

Northwestern | THE FAMILY INSTITUTE

Clinical Training Manual for Master of Arts in Counseling

TABLE OF CONTENTS

Introduction	4
Program Pillars	4
Northwestern University	4
The Family Institute	4
Professional Counseling Foundation	4
The Program’s Historical Perspective	4
Program Cornerstones	4
Professional Clinical Training Immersion	4
Emphasis on the reflective practitioner	5
Clinical Training Department	5
Clinical Training Director Team	5
Clinical Training Support Structure	6
Placement Policies	6
Counseling@Northwestern Placement Procedure, Policies, and Expectations	6
Student Placement Forms	7
Communication Expectations	7
Travel Distance	7
Placement Procedures	7
Declining a Placement Site	8
Placement Professionalism Expectations	8
Scheduling	8
Placement Requirements	8
Relocation Policy	8
Interest Area Policy	8
International Placement Policy	8
Varying State Licensure Requirements	9
Failure to Secure Field Placement	9
Denied placement after an interview	9
	1

Clinical Training Policies	9
Practicum I, II, and III	9
Internship I, II, and III	10
Practicum and Internship Overall Requirements	11
Clinical Training Hours Requirements	11
Practicum	11
Internship	12
Logging Clinical Training Hours	13
K Grade Rationale	14
Deceleration Policy	14
Leave of Absence from Clinical Training	14
Continuing Field Training Between Terms	15
Counting Hours in Practicum versus Internship	15
Completing Internship, conferring your degree	15
Student Participation in University Supervision groups	16
Site Supervisor Qualifications	16
Student Safety	16
Clinical Training Online Platforms	16
2NU	17
Time2Track	17
Resolving Conflicts	17
Student clinical performance evaluation criteria and procedures	19
Disposition Policy	19
Removal From a Fieldwork Placement Site	19
Student Disclosure Statement Expectations	20
Observation Hours in Practicum	20
Off-site counseling	20
Practicum and Methods Sequence of Courses	21
Completing Practicum, moving onto Internship	21
Completing Your Internship at your Workplace	21

Charging Clients for Services	21
Academic Integrity	21
Students with Disabilities	22
Criminal Background Checks	22
Drug and Alcohol Policy	22
Ethical Code of Conduct	22
State licensure and accreditation	23
Discrimination, Harassment, Sexual harassment, and Sexual Misconduct policies	23
Policy on Discrimination and Harassment	23
Title IX Statement	23
Sexual Harassment and Sexual Misconduct	24

Introduction

Program Pillars

Northwestern University

Northwestern University combines innovative teaching and pioneering research in a collaborative environment that transcends traditional academic boundaries. We are proud to offer the Master of Arts in Counseling degree online to students across the country through Counseling@Northwestern.

The Family Institute

The Family Institute at Northwestern University is committed to education, research, and clinical services. The Family Institute houses three Master's programs through The Graduate School at Northwestern University: the MA in Counseling both on-ground and online and the MS in Marriage and Family Therapy on-ground program. Graduates of all programs demonstrate the ability to strengthen and heal families and individuals from all walks of life through clinical service, education, and research.

Professional Counseling Foundation

Influenced by the theoretical and intellectual traditions of the counseling field, our students are prepared to contribute to the mental health and welfare of those who use counseling services. Students complete the necessary education and supervised clinical experiences required by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). Courses are conceptualized in the context of ethics, multiculturalism, lifespan development, advocacy and outreach, and evidenced-based practice. These traditions lead to the development of a strong counselor identity and prepare the student to achieve licensure in the field.

The Program's Historical Perspective

Students explore the depth and complexities of the psychoanalytic perspective, its emphasis on the centrality of the counseling relationship, and the importance of counselor self reflection. Simultaneously, students delve into research and scholarly projects to exchange their clinical ideas with the counseling field through conference presentations and academic publications. We take pride in our reflective practitioners who have an aptitude to generate future research that will advance the field of counseling.

