**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practicum Semester: Fall Spring Summer Change of Site

 Please circle one option above

Will you remain at this site for Internship? If Yes, how many Hours will you be YES NO at this site for Internship?

 Internship Hours(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total planned internship hours at this site

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 \_\_\_\_\_ hour clinical experience of which \_\_\_\_ hours is of direct service work (For students with Substance Abuse and Addiction counseling emphasis, a minimum of \_\_\_\_ hours including at least \_\_\_\_ hours of direct service must be in addiction and chemical dependency counseling)

 15) Includes a minimum of one (1) hour each week of individual supervision by the Site Supervisor

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

Policies, Procedures and Professional Practice Agreement

This is to confirm that the counseling activities I undertake as part of my supervised field experience for the Department of Counselor Education at The College of New Jersey, Ewing, New Jersey will be subject to the policies, procedures and professional practices of my field site.

Student’s Signature Date Clinical Site Supervisor’s Date

 Signature

Clinical Coordinator’s Signature Date

Return to: Clinical Coordinator

 Department of Counselor Education

 The College of New Jersey

 PO Box 7718

 Ewing, NJ 08628-0718 Phone: 609-771-2136