



BELLEVUE
UNIVERSITY

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

2025-2026

Please read this manual first before asking questions.

This manual contains information that is essential for successful Practicum and Internship experience.

Additional resources are available under the Practicum and Internship tab on the Clinical Mental Health Counseling Community Blackboard homepage and the ELC Knowledge Hub.

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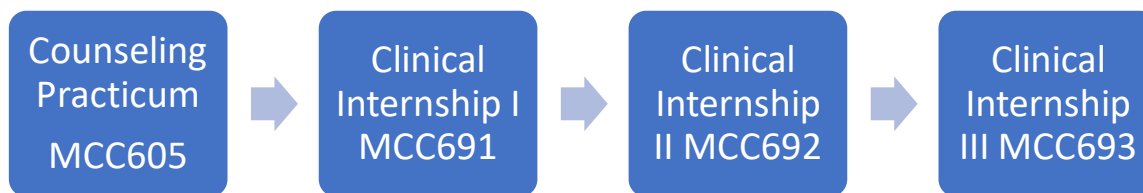
PURPOSE

The purpose of this Clinical Manual is to introduce students and site 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.

As of June 2017, the Bellevue University MSCMHC program is CACREP accredited.

The Bellevue University Clinical Counseling faculty considers the Counseling Practicum and the Clinical Internships to be among the most important professional training experiences. These clinical experiences provide the opportunity to apply knowledge learned through academic experiences and develop 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. Forty (40)** of the hours must be direct client contact hours with clients/patients/consumers.

Additionally, students will attend a required weekly supervision session (2-hours each week) led by Program Faculty designed to deepen learning and growth at the Practicum site. **Weekly attendance and completion of written assignments is mandatory.**

The Counseling Practicum experience is the 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. Direct contact with the client may be performed individually or in a co-counseling mode where the student and site supervisor, or another professional, work together to assist the client or group. All other hours worked at the 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 the MCC 605 university required weekly supervision class time. Students are expected to stay at sites for the duration of each term for the entire 11 weeks. The total of 100 hours for Practicum are to be spread over the term so continuous client care is guaranteed.

NOTE: State regulations limit the number of training hours that may be applied toward indirect Practicum hours to twenty (20) hours. This limit does not apply to training required by the clinical site. It applies only to optional training, such as CEUs, workshops, and conferences, that are pursued independently by the student and not mandated by the site. The 20-hour limit is per class per term.

NOTE: CACREP requires that students gain experience in group facilitation during clinical training experience; therefore, as part of the total direct hours, students are required to accrue a minimum of ten (10) group facilitation hours. Co-facilitation of groups with a licensed clinician is permitted. Students may earn these hours at any point during clinical training (i.e., Practicum or Internship). Students are strongly recommended to satisfy this requirement prior to the start of Internship III to prevent any unforeseen issues.

PREPAREDNESS FOR PRACTICUM

Are students ready for Counseling Practicum (MCC 605)?

Students must have completed all the foundational coursework (24 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, students must first submit site placement paperwork, this includes a **Practicum Application** (signed by the student), a **Practicum Agreement** (signed by the student and the proposed site supervisor), and a **copy of current liability insurance** (upload the face sheet) in the ELC. Students must also send the **welcome letter** and link to the **Supervisor HUB** to the site supervisor, which includes access to supervision training, a program orientation, and a downloadable copy of this manual if the supervisor has not yet served as a site supervisor with Bellevue University. (*For instructions on how to submit site placement paperwork, see the section entitled “THE PRACTICUM PROCESS”*).

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

Please consult an academic coach to formulate a plan of study to ensure academic readiness for Practicum. The MSCMHC program also strongly encourages students to take Practicum consecutively in sequence with Internships; therefore, students may want to wait to enroll in Practicum until students can dedicate the time toward the clinical sequence and are ready academically. Furthermore, students 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 this criterion is mandatory.

CACREP Standards Met in MCC 605

CACREP Standards
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.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

THE PRACTICUM PROCESS (FROM BEGINNING TO END)

The application submission deadlines for Practicum are as follows:

Spring term	Summer term	Fall term	Winter term
February 1	May 1	August 1	November 1

From the Experiential Learning Cloud (ELC) homepage, navigate to “**My Site Placements**” and then select “**(1) Select Site.**” A list of previously approved and utilized sites will appear. Any listed site may be contacted directly, or a different site may be pursued outside of the ELC. To propose a new site, select “**Suggest a Site.**”

Some states have a limited number of approved sites, so students are encouraged to begin the search for site placement as early as possible. **Do not select a site or suggest a new site in the ELC without first confirming placement directly with the organization.**

When adding a new site, all required information must be submitted for approval to the Clinical Coordinator.

Once placement has been secured and it is confirmed that clinical work with clients will be possible, navigate to the selected site in the ELC and click the “**Start**” button next to the site name. The ELC will prompt confirmation by selecting “**I’m ready.**” This action will generate the required application and liability insurance upload tasks.

After selecting “**Start**” next to the site name, the first task under the “**(1) Select Site**” tab will be the **Practicum/Internship Application**. Be sure to select the appropriate course designation (e.g., **Practicum – MCC 605**) and academic term (**Spring, Summer, Fall, or Winter**). Enter start and end dates that align with the official beginning and end of the selected academic term, even if the placement will continue into future terms.

A new application must be submitted for each academic term for Practicum and each Internship course.

After completing all required fields, electronically sign the application and click “**Submit.**” The ELC will prompt the student to forward the application for signature. The application is forwarded to the Clinical Coordinator for approval. The ELC will notify the student once the task has been reviewed and approved. If

submitted properly, the task's status will appear in red: **“Waiting On” followed by the Clinical Coordinator's name.**

The second task under the **“(1) Select Site”** tab is the **“Liability Insurance”** task. A copy of the student's **face page of liability insurance** must be uploaded at this time. The document must clearly display both the **effective and expiration dates**. To complete this task, click **“Start”** on the **“Liability Insurance”** task and enter the expiration date when prompted. Once the expiration date is entered, the ELC will display an upload box. **Drag and drop the file** containing the face page of the liability insurance into the upload box and click **“Submit.”** If submitted properly, the task's status will appear in red: **“Waiting On” followed by “The Placement Group.”**

The Clinical Coordinator must approve both the application and liability insurance before the student may proceed.

Once both tasks have been approved, the student may then complete the **Practicum Agreement, Welcome Letter, and Supervisor HUB Link** tasks.

To start, select **“(2) Select Supervisor”** tab to view site supervisors who have previously worked with Bellevue University MSCMHC students. If the appropriate supervisor appears on the list, click **“Start”** to the right of the supervisor's name. If a different site supervisor has agreed to provide supervision, use the **“Suggest a Supervisor”** option to enter the required information.

Each site listed in the ELC typically includes the name and contact information of a supervisor. This information reflects the individual who previously supervised a Bellevue University MSCMHC student and is maintained for record-keeping purposes only. The inclusion of a supervisor's name does not indicate current availability or willingness to supervise future Practicum/Internship students.

Past participation by a site or supervisor does not guarantee future approval or availability for new placements.

After selecting a supervisor in the ELC, the first task under the **“(2) Select Supervisor”** tab is the **Welcome Letter and Supervisor HUB Link** task. Click **“Start”** on this task. Send the site supervisor an email with the required information, then return to the ELC and click **“Submit.”** If submitted properly, the task's status will appear in red: **“Waiting On” followed by “The Placement Group.”**

Completion of supervision training is required for all site supervisors. The supervisor may either **attest to prior completion** of supervision training within the

designated section of the Practicum Agreement or **complete the training and quiz** provided in the Supervisor HUB.