Program Cornerstones

Professional Clinical Training Immersion

Students are introduced to clinical work in Practicum-I while they are taking Methods I, proceeding to Practicum-II/Methods-II and Practicum III/Methods-III. This is known as the Practicum/Methods sequence. As students learn about clinical counseling skills, they are simultaneously performing them at their clinical placement sites. During the methods sequence students complete recordings of client

sessions in order to receive feedback and evaluation of basic counseling skills. This “learning-by-doing” model exposes students to clients and the counseling process while providing complementary academic experiences. Students receive academic instruction, university supervision, and field supervision to help them acquire and develop counseling skills and strategies. Concurrently, students engage in self-reflective practice to understand their unique contributions to the counseling relationship.

Emphasis on the reflective practitioner

While academic coursework is integrated and therapeutically potent skills are emerging, university supervision provides students the opportunity to reflect on the training experience in a supportive environment. One’s personal and professional strengths and struggles are examined, barriers to learning are identified, and strategies for navigating the training process are developed. The following reflective experiences provide building blocks to this training foundation.

- **Reflective Practitioner Supervision (RPS)** - During the Practicum training season, students meet weekly in small groups with a University Supervisor who is an experienced counseling professional. Students examine their emerging therapeutic skills to separate what is a therapeutically powerful tool for them from what needs to be sharpened. The RPS experience focuses on understanding client transference and counselor countertransference, identifying biases that affect counselor objectivity, and removing personal barriers to staying fully present with the client.
- **Case Conference Supervision (CCS)** – During the Internship training season, students meet weekly with a professional counseling practitioner to present client cases and receive consultation. Coursework comes alive as it is applied to facilitate the counseling process. Through the exploration of cases, students learn how to assess their counseling effectiveness and articulate areas of concern. The CCS group experience builds upon the RPS foundation of knowing oneself, while developing the conceptualization of clinical assessment, skill, and engagement.

Clinical Training Department

Clinical Training Director Team

The Clinical Training Directors (CTDs) oversee the quality of student clinical training experiences. In Practicum, students are placed in groups of no more than 4 with a University Supervisor who provides Reflective Practitioner Supervision. In Internship, students are placed in groups of no more than twelve with a University Supervisor who provides Case Conference Supervision. The Clinical Training Directors maintain close contact with student activity through direct involvement with University and Field Supervisors.

Clinical Training Support Structure

The Clinical Training team oversees the full experience for students at Counseling@Northwestern. This includes a number of elements geared toward supporting a positive student experience. The CTDs are directly involved with oversight of:

- **University supervisors:** University supervisors support the clinical training experience with supervision in the Reflective Practitioner Supervision (RPS) groups in Practicum and Case Conference Supervision (CCS) groups in Internship. Supervisors meet with the CTD team individually and collectively on a regular basis.
- **Clinical coordinator:** The clinical coordinator supports efforts to manage student documentation and grading.
- **Placement team:** The placement team oversees placement of students in their local communities throughout the country.
- **Time2Track:** Clinical training activity is documented in Time2Track (T2T). Students, field supervisors, university supervisors and the clinical training team review hours progress to ensure successful attainment of clinical training experiences. Student support offers help with managing T2T problems, and may refer students to T2T support when issues are irresolvable otherwise.
- **Other faculty:** The CTD team works alongside the Methods faculty to ensure Methods recording requirements are met for students to proceed into Internship. A grade of Incomplete in any section of Methods precludes a student from beginning Internship.

Placement Policies

Counseling@Northwestern Placement Procedure, Policies, and Expectations

The Counseling@Northwestern model is based on “learning by doing.” Clinical placement is a critical aspect of the academic experience. Following are policies, procedure, and expectations regarding placement services. Students are responsible for following the outlined policies, procedures, and expectations. Failure to do so may result in various consequences including, but not limited to:

- Delayed placement
- Deceleration of program
 - may result in additional quarter(s) of coursework
- Coaching, retention, or remediation plan
- Immediate suspension from clinical site/clinical work
- Dismissal from program
- Other consequences as deemed appropriate by the Program Director and Clinical Training Directors

Student Placement Forms

Students will receive an email from their Student Support Advisor with a unique link to their electronic Student Placement Forms. Students are required to complete these forms within three business days of receiving the email. The Placement team begins the placement process once these documents are submitted and received.

