

**ALBANY STATE UNIVERSITY
COUNSELOR EDUCATION PROGRAM
SITE SUPERVISOR ORIENTATION.**

WELCOME TO ASU

Thank you for supervising a candidates enrolled in ASU's Counselor Education Program. This orientation will provide information about the program, supervision requirements, requirements concerning forms and documentation, and the expectations of students.

UNIVERSITY SUPERVISOR

ASU counselor candidates will have one of the university supervisors listed on the next slide. Feel free to contact them at any time you have a question or concern.

UNIVERSITY SUPERVISORS

Dr. Sophia Johnson : Sophia.johnson@asurams.edu

Dr. Katrina Billingsley: katrina.billingsley@asurams.edu

Dr. Jennifer Jenkins: Jennifer.jenkins@asurams.edu

Dr. Claudia Calder: claudia.calder@asurams.edu

Dr. Annie Lewis: annie.lewis@asurams.edu

TESTING REQUIREMENTS

SCHOOL COUNSELING:

School counseling counselor candidates must take and pass GACE 103 before enrolling in practicum and GACE 104 before enrolling in internship.

SITE SUPERVISOR REQUIREMENTS

QUALIFICATIONS OF SUPERVISORS:

1. A minimum of a master's degree in counseling.
2. A minimum of two years of counseling related experience.
3. Relevant training in counseling supervision.
4. Knowledge of the ASU counselor education program's expectations, requirements, and evaluation procedures for students.

SITE SUPERVISOR RESPONSIBILITIES:

1. Offer one hour of individual supervision to the counselor candidate each week throughout the practicum or internship placement;
2. Communicate with Clinical Coordinator if a practicum/internship counselor candidate is not performing adequately to meet the site's standards;
3. Complete a midterm and final evaluation for each counselor candidate for both practicum and internship;
4. Offer counselor candidate an opportunity to lead or co-lead counseling or psychoeducational groups in either practicum or internship;
5. Offer counselor candidate opportunities to become familiar with a variety of professional activities and resources, including technological resources during their practicum or internship.

PRACTICUM REQUIREMENTS

PRACTICUM HOURS:

Counselor candidates must complete a minimum of 100 hours providing direct and indirect services for Practicum. Forty (40) direct counseling hours are required. These direct hours are primarily accrued by providing individual counseling services; however, counselor candidates may accrue up to 15 hours of group counseling.

PRACTICUM COURSE (COUN 5570):

1. Work a minimum of 100 hours at a practicum site (pre-approved by the Clinical Coordinator);
2. Provide a minimum of 40 hours of direct counseling services for clients through the provision of individual and/or group counseling services;
3. Complete a minimum of 60 indirect hours of counseling-related activities such as staff meetings, clinical documentation, trainings, preparing for counseling sessions, etc.;
4. Complete a client case conceptualization presentation;
5. Participate in one hour of individual supervision online with appointed university supervisor; and
6. Participate in group supervision each week online with appointed university supervisor

INTERNSHIP REQUIREMENTS

INTERNSHIP HOURS:

Counselor candidates must complete a minimum of 600 hours providing direct and indirect services for internship. Two hundred forty (240) direct counseling hours are required. These direct hours may be comprised of both individual and group counseling services.

INTERNSHIP COURSE (COUN 5595):

1. Work a minimum of 600 hours at an Internship site (pre-approved by the Clinical Coordinator)
2. Provide a minimum of 240 hours of direct counseling services with clients through the provision of individual and/or group therapy services;
3. Complete a minimum of 360 indirect hours of counseling-related activities such as staff meetings, clinical documentation, trainings, preparing for counseling sessions, etc.;
4. Complete a client case conceptualization presentation;
5. Participate in one hour of individual supervision at the internship site; and
6. Participate in group supervision every other week online with Albany State University appointed supervisor.

COUNSELOR CANDIDATE REQUIREMENTS

The following slides list expectations of our counselor candidate. If any concerns arise, please contact the university supervisor immediately. The Counseling Department has policies in place to address areas of concern that include formal warnings, remediation, and/or dismissal from the program.

FULLFILL HOURLY REQUIREMENTS:

Counselor Candidates enrolled in practicum and internships are required to:

1. Remain at their assigned site for the duration of the semester.
2. Accrue hours at their site in which they are either providing direct individual and group counseling or completing counseling related activities.
 - * Practicum hourly requirements include: 40 direct and 60 indirect counseling hours for a total of 100 hours. Students also accrue one hour of weekly supervision by their site supervisor, and 1 ½ hours of supervision by their university supervisor.
 - * Internship hourly requirements include: 240 direct and 360 hours of indirect counseling for a total of 600 hours. Students also accrue 1 hour of weekly supervision by their site supervisor, and 1 ½ hours of supervision by their university supervisor.

CANDIDATES ADHERE TO CODE OF ETHICS:

Counselor Candidates are required to adhere to the ACA Code of Ethics at all times. If a candidate engages in unethical behavior, please immediately address the situation with the candidate and inform the university supervisor. Unethical behavior will not be tolerated.

CANDIDATES MAINTAIN PROFESSIONAL LIABILITY INSURANCE:

Counselor candidates must provide proof of current liability insurance to their university supervisor prior to starting at their site. They may secure insurance through ACA or ASCA.

CANDIDATES ADHERE TO SITE POLICIES:

Counselor candidates must learn and abide by the policies of the site. This includes mandated reporting, appropriately handling crises, documentation of counseling procedures, etc. Counselor candidates will use documentation forms provided by ASU that do not replace documentation required by the site.

CANDIDATES DISPLAYS PROFESSIONALISM:

Counselor candidates must dress and behave professionally on site. Failure to attend at scheduled times and/or for appointments with clients is not tolerated. Please notify the university supervisor immediately if you experience any problems.

CANDIDATES ARE RESPONSIBLE FOR DOCUMENTATION:

Counselor candidates will remind their site supervisor when midterm, end of semester, and an ASU counselor education program evaluations are due. **These evaluations can be found on supervision assist.**

CANDIDATES ARE RESPONSIBLE FOR LOGGING HOURS:

Counselor candidates keep a daily log of hours as well as a weekly log of activities on supervision assist. Please review log of activities for accuracy and approve the daily log of hours weekly during supervision.

SITE VISIT

CLINICAL COORDINATOR WILL CONDUCT VIRTUAL OR IN-PERSON SITE VISITS:

Visiting a candidate's practicum or internship site will allow the clinical coordinator to ensure that the candidate is having a good learning experience and is accomplishing the goals outlined by CACREP, GaPSC and ASU. The site visit allows the clinical coordinator to evaluate the site for candidates and discuss any issues in the practicum or internship with site supervisors.

THANK YOU!

Please do not hesitate to contact the Clinical Coordinator or the University Supervisor with any questions or concerns, or if Albany State University faculty can be of support. Again, thank you for your time and supervision of our students.

Dr. Claudia Calder: claudia.calder@asurams.edu

Clinical Coordinator