The second task under the **“(2) Select Supervisor”** tab is the **Practicum Agreement Form**. Click **“Start”** and complete all required fields. Once completed, electronically sign the agreement and click **“Submit.”** The ELC will prompt the student to forward the agreement for signature. Select both the **site supervisor** and the **Clinical Coordinator** for approval, click **“Submit.”** The ELC will notify the student once the task has been reviewed and approved. If submitted properly, the task’s status will appear in red: **“Waiting On” followed by the site supervisor’s name or email**. Once the site supervisor signs the agreement, the status will update to **“Waiting On” followed by the Clinical Coordinator’s name**.

If the site supervisor is new to Bellevue University’s ELC, the link to sign the agreement form will be sent via email from the ELC. If the supervisor experiences difficulty locating the email, advise checking **spam or junk folders** for a message from the ELC. If the message is still not located, a **direct link may be sent manually**. To do so, navigate to the task, click **“Resubmit,”** select **“Send Manually,”** then click the **“Create Link”** button. The link may then be copied and emailed to the supervisor.

For site supervisors already associated with Bellevue University’s ELC, a **notification to sign the form will appear in the supervisor’s account**. If the supervisor encounters difficulty accessing the form, contact msccprogram@bellevue.edu for assistance and **CC the site supervisor** in the message.

New site supervisors will not receive an ELC invitation until the site placement is 100% completed and approved in the ELC. Once approved, ELC will send an **invitation email** prompting the supervisor to create an ELC account. This email will be sent to the address listed in the Practicum Agreement form.

If a site supervisor is unable to participate in the ELC, contact msccprogram@bellevue.edu for assistance.

The ELC will notify the student once the Clinical Coordinator approves the site placement paperwork. When all steps are complete, the Clinical Coordinator will notify Academic Advising that the student is ready to enroll in **Counseling Practicum (MCC 605)**. Allow **3–5 business days** for processing before being contacted by an academic advisor for enrollment. All completed paperwork will be archived in the student’s ELC account.

If planning to **split Practicum hours between two sites**, separate paperwork must be submitted for each site and each site supervisor. To add a second site, click **“Optional: Add another site.”** While participation at multiple sites is optional, **this step is required** if placement occurs at more than one location. Follow the same process previously used to add a new site.

To remain at the **current site but change the site supervisor**, click the **“Add Site Supervisor”** button under the **“Supervisor Details”** tab. If the new supervisor appears in the list, click **“Start.”** If not listed, click **“Suggest a Supervisor.”** A new agreement form must be submitted for the current term. If adding a supervisor for a future term, the current term’s agreement form must be submitted first. **Do not use the “Add Site Supervisor” button to initiate new term paperwork.** If prompted, complete the **Welcome Letter and Supervisor HUB Link** task for the new supervisor.

To change placement sites entirely, click **“Optional: Add another site”** and follow the standard new site submission process.

If withdrawal from a site or supervisor becomes necessary after site placement approval, select **“Withdraw from Site”** or **“Withdraw from Supervisor”** and complete the required withdrawal form. All withdrawal requests must be **approved by the Clinical Coordinator.**

Once the term begins, students will be able to access the Timesheets section in the ELC and begin to submit timesheets of direct and indirect hours. Most students find that completing timesheets daily or every few days makes it much easier to be accurate. Near the midpoint and at the conclusion of each term, students will need to have the site supervisor and faculty supervisor sign off on the **Clinical Hours Log.**

Students will also need to have the site supervisor complete the **Site Supervisor Evaluation of Student** form. Students will complete the evaluation of the site on the **Student Evaluation of Site** form – this information is not seen by the site supervisor and remains confidential. If students are completing Practicum at more than one site students will need to fill out separate evaluations for both sites. The student’s faculty supervisor will complete the **Personal/Professional Disposition form.**

It is the responsibility of the student to ensure that all forms are completed each term. Please note that students may receive an Incomplete grade for the course if all forms are not submitted correctly and on time. All

paperwork must be submitted by the start of Internship I, or the student may be unenrolled. Paper copies of these forms are not accepted.

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

NOTE: Any time earned in excess of 100 hours (40h direct care/60h indirect care) during Practicum cannot count toward the Internship hours as Practicum and Internship are separate and distinctly different experiences.

CLINICAL INTERNSHIPS I-III (MCC 691, 692, 693) 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. Two hundred sixty (260)** of the hours must be direct service hours with clients/patients/consumers. Additionally, students will attend weekly required supervision meetings (2 hours each week) led by Program Faculty designed to deepen the student's learning and growth at the Internship site.

The Clinical Internship is completed over **three sequential terms** during which the student must accumulate **a total of 600 hours**, including at least **260 hours of direct service**. Each Internship course (**691, 692, 693**) requires a **minimum of 150 total hours**, with **at least 60 direct service hours** involving clients, patients, or consumers in order to pass.

However, it is **strongly recommended** that students complete **a minimum of 200 total hours**, including **at least 87 direct service hours**, during each term to ensure timely progress toward the cumulative requirement.

If a student falls short of the **minimum hours required for a specific course**, the student will be required to **retake that course**. If the student does not meet the **600 total hours and 260 direct service hours** by the conclusion of **Internship III (693)**, the student must **re-enroll in 693** until all cumulative requirements are met.

Students are expected to stay at sites for the duration of each term for the entire

11 weeks. The hours for each Internship are to be spread out over the term so continuous client care is guaranteed.

NOTE: It is important for the student to be aware of the clinical requirements set out by the 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 the Internship. Check the State Licensing Board which can also be accessed through the ACA's webpage (www.counseling.org).

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

NOTE: CACREP requires that students gain experience in group facilitation during clinical training experience; therefore, as part of the total direct hours, students are required to accrue a **minimum of 10 group facilitation hours**. Co-facilitation of groups with a licensed clinician is permitted. The student may earn these hours at any point during the clinical training (i.e., Practicum or Internship), but it is strongly recommended that the student satisfies this requirement prior to the start of Internship III to prevent any unforeseen issues.

PREPAREDNESS FOR INTERNSHIP I, II, III

Are students ready for Clinical Internship I (MCC 691)?

The student 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, the student must first submit site placement paperwork which includes an **Internship Application** (signed by the student), an **Internship Agreement** (signed by the student and the proposed site supervisor), and a **copy of current liability insurance** (upload the face sheet) in the ELC. The student must also send the **welcome letter** and link to the **Supervisor HUB** to the site supervisor, which includes access to supervision training, a program orientation, and a downloadable copy of this manual if the supervisor has not yet served as a site supervisor with Bellevue University. (*For instructions on how to submit site placement paperwork, see the section entitled “THE INTERNSHIP PROCESS”*).

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

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

[Are students ready for Clinical Internship II \(MCC 692\)?](#)

The student must successfully complete MCC 691 prior to Clinical Internship II. In order to obtain permission from the Clinical Coordinator to enroll in MCC 692, the student must first submit site placement paperwork which includes an **Internship Application** (signed by the student), an **Internship Agreement** (signed by the student and the proposed site supervisor), and a **copy of current liability insurance** (upload the face sheet) in the ELC. The student must also send the **welcome letter** and link to the **Supervisor HUB** to the site supervisor, which includes access to supervision training, a program orientation, and a downloadable copy of this manual if the supervisor has not yet served as a site supervisor with Bellevue University. (*For instructions on how to submit site placement paperwork, see the section entitled “THE INTERNSHIP PROCESS”*).

