



**Master of Science in  
Clinical Mental Health Counseling Program  
Practicum & Internship Manual**

**2024-2025  
(Updated for Fall 2024)**

**Please read this manual first before you ask questions.** There is a lot of information, and it explains what you need to know to have a successful Practicum/Internship experience. Your other resources are the Practicum and Internship tabs on the Clinical Counseling Community Blackboard homepage.

## Table of Contents

PURPOSE	4
CLINICAL SEQUENCE	4
COUNSELING PRACTICUM (MCC605)	
Course Description	4
Preparedness	5
CACREP Standards	6
CLINICAL INTERNSHIPS (MCC691, 692, 693, 694)	
Course Descriptions	6
Preparedness	8
CACREP Standards	10
ENROLLMENT, SITES and SUPERVISORS	
Enrollment	11
Site Selection	12
Site Supervisor	13
Faculty Supervisor	14
EXPECTATIONS OF STUDENTS	14
EXPECTATIONS OF SUPERVISORS	16
SHARED EXPECTATIONS	17
LIABILITY INSURANCE	17
TIPS FROM THE FACULTY	18
TEVERA	
The First Step	19
What Should I See?	20
Helpful Tevera Videos	20
THE PRACTICUM PROCESS	21
THE INTERNSHIP PROCESS	24
FREQUENTLY ASKED QUESTIONS	26
GLOSSARY OF TERMS	31

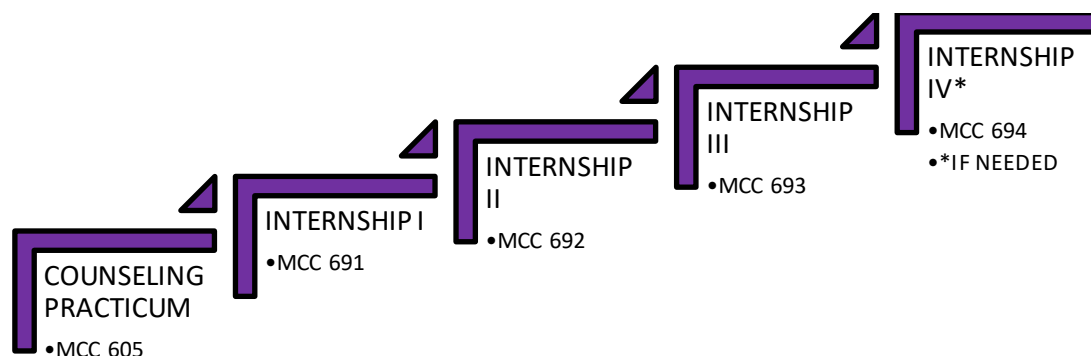
## PURPOSE

The purpose of this Clinical Manual is to introduce students and their supervisors to program expectations and requirements for satisfactory completion of the Counseling Practicum and Clinical Internships in the Master of Science in Clinical Counseling program at Bellevue University.

The Bellevue University MSCMHC program is CACREP accredited as of June, 2017.

The Bellevue University Clinical Counseling faculty consider the Counseling Practicum and the Clinical Internships to be among the most important professional training experiences you will have. These clinical experiences provide the opportunity for you to apply knowledge learned through your academic experiences and to assist you in developing mental health counseling skills under the supervision of a licensed counseling professional.

## CLINICAL SEQUENCE



## PRACTICUM (MCC 605) COURSE DESCRIPTION

The Counseling Practicum is a clinical, experiential course designed to strengthen students' skills and understanding of the practice of clinical mental health counseling through supervised practice. In this initial clinical course, students will complete **100 hours of supervised practice, of which 45 of the hours must be direct client contact hours with clients/patients/consumers.** Additionally, students will attend a required weekly supervision session (1.5h each week) led by Program Faculty designed to deepen their learning and growth at the Practicum site. **Weekly attendance and completion of written**

**assignments is mandatory.**

The Counseling Practicum experience is your entrance into the practice of counseling. **Direct hours** include, but are not limited to, activities such as individual counseling, group counseling, intake interviews, and crisis consultation and assessment. Your direct contact with the client can be performed individually or in a co-therapy mode where you and your supervisor, or another professional, work together to assist the client or group. All other hours you work at your site can be considered indirect hours.

**Indirect hours** can include all the other non-client focused activities such as clinical paperwork, preparation for sessions, supervision, and your MCC 605 weekly class time. Students are expected to stay at their sites for the duration of each term for the entire 12 weeks. The 100 hours for Practicum are to be spread out over the term so continuous client care is guaranteed.

**NOTE:** Due to certain state regulations, no more than 20 hours of training will be allowed to be added to your total indirect hours for Practicum. This does not apply to required training that is mandated by your site, but rather, to trainings (CEUs, workshops, conferences, etc.) that you are personally interested in and are taking outside of your required training for your site. The 20-hour limit is per class per term.

**NOTE:** CACREP requires that student gain experience in group facilitation during their clinical training experience; therefore, as part of your total direct hours, you are required to accrue a **minimum of 10 group facilitation hours**. Co-facilitation of groups with a licensed clinician is permitted. You must earn these hours prior to the start of Internship III.

## PREPAREDNESS FOR PRACTICUM

**Are you ready for Counseling Practicum (MCC 605)?** You must have completed all of the foundational coursework (21 credit hours) and successfully completed Residency I prior to enrolling in Counseling Practicum. In order to obtain permission from the Clinical Coordinator to enroll in MCC 605, you must first submit a **Practicum Application** (signed by you), a **Practicum Agreement** (signed by you and your proposed site supervisor), and a **copy of your current liability insurance** (upload the face sheet) in Tevera. You must also send a link to the Supervisor HUB to your site supervisor, which includes access to supervision training, a program

orientation, and a downloadable copy of this manual. (*For instructions on how to do this and where the forms are located, see the section entitled TEVERA*).

**Even if the Practicum site has its own liability insurance you are required by the Bellevue University MSCMHC program to obtain your personal liability insurance.**

Please consult with your academic coach to formulate a plan of study to ensure academic readiness for Practicum. We also strongly encourage you to take Practicum in sequence with Internships; therefore, you may want to wait to enroll in Practicum until you can dedicate the time toward the clinical sequence and are ready academically. Furthermore, you will need to participate in weekly university group supervision as well as weekly on-site individual/triadic supervision throughout each term. This time commitment is to be considered before enrolling in Practicum and Internship as meeting these criteria is non-negotiable.

### CACREP Standards Met in MCC 605

CACREP Standard
3.A.2. the multiple professional roles and functions of counselors across specialized practice areas
3.A.11. self-care, self-awareness, and self-evaluation strategies for ethical and effective practice
3.A.12. the purpose of and roles within counseling supervision in the profession
3.B.10. guidelines developed by professional organizations related to social justice, advocacy, and working with individuals with diverse cultural identities
3.E.3 Case conceptualization skills using a variety of models and approaches
3.E.5. application of technology related to counseling
3.E.8. counselor characteristics, behaviors, and strategies that facilitate effective counseling relationships
3.E.16. record-keeping and documentation skills
3.E.21. processes for developing a personal model of counseling grounded in theory and research
5.C.8. strategies to advocate for people with mental, behavioral, and neurodevelopmental conditions

## CLINICAL INTERNSHIPS I-IV (MCC 691, 692, 693, 694) COURSE DESCRIPTIONS

The Internship is an advanced clinical, experiential course designed to strengthen students' skills and understanding of the practice of clinical mental health

counseling through supervised practice. In the three Internship courses, students will complete a total of **600 hours of supervised practice, of which 255 of the hours** must be direct service with clients/patients/consumers. Additionally, students will attend weekly required supervision meetings (1.5h each week) led by Program Faculty designed to deepen the student's learning and growth at the Internship site.

