



Evangel University Counseling Program

Field Experience Handbook

Clinical Mental Health and School Counseling

2025-2026

Revised 04-29-2025

Table of Contents

Glossary of Terms	3
Field Experience	3
Prerequisites	4
Field Site Selection	5
Field Experience Application Process	6
<i>Supervision Assist</i>	6
<i>Timeline</i>	7
<i>Resources</i>	7
Field Experience Student Worksite	7
Paid Field Experience	8
Changing Field Sites	8
Field Experiences Without Onsite Supervisor	9
Required Field Hours	9
Graduate Credits and Completion of Field Experience	11
Background Checks, Fingerprint, and Family Safety Registration	11
<i>Background Check Results</i>	11
Substitute Certification	12
<i>School Counseling Students Only</i>	12
Liability Insurance	12
<i>Professional</i>	12
<i>Vehicle</i>	12
Semester Breaks, Holidays, and Inclement Weather	12
Telehealth	12
<i>Telehealth and In-Person Guidelines</i>	13
<i>Telehealth Across State Lines</i>	13
Ethical Issues for Students and Site Supervisors	13
<i>Confidentiality</i>	13
<i>Informed Consent</i>	15
<i>Multiple Relationships</i>	15
Site Supervisor and Agency Responsibilities	16
University Responsibilities	17
Field Coordinator/Faculty Supervisor Responsibilities	17

Graduate Counseling Student Responsibilities	17
Evaluation	18
<i>Educational Contract</i>	19
<i>Supervisory Evaluation</i>	19
Premature Termination from Field Experience.....	21
DEVELOPMENT, REMEDIATION, AND RETENTION	21
Field Forms and Documents.....	23
Site Supervisor Site Agreement Form	24
Affiliation Agreement Form – School Counseling.....	27
Affiliation Agreement Form – CMHC.....	34
Appendix A	38
Counseling Resources	38

Glossary of Terms

Academic Advisor – faculty member appointed to provide individual students with information and guidance through the counseling program.

Active Voice – clinician interacts and facilitates therapeutic interventions relative to treatment plan.

Agency – mental health/medical organization or school

Client – anyone receiving mental health or school counseling services from mental health provider or Evangel counseling student supervised by a university approved supervisor.

Co-therapy – direct mental health services provided concurrently by two mental health providers for one or more individuals at a time. Each provider has an active voice during the session.

Direct Service – synchronous, face-to-face interventions with clients (i.e., individual, group, co-therapy). Does not include shadowing.

Faculty Supervisor – Evangel professor who oversees practicum or internship course.

Field Coordinator – Evangel faculty member who provides oversight to the practicum and internship policies, procedures, training, and placement.

Field Experience – practicum or internship hours

Group – a psychoeducational or psychotherapy group is defined as an open or closed group with an average of at least 3 members to that meets multiple sessions in a row with the same members; if there is only 1 group member in attendance, that does not count as a group session

Indirect Service – field hours other than direct contact hours with clients

Internship – advanced field experience

Practicum – introductory field experience

Professional counselor – individuals who earned a counseling degree who hold a license and/or certification to practice as a counselor according to the laws and regulations of their state.

Program Coordinator – faculty member appointed to oversee the counseling program.

Site Supervisor – licensed mental health provider or certified school counselor overseeing the professional development of the field student.

True B – course grade that reflects 3.0 out of 4.0 grade points (84% to 86%)

Field Experience

For this document's purposes, students enrolled in practicum or internship are considered field students and will be referenced accordingly. Field students apply counseling knowledge and skills acquired thus far to clients under direct supervision and guidance of experienced licensed mental health professionals or certified school counselors. Before enrolling in field experiences, students must meet requirements set forth

by the Evangel University Counseling Program. It is the student's responsibility to follow established procedures for enrollment in field courses and be familiar with site policies for clinical placements and program requirements.

PREREQUISITES

Before beginning practicum and internship, students must complete at least 17 credit hours of coursework specific to their chosen track. Most students will have exceeded this minimum credit requirement by the time they reach practicum/internship. Students must earn a true B or better in Counseling Skills Lec/Lab and Professional Orientation/Ethics, as well as a 1 on the KPI for those courses, before beginning practicum. For all other courses, students must earn a B- or better in coursework leading to licensure as well as have an earned 3.0 grade point average. Additionally, students must earn a 1 on the KPI for Group Counseling Lab, before beginning Internship 1.

To be approved for field experience, the student must pass a candidacy review after completing a minimum of 17 program credit hours. Please see the program handbook for more details regarding consideration for candidacy. Those who do not pass candidacy are required to meet with the Program Director and their advisor in order to create a development plan to improve their performance. All students who pass candidacy will be offered the option to schedule a meeting with the core faculty member of their choosing, but this is not required. In some circumstances, students may receive a provisional candidacy if they have not yet obtained all required Demonstration of Knowledge KPIs but may achieve that by the end of the semester in which candidacy was reviewed. In this case, the provisional candidacy will be granted with specific notes on requirements that must be met by the end of that semester. If those requirements are not met by the end of the semester, the student would not pass candidacy and would not progress to field experience at that time.

To meet prerequisites for both field experiences, faculty encourage students to stay on sequence.

Prerequisite coursework includes:

Practicum

Course	CMHC	SC
COU 534: Integration of Christianity and the Counseling Profession	x	x
COU 508: CMHC Foundations	x	
COU 509: School Foundations		x
COU 523: Counseling Skills*	x	x
COU 526: Counseling Theories	x	x
COU 521: Professional Orientation and Ethics*	x	x
Candidacy - approved	x	x

COU 582: Classroom Management (simultaneous to practicum)		x
---	--	---

Internship

All nine Demonstration of Knowledge KPIs are required to be met with a score of 1 or 2 prior to beginning Internship I. If a student does not make progress in meeting expectations for the specific KPI, the faculty advisor, relevant faculty, and student will collaborate and develop a development and/or remediation plan.

Course	CMHC	SC
COU 503: Human Growth and Development	x	x
COU 625: Group Counseling Lec/Lab	x	x
COU 500: School Counseling Curriculum		x
COU 527: Couple and Family Counseling	x	
COU 627: Social and Cultural Diversity	x	x
COU 597: Mental Health Practicum	x	
COU 590: School Counseling Practicum		x
COU 610: Assessment	x	x

Course sequencing in a cohort model is deliberate and presumes successful completion of courses in the order in which they appear. Recognizing that there are situations periodically beyond the student's or program's control, the Program Coordinator will consider exceptions on an individual basis. Students who request exceptions to their respective programs must submit a detailed proposal to the Program Coordinator, through their academic advisor, for how they will otherwise complete program requirements. Faculty will carefully review and either accept, deny, or provide alternate suggestions.

FIELD SITE SELECTION

It is the student's responsibility to identify and secure his or her own field placement. This includes contacting the appropriate person at the site and going through a formal interview process at the field site of their choice. If the Site Supervisor has not supervised an Evangel University graduate counseling student, then it is the responsibility of the student to inform the Site Supervisor regarding the field requirements. Since the Field Coordinator will have final say in approving a site, all conversations with a potential Site Supervisor must be tentative. International students must coordinate their field placement site directly with the Field Coordinator to ensure all considerations for requirements are met.

Securing a site is very competitive. It is important to start identifying sites as soon as possible. The Faculty Field Coordinator provides a list of approved sites via Supervision Assist. In addition, students are encouraged to:

- Speak to current and previous students about their field experiences.
- Discuss possible sites with the Faculty Field Coordinator or your advisor.
- Identify the population you would like to serve and pursue agencies that serve this specific population.

