

NOBTS
Practicum/Internship
Manual

New Orleans Baptist Theological Seminary
Revised August 2021

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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 and MAC 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:

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 departmental 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.

This 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 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 six core courses (twelve hours) in any of the Counseling degree programs (course work listed as COUN)** at NOBTS on a conditional basis. These courses must be completed with no grade lower than a “B.”

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
COUN6354 Cognitive Behavioral Counseling OR COUN6355 Brief Solution Focused Counseling

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 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 Entrance in Graduate Counseling Programs

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

1. Complete the four of the six 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 now eligible to apply for COUN6380 Clinical Practicum.

Cut off application dates—For Spring Practicum: Oct 15; Summer or Fall Practicum: March 15. Before submitting the application the student should

- 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 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 currently online in a video format. It should be watched in it’s entirety.
- 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 beginning Part 1 of Orientation.
- Orientation Part 2 will be held...

- For Fall start: The Wednesday or Friday that falls 10 days before class starts (August), from 8:00 am -3 pm.
- For Spring start: The Wednesday or Friday that falls the week before class starts (January).
- 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 in Tevera. The Practicum Students will receive information about opening an account in Tevera, and 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 an additional Internship 2.
- 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, either for additional supervised experience, or 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. Please check other state requirements if you plan on moving out of Louisiana.
- 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.

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 (which ever one you have not yet completed), and the 6th core course—Cognitive Behavioral Counseling OR Brief Solution Focused Counseling; continue with the rest of courses in the curriculum. Turn in Paperwork to complete Practicum and Enroll in Internship 1. The enrollment link is at the end of the Assignment section on your practicum syllabus, or on Blackboard COUN6380KS Clinical Practice. **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. During your Practicum, about mid-term you can complete the Notification of Intent to Close or Graduate if you plan to leave the LMCCC.
- 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.
- Movement to an external site is only allowed at the term breaks (end of fall supervision term; end of spring supervision term; end of summer supervision term). Once the term has started, students are not allowed to move to a different site.

Completion Phase

During the next-to-the-last semester of your degree plan, take Professional Issues in Counseling, which will assist you in preparing for successful passage of the CPCE. Passage of this exit exam is required for graduation. The first exam is paid for by the Counseling Program. If a student fails, they will retake the CPCE up to 2 times. Any administrations of the CPCE after the first one is paid for by the student.

Complete all remaining course work.

Complete NOBTS Exit Exam and pass the 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 Practice (all materials)

1	Maintain a 3.0 in Major; 3.0 overall from any other seminary classes.
2	Complete or be prepared to complete 4 of 6 Core course requirements (COUN6301; COUN6302; COUN6303; COUN6350; COUN6351; COUN6354 OR COUN6355).
2	Application due at posted dates each year (March 15 or October 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. Submit application by due date.
5	Complete Department Interview if requested. You will be contacted to schedule the interview.
6	Acceptance 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: Orientation Part I: This usually will be completed by watching a video. Orientation Part 2: Wednesday or Friday, 2 weeks before classes start for fall semester. Watch for dates. Spring/Summer Start: Orientation Part I: This usually will be completed by watching a video. Summer Part 2: TBA Fall Part 2: Friday, before classes start for the Spring.
9	Purchase text before you begin your Practicum. 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
10	Purchase subscription for Tevera (your NOBTS account will be charged: \$200 (text); complete Video training available on Tevera for setup and use of Tevera.
	Sign up for Account with Dreamaker for video evaluations of counseling sessions. \$35 for Fall, \$35 for Spring; \$14 for Summer. This amount is charged to your NOBTS Account. You will receive an email from makingithappen@dreamaker.io to sign up for the NOBTS Education account.
11	Apply for Liability Insurance, bring proof of insurance to orientation Part 2. Liability insurance information on Blackboard.
12	Sign up for a Supervision Group using the link you will be receiving 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. It is essential that you attend Orientation.

