

Professional Counseling Program

Site Supervision Orientation

Department of Counseling, Leadership, Adult Education
and School Psychology

College of Education

Welcome, site supervisor!

As you begin this on-line orientation, we want to express our appreciation for you and your organization's willingness and cooperation in helping our interns gain valuable experience outside of the academic setting. This is a critical step in our intern's professional development. We welcome your participation in the process of preparing new counselors.

This orientation will provide you with the following:

- Overview of Professional Counseling Program
- Program Expectation of the Site
- Program Expectation of the Supervisor
- Site Supervisor Expectation of the Program
- Documentation
- Evaluation



Professional Counseling Program Philosophy

We believe that a well-prepared counselor is involved in and committed to a process of intentional growth that promotes pro-social autonomy, lifelong learning, and ethical behavior. These ideals are fostered within a dynamic and multi-modal learning setting in which diversity, critical thinking, self-in-context, scholarship, praxis, and the creation and integration of knowledge are celebrated.

Interns coming to your site will be in one of three professional counseling emphasis areas:

- Community Counseling
- Marital, Couple, and Family Counseling
- School Counseling



All three areas of emphasis are accredited by CACREP.

This provides our students with assurance of a program which meets national accreditation standards. It also reflects the faculty and university's commitment to a quality educational experience.

Clinical Experience

- By the time interns come to your site, they have:
 - Participated in a group counseling experience
 - Successfully completed three or more courses where they practice counseling skills
 - In two or more of those courses, they:
 - Counsel community clients
 - Are supervised live
 - Video tape all counseling sessions

The Professional Counseling Faculty are committed to preparing your interns so their experience with you will be one of mutual benefit.

High academic standards, developing clinical competency, and mentoring relationships all hold high value for the faculty.

Lets meet them!

Meet the Faculty

- Program Coordinator/
Graduate Advisor
 - Dr. Kevin Fall



Community Counseling (CC)

- Dr. John Beckenbach
- Dr. Barbara Sparrow



Community Counseling (CC)

- Dr. Eric Schmidt
- Dr. Kathy Ybañez-Llorente



Community Counseling (CC)

- Dr. Cheryl Fulton
- Dr. Tracy Calley



Marital, Couple & Family Counseling (MCFC)

- Dr. Shawn Patrick
- Dr. Kevin Fall



School Counseling Child & Adolescent Counseling

- Dr. Linda Homeyer
- Dr. Mary Bennett



School Counseling Child & Adolescent Counseling

- Dr. Stephanie Eberts
- Dr. Elizabeth Hartwig



Administrative Assistant

– Joyce Davis

Joyce can be
reached at:
512-245-2579



Overview of Course Sequence

- Each of the three emphasis areas (Community Counseling; Marital, Couple and Family Counseling; and School Counseling) share core courses as well as courses unique to the specialty area
- **Level One – Foundational Classes**
 - Such as Counseling Theories, Ethics, Research, Assessment, Counseling Diverse Populations, Career, and introduction classes for each specialty area
- **Level Two – Intermediate Courses**
 - Most are skill building courses: Basic Counseling Methods; Group Counseling; Abnormal Human Behavior (DSM); and Child & Adolescent Counseling

Level Three Courses, the Clinical Sequence.

- **Intermediate Techniques (Adults; Marital, Couple and Family; Adolescents; Children - Play Therapy)**
 - Students take one or more, must successfully complete at least one before moving on to the Clinical Practicum
 - Students are evaluated in each skill building class with the Professional Counselor Performance Evaluation (PCPE)
 - Students must pass a national standardized comprehensive examination before being eligible for Clinical Practicum

Clinical Sequence, Continued

■ COUN 5689: *Clinical Practicum*

- The Program has community clinics at both the San Marcos and RRHEC Campuses
- Students serve community clients (individual adults, adolescents, and children; couples; and families)
- Students receive live supervision and video tape all sessions for supervision purposes
- Students must apply and be accepted into the course
- The Program takes seriously the gate-keeping responsibility – and sees this experience as a key opportunity to do so