- Build as much flexibility into your schedule as possible. Most agencies prefer students to be present for a full day(s).
- Be prepared to submit a current resume. Have your resume reviewed in the Center for Student Success.
- Understand that some sites may require a background check, drug screening, additional vaccinations, and off-site training. In the event the site does not cover the cost of these requirements, the student is responsible for covering the costs.
- Know the requirements for a supervisor.
- CMHC site supervisors must be independently licensed mental health professionals (counselors, social workers, marriage and family therapists, or psychologists) in the state where they provide supervision.
- SC site supervisors must be certified school counselors with a minimum of five years post graduate experience and preferably licensed professional counselors. Site supervisors must meet Missouri requirements for supervisors in their respective specialty tracks.
- When state requirements exceed Missouri requirements, supervisors in those states must meet their respective state requirements.
- All site supervisors must provide weekly supervision and periodic evaluations.
- Site supervisors can provide supervision to no more than 3 Evangel supervisees per semester.
- Understand the scope of duties. During field experience and upon site supervisor endorsement, students should assume duties of clinical staff /school counselor (conditional to level of training/experience; individual, group, relationship, psychoeducation). Sites that severely limit the student's activities may not be a good fit. In rare cases, an alternative placement may be necessary.
- Prioritize client and field student safety. Therefore, field students cannot be alone at a field site. School counseling field students are required to have a substitute teaching certificate to work alone with individuals or groups of school students.
- Acknowledge that ultimately, internship sites have the option of accepting or declining to have a graduate student at their site. Therefore, field candidates should make the best possible impression and conduct themselves in a professional manner when they visit sites on an informal or formal basis.

FIELD EXPERIENCE APPLICATION PROCESS

It is ultimately the responsibility of the student to secure their own placement/(s) for the field experience. The Field Coordinator is available for additional assistance and support as students navigate the site placement and approval process.

Supervision Assist

Supervision Assist is an online, comprehensive, HIPAA-secure application that integrates all of the tools that universities, supervisors, and students need for successful completion of clinical field experiences. You will use Supervision Assist for a variety of activities, including submitting your proposed practicum/internship site for vetting and approval, completing required contracts and paperwork, logging clinical hours, and more. You can also use Supervision Assist to record client sessions, which will be discussed in a subsequent section. Please read the Student Start Guide for more information on how to

navigate Supervision Assist. Also, please stay abreast of email communications sent by the Field Coordinator on relevant updates using Supervision Assist as platform capabilities increase and change over time.

Timeline

Approximately 6 months prior to your enrollment in practicum, students should begin the process of securing a site placement. We encourage students to begin their site search early in the recommended timeframe. The key to success in securing an appropriate site within a reasonable timeframe is preparation, initiative, and assertiveness, perseverance, and consistency of engaging each week to find a site. For online students, please be aware that some sites may participate in a “matching” system for clinical mental health interns and may require formal placement months before the official start of the course begins.

For seated students, there will be a Field Placement Fair the fall semester before practicum begins. After this opportunity to meet local sites, students will submit their top 3 sites. Sites will also be asked to select the top 3 students for their site. The Field Coordinator will coordinate the matching process for field placement, informed by those preferences. As you prepare for the application process, there are 3 key steps:

1. Review resources and strategies for field placement
2. Complete the pre-practicum checklist and documents
3. Register for class and complete paperwork in Supervision Assist

Resources

In the Counseling Program course in Canvas, a Field Placement module has been created to help you with the field placement application process and experience. Here you will find more details on proposed timelines, steps for application, guides for Supervision Assist, and other University related resources to help you succeed in field placement.

FIELD EXPERIENCE AT STUDENT’S WORKSITE

Under special conditions, a student may conduct his/her field experience at his/her current place of employment. This is permissible only if the practicum/internship is unique and distinct from current job responsibilities. Such a placement requires preapproval and should be carefully considered and planned. Students are to consider potential complications and be prepared to address the following issues with the Field Coordinator.

- Dual supervisory responsibilities.
- A different clinical supervisor is preferred to having the same supervisor for both employment and field experience.
- Overlapping and/or conflicting requirements for the site and the university.
- Overlapping or conflicting procedures and policies.
- Conflicting roles/expectations of site, employer, and university.
- Need to set boundaries between one’s employment and private life.
- When conflicts arise in the internship, employment could be compromised.
- The need for new and diverse learning experience.
- Submission of two letters (see below) *

Letter # 1 should be from the employer or school administrator and include the following information:

- A listing of current job responsibilities.
- Statement that employment responsibilities are separate from internship responsibilities and that the employment supervisor will help to ensure that these responsibilities remain separate**.
- A statement regarding dual relationships at the site and how conflicts in roles are to be managed if there is a conflict between responsibilities as an employee versus a field student.
- Statement listing who the employment supervisor is and who the internship supervisor is (and that they are different people).

Letter # 2 should be from the field site supervisor and include the following information:

- ❖ How the field student's work fulfills the requirements of the practicum/internship.
- ❖ A written job description of the internship activities, duties, hours, and direct contact time that will be undertaken by the intern to fulfill on-site internship requirements.
- ❖ Statement that the site and supervisors understand they are not required to pay the intern for at least the required 600 hours since the internship experience is a graduation requirement.

*The letter(s) must be from the Site Supervisor on the site letterhead (NOT from the student) and addressed to the Field Coordinator. Approval for worksite field experience then proceeds to a valid signed Site Supervisor Agreement.

** Within the State of Missouri, graduate school counseling students can be employed as provisionally certified school counselors. Therefore, field experience may overlap with employment. School administration must provide an acknowledgement statement on how responsibilities overlap and how conflicts in responsibilities as a graduate student and employee will be managed.

PAID FIELD EXPERIENCE

A student may choose an internship site that pays his/her interns as part of his/her standard policy. If a student wishes to have an internship at such a site, then an Academic Petition and a letter are still required. The letter should be from the site supervisor include information as listed in letter # 2 above (see above section).

An academic petition is a letter from the student and spells out a student's request to divert from standard program protocols. The academic petition is written to the Evangel Graduate Counseling Program Faculty and submitted to the Field Experience Coordinator. In the structure of a clear and formal letter, the petition must outline the standard practice, compensation agreement, rational as to why the opportunity is in the best interest of the student and commitment to complete the semester of the current field experience in the event funding sources are discontinued. Additionally, there needs to be an acknowledgement of the risks of accepting the opportunity and unplanned consequences (i.e., financial, academic, conferral etc.).

CHANGING FIELD SITES

Changing field sites is highly discouraged once there is an established agreement. Approval to change sites depends on the recommendation by the student's faculty supervisor and the program's Field Coordinator (see section Premature Termination of Field Experience). The student must submit a formal letter requesting a change stating reasons for the change and plans to secure an alternate placement. The field student and Faculty Supervisor/Field Coordinator may consult with the current and future Site Supervisor.

If the field experience is underway, the field student must follow professional standards for terminating clientele and avoid client abandonment. Field students must complete and submit paperwork for the new field site.

FIELD EXPERIENCES WITHOUT ONSITE SUPERVISOR

Students are PROHIBITED from participating in in-home or community-based counseling (e.g., counseling outside of an official office/site setting) where directly going into a client's private home is required for services. On occasion, agencies allow completion of field hours (i.e., group counseling) at local churches or community centers. For a field student to conduct counseling services in such settings, the Site Supervisor must provide appropriate intake paperwork, policy, and supervision of all counseling services. The student must write a formal letter of proposal for this type of experience. The letter should include the following:

- Description of the agency/organization.
- Clientele who will be served.
- Type of service will be provided.
- Type of supervision will be provided.
- Individual who is onsite and the point of contact in a crisis situation and their qualifications
- Copies of intake paperwork including informed consent.
- Plan for how records will be secured and/or transported.
- A statement from the organization's leader (community center, church) endorsing the counseling services.

REQUIRED FIELD HOURS

While SC and CMHC require practicum and internship, required hours differ from one specialty program to another. SC program requires a minimum 150 total hours (40 direct) for practicum whereas CMHC requires a minimum of 100 total hours (40 direct). Both programs require 600 total hours for internship (240 direct; online CMHC students located in Hawaii are required to get 130 direct hours per internship semester). See table below for breakdown of direct and indirect service.

