Texas Woman's University

**Department of Human Development, Family Studies & Counseling**

**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 agency for your interest in serving as a Clinical Mental Health site placement for our Counseling & Development graduate students.

We value the opportunity to partner with you and appreciate your interest in assisting our students to develop in their professional identity and training.

All approved Clinical Mental Health sites will be featured on our Counseling and Development Approved Site Listing.

Requirements Agreed Upon by the Site, Student, and TWU

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

## *Site Supervision*

A primary site supervisor must have the following qualifications:

* A minimum of a master’s degree in counseling or a related profession with equivalent qualifications
* Full licensure within their mental health field (i.e., LPC, LMFT, LCSW, etc.) with credential held a minimum of two years
* Relevant training in counseling supervision
* Be present at the site 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

All supervisors who provide supervision must have the following qualifications: A minimum of a master’s degree in counseling or related field or Licensed Professional Counselor license with a minimum of two years of pertinent professional experience.

***Expectations of Clinical Sites:***

Students must receive one (1) hour of individual or triadic supervision per week from the person named as their supervisor. Group supervision does not substitute. Site supervisors must provide feedback and 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.

## *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*

## The site is responsible for providing weekly client contact hours that fulfill program requirements. Students are not permitted to log more than 40 hours a week at a clinical site or assume excessive caseloads (ie, 12 or more weekly clients). Students are expected to provide weekly, direct counseling services for the duration of the semester. Acquiring large numbers of direct client contact hours in a condensed time is not permitted.

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 10 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 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 20 of the 120 direct client contact hours must be in group counseling. The student will need to average 8-10 client contact hours per week in order to fulfill these requirements.

## *Access to Staff Functions*

To promote professional orientation, the student will be allowed to attend staffing that includes treatment planning, case reviews, and clinical training. Students are not be permitted to carry out activities unrelated to professional development, such as administrative duties or marketing for sites.

## *Charges for Services*

Because of the training level of the student, full fees may not be charged directly to clients and third party payers may not be billed for services provided by the student.

We appreciate your interest in serving as a Clinical Mental Health Counseling Site for TWU’s Counseling & Development students! Please complete and return the attached application to: lmuro1@twu.edu and contact me with any questions.

Sincerely,

Lamar Muro, Ph.D., LPC

Clinical Site Coordinator, Counseling and Development Program

Department of Human Development, Family Studies & Counseling

Texas Woman’s University

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