Communication Expectations

Throughout the placement process, ongoing communication with the placement team is critical to ensuring a timely placement. All placement communication will be sent to students' Northwestern email address. Students are expected to respond in a timely manner. Please allow *at least* two business days for the placement team to respond to outreach. Professionalism and patience is expected while the placement team explores appropriate placement sites.

Travel Distance

The placement team aims to place students as close to their preferred placement address as possible but may recommend placements up to 75 miles away in order to ensure the student is set up for success at an appropriate placement site.

Placement Procedures

Most placement settings require the student complete an interview before moving forward with placement. Once a student is notified of a potential placement interview, the student must contact the site within 2 business days of notification to set up the interview date and time. Students are never recommended for more than one placement site at a time and should treat the interview as if it was a job interview.

Once a student has a placement site confirmed by the placement team, he/she must contact the site within 48 hours of notification to confirm the placement start date, schedule orientation meetings, and complete any additional site requirements.

Students may begin placement from weeks 1 through 12 of the placement experience and placement is not guaranteed by Counseling@Northwestern. Meaning that students may be interviewing or starting at a site in Practicum 1. The goal is to start as soon as possible within that first term of the training experience.

Once in placement, i.e. Practicum or Internship, students and sites are expected to maintain the placements and follow the policies and procedures outlined here to. However, should challenges arise, students should follow the resolving conflicts procedure (see page 19 and see syllabus for practicum and internship). Should this conflict resolution procedure not produce meaningful change and the site not fulfill the policies and procedure of a site that will meet course and graduation requirements students should consult with their director of clinical training. If the director of clinical of training deems it appropriate a supplemental site placement will be pursued with the placement team to fulfill placement requirements. In rare instances a replacement site will be suggested to the placement team by a director of clinical training and site termination will be initiated with the original site. Supplemental and

replacement sites can only be pursued with and at the discretion of the director of clinical training. Students who are currently in placement can anticipate up to 14 weeks for a supplemental or replacement site. Students who are in need of an alternative site for internship (not staying at the same site as practicum) can anticipate said potential timeline.

Declining a Placement Site

Significant resources and efforts are dedicated to site acquisition. Therefore, students are not permitted to decline a suggested placement site without Clinical Training Director approval. Declining a site without prior approval will result in the aforementioned consequences.

Placement Professionalism Expectations

Scheduling

As professionals in training, students are required to adjust their schedules to that of the Site Supervisor and clients in order to complete the required placement hours. Additionally, students must be available during regular business hours (Monday-Friday, 8am-8pm). When there is a scheduling conflict between site requirements and classes, the student is required to prioritize attending classes.

Placement Requirements

Students must meet and/or maintain the academic, ethical, and professional competencies and standards. Students are expected to comport themselves professionally at their clinical placement site. This includes regular and on-time attendance, adherence to clinical site expectations, upholding the 2014 American Counseling Association Code of Ethics, and Counseling@Northwestern policy, procedure, and expectations. Failure to do so will result in one or more of the aforementioned consequences.

Relocation Policy

In the event that a student must relocate during the program, the student must relocate between Practicum and Internship seasons to ensure appropriate continuity of care for clients. Written notice must be given to the placement team at least 14 weeks prior to relocation. The placement team will then require the student to complete a Relocation Form that includes the new preferred placement address. Timely placement cannot be guaranteed for students who do not adhere to this policy.

Interest Area Policy

The primary goal of the placement team is to assist students in their efforts to secure a placement that meets the students' desired graduation date. When possible, students may be placed at a site that aligns with their interest area. Placement sites are not guaranteed to align with areas of interest.

International Placement Policy

Students cannot complete field placement outside of the continental United States and Hawaii. Students will not be allowed to complete fieldwork internationally, including U.S. military bases, or in U.S. territories. Students living abroad with an upcoming placement term will need to relocate to the

continental United States or Hawaii in order to be assigned a placement. Students are required to adhere to the aforementioned relocation policy when appropriate. Currently, Counseling@Northwestern does not accept International students.

