The student will receive one (1) hour of individual supervision per week from the person named as the site supervisor. Submission of a professional resume is required before the student will be allowed to work with the site supervisor. In some instances, a phone interview with a clinical faculty member may be required before the student will be allowed to work with the site supervisor. Site supervisors must provide evaluation of students’ counseling performance throughout the practicum and internship, including documentation of a formal evaluation at mid-term and after the student completes the practicum.

* A minimum of a master’s degree in counseling or a related profession with equivalent
* qualifications
* Full school counselor certification in Texas, with the credential held a minimum of three years
* Relevant training in counseling supervision
* Be present at the campus or district where a student will obtain hours or make available an on-site supervisor with equivalent qualifications
* Demonstrate and model professional standards of responsibility, competence, maturity, and integrity
* Be an accomplished educator

**Department of Family Sciences**

**Counseling & Development Program**

**Introduction**

On behalf of Texas Woman’s University Counseling and Development Program, I would like to express my appreciation to you and your campus for your interest in serving as a School Counseling site placement for our Counseling & Development graduate students. We value the opportunity and your interest in assisting our students to hone their clinical and school counseling skills, and we would like to invite you and your campus to become one of our “approved” School Counseling sites. All “approved” School Counseling sites will be featured in our Counseling and Development Approved Site Listing. Our Approved Site Listing is a primary source many of our students turn for assistance in locating a School Counseling site placement.

**Requirements Agreed Upon by the Site, Student, and TWU**

Before completing the attached School Counseling Site Application, please familiarize yourself with the requirements expected of our School Counseling sites, our Counseling & Development students, and the TWU Counseling & Development faculty.

***Site Supervision***

The primary site supervisor must have the following qualifications:

***Video Capabilities – Permission and Releases***

As part of their course requirements (and in compliance with accreditation standards), students are required to provide their TWU clinical supervisor with video recordings of their interactions with clients for supervision purposes. Video recordings may be viewed in individual and/or group supervision with the university clinical supervisor. Therefore, your site release form must cover “viewing video for supervision and consultation purposes” (or equivalent wording). Both

the student and the client must be visible and audible for recordings to be acceptable. If your

site does not allow for video recording, students will be required to provide counseling services to clients at a secondary site that allows video recording. Students are required to furnish their own video recording equipment if equipment is not available at the site.

***Client Contact Hours***

Students must complete one semester of Practicum and two semesters of Internship.

Students enrolled in Practicum are required to complete 100 hours at their clinical site, 40 of which are direct client contact hours. At least 5 of the 40 direct client contact hours must be in group counseling. The student will need to average 3-4 client contact hours per week per semester (10 weeks in the summer, 15 weeks in the fall and spring) in order to fulfill these requirements.

Students in their Internship semesters are required to complete 300 hours (120 of which are direct client contact hours) per semester at their site. At least 10 of the 120 direct client contact hours must be in group counseling. The student will need a minimum of 8-12 client contact hours per week per semester (15 weeks in the fall and spring) in order to fulfill these requirements.

Students are expected to provide direct counseling services for the duration of the TWU

semester (15 weeks fall/spring). Acquiring large numbers of direct client contact hours in a condensed time is not acceptable.

***Access to All Staff Functions***

Students are expected to obtain a broad orientation to the profession of counseling and the complexity of the role of the school counselor. Therefore, they need exposure to all applicable professional experiences at the school site, including attending consultations for their students, classroom guidance opportunities, small group counseling, individual counseling, program planning, case reviews, and all counseling and relevant campus trainings.

We appreciate your interest in serving as a School Counseling Site for TWU’s Counseling &

Development students.

Please complete and return the attached application or contact me at lgrubbs@twu.edu with any further questions.

Sincerely,

Lisa Grubbs, Ph.D., LPC-S, CSC, NCC

School Counseling Coordinator, Counseling and Development Program

Department of Family Sciences

Texas Woman’s University

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