blackboard Practicum site each semester. Your individual Supervisor will be assigned. Attend all Individual and Group Supervision according to rules.
13	Record all hours on Tevera. Students will be given information about Tevera and trained to use the program during Orientation.
14	Sign up for a Supervision Group on the Wiki on the Blackboard COUN6380KS site each semester. Your individual Supervisor will be assigned. Attend all Individual and Group Supervision according to rules. Only 12 students may be in a group at one time.

Quick Guide: Steps to Begin Internships 1 & 2 (COUN6390 & 6391)

Blackboard Course: COUN6380KS Clinical Practicum

1	Make decision about whether to remain at LMCCC or apply to work at an external site. Information about external sites can be found on Tevera. Pray about what site you would like to work at. What population do you want to get experience in working with? Children? Adolescents? Adults? Couples? Variety? Addictions? Trauma? Mentally ill in clinical setting? Church setting? Community Counseling setting?
2	Contact site to see if they will have any openings and to inquire about their application dates.
3	All students should inform LMCCC (Dr. Steele) by the 12th week of the Practicum whether they plan to stay or go to another site.
4	Request and complete interview with Site Supervisor. Take a copy of your resume. Ask appropriate questions about the site.
5	Inform Dr. Steele of your acceptance at a site (via email).
6	Successfully complete (Grade 85% or above) Practicum, and complete 5 th core course (Family Systems or Clinical Assessment with a minimum of 3.0) and it is recommended that you complete at least one therapy model course.
7	After completing requirements for Practicum (16 weeks onsite/40 Direct Client hours/100 Onsite Hours), turn in all paperwork, including Supervisor Evaluation, Student Evaluation, Tevera Final #514 Report for Practicum, Reread Practicum Internship Manual, and post on Tevera a pdf of Proof of 85% pass on Practicum/Internship Manual exam (Blackboard), and book review for Internship 1 textbook (p.20) . All paperwork must be turned in with 4 weeks of completing Practicum requirements. Any direct hours accrued after the 4 week grace period will not be counted if paperwork is not completed.
8	Use the link on Assignments in Tevera for Official Enrollment in Internship 1 or Internship 2. Without completing this form, you will not be officially enrolled in the Registrar's Office.
9	Complete Internship 1 and 2 while taking remaining coursework.
10	Maintain your Liability Insurance up to date.
11	Attend all Individual and Group Supervision meetings according to rules; attend any other required meetings for the Internship phase.
1	Internship 2 may be started after 18 weeks are completed for Internship 1. If the student has not completed all 120 direct hours, they will need to complete the missing hours before completing Internship 2, for a total of 240 hours for Internships 1 and 2.
2	Within 4 weeks of completing 18 weeks for Internship 1, the student must complete in the Tevera 514 report for Internship 1, and shift their Track to Internship 2.

Student Responsibilities During Practicum and Internship Experience

1. Attend all Practicum/Internship meetings. Students are held accountable for information given during the meetings whether they are present or not. The first week of class your group supervision is mandatory for a review of any new rules for clinical practice.
2. Communicate any policy changes or changes in forms to site supervisors or any other necessary parties.
3. Attend individual and group supervision weekly throughout the practicum and internship experience. **In order to take time off (other than the designated holidays of your site), you must request approval for time off from the Clinical Director. This request should be completed and approved before making any commitments to others (financial or otherwise).** Use the electronic request form (Blackboard) to make your request. Even if you do not see clients, come for Individual and Group supervision (unless you have been given approval from Dr. Steele to take the week off).
https://docs.google.com/forms/d/1DK_sxk_ZjA7hQW7eReXuLqkayPPUujk1TTx3ol0dakY/viewform?usp=send_form
4. Weekly complete submission of clinical practice hours through Tevera:
The student must submit their hours weekly. Students that do not regularly submit their hours will lose 10 points weekly on their documentation grade. The logs must be submitted for approval to your Individual supervisor and Group Supervisor.
5. When you complete Practicum, or Internship 1 or Internship 2, please send an email alert to the Clinical Director and Associate Director of the LMCCC that you have completed the Practicum/Internship before you begin entering hours for the new phase you are starting. Remember the number of Direct and Indirect hours required increases with entrance into Internship 1.
7. Demonstrate the capacity, willingness, and motivation to be a responsible learner and an active participant in your professional development.
8. Abide by all Field Placement Agency policies and procedures and standards of ethical conduct, including confidentiality, formal protocol, and staff rules.
9. Carry out assigned responsibilities in accordance with the Field Placement Agency's treatment philosophy within reasonable limits of safety and professional ethics. The student has the right and responsibility to refuse an assignment that is hazardous to personal safety, the safety of others, or which violates the policy of the Seminary or common standards of professional ethics.
10. Provide to your Site Supervisor at the beginning of the practicum/internship period a calendar of Seminary events (courtesy); advise the Site Supervisor to which you are assigned of any anticipated absences or unavoidable tardiness.