All counseling students must conduct at least one group experience (total of 8-10 hours) over the course of a practicum or internship experience. This group experience is separate from the group experience in the group counseling course. Students cannot complete their group experience in practicum if they have not yet received a 1 on their Group Lab KPI. Students in practicum and internship should gain direct clinical experience in both individual and group counseling at their respective practicum and internship site/(s) where no more than 50% of direct hours should be represented by group counseling experience, unless approved by the Field Coordinator. By the end of the field experience sequence, students must have a total of 280 direct hours minimum (40 hours from practicum, 240 hours from internship), and only half of these hours can be represented by group counseling (140 hours or less). Furthermore, other types of counseling, including couple and family counseling, should be treated separately as compared to traditional group counseling. This policy is also reflected by certain state licensure laws that pose distinctions between individual v. group counseling hours in field sequence courses. Thus, students seeking a field placement site, should be mindful of selecting a site for potential approval where all hours will not be represented solely by group counseling hours, as this is not representative a holistic experience for a clinical mental health counselor in training.

Additionally, students in field experience (practicum and internship) must participate in an average of 1.5 hours of group supervision each week and obtain a minimum of 21 hours of group supervision each semester. Students will also participate in an average of 1 hour a week of supervision with their site supervisor (individual or triadic supervision) for a minimum of 15 hours of site supervision each semester.

Direct Service	Indirect Service
<ul style="list-style-type: none"> - Individual Counseling - Group Counseling/ Psychoeducation group presentation* - Couple/Family Counseling - Co-therapy – must have an active voice in the counseling process. - Assessments - Consultation (must be face to face for school counseling field students) - Curriculum delivery (SC) 	<ul style="list-style-type: none"> - Case mgmt. - Site supervision - Staff meeting - Trainings - Shadowing - Professional reading and case preparation - Record keeping - University Supervision - Site projects (workshop preparation, advocacy efforts, outreach, community engagement etc.)

GRADUATE CREDITS AND COMPLETION OF FIELD EXPERIENCE

Field students complete nine credits of field experience over the course of the program. Practicum hours only count for the practicum course. However, excess internship hours in one semester will rollover to the next semester internship hours. It is the field student's responsibility to track hours and submit time logs via Supervision Assist. Students who do not complete the required hours by the end of the semester will be assigned an incomplete grade, which can result in a delay in degree conferral. If a student has more than 1/3 of their direct hours remaining in Internship 1 (i.e. more than 40 direct hours needed), they must enroll in the 0-credit continuation course (COU 599 – Field Continuance) for the spring semester and pay a corresponding course fee. They cannot enroll in the 2nd internship until hours are completed through the continuation course. The student would then have to wait to complete Internship 2 until the fall semester, delaying graduation.

Upon completion of the counseling program, CMHC students will have a minimum of 700 field hours and SC students will have a minimum of 750 field hours. If a student plans to secure licensure and/or certification outside Missouri, it is the field student's responsibility to find out the amount of required field hours for the specific state and plan accordingly. As of July 1, 2024, the program website displays a chart of the licensure requirements for all 50 states. Students are responsible to ensure they understand the requirements of their state as some states may require additional field hours.

BACKGROUND CHECKS, FINGERPRINT, AND FAMILY SAFETY REGISTRATION

University students completing their field experiences in Springfield Public Schools must have a copy of a Fingerprint-Background Check and a Family Safety Registration. Other school districts or clinical mental health field sites may also require background checks and registration releases, prior to approving a student a field placement. It is the student's responsibility to provide and pay for the necessary documentation required for field placement. Students may request a background check through Evangel University Counseling Program, but students must provide a written authorization to release results to their field sites.

If the field site does not require a background check and the student has a felony conviction and/or incident recorded on the Family Safety Registration, it is best to disclose information to the site supervisor. This circumvents any disruption in the field experience once started.

Public Schools' Human Resource Departments can answer questions regarding mandatory forms to be on file before working in a public-school setting. For Missouri students who have not completed the requirement, please follow directions found at the website below:

<https://dese.mo.gov/educator-quality/certification/fingerprinting-background-check>

Background Check Results

Federal regulations prohibit the dissemination of criminal-history information outside of the agency (i.e., DESE or agency) that receives it; therefore, background/fingerprint information cannot be shared between school districts or between universities. Employers should not discuss the contents of these documents with other potential employers.

A school district or university CANNOT share the results of fingerprinting with an applicant. If an applicant has a background incident, DESE can mail a copy of the report about that incident to a public school district, but DESE will not fax or e-mail such records. Check on the DESE website to determine periods required for renewal of background checks.

SUBSTITUTE CERTIFICATION

School Counseling Students Only

The Missouri DESE determined that if CITs are left alone with children, they need to have a substitute certificate to be legal. Counseling students do not need a substitute certificate if they have a current teaching certificate. Students do not have to take additional classes to obtain eligibility, because transcript hours determine eligibility. A substitute certificate may be granted to an individual who has completed a minimum of 60 semester hours of credit from an accredited college/university or junior/community college. Please follow the directions for obtaining and submitting a substitute certificate found at <http://dese.mo.gov/educator-quality/certification/substitute-teachers>

Students living outside Missouri must work with their academic advisor to determine if their state requires a substitute certificate prior to enrolling in field courses.

LIABILITY INSURANCE

Professional

Every student must secure malpractice liability insurance through Evangel University prior to beginning the field experience. Students pay for liability insurance upon financially registering for the field course. Students may not begin field experience (seeing clients or working with students) prior to receiving confirmation of liability coverage and course start date. Students may participate in a site orientation prior to course start date.

Vehicle

Field students must not use personal vehicles to transport clients/school children. If a student is an intern and employee concurrently, the employer is responsible to cover transportation responsibilities and requirements for liability insurance as part of the employment agreement. It is prudent for students to obtain proper licenses in accordance with state laws and secure insurance coverage through the site or personal insurance company.

SEMESTER BREAKS, HOLIDAYS, AND INCLEMENT WEATHER

Evangel University's Counseling Program is rigorous and demanding. As a matter of self-care, the program discourages students from conducting field hours during semester breaks, holidays, and weekends. Field students are responsible to communicate school scheduled breaks and holidays. In the event student employment or other responsibilities prohibit conventional office hours, students can gain approval from the Field Placement Coordinator to accrue internship hours on scheduled breaks, holidays, or weekends, provided there is adequate onsite supervision. On occasion, Evangel University will cancel classes due to inclement weather. Since field students follow Evangel's inclement weather policies, they should work with site supervisors on how to inform scheduled clients of necessary cancellations.

TELEHEALTH

Telehealth is an expanding area of service where both clients and mental health providers are continuing to seek opportunities to access professional mental health services. As a student, it is important to know your site's policies regarding the provision of telehealth services. Specifically, you will be asked to complete training before you conduct telehealth during field placement. You have three options for completing training on telehealth: obtain telehealth training through field placement site and upload documentation in

Supervision Assist, complete online training certification online (inquire about training from Field Placement Coordinator) or take COU 645 Best Practices for Telemental Health as a 1 credit elective. Furthermore, you will inquire with your potential/approved site regarding services offered via telehealth and follow the site's specific guidelines and procedures on delivering counseling services via telehealth in a legal and ethical manner via the site's designated platform (e.g., Zoom, Simple Practice, Google Meet, Doxy, etc.). Each state outlines certain guidelines regarding counseling across state lines. In some states, you are not permitted to counsel clients via telehealth unless the client resides in that state and/or is present in the same state at the time of service. Furthermore, each state licensing board designates relevant guidelines regarding the provision of counseling across state lines and otherwise (e.g., professional needs to contact in the other state where the client resides to seek approval for services if the client is not a resident of the state where services are provided by the counselor).

Telehealth and In-Person Guidelines

As a general rule, students should pursue practicum and internship opportunities, where if telehealth is permitted, the student will have opportunity to experience both telehealth AND face-to-face direct contact with clients. Generally, **no more than 50% of direct service with clients should be represented by online or remote counseling**, unless approved by the Field Coordinator.