The Clinical Internship is completed in three sequential terms in which you will complete 600 hours total. Each of the courses (691, 692, 693) require a **minimum of 200 total hours** per term with a **minimum of 85 hours of direct service** with clients/patients/consumers.

Students are expected to stay at their sites for the duration of each term for the entire 12 weeks. The 200 hours for each Internship are to be spread out over the term so continuous client care is guaranteed.

**NOTE:** It is important for you to be aware of the clinical requirements set out by your State Counselor Licensing Board. Most states use the CACREP Standard of 700 hours with a minimum of 40% direct hours, but a few states require more hours during clinical training, including Nebraska. Our program adheres to the Nebraska direct service hour requirement for licensure as an LIMHP. Check your State Licensing Board which can also be accessed through the ACA's webpage ([www.counseling.org](http://www.counseling.org)).

Should the state in which you plan to become licensed and/or employed require more than the 700 hours of Practicum and Internship, you can complete additional hours in all of your Internship courses or take a fourth Internship course (MCC 694). **MCC 694 is an optional course and not required for completion of the MSCMHC degree.**

**NOTE:** Due to certain state regulations, no more than 20 hours of training will be allowed to be added to your total indirect hours for Internship courses each term. This does not apply to required training that is mandated by your site, but rather, to trainings (CEUs, workshops, conferences, etc.) that you are personally interested in and are taking outside of your required training for your site. The 20 hour limit is per class per term.

**NOTE:** CACREP requires that student gain experience in group facilitation during their clinical training experience; therefore, as part of your total direct hours, you

are required to accrue a **minimum of 10 group facilitation hours**. Co-facilitation of groups with a licensed clinician is permitted. You must earn these hours prior to the start of Internship III.

## **PREPAREDNESS FOR INTERNSHIP I, II, III, IV**

### **Are you ready for Clinical Internship I (MCC 691)?**

You must have completed MCC 600, MCC 605, MCC 610, and MCC 670 prior to Clinical Internship I and successfully completed Residency II. In order to obtain permission from the Clinical Coordinator to enroll in MCC 691, you must first submit an **Internship Application** (signed by you), an **Internship Agreement** (signed by you and the proposed site supervisor), and a **copy of your current liability insurance** (upload the face sheet) in Tevera. You must also send a link to the Supervisor HUB to your site supervisor, which includes access to supervision training, a program orientation, and a downloadable copy of this manual. (*For instructions on how to do this and where the forms are located, see the section entitled TEVERA*).

**Even if the Internship site has its own liability insurance you are required by the Bellevue University MSCMHC program to obtain your personal liability insurance.**

You must complete these application materials even if there are no changes in site placement or supervision. **In other words, you will submit an application, an agreement, and insurance for each term you are enrolled in Practicum or Internship.** Before enrollment in MCC 691, the Clinical Coordinator must also receive verification from your MCC 605 Faculty Supervisor that all required hours, assignments, and paperwork from Practicum have been completed. Once all Practicum requirements are fulfilled and paperwork for Internship I is completed and signed off by the Clinical Coordinator, you may enroll in Internship I. You must take the Clinical Internship courses in sequence (i.e., MCC 691 prior to MCC 692 and MCC 692 prior to MCC 693). **You are not permitted to enroll in more than one Internship course per semester.**

### **Are you ready for Clinical Internship II (MCC 692)?**

You must successfully complete MCC 691 prior to Clinical Internship II. In order to obtain permission from the Clinical Coordinator to enroll in MCC 692, you must first submit an **Internship Application** (signed by you), an **Internship Agreement**



(signed by you and the proposed site supervisor), and a **copy of the your current liability insurance** (upload the face sheet) in Tevera. You must also send a link to the Supervisor HUB to your site supervisor, which includes access to supervision training, a program orientation, and a downloadable copy of this manual. (*For instructions on how to do this and where the forms are located, see the section entitled TEVERA*).

**Even if the Internship site has its own liability insurance you are required by the Bellevue University MSCMHC program to obtain your personal liability insurance.**

You must complete these application materials even if there are no changes in site placement or supervision. **In other words, you will submit an application, an agreement, and insurance for each term you are enrolled in Practicum or Internship.** Before enrollment in MCC 692, the Clinical Coordinator must also receive verification from your MCC 691 Faculty Supervisor that all required hours, assignments and paperwork from the first internship have been completed. Once all Internship I requirements are fulfilled and paperwork for Internship II is completed and signed off by the Clinical Coordinator, you may enroll in Internship II. You must take the Clinical Internship courses in sequence (e.g. MCC 691 prior to MCC 692 and MCC 692 prior to MCC 693). **You are not permitted to enroll in more than one Internship course per semester.**

### **Are you ready for Clinical Internship III (MCC 693)?**

You must successfully complete MCC 692 prior to Clinical Internship III. you must first submit an **Internship Application** (signed by you), an **Internship Agreement** (signed by you and the proposed site supervisor), and a **copy of the your current liability insurance** (upload the face sheet) in Tevera. You must also send a link to the Supervisor HUB to your site supervisor, which includes access to supervision training, a program orientation, and a downloadable copy of this manual. (*For instructions on how to do this and where the forms are located, see the section entitled TEVERA*).

**Even if the Internship site has its own liability insurance you are required by the Bellevue University MSCMHC program to obtain your personal liability insurance.**

You must complete these application materials even if there are no changes in site placement or supervision. **In other words, you will submit an application, an agreement, and insurance for each term you are enrolled in Practicum or Internship.** Before enrollment in MCC 693, the Clinical Coordinator must also receive verification from your Faculty Supervisor that all required hours, assignments and paperwork from the second internship have been completed. Once all Internship II requirements are fulfilled and paperwork for Internship III is completed and signed off by the Clinical Coordinator, you may enroll in Internship III. You must take the Clinical Internship courses in sequence (e.g. MCC 691 prior to MCC 692 and MCC 692 prior to MCC 693). **You are not permitted to enroll in more than one Internship course per semester.**

**NOTE:** Internship IV is not a required course for completion of the MSCMHC degree. It is designed only for those students who plan to become licensed and/or employed in a state that requires extra internship hours beyond the 700 hours this program requires for the completion of Practicum and Internship.

For those students who need to enroll in Internship IV due to licensure laws in their respective states, the same requirements prior to enrollment apply (i.e., Internship Application, Internship Agreement, liability insurance, verification of hours from MCC 693).

Please check the rules and regulations of your state, or contact your state licensing board, for more information.