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

During Internship, the student must complete site placement paperwork every term even if there are no changes in site placement or supervision. **In other words, the student must submit an application, an agreement, and liability insurance for each term the student is enrolled in Practicum or Internship.**

Before enrolling in MCC 692, the Clinical Coordinator must also receive verification from the 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 site placement paperwork for Internship II is completed and approved by the Clinical Coordinator, the student may enroll in Internship II. The student must take the Clinical Internship courses in sequence (e.g., MCC 691 prior to MCC 692 and MCC 692 prior to MCC 693). **The student is not permitted to enroll in more than one Internship course per term.**

Are students ready for Clinical Internship III (MCC 693)?

The student must successfully complete MCC 692 prior to Clinical Internship III. The student must first submit site placement paperwork which includes an **Internship Application** (signed by the student), an **Internship Agreement** (signed by the student and the proposed site supervisor), and a **copy of current liability insurance** (upload the face sheet) in the ELC. The student must also send the **welcome letter** and link to the **Supervisor HUB** to the site supervisor, which includes access to supervision training, a program orientation, and a downloadable copy of this manual if the supervisor has not yet served as a site supervisor with Bellevue University. (*For instructions on how to submit site placement paperwork, see the section entitled “THE INTERNSHIP PROCESS”*).

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

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

CACREP Standards Met in MCC 691/692/693

CACREP Standards
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
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

THE INTERNSHIP PROCESS (FROM BEGINNING TO END)

The application submission deadlines for Internship are as follows:

Spring term	Summer term	Fall term	Winter term
February 1	May 1	August 1	November 1

The **Internship application process** follows the **same procedure** as **Practicum** when a new site is selected. From the ELC homepage, navigate to “**My Site Placements**” and then select “**Optional: Add another site,**” previously connected sites may be visible within the site selection page. (Follow the steps under ***THE PRACTICUM PROCESS*** to add a new site.)

The majority of students will remain at the same site. In such cases, Internship placement must be initiated by submitting an extension of site placement paperwork.

To extend the current site and supervisor from Practicum to Internship, click the **vertical ellipsis (:)** which appear as three dots located in the upper right-hand corner of the site information box, and select “**Extend Site Placement with Supervisor.**”

Each term of Internship requires **a separate application**, regardless of whether the placement is an extension or at a new site. The **complete application process must be followed** for each term of enrollment in Internship.

An Internship site and site supervisor may be selected by the student in the ELC only after an initial meeting and mutual agreement to proceed. If the site supervisor is new to Bellevue University, the supervisor’s information must be submitted for approval. All new sites and site supervisors must be approved by the Clinical Coordinator before any additional paperwork may be completed.

The student will complete the **Internship Application** in its entirety. Please be certain that the student checks the appropriate boxes (e.g., Internship I) and the term (Spring, Summer, Fall, Winter) for which the student is applying. **Please input the expected start and end date to align with the beginning and end of the specific term for which the student is applying, even if the student plans to stay at the site for multiple terms. The student will submit new paperwork**

for each subsequent term. The student will need to sign the Application. Then, electronically forward the application to the Clinical Coordinator for approval. The student will be notified by the ELC when the application is approved.

The student will also need to upload a copy of the **face sheet of the liability insurance** (the effective and expiration dates must be visible). The student can upload the face sheet by clicking the “Liability Insurance” task.

When the students are notified that the Clinical Coordinator has approved the site supervisor and site for the next term, the student then completes the **Internship Agreement**, which requires the site supervisor’s signature. If the supervisor has not worked with Bellevue University in the past, the student also will send the site supervisor a **welcome letter** with 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 the site supervisor has completed supervision training. The supervisor can attest to having received training while completing the final portion of the Practicum agreement, or the supervisor can complete the training and quiz located in the Supervisor HUB.

Once the paperwork is approved and signed by the Clinical Coordinator, the Academic Advisor will be informed that the student is ready to enroll. Please allow 3-5 business days for processing before the academic advisor contacts the student for enrollment. All completed paperwork in this process will be archived in the student’s ELC account.

If the student is applying for Internship I (MCC 691), Internship II (MCC 692), Internship III (MCC 693), the Clinical Coordinator will also need to verify that the student has completed the requirements of the previous class before the student can register. This typically can only occur near the end of the term.

If the student is planning to split the 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 the site, but change site supervisors, click on “Add Site Supervisor” under the “Supervisor Details” tab. A new agreement form must be completed for the current term. If adding a supervisor for an upcoming term, the agreement form for the current term must first be submitted. **Do not use the “Add Site Supervisor” button to submit paperwork for a new term.** Complete the welcome letter and a link to the Supervisor HUB task if prompted.

If withdrawal from a site or supervisor becomes necessary after site placement approval, select either “Withdraw from Site” or “Withdraw from Supervisor” and complete the required withdrawal form. **All withdrawal requests must be approved by the Clinical Coordinator.**

Once the term begins, students will be able to access the Timesheets section in the ELC and begin to submit timesheets of direct and indirect hours. Most students find that completing this time sheet daily or every few days makes it much easier to be accurate.

NOTE: During Internship II (MCC 692) students are required to register for the Counselor Preparation Comprehensive Examination (CPCE). Students are required to complete the exam prior to the end of Clinical Internship III (MCC 693) in order to graduate. *(For more information, see the section entitled EXPECTATIONS OF STUDENTS - CPCE Exit Examination.)*

Near the midpoint and at the conclusion of each term, the student will need to have the site supervisor and faculty supervisor sign off on the **Clinical Hours Log**. At the end of the term, the student will need to have the site supervisor complete the **Site Supervisor Evaluation of Student** form. The student will complete the evaluation of the site on the **Student Evaluation of Site** form – this information is not seen by the site supervisor and remains confidential. During Internship III only, the faculty supervisor will also complete the **Personal/Professional Disposition** form. If the student is completing the Internship at more than one site, the student will need to fill out separate evaluations for both sites. **It is the responsibility to see that all forms are completed each term. Please note that the student may receive an Incomplete grade for the course if all forms are not submitted correctly and on time. Paper copies of these forms are not accepted.**

ENROLLMENT, SITES, & SUPERVISORS

Enrollment

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

- Counseling Practicum Application
- Counseling Practicum Agreement
- Upload: Proof of Professional Liability Insurance
- Send the Site Supervisor the welcome letter and link to Supervisor HUB

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

- Clinical Internship Application
- Clinical Internship Agreement
- Upload: Proof of Professional Liability Insurance
- Send the Supervisor the welcome letter and link to the Supervisor HUB.

All of the application/agreement forms, copies of the liability insurance, and paperwork associated with the Practicum and Internship sites will be archived in the ELC and available to the student at any time in the future.

Until these forms are submitted, and the Clinical Coordinator has approved of the forms, the student 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 the site and supervisor have been approved. Please allow 3-5 business days for processing before the academic advisor contacts the student for enrollment.

For approval to register for Clinical Internship I, Clinical Internship II, Clinical Internship III, 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 the paperwork is complete, Graduate Advising will be notified that the student is ready to enroll in the next course. Please allow 3-5 business days for processing before the academic advisor contacts the student for enrollment.

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 the expected start date) and to think of this process as a job search.** Some communities can prove to be incredibly competitive for the best Practicum/Internship sites.

The student may choose to schedule a conversation with the 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 the 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 and programs provided.
- Location of facilities and commuting distance.
- Availability of licensed counseling staff.
- Opportunities available to a Practicum/Internship student.
- Readiness to work with a Practicum/Internship student.

In the clinical counseling community, it is important to network with counselors and counseling agencies. Once the desired type of agency and target population have been identified, begin the networking process by asking known providers and counselors about existing connections within those agencies. A referral can be instrumental in reaching decision makers within the agency.