Telehealth Across State Lines

As practicum/internship students (as opposed to a licensed professional), students should be wary of sites who may recruit students to pursue practicum/internship opportunities across state lines, as this is NOT permitted. Furthermore, students should NOT engage in moving to another state to secure a field placement where telehealth services may be provided across state lines. Ultimately, students should explore field placement opportunities in the current state where they reside (unless moving for other purposes, such as spouse's job relocation, etc.) and engage with the site regarding telehealth offerings combined with the site's relevant policies and procedures regarding your ability to provide these services as a student.

ETHICAL ISSUES FOR STUDENTS AND SITE SUPERVISORS

Confidentiality

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

- ❖ The field students must adhere to state, professional, and site regulations regarding confidentiality of notes, files, and recordings. If possible, obtain and review a written copy of the site policies and regulations.
- ❖ Maintain confidentiality with respect to all information gained in the agency concerning clients or any other agency information that may be considered privileged. The field student is not to discuss cases/clients with anyone not professionally involved or sanctioned to need the information. Any case/client information discussed within group supervision or journal assignments must have all identifying information removed and/or changed to protect confidentiality. Do not use client's initials, birthdates, addresses (including city) specific places, dates of previous treatment, or readily identifiable information (workplace).
- ❖ Field students must inform clients of their student status and requirement for supervision.

- ❖ Field students are to conduct themselves professionally and ethically. Information learned within group supervision is to be kept strictly confidential by all group members and is not to be shared outside the group.
- ❖ References to internship experience are strictly prohibited on social media. This includes your internship site, population, situation, or any connotation to your site.
- ❖ Agency records are not to be removed from the agency unless otherwise directed by the Site Supervisor.
- ❖ Since session digital recordings are required for group supervision, it is the field student's responsibility to obtain the client's written permission to record. The consent/authorization should explain the limits of confidentiality and should clearly state the recording will be used for supervision purposes only. If the site does not have a consent form, use the Evangel University Recording Consent Form.
- ❖ It is the field student's responsibility to protect recordings from misuse or loss and to erase or destroy the recording after supervisory use.
- ❖ Students will utilize Supervision Assist for all documents, forms, hours logs, recordings, etc. related to field experience. Supervision Assist (SA) provides HIPAA compliance via the following procedures.
 - SA requires BAA (Business Associate Agreement) contracts from all sub-contractors in order to ensure that sub-contractors and other third parties handle the data in SA with utmost care.
 - Automatic Logoff: Sessions are terminated after 10 minutes of inactivity.
 - Upload Controls: Supervisors can set permissions on a per-trainee basis to allow or prevent uploading sensitive files, as well as view what is being shared.
 - Risk Analysis & Management: SA is secured against anticipated attacks, impermissible uses, and known threats.
 - Physical Safeguards: Access management prevents unnecessary access to production data.
 - Disposal: Uploaded files during the course of training in SA are safely disposed of upon graduation
- ❖ A field student may be removed from field experience or fail the field course for violating confidentiality. A field student's status in the program may be jeopardized and the student may not be allowed to continue in the counseling program.
- ❖ Field students are to discuss issues of confidentiality with the Site Supervisor before beginning the field experience.
- ❖ Field students are to sign a confidentiality statement of understanding, agreeing to hold information learned in the field site and group supervision confidential.

Informed Consent

Supervisors and supervisees have the responsibility to incorporate the principles of informed consent.

- ❖ Clients (consumers) must be aware that the field student is being supervised, the parameters of the supervision, and how this influences confidentiality (recordings, weekly supervision, group supervision).
- ❖ Supervisors and field students must be aware of procedures for contacting their supervisor or an alternate supervisor, in cases of crisis.
- ❖ Supervisors discuss expectations, roles, and rules related to the supervisory relationship.

Multiple Relationships

As noted in the 2014 ACA Code of Ethics (Section F3) the supervisory relationship is complex. Supervisors are responsible for creating and maintaining appropriate boundaries with supervisees.

❖ Social and Sexual Relationships

- Supervisors clearly define and maintain ethical, professional, and social relationship boundaries with their supervisee. They are aware of the power differential and the supervisee's vulnerability to undue influence and coercion.
- Supervisors should not engage in social contact or interaction that would compromise the supervisor-supervisee relationship. Dual relationships with supervisees that might impair the supervisor's objectivity and professional judgement should be avoided and/or supervisory relationship terminated.
- Supervisors do not engage in sexual relationships with supervisees and do not subject them to sexual harassment.
- Supervisees are required to report any violations as mentioned above to the Field Placement Coordinator or university official.

❖ Counseling Field Students

- Supervisors should not establish a psychotherapeutic relationship as a substitute for supervision. Personal issues should be addressed in supervision only in terms of the impact of these issues on clients and professional functioning.
- If a field student requests counseling, supervisors provide them with acceptable referrals or request they seek referrals through his/her faculty supervisor.

❖ Multiple Supervisory Roles

- Supervisors who have multiple roles with supervisees should minimize potential conflicts. When supervisors function in more than one role (e.g., clinical supervisor, administrative supervisor), it is important to carefully explain to students the expectations and responsibilities associated with each supervisory role.

SITE SUPERVISOR AND AGENCY RESPONSIBILITIES

According to the American Counseling Association (ACA) *Code of Ethics*, “the primary obligation of the counseling supervisor is to monitor the services provided by other counselors or counselor graduate students in training. Counseling supervisors monitor client welfare and supervisee clinical performance and professional development” (ACA, 2014, F1.a).

- A. Completion of a Site Supervisor Information Form before an experience occurs.
- B. Attendance and/or completion of orientation and training sessions provided by the UNIVERSITY.
- C. Development of a learning climate environment for the FIELD STUDENT in the AGENCY through a workable learning/teaching plan or structure.
- D. Honor university calendar (scheduled breaks, holiday, and weather closings).
- E. Conduct an orientation to the AGENCY including background checks.
- F. Provide suitable workspace.
- G. Meet for an average of one hour per week for site supervision to provide feedback and act as educator and model.
- H. Give and structure assignments geared to helping promote the FIELD STUDENT’s learning and professional growth as a beginning clinical mental health counselor/school counselor.
- I. Provide a variety of professional activities and resources, including technology
- J. Teach effective communication skills, both verbal and written.
- K. Serve as a role model for clinical mental health or school counseling.
- L. Encourage practice that is congruent with the program’s objectives, ethics, and values of the profession.
- M. Set up and participate in individualized educational contracts with each FIELD STUDENT and with the faculty supervisor.
- N. When possible, allow the FIELD STUDENT to audio/visual record a session for supervision purposes. If the agency does not allow recordings, the faculty supervisor will evaluate FIELD STUDENT counseling skills in at least one live supervision session per semester.
- O. Allow the FIELD STUDENT to present a audio/visual recorded client session or a recorded supervision session for a group supervision class.
- P. Evaluate the FIELD STUDENT’s progress toward meeting his/her goals and regularly communicate with faculty supervisor via email, phone and/or face to face meetings.
- Q. Participate in a three-way conference between mid-semester and the end of each semester (or experience) with the faculty supervisor and the FIELD STUDENT.
- R. Prepare a written evaluation of each FIELD STUDENT’s performance at mid-semester and end of each semester.
- S. Be available to each FIELD STUDENT in emergency situations.
- T. Submit university forms on time as needed for evaluation and reporting.

- U. Be familiar with the Clinical Mental Health Counseling or School Counseling Curriculum.
- V. Inform the faculty supervisor of any serious hindrances to learning.

UNIVERSITY RESPONSIBILITIES

The responsibilities of the university include:

- A. Maintain a counseling program aligned with standards set forth by the Council of Accreditation of Counseling and Related Educational Programs (CACREP);
- B. Provide field coordinator who is responsible for coordinating and recruiting field placements.
- C. Provide faculty supervisor who is responsible for directly communicating with the site supervisor and field student.
- D. Provide a field manual that outlines program and field objectives.

