COUNSELING AND DEVELOPMENT PROGRAM

FIELD PLACEMENT HANDBOOK
2022-2024

Introduction to Fieldwork

The fieldwork component of this program is comprised of the Practicum II (CSDV 610), and two Internships (CSDV 611, 612). Candidates should read this handbook early in their program to familiarize themselves with the requirements of the fieldwork placements. A thorough understanding of these materials will assure an adequate preparation for this important component of candidates' training program. Candidates are required to be aware of and follow the instructions and guidelines in this handbook. After consulting this handbook, questions regarding fieldwork requirements should be directed to the Field Placement Coordinator. This manual contains a complete list of policies and procedures.

General Field Placement Time Line

Students taking Counseling Skills during their first summer semester will take practicum I during their first fall semester in the program and Practicum II during the spring. Those talking Counseling Skills in their first fall semester will take Practicum I during the first spring semester and Practicum II during the summer. Internship I begins in the spring of the first year and Internship II, fall of the second year (These times are subject to change at the discretion of the program director, be aware this is just a general outline and you are responsible for understanding the exact times and dates for internships and practicum).

Deadlines for School Counseling Students

Fall Internship I Timeline

Action Required	Person Responsible	Date
Sign up for site request for Rock Hill, CMS, Lancaster, and Gaston Counties. Sign-up sheet is usually posted on clinic door. Find a site if you are interested in working outside the above counties.	Student	March 1
Requests will be sent to School Districts (Rock Hill, CMS, Lancaster, Gaston County)	Field Site Coordinator	March 15
Students Informed of Placement (If student requested (Rock Hill, CMS, Lancaster, Gaston County) Student has solidified a placement if not requesting (Rock Hill, CMS, Lancaster, Gaston County)	Field Site Coordinator Student	May 15

Submit Internship Application using Supervision Assist's Placement Application	Student	**April 30** for those seeking their own placement and **May 30**

Spring Practicum II/ Internship II Timeline

Action Required	Person Responsible	Date
Sign up for site request for Rock Hill, CMS, Lancaster, and Gaston Counties. Sign-up sheet is usually posted on clinic door. Find a site if you are interested in working outside the above counties.	Student	October 1
Requests will be sent to School Districts (Rock Hill, CMS, Lancaster, and Gaston County)	Field Site Coordinator	October 15
Placement Information Available	School District Liaison	December 1 (approximately)
Apply for SC Educator Certification (Prior to Practicum II)	Student	**December 1**
Students Informed of Placement (If student requested (Rock Hill, CMS, Lancaster, Gaston County) Student has solidified a placement if not requesting (Rock Hill, CMS, Lancaster, Gaston County)	Field Site Coordinator Student	December 5
Submit Practicum/Internship Application using Supervision Assist's Placement Application	Student	**October 31** for those seeking their own placement and **December 15**

Deadlines for Clinical Mental Health Counseling Students

Fall Internship I Timeline

Action Required	Person Responsible	Date
Begin looking for internship site	Student	Spring Semester

Submit Internship Application using Supervision Assist's Placement Application	Student	**April 30**

Spring Practicum II/ Internship II Timeline

Action Required	Person Responsible	Date
Begin looking for internship site	Student	Summer/Fall Semester
Submit Practicum/Internship Application using Supervision Assist's Placement Application	Student	**October 31**

Fieldwork Description

The Practicum II (CSDV 610) and Internship (CSDV 611, 612) sequence of experiences is designed to provide the candidate with both an intensive and extensive field experience in a professional counseling setting. This field experience is the culminating practical experience of the counseling master's degree program. For Clinical Mental Health students the Practicum and Internship experiences can all be completed at one placement site or at multiple sites. You must stay at each site a minimum of one semester.   For School Counseling students you will be certified K-12 so you must have at least one semester working with K-6th grade and one semester working with 7-12th grade.

The Practicum and Internship experience incorporates a clinical approach to instruction involving supervision from both an on-site supervising counselor and an assigned Faculty Supervisor from the Counseling Program. *All Clinical Mental Health Counseling supervisors are required to have a master's degree in counseling or a related field, a LPC/LCSW/LMFT and a minimum of two years' experience (postmasters). All School Counseling supervisors must have a certificate in School Counseling and two years' experience in the field.*

Practicum I vs. Practicum II

Practicum I (CSDV 610A) is structured as a class, you will meet with a professor for a four hour time block once a week in a designated school or clinic. You will get your first hands on experience doing one-on-one sessions. Practicum I is very structured and your professors will walk you through everything. You do not have to find your own site for Practicum I. Practicum I is not required for CACREP standards, however, we require it of our students to ensure they are ready to see clients at their own sites. *Since Practicum I is not required of CACREP or for licensure, we do not have students fill out any of the paperwork in this packet. The documentation in this pact is for Practicum II, Internship I and Internship II.*

Practicum II (CSDV 610B) is structured similar to the internships. You will register for a practicum class online as you did with Practicum I; however, during class time you will have supervision with the Faculty Supervisor in which you register. You will not be going to a site during your class time. ***For Practicum II you are responsible to find an appropriate site and to be present at your site*** *a minimum of 100 hours (approximately 10 hours a week) on your own.* Your Faculty Supervisor and your fellow classmates will meet during your scheduled class time to talk about your experiences and "staff" or go over client cases. In addition to the Practicum II class where you "staff" your cases you will be required to meet in a didactic (3 person) group with your Faculty Supervisor for an additional hour a week. This additional hour will be scheduled at the beginning of the semester

Liability Insurance:

Candidates must upload proof of liability insurance when they complete their site application on Supervision Assist. Students must maintain this insurance throughout the fieldwork experience. Liability insurance only covers you for 12 months so as soon as it expires, you are required to renew and upload the new liability form in a site placement application. Liability insurance is obtained by joining the American Counseling Association. ***This is required and you cannot see clients until this has been obtained.*** You can join American Counseling Association (ACA) at www.counseling.org or American School Counseling Association (ASCA) at schoolcounselor.org.

Time/Hours Requirements Practicum II

There are several distinctive differences between practicum II and the internship experiences. The **practicum** provides an avenue for the development of individual counseling and group work skills under supervision. This experience is designed to orient the student to the role and responsibilities of the professional counselor.

Specifically, the program requires students to complete a supervised practicum experience that totals a **minimum of 100 clock hours**. The student's practicum includes the following:

- ❖ A minimum of **40 hours of direct service** with clients.

- ❖ A **minimum of one hour per week of individual supervision on-site with the Site Supervisor** (using audiotape, videotape, or live supervision) over each academic term.

- ❖ A **minimum of one hour per week of individual supervision with the Faculty Supervisor** (using audiotape or videotape). ***The individual supervision sessions are scheduled at the discretion of the instructor of the practicum course. These sessions can be scheduled in the day or night hours and will be negotiated at the beginning of the semester.***
- ❖ Evaluation of the student's performance throughout the practicum include a formal evaluation at the mid-point of the semester and after the student completes the practicum. Evaluations are to be completed by both Site and Faculty Supervisors.

On average, eight to ten hours per week on-site gives the student the opportunity to understand the philosophy and administrative guidelines of the organization and to participate to a limited extent in

the organization's day-to-day operation. Students will become familiar with the policies and procedures within the organization and define their role accordingly.

Time/Hours Requirements Internship I and Internship II

The internship experience includes a **minimum of 600 clock hours over two (2) semesters** after the successful completion of a student's practicum (**300 hours for Internship I and 300 hours for Internship II**). The internship provides an opportunity for the student to perform a variety of professional activities and tasks under supervision that a regularly employed staff member in the setting would be expected to perform.

The student's internship requires:

❖ A **minimum of 120 hours of direct service** with clients each semester.

❖ A **minimum of one hour per week of individual supervision on-site** (using audiotape, videotape, or live supervision) over each academic term.

❖ The Faculty Supervisor has the option to require individual supervision throughout the semester. These sessions would be scheduled at the discretion of the Faculty Supervisor.

❖ Evaluation of the student's performance throughout the internship including a formal evaluation at the mid-point of the semester and after the student completes the internship. Evaluations are to be completed by both site and Faculty Supervisors.

For the internship portion of the clinical experience, the student will spend **20 hours per week onsite**, depending on the length of the experience, the organization, and the start of the performance of responsibilities in the role of the professional counselor. This role will involve individual and group counseling responsibilities, as well as other duties such as case management, charting, etc. The on-site experience gives the student the opportunity to understand the philosophy and administrative guidelines of the organization and to participate fully in the organization's day-today operation.

A Step-by-Step Guide to Securing a Field Placement

CLINICAL MENTAL HEALTH STUDENTS

Candidates are expected to begin considering potential placement sites early in the program, discuss career goals with advisors, and discuss potential sites with the Field Placement Coordinator and their advisor as needed throughout the program. Candidates are also encouraged to speak with previous cohort students about their internship experiences.

Steps to take in finding an internship site:

o Contact at least two places where you think you would like to be placed. Please note that these people are exceptionally busy and you may need to call 3-5 times before they return your call.

- Ask the field-based contact person if s/he is interested and able to take on a field placement intern at the time you plan to be on field placement

- If they may be able to accommodate you, set up an appointment to visit the site and to meet with the contact person. Note: They are interviewing you and you are interviewing them. Before you leave, ask the person how they would like to proceed (are they interested in taking you on, etc).

