

APPENDIX B- 1

**CLINICAL SITE APPROVAL REQUEST: CLINICAL MENTAL HEALTH
COUNSELING**

COUN 690/693 OR 694/695

Student Name _____

Current Address _____

Home Phone _____

___ Substance Abuse &
Addiction

Work Phone _____

___ General Practice

Cell Phone _____

Email _____

Clinical Site Name _____

Clinical Site Address _____

Proposed Site Supervisor's Name _____

Clinical Site Phone / Extension of Supervisor _____

Site Supervisor's Email Address _____

Supervisor's VITA/Resume (Please submit an abbreviated professional VITA or resume or use the attached form)

Below is the summary of Practicum (COUN 690) and Internship (COUN 693/694/695) experience requirements. Advanced Internship activities should build upon and exceed those engaged in during COUN 690 Practicum.

Students will learn about or participate in the following subjects and activities:

- 1) Collaboration with other mental health professionals
- 2) Organizational policies and procedures of the agency, including pertinent ethical and legal issues in clinical mental health counseling
- 3) Crisis intervention policies and procedures used at the agency
- 4) Individual and group counseling
- 5) Culturally sensitive service and counseling modalities to serve the culturally diverse members of the community
- 6) Program design, implementation and evaluation
- 7) Consultation
- 8) Referral services
- 9) Client advocacy
- 10) Assessment of clients utilizing diagnostic tools that are appropriate for the agency
- 11) Initial intake procedures
- 12) Case management
- 13) Documentation and record keeping
- 14) Includes a 720 hour clinical experience of which 280 hours is of direct service work (For students with Substance Abuse and Addiction counseling emphasis, a minimum of 300 hours including at least 140 hours of direct service must be in addiction and chemical dependency counseling)
- 15) A minimum of 10 hours in group work during Internship.
- 16) Includes a minimum of one (1) hour each week of individual supervision by the Site Supervisor
- 17) Allows student to obtain audio-and/or videotapes of student's interactions with clients for use in supervision (on campus individual supervision, on campus group supervision, and on site supervision)

Describe any additional activities the student will be engaged in at the site during Practicum and Internship.