### CACREP Standards Met in MCC 691/692/693/694

CACREP Standard
3.B.5 The effects of stereotypes, overt and covert discrimination, racism, power, oppression, privilege, marginalization, microaggressions, and violence on counselors and clients
3.E.3 Case conceptualization skills using a variety of models and approaches
3.E.4 Consultation models and strategies
3.E.13 Developmentally relevant and culturally sustaining counseling treatment or intervention plans
3.E.14 Development of measurable outcomes for clients
3.E.15 Evidence-based counseling strategies and techniques for prevention and intervention
3.E.16 Record-keeping and documentation skills

<b>CACREP Standard</b>
3.E.17 Principles and strategies of caseload management and the referral process to promote independence, optimal wellness, empowerment, and engagement with community resources
5.C.6 Strategies for interfacing with the legal system regarding court-referred clients
5.C.7 Strategies for interfacing with integrated behavioral healthcare professionals
5.C.1 Etiology, nomenclature, diagnosis, treatment, referral, and prevention of mental, behavioral, and neurodevelopmental disorders
5.C.4 Intake interview, mental status exam, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management

## ENROLLMENT, SITES, & SUPERVISORS

### Enrollment

These items must be completed in Tevera for approval to enroll in MCC 605 Counseling Practicum:

- Counseling Practicum Application
- Counseling Practicum Agreement
- Upload: Proof of Professional Liability Insurance
- Send the Supervisor HUB link to your site supervisor

These items must be completed in Tevera for *each* of the Clinical Internship courses:

- Clinical Internship Application
- Clinical Internship Agreement
- Upload: Proof of Professional Liability Insurance
- Send the Supervisor HUB link to your site supervisor

All of your application/agreement forms, copies of your liability insurance, and paperwork associated with your practicum and internship sites will be archived in Tevera and available to you at any time in the future.

Until these forms are submitted, and the Clinical Coordinator has approved your forms, you will not be allowed to register for Practicum or Internship. The Clinical Coordinator will notify Graduate Advising of approval for enrollment in Counseling Practicum once your site and supervisor have been approved. For approval to register for Clinical Internship I, Clinical Internship II, Clinical Internship III, or Clinical Internship IV, the Clinical Coordinator will also need verification of completion of the current Practicum/Internship hours and final coursework before the student can be approved to enroll. After all of your

paperwork is complete, Graduate Advising will be notified that you are ready to enroll in your next course.

### Site Selection

A wide variety of counseling sites can qualify as appropriate Counseling Practicum and Clinical Internship sites. The process of locating and securing a site takes time and focused energy. **It is best to start early (3-6 months prior to your expected start date) and to think of this process as a job search.** In some communities, there can be stiff competition for the best practicum/internship sites.

We may choose to schedule a conversation with your Faculty Mentor or the Clinical Coordinator before beginning to develop a plan for Counseling Practicum and Clinical Internship. The exploration of what kind of site to search for should be based on your goals, methods for locating a site, the availability of sites and the application process.

When making a decision about a site consider the following:

- Client population served at the site
- Services/programs provided
- Facilities/commuting distance
- Availability of licensed counseling staff
- Opportunities available to a practicum/internship student
- Readiness to work with practicum/internship student

In your own community, it is important for you to network with local counselors and counseling agencies. Once you know the kind of agency and the population you'd like to work with, begin the networking process by asking all of the providers/counselors that you know who they know in those agencies. Having a referral can be helpful in getting to the decision makers in the agency.

Additional resources include area professional counseling organizations such as your state counseling organization, your fellow students who may be currently working in an internship or work setting, some internship opportunities that are posted on the Clinical Counseling Community webpage, and United Way funded organizations in your area which are typically smaller, specialized counseling service providers. Students in the MSCMHC program have found a wide array of training opportunities, and you are only limited by your imagination, confidence and perseverance. Tevera provides a list of all of the Practicum/Internship sites

that have been utilized by Bellevue University MSCMHC students in the past.

### Site Supervisor

CACREP standards state that a site supervisor must have the following qualifications:

1. A minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
2. A minimum of two years of pertinent professional experience in the program area in which the student is enrolled.
3. Knowledge of the program's expectations, requirements, and evaluation procedures for students.
4. Relevant training in counseling supervision.\*  
\*A supervisor can verify training in supervision by submitting a form that outlines their experience, or they can watch a brief supervision video produced by Bellevue University and complete a quiz that verifies their knowledge of supervision. The MSCMHC Program supervision training video can be located at:

<https://content.bellevue.edu/bellevue/MSCC/MSCCTrainingIndex.html>

The proposed site supervisor should also be willing to:

1. Verify their credentials as an independent practitioner in counseling or related field.
2. Be able/willing to provide opportunities for counseling practice.
3. Be able/willing to provide weekly individual or triadic supervision.
4. Be willing to sign the Counseling Practicum or Clinical Internship agreement.
5. Be willing to provide needed data for the Counseling Practicum or Clinical Internship Application.
6. Be willing to provide supervision via live or recorded observation of your skills for at least two sessions in Counseling Practicum, and two sessions in all Clinical Internship courses.
7. Be able and willing to complete required Tevera paperwork.
8. Not represent any dual relationship with the student.

If you are completing your Practicum or Internship at a site that has previously hosted a BU student, you will see a list in Tevera of counseling professionals who have provided supervision at these sites in the past. However, this in no way

guarantees that these individuals are interested or willing to provide supervision for a current student.

You will be able to provide the site supervisor with a “welcome letter” that will outline the responsibilities and expectations of the Site Supervisor position if they have not provided supervision in the past. **This letter can be downloaded on the Clinical Counseling Community homepage under the Organizations link in Blackboard.**

### **Faculty Supervisor**

CACREP also provides standards to be met by the Bellevue University Faculty Supervisor (Instructor) for Counseling Practicum and Clinical Internship. CACREP standards state the program faculty member serving as individual or group practicum/internship supervisor must have the following:

1. A doctoral degree and/or appropriate counseling preparation, preferably from a CACREP-accredited counselor education program.
2. Relevant experience and appropriate credentials/licensure and/or demonstrated competence in counseling.
3. Relevant supervision training and experience.

The Bellevue University faculty supervisor will be the instructor assigned to the Counseling Practicum and Clinical Internship courses in which you are enrolled.

## **EXPECTATIONS OF STUDENTS**

Practicum and Internship students are guests of the agencies and clinics where clinical training opportunities are authorized. Agency administrators are entrusted with the care and responsibility of clients and site supervisors are responsible for all facets of services you may provide to clients. Thus, MSCMHC Practicum and Internship students are expected to maintain the highest level of professionalism. MSCMHC students' behaviors reflect on their peers, the clinic or agency in which they are placed, the University, the Clinical Mental Health Counseling Program, and future Practicum and Internship students.

**Attire**— Dress appropriately and in accordance with existing dress codes within the site setting at all times.

**Attendance and Promptness** – You are expected to be at the clinical site according to the schedule designed with the site supervisor. Absences must be limited to medical

emergencies, family emergencies, and professional development activities. Should you need to be absent or arrive late, you are to notify the site supervisor and the Faculty Supervisor as soon as possible.