Clinical Sequence, continued

■ COUN 5389: *Site-based Internship*

- Students must apply and be accepted into the course each semester they are enrolled
- Students are responsible for locating their own site
- The Program makes a database of all previous sites available to students, with information about each site, including types of clients, name of site supervisor, and website link, if available
- The program approves site supervisors, not the site

Program Expectation of the Site

■ **Community Counseling:**

- The student needs to log 300 hours each of two semesters
- 120 of those hours each semester must be direct client contact

Program Expectation of the Site

■ **Marital, Couple, and Family Counseling:**

- The student needs to log 300 hours each of two semesters
- 120 of those hours each semester must be direct client contact;
- 61 of those 120 must be with a couple or family to provide working experience with multiple clients
- The remaining 59 hours may be with an individual client, but working from a systemic perspective

Program Expectation of the Site

■ **School Counseling:**

- 600 hours logged in one semester
 - 240 hours of guidance and counseling activities, which may include classroom guidance presentations, group and individual counseling services, consultation services to parents and teachers

Program Expectation of the Site Supervisor

■ **Qualifications:**

- Site supervisors have at least two years experience in the pertinent professional area in which they are providing supervision to the intern
- Must be licensed or certified in their field

■ **Responsibilities:**

- Provide one hour of face-to-face supervision each week (one-to-one)
- Provide supervision on an emergency basis as needed

Site Supervisor Expectation of the Program

- The Professional Counseling Program will designate a faculty member to serve as the "University Instructor", who:
 - Makes at least one site visit, arranged with the site supervisor;
 - Meets with the interns on campus, every other week for a 3-hour seminar;
 - Is available to the site supervisor for any issues surrounding the intern, Program, or site supervisor concerns

Documentation: Initial Forms

- Supervisor provides a *Professional Disclosure Statement for Supervision* for the intern
- Supervisor signs the *Memorandum of Agreement*
- Supervisor drafts a *Proposed Activity Plan* with the intern

All of the above, including an outline of the Professional Disclosure Statement for Supervision, can be located in the *Guidelines for Internship*, located on the program's website.

Documentation

- **Internship Log**
 - Documents date, place, activity, hours (direct and indirect)
 - Supervisor should sign off on hours at weekly supervision session
- **Intern Activity Sheet**
 - A summary of the semester's internship experience (Direct & Indirect Services and Hours)
 - Signed by intern and site supervisor
 - Submitted to university instructor

Site Supervisor Evaluations

- Will provide the intern ongoing evaluation throughout the semester
- Will complete the formal *Evaluation of Intern* at the end of the semester
 - This information is clearly specific to the individual intern
 - This information is collected by the Program for all interns throughout an academic year to assist in Program self-evaluation

Intern Evaluations

- The intern will complete the *Intern Evaluation of Site* at the end of the semester
 - Evaluating the intern's perception of the site's environment/climate,
 - Types of client issues with which they worked,
 - Their own preparation for the experience

Professional Development

The Professional Counseling Program is committed to offering you opportunities for professional development opportunities.

During the year you will receive invitations to our annual counseling conference, which will include a Legal & Ethics Seminar (to meet the Texas LPC continuing education requirement)

Looking for more details?

Use our Program Website:
<http://www.txstate.edu/clas/Professional-Counseling.html>
for other program information.

Or, for these documents, click on
[*Official Student Handbook*](#)
[*Guidelines for Internship*](#)

**If you have additional questions,
please feel free to contact the
University Instructor
to whom your intern is assigned.**

You may also contact
Dr. Kathy Ybañez-Llorente,
Practicum and Internship Coordinator, at
512-245-7985 or kybanez@txstate.edu

Thank you!

Thank you for your part
in the successful
development of our
interns, the program,
and the ability to
provide quality
counselors for those
in our communities
needing mental health
services.