Varying State Licensure Requirements

Counseling@Northwestern is a CACREP accredited program and adheres to the CACREP requirements for clinical training. Some states may require a student to complete more clinical training hours/experiences than what is required in the program. Students are responsible for understanding state requirements and working with the clinical training team to achieve those requirements.

Failure to Secure Field Placement

Counseling@Northwestern individually recommends supervisors and clinical sites based upon each student's location. The clinical training team makes a concerted effort to identify a highly skilled supervisor in a clinical facility. Although every attempt is made to assist students in their efforts to secure an appropriate clinical setting in a time frame that is conducive to completing the program on the student's desired schedule, Counseling@Northwestern cannot guarantee placement. In such cases, students may be required to decelerate their program until they can be placed in an appropriate and approved clinical setting.

Denied placement after an interview

Students failing an interview will proceed through the following steps:

1. The overseeing CTD will be alerted to the failed interview
2. CTD or placement specialist will obtain clarification regarding the nature of failing the interview from the interviewer/supervisor
3. CTD will debrief with the student the nature of the concerns, and assess the nature of the areas for growth (i.e. interview skills, disposition, experience, professionalism, other limitations, etc.)
4. If coaching is necessary based on CTD assessment or student is requesting support specifically, CTD will work alongside student to support growth in those areas to succeed in their interview
5. Student will proceed with placement once another interview is available
6. If a student does not pass the next interview, the same process will resume from step 1
7. If a student fails 2 interviews, the overseeing CTD will decide if the student will be referred to the remediation/retention committee for additional assistance or assessment.
8. Students who fail placement interviews three times or fail to adhere to an outlined remediation/retention plan may be dismissed from the program.

Clinical Training Policies

Practicum I, II, and III

The Practicum courses, COUN 486-6, 487-6, 488-6, Supervised Practicum in Counseling I, II, & III occur within the overall developmental training model. As such, Practicum is designed to accommodate the student's initial level of professional development, to promote counselor identity, multicultural

awareness, and the development of clinical skills. The Practicum serves primarily to introduce students to clinical work, professional and clinical roles, exposure to a diverse range of clients, the counseling process and professional practice, supervision and the supervisory relationship.

Practicum students are placed at a clinical training site approved by Counseling@Northwestern clinical training directors. They are required to accrue **200** hours of supervised fieldwork, **50** of which are spent in direct face-to-face contact with clients. Direct contact hours with clients are defined by face-to-face contact with clients in the same physical room. Students may observe clinical sessions being conducted by an approved supervisor at their site for a portion (10 hours) of direct service. Clinical observations may not exceed 10 of the direct service hours over all 3 Practicum courses. Students can expect to spend about 8 hours per week for a minimum of 3 quarters to complete the Practicum experience.

Hours for practicum can only be counted toward the required direct and indirect hour totals when enrolled in a practicum course. Thus, any observation or pre-authorized experiences prior to the start of practicum 1 term start date day 1 that were requested by the site or student will not count.

Internship I, II, and III

The internship courses, COUN 489-6, 490-6, 491-6, Supervised Internship in Counseling I, II, & III, equip students with basic client management tasks and skills. The courses also allow students to participate fully in additional role-related clinical service and training activities as permitted and/or required by the site. The selection of a specific internship site is coordinated between the student and the placement specialist with consideration of desired graduation date and the facility's capacity to address the unique training needs and interests of the respective student.

Internship students are required to accrue **600 hours** of supervised fieldwork, **240** of which are spent in direct face-to-face contact with clients, and the remaining 360 hours are spent through indirect hours and supervision hours. Students spend a minimum of 19-20 hours per week with site for a minimum of 3 quarters.

Hours for internship can only be counted toward the required direct and indirect hour totals when enrolled in an internship course. The break between practicum and internship; hours count toward practicum, not internship. Internship hours begin to accrue on internship 1 term start date day 1.