11. Provide your own liability insurance coverage.
12. Produce documentation, if required, that the student is free of infectious diseases and is medically capable of functioning in the Field Placement Agency setting.
13. Bring to the attention of the Site Supervisor any placement problems, concerns, or questions in a timely and appropriate manner.
14. Engage in problem solving in a mature, respectful manner, utilizing appropriate protocol first with the Site Supervisor then, if necessary, with the Director of Clinical Training then, if necessary, through the Seminary's published grievance policy, which is found in the NOBTS Student Handbook.
15. Participate with the Site Supervisor in an evaluation of your progress in the Practicum/Internship.
16. Provide to the Director of Clinical Training an evaluation of the Practicum/Internship Supervisor at LMCCC or at your external placement site. This is on your assignment page of Tevera each term.
17. Have the Individual Supervisor fill out a final evaluation of your work on Tevera, found in your assignment section. You must open the assignment, select your Individual Supervisor and send it to them so they can complete it. The Counselor's Competency Scale_(2017) will serve as our evaluation.
18. If at any time you have reason to change sites in the **middle** of a practicum or internship experience, **you must obtain prior approval from the Director of Clinical Training.**
19. Complete the CPCE exam and NOBTS Exit exam.
20. **All students are required to maintain either an electronic copy of all syllabi from their coursework during their program.** These should be uploaded to your Tevera account. These syllabi are often requested by state boards when you apply for licensure.

Policy for Move to External Site

Students who desire to move to an external site should arrange to move at the end of the Supervision term. Those dates typically fall around these times:

Term	Term End
Fall	Friday of the Second week in January (Jan 11, 2018)
Spring	Friday of the last week of the semester (May 20, 2018)
Summer	Friday of the week before the new semester begins (Aug 16, 2019)

If a student accepts a new client at LMCCC within the last 4 weeks of the term, they are required to continue to work with at least 6 clients at LMCCC for 8 more weeks, in order to give some consistency to the new client(s), and to justify being assigned to a supervisor for the beginning of the semester.

Practical Issues Suspension from Practicum/Internship

The Director of Clinical Training, in consultation with members of the Counseling Department, and the onsite Supervisor has the discretion to suspend students from practicum/internship sites should a serious infraction of regulations (including, but not limited to ethical violations) occur. Further, students may be suspended or permanently removed from a site should information about

or personal experience with a student dictate the need for this course of action. In such a situation, requirements for possible reinstatement would be decided upon at the time of the suspension. Please refer to the NOBTS Masters Counseling Handbook for information about appealing a decision.

Liability Insurance: Students are required to maintain liability insurance throughout the practicum/internship placement. Proof of current insurance must be in the students' Tevera account at all times.

Lapsed insurance or failure to provide proof of current insurance are grounds for suspension from the field placement site.

If for any reason a student's insurance lapses or there is no copy of current insurance in the file the student has 2 weeks to provide proof of coverage, during which the student **will not be allowed to count the weeks/hours for that time period.** After 2 weeks lapse with no proof of coverage, the student will be suspended from the site until proof of coverage is provided. Liability insurance coverage is the responsibility of the student, but a lapse of liability insurance coverage places you, your supervisor, and site agency at risk.

Supervision Requirements:

One (1) hour individual face to face supervision is required for every week the student counsels clients.