FIELD COORDINATOR/FACULTY SUPERVISOR RESPONSIBILITIES

The responsibilities of the field coordinator include:

- A. Enhancing the teaching contribution of the site supervisor by providing them with workshops, seminars, orientation sessions, course syllabi, University information and consultation.
- B. Offering field experiences that meet the program's criteria, for executing agreements between agency and the university's needs for orienting the site supervisor to the program's curriculum and the background of the individual field student.
- C. Helping the new supervisors plan for the field student in accordance with the objectives of field experience.
- D. Holding orientation meetings for the field students prior to field experience; keeping records of field student time accrued in the field and completing evaluation reports.

The responsibilities for the faculty supervisor include:

- A. Initiate monthly communication regarding student performance and progress,
- B. Meeting with the site supervisor and the field student in a three-way conference at least once a semester,
- C. Being available as a resource person for the field student,
- D. Being available as a consultant for the site supervisor,
- E. Providing group supervision classes for field students.

GRADUATE COUNSELING STUDENT RESPONSIBILITIES

The field student's responsibilities include:

- A. Arranging an academic schedule to allow for half/full day field hours or as Agency requests. Faculty supervisor must approve weekend work. The field student must submit a request for approval in writing,
- B. Performing duties in a professional manner, keeping commitments to the Agency, site supervisor, and faculty supervisor,
- C. Taking the initiative in seeking advice, consultation, or help from the Agency, site supervisor, or faculty supervisor,
- D. Bringing to the attention of the faculty supervisor questionable professional practices with the Agency or problems in securing weekly supervision sessions (average of one hour per week)
- E. Notifying the Agency site supervisor of academic schedules, absences, and tardiness in advance, as is expected in professional employment,
- F. Completing work assigned by the site supervisor in the Agency and the accountability documents required by the faculty supervisor within specialized deadlines,
- G. Applying principles of counseling learned in the classroom to the field, and to strive continuously to improve skills through periodic self-evaluation,
- H. Learning the ethics of counseling profession and always applying these principles to field experience. Confidentiality is especially important as an ethical principle
- I. Preparing and collecting documentation necessary for field evaluation (Affiliation Agreement, Educational Contract, Mid-term/Final evaluation etc.),
- J. Recognizing fieldwork can be stressful and create emotional, academic, spiritual, social, and physical strain. Balancing work and relaxation are core tasks of counselor wellness. In the event the field student's functioning impairs or diminishes professional competency, the field student is expected to seek support services, personal counseling or leave of absence.

EVALUATION

The faculty supervisor and site supervisor will collaborate in the evaluation of the field student. A letter grade based on:

- ❖ Completion of the hours and responsibilities agreed upon in the syllabus and site supervisor,
- ❖ Participation in and preparation for individual and group supervision,
- ❖ Demonstration of good interpersonal relationships with clients, co-workers, peers,
- ❖ Demonstration of a willingness to address personal issues or professional limitations by following the recommendation of the faculty supervisor and/or Site Supervisor,
- ❖ Demonstration of counseling and related skills consistent with their level of training.
- ❖ Cooperation with the suggestions of the site supervisor and faculty supervisor.

Any candidate who fails to adhere to the 2014 ACA Code of Ethics and the policies and regulations of Evangel University may be dismissed from the field site and receive an unsatisfactory grade and may be dismissed from the counseling program.

Educational Contract

With every field experience, field students are expected to gain competence and move to a higher level of self-supervision, personal accountability, and self-reliance. The educational contract is an opportunity for each field student to begin to make this transition by identifying specific goals and objectives they would like to develop as they prepare to become a professional counselor.

Supervisory Evaluation

The site supervisor, faculty supervisor, and field student will work collaboratively throughout the semester to assess the field student's performance and monitor progress. It is essential supervisors engage in and provide field students with ongoing feedback regarding performance and development. Although feedback is continuous, summative evaluations provide documented feedback (mid-term and final).

At the mid-point of the field experience, the site supervisor and field student will complete a structured mid-term evaluation and adjust the goals in the Educational Contract as needed.

The site supervisor will review their evaluations with field students before submitting the evaluation to the faculty supervisor. Supervisors are encouraged to record specific strengths and needed areas of improvement in the formal evaluations for informing university faculty of specific educational interventions for the field student.

Additionally, at the end of each semester, KPIs and Dispositions will be evaluated by the site supervisor and faculty supervisor. In order to graduate, students must earn a 1 on each KPI and Disposition at some point in time across internship. See the program handbook for a description of the KPIs and Dispositions.

Students will be assessed on each KPI in two different parts: Demonstration of Knowledge and Applied Skills. For the Demonstration of Knowledge, each student will have two chances to earn a KPI rating of 1 in their academic coursework except the specialty KPIs (only assessed once in academic coursework). Certain Demonstration of Knowledge KPIs must receive a 1-rating or better in order to progress to field experience. The Applied Skills KPIs are obtained during field experience (internship 1 and 2). If a student does not make progress in meeting expectations for the specific KPI, the faculty advisor, relevant faculty, and student will collaborate and develop a development and/or remediation plan. Students must earn a 1-rating or better on **each** KPI in **both** Demonstration of Knowledge and Applied Skills categories to graduate.

Applied Skills KPIs are evaluated in Internship 1 and Internship 2 through assignments and the final supervisor evaluation each semester.

KPI CACREP Standard	CACREP Standard	CMHC	School Counseling
3.A.10 Professional Counseling Orientation and Ethical Practices	10. ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling across service delivery modalities and specialized practice areas	Final Evaluation by Supervisor	Final Evaluation by Supervisor
3.B.2	2. the influence of heritage, cultural identities attitudes,	Final Evaluation by Supervisor	Final Evaluation by Supervisor

Social and Cultural Identities and Expectations	values, beliefs, understandings, within-group differences, and acculturative experiences on individuals' worldviews		
3.C.1 Lifespan Development	1. theories of individual and family development across the lifespan	Case Conceptualization	Case Conceptualization
3.D.5 Career Development	1. theories and models of career development, counseling, and decision-making	Case Conceptualization	Case Conceptualization
3.E.8 Counseling Practice and Relationships	8. counselor characteristics, behaviors, and strategies that facilitate effective counseling relationships	Supervisor Observation Form	Supervisor Observation Form
3.F.2 Group Counseling and Group Work	2. dynamics associated with group process and development	Supervisor Evaluation of Group Work	Supervisor Evaluation of Group Work
3.G.10 Assessment and Diagnostic Processes 1	10. use of structured interviewing, symptom checklists, and personality and psychological testing	Case Conceptualization	Case Conceptualization
3.G.11 Assessment and Diagnostic Processes 2	11. diagnostic processes, including differential diagnosis and the use of current diagnostic classification systems	Case Conceptualization	Case Conceptualization
3.H.1 Research and Program Evaluation	1. the importance of research in advancing the counseling profession, including the use of research to inform counseling practice	Case Conceptualization	Case Conceptualization
5.C.5 CMHC Specialty	5. techniques and interventions for prevention and treatment of a broad range of mental health issues	Final Evaluation by Supervisor	N/A
5.H.10 School Counseling Specialty	10. school counselor consultation with families, PK-12 and postsecondary school personnel, community agencies, and other referral sources	N/A	Consultation Reflection Paper

PREMATURE TERMINATION FROM FIELD EXPERIENCE

Conditions under which a field experience ends are as follows:

1. Placement ends due to site supervisor or agency responsibility not being fulfilled.
 - a. Inadequate or inappropriate supervision
 - b. Inadequate or inappropriate field experience
2. Placement ends because the field student is unable to fulfill responsibilities.
 - a. Field students are terminated due to lack of compliance with agency policies and expectations.
 - b. Field student's behavior with clients, co-workers, or supervisor is unethical.
 - c. Field student's life circumstance does not allow completion of planned hours.
3. Placement ends due to no fault of supervisor or field student.
 - a. Site closes
 - b. Budgetary restrictions or new policy

For all conditions, the field coordinator works with the field student to find an alternative field experience. For the second condition, the field student may be required to complete a remediation plan or be removed from the program.