- No matter the outcome of the interview, send a thank you note (email, letter, etc.) to the contact person you met with.

- Should you visit several potential placement sites, please be sure that you let each place know –as soon as possible- when you have accepted an alternative site. This is necessary as they often have other interested students on their waiting list.

- Complete the field placement application cooperative agreement forms, and obtain all necessary documentation. Submit all documentation to the Counseling and Development Organization in Blackboard for review.

- Refer to the Field Placement Timeline (above) for the dates that Practicum II and Internship applications are due. If you have questions ask the Field Placement Coordinator.

- Candidates who fail to turn in their field placement application form by the deadline will not be allowed to complete their field placement during the specified semester. Please note that it is the candidate's responsibility to return emails/phone calls to the Field Placement Coordinator, and failure to communicate with the coordinator will result in a delay in beginning the field placement.

- Ultimately, the Field Placement Coordinator approves or disapproves the placement site. In the case of disapproval of placement site or for those candidates who have not decided upon a site, the Field Placement Coordinator will work with the candidate until an appropriate practicum - internship site is identified and an interview for placement is made by the candidate.

- Candidates must arrange to begin working at the practicum or internship site during the first week of the semester in which he/she is enrolled.

- You may only collect direct and indirect hours prior to your first class meeting if you already have an assigned site supervisor and a supervision plan in place. Guidelines for supervision plans can be located on Supervision Assist.

- All placement applications should be completed through Supervision Assist prior to each semester start date.

SCHOOL COUNSELING STUDENTS

Application:
- Complete the field placement application form on Supervision Assist
- Candidates are to apply for Practicum II and Internship II placement no later than **October 31st for those seeking their own placement and December 15th for those being placed in Rock Hill, CMS, Lancaster and Gaston County.**
- Applications for internship I are due by **April 30th for those seeking their own placement and May 30 for those being placed in Rock Hill, CMS, Lancaster and Gaston County.**

Application for Educator Certificate must be complete in CSDV 613 prior to practicum II placement:

1. Complete Application for Educator Certificate *(Academic Application/Licensure rather than student teaching)* https://ed.sc.gov/educators/teaching-in-south-carolina/
(If you already have a SC teaching certificate this step is not needed).

2. When you are asked to enter Subject Area from a dropdown list you will want to add both Guidance-Elementary & Guidance-Secondary

3. Pay the Application Fee *($107.00)*

4. Complete the SLED check (i.e., fingerprinting) *($54.25)* Fingerprints: Fingerprints must be processed through Integrated Biometric Technology(IBT) Go to https://sc.ibtfingerprint.com or call 1-866-254-2366 to schedule your fingerprint appointment. Have IBT form in hand when making appointment. Rock Hill IBT location is 1576 Ebenezer Rd. Take your Driver's License (or other State or Federal issued Photo ID) to your fingerprint appointment. Even if you have fingerprints on file at your place of employment, you must get this process done. This is to be done prior to Practicum II placement. For add on certification students you will need to have this done prior to Internship I

School students will not be able to start practicum until they have been cleared by *South Carolina Law Enforcement Division (SLED)*

Steps to take in finding an internship site:

- ***Student's interested in seeking a placement in Rock Hill, Charlotte Mecklenburg, or Gaston County MUST submit their top three choices of sites 6 weeks before the deadline. You will then wait to hear which site you have been chosen for and then will proceed with the application process.***

- You may contact any school you are interested in if it is outside of Rock Hill, Lancaster and Charlotte Mecklenburg.

- Contact at least two places where you think you would like to be placed. Please note that these people are exceptionally busy and you may need to call 3-5 times before they return your call.

- Ask the field-based contact person if s/he is interested and able to take on a field placement intern at the time you plan to be on field placement

- If they may be able to accommodate you, set up an appointment to visit the school and to meet with the contact person. Note: they are interviewing you and you are interviewing them. Before you leave, ask the person how they would like to proceed (are they interested in taking you on, etc).

- No matter what the outcome of the interview, send a thank you contact (email, letter, etc.) to the contact person you met with.

- Should you visit several schools, please be sure that you let each place know –as soon as possible- when you have accepted an alternative site. This is necessary as they often have other interested students on their waiting list.

- Complete the field placement application cooperative agreement forms, and obtain all necessary documentation. Turn it into the Field Placement Coordinator.

- Candidates who fail to turn in their field placement application form by the deadline will not be allowed to complete their field placement during the specified semester. Please

note that it is the candidate's responsibility to return emails/phone calls to the Field Placement Coordinator, and failure to communicate with the coordinator will result in a delay in beginning the field placement.

- Ultimately, the Field Placement Coordinator approves or disapproves the placement site. In the case of disapproval of placement site or for those candidates who have not decided upon a site, the Field Placement Coordinator will work with the candidate until an appropriate practicum - internship site is identified and an interview for placement is made by the candidate.
- Candidates must arrange to begin working at the practicum - internship site during the first week of the semester in which he/she is enrolled.
- You may only collect hours prior to your first class meeting if you have an assigned site supervisor and a supervision plan in place. Supervision plans can be located on Supervision Assist.

Appropriate Practicum and Internship Activities

Appropriate activities are those duties and responsibilities, which a beginning professional counselor might be expected to perform. Interns should be provided opportunities to perform as many of these activities as possible in a structured, sequential and supervised program of learning, which involves a **minimum of forty percent of the intern's time being spent in direct service activities**. According to CACREP guidelines, direct service is defined as activities in which the intern is in direct client contact (see examples below). Candidates generally are oriented and exposed to clinical counseling work via observation, shadowing, co-counseling or facilitating counseling activities gradually leading to more independent involvement in counseling activities.

Examples of Appropriate Direct Service Activities

- Individual counseling
- Group counseling
- Guidance lessons
- Marriage or couple counseling
- Family counseling
- Substance abuse counseling
- Career counseling
- Leading or co-leading psychoeducational or support groups
- Administering standardized tests in counseling
- Conducting prescreening activities and diagnostic assessments
- Using counseling interviews to assess mental status and risk for suicide, homicide or violence
- Administering Psychological Assessments
- Co-counseling direct client counseling activities

Examples of Appropriate Indirect Activities

Indirect service activities are those functions performed in which there is no direct client contact and may represent a maximum of 60% of the internship hours.

- Individual and group supervision
- Completing Case Notes
- Analyzing, interpreting and reporting results from standardized tests in counseling
- Recording diagnostic impressions
- Developing treatment plans
- Maintaining client records
- Preparing reports on clients or assigned topics
- Consultation
- Participating in case staffing and treatment team meetings
- Making referrals
- Participating in in-service training
- Participating in agency administrative meetings or school administrative meetings
- Learning school or agency philosophy, goals, organizational structure, policies and procedures
- Completing assigned research, program development or evaluation tasks
- Using school or agency resources such as records, psychological and psychiatric consultations, library and training media
- Completing individual study assigned by supervisor
- Visiting and observing other schools or agencies, programs or facilities as assigned by supervisor
- Observing live or recorded demonstrations of techniques and procedures
- Engaging in case management functions
- Driving between service delivery sites

Fieldwork Related Policies and Information

- The candidate should thoroughly familiarize him or herself with the requirements described herein as the responsibility for knowing the requirements is the candidates.

- Mutual expectations for the candidate, Site Supervisor and Faculty Supervisor are described in detail in the Fieldwork Training Cooperative Agreement.

- If a problem emerges at the internship site or there is a change in the candidate's status that would affect the internship, s/he should consult the Field Placement Coordinator *before* talking

with any site personnel. Any client related problems must be reported to and processed with the Site Supervisor.

- ***Any legal or ethical violation or inappropriate conduct deemed detrimental to the agency, client or Winthrop University will result in dismissal from the practicum or internship and an assigned grade of "F". Depending on the severity of the misconduct, immediate dismissal from the program may result.***

- Paid Work Policy: Following consultation with the Field Placement Coordinator, it may be possible for candidates to apply some of their paid work related activities to their Practicum and Internship experiences as long as these experiences are "reassigned hours" meaning that the candidate's employer is willing to reassign work-related activities so that the candidate is engaging in work responsibilities that are different (from one's regular work activities), and they are clinical mental health counselor related activities (i.e., diagnosing and treating mental and emotional disorders). The Field Placement Coordinator will deem if the work related experiences are those that a CMH counselor might engage in and can be counted towards a field placement experience. However, candidates may not count more than 50% of their field placement hours as reassigned work-related time (i.e., 5 hours a week for Practicum and 10 hours a week for Internship). Thus, 50% of candidates' time must be spent engaging in activities that are different from any reassigned work-related responsibilities, and are activities that involve the diagnoses and treatment of mental and emotional disorders, or any other activities that are directly related to professional counseling. If a candidate is hired at his or her internship site as a counselor (i.e., diagnosing and treating mental and emotional disorders), it may be possible for him or her to count this time as meeting the internship requirements. Immediately consult with the Field Placement Coordinator should this become a possibility.

- Generally, candidates are unable to work full time while also completing the internship requirements so it is suggested candidates plan and arrange their schedules accordingly.