Practicum and internship courses are comprised of supervised experiences in a counseling curriculum and students registered in these courses are expected to attend weekly supervision. This supervision includes an average of 1 hour per week of site supervision and an average of 1 ½ hours per week of faculty supervision. Supervision hours in counseling programs are usually set at a pre-established times, so students may make arrangements to keep these essential commitments. **The responsibility for alternate arrangements for missed supervision sessions is on the student. A request to make-up a missed session is considered on a case-by-case basis, may be denied, and is subject to faculty supervisor availability.** You may be asked to submit documentation to verify an excused absence. Extensive absences, for whatever reason, will result in the Internship being postponed or cancelled.

**Expectation of Ethical Conduct** – Your graduate education at Bellevue University includes developing the professional identity of a counselor. As a counselor in training you must conduct your clinical, and personal activities in a manner that is consistent with the American Counseling Association (ACA) ethical guidelines and standards. As a graduate student (effective immediately) you are required to know and abide by the ACA ethics guidelines and standards. Failure to uphold these ethical standards will result in remediation and/or dismissal from the program. You may download a free copy of the guidelines at any time by going to the ACA website. <https://www.counseling.org/>

Examples of unethical conduct may include, but are not limited to, plagiarism (with or without intent), vulgar speech, aggressive behavior, non-compliance of curricular expectations, tardiness, unprofessional attire and conduct, deception to clients or supervisors, entering into dual relationships with supervisors or clients, failing to ensure client welfare, failing to demonstrate knowledge and skills in the provision of counseling services, reporting inaccurate hours, and so on. If/ when you encounter ethical dilemmas or ethically concerning/conflicting behaviors/practices, you are expected to utilize an ethical decision-making model and inform your site supervisor. You are expected to communicate honestly and effectively with site and Faculty supervisors. Unethical conduct will result in a failing grade and potential termination of the Practicum or Internship and suspension from the internship program.

### **CPCE Exit Examination**

While enrolled in Clinical Internship II (MCC 692), you will be required to register for



the Counselor Preparation Comprehensive Examination (CPCE).

To begin the registration process, access the Credentialing Gateway at [www.cce-global.org](http://www.cce-global.org) and create an account. The MSCMHC program will then be notified so that we may approve your registration. Once your registration is approved, your application will be exported to Pearson VUE. At this point, you will be able to schedule and sit for the CPCE exam.

To schedule the CPCE exam, go to [www.pearsonvue.com/cce](http://www.pearsonvue.com/cce) and select “Create Account.” Then, follow the instructions to select and schedule the appropriate exam. You may also schedule your exam over the phone by calling Pearson VUE at 866-904-4432.

You can find more detailed scheduling information by going to [www.cce-global.org](http://www.cce-global.org) and then clicking on the “Scheduling Your Exam” tab.

You must complete the CPCE prior to the end of Clinical Internship III (MCC 693) in order to graduate. The current cost of the exam is \$150, which must be paid by the student at the time of registration. The cost is subject to change.

## EXPECTATIONS OF SUPERVISORS

Gatekeeping is an academic expectation for the purpose of preserving a profession’s integrity and competency. The primary purpose of gatekeeping is to prevent potential harm to clients by incompetent or impaired counseling graduates who have failed to meet academic and ethical expectations, particularly in supervised experiences.

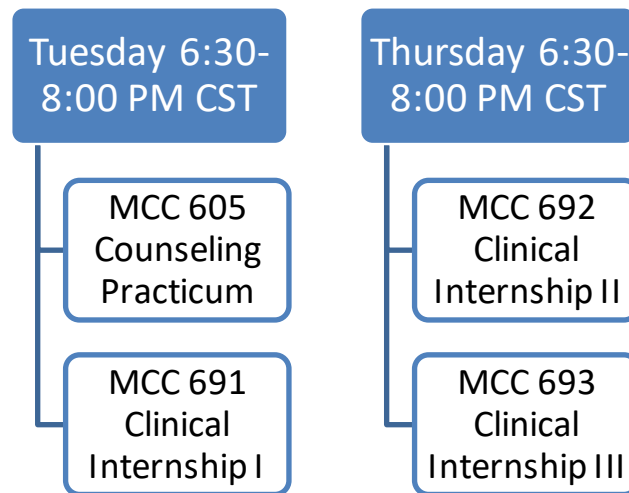
Counselor educators that serve as faculty in counseling programs and site supervisors prepare practitioners according to established curricula so that graduates of the program become eligible for certification and subsequent licensure for the practice of professional counseling. The Council for the Accreditation of Counseling and Related Academic Programs (CACREP) sanctions the curricular expectations for future counseling professionals. Furthermore, all site and faculty supervisors are expected to abide by the ethical codes of the profession.

Sites may offer individual or triadic supervision (two supervisees meet with a supervisor at the same time), as well as supplemental group supervision. Faculty supervision takes place in a group format and may not be substituted with individual supervision. Some students may face unpredictable circumstances and may miss a session. **The responsibility for alternate arrangements for missed supervision sessions is on the student. A request to make-up a missed session is considered on a**



case-by-case basis, may be denied, and is subject to faculty supervisor availability. CACREP provides added criteria for faculty and site supervisors, and it is the student's responsibility to check with their state licensing board for the requirements for master level supervision according to state statutes and administrative codes.

**Current BU group faculty supervision times are:**



**NOTES:** MCC 694 sections will vary. The above times are subject to change.

## SHARED EXPECTATIONS OF STUDENTS & SUPERVISORS

To abide by ACA and CACREP standards, you, along with your Site and Faculty supervisors, must take measures to ensure the privacy and confidentiality of all protected health information pertaining to your clients. This includes, but is not limited to, the following:

- Using pseudonyms and changing identifying information when discussing clients
- Recording sessions on password-protected devices and not keeping recordings on a device for longer than necessary
- Utilizing a waiting room and passcode requirement for all supervision sessions to allow access to only authorized individuals

## LIABILITY INSURANCE

Students entering Counseling Practicum (MCC 605) and the Clinical Internships (MCC 691/692/693/694) are required to purchase and provide proof of current

Professional Liability Insurance. Student policies can be purchased through membership of the American Counseling Association (ACA) ([www.counseling.org](http://www.counseling.org)) and the American Mental Health Counselors Association (AMHCA) ([www.amhca.org](http://www.amhca.org)), as well as other companies such as HPSO ([www.hpsso.com](http://www.hpsso.com)).

Proof of Professional Liability Insurance must be submitted each term with your Application and Agreement. This assures that your liability insurance is current. **If your insurance is scheduled to expire during a term in which you will be enrolled in Counseling Practicum (MCC 605) or a Clinical Internship (MCC 691/692/693/694), you are required to supply proof of *current liability insurance* that covers you *throughout the course term*. If you allow your liability insurance to lapse, you may be dis-enrolled from your Practicum/Internship course.**

## TIPS FROM THE FACULTY

1. Network and develop a resume to find an Internship supervisor and site. Talk early and often to fellow students, staff colleagues, and members in organizations involving clinical counseling to get to know who is doing what in your community. Your supervisor will be your career life-line, so the main Internship goal is to identify a supervisor with whom you can establish a mutually beneficial relationship. Take time to build rapport with each contact so you can learn about him/her and his/her role.
2. Focus on the basics of professional and licensure requirements; don't worry about an exact fit of interests. You and your supervisor can customize goals later; often, unexpected learning will be of more benefit than what you had in mind.
3. Focus on growth in communication skills with clients and professionals; use professional methods which match those of your supervisor. Anxiety often comes from limited skills, thus keep conversations open and goal-oriented.
4. Learn the practical standards for ethical behavior of professionals; confidentiality is critical and legal requirements to report abuse and the duty to warn are important as well.