DEVELOPMENT, REMEDIATION, AND RETENTION

When problems in academic, psychological, and behavioral functioning impact the future of the student's standing in the program, the counseling faculty may draw up a development plan or a remediation plan to assist students in correcting these problems.

A **development plan** is created by a student with their advisor or course instructor to work on specific growth areas. A development plan could be initiated by the student or the advisor/faculty member and is likely the first response to address a concern such as, but not limited to, a zero rating on a KPI or disposition or poor performance in a course. A development plan might also reflect content contained in the field experience Educational Contract. Students who do not meet the goals of a development plan may be moved to a remediation plan.

A **remediation plan** is required when there is a significant faculty concern regarding a student. Generally, this is needed when a student has an ethical violation or repeated patterns of poor academic or dispositional performance. A remediation plan may include (but is not limited to):

- Documentation of the problem areas.
- Evaluation and academic counseling of the student by faculty members and/or supervisor.
- Recommendation for the student to seek professional help to address personal concerns that may be affecting his/her competency.
- Requiring the student to take a leave of absence from the program until the problem area(s) is appropriately resolved and sufficiently addressed.
- Dismissal from the Evangel University Counseling Program.

Sometimes a student's remediation plan may include a referral to a licensed mental health provider. Counseling faculty require only that the mental health provider report on the student's attendance and overall progress. Seated students are eligible to receive counseling services through the Evangel University Counseling Center located in the Wellness Center. In addition to on campus counseling services, students may access a list of counseling providers (Appendix A) located in the Counseling Program Resources site in Course Commons.

The remediation plan takes the form of a written contract, specifying behavioral expectations, assistance to be provided, and specific outcomes with a timeline. The student's academic advisor/course instructor is the lead person for constructing the plan. If plans to address the problem are not acceptable to the student, the student can make an appeal to the following people in sequential order: Counseling Program Director, Chair of the Behavioral and Social Sciences, and Chief Academic Officer. For a distance student, a remediation plan will be constructed and discussed via video stream platform (TEAMS). The plan will be signed, stored, and updated via password protected digital file.

If a student is placed under a remediation plan, every effort is made to protect student confidentiality and student records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). A hard copy of the remediation plan will be stored in the student's file. To protect confidentiality, no record of the remediation plan will be stored on university academic portal. No student is discriminated against due to disability. Reasonable accommodations are made in accordance with policy described in the Evangel University College of Adult and Graduate Studies Handbook.

Field Forms and Documents

The following section contains forms, documents, and resources for field experience. All forms are applicable to counseling students unless indicated by specialty track. Students are responsible for having all forms for their specific program signed and submitted to their respective faculty supervisor via Supervision Assist. Counseling faculty encourages students to keep a copy of all documents including activity logs for future reference. Field documents include the following and can all be found in Supervision Assist:

- ❖ Handbook Acknowledgement Statement
- ❖ Endorsement Form
- ❖ Site Supervisor Agreement Form*
- ❖ Stipend Waiver Form – Site Supervisor
- ❖ Affiliation Agreement Form – School Counseling*
- ❖ Affiliation Agreement Form - Clinical Mental Health Counseling*
- ❖ Educational Contract
- ❖ Ideas for Educational Contract
- ❖ Field Confidentiality Statement
- ❖ Self –Assessment Form
- ❖ Consent for Direct Observation, Audio and/or Visual Recording
- ❖ Recording Critique Form
- ❖ Alternate Assignment for Recording
- ❖ Midterm Evaluation Form – School Counseling
- ❖ Midterm Evaluation Form – Clinical Mental Health Counseling
- ❖ Evaluation of Site Supervisor – School Counseling
- ❖ Evaluation of Site Supervisor – Clinical Mental Health Counseling
- ❖ Site Visit Form
- ❖ Final Evaluation Form – School Counseling
- ❖ Final Evaluation Form – Clinical Mental Health Counseling

*Key documents are included below

SITE SUPERVISOR SITE AGREEMENT FORM

This agreement from the Evangel University Counseling Program serves to verify the placement of _____ at the training site, _____, for the purposes of providing practical academic training and service-based learning as part of the required practicum/internship experience. The practicum/internship experience shall extend from _____ to _____.

While practicum students have completed basic counseling coursework and internship students are in the latter stages of academic training, students require ongoing clinical oversight and evaluation of professional competence by onsite supervisors. Students are trainees and are uncompensated volunteers. In rare cases, a site supervisor may request the removal of a student due to poor performance and lack of progress. The training site acknowledges that no student shall be discriminated against, nor shall opportunities be withheld based on race, ethnicity, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

With the assistance of the training site, Evangel's Faculty Supervisor and Field Coordinator will monitor the progress and compliance of the student with the training site. The training site may immediately terminate service any student as necessary. The training site agrees to contact the Practicum/Internship Coordinator before any student is terminated from service.

Site/Supervisor Requirements: Compensation will be rendered to the onsite supervisor (\$50 per credit) at the end of each semester with completion of a W-9 (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>). Site Supervisors may waive the right to receive compensation by submitting a completed Stipend Waiver Form. The training site will be responsible for direct supervision of all activities performed by the student at the site. Supervisors accept professional responsibility for assisting the student in developing skills and knowledge necessary for autonomous practice as a professional counselor. Further, the site will be responsible for the following:

- Assign a supervisor who has the appropriate credentials, experience, and commitment to supervise the student. CMHC supervisors must possess a minimum of a master's degree in counseling or related profession, must be licensed as an independent practitioner in the state where they are providing supervision, have a minimum of two years professional experience, and have relevant training in supervision. SC supervisors must fully be credentialed as a school counselor in the state where they provide supervision, have five years post-master's experience as a school counselor and have relevant training in supervision. * **Please attach a resume/vita.**
- Attend a yearly site supervisor orientation and training session.
- Inform students of agency expectations including required background checks, safety protocols and relevant agency policies.

- Provide the student with a physical environment and professional activities appropriate for the practicum/internship experience. The experience should include a combination of direct service to clients, case management, supervision, consultation, training, and education.
- Collaboratively work with students to set three specific practicum/internship goals and complete Practicum/Internship Educational Contract.
- Provide an average of one hour of individual or triadic (one supervisor and two trainees), face-to-face supervision weekly for a minimum of 15 weeks. Supervision may utilize session recordings, live observation, review of case records, or collaborative service delivery.
- Supervisors will provide honest and timely feedback to students regarding their overall performance, including strengths and needed growth areas. Supervisors will complete a midterm and final summative evaluation, provided by the trainee through the Practicum/Internship Coordinator.
- Meet with the Practicum/Internship Faculty in a face-to-face consultation regarding the trainee's progress, strengths, and growth areas.

*When state requirements supersede Missouri requirements, students and supervisor must abide by such requirements.

Counselor in Training Requirements: The CIT is responsible for the following:

- Complete appropriate course pre-requisites prior to the start of the practicum.
- Abide by the policies of the practicum site.
- Abide by the policies and procedures of the Counseling Program Student Handbook.
- Conduct oneself in an ethical and professional manner.
- Provide training site with verification of liability insurance and background check reports as requested.
- Complete the required number of field experience hours according to the student's program and field requirements. Spanning over no less than 10 weeks, practicum experiences include 100 hours (40 must be direct service) for CMHC students and 150 for SC students. CMHC students must earn internship hours over two semesters. All interns must complete a minimum of 600 hours (260 must be direct).
- Participate in a minimum of one hour per week of face-to-face individual or triadic supervision.
- Provide site supervisors with necessary evaluation forms.

Your signature indicates you understand and agree to abide by the field responsibilities and requirements set forth throughout the duration of the field experience.