Individual supervision can be conducted in dyads—two student counselors and one supervisor.

One and one-half (1.5) hours group supervision (on campus) is required for every week the student counsels clients. The Group Supervisor will take attendance each week. Group supervision may not have a number greater than 12 students present. If a student comes in to a group supervision for a make-up, they may not enter unless there are fewer than 12 students already present.

Individual and Group Supervision hours are not counted as direct-client hours. These supervision hours may be counted as Indirect hours.

Students must keep a record of supervision, Direct and Indirect hours, via Tracking logs on Tevera, including supervisors' approval as verification of the student's supervision experience.

All persons directly involved with a student's practicum/internship maintain the right to discuss with one another the student's progress and performance as necessary. This includes the Director of Clinical Training, Site Director, Group Supervisor, and Individual Supervisor.

Absences

Group and individual supervision are required only for the weeks the student is onsite (i.e. a student on a vacation week or travel week, or is sick, and not going onsite, needs no supervision for that week).

Students who are going to miss supervision are required to notify their supervisors, preferably before the absence. **These allowed absences are for illness or emergencies only. Students are not allowed to "not count" a week or counseling hours because they cannot come to group or individual supervision.**

During the Practicum at LMCCC, students are expected to be consistent in attendance at LMCCC for the number of weekly hours required for the Practicum (and Internships if working at the LMCCC), until completing the required number of weeks and Direct Client Hours. Students must understand that the 50 weeks of Clinical Practice is the same as holding a professional position in a Counseling agency.

*Students are to observe the opening and closure times of the LMCCC, or their external site, including the fall and spring breaks.

*All students working at the LMCCC have the following dates off during the year of clinical practice:

January 1

MLK day

Monday/Tuesday of Mari Gras;

Memorial Day

July 4th

Monday, Labor Day

Wednesday-Friday the week of AACC if attending the AACC conference;

The week of Thanksgiving;

The week following NOBTS Fall Graduation until January 2 or the first work day following January 2. Christmas closure dates can be found in the Assignment section of Tevera.

*This allows the student to have a total of almost 4 weeks off during the year of clinical practice, which is generous for any first year at a job. If possible, plan any vacations, mission trips, etc during these scheduled weeks off. The primary ministry focus of the student for this year of clinical practice should be their counseling ministry! Any time taken off outside the planning closures of the LMCCC must be requested and approved, using the "Request for Time Off" google form.

https://docs.google.com/forms/d/1DK_sxk_ZjA7hQW7eReXuLqkayPPUujk1TTx3ol0dakY/view_form?usp=send_form

During the clinical practice, students should not take NOBTS workshops (fall, spring breaks, summer school, January courses, or Red Carpet week) that would interfere with their counseling appointments.

Making-Up Missed Supervision

Students are required make up **all missed** Individual or Group supervision.

After one absence the student **must** make up the missed supervision time within two weeks.

After two absences, students **may not count direct contact hours** for weeks in which supervision is missed unless the absence is made up.

The Director of Clinical Training reserves the right to extend a student's time at a placement site if the student does not make up supervision or has a poor record of supervision attendance. Any student with an excess of TWO absences in Group Supervision may be required to drop the course and begin again unless approved by the Director of Clinical Training.

Students may make up missed individual supervision caused by the student's absence only at the discretion of the individual supervisor. Group and individual supervisors are asked to make a good faith effort to make up any sessions that they have canceled. In situations in which sessions

canceled by the supervisor are not made up, the Director of Clinical Training will decide the necessary action on an individual basis. The student should notify the Director of Clinical Training when the individual supervisor is not consistent in weekly supervision.

Group supervision is part of the practicum/internship classes. All students are expected to adjust their schedules for supervision just as they do for other classes.

Student Office File at Completion

The following is a checklist of items that the student must submit (via Tevera) before you receive a grade for Practicum or Internship 1 or 2:

- _____ Reading Report (Internship 1 book)
- _____ Proof of Liability Insurance
- _____ Tevera log clearly showing minimum requirements have been met for number of weeks at site, direct and indirect (onsite) hours, and group and individual supervision.
- _____ Final Evaluation of student from site supervisor.
- _____ Final evaluation of site from student.
- _____ Any additional requirement given by the Director of Clinical Training and/or the Site Supervisor due to unique individual circumstances.