Additional resources include area professional counseling organizations such as the state counseling organization, the fellow students who may be currently working in an Internship or work setting, some Internship opportunities that are posted on the Clinical Mental Health Counseling Community webpage, and United Way funded organizations in the area which are typically smaller, specialized counseling service providers. Students in the MSCMHC program have found a wide array of training opportunities, and students are only limited by imagination, confidence, and perseverance. The ELC 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 attesting that the supervisor has received supervision training when signing the agreement, or the supervisor can watch a brief supervision video produced by Bellevue University and complete a quiz that verifies 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 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 the necessary data for the Counseling Practicum or Clinical Internship Application.
6. Be willing to provide supervision via live or recorded observation of the skills for at least two sessions in Counseling Practicum, and two sessions in all Clinical Internship courses.
7. Be able and willing to complete the required ELC paperwork.
8. Not representing any dual relationship with the student.

If students are completing Practicum or Internship at a site that has previously hosted a Bellevue University student, the student will see a list in the ELC 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.

The student 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 the supervisor has not provided supervision in the past. **This letter can be downloaded from the Practicum and Internship sections of the Clinical Mental Health Counseling Community homepage under the Organizations link on 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 the student is 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 the student may provide to clients. Thus, MSCMHC Practicum and Internship students are expected to maintain the highest level of professionalism. The behavior of a MSCMHC student reflects on peers, the clinic or agency in which the student is 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 – The student is 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 the student need to be absent or arrive late, the student must 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 2-hours per week of faculty supervision. Supervision hours in counseling programs are usually set at a pre-established time, so students may make arrangements to keep these essential commitments. The student 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 – The graduate education at Bellevue University includes developing the professional identity of a counselor. As a counselor in training the student must conduct the clinical, and personal activities in a manner

that is consistent with the American Counseling Association (ACA) ethical guidelines and standards. Graduate students are expected to know and adhere to the ACA Code of Ethics and applicable professional standards. Failure to uphold these ethical standards will result in remediation and/or dismissal from the program. The student 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 the student encounter ethical dilemmas or ethically concerning/conflicting behaviors/practices, the student is expected to utilize an ethical decision-making model and inform the site supervisor. Students 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.

Students should also ensure that they comply with HIPAA guidelines. This includes managing client information in a confidential manner and using password-protected devices when recording client sessions is required. All recordings must be deleted immediately after use. **Do not** upload videos onto platforms such as YouTube, etc.

Per the Supervision Agreement, the Practicum or Internship student agrees to:

- Demonstrate professionalism while working at the site including:
 - Responsibility and timeliness.
 - Professional problem solving and self-control in interpersonal relationships.
 - Willingness to self-explore, grow, and compensate for deficiencies.
 - Awareness of personal beliefs and values, and the influence of those beliefs when working with people of differing religion, age, race, gender, sex, and culture.
 - Prepare for and engage fully in the supervision process with Site Supervisor.
 - Acting in accordance with ethical and legal guidelines.
 - Seek additional supervision from Site Supervisor and/or Faculty supervisor as needed.

- Abide by all the rules and regulations of the site.
- Provide proof of the student's professional liability insurance.
- Develop measurable goals and objectives to guide the Practicum and Internship experience with input from Site Supervisor and Faculty supervisor.
- Work toward reaching the goals and objectives identified.
- Participate fully in the 2-hour/week group supervision class. Attendance is mandatory. More than one absence may result in failure of course.
- Complete all required Practicum and Internship hours in the time frame allotted.

CPCE Exit Examination

While enrolling in Clinical Internship II (MCC 692), the student will be required to register for the Counselor Preparation Comprehensive Examination (CPCE).

To begin the registration process, access Credentialing Gateway at www.cce-global.org and create an account. The MSCMHC program will then be notified to approve the student's registration. Once the registration is approved, the application will be exported to Pearson VUE. At this point, the student will be able to schedule and sit for the CPCE exam.

To schedule the CPCE exam, go to www.pearsonvue.com/cce and select "Create Account." Then, follow the instructions to select and schedule the appropriate exam. The student may also schedule the exam over the phone by calling Pearson VUE at 1-866-904-4432.

The student can find more detailed scheduling information by going to www.cce-global.org and then clicking on the "Scheduling The Exam" tab.

The student 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.

Per the Supervision Agreement, the Site Supervisor agrees to assume responsibility for assisting Bellevue University's counseling students in conducting clinical mental health counseling activities related to the student's clinical experience, including:

- Completion of Clinical Supervision Training – either Bellevue University's 10-minute Supervision training video and quiz, or certification that the Site Supervisor has completed supervision training previously.
- Completion of Practicum and Internship Orientation - review of 8-minute video providing an overview of Practicum and Internship at Bellevue University
- Providing the student with the opportunity for a minimum of 100 hours, with 40 hours of direct service (Counseling Practicum) or a minimum of 150 hours, with 60 hours of direct service (Clinical Internship) with clients appropriate to the site (**Recommended: 200 hours, with 87 hours of direct service**). If possible, on site, assist the student in leading or co-leading ten (10) hours of groupwork.
 - Direct hours are obtained through a student's direct interaction with a client (individuals, couples, families, or groups) and include, but are not limited to, activities such as mental health assessment, individual/couple/family/group counseling, intake interviews, crisis consultation and psycho-educational activities. **The observation of counseling or related services is not considered direct hours.**
 - Indirect hours include all other non-client focused activities that contribute to a client's treatment but occur outside of the client's presence such as recordkeeping, clinical paperwork, preparation for sessions, case staffing, supervision sessions, consultation with other providers, administrative duties, and weekly Internship class time.

- Provide the student with a minimum of one (1) hour per week individual or triadic supervision.
- Orient the student to the mission, goals, and objectives of the agency.
- Provide the student with the opportunity to be involved in as broad a range of clinical services as possible (e.g., intake assessment, individual counseling, group counseling, family/couples counseling, consultation, prevention, advocacy)
- Provide the student with exposure to a variety of professional activities in addition to direct service with clients (e.g., record keeping, coordination of referrals, professional growth opportunities, in-services, staff meetings).
- Review professional and ethical standards and legal responsibilities with students.
- Assist the student in developing measurable goals and objectives to guide the Practicum or Internship experience and measure progress.
- Communicate directly with student's faculty supervisor or the MSCC program Clinical Coordinator regarding any concerns regarding counseling student's performance.
- Respond to bi-weekly emails from the student's faculty supervisor as needed.
- Provide feedback to students regarding two recorded or live counseling sessions, along with a summary report to the student's faculty supervisor.
- Provide formal written evaluation of the student at the end of each 12-week term.

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. CACREP provides added criteria for faculty and site supervisors, and it is the student's responsibility to check with state licensing board for the requirements for master level supervision according to state statutes and administrative codes.

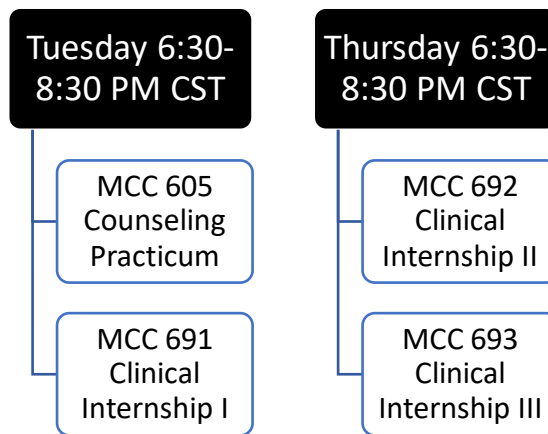
Per the Supervision Agreement, the Faculty Supervisors agrees to:

- Contact Site Supervisor on a biweekly basis throughout term to provide support as needed.
- Be available to the student and Site supervisor for crisis situations via cell phone.
- Provide the student with Final Evaluation of counseling skills, professional development, and personal/professional disposition at the end of the term.

