



Dear Potential Site Supervisor,

We sincerely thank you for your commitment to our students. The opportunities, supervision, and training you offer our students are central to their development as clinical mental health counselors. The Master of Science in Clinical Counseling (MSCC) program is CACREP (Council for Accreditation of Counseling and Related Education Programs) accredited.

We want to make the process of becoming a site supervisor as easy for you as possible. The process involves three simple, but important steps. First, we ask that you review the program orientation video located here:

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

This link is also where you can find the MSCC Supervision Training video (Step 2). The MSCC Supervision Training video gives an overview of supervision processes and standards. As part of the CACREP accreditation, all potential supervisors must either complete the MSCC Supervision Training video and the 10-question quiz, or attest that they have completed supervision training previously. Once you watch the video and complete the quiz with an 80% (8/10), you can print a certificate. We automatically receive notification of your completion. The final step is completing the Practicum/Internship Agreement form. On this form is where you can attest to having received supervision training.

Live Supervision/Video Recording

Students benefit greatly through live supervision of sessions and/or review of recorded sessions during supervision. This gives both you and the student the opportunity for clear and specific feedback regarding counseling skill development. Many of you probably already use this type of supervision process. During Practicum and Internship, the student needs to be supervised with live observation (in the room or through a two-way mirror) or audio/video recording of a session. Two sessions need to be observed and processed in Counseling Practicum, as well as in each Clinical Internship course (i.e., I, II, III).

After each session, you are asked to process the session, and then complete the respective Live/Recorded Evaluation Form. The student is responsible for discussing this process with you, setting up the sessions during the academic term, and providing you with the feedback form.

Practicum and Internship Hours Requirements

Counseling Practicum will consist of at least 100 hours at the site with 40 of those hours in direct service. Counseling Practicum students will have completed counseling skills training, one or two residencies with faculty training and supervision, and at least 21 credit hours of CMHC coursework prior to Practicum. So, they should be ready for your site!

The minimum number of required hours during Clinical Internship is 150, with 60 of those hours being direct service. However, it is strongly recommended that students earn at least 200 hours per each course (i.e., I, II, III), with 87 of those hours in direct service. This is because students need to reach a cumulative total of 600 overall hours, with 260 direct service hours by the end of the Internship III.

When combining Practicum and all three Internship courses, students will have amassed 700 total hours, with 300 direct service hours.

Group Work Requirement

Students are required to facilitate or co-facilitate a group for a minimum of 10 hours during their clinical training. This can take place during Practicum, one of the Internship courses, or a combination thereof. You are the best judge of the student's group leadership skills.

Practicum/Internship Forms

You will need to create an account for the Experiential Learning Cloud (ELC), our Practicum/Internship software program. Within the ELC, you will be able to view all of the student's timesheets and sign off on documents electronically. You will be "invited" via your email that the student has provided to enter the ELC at <https://bellevue.lumivero-elc.app/#/login> and select a password.

And finally—we want you to know how much we appreciate your work with our students. The supervision you provide is amazing and central to students' development as effectively, healthy clinical mental health counselors.

A CMHC program faculty member will reach out to you biweekly via email throughout the practicum and internship experiences. We want to be a support to you and the student throughout the process. Our Clinical Coordinator, Dr. Tony Suarez, and the MSCC Administrative Assistant, Ms. Kandice Blizzard, will be working with students to enroll them in the practicum and internship experiences and assisting with any issues that arise with those experiences. They can be reached at msccprogram@bellevue.edu if you have any questions regarding required paperwork or what is required of you as a site supervisor.

Thanks for all you do!

Sincerely,

Dr. Barb Daubenspeck

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MSCC Program Director