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

Blackboard Course: COUN6380KS Clinical Practice

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 B or above) Practicum, and complete 5 th core course (Family Systems or Clinical Assessment with a minimum of 3.0) and 6 th core course (Cognitive Behavioral Counseling or Brief Solution Focused Counseling).
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 514 Report for Practicum, Reread Practicum Internship Manual, and post on CTM a pdf of Proof of 85% pass on Practicum/Internship Manual exam (Blackboard), and book review for Internship 1 textbook. 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.
8	Enroll in Internship 1 at the beginning of your second semester of clinical work. Even if you have not completed Practicum by the second semester you will still enroll in Internship 1, and the third term of clinical practice, enroll in Internship 2.
	Maintain account in Tevera (no additional cost); maintain account in Dreamaker (\$35 Fall; \$35 Spring; \$14 Summer).
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 a minimum of 18 weeks for Internship 1 and the 120 direct hours, the student must turn in the Tevera 514 report for Internship 1 to indicate proof of completion.
3	Pass the CPCE. In the next-to-the-last semester of your program of study, take Professional Issues in Counseling. This class prepares you to take the CPCE (a practice exam of the National Counseling Exam)
4	Enroll in an additional Internship 2 if you desire additional hours or to meet requirements.

Student Responsibilities During Practicum and Internship Experience

1. Attend all Practicum/Internship Group supervision 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 all 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 or the LMCCC to take the week off).
4. Weekly complete submission of clinical practice hours through Tevera. The student must submit their hours weekly. Students that do not regularly submit their Tevera track hours will be penalized. They can be set up as re-occurring events, but each week the student must confirm that the event happened, and then submit it for approval to your Individual supervisor and Group Supervisor. If a student's grade drops below 85% in any category of the grading plan, the student will be required to accept a remedial plan and successfully complete it in order to pass the term. Not passing may result in loss of clinical hours accrued and beginning the course again.
5. When you complete Practicum, or Internship 1 or Internship 2, please send an email alert to the Associate Director that you have completed the Practicum/Internship before you begin entering hours for the new phase you are starting. You are expected to know the additional paperwork required. It is listed on the syllabus, in this Manual, and on the Assignments page of Tevera each term.
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 placement site. This is completed electronically as one of your Tevera assignments.
 17. Have the Site Supervisor fill out a final evaluation of your work and send it to the Director of Clinical Training. If your Supervisor is a different person than the Site Supervisor, please have the supervisor also complete an evaluation. The Counselor's Competency Scale (2017) will serve as our evaluation. It is found in the Tevera Assignments area.
 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 and pass the CPCE exam and complete the NOBTS Exit exam. **All students are required to maintain either an electronic copy or a print copy of all syllabi from their coursework during their program.** These syllabi are often requested by state boards when you apply for licensure.

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.

Liability Insurance: Students are required to maintain liability insurance throughout the practicum/internship placement. Proof of current insurance must be uploaded to Tevera every term.

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:

1 hour individual face to face supervision required for every week the student counsels clients.
1.5 hours group supervision (on campus) required for every week the student counsels clients.
Students should be proactive in seeking supervision and are responsible for keeping an honest record of supervision meetings.

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

Students must keep a record of supervision, via Tevera, including supervisors' approval on Tevera as verification of the student's supervision experience.

Those finishing Internship 2 and closing the clinical practice component must complete (in Tevera Assignments area), a report that verifies the hours at completion of the practicum/internship hours (NOBTS Final Documentation).

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.

*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 last two weeks of December.

*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. Missed Supervision is defined as a week a student saw clients but did not attend 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 Tevera 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. No assignment for Internship 2)
- _____ Proof of Liability Insurance (every term)
- _____ Tevera Track 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, if the student is continuing in clinical practice, the student **must enroll each term in one of the following:** COUN6380 Clinical Practicum, COUN6390 Clinical Internship 1, COUN6391 Clinical Internship 2

IMPORTANT: Enroll in COUN6380 and COUN6390 only ONE TIME. Example: If you begin Practicum in the fall, in the spring enroll in Internship 1 (even if you have not yet completed all requirements for Practicum). In the summer enroll in Internship 1 (even if you have not completed the requirements for Internship 1). The following fall (and any other terms needed to complete the requirements) the student will enroll in Internship 2.

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 even 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 do 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 can be counted in psycho-educational settings if families are

	present.
<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 updated on Tevera.
<i>Website to find Board of Examiners for other states and Louisiana</i>	www.nbcc.org Louisiana: lpcboard.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 Practice