When all items have been submitted, the student should use the Official Enrollment form found in the assignment section in Tevera. If the student does not complete this form, they will not be enrolled officially, and any hours accrued cannot be counted.

Quick Guide: Practicum/Internship Requirements

<i>Length of Practicum</i>	16 weeks
<i>Required hours in Practicum</i>	40 Direct Client Hours (100 On-Site Hours)
<i>Length of Internship 1</i>	18 weeks
<i>Required hours in Internship 1</i>	120 Direct Client Hours (300 On-Site Hours)
<i>Length of Internship 2</i>	18 weeks
<i>Required hours in Internship 2</i>	120 Direct Client Hours.
<i>Weeks in total Clinical Practice</i>	50 weeks
<i>Total Hours in Internship 1 & 2</i>	240 Direct Client Hours/ 600 On-Site Hours
<i>Internship 3</i>	Optional for students needing more time/hours
<i>Start of Internship 1</i>	Only after completion of Practicum—16 weeks minimum; 40 Direct client hours
<i>Extra Hours earned in the practicum</i>	Count only for the practicum.
<i>Start of Internship 2</i> After completion of 18 weeks of Internship I	After completion of 18 weeks of Internship I but student may elect to continue in Internship 1 if they have not yet completed the required 120 Direct Client hours.
<i>Reasons for extending beyond 50 weeks</i>	Absences, holidays, accrual of additional hours.
<i>Required Individual Supervision</i>	1 hour every week student counsels clients and

	works on site
<i>Required Group Supervision</i>	1 ½ hours every week student counsels clients and works on site
<i>What counts as Direct Client Hours</i>	Only time face to face with a client, couple, family or group. Phone calls and internet counseling does not count.
<i>How do I count group counseling?</i>	One hour of leading a group counts as one Direct Client Hour
<i>What counts as couple/family hours?</i>	Couple or family must be in room with counselor. Couple hours in group cannot be counted unless intensive couple training is occurring in a group where counselor works with one couple. Family hours cannot be counted in psycho-educational settings.
<i>Reasons for Suspension of Clinical Practice</i>	<ol style="list-style-type: none"> 1. More than two absences in supervision/group supervision without making up the absence within two weeks 2. Serious infraction of regulations (including, but not limited to ethical violations) 3. Academic failure in other classes 4. Failure to maintain Liability Insurance current, and to maintain copy in student's personal Tevera profile.
<i>Website to find Board of Examiners for other states</i>	www.nbcc.org
<i>Types of licensure available in some states</i>	Professional counselors, mental health counselors, marriage and family therapists, or any combination.
<i>Where can I do my Clinical Practice?</i>	Only at NOBTS approved sites.
<i>What does a site have to do to become an approved site?</i>	Discuss possibility with Director of Clinical training, submit Field Placement Agreement and Site Survey from Site Director.
<i>What credentials does my supervisor have to have?</i>	Your supervisor must either be an LPC, LMFT, or a PhD student in our program that works at the site. If your site does not have LPC or LMFT you may be able to be supervised by one of the PhD students.
<i>Where do I find the Manual for Practicum and Internship?</i>	Blackboard: COUN6380KS: Clinical Practicum

Statement of Ethical Guidelines

The following ethical guidelines have been adopted, in part, from the Christian Association for Psychological Studies. While the spirit of Christian practice and character is assumed to be valued by all students enrolled in our programs, never-the-less the explication of ethical behaviors is needed to clarify the practices specifically expected among counseling professionals. A close adherence to these guidelines is expected by all students participating in their clinical training.

Statement of Ethical Guidelines for the Christian Association for Psychological Studies

PREAMBLE

The basis of this organization is belief in: God, the Father, who creates and sustains us; Jesus Christ, the Son, who redeems and rules us; and the Holy Spirit, who guides us personally and professionally, through God's inspired Word, the Bible, our infallible guide of faith and conduct, and through the communion of Christians.