5. Be modestly assertive; assume tasks must be done the same day unless instructed otherwise. Your supervisor must gain trust that your intentions are broader than your personal concerns.
6. Connect observations and insights to relevant scholarly and professional literature. Every insight and new experience can be expanded by using external guidelines such as rubrics and other reading. Use the library; PsycARTICLES, Proquest, Medline, Cochrane, and Mental Measurement Yearbooks databases are all worth exploring frequently.
7. Assess your own performances (think in terms of many specific performances) by referring to a rubric of professional standards. Role play difficult situations in your class.
8. Practice self-care in order to keep client problems from feeling overwhelming – the “boundary” issue; make it a priority to eat nutritious food, get enough sleep, exercise, and save a little time for relaxation.
9. Stay connected with internship peers who may have insight about how to handle unexpected issues.
10. Attend scheduled once weekly online group supervision with your Faculty Supervisor. Complete all assignments noted in the course syllabus. Communicate in a professional manner with site supervisors, Interns and University professors.
11. Some students decide that completing Practicum and three Internship courses in one year is simply too demanding. It is possible to take a semester off by discussing various options with the Clinical Coordinator.

## TEVERA

All paperwork associated with your Practicum and Internship will be submitted and archived in Tevera, a software program that you purchased when you entered the Bellevue University MSCMHC program. This program enables you, your Site Supervisor, the MSCMHC faculty, and the Clinical Coordinator to view your progress through the Practicum/Internship experience and to have that official paperwork archived in Tevera for future use.

## The First Step

You will be sent an invitation to Tevera. Thereafter, you will go to:

<https://bellevue.tevera.app/#/logon> and create a password. You must use your Bellevue My365 email address (for example – [jstudent@my365.bellevue.edu](mailto:jstudent@my365.bellevue.edu)). No personal emails are permitted in this process.

## What Should I See?

You will see four areas of interest to you:

- (1) **“Welcome, Student”** contains a brief video that will introduce you to the Tevera site.
- (2) **“Site Placements”** will be the place for you to begin when you are ready to find a Practicum or Internship site.
- (3) **“Timesheets”** will show you how you will be able to keep track of your completed direct/indirect hours for Practicum/Internships sites.
- (4) **“Assignments”** will show you how assignments such as your evaluation of your site, your time sheet, your site supervisor’s evaluation of you, etc. will be set up within your Practicum/Internship class and electronically signed by you and the associated supervisor/faculty/Clinical Coordinator.

You will also see your initials in a circle up in the right-hand corner. Look at this area and experiment. You can insert a picture of yourself, change your password, enter more detailed information about yourself, and alter the colors/theme of your particular Tevera site.

Additionally, you will see a question mark icon (?), which is Tevera Help. If you have particular questions, or technical issues, related to the Tevera program you can submit a question to their support staff. However, if your question is specific to the Bellevue University MSCMHC program, you will need to contact [msccprogram@bellevue.edu](mailto:msccprogram@bellevue.edu)

## Helpful Videos for Understanding Tevera

General Information: <https://tevera.com/student-journey>

How to Track Time in Tevera: <https://support.tevera.com/hc/en-us/articles/360019866034-Tracking-Your-Time-in-Tevera>

Running an Hours Summary Report: <https://support.tevera.com/hc/en-us/articles/360014945273-Running-an-Hours-Summary-Report>

Repeating Time (If a group happens every Monday at 6pm for example):  
<https://support.tevera.com/hc/en-us/articles/360000029668-Timesheets-Using-Repeating-Time>

Editing the Start and End Dates of a Track: <https://support.tevera.com/hc/en-us/articles/360002066508-Editing-Your-Track-s-Start-and-End-Dates>

A video was also created as a visual guide, please visit our Counseling Community page in Blackboard to access it.

Applying and Renewing Site Placement:  
[https://bellevue.mediaspace.kaltura.com/media/Tevera+\\_Application+and+Renewal+Process/1\\_8jp3l3uz](https://bellevue.mediaspace.kaltura.com/media/Tevera+_Application+and+Renewal+Process/1_8jp3l3uz)

## THE PRACTICUM PROCESS (FROM BEGINNING TO END)

**The application submission deadlines for Practicum are as follows:**



On your Tevera homepage, click on “My Sites” and then “Add a Site.” You will be able to view a list of all of the site placements that have been approved and utilized by MSCMHC students in the past. You may decide to contact one of those sites or you may decide to seek out a different site. If you would like to add a site that is not on this list you can click on “Suggest a Site.” You will notice that some states have a very limited number of approved sites which means that you will need to begin looking early for a site that will work for you.

If you are adding a new site, please complete the required information as it will need to be approved by the Clinical Coordinator.

When you are ready to apply to complete your Practicum at a given site—and you have met with the site and know that they will be able to work with you—click the “Start” button beside the name of the site. Tevera will ask if you are ready to apply to work at that particular site. Click the “I’m ready” button. You will see the

name(s) of the site supervisor(s) at that site who have worked with Bellevue University MSCMHC students in the past. If this is the person who has agreed to work with you, please confirm by clicking the “Start” button by their name. If you are planning to work with a different site supervisor at that location, you must enter their name and information by clicking on “Suggest a Supervisor.”

Please note that there is typically a supervisor’s name/contact attached to each site. However, this does not mean that the site or this particular supervisor is available for Practicum/Internship students. It is merely a record of the person that was the site supervisor for previous MSCMHC student(s). There is no guarantee that because a site or site supervisor agreed to work with Bellevue University MSCMHC students in the past that they will be willing to work with students in the future.

After clicking on “Start” next to the site name you will also be directed to the **Practicum/Internship Application**. Please be certain that you check the appropriate boxes (e.g. Practicum – MCC 605) and the term (Spring, Summer, Fall, Winter) for which you are applying. **Please input expected start and end dates to align with the beginning and end of the specific term for which you are applying, even if you plan on staying at your site for multiple terms. You will submit new paperwork for each subsequent semester.** You will need to sign your Application. Then, electronically forward your application to the Clinical Coordinator for approval. You will be notified when this task is complete.

You will also need to upload a copy of the **face page of your liability insurance** (the effective and expiration dates must be visible) at this time. You can upload your face sheet by clicking the “Liability Insurance” link.

When you are notified that the Clinical Coordinator has approved the site supervisor and site for the next semester, you then complete the **Practicum Agreement**, which requires your site supervisor’s signature. You also will send them a link to the Supervisor HUB. This link includes access to supervision training, a program orientation video, and a downloadable copy of this manual. Please note that it is required that your site supervisor has completed supervision training. They can attest to having received training while completing their portion of the practicum agreement, or they can complete the training and quiz

located in the Supervisor HUB.