Per the Supervision Agreement, the Clinical Coordinator agrees to:

- Assist students in completing appropriate paperwork for Practicum or Internship.
- Support both the student and Site Supervisor in successful completion of required hours.

Current Bellevue University group faculty supervision times are:



NOTES: The above times are subject to change.

SHARED EXPECTATIONS OF STUDENTS & SUPERVISORS

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

- Using pseudonyms and changing identifying information when communicating about 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

EMERGENCIES at your site:

Should you experience an emergency at your site which involves ethics, safety of the client or yourself, supervision conflict, or other experience out of the ordinary, your first call will be to your site supervisor to obtain guidance of how to proceed. If you are unable to reach your site supervisor, the next call will be to me as your Faculty Supervisor.

LIABILITY INSURANCE

Students entering Counseling Practicum (MCC 605) and the Clinical Internships (MCC 691/692/693) 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) and the American Mental Health Counselors Association (AMHCA) (www.amhca.org), as well as other companies such as HPSO (www.hpso.com).

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

TIPS FROM THE FACULTY

1. Network and develop a resume to find a Practicum or Internship 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 the community. The supervisor will be the career lifeline, so the main goal of Practicum and Internship is to identify a supervisor with whom the student can establish a mutually beneficial relationship. Take time to build rapport with each contact so the student can learn about the role.
2. Focus on the basics of professional and licensure requirements; do not worry about the exact fit of interests. The student and the supervisor can customize goals later; often, unexpected learning will be of more benefit than what the student had in mind.
3. Focus on growth in communication skills with clients and professionals; use professional methods which match those of the supervisor. Anxiety often comes from limited skills, thus keeping 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. The supervisor must gain trust that the intentions are broader than 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. Using the library; PsycARTICLES, Proquest, Medline, Cochrane, and Mental Measurement Yearbooks databases are all worth exploring frequently.
7. Assess personal performances (think in terms of many specific performances) by referring to a rubric of professional standards. Roleplay difficult situations in the 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 insights into how to manage unexpected issues.
10. Attend the scheduled, once weekly, online group supervision with the 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 term off by discussing various options with the Clinical Coordinator.

EXPERIENTIAL LEARNING CLOUD (ELC)

All site placement paperwork associated with Practicum and Internship will be submitted and archived in the ELC, a software program that the student purchased when the student entered the Bellevue University MSCMHC program. This software enables the student, the Site Supervisor, the MSCMHC faculty, and the Clinical Coordinator to view the progress through the

Practicum/Internship experience and to have that official paperwork archived in the ELC for future use.

The First Step

An invitation to the ELC will be sent to the Bellevue University student email address (e.g., jdoe@my365.bellevue.edu) following successful completion of Residency I. This invitation is sent directly from the ELC and will expire after seven (7) days.

Students are expected to promptly activate their ELC account by clicking the link in the email and completing the setup process. Once the account is activated, the student may access the ELC by visiting <https://bellevue.lumivero-elc.app/> and logging in with the Bellevue My365 email address. Personal email addresses are not permitted during this process.

The Bellevue University MSCMHC program recommends that students use a laptop or computer while completing and accessing site placement paperwork in the ELC. Additionally, preferred web browsers for the ELC are Chrome and Firefox.

What Should I See?

Upon logging in to the ELC, users will see four primary areas of interest on the dashboard:

- (1) **“Welcome, Student”** is the section which contains the ELC Knowledge Hub with brief videos and articles that introduce the student to the ELC’s interface.
- (2) **“Timesheets”** is section where students will be able to keep track of completed direct/indirect hours for Practicum/Internships sites.
- (3) **“Assignments”** is the section where assignments are completed (e.g., Site Supervisor Contact Form, Student Evaluation of Site, Clinical Hours Log, Site Supervisor Evaluation of Student, etc.). Assignments are organized by Practicum/Internship course, and several require electronic signatures from the student, Site Supervisor, Faculty Supervisor, or Clinical Coordinator, as applicable.

- (4) **“Site Placements”** is the section where students begin when ready to find a Practicum or Internship site and/or submit site placement paperwork.

The student’s personal initials are in a circle up in the upper right-hand corner. Look at this area and experiment. The student can insert a profile picture, change the password, enter more detailed information, and customize the colors/theme of the ELC.

Additionally, the student will see a question mark icon (? Help), which is the ELC’s Help section. If the student has particular questions, or technical issues, related to the ELC software, the student can submit a question to support staff. However, if the question is specific to the Bellevue University MSCMHC program, the student will need to contact msccprogram@bellevue.edu

FREQUENTLY ASKED QUESTIONS

Site Placements

Q. Does the Bellevue University MSCMHC program maintain a list of Practicum and Internship sites that will accept its students?

A. Bellevue University does not maintain an official list of approved Practicum or Internship sites. Instead, students are encouraged to take an active role in identifying and securing a placement that aligns with the student’s individual goals and needs. Faculty members remain familiar with many commonly used sites and will provide guidance and support throughout the search process. Some Practicum and Internship opportunities are shared on the Clinical Mental Health Counseling Community page, located under “Organizations” in Blackboard.

Additionally, the ELC includes a searchable list of sites where students are currently placed or have completed placements in the past.

Q. I cannot afford to quit my job. Will I be able to find an Internship and still remain employed?

A. Some students are able to work full-time and complete Practicum/ Internship hours by securing training sites that provide evening and weekend counseling experiences.

Q. Do any Internship sites offer payment or stipends?

A. Some students have been able to find Internships that pay a small stipend but typically Internships do not include a salary.

Q. What if I begin at a Practicum or Internship site and it does not provide what the site promised or what I expected?

A. Any initial concerns must be addressed directly by the student with the site supervisor. If the resolution is not satisfactory, the Faculty Supervisor will assist in determining whether concerns can be resolved or if a site change is necessary. If a change is required, a new application and agreement signed by the new site supervisor must be submitted. The Clinical Coordinator will evaluate whether a site change is feasible within the same term.

The original agreement with the site functions as a binding contract.

Professional conduct is expected at all times, and the site must be treated with the same respect and commitment as a formal employer. A mid-term site change will not be approved solely due to personal preference or general dissatisfaction. However, if ethical or legal concerns arise, the Faculty Supervisor must be contacted immediately to determine the appropriate next steps.

Q. Can I remain at the same site for my Practicum and all three Internship sites?

A. The majority of students remain at the same site for Practicum and Internships. Students 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 Practicum and Internships to obtain a wide variety of experiences.

Q. Is it possible to complete my Practicum and Internship where I am currently employed?

A. There is no prohibition on completing MSCMHC Practicums/Internships at the 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 be expected in order to support a clinical mental health counseling Internship at a student's current place of employment. As such, if the student proposes to complete a Practicum or Internship with the current employer, the student and the proposed site supervisor may be asked to provide additional information explaining and confirming that the 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 unrelated to the student's Practicum/Internship, can create complications that may impact a student's ability to complete clinical training. The Practicum/Internship site retains the right to remove a student in discretion for specific reasons agreed upon between Bellevue University and the site. Whenever possible, the site supervisor should discuss a student's removal or Practicum/Internship termination with the Bellevue University faculty supervisor prior to acting against a student. The site supervisor and Practicum/Internship site should also be prepared to provide sufficient information to Bellevue University about the reasons for any removal as relevant to evaluate the student's performance and/or professional and personal disposition.