These guidelines are aimed at helping each member apply the message of the Gospel to his or her professional or pastoral service. The statements herein could not hope to explore all the richness of the Bible as it relates to ethical conduct. Rather, each believer in Christ has the capacity--even the privilege and duty-- to explore the depths of God's Word and discover personal guidance for daily living. The following scripturally based principles exemplify the foundation upon which the more specifically applied Guidelines are based. The cited biblical passages are meant as representative sources, not "proof texts" for the concepts expressed.

Biblical Principles

We are human beings as well as Christians, prone to hurts, conflicts and sin (Romans 3:23). Difficulties, power struggles, trials and tribulations are normal and to be expected (Psalms 37:7; John 16:33; Romans 2:9). We are to grow and mature through the conflicts, problems, trials, tribulations and disciplines that we experience (2 Corinthians 7:8-13a; 1 Thessalonians 5:18; James 1:2-4). We are to support and encourage each other (John 13:35; 15:17; Ephesians 4:32). We are to admonish and confront each other, especially those Christians in positions of leadership and trust. However, such confrontation is to be constructive rather than judgmental, done in love and with caution about our own shortcomings (Proverbs 27:5, Matthew 18:15-17; Galatians 6:1). We are to demonstrate the lordship of Christ in our lives by servant-like leadership, a sense of community and a lifestyle that reflects the will of God (Matthew 20:25-28; John 12:26; Colossians 3:12-17; 1 Peter 4:8-11). We are to reach out to others in love and concern (Matthew 25:31-40; 2 Corinthians 1:3-7; Hebrews 13:16).

APPLICABILITY OF THE GUIDELINES

This statement of Ethical Guidelines is applicable to all current students who are enrolled in any counseling degree program at the New Orleans Baptist Theological Seminary.

ARTICLES OF THE ETHICAL GUIDELINES

Note: In an effort to avoid awkward and lengthy descriptions of persons whom members serve or with whom they work, the somewhat neutral word "client" is used. According to the perspective of members, words such as "peer," "parishioner," "communicant," "patient," "helpee," "counselee," "student," "subject" or even "prisoner" may be used. Also, the word "service" or "serving" is used frequently in the guidelines to describe what members

do. Again, according to the perspective of members, words such as “helping ministries,” “psychological professions,” “counseling,” “ministering,” “pastoring,” “teaching,” or “researching” may be substituted. Admittedly, no word is neutral, since language shapes and reflects reality. Thus, the word “service” or its derivatives is meant to reflect Christ’s statement that He came to serve rather than to be served.

1. Personal Commitment as a Christian

- 1.1 I commit my service, whether as professional or layperson, to God as a special calling.
- 1.2 I pledge to integrate all that I do in service with Christian values, principles and guidelines.
- 1.3 I commit myself to Christ as Lord as well as Savior. Thus, direction and wisdom from God will be sought, while accepting responsibility for my own actions and statements.
- 1.4 I view my body as the temple of the Holy Spirit and will treat it lovingly and respectfully. Balance in my priorities and activities will be prayerfully sought.

2. Loving Concern for Clients

- 2.1 Clients will be accepted regardless of race, religion, gender, sexual orientation, income, education, ethnic background, value system, etc., unless such a factor would interfere appreciably with my ability to be of service.
- 2.3 I will avoid exploiting or manipulating any client to satisfy my own needs.
- 2.4 I will abstain from unnecessary or prurient invasion of privacy.
- 2.5 I will take appropriate actions to help, even protect, those person within my area of responsibility who are being endangered and are relatively dependent on other persons for their survival and well being.
- 2.6 Sexual contact or sexual exploitation--both cover and overt-- with any client will be scrupulously avoided.
- 2.7 Should students find themselves in a position where they or the institution they serve receives financial remuneration for their services, a portion of their services should be contributed towards work for which they receive little or no financial return.