At this point, the Site Supervisor should have been “invited” via the email address that you provided in your Practicum Application and will be able to sign your document electronically. If the Site Supervisor has supervised Bellevue University MSCMHC students in the past, they are most likely already in the Tevera system. If the Site Supervisor is unable to participate in Tevera for some reason, please contact [msccprogram@bellevue.edu](mailto:msccprogram@bellevue.edu) for assistance.

You will be informed when your paperwork is approved by the Clinical Coordinator. When all the above steps are complete, the Clinical Coordinator will notify Academic Advising that you are ready to enroll in Counseling Practicum (MCC 605). All of your paperwork completed in this process will be archived in your Tevera file.

If you are planning to split your Practicum time between two sites, be sure to send in separate paperwork for both sites and both supervisors. To change sites, follow the same process as adding a new site. To stay at your site, but change site supervisors, click on the Plus Icon under the Site Placement Supervisors heading on the site information box on the My Sites homepage.

If you need to withdraw from a site or site supervisor after you began the application process, you can click on “Withdraw from Site” or “Withdraw from Supervisor.”

When your class begins, you will be able to access your Tevera time sheets and begin logging your direct and indirect hours. Most students find that completing this time sheet daily or every few days makes it much easier to be accurate. At the conclusion of each semester, you will need to have your site supervisor and faculty supervisor sign off on your **Clinical Hours Log**.

You will also need to have your site supervisor complete the **Site Supervisor Evaluation of Student** form. You will complete your evaluation of the site on the **Student Evaluation of Site** form – this information is not seen by your site supervisor and remains confidential. If you are completing your Practicum at more than one site you will need to fill out separate evaluations for both sites. **It is your responsibility to see that all forms are completed each term. Please note that you may receive an Incomplete for the course if all forms are not**



**submitted correctly and on time. Paper copies of these forms are not accepted.**

If you are unable to complete the required hours for your Counseling Practicum, you must retake the course. **No Incompletes will be given for Practicum due to a shortage of hours.**

**NOTE:** Any time earned in excess of 100 hours (45h direct care/55h indirect care) during Practicum cannot count toward the Internship hours as Practicum and Internship are separate and distinctly different experiences.

## **THE INTERNSHIP PROCESS (FROM BEGINNING TO END)**

**The application submission deadlines for Internship are as follows:**



The process of applying for internship(s) is exactly the same as the process for Practicum. When you click on “Site Placements,” you may see your previous sites that you are connected to on that page. To extend your current site and site supervisor from Practicum to Internship, click on the three dots in the upper right-hand corner of the site information box on the My Sites homepage and choose “Extend Site Placement with Supervisor.” Click on “Add a Site” to add a new site. Regardless, you must complete the same application process for each Internship you plan to enroll in.

You will decide on an internship site and supervisor after you have met with them, and the supervisor has agreed to work with you. If this Site Supervisor is a new supervisor to Bellevue University, you will need to add the site supervisor’s information and submit it for approval. The Clinical Coordinator must approve any sites or site supervisors that are new to the MSCMHC program before you proceed any further with paperwork.

You will complete the **Internship Application** in its entirety. Please be certain that you check the appropriate boxes (e.g. Internship I) and the term (Spring, Summer, Fall, Winter) for which you are applying. **Please input expected start**



**and end dates to align with the beginning and end of the specific term for which you are applying, even if you plan on staying at your site for multiple terms. You will submit new paperwork for each subsequent semester.** You will need to sign your Application. Then, electronically forward your application to the Clinical Coordinator for approval. You will be notified when this task is complete.

You will also need to upload a copy of the **face page of your liability insurance** (the effective and expiration dates must be visible) at this time. You can upload your face sheet by clicking the “Liability Insurance” link.

When you are notified that the Clinical Coordinator has approved the site supervisor and site for the next semester, you then complete the **Practicum Agreement**, which requires your site supervisor’s signature. You also will send them a link to the Supervisor HUB. This link includes access to supervision training, a program orientation video, and a downloadable copy of this manual. Please note that it is required that your site supervisor has completed supervision training. They can attest to having received training while completing their portion of the practicum agreement, or they can complete the training and quiz located in the Supervisor HUB.

Once your paperwork is approved and signed by the Clinical Coordinator, your Academic Advisor will be informed that you are ready to enroll. If you are applying for Internship I (MCC 691), Internship II (MCC 692), Internship III (MCC 693) or Internship IV (MCC 694), the Clinical Coordinator will also need to verify that you have completed the requirements of the previous class before you can register. This typically can only occur near the end of the semester (around Week 10).

If you are planning to split your Internship time between two sites, be sure to send in separate paperwork for both sites and both supervisors. To change sites, follow the same process as adding a new site. To stay at your site, but change site supervisors, click on the Plus Icon under the Site Placement Supervisors heading on the site information box on the My Sites homepage.

If you need to withdraw from a site or site supervisor after you began the application process, you can click on “Withdraw from Site” or “Withdraw from Supervisor.”

When your class begins, you will be able to access your Tevera time sheets and begin logging your direct and indirect hours. Most students find that completing this time sheet daily or every few days makes it much easier to be accurate. At the end of the semester, you will need to have your site supervisor sign off on your Tevera Time Sheet and to complete the **Site Supervisor Evaluation of Student** form. You will complete your evaluation of the site on the **Student Evaluation of Site** form – this information is not seen by your site supervisor and remains confidential. If you are completing your Internship at more than one site you will need to fill out separate evaluations for both sites. **It is your responsibility to see that all forms are completed each term. Please note that you may receive an Incomplete for the course if all forms are not submitted correctly and on time. Paper copies of these forms are not accepted.**

To extend your current site and site supervisor into a new Internship, click on the three dots in the upper right-hand corner of the site information box on the My Sites homepage and choose “Extend Site Placement with Supervisor.”

## **FREQUENTLY ASKED QUESTIONS**

**Does the Bellevue University MSCMHC program maintain a list of practicum and internship sites that will accept its students?** The University does not maintain such a list because it is important for the student to go through the process of securing a site that will work well for them. The faculty stay aware of many popular sites and will certainly assist you in seeking out the best possible placement to meet your needs but the task of securing an acceptable placement belongs to the student. Some practicum/internship placements are advertised in the Clinical Counseling Community website. Tevera maintains a list of sites where students are currently placed or where students have been previously assigned.

**I can’t afford to quit my job. Will I be able to find an internship and still remain employed?** Some students are able to work full-time and complete their practicum/ internship hours by securing training sites that provide evening and weekend counseling experiences.

**Are there paid internships?** Some students have been able to find internships that pay a small stipend but typically internships do not include a salary.

**What if I begin in a practicum or internship site and it doesn’t provide what**

**they promised or what I expected?** You will first be encouraged to address your concerns with your site supervisor. If you are dissatisfied with their response, the Faculty Supervisor will assist you in deciding whether or not you are able to work through your concerns or if you need to find another site. If you decide to pursue another site you must resubmit a new application and agreement with the signature of the new site supervisor. The Clinical Coordinator will work with you and assess if you can move to a new site within the same term. Please remember that you signed a binding contract with the site. You are expected to behave professionally and treat the site just like you would treat an employer. Simply disliking the site is not a reason for a mid-term switch and will not be supported. Yet, if there are ethical or legal concerns, please contact your Faculty Supervisor who will discuss next steps with you.