Q. May I complete my Practicum/Internship at more than one site during a term?

A. Absolutely. Many students split time between two sites. These students want two different experiences. For example, a student might spend part of an Internship at a site working with children and the remainder of time at a drug/alcohol unit working with adults. Such splits need to be approved ahead of time. Paperwork must be submitted to both sites, including signatures from both supervisors. Likewise, separate time sheets, student evaluations and supervisor evaluations will need to be completed for both sites (The student will notice that in the ELC there are forms designated for "second sites.")

Q. What if my Practicum or Internship site goes out of business or gets shutdown before I have completed my hours? What if my supervisor leaves and there isn't an immediate qualified replacement?

A. Social service agencies, particularly smaller ones, may experience unexpected changes with little notice. The university will not penalize students for circumstances outside the student's control. Faculty Supervisors and Clinical Coordinators will provide support to the extent possible. However, if students do not complete the minimum required hours, they will be required to retake the course.

Q. Can I complete my Practicum or Internship at a site that is outside of the United States?

A: Yes, students can complete their Practicum/Internship outside of the United States provided that the site meets program and CACREP requirements regarding population served, services performed, and clinical supervision. Students outside of the United States should seek out a clinical supervisor who holds a US-based license. If a supervisor with a US-based license is unavailable, students may be supervised by a site supervisor who completed a master's degree in counseling or a related field, and who holds an equivalent mental health license in the country where the Practicum/Internship will be completed.

Clinical Supervision

Q. What type of clinical license must a site supervisor possess?

A. Site supervisors must hold an independent license in mental health counseling or a related field. Approved credentials include LMHC, LPC, LCPC, LCSW, LMFT, Licensed Psychologist, etc. Site supervisors who do not hold a US-based license will be required to submit documentation to verify that educational and licensure requirements have been met. Please refer to the Site Supervisor section of this manual for additional requirements.

Q. When will a Site Supervisor be denied approval?

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

Q. What if my Site Supervisor is not willing or able to provide me with the required supervision?

A. Students are first expected to attempt to resolve any difficulties with the site supervisor independently. If efforts to address the issue are unsuccessful, it is the student's responsibility to promptly inform the current faculty supervisor. The faculty supervisor will then assist in negotiating the necessary support or accommodation(s) with the Practicum and/or Internship supervisor.

Practicum and Internship Hours

Q. What happens if I am unable to complete all of the required hours during my Practicum course?

A. If the student does not reach the required number of hours for Practicum (100

hours, minimum of 40 direct hours) by the end of the academic term, the student will need to retake the course. **No grades of Incomplete will be given for Practicum due to a shortage of hours.**

Q. What happens if I am unable to complete all of the required hours during an Internship course?

A. If the student does not meet the minimum required 150 total hours (minimum of 60 direct hours) by the end of an Internship course, the student must retake the course. The student will be permitted to keep the previously accrued hours only if the student re-enrolls in the course within the next year. **No grades of Incomplete will be given for Internship courses due to a shortage of hours.**

IMPORTANT: To meet the MSCMHC program's graduation requirements, students must accrue a **minimum of 600 total hours**, including at least **260 direct hours**, across the Clinical Internship sequence (**Internship I, II, and III**).

The **minimum requirement to pass each Internship course is 150 total hours**, including **60 direct hours**. However, meeting only the minimum in each term will result in a shortfall of the hours required for graduation.

To remain on track for timely graduation, students are expected to average **200 total hours**, with at least **87 direct hours**, during each Internship term.

In order to successfully pass Internship III, students must meet both the minimum hour requirements for the term (150 total, 60 direct) and have completed the full program requirement of 600 total hours, including 260 direct hours.

If these totals are not met by the end of Internship III, the student will be required to re-enroll in Internship III until all required hours are completed.

Meeting the minimum required hours to pass an Internship course alone does not guarantee eligibility for graduation.

Q. If I earn more than 200 hours in an Internship class, can I “carry” some over?

A. By the conclusion of Internship III, a total of 600 hours is required, including a minimum of 260 direct hours. These hours may be accumulated at any point during Internships I through III. Each term must include a minimum of 150 total hours and at least 60 direct hours. Hours in excess of the minimum for one term may not be applied to meet the minimum requirements of another term.

Q. Can I cut my clinical experience short if I carry over hours each term?

A. No. Attendance at the site is required for the full duration of each term (11 weeks), regardless of any additional hours accrued. The 100 hours for Practicum and 200 hours for each Internship must be distributed evenly throughout the term to ensure consistent client care.

Weekly participation in university group supervision and on-site individual or triadic supervision is also required for the entire term. This time commitment must be considered prior to enrolling in Practicum or Internship, as these requirements are non-negotiable.

Q. Can I earn Practicum or Internship hours during breaks?

A. Students will need to observe the breaks that fall outside of terms. The student and the on-site supervisor are expected to coordinate care for clients that allows the student to take time off between each academic term. The student and the on-site supervisor will need to plan ahead, and it is the student's responsibility to remind the on-site supervisor of deadlines and end-of-term dates. The faculty supervisor will also stress the term 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 term, (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 respective sites during that time.

Q. Is it possible to fail a Practicum or Internship course?

A. Yes. Failure may occur due to a negative evaluation from the site supervisor. In such cases, a meeting with the Clinical Coordinator or Program Director is required to demonstrate insight into the situation before future enrollment is permitted.

Failure may also result from not meeting course expectations, including consistent attendance, active participation, and completion of assignments at an advanced level. If a Practicum or Internship course is failed, the course must be repeated to meet MSCMHC degree requirements.

In some cases, following a course failure, the Clinical Coordinator may assign a faculty member to assist in developing a remediation plan. This plan may be reviewed periodically as the course is repeated.

GLOSSARY OF TERMS

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

Affiliation Agreement – A legal document sometimes required by larger agencies that provide Practicum and Internship experiences. Bellevue University maintains its own Affiliation Agreement, which can be provided to an agency upon request. Alternatively, Bellevue University may accept an agency's own Affiliation Agreement. This document typically outlines responsibility and liability terms between the agency and the university.

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 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 the direct supervisor for the 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.

ELC Time Sheet – An electronic entry in ELC 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.

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

ELC Site Supervisor Evaluation – An electronic form in ELC 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.

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 (2-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). The 1 ½ hour per week class session is included in the indirect hours under the Group Supervision category on the time log.

Individual Clinical Supervision – The weekly one-on-one supervision with the site supervisor of record. Students must receive one (1) 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 categorized as an indirect hour under the Individual Supervision category on the time sheet in the ELC.

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 in the ELC an application, an agreement, uploading proof of liability insurance, and sending a welcome letter and Supervisor HUB link to the site supervisor.

Internship Agreement – A formal, legal document that is executed between the University, the graduate Intern, and the Internship site and is completed in the ELC. 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 submitted in ELC.

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

Site Placement Paperwork – Required documentation that students must submit electronically in the ELC each term. It includes the site placement application, proof of liability insurance, and the signed agreement form. If a site supervisor is new to Bellevue University's the ELC system, the student is also responsible for sending them a welcome letter along with a link to the Supervisor HUB. The Supervisor HUB provides access to supervision training, orientation materials, and key program resources. All submitted site placement paperwork must be reviewed and approved by both the Clinical Coordinator and the Placement Group. **Approval is required before a student can enroll in Practicum and Internship courses.**

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 the 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 (1) hour of face-to-face individual supervision each week of the Internship. An assessment form (Site Supervisor's Evaluation) is provided in the ELC 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 the ELC for a final signature. The site

supervisor's evaluation validates the clock hours by the student as well as his/her performance.