- The internship agency will designate a Site Supervisor who will provide clinical supervision for the candidate as stated above. The Site Supervisor has the ultimate authority regarding client cases and agency policies and procedures. Candidates' questions regarding cases or the agency's policies or procedures, should immediately contact the Site Supervisor. Any and all client problems that occur should be brought to the attention of the Site Supervisor.

- **Some internship sites require immunizations such as those for TB, hepatitis, additional criminal background checks, etc. Additionally, some sites may require drug testing. Candidates should inquire about these requirements with the agency at least two months before the semester in which they plan to begin their field placement.**

- Some sites require **additional registration** such as NC addictions facilities. It is your responsibility to make sure you have all the requirements met by the site before you begin your field placement.

- Classroom attendance and participation is required for the entire time that the candidate is enrolled in practicum and internship. This attendance is required even if the candidate has completed the on-site internship hours. Unexcused absences will result in a grade reduction. Candidates in internship may apply group supervision classroom hours toward their total hours and document this on their log under the category of group supervision; but only if the time in class was spent on group supervision (and not guest speakers, lecture, etc.).

- Once the Cooperative Agreement for Placement Form is signed, candidates will not be allowed to change their field placement site thus this is a decision that should be taken seriously and given careful attention.

- Read the Cooperative Agreement for Placement Form thoroughly. The candidate's signature indicates s/he will abide by the terms of this training agreement.

Important Documentation

ALL DOCUMENTION IS TO BE COMPLETED IN SUPERVSION ASSIST. THE SUPERVISION ASSIST MANUAL IS INLCUDED AT THE END OF THIS DOCUMENT

Application
To apply for your practicum II you will need to submit an electronic request. You may send this request using Supervision Assist. Login to Supervision Assist, select 'Supervision Site' and then 'Placement Application.'

Counseling and Development Handbook Attestation Form
You must attest that you have read through the provided Counseling and Development Field Placement Handbook.

Student Agreement Form
The student agreement form is required to understand the conditions that must be met during your field placement.

Site Supervisors Info/Agreement
This form is considered the supervisors contract with you as a student intern. You are not officially approved at your site until your placement application is marked as approved on Supervision Assist.

On-Site Supervisor's Vita and Certification
In order to be approved at your site you will need to prove that your supervisor's credentials are up to our standards. All supervisors must have at least two years of experience post-masters and must be a Licensed School Counselor. Please ask you Site Supervisor to email you or upload their vita and license to the placement application. Scan and save these documents as a PDF and upload them to the placement application.

Midterm Evaluation by Site Supervisor

Half way through the semester you are required to complete a midterm evaluation with your Site Supervisor. You may find this evaluation form on Supervision Assist. This must be completed on Supervision Assist.

Final Evaluation by Site Supervisor

Once you have completed all hours ask your Site Supervisor to fill out the evaluation form on Supervision Assist Review this evaluation after it has been completed.

There are several other evaluations on Supervision Assist you will be asked to complete at the end of the semester.

Preparing for your Placement

After your Application is approved

- Work with your Site Supervisor to complete at least 20 hours a week
- Make sure you keep track of your hours weekly on the
  Activity Log
- Stay on top of your schedule with class, supervision, self-care is most important during and internship requirements internships, take care of yourself!

- If you start to fall behind, communicate with your Site Supervisor and your Faculty Supervisor

Half way through your Internship

- Complete your midterm evaluation with your Site Supervisor on Supervision Assist. You may assign an evaluation to your Site Supervisor using 'Assign Task' located on the dashboard
- Depending on your Faculty Supervisors schedule around midterms, your Faculty Supervisor should visit your site. Make preparations with your Faculty and Site Supervisors for this visit

End of your Internship

- Once you have completed all complete your final evaluation with your Site Supervisor on Supervision Assist
- Notify your clients how many weeks you have left until you leave the site.
- Complete your site and supervisor evaluation on
  Supervision Assist

- Review your Activity log to ensure the Site Supervisor approves all entries. If you fall behind contact the Field Placement Coordinator

- Once your placement is complete send a thank you note to your site and your Site Supervisor

- HOURS DO NOT CARRY OVER TO THE NEXT SEMESTER

The Supervision Process

Site Supervisors must hold a master's degree in counseling, an LPC/LCSW or a related field and have two years of experience post masters. You must not have any prior relationship with your supervisor (i.e. you cannot be friends, relatives, acquaintances, etc...). If it is found that you have had any prior relationship with your supervisor you will be pulled from the site immediately and placed on a Professional Development Plan.

The Supervision process is designed to offer counseling students an opportunity to demonstrate skills acquired in the classroom to actual counseling situations during practicum and internship. During these experiences, students are supervised by University and Site Supervisors and receive feedback concerning themselves, clients, the counseling process, and professional issues. They also learn the importance of supervision and the need for continued learning while in the role of the professional counselor. Students are urged to participate actively in the process and to seek supervision to enhance their skill level and to integrate their learning and personality.

In order to maximize this experience, the following guidelines are recommended for students:

- Be prepared to tape all counseling sessions with clients for whom you have permission. Working with supervisors to prepare your approach to clients in securing this permission will help decrease "taping anxiety" for your clients and for you.

- Be prepared for all supervision sessions. Prior to any supervision session, formulate questions about clients, your reactions to the session, the process of counseling, theory and interventions, then be ready to ask these questions of your supervisor. Make good use of your supervision time by having tape segments cued and ready to play.

- Be prepared to receive critical and supportive supervisory feedback. In group supervision sessions, be prepared to exchange critical and supportive feedback with your peers.

- Early in the semester, complete the Supervision Plan located on Supervision Assist with your site supervisor.

- Work to develop open and honest interactions in the supervisory relationship. As a parallel to the counseling relationship, supervision is a confidential relationship from which you may get just as much benefit as you are willing to put into it.

Recommendations for Supervision:

- **You should schedule supervision sessions with your Site Supervisors. It is required that you schedule a regular time each week to meet with your supervisor for a full hour.**
- **Make sure that your supervisor is listening to or watching your recorded sessions. Be proactive by submitting the tapes to your supervisor and requesting feedback.**

Faculty Supervisor vs. Site Supervisor

Your Faculty Supervisor is defined as any Winthrop University faculty members that you see for group supervision, individual supervision, and/or supervision class. Your Site Supervisor is the counselor who has agreed to provide you supervision on-site throughout your field experience.

Due process/Severe Clause Disclosure

All CSDV students and supervisors will adhere to the CSDV Sanction Policy. Please refer to the sanction policy on page 67.

Evaluation of a student's performance is continuous throughout her or his participation in the program. It involves consideration of the student's academic performance as well as that in laboratory, practicum, and internship classes.

A student may be dropped from a course and/or a program if the welfare of the student's clientele, prospective clientele, or the functioning of a school or agency is, in the judgment of the program faculty, in jeopardy as a result of the student's behavior. The Program has the authority to withdraw a student from a Practicum or Internship if it is believed that the student's performance constitutes a detriment to the clients or the site or the university. This would usually include consultation with the supervisors at both the site and the university. If such removal is deemed necessary, the student will be given a grade of "NC" for the course. (Review the Graduate Catalog on the S/NC grading policies).

A student will be dismissed from the program if it is found that any hours were falsified or any other ethical breaches were determined. Being asked to leave a site will automatically result in either program dismissal or being placed on a professional development plan. If placed on a professional development plan you will be unable to return to a site for a minimum of one academic semester. If asked to leave more than one site you will be automatically terminated from the program.

Recording Sessions

Videotaping of your counseling sessions is a requirement so that quality supervision may be provided. Each counseling session, which you plan to use in a supervision presentation, should be previewed thoroughly. Make notes reflecting important content and questions for supervision. Depending on your supervisor's requirement, you will be asked to present specific portions of your tape without time-consuming hunting.

In order to ensure a clear, audible tape, it is suggested that you:

- Use an extension microphone. The self-contained condenser microphones pick up too much machine noise. A multi-directional microphone is usually acceptable, and can be readily purchased at local audio shops
- Purchase high quality recording devices or borrow equipment from the ITC.
- Make a practice tape, in the setting where taping will be done. It is important to test your machine and the tape prior to your session.
- Contact your Faculty Supervisor as soon as possible if there is a problem with taping at the site.

Confidentiality

One of the most important aspects of counseling is confidentiality. It is also a crucial component of the trust building process. The following is a listing of important concerns:

- It is imperative that you have a working knowledge of the regulations regarding confidentiality of notes, files, and/or taping at your site. If possible, obtain a written copy of these regulations.

- Since taping is required in the supervisory process, it is your responsibility to get your client's written permission to tape. In the case of a minor client you must obtain a written permission form from a parent or guardian. This consent form should explain the limits of confidentiality and should state clearly that the tape will be used for supervision purposes. Many sites have consent forms for your use or sample forms can be provided by your Faculty Supervisor.

- Practicum/Internship students are expected to conduct themselves professionally. All information shared in your supervision group is to be kept strictly confidential by all group members.

- Do not use client surnames or other readily identifiable information. Use initials to label tape.

- Upon completion of class presentation you are required to delete all video evidence related to clients.

The importance of confidentiality cannot be stressed enough. It is **YOUR** responsibility to protect tapes against misuse or loss. Make sure to delete them when you are finished with supervision.