**Can I remain in the same site for my practicum and all three internship sites?** The majority of students remain in the same site for their practicum and internships because they report building up strong relationships with the staff and clients and being given an increasing amount of responsibility. Some students have chosen to try different sites for their practicum and internships to obtain a wide variety of experiences.

**Is it possible to complete my practicum and internship where I am currently employed?** There is no prohibition on completing MSCMHC practicums/internships at your current place of employment. With that said, the practice of clinical mental health counseling is a licensed profession. In general, students in the MSCMHC program are unlicensed in the field and therefore should not currently hold a job position that matches the scope of practice of a clinical mental health counselor. A change or expansion of job duties would generally be expected in order to support a clinical mental health counseling internship at a student's current place of employment. As such, if you propose to complete a practicum or internship with your current employer, you and your proposed site supervisor may be asked to provide additional information explaining and confirming that your duties will be within the scope of clinical mental health counseling and will meet the required knowledge standards laid out in this manual.

**Note:** When completing practicums/internships at a current place of employment, students and internship sites should be aware that employment matters, even those seemingly unrelated to the student's practicum/internship, can create complications that may impact a student's ability to complete their clinical training. The

practicum/internship site generally retains the right to remove a student in their discretion for specific reasons agreed upon between BU and the site. Whenever possible, the site supervisor should discuss a student's removal or practicum/internship termination with the BU faculty supervisor prior to taking action against a student. The site supervisor and practicum/internship site should also be prepared to provide sufficient information to BU about the reasons for any removal as relevant to evaluate the student's performance and/or their professional and personal disposition.

**What if my Site Supervisor isn't willing or able to provide me the required supervision?** If you experience any difficulties with your site supervisor that you are unable to work through, please inform your faculty supervisor immediately and they will try to help you negotiate what you need from your practicum and/or internship supervisor.

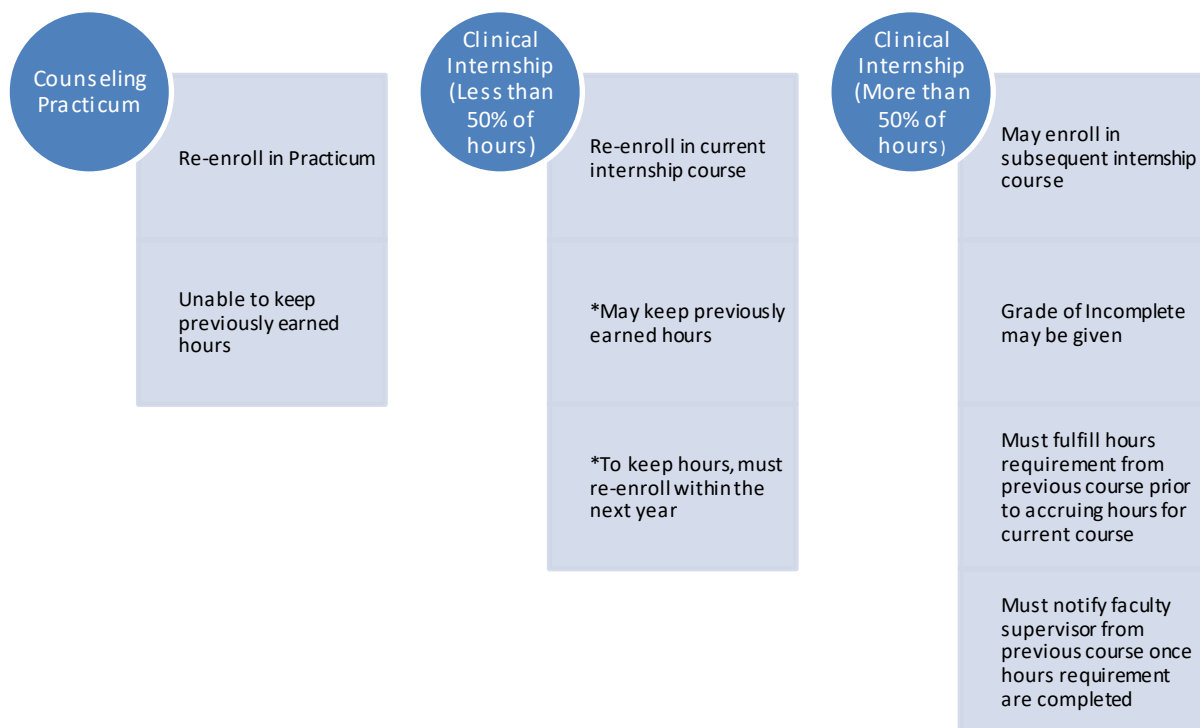
**Can I complete my Practicum/Internship in more than one place during a semester?** Absolutely. Many students split their time between two sites because they want two different experiences. For example, a student might spend part of his/her internship at a school working with children and the rest of their time at a drug/alcohol unit working with adults. Such splits need to be approved ahead of time. Paperwork is submitted for both sites, including signatures from both site supervisors. Likewise, separate time sheets, student evaluations and supervisor evaluations will need to be completed for both sites (You will notice that in Tevera there are forms designated for "second sites".)

**What if my Practicum or Internship site goes out of business or is shut down before I have completed my hours? What if my supervisor leaves and there isn't an immediate qualified replacement?** Social service agencies, particularly smaller ones can change with very little notice. You will not be penalized for circumstances outside of your control and your faculty supervisor and Clinical Coordinator will assist to the extent possible; however, you may be required to retake the course if you have not met at least 50% of the required supervised hours.

**What happens if I am unable to complete all of the required hours during my Practicum course?** If you do not reach the required number of hours for practicum (100 hours, minimum of 45 direct hours) by the end of the academic term, you will need to retake the course. **No grades of Incomplete will be given for Practicum due to a shortage of hours.**

**What happens if I am unable to complete all of the required hours during an Internship course?** As long as you have accrued a minimum of **50% of your hours (100 hours, including 40 direct hours)** by the end of the academic term, you may proceed to enroll in the next Internship class, but you will receive a grade of Incomplete for the current course. You must fulfill the hours requirement for the current course prior to earning hours in the next course.

If you are unable to complete at least 50% of the required hours for an Internship course (i.e., 100 hours, minimum of 40 direct hours), you must retake the course until you reach the required number of hours. You will be able to keep the hours you have already accrued as long as you re-enroll in the course within the next year.



**Note:** To successfully complete your Clinical Internship experience, you will have accrued a minimum of 600 total hours, with at least 255 direct hours. Please be mindful of your aggregate hours, particularly if you have fallen short of the required hours in any of the Internship courses. If you do not have a combined 600 hours (255 direct hours) by the end of Internship III, you will have to re-enroll in the course until you meet the 600/255 hours requirement.

**If I earn more than 200 hours in an Internship class can I “carry” some over?** Yes, you are allowed to carry over up to 100 hours from Internship I to Internship II and from Internship II to Internship III. You cannot carry over extra hours from Counseling Practicum. To carry over time, complete the **Carryover Hours Form** in Tevera. You will complete this form and submit it as an assignment to the Clinical Coordinator. If approved, the form will then be sent to your current Faculty Supervisor for their signature.