3. Confidentiality

- 3.1 I will demonstrate utmost respect for the confidentiality of the client and other persons in a professional or pastoral relationship.
- 3.2 I will carefully protect the identity of clients and their situations. Thus, I will avoid divulging information about clients, whether privately or publicly, unless I have received freely given, informed consent of the adult client or legal holder of confidentiality privilege for minor clients, in the form of expressed, written permission and the release of such information would be appropriate to the situation.
- 3.3 All records of counseling, teaching and research will be handled in a way that protect the clients and the nature of their situations from disclosure.
- 3.4 The limits of confidentiality, such as those based on civil laws, regulations and judicial precedent, will be explained to the client. Examples of limits or exceptions to confidentiality include such situations as (1) legal mandate, e.g., if child abuse is suspected or apparent; (2) when divulging information would prevent a clear and immediate danger to a person or persons; (3) legal proceedings in which the member does not have privilege.

4. Competency in Services Provided

- 4.1 I pledge to be well-trained and competent in providing services.
- 4.2 I will refrain from implying that I have qualifications, experiences, and capabilities which are in fact lacking.
- 4.3 I will comply with applicable state and local laws and regulations regarding competency in the psychological and pastoral professions.
- 4.4 I will avoid using any legal exemptions from professional competency afforded in

certain states to churches and other nonprofit organizations as a means of providing services that are beyond my training and expertise.

4.5 I will diligently pursue additional education, experience, professional consultation and spiritual growth in order to improve my effectiveness in serving persons in need.

5. My Human Limitations

5.1 I will do my best to be aware of my human limitations and biases. I admit that I do not have complete objectivity or spiritual maturity. Thus, I also will endeavor to establish and maintain a relationship of mutual accountability with another Christian colleague or mentor.

5.2 I will avoid fostering any misconception a client could have that I am omnipotent, or that I have all the answers.

5.3 I will refer clients whom I am not capable of helping, whether by lack of available time or expertise, or because of subjective, personal reasons. The referral will be done compassionately, clearly and completely, insofar as feasible.

5.4 I will resist efforts of any clients or colleagues to place demands for services on me that exceed my qualifications and/or the time available to minister, or that would impose unduly on my relationships with my own family, other persons or God.

6. Research

6.1 Any research conducted will be done openly and will not jeopardize the welfare of any persons who are research subjects. The confidentiality of such subjects will be protected. They will provide informed, written consent for their participation in the research.

7. Professional Liability Insurance

7.1 I agree to obtain student professional liability insurance since a lawsuit, whether justified or not, would possibly drain the financial resources of the organization with which I am associated and represent a serious threat to my ability to continue to practice.

8. General Prudent and Reasonable Care

8.1 Recognizing that no ethical guidelines are complete, I make my day-to-day decision based on the criteria and principles stated in the Preamble. I will do my best to serve and to live in a way that is congruent with the stated basic principles of these guidelines and with my faith as a Christian.

9. Students Who Fail to Practice with Prudent and Reasonable Care

9.1 Students who significantly fail to meet any of the criteria outlined in either the ethics statement or field placement agreement will be subject to review by both the placement agency and the Director of Training. Should the behavior of any student fail to meet the minimum expectations of either the placement agency or the seminary, said student will be removed from their clinical training site and will lose credit for that placement. Egregious failures in conduct may result in program termination. Such terminations would be made through consultations between departmental members and administration.

9.2 Any student who experiences dismissal from their placement site may request to be given another opportunity for placement. The decision for reinstatement will be made by the Director of Training in consultation with other departmental faculty members. If a student is allowed to train at another site, remedial studies in any deficient area may be required.

Reading Report Outline

All reading reports should be carefully typed and proofed before being submitted to the Director of Clinical Training. **Your report should be concise, not trite, and should reflect your thoughtful interaction with the material. Each response should be comprised of approximately four to six typed sentences.** Reports with one sentence responses and trite answers will not be accepted.

Student Name:

Title: _____ Copyright: _____

Author(s): _____ Publisher: _____

Number of pages read: _____ Name of Supervisor: _____

Date: _____ This reading is required for Internship 1.

1. Give a brief statement of the content of the book.
2. What was the author's thesis or purpose?
3. List three points you believe are important for every Internship student to know.
4. Briefly explain the most beneficial aspects of this book for you.