Clinical Mental Health Counseling Midterm and Final Evaluation for Practicum II
Site Supervisor Form

Please rate the intern's performance based on the performance this student has exhibited during the semester on a scale of 1-5

1=Poor 2=Fair 3=Good 4=Very 5=Superior NA-Not available at this site

Standards		Score					
Foundations CMH							
CMHC B.1	Student demonstrates the ability to apply and adhere to ethical and legal standards throughout their internship	1	2	3	4	5	NA
Counseling, Prevention and Intervention CMH							
CMHC D.3	Student promotes optimal human development, wellness and mental health through prevention, education and advocacy	1	2	3	4	5	NA
CMHC D.4	Student applies effective strategies to promote client understanding of and access to a variety of community resources.	1	2	3	4	5	NA
CMHC D.5	Student applies effective strategies to promote culturally responsive individual , couple, family, group and systems modalities for initiating, maintaining, and terminating counseling	1	2	3	4	5	NA
CMHC D.6	Student demonstrates the ability to use procedures for assessing and managing suicide risk	1	2	3	4	5	NA
CMHC D.7	Student applies current record-keeping standards related to clinical mental health counselling	1	2	3	4	5	NA
CMHC D.8	Student provides appropriate counseling strategies when working with clients with addiction and co-occurring disorders	1	2	3	4	5	NA
CMHC D.9	Student demonstrates the ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision or refer clients when appropriate	1	2	3	4	5	NA
Diversity and Advocacy CMH							
CMHC F.2	Student advocates for policies, programs and services that are equitable and responsive to the unique needs of the clients at this site	1	2	3	4	5	NA

CMHC F.3	Student demonstrates the ability to modify counseling systems, theories, techniques an interventions to make them culturally appropriate for diverse populations	1	2	3	4	5	N A
Assessment CMH							
CMHC H.2	Student demonstrates skills in conducting an intake interview, a mental status evaluation, a bio psychosocial history, a mental health history and a psychological assessment for treatment planning and caseload management	1	2	3	4	5	N A
CMHC H.3	Student demonstrates ability to screen for addiction, aggression and danger to self and/or others as well as co-occurring mental disorders	1	2	3	4	5	N A
Research and Evaluation CMH							
CMHC J.1	Student applies relevant research finding to inform the practice of clinical mental health counseling	1	2	3	4	5	N A
CMHC J.3	Student analyzes and uses data to increase the effectiveness of clinical mental health counseling intervention programs	1	2	3	4	5	N A
Diagnosis CMH							
CMHC L.3	Differentiates between diagnosis and developmentally appropriate reactions during crisis, disasters and other trauma-causing events	1	2	3	4	5	N A
Student Total:							
Site Supervisor Signature:		Date:					
Student Signature:		Date:					

Clinical Mental Health Counseling Midterm and Final Evaluation for Internship
Site Supervisor Form

Please rate the intern's performance based on the performance this student has exhibited during the semester on a scale of 1-5

1=Poor 2=Fair 3=Good 4=Very 5=Superior NA-Not available at this site

Standards		Scores					
Foundations CMH							
CMHC B.1	Student demonstrates the ability to apply and adhere to ethical and legal standards throughout their internship	1	2	3	4	5	NA
CMHC B.2	Student actively applies knowledge of public mental health policy, financing and regulatory processes to improve service delivery opportunities to clients	1	2	3	4	5	NA
Counseling, Prevention and Intervention CMH							
CMHC D.1	Student uses the principles and practices of diagnosis, treatment, referral and prevention of mental and emotional disorders to initiate, maintain and terminate counseling	1	2	3	4	5	NA
CMHC D.2	Student applies multicultural competencies to clinical mental health counseling involving case conceptualizations, diagnosis, treatment, referral and prevention of mental health and emotional disorders	1	2	3	4	5	NA
CMHC D.3	Student promotes optimal human development, wellness and mental health through prevention, education and advocacy	1	2	3	4	5	NA
CMHC D.4	Student applies effective strategies to promote client understanding of and access to a variety of community resources.	1	2	3	4	5	NA
CMHC D.5	Student applies effective strategies to promote culturally responsive individual , couple, family, group and systems modalities for initiating, maintaining, and terminating counseling	1	2	3	4	5	NA
CMHC D.6	Student demonstrates the ability to use procedures for assessing and managing suicide risk	1	2	3	4	5	NA
CMCH D.7	Student applies current record-keeping standards related to clinical mental health counselling	1	2	3	4	5	NA
CMCH D.8	Student provides appropriate counseling strategies when working with clients with addiction and co-occurring disorders	1	2	3	4	5	NA
CMHC	Student demonstrates the ability to recognize his or her own	1	2	3	4	5	NA
D.9	limitations as a clinical mental health counselor and to seek supervision or refer clients when appropriate						

Diversity and Advocacy CMH							
CMHC F.1	Student maintains information or demonstrates the ability to find community resources to make appropriate referrals	1	2	3	4	5	NA
CMHC F.2	Student advocates for policies, programs and services that are equitable and responsive to the unique needs of the clients at this site	1	2	3	4	5	NA
CMHC F.3	Student demonstrates the ability to modify counseling systems, theories, techniques an interventions to make them culturally appropriate for diverse populations	1	2	3	4	5	NA
Assessment CMH							
CMHC H.1	Student is competent when selecting appropriate comprehensive assessment interventions to assist in diagnosis and treatment planning, with an awareness of cultural bias in the implementation and interpretation of assessment protocols	1	2	3	4	5	NA
CMHC H.2	Student demonstrates skills in conducting an intake interview, a mental status evaluation, a bio psychosocial history, a mental health history and a psychological assessment for treatment planning and caseload management	1	2	3	4	5	NA
CMHC H.3	Student demonstrates ability to screen for addiction, aggression and danger to self and/or others as well as cooccurring mental disorders	1	2	3	4	5	NA
CMHC H.4	Student applies the assessment of a client's stage of dependence, change or recovery to determine the appropriate treatment modality and placement criteria within the continuum of care	1	2	3	4	5	NA
Research and Evaluation CMH							
CMHC J.1	Student applies relevant research finding to inform the practice of clinical mental health counseling	1	2	3	4	5	NA
CMHC J.2	Student develops measurable outcomes for clinical mental health counseling programs, interventions and treatments	1	2	3	4	5	NA
CMHC J.3	Student analyzes and uses data to increase the effectiveness of clinical mental health counseling intervention programs	1	2	3	4	5	NA
Diagnosis CMH							
CMHC L.1	Student demonstrates appropriate use of diagnostic tools, including the current edition of the DSM to describe the symptoms and clinical presentation of clients with mental and emotional impairments	1	2	3	4	5	NA
CMCH L.2	Student is able to conceptualize an accurate multi-axial diagnosis of disorders presented by a client and discuss the differential diagnosis with collaborating professions	1	2	3	4	5	NA

CMHC L.3	Differentiates between diagnosis and developmentally appropriate reactions during crisis, disasters and other trauma-causing events	1	2	3	4	5	NA
Student Total							
Student Signature:		Date					
Faculty Supervisor Signature:		Date					

Student Guide

TABLE OF CONTENTS

What We Do

Supervision Assist (SA) is an educational technology application that assists educators, site supervisors, and students in completing and documenting their clinical field placements. In doing so, SA provides site management, activity log tracking, supervision training plans with resources and evaluation tools, direct to cloud HIPAA secured uploading of video training, internet based meetings between students and supervisors, and numerous supervision management and student progress reports. Our goal has been to develop a powerful, multi-featured platform while still making the site navigation direct and user friendly.

Student Account Features

You Supervision Assist account provides access to the following services in Supervision Assist for the duration of their university experience. After graduation, you may keep access to all data for no charge.

Site Management

Supervision Assist provides a list of approved supervision sites in a global directory. The *Placements* page allows you to browse approved site placement openings for practicum and internship experience, and submit placement applications to obtain University approval to work with your site supervisor.

Activity Log

The activity log tracks activities required for your practicum and internship training. At the end your training, you can print a report that shows all signed and verified hours organized by practicum, internships, and site placements.

HIPAA-Compliant Uploads

Supervision Assist is hosted on a HIPAA-compliant server solution. This allows you to upload video sessions and documents for review and feedback by supervisors in a secured online location. HIPAA compliance also enables you to write journal notes in a secure location.

Live Sessions

The Live Session feature allows you to meet with supervisors individually or in a group for synchronous supervision meetings in a secure, HIPAA-compliant virtual environment. Site and faculty supervisors may collaborate, facilitate group sessions, and observe live client sessions. Live sessions are also enabled for students to have secured video chats online.

Continuing Education

For all site and faculty supervisors working with a student, as well as for SA-registered students, a one-year unlimited CE package will be provided free of charge from CE-Credit.com and/or AddictionCE.com, estimated at a $137 value. You will obtain your continuing education package after graduation

Web Server & Data Storage

Web server and data storage fees are included with all student accounts at no additional cost.

Ongoing Support

Readily-available support, via phone and email, is provided to program coordinators, site supervisors, faculty, and students while working with Supervision Assist.