**Can I cut my clinical experience short if I carry over time each semester?** No. You are expected to stay at your site for the duration of each term (12 weeks). The 100 hours for Practicum and the 200 hours for each Internship are to be spread out over the term so continuous client care is guaranteed. Furthermore, you need to participate in weekly university group supervision as well as weekly on-site individual/triadic supervision throughout the term. This time commitment is to be considered before enrolling in Practicum and Internship as meeting these criteria is non-negotiable.

**Are Site Supervisors ever not approved?** Site supervisors may not be approved for a variety of reasons – if they have pending complaints in their state of licensure, if they are personally on Probation or have a history of serious criminal offenses, if they do not meet the license qualifications or their license is not current, or if Bellevue University MSCMHC students have been removed from their supervision in the past. Dual relationships with MSCMHC students are also not permitted.

**Is it possible to fail Practicum or Internship?** Students can fail internship by receiving a negative evaluation from their site supervisor. If this occurs the student must meet with the Clinical Coordinator or Program Director to demonstrate the student’s insight into the situation before they can proceed with future enrollment.

A student can also fail the Practicum or Internship classes by not meeting the expectations of the course. Weekly attendance and full participation is mandatory. Completion of assignments as an advanced student is also expected. Should you fail the Practicum or Internship courses you will be required to repeat them in order to graduate with your MSCMHC degree. In some cases, after failing Practicum or Internship, the Clinical Coordinator will assign the student to work with one of the MSCMHC faculty to develop a plan of remediation that can be reviewed periodically as the student repeats the Practicum or Internship courses.



**Can I work during breaks?** Students will need to observe the breaks that fall outside of the semesters. You and your on-site supervisor are expected to coordinate care for clients that allows you to take time off between the academic terms. You and your on-site supervisor will need to plan ahead, and it is your responsibility to remind your on-site supervisor of deadlines and end-of-semester dates. Your faculty supervisor will also stress the semester dates and the need to observe the breaks in the email communication with the on-site supervisor throughout term. Any break that falls within the semester, (e.g., the winter break in late December/early January), is exempt from this policy, as students who are actively enrolled in Practicum or Internship are entitled to work at their respective sites during that time.

## GLOSSARY OF TERMS

This section provides the student and site supervisor a list of commonly used terms and phrases:

**Affiliation Agreement** – this is a legal document that is sometimes required by larger agencies who are providing practicum and internship experiences. Bellevue University has its own affiliation agreement which can be provided to the agency and/or we will accept another agency's Affiliation Agreement. It typically spells out responsibility and liability issues.

**Agency** – Bellevue University has close working relationships with many community agencies and professionals. Students are encouraged to consult with the Internship Instructor about potential contacts as well as with peers who are involved in Internships. Before contacting agencies, it is important to identify a professional who may be interested in doing supervision. If a student is currently employed with a Community agency and wishes to do his or her Internship at that site, all regular approval requirements must be met. The Internship experience must expand and enhance professional skills, even if a current employment site is used. The internship site supervisor cannot be the same as your direct supervisor for your job.

**Direct Hours** – Hours obtained in face-to-face contact with a client (can include therapeutic phone calls). These hours do not include client or case staffing where the client is not present, nor does it include the observation of counseling services.

**Faculty Supervisor** – A Bellevue University faculty member who is the primary contact for the student and site supervisor and also serves as the Internship Instructor. The Internship Instructor is the instructor of record for the student's internship and will determine the student's final grade. The Internship Instructor will maintain regular contact with the site supervisor during the Internship through biweekly communication.

**Graduate Intern** – A student in good academic standing who is enrolled in an Internship course, possesses professional liability insurance and has executed an Internship agreement with a site or sites.

**Group Supervision** – Students are required by CACREP standards to attend group supervision with the Internship Instructor (1 ½ hours per week). Attendance at group supervision is mandatory. Individual supervision with the University supervisor cannot be substituted for group supervision.

**Indirect Hours** – Hours completed that contribute to the client's treatment (e.g., record keeping, case staffing, supervision, consultation with other providers, paperwork) and to graduate Intern development (workshops, staff development, staff meetings, readings related to client needs). Your 1 ½ hour per week class session is included in your indirect hours under the Group Supervision category on your time log.

**Individual Clinical Supervision** – The weekly one-on-one supervision with the site supervisor of record. Students must receive one hour a week of formal individual supervision by the site supervisor. Students may also engage in group or triadic supervision to add to, but not replace, individual supervision. Supervision is logged as an indirect hour or hours under the Individual Supervision category on your time log.

**Internships** – Internships are intensive field-based experiences for students in the Clinical Counseling master's degree program at Bellevue University. Interns integrate advanced competencies and knowledge with professional supervision while placed in a community agency, and receive the opportunity to perform, under supervision, a variety of activities that a professional counselor would be expected to perform. Application for Internships and approval for placements are required prior to class enrollment. Approval to enroll is completed by submitting an application, an agreement, and proof of liability insurance in Tevera.



**Internship Agreement** – A formal, legal document that is executed between the University, the graduate Intern, and the Internship site and is completed in Tevera. This document enumerates the duties and expectations of all parties and institutions. This document is the formal agreement for the services to be provided by the graduate Intern and the site and the Internship Instructors.

**Internship Application** – A formal document that is completed by the student who is seeking enrollment in one of the Internship courses. Information about the student and the proposed site and site supervisor are completed in Tevera.

**Internship Prerequisites** – Identified courses within the academic program that must be completed prior to engaging in the Internship experience.

**Site Supervisor** – The site supervisor is a counseling professional who is responsible for the oversight of a student's Internship and the progression of the student's counseling skills through consultation and example. A qualified site supervisor for the MSCMHC program must be fully, independently licensed by his/her state in a related mental health field such as counseling, social work psychology or psychiatry. The site supervisor is a significant part of the educational process as student interns learn to integrate theoretical knowledge and practical experience.

Site supervisors are expected to provide one hour of face-to-face individual supervision each week of the Internship. An assessment form (Site Supervisor's Evaluation) is provided in Tevera for the supervisor and student to identify areas of performance that may need additional attention. This evaluation is a course requirement. Site supervisors and the students sign this document and submit it to the Faculty Supervisor in Tevera for a final signature. The site supervisor's evaluation validates the clock hours by the student as well as his/her performance.

**Tevera Time Sheet** – An electronic form in Tevera on which a student can track hours to a wide variety of indirect and direct services. This can be used after graduation for proof of completed hours when applying for provisional licensure.

**Tevera Student Evaluation of Site** – An electronic form in Tevera in which the student provides an evaluation of their experience at the Practicum/Internship site. This form is confidential and only viewed by the Faculty Supervisor.

**Tevera Site Supervisor Evaluation** – An electronic form in Tevera in which the site supervisor provides an evaluation of the student’s performance at the Practicum/Internship site. This form also verifies the completion of Practicum/Internship hours for this term. This form is signed by the Site Supervisor, Student and Faculty Supervisor.