Practicum and Internship Overall Requirements

The following items are required as part of the clinical training experience:

1. Students are required to join the American Counseling Association (www.counseling.org) as a student member, where they will receive **Professional Liability Insurance**. Failure to do so may result in suspension from the clinical training site until insurance is valid. Proof of this insurance must be submitted in Practicum I and Internship 1 only (*No need to re-submit for Practicum II and III and Internship II and III*).
2. A **Fieldwork contract** that documents the parameters and nature of the experience must be completed with the student's site supervisor prior to beginning the practicum or internship experience. Students are advised to discuss a maximum of 3 weeks off (including between

quarters) over the course of Practicum or Internship I, II, and III. (*No need to re-submit for Practicum II and III and Internship II and III*). The fieldwork contract is issued and submitted through Time2Track.

3. Students are required to complete monthly **Time Logs** that document their direct service, indirect service, and supervision hours in Time2Track. Students must have them electronically-approved by the site supervisor, and turn them in on a monthly basis, by the 5th of each month (CACREP Section III-PP-G5). Students must take great care to confirm they are entering hours under the correct Quarter (Winter, Spring, Summer, Fall), and the correct course (Practicum or Internship I, II, or III).
4. Practicum and Internship students are required to attend weekly individual **site supervision for at least one hour/week**, where they will experience individual clinical supervision to discuss cases, develop skills, understand unique professional expectations in their region, and develop a greater clinical counselor identity.
5. Practicum and Internship students are required to meet weekly with a university supervision group. Practicum students meet for **reflective practitioner supervision (RPS)** group to develop areas of professionalism, self-awareness, and group engagement in conjunction with emerging counseling skills (required participation verified at end of quarter). A RPS/University Supervisor will facilitate understanding client transference and counselor countertransference, identifying biases that affect clinical objectivity, and removing personal barriers to staying fully present with the client. Internship students are required to meet weekly with a **case conference supervision (CCS)** group to develop areas of professionalism, self-awareness, group engagement, and clinical skill development. CCS/University Supervisors will provide discussion for intensive, individualized practice of clinical skills and professional development (required participation verified at end of quarter).
6. Students will receive the oversight by a **clinical training director (CTD)**, who will meet with students at least once every quarter in their RPS groups or CCS groups. Any needs that arise between sessions also can be addressed with the appropriate clinical training director by contacting them for a meeting.
7. Students are required to adhere to all clinical site or agency policies and procedures, and represent themselves and the profession well by following all ethical guidelines of the American Counseling Association, their local state, and Counseling@Northwestern as indicated in the student handbook.

Clinical Training Hours Requirements

- **Practicum**

The Practicum Fieldwork Placement takes place over a minimum of 3 quarters. Students participate in Practicum activities for a minimum of 30 weeks. (Students may see clients in between quarters under the sole supervision of their site supervisors.) Students participate in their practicum experiences for about 6-8 hours per week. Requirements of hours are detailed below in accordance with CACREP standards, but with elements unique to Counseling@Northwestern.

Required Practicum Experiences		
Required Experience	Minimum Total Hours	Breakdown
Direct hours: Face-to-Face Client Contact	50 hours	1-3 direct service hours weekly
Indirect hours: record keeping, staff meetings, research, workshops, conferences, training, outreach, advocacy, and presentations	60 hours	2-3 hours weekly
Supervision hours: Individual Supervision Group Supervision/ Reflective Practitioner	<u>90 hours</u> 30 hours 60 hours	90 hours = 3 hours weekly 1 hour weekly x 30 weeks = 30 hours 2 hours weekly x 30 weeks = 60 hours
Total Hours	200 Total Hours	6-8 Hours/Week

**Please note: Practicum hours may not be rolled over into internship under any circumstances.*

Internship hours may not be counted until a student is enrolled in an Internship course.

***Practicum students are not permitted to see children, adolescents, couples, or groups.*

- **Internship**

The Internship Fieldwork Placement is based on 3 quarters. Students participate in internship activities for a minimum of 30 weeks. Students participate in internship experiences for a minimum of 19-20 hours per week or a total of 600 hours. Requirements of hours are detailed below according to CACREP standards.