Graduation

Access to your account will be provided free of charge after graduation. You will have access to view and print a signed and verified record of your practicum and internship experiences. For an additional fee you may continue adding hours independently to keep all licensure hours in a convenient and secure location.

Getting Started with Supervision Assist

Overview

As a Trainee, your first step will be to create an account and login, by the time you read this you should have been sent an invite by your program coordinator. If you have not please contact your coordinator to ask about getting access to Supervision Assist.

You will not be able to enter in your practicum/internship hours until your program coordinator has approved your first placement site. If you have not found a practicum you may browse the supervision site directory to search for openings. If you have an agreement in place you can create a placement application to get approval from your program coordinator. This process will ask you to complete the necessary paperwork to begin your practicum/internship.

After being approved you may begin fully using the Supervision Assist system. The dashboard will display tasks that allow you to view or assign tasks to other users, and a breakdown of your practicum/internship hours. You may begin entering your hours by using the Activity Log, or begin an online video chat by selecting Live Sessions on the top of the screen.

For specific instructions on using these features, please refer to the step by step guides below.

Student - Step by Step Guide

Supervision Site Directory

1. From the main menu, select Placements and click Browse Supervision Sites.
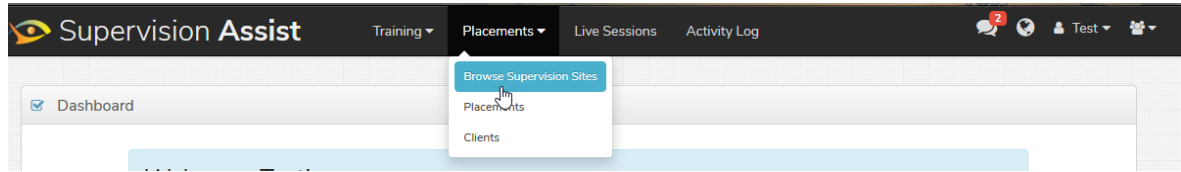
2. In the *Supervision Sites Directory* tab, you can click View Map to view placement sites on a Google map, or narrow the results by selecting an option from the Filter by Training Level dropdown.
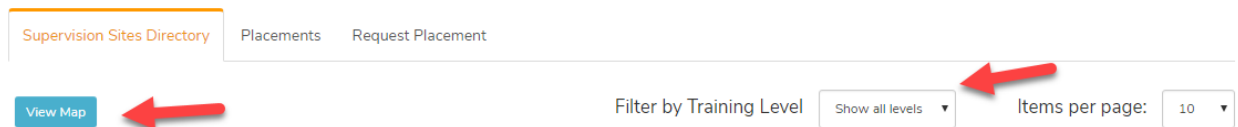
3. The number of openings available with SA-registered supervisors is displayed in the *Openings* column.

4. In the *Actions* column, you can click View to see details for a listed supervision site.
5. In the Supervision Site page, the *Supervision Site Information* section provides information for reaching the site's office; contact the office directly to inquire about openings with supervisors who may not be registered with SA.
6. If a site supervisor has agreed to a practicum/internship, you may select request placement to send a placement application to your clinical coordinator for approval.

Create Placement Application(s)

Placement applications are a request to your clinical coordinator to work with a supervisor for your practicum or internship. Creating a placement application (1) emails an invitation to Supervision Assist for your site supervisor, (2) allows you and your site supervisors to sign required agreement forms required for an application online, and (3) is sent to your clinical coordinator to be approved for your placement site. This is an important process that should be started as soon as possible.

1. From the main menu, select Placements and click Placements.
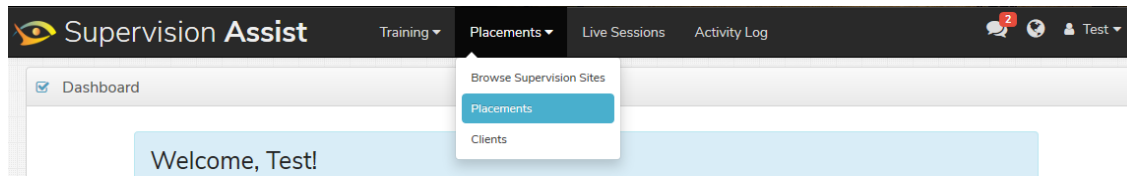
2. In the *Placements* tab, click Create Placement.
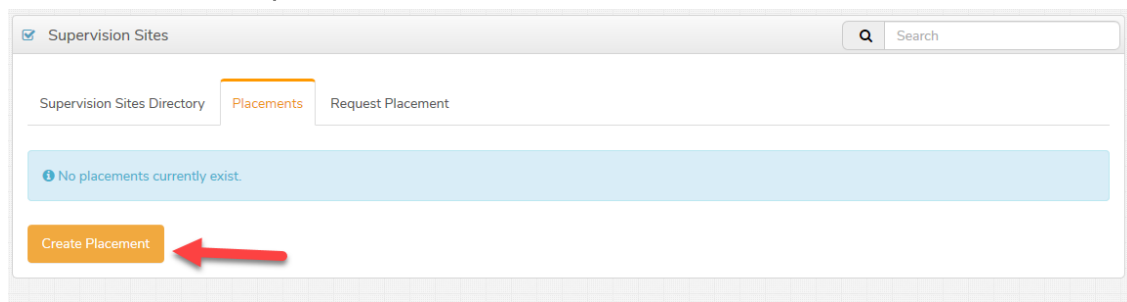
3. In the *Training* field, select the training for your placement application. (i.e. Practicum or Internship). If your training is not yet listed you may type in the training

Training

Training not listed	˅

Practicum

4. In the *Site Name* field, begin entering the name of your chosen supervision site.
   a. If the site has already been approved by your program coordinator and is listed in the Supervision Sites Directory, it will appear in the field's autocomplete list.

Supervision Site

   i. In the autocomplete list, click the site's name.
   ii. From the Supervisor Name dropdown, select the appropriate supervisor.
   iii. Or, if the supervisor is not listed, click Invite New Supervisor.
   iv. Enter the supervisor's *First Name*, *Last Name*, and *Email*.
5. If the supervision site is not listed in SA, click Add New Site.
   a. Complete the form for both the *Supervision Site* section and the *Supervisor* section.

An email invitation will be sent to the site supervisor

Submit Placement Application Requirements

1. Select *Placements* on the top navigation bar and select
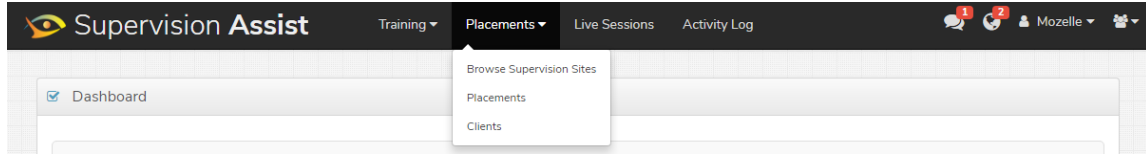
2. Under Action select view on your recently created application
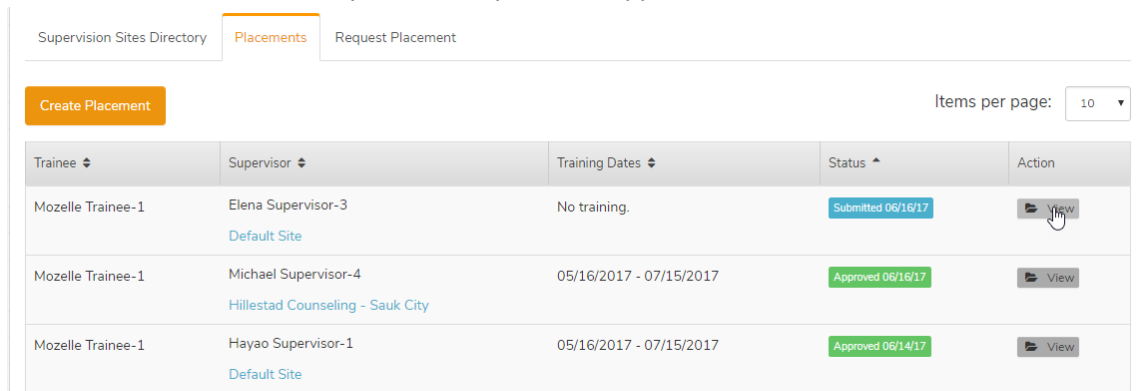
3.

4. On the Supervision Site Placement page for your application, your site supervisor's name will be displayed in the *Supervisor* section.

   a. Joined

   b. Waiting for signup

5. Click start on the required forms to sign your name online
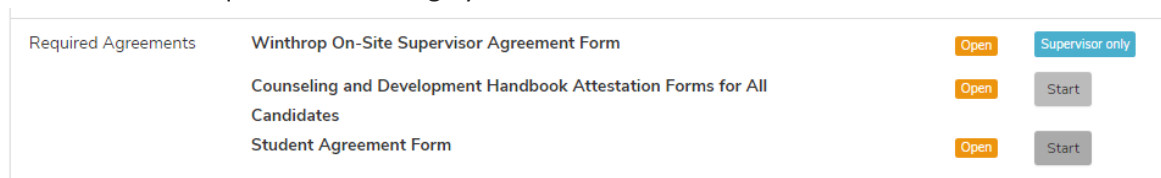
6. Under attached documents **please upload your LIABILITY INSURANCE** documentation. this is **REQUIRED** for your application to be approved.