APPENDIX: A Remediation and Dismissal Policy and Process

Definitions

For purposes of implementation of the remediation and/or dismissal policy for discharging the ethical duty of gatekeeping, the following definitions apply:

Actionable Conduct means misconduct of an academic type that occurs during a student's program of study, within an academic environment, within a supervision site, or at any required residency or symposium. In these circumstances and contexts, students' misconduct is antithetical to the expectations in the personal and professional disposition rubric and the ACA Code of Ethics, and the "Expectations of Students" in the Practicum and Internship Manual. Examples of "actionable conduct" include but are not limited to:

- (a) Failure to demonstrate or practice ethical principles and guidelines. Students are expected to know and adhere to the American Counseling Association's Code of Ethics. This includes, but is not limited to, the standards of counseling relationships, informed consent, referrals, recordkeeping, mandated reporting, professional responsibility, confidentiality and its exceptions;
- (b) Failure to comply with laws and regulations on the practice of mental health counseling that would apply to a license-holder in the profession in the relevant jurisdiction.
- (c) Failure to comply with the requirements of the MS CMHC Student Handbook or Practicum and Internship Manual, including the Specific Dispositional Expectations outlined therein, as well as other University policies.
- (d) Perceptible (visually, audibly, emotionally, etc.) behaviors which are either spoken or written words or videos or actions or conveyed perspectives that stand in contradiction to the ethical principles of the counseling profession including words or actions that are: defamatory, discriminatory, injurious (whether emotionally, psychologically, or physically), pejorative, vulgar and non-academic, offensive, not true (because they lack empirical corroboration); statements (spoken, texted, written, emailed), utterances, actions, made in: discussion board posts, verbal conversations with peers, clients, staff, or supervisors in either academic or supervised experiences' sites, practicum and supervision synchronous or in person sessions/courses; required residencies; or in written assignments or video/in-person presentations;
- (e) Behaviors or actions that either harm (emotionally, cognitively, sexually, physically, etc.), or offend, or discriminate against persons, peers, faculty or

University staff in contradiction to the ACA Code of Ethics or University non-discrimination policy.

(f) Failure to demonstrate an openness to supervisory faculty feedback, in academic environments; which is provided for personal/professional or academic development according to respective rubrics;

Committee means the standing Remediation/Dismissal Committee of the MS CMHC Program. The Committee is comprised of the MS CMHC Program Director and three full-time faculty members of the MS CMHC Program. A Committee Member shall recuse themselves from any remediation process in which they were the faculty member to submit the Notice of Concern or in which the faculty member had personal involvement in the presenting issue.

Dismissal means removal from the MS CMHC Program that results in a prohibition on the student's future enrollment in MS CMHC program courses.

Remediation means feedback and actions required to remedy a student's lack of required skills and personal/professional behaviors and dispositions in response to Actionable Conduct with the goal of assisting the student in correcting deficits so that the student may successfully continue on in the MS CMHC Program.

Remediation/Dismissal Process

Initialing the Remediation/Dismissal Process

1.1. Reports.

1.1.1. Who May Submit a Report. Persons who may report behaviors, conduct, and actions for consideration, remediation, and/or dismissal include: student peers (by issuing a complaint to the program director), university staff, site supervisors, core program faculty, adjunct instructors, or local persons who directly perceive, see, read, hear, observe, or experience students' behavior, conduct, statements, or actions that question a "fittingness" to becoming professional counselors; or fail to embrace and practice the curricular content expectations in course syllabi's learning objectives in the MS CMHC Program.

1.1.2. How to Report. Persons authorized above may submit reports to any MS CMHC Program faculty member.

1.1.3. Reporter Confidentiality. The identity of individuals reporting concerns is considered confidential and will not be disclosed by Bellevue University.

1.1.4. Students, faculty, and others have the right to be free from retaliation. Threats or other forms of intimidation or retribution against a student who submits a report, participates in an investigation, appears as a witness in a proceeding, or opposes an unlawful act, discriminatory practice or policy, are prohibited and subject to conduct violations and sanctions under this policy. Reports that are determined to be made in bad faith, however, may be subject to disciplinary action.

1.2. Preliminary Assessment. After receiving a report, the MS CMHC Program faculty member receiving the report will conduct a preliminary assessment to determine whether the conduct, as reported without conducting independent investigation, could fall within the definition of Actionable Conduct. An MS CMHC Program

faculty member may also independently initiate a Notice of Concern without an external report when the faculty member is personally aware of concerns they have determined may constitute Actionable Conduct.

1.3. Notice of Personal/Professional Concern. If the MS CMHC Program faculty member receiving a report determines it could fall with the definition of Actionable Conduct, the faculty member will complete and submit to the Chair of the Remediation and Dismissal Committee a Notice of Concern form with details of the report.

1.3.1. A Notice of Concern form may only be submitted by a MS CMHC Program faculty member. Other than MS CMHC Program faculty members completing the Notice of Concern form, the identity of individuals reporting concerns is considered confidential. Faculty should not identify or include any information that could be used to identify a reporting party on the Notice of Concern form or otherwise disclose such identifying information.

1.3.2. Notices of Concern do not expire, but are kept in a student's file, by the Committee, until the student graduates from the program. The Committee may consider past Notices of Concern and remediation processes when determining consequences or outcomes in a remediation/dismissal case.

1.4. Violations outside the scope of this policy. Reports under this policy may contain information or allegations of violations of other University policies including, but not limited to, the Student Code of Conduct, the Title IX Policy, or the Non-Discrimination and Harassment Policy. A faculty member or the Committee may refer

such information as appropriate to other University officials responsible for investigating such violations, which may be in lieu of or in addition to initiating a Remediation/Dismissal Process under this policy.

Remediation/Dismissal Process

2.1. First Notice of Concern. Upon receipt of a student's first Notice of Concern form, the Committee Chair will send a summary of the Notice of Concern to the student with an opportunity to meet and discuss.

2.1.1. A first Notice of Concern will not trigger further formal remediation procedures beyond a discussion with the student unless:

2.1.1.1. Any item on the Notice of Concern is ranked at the lowest possible score of one

(1).

2.1.1.2. The student does not respond to the Notice of Concern within seven (7) calendar days to schedule a discussion meeting or if the student fails to attend a scheduled discussion meeting.

2.1.1.3. The Committee Chair determines the concerns are egregious enough that, if true, they would require remedial action beyond a discussion with the student or dismissal.

2.2. Second or Subsequent Notice of Concern. Upon receipt of a student's second or subsequent Notice of Concern form or a first Notice of Concern meeting one of the exceptions in Section 2.1.1., the Committee Chair will send a summary of the Notice of Concern and a notice of the requirement to meet the Remediation and Dismissal Committee, including the date and time of such meeting.

2.3. Interim Measures Pending Remediation/Dismissal Processes.

2.3.1. The Committee reserves the right to suspend a student from clinical activities or from the program on an interim basis pending the determination of the Remediation/Dismissal Process. Such interim measures will be implemented only when the Committee has determined, based on an individualized risk safety and risk assessment that the student's interim participation would constitute an immediate threat to the health, safety, or wellbeing of the student, another student, clinical patients, or another individual.

2.3.2. If the Committee determines that If the Committee determines that interim measures are justified, the Committee will provide written notice to the student of the interim measures, including instructions on how to pursue an immediate appeal of the interim measure decision.

2.4. Remediation Meeting

2.4.1. Formal Remediation Meeting. The Formal Remediation Meeting will be scheduled at the next regularly scheduled meeting of the Committee after receipt of the Notice of Concern, provided at least 24-hours' written notice is given to the student. The faculty member who submitted the Notice of Concern will also be invited to participate in the meeting.