Required Internship Experiences		
Required Experience	Minimum Total Hours Required	Breakdown
Direct hours: Face-to-Face Client Contact Hours	240 hours	240 required face-to-face hours ÷ 30 weeks of internship = average of 8 hours/week. An average caseload of 10 clients is recommended to

		maintain this weekly average.
Indirect hours: record keeping, staff meetings, research, workshops, conferences, training, outreach, advocacy, and presentations	270 hours	9 hours/week x 30 weeks = 270
Supervision hours: Individual Supervision Group Supervision/Case Conference	<u>90 hours</u> (30 hours) (60 hours)	90 hours = 3 hours/week 1 hour/week x 30 weeks = 30 hours 2 hours/week x 30 weeks = 60 hours
Total Hours	600 Total Hours	19-20 Hours/Week

Logging Clinical Training Hours

Students in Practicum and Internship log all hours through the online database provided by Counseling@Northwestern called Time2Track (T2T). Both students and supervisors are provided technical assistance in setting up their T2T accounts. The three categories in which students log their hours are direct contact hours, indirect hours, and supervision hours. Activities available in each category are listed in the table below. All hours are submitted in T2T and are reviewed by the site supervisor. Once the hours are approved by site supervisors, they are included in the student's permanent count of hours. Both students and site supervisors are expected to complete monthly time logs no later than the 5th of the following month.

Direct contact hours	Indirect hours	Supervision hours
<ul style="list-style-type: none"> ● Individual Counseling ● *Marriage and family counseling ● *Group Counseling ● *Child/adolescent Counseling ● Co-counseling/ direct observation ● Other Direct (only if options above do not apply) 	<ul style="list-style-type: none"> ● Record keeping ● Personal growth ● Clinical training ● Clinical preparation ● Indirect clinical observation ● Other Indirect (only if options above do not apply) 	<ul style="list-style-type: none"> ● Site individual supervision ● Site group supervision ● University individual supervision (RPS, CCS, clinical training faculty) ● University group supervision (RPS, CCS)

****Only available in Internship***

K Grade Rationale

A “K” grade means that the student’s practicum is “In Progress.” Students in either Practicum I or II or Internship I or II will either receive a K, Y, or F grade based on the requirements listed in the above rubric. Once a student completes their Practicum III or Internship III class, they are eligible for an A/B/C/F grade based on the points structure listed below. The grade earned in Practicum III or Internship III will be averaged with the previous quarters to produce the same grade across all Practicum or Internship courses.

Deceleration Policy

A student with less than 34 direct service client contact hours by the end of Practicum II may be required to decelerate their program so they are able to experience optimal success in their clinical training, as determined by their clinical training director. Similarly, a student with less than 160 direct service client contact hours by the end of Internship II may be required to decelerate their program so they are able to experience optimal success in their clinical training, as determined by their clinical training director.

Leave of Absence from Clinical Training

A student’s leave of absence must follow a very careful process to ensure proper care of clients when a student is unable to continue in a particular placement site. Any student needing a leave of absence must be in close conversation with their clinical training director to create a clear plan that will support the needs of the clients and the placement site to the best of everyone’s ability in any given situation.

When a student is preparing to go on a leave of absence, the following plans must be followed:

- For ANY leave of absence (unless an emergency situation in which a student should follow emergency site protocols or ensure their own safety), the student must take the following steps:
 - Meet with the clinical director to discuss the nature of the need for a leave.
 - In partnership with the site supervisor, develop a plan for supporting client continuity of care.

When a student is preparing to resume Practicum or Internship classes after a leave of absence, the following plans must be followed:

- The student must indicate their intent to return with their clinical training director (even though they may have contacted the program to take necessary steps there)
- The clinical training director will decide the timeframe by which the student will plan to return to a field site, and if they are ready to continue seeing clients at this time (with consultation as needed)
- The placement team will be notified by the clinical training director verifying re-entry to the clinical training experience
 - The placement team will decide what options may be possible, such as returning to the former site or finding a new one (*Note: students must expect up to 14 weeks to be*

- placed into another site)
- The student will work with the placement specialist to find another site to continue clinical training requirements

Continuing Field Training Between Terms

Students taking Practicum I, II, and III and Internship I, II, and III may continue to meet with and see clients in between each of the three quarters as long as adequate supervision is provided, and a fully licensed counseling professional is available at all times. Arrangements must be made between each student and the site supervisor to ensure the student maintains supervision and access to provide the necessary support. Students who continue to see clients after completing Practicum III may not begin accruing hours toward Internship until the beginning of the quarter in which the student takes Internship I. Internship III students must complete their total required internship hours prior to the end of the term to complete graduation requirements. Failure to do so will result in delayed graduation and enrollment in CCX for an additional quarter. See information below under “Completing Internship, conferring your degree.”

Counting Hours in Practicum versus Internship

Clinical training hours earned when enrolled in any Practicum class may only be credited to Practicum requirements. There is NO rolling over of clinical training service hours into Internship requirements. Completion of Practicum training is NOT solely about hours’ acquisition. Practicum training is designed to give students foundational clinical competency and develop strong counselor identity. Additional hours earned in Practicum are additional opportunities to increase competency and strengthen counselor identity.

Completing Internship, conferring your degree

Students must complete all required clinical training hours and documentation requirements to confer their degree. Conferral may be delayed if the student is being investigated for concerns related to clinical, ethical, or dispositional issues at the clinical internship site.

When a student does not finish his/her Internship, several considerations will be important to remember:

- Students still working to complete hours for Internship III after the quarter has ended must enroll in the following quarter in TGS-512, which currently costs \$100/quarter (<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html>).
- Students must receive clinical supervision from their site supervisor until hours are accrued and required documentation is completed, as indicated in the fieldwork contract signed in Internship I.
- Students with an incomplete in Internship III but still accruing hours must continue taking the CCX group for supervision until all clinical training requirements are met.
- Enrollment in CCX is for the entire term.

Student Participation in University Supervision groups

Participation in university supervision groups is required when a student is enrolled in Practicum I, II, III and Internship I, II, III, whether placed at a site or not. Students with extenuating circumstances may be excused from attendance by the supervisor on a case-by-case basis. Failure to contact the University Supervisor will result in an 'Unexcused' absence. Missing two or more group supervision sessions for any reason will result in a failing grade for that quarter. The student must repeat that course the following quarter.

Students unable to finish Practicum requirements after taking Practicum III must register for the RPS Extension (RPX) group each quarter until Practicum is completed. This group will provide weekly supervision until the student has completed the necessary requirements and until the term has finished.

Site Supervisor Qualifications

Site supervisors must meet the requirements outlined in CACREP standards. These include:

- a minimum of a master's degree, ***preferably in counseling***, or a related profession (social work, counseling psychology, marriage and family therapy, etc.)
- relevant certifications and/or state licensure for independent practice (preferably LPC, LCPC, LMHC, etc., but also LCSW, LMFT, LP, etc.)
- a minimum of two years of pertinent professional experience in the program area in which the student is enrolled
- knowledge of the program's expectations, requirements, and evaluation procedures for students
- relevant training in counseling supervision.

Student Safety

Placement sites are responsible to ensure the safety of students at their places of practice at all times. While some risk to safety is reasonably expected with any natural experience, site supervisors and placements agree to provide safety supports, standards, and protocols that address the physical, emotional, and psychological needs of the student placed in practicum or internship. Whenever any concerns arise around student safety, the clinical training director team must be notified immediately so an appropriate plan can be established.

In the event that a site supervisor is not physically present at the site, the student must have a clearly outlined plan with the site supervisor to manage unanticipated emergencies. The student and site supervisor must work together to ensure the policy protects all involved. If the student does not have a plan in place, they are to inform their University Supervisor and/or Clinical Training Director to facilitate resolution of this issue.

Clinical Training Online Platforms

C@NU strives to use the best resources the internet has to offer in supporting the clinical experience.

Students are expected to maintain proper documentation on 2