Site Supervisor's Signature/Date

Principal Signature (if applicable)/Date

Site Name & Address (include zip code)

Site Phone

Professional License/Number

Supervisor's Email and Emergency Phone

Field Student Signature/Date

Student's Phone & Email contact

Faculty Supervisor's Signature/Date

AFFILIATION AGREEMENT FORM – SCHOOL COUNSELING

Evangel University, on behalf of its School Counseling Program, (“EVANGEL UNIVERSITY”), and _____ (“AGENCY”) agrees as follows:

WHEREAS EVANGEL UNIVERSITY has established a program (the “field experience”) for professional education development as part of its requirements leading to a degree from the Counseling Program; and

WHEREAS the AGENCY desires to aid the professional development of students in the Scholl Counseling Program; (prepare students with a basic competence for an entry-level school counseling practice).

NOW THEREFORE, in consideration of the mutual benefits to be received, the parties do hereby mutually agree to the following provisions:

Section 1. Discrimination

Neither party shall discriminate against any student desiring to participate or any student participating in the field experience because of race, ethnicity, national origin, color, gender, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.

Section 2. Insurance

- A. EVANGEL UNIVERSITY shall require that students assigned to the AGENCY be covered by professional liability insurance. EVANGEL UNIVERSITY offers students professional liability insurance as a fee to the student. The AGENCY may require students to provide verification of their coverage.
- B. EVANGEL UNIVERSITY acknowledges that students shall not be covered under the AGENCY’S Worker’s Compensation Insurance and informs the students of this fact.

Section 3. Sexual Harassment

- A. Sexual harassment will not be tolerated by the AGENCY, EVANGEL UNIVERSITY, or the student in the field experience.
- B. All parties acknowledge that sexual harassment of students is a violation of Title IX of the Educational Amendment so f 1972, which prohibits sex discrimination in education. Academic sexual harassment is the use of authority to emphasize the sexuality of a student in a manner which prevents or impair that student’s full enjoyment of educational benefits, climate, or opportunities. Unwelcome sexual

advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when grades or educational progress are contingent upon submission to such conduct, or when the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

- C. All parties agree matters concerning alleged sexual harassment by students will be addressed according to procedures as outlined in Evangel University's Student Handbook. See <http://www.evangel.edu/current-student/title-ix/>.

Section 4. Mutual Responsibilities

The school district will provide the following services:

- A. Assign the student to a site supervisor who has a master's degree in counseling and is a fully credentialed school counselor with a recommended five years and no less than two years post-master's experience at the level – elementary, middle, or high school – in which the student will be working and/or who meets the specific approval of the university school counseling program.
- B. For districts employing provisionally certified school counselors during their field experience acknowledge the following:
Missouri's State Department of Elementary and Secondary Education (DESE) allows graduate school counseling students to be employed as provisionally certified school counselors; therefore, field experience may overlap with employment. School administration are to sign an acknowledgement statement recognizing that responsibilities may overlap and there are contingencies in place to manage any conflicts in the dual role as a student/intern in addition to being a contracted employee. Student/interns are to practice within the scope of their training expertise.
IF the intern named on this affiliation form is contracted as a provisional school counselor, please affirm the following with your signature.

- ✓ I acknowledge that the intern in training is to practice within his/her training expertise.
- ✓ When intern recognizes that assigned duties or responsibilities are out of his/her expertise, intern is to notify site supervisor that such activities or responsibilities cannot be completed ethically or legally.
- ✓ Site supervisor contacts administration if adaptations to responsibilities cannot be accommodated or modified. If the site supervisor is not available to consult, intern to directly contact administrator.

- ✓ Site supervisor and administrator consult with intern to determine processes to follow to manage any conflicts that may occur as student/intern meets dual role as a contracted employee.

The site supervisor will:

- A. Provide a curriculum vita that reflects the completion of a master's degree in counseling and is a fully credentialed school counselor with five years post-master's experience at the level—elementary, middle school, or high school. CV will also reflect completed training in counseling supervision.
- B. Attend an orientation at the university.
- C. Explain specific school counselor duties to the field student.
- D. Coordinate the field student's duties (150 hours for three credit hours of practicum and 300 clock hours per three credits of internship) with the school. Students must complete 40 hours of direct service for practicum and 240 hours of direct service over six credit hours of internship.
- E. Provide site supervision of the field student's work with feedback and support, including an average of one (1) hour per week of face-to-face individual supervision totaling at least 15 hours over the semester.
- F. Provide feedback concerning the field student's progress with the faculty supervisor through the completion of evaluation forms (discussed with the student counselor and forwarded to the faculty supervisor). Phone calls, emails, and visits by the faculty supervisor also may be part of the feedback process.
- G. Immediately contact the faculty supervisor in case of any concerns or deficiencies in the field student's performance.
- H. Provide supervision to no more than 2 supervisees per semester.

The **Field Student** will:

- A. Be at the agreed upon location at the scheduled times.
- B. Always demonstrate professional behavior consistent with ethical guidelines,

- C. Be assigned general duties and responsibilities in the following areas from the Missouri Comprehensive School Counseling Program: Curriculum Delivery, Individual Planning, Responsive Services, and System Support or state requirements if residing outside Missouri,
- D. Attend weekly Evangel University group supervision classes of an average of 1.5 hours per week (minimum of 21 hours per semester), to receive feedback regarding counseling performance
- E. Keep a log of the time spent in the internship experience that records dates, hours, and the duties/activities accomplished.
- F. Write reflections of the internship experience to be submitted to the faculty supervisor,
- G. Complete all assignments, which may include recordings of counseling sessions for review by supervisors and field students enrolled in the same practicum/internship class,
- H. Recognizing fieldwork can be stressful and create emotional, academic, spiritual, social, and physical strain. Balancing work and self-care are core tasks of counselor wellness. In the event the field student's experiences impairment or diminishes professional competency, they are expected to seek support services, personal counseling or leave of absence.

That the **Evangel University Faculty Supervisor** will provide the following:

- A. Enhancing the teaching contribution of the site supervisor by providing them with workshops, seminars, and orientation sessions, course syllabi, University information and consultation,
- B. Advise the counseling student of the requirements (e.g., class meetings, activities, reports, evaluations) involved in the field experience,
- C. Provide class meetings an average of 1.5 hours per week (total of 15 hours per semester) to discuss common needs, expectations, experiences, and to assist graduate counseling student in their training needs,

- D. Maintain monthly contact with the site supervisor to discuss student progress (e.g., evaluation documents, telephone or e-mail contacts, and site visits) as deemed necessary,
- E. Provide feedback and maintain appropriate records for evaluation and grading,
- F. Be responsible for the final evaluation grade of the graduate counseling student.

Section 5. Terms of Agreement

The terms of this Agreement shall be for ____ academic semester(s) commencing on _____. Either party may cancel this agreement for any reason by giving 30 days' notice to the other party.

The following signatures verify agreement to these conditions:

Site Principal: _____

Site Supervisor: _____

Field Student: _____

Evangel University Instructor/Field Coordinator: _____

School District Name _____

Address _____

Phone Number: _____

Demographics:

_____ % of students eligible for free or reduced- price lunch according to DESE online.

Personnel Information:

Principal's Name: _____

Site Supervisor's Name: _____

Site Supervisor's Certification: _____

(e.g., K-8, 9-12, both K-8 and 9-12 and level of degree/ licensure such as Masters, Specialist, LPC, Ed.D., Ph.D.)

Site Supervisor's email _____

Site Supervisor work phone _____

Site Supervisor mobile phone (optional) _____

Graduate Student Information:

Name: _____

Address: _____

Phone(s) (____) _____ (____) _____

Emergency Contact Name _____

Emergency Contact Number (____) _____

Student's Email: _____

Anticipated Certification (check one)

_____ Elementary School Counseling (K-8, for added on certification)

_____ Secondary School Counseling (7-12, for added on certification)

_____ Both (K-8 and 7-12)

Semester and year of Field Experience: Fall _____ Spring _____ Year _____

Graduate Student's Current Certification:

Y / N Substitute Teaching Certification

Grades or Subject of Teaching Certification: _____

Y / N Other Certification or Licensure: _____

It is the expectation of all three parties involved that the above conditions be met. Should they not be met, it is imperative that all three parties discuss the situation at the earliest possible date.