2.4.2. Failure to Participate. If a student fails to participate in this process, the Formal Remediation Meeting will be held in absentia and a determination will be made considering the facts available to the Committee. Failure to participate in required remediation processes may be considered by the Committee in its determination and may result in dismissal from the program.

2.4.3. During the Meeting. The Formal Remediation Meeting is an opportunity for the Committee to discuss the reported concerns with the student and faculty member who submitted the concern, gather additional information and evidence to determine if Actionable Conduct has occurred, and explore potential appropriate remedial actions prior to issuing final determination and outcomes. During the meeting: 2.4.3.1. The student will have an opportunity to present their own statements in response to the Notice of Concern and may present evidence and/or provide a list of potential witnesses to the Committee who may have relevant information the Committee has not yet considered.

2.4.3.2. The Committee may engage the student with questions and discussion relevant to the Notice of Concern and alleged Actionable Conduct for the

purpose of determining whether the Actionable Conduct occurred and appropriate remedial measures.

2.4.3.3. Following the Remediation Meeting and before making a determination, the Committee may conduct follow-up investigation as appropriate and relevant, including gathering additional documentary evidence or seeking statements from individuals identified in the meeting as potentially having relevant information in order to inform its determination. The student will be informed of any documentary evidence gathered through this process and will have an opportunity to respond to the

new evidence either in writing or by requesting a follow up meeting with the Committee.

2.5. Determinations, Outcomes, and Notice.

2.5.1. Determinations. The Remediation/Dismissal Committee is responsible for determining, following a Formal Remediation Meeting, whether Actionable Conduct occurred based on a preponderance of the evidence.

2.5.2. Outcomes.

2.5.2.1. Remedial Action. In general, it is the goal of this policy and process to assist students in remediating concerning conduct to enable them to continue and successfully complete the MS CMHC Program, whenever remediation can be conducted in a manner that protects students, faculty, and the public. Remedial action can take many forms and will be designed by the Committee on an individualized basis considering the specific concerns and Actionable Conduct determined to have occurred. Remedial actions will be formalized in a Remediation Plan as outlined in Section 2.5.3.2 below.

Examples of remedial actions may include, but are not limited to:

2.5.2.1.1. Verbal or written warning

2.5.2.1.2. Academic requirements (such as additional assignments or research/writing activities)

2.5.2.1.3. Academic restrictions (such as repetition of academic coursework; reduction or removal from a clinical assignment or delays in permitting participation in practicum until satisfactory remediation has occurred)

2.5.2.1.4. Completion of continuing education or other professional training on relevant topics

2.5.2.1.5. Supervision changes (such as increasing or changing the format, focus or amount of supervision with a faculty advisor or site supervisor; additional supervisions assignments/faculty sessions; mentorship experiences)

2.5.2.1.6. When appropriate, recommending a temporary and time-limited leave of absence or suspension with a

specific pathway and timeline for re-entry into the program.

2.5.2.2.Dismissal. A student may be dismissed from the MS CMHC Program when:

2.5.2.2.1. A combination of attempted remedial actions contemplated in this policy do not, after a reasonable time period (as pre-determined by the Committee in a Remediation Plan), rectify the concerning conduct.

2.5.2.2.2. The student has demonstrated they are unwilling or unable to participate in remediation.

2.5.2.2.3. The Actionable Conduct is so egregious that a plan cannot be developed to remediate the concerns and the Committee has determined that the student's dismissal from the program is necessary to protect the welfare of potential future clients.

2.5.3. Notice of Determination and Outcomes.

2.5.3.1.Notice. Following its determination and outcome decision, the Committee will provide the student with written Notice of Determination and Outcomes. The Notice of Determination and Outcomes will include information on the student's right to appeal the determination and instructions on how to initiate an appeal.

2.5.3.2.Remediation Plan.

2.5.3.2.1. If the Committee requires remedial action of the student as part of the outcome, it will include in the Notice of Determination and Outcomes the basic required terms of a Remediation Plan.

2.5.3.2.2. Following this notice, the Committee will schedule a second meeting with the student to create a formal Remediation Plan. The Remediation Plan is a written document outlining specific remedial actions required of the student in order to successfully complete the Remediation Plan, relevant deadlines for accomplishing remedial actions, and potential consequences of failing to meet the expectations in the Remediation Plan.

2.5.3.2.3. If a student has met all expected actions and outcomes in the Remediation Plan, the Remediation Plan is complete and shall be documented as successfully completed. The Committee will notify the student in writing when the Remediation Plan is complete.

2.5.3.2.4. If a student has made some progress but more is needed, an extension or revision of the Remediation

Plan may be implemented. While the Remediation Plan is active, it may be modified as appropriate based upon the student's progress or lack thereof in remediating the concerning conduct. Any revisions to the Remediation Plan should be preceded by a meeting between the Committee and the student to provide feedback, discuss progress, and provide insight to the student regarding the basis for such revisions. Whenever, a Remediation Plan is revised, it will be documented and provided to the student in writing.

2.5.3.2.5. If the student has not made any progress toward meeting the documented outcomes, the Committee may convene to consider dismissal from the program.

Appeals

A student has a right to appeal interim measure decisions of the Committee as well as a Notice of Determination and Outcomes.

3.1. Deadline and Submission of Appeal. In order to be accepted, the appeal must:

3.1.1. Be in writing and signed by the student requesting the appeal;

3.1.2. Be received by the Dean of the College of Arts and Sciences (CAS) within seven (7) calendar days of the written notice (written notice of the interim measures or Notice of Determination and Outcome, as applicable);

3.1.3. State the grounds for appeal as permitted under this process; and

3.1.4. State the action requested on appeal (for example, overturning interim measures, overturning the determination, or modifying the outcomes imposed).

3.2. Grounds for Appeal. A student may appeal only based on one or more of the following grounds:

3.2.1. Procedural irregularity that affected the outcome of the matter;

3.2.2. New evidence that was not reasonably available at the time of the relevant interim measure decision or Remediation Meeting that could affect the outcome of the matter;

3.2.3. A Committee member had a personal conflict of interest or bias for or against the student that affected the outcome of the matter; and/or

3.2.4. That an outcome of dismissal is excessive based on the underlying concerns, only if the outcome involves dismissal of the student and the appeal request sets forth specific remedial actions that could be implemented to resolve the concerns in lieu of dismissal.

3.3. Appeal Process

3.3.1. The Dean of CAS or other individual designated by the University President serves as the Appeal Officer.

3.3.2. Postponement of any Interim measures and/or outcomes pending the outcome of an appeal is in the sole discretion of the Appeal Officer.

3.3.3. The Committee Chair will provide all records and information considered by the Committee to the Appeal Officer.

3.3.4. The Appeal Officer may meet with the student in the Appeal Officer's discretion. However, if the Appeal Officer discusses the details of the case with the Committee Chair or other Committee members beyond receiving the written records and information considered by the Committee, the Appeal Officer must provide the student with a similar opportunity.

3.3.5. Following the Appeal Officer's thorough review of the appeal, the Appeal Officer may:

3.3.5.1. Uphold the Notice of Determination and Outcome or interim measures;

3.3.5.2. Modify the Notice of Determination and Outcome or interim measures;

3.3.5.3. Overturn the Notice of Determination and Outcome or interim measures.

3.4. Notice of Appeal Decision. The Appeal Officer will provide a written Notice of Appeal Decision to the student and the Committee Chair. The decision of the Appeal Officer shall be final and is not subject to further appeal.