Attached Documents
(Liability Insurance)   📎 Add Document

7. Make sure your Site Supervisor has signed their agreement form online. They can do this by logging in and clicking on placements on their dashboard. This will bring them to your placement

Assigned to You	Assigned to Others	Activity Logs	Objectives	Clients	Placements 2		
🧑 Mozelle Trainee-1		Default Site			Submitted 06/16/17		📁 View
🧑 Darrin Trainee-9		Default Site			Submitted 06/14/17		📁 View

8. If you started your practicum/internship before the beginning of the Semester please leave a comment on your Placement Application about your start date so your program coordinator may approve your earlier start date.

Placement for Cameron Lyons	
Training	COUN698, SEC: 401 School Counseling - Internship: 9/11/17 - 12/31/17
Supervisor	**RT** Richard Tench Credentials: Licensed Professional Counselor - Independent Practice, School Counselor; Masters degree; 6 years experience Concentrations: School Counseling - Secondary, School Counseling - Higher Education Specialty Populations: Children, Adolescent
Supervision Site Name	Kovacek-Hagenes
Address	169 Zboncak Island Suite 547 Charleston, WV 25302
Department	
Required Agreements	**School Counseling - Clinical Experience Agreement Form** Open Supervisor only
Attached Documents (Liability Insurance)	📎 Add Document
Status	Submitted 🗑️

➕ Add a Comment

9. After all agreements have been signed, your placement status will show 'ready' and a message will be sent to your program coordinator to review your application. After this review you may start documenting your hours in the activity log

Create Activity Log Entries

To track practicum or internship hours, create entries in the Activity Log page as follows:

1. From the main menu, click Activity Log.
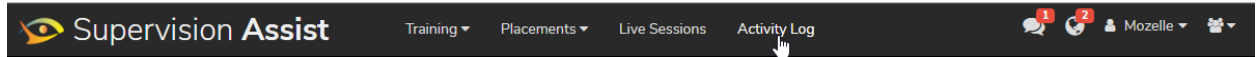
2. Select the appropriate day on the right-hand calendar, then click New Entry .
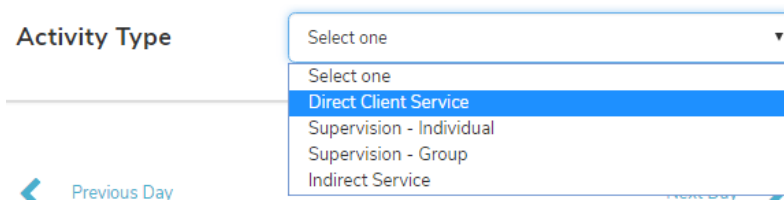3. If you have multiple placements, select your placement using the tabs on the top of the page.
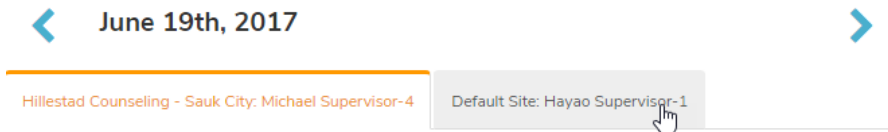
4. If you know the total time you will be working at the site, click Add Time On-Site from the top-left of the page.

5. Click + New Entry to log your activity.
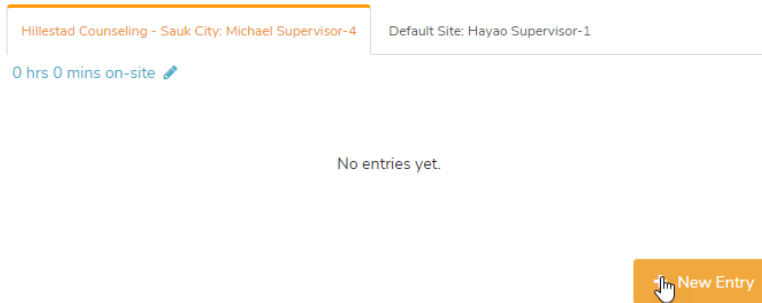
6. Chose the appropriate activity type, and fill in the appropriate fields. Press the save button to add a new activity entry

Start a Live Supervision Session (For Clients or Supervision Meetings)

Video Guide - https://goo.gl/dSL8hk

Supervision Assist allows the creation of HIPAA-secure live online video feeds to be created or scheduled at any time. These may be used for remote viewing of a supervision session, communicating with a supervisor, or starting a video chat with a trainee. You may create a session using the following steps.

START OR SCHEDULE LIVE SESSIONS

1. From the main menu, click Live Sessions.
2. In the Live Sessions page, click New Live Session.
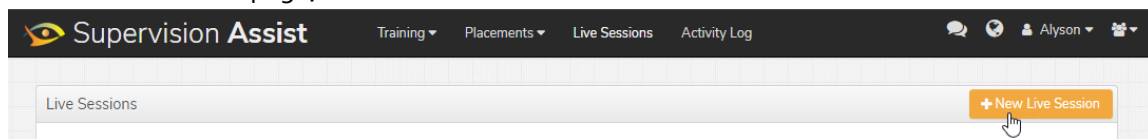
3. In the *Title* field, enter a name or description of your session for future reference.
4. In the Add Participant field, enter the first name of the person to include in the session; their full name will appear in the field's autocomplete list. Click the correct name to select it.
5. Repeat step 4 to include additional participants.
   a. To begin a live session immediately: In the *Start Now* tab, click Start Live Session Now.
6. To schedule the live session for a future date or time:
   a. In the *Schedule Future Session* tab, select the date and time in the *When* field.
   b. Enter the duration of the session in the *Estimated Duration* field.
   c. Click Schedule Live Session.

Send a Task / Attachment / Evaluation Request to Another User
In some situations you may want to send a task, a file attachment, evaluation, message, or task to another user. You may do this by creating a task
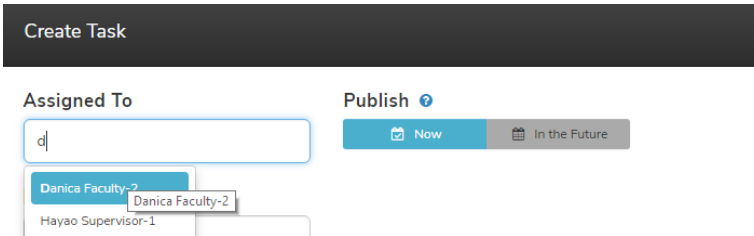
1. From the main menu, click Supervision Assist to go to your Dashboard, if not there by default.
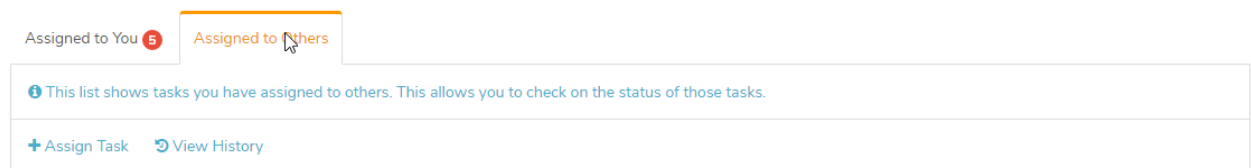
2. Select the Assigned to Others tab, and click Assign Task.
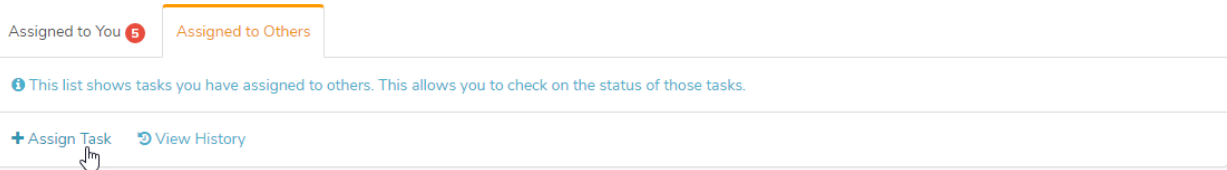
In the *Assigned To* field, enter the first name of the person you are assigning the task to; their full name will appear in the field's autocomplete list. Click the correct name to select it


3. Click on the appropriate task type.
    a. General: Sends a task to the selected include a description and attachment. (video, document, etc)
    b. Evaluation: Sends an evaluation to a user to complete
    c. CE-Course: Send a continuing education course for a user to complete. The course selection comes for www.ce-credit.com

4. Click Save.
5. The assigned task will be listed under the Dashboard's Assigned to Others tab.

Client Logs and Uploads

The steps to access activity log entries categorized by client and to upload client-related files are outlined below. But first, you must complete the required HIPAA Training Objective.

Complete the HIPAA Training Objective

1. From the main menu, click Supervision Assist to go to your Dashboard, if not there by default.
2. If not already completed, you will be presented with an alert: "You must complete the HIPAA Training Objective to upload client videos and documents."
3. In the alert, click Go to Objective.
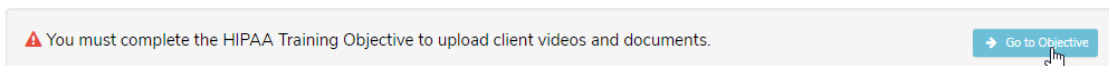
4. Read the objective details and attached resources.

The trainee will study material that provides knowledge about the Healthcare Information Privacy and Accountability Act (HIPAA). Trainee will read all HIPAA attachments listed with this objective and demonstrate knowledge of the material in discussions with the supervisor.

Objective Type	⚙ Skill Objective — Basic	
Standard	Mental Health Policy, Financing, and Regulatory Processes	
Completion Status	Not Required	✔ Mark Complete ▾
Attachments	📁 HIPAA Primer 📁 What is Protected Health Information (PHI) 📁 PHI Breach Procedure.	

5. When finished, click Mark Complete and confirm your submission. Its status is now "Submitted".
6. Your supervisor will see a notification about the completed objective on their dashboard under the Objectives tab. This will show up as a red number. Your supervisor will review the submitted HIPAA objective and, once approved, its status will be shown as "Completed".

Assigned to You	Assigned to Others **2**	Objectives **2**	Goals	
👤 Mozelle Trainee-1	1 objective to review			📁 View
👤 Derek Trainee-7	1 objective to review			📁 View

Add New Client and Enable Uploading

1. From the main menu, select Placement and click Clients.
2. Click New Client.
3. In the *Code* field, enter a code to associate with the client. Do not use the client's name.
4. Click Save.

If you have obtained proper client release forms to upload session videos or client data, your site supervisor can enable uploads with a client ("Uploads Enabled" status).

*You can also add new clients when creating a direct service activity log entries.

Adding a Video Attachment

Uploading video attachments or other client-specific files can be done in the Activity Log page in a pre-existing entry for a client that has been approved ("Uploads Enabled" status). You may also attach a video as a task (process in the step-by-step instructions for "create a task")

1. From the main menu, click Activity Log.
2. Select the appropriate day on the left-hand calendar and click New Entry.
3. From the Activity Type dropdown, select Direct Client Service.
4. Populate the resulting fields for the activity type.
5. In the Client Codes field, select or enter a client code with an "Uploads Enabled" status.
6. Click Save.
7. Your entry is then added to your log with a status of "Awaiting Review". Click the entry to expand it.
8. In the *Attachments* section, click Add Document.
9. Navigate to the video and select it, or drag-and-drop it into the upload window.
10. The attachment is now added to the client's entry.

Submit Learning Objectives

Learning Objectives are professionally developed resources and activities to complete at your placement site. Learning objectives are designed so you complete a practicum and internship experience that meets the requirements of the top accreditation processes in the field.

1. From the main menu, click Supervision Assist to go to your Dashboard, if not there by default.
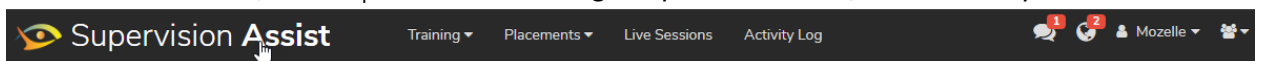
2. At the bottom of the page, a list of training units is shown along with suggested start dates. Click a training unit to expand it.
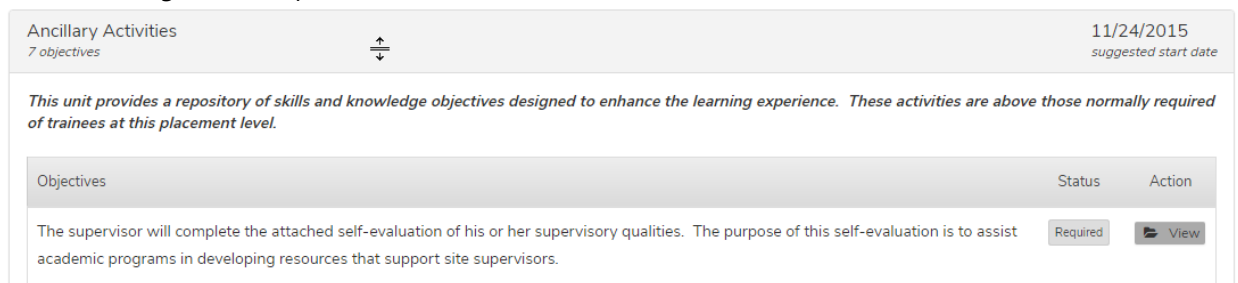
3. In the unit's *Objectives* section, click View to access the Training Objective details page.
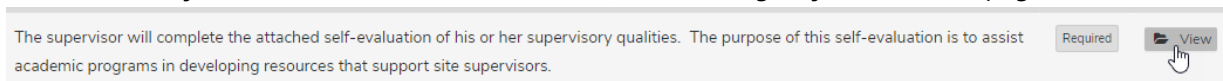
4. Read through the objective details, review any attachments or links where applicable, etc.
5. Once the objective has been met, click Mark Complete, and select the site or faculty supervisor to confirm your submission. Its status is now "Submitted".
6. Your supervisor will review the submitted objective and, once approved, its status will be

shown as "Completed".

View Submitted/Denied Objectives

1. From the main menu, click Supervision Assist to go to your Dashboard, if not there by default.
2. On the right side of your progress report is a button to view submitted objectives

3. Click on the appropriate tab to see submitted, approved, and denied objectives.

Edit your Profile & Upload a Photo

1. From the main menu, select your name and click Profile.
2. In the Your Profile page, click Edit Your Profile.
3. To add your picture, click Upload a Photo.
4. Navigate to the image and select it, or drag-and-drop it into the uploads window.
5. Modify the image and click Save, or click Skip.
6. The photo is now added to your profile.
7. Updated your information in other fields as needed.
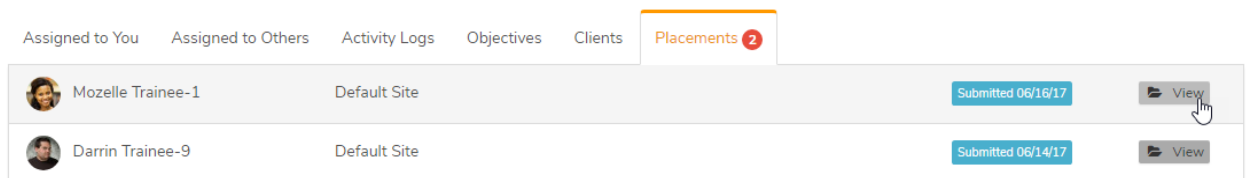8. When finished, click Save.

Site Supervisor Information

If this is your site supervisors first time using Supervision Assist they may have questions with you. The following information may help if you need to provide some initial instruction.
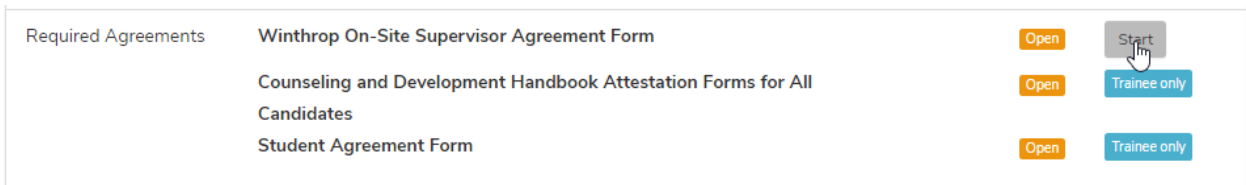
Sign required forms for a Trainee's Placement Application

When a site supervisor agrees to work with a trainee, the trainee informs the university of their practicum/internship. The trainee then submits a placement application to your site, which will invite you to join Supervision Assist and submit the required agreements. To do so:

1. Go to www.SupervisionAssist.com/login and log in using your credentials.
2. On the Dashboard, the *Placements* tab will show a notification icon.
3. Click on the Placements tab and click View on your trainee's application.

Assigned to You	Assigned to Others	Activity Logs	Objectives	Clients	Placements 2		
Mozelle Trainee-1		Default Site			Submitted 06/16/17		View
Darrin Trainee-9		Default Site			Submitted 06/14/17		View

4. For each of the agreement forms (except where it says "Trainee Only"), click Start.

Required Agreements	Winthrop On-Site Supervisor Agreement Form	Open	Start
	Counseling and Development Handbook Attestation Forms for All Candidates	Open	Trainee only
	Student Agreement Form	Open	Trainee only

5. Complete the form's fields where applicable, and enter your name in the *Signature* field.
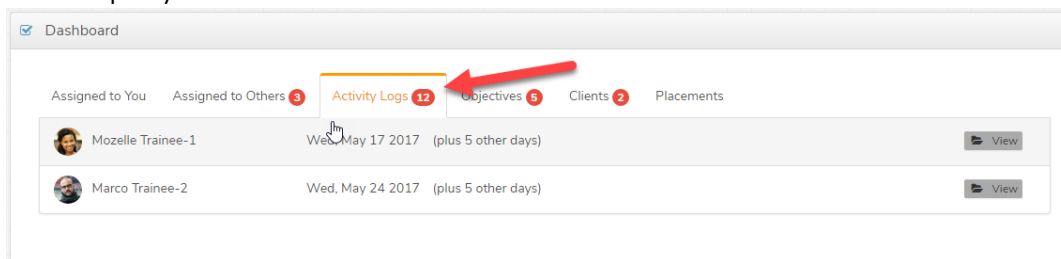
Signature

> Elena Avalor

⊘ Please type your name. Your address undefined will be recorded.

6. Click Submit.

Review and Approve Supervision Site Activities

The Activity Log page lists all activities that a trainee has completed at your supervision site. These entries must be verified you at the end of each week. To review and approve activity log entries:

1. From the main menu, click Supervision Assist to go to your Dashboard, if not there by default.
2. If you have Activity Logs that have not yet been approved they will show up as a red number at the top of your dashboard

☑ Dashboard

Assigned to You	Assigned to Others 3	Activity Logs 12	Objectives 5	Clients 2	Placements	
Mozelle Trainee-1		Wed, May 17 2017 (plus 5 other days)				View
Marco Trainee-2		Wed, May 24 2017 (plus 5 other days)				View

3. Select 'View' on your trainees name to view their activity log entries.
4. You may switch between days by selecting appropriate day on the right-hand calendar to view its associated entries. Any entries marked in yellow require your approval.

5. Click an entry to expand it; you can view journal notes, add comments, or see any additional information.

6. At the bottom of the page you may Approve All entries for the day
7. You can then approve individual entries, or approve all entries for that day at the bottom of the page.

8. If you believe a particular entry is wrong, you may revert your approval.

▼ Indirect Service: Site supervisor - group (3 or more 1h 00m			☑ Reviewed
Supervisor Signature	👤 Hayao Supervisor-1	⏱ 06/16/2017 03:06 pm	▦ 96.37.95.144
Placement	Default Site: Hayao Supervisor-1		
Time	⏱ 1 hour		
Clients	None		
Attachments	⚠ Admins using Login As cannot access attachments.		
Journal	Mozelle Trainee-1 has not made a journal entry yet.		
Status			↺ Revert Approval
	✚ Add a Comment		

9. Repeat these steps for each day where entries are pending your review.

* When you have multiple trainees, the current trainee name is displayed in the right-hand corner dropdown. Click the dropdown/trainee name to other trainees' entries.

Review Submitted Objectives

Learning objectives are activities for trainees to complete at your supervision site that help fulfill CACREP requirements for on-site training.

1. From the main menu, click Supervision Assist to go to your Dashboard, if not there by default.
2. When an objective needs review, it gets listed under the Objectives tab.

Assigned to You	Assigned to Others 3	Activity Logs 12	Objectives 5	Clients 2	Placements
Mozelle Trainee-1	3 objectives to review				View
Marco Trainee-2	2 objectives to review				View

3. In the *Action* column, click Review and select Approve or Deny.
4. If you wish to see more information about an objective (i.e. comments or attachments) select 'Go to Objective

Trainee Supervision Preparation

The trainee will attend the clinical orientation program offered by the institution during the semester prior to beginning the placement experience.

💬 No comments | ➜ Go to Objective

Submitted   Review ▾

Complete tasks (Evaluation, Continuing Education, Request, etc.)

At the top of your dashboard after logging in you will see a tab for "Assigned to You". This will show any evaluations or other requests that the student or university has for you. To complete a request please do the following.

1. From the main menu, click Supervision Assist to go to your Dashboard, if not there by default.
2. Click the Assigned to You tab; this displays requests assigned to you by others.
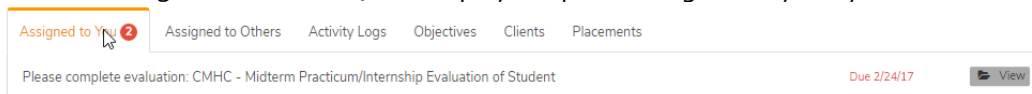
3. Click View to open the assigned task.
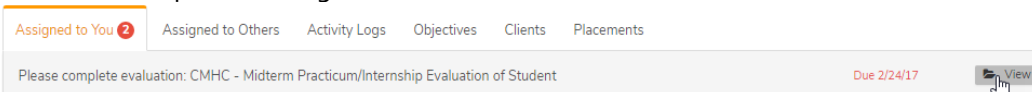
4. Read the description or request and use the green button in the Action row to complete the task. In this example, click Complete Evaluation to go to the evaluation page and complete the task.
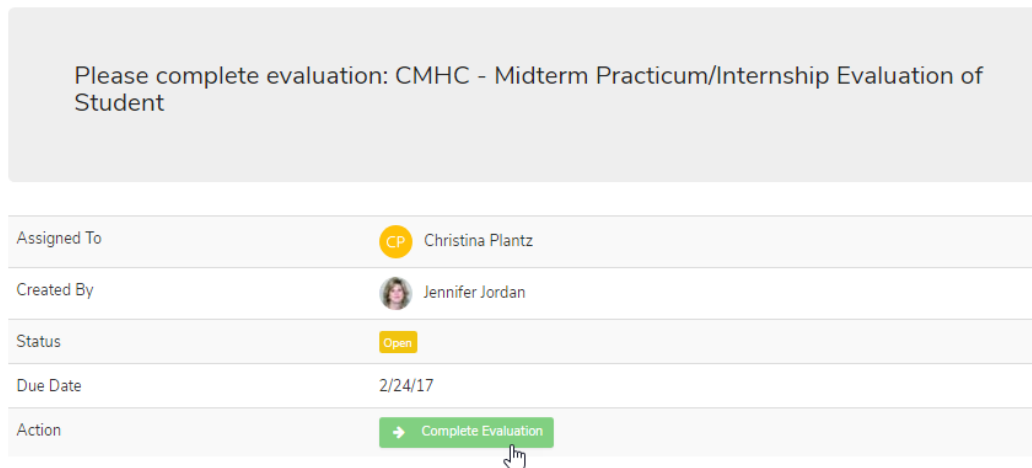
Enable / Disable Client Uploads

Supervision Assist allows uploading client documents and videos to HIPAA-secure online storage. After a trainee completes the HIPAA Training Objective, they may ask permission to upload a client's files online. The supervisor can enable or disable uploads for specific clients as follows:

1. From the main menu, click Supervision Assist to go to your Dashboard, and click the Clients tab.
2. In the *Clients* tab, click the trainee-client entry for which to enable uploads.
3. Click Ok to confirm.

Browse Activity Log Entries by Client

To view all activity log entries a trainee has entered for a particular client:

1. From the main menu, select Supervisor and click Clients.
2. In the Manage Clients page, select the trainee's name from the right-hand dropdown.
3. The trainee's clients and associated entries are then displayed.

Create Openings for Practicum or Internship Openings

You may use Supervision Assist to list any openings you have for future practicum and internship experiences. This will be included in a placement directory that a student may browse. To indicate an opening and your requirements use the following steps.

1. From the main menu, select Your Name and click Profile
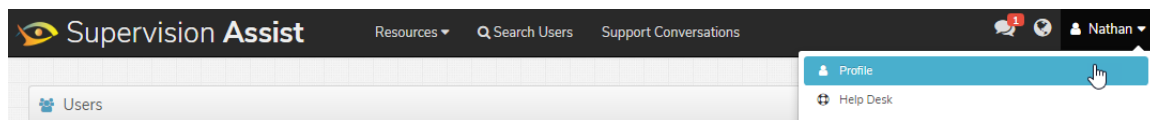
2. Select the Supervisor Profile tab and select Edit Your Profile
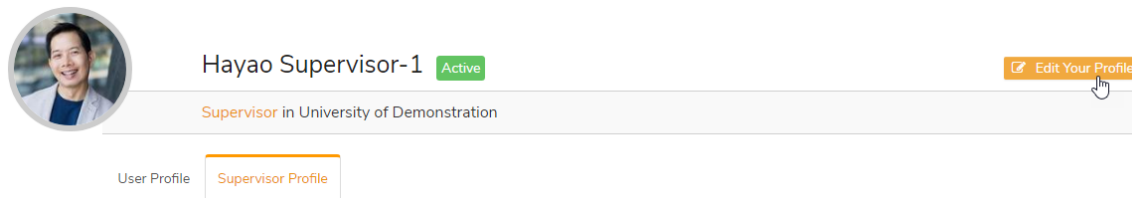
3. Specify a number on the maximum number of interns. When the amount of trainees working with you matches the max number of interns, your placement profile will automatically specify you have no openings.

FAQ - Frequently Asked Questions

Why does Supervision Assist state that I have not been assigned a training plan?

If you are seeing this message it is most likely because your placement application has not yet been approved by your program coordinator. If you have not done so already, follow the steps outlined in the *Student - Step by Step* section above to create a placement application. If your application has all the agreements completed and is ready for approval, you must wait for your application to be manually verified and approved by your university's staff (usually the program coordinator). Your training plan will be assigned once the application is approved.

Can I join or start live sessions from my mobile phone or tablet?

Yes! You can start a live supervision session on your phone or tablet by following these steps:

1. If using an iPhone or iPad:
    a. Download Zoom Cloud Meetings from the App Store:
       https://itunes.apple.com/us/app/zoom-cloud-meetings/id546505307?mt=8
2. If using an Android phone or tablet:
    a. Download Zoom Cloud Meetings from Google Play:
       https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en
3. Install the application following its instructions.
4. Follow the Zoom link from your email or text notification to join or start the live session.