AFFILIATION AGREEMENT FORM – CMHC

Evangel University, on behalf of its Clinical Mental Health Counseling Program, (“EVANGEL UNIVERSITY”), and _____ (“AGENCY”) agrees as follows:

WHEREAS EVANGEL UNIVERSITY has established a program (the “field experience”) for professional education development as part of its requirements leading to a degree from the Clinical Mental Health Counseling Program; and

WHEREAS the AGENCY desires to aid the professional development of students in the Clinical Mental Health Counseling Program; (prepare students with a basic competence for an entry-level clinical mental health counseling practice).

NOW THEREFORE, in consideration of the mutual benefits to be received, the parties do hereby mutually agree to the following provisions:

Section 1. Discrimination

Neither party shall discriminate against any student desiring to participate or any student participating in the field experience because of race, ethnicity, national origin, color, sex, age, marital status, political belief, religion, or mental or physical disability.

Section 2. Insurance

- A. EVANGEL UNIVERSITY shall require that students assigned to the AGENCY be covered by professional liability insurance. EVANGEL UNIVERSITY offers students professional liability insurance as a fee to the student. The AGENCY may require students to provide verification of their coverage.
- B. EVANGEL UNIVERSITY acknowledges that students shall not be covered under the AGENCY’S Worker’s Compensation Insurance and informs the students of this fact.

Section 3. Sexual Harassment

- A. Sexual harassment will not be tolerated by the AGENCY, EVANGEL UNIVERSITY, or the student in the field experience.
- B. All parties acknowledge that sexual harassment of students is a violation of Title IX of the Educational Amendment so f 1972, which prohibits sex discrimination in education. Academic sexual harassment is the use of authority to emphasize the sexuality of a student in a manner that prevents or impair that student’s full enjoyment of educational benefits, climate, or opportunities. Unwelcome sexual

advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when grades or educational progress are contingent upon submission to such conduct, or when the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

- C. All parties agree matters concerning alleged sexual harassment by students will be addressed according to procedures as outline in the Evangel University Student Handbook. See <http://www.evangel.edu/current-student/title-ix/>

Section 4. Mutual Responsibilities

The site supervisor will:

- A. Provide a curriculum vitae that reflects the completion of a master's degree in counseling or related field, licensing information and completed training in counseling supervision.
- B. Attend an orientation at the university.
- C. Explain specific counseling duties to the field student.
- D. Coordinate the field student duties (100 hours for three credit hours of practicum and 300 clock hours per three credits of internship). Students must complete 40 hours of direct service for practicum and 260 hours of direct service over six credit hours of internship.
- E. Provide site supervision of the field student's work with feedback and support, including an average of one (1) hour per week of face-to-face individual supervision over the course of the field experience.
- F. Provide feedback concerning the field student's progress with the faculty supervisor through the completion of evaluation forms (discussed with the student counselor and forwarded to the faculty supervisor). Phone calls, emails, and visits by the faculty supervisor also may be part of the feedback process.
- G. Immediately contact the faculty supervisor in case of any concerns or deficiencies in the field student's performance.
- H. When possible, allow the field student to audio/visual record a session for supervision purposes. If the agency does not allow recordings, the faculty supervisor will evaluate field student counseling skills in at least one live supervision session.
- I. Being available to each field student in emergency situations.
- J. Informing the faculty supervisor of any serious hindrances to learning.
- K. Provide supervision to no more than 3 Evangel supervisees per semester.

The responsibilities of the field coordinator include:

- G. Enhancing the teaching contribution of the site supervisor by providing them with workshops, seminars, and orientation sessions, course syllabi, University information and consultation,
- H. Offering field experiences that meet the program's criteria, for executing agreements between agency and the university's needs for orienting the site supervisor to the program's curriculum and the background of the individual field student,
- I. Helping the new supervisors plan for the field student in accordance with the objectives of field experience,
- J. Holding orientation meetings for the field student prior to field experience; keeping records of field student's time accrued in the field and completing evaluation reports.

The responsibilities for the faculty supervisor include:

- A. Advise the field student of the requirements (e.g., class meetings, activities, reports, evaluations) involved in the field experience.
- B. Provide class meetings an average of 1.5 hours per week to discuss common needs, expectations, experiences, and to assist graduate counseling students in their training needs,
- C. Maintain monthly contact with the site supervisor and the field student to discuss their progress (e.g., evaluation documents, telephone or e-mail contacts, and site visits) as deemed necessary,
- D. Provide the graduate counseling students feedback and maintain appropriate records for evaluation and grading,
- E. Be responsible for the final evaluation grade of the field student.

The Field Student's responsibilities include:

- A. Arranging an academic schedule to allow for half/full day field hours or as Agency requests. Faculty Supervisor must approve weekend work. The field student must submit a request for approval in writing,
- B. Performing duties in a professional manner, keeping commitments to the Agency, site supervisor, and faculty supervisor,
- C. Taking the initiative in seeking advice, consultation, or help from the Agency, site supervisor, or faculty supervisor,
- D. Bringing to the attention of the faculty supervisor questionable professional practices with the Agency,

- E. Notifying the Agency site supervisor of academic schedules, absences, and tardiness in advance, as is expected in professional employment,
- F. Attend weekly Evangel University group supervision classes of an average of 1.5 hours per week (minimum of 21 hours per semester), to receive feedback regarding counseling performance
- G. Keep a log of the time spent in the internship experience that records dates, hours, and the duties/activities accomplished,
- H. Completing work assigned by the site supervisor in the Agency and the accountability documents required by the faculty supervisor within specialized deadlines (Affiliation Agreement, Educational Contract, Mid-term/Final evaluation etc.),
- I. Recognizing fieldwork can be stressful and create emotional, academic, spiritual, social, and physical strain. Balancing work and self-care are core tasks of counselor wellness. In the event of impairment or diminished professional competency, the field student is expected to seek support services, personal counseling or leave of absence.

Section 5. Term of Agreement

The term of this Agreement shall be for two academic semesters commencing on _____. Either party may cancel this agreement for any reason by giving thirty-(30) days' notice to the other party.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicated originals, each of which shall be regarded as an original through constituting but one agreement, on the day and year set forth above.

Agency Representative's Signature, Title, and Date

Evangel University Faculty Signature and Date

Field Student Signature and Date

Appendix A

COUNSELING RESOURCES

Agency	Location	Contact Info	Payment
Evangel University Counseling Center	Wellness Center - Cantrell Student Union	Campus extension 7222	Free for EU students
Rising Hope Counseling Center	Branson, MO	https://www.alana-cummings.clientsecure.me/	Fee set by clinician
Gateway Counseling Center	1864 S. Kentwood Ave, Springfield, MO	(417) 869-8400	Fee set by clinician
Psyc Associates	1358 E. Kingsley, Springfield, MO	417-414-0333	Fee set by clinician
Ozarks Counseling Center	614 South Avenue, Springfield, MO	417-869-9011	Sliding Fee
Burrell Community Mental Health Center	1300 E. Bradford Parkway, Springfield, MO	417-761-5000	Sliding Fee
Jordan Valley Health Center	440 E. Tampa, Springfield, MO	417-831-0150	Sliding Fee

For

online students there are several options.

- a) Contact your advisor to see if they have referrals within your state.
- b) Contact registry for lists of counselors:
 - i) Focus on the Family – <https://www.focusonthefamily.com/get-help/counseling-services-and-referrals/>
 - ii) American Association of Christian Counselors https://connect.aacc.net/?search_type=distance
 - iii) NBCC <https://www.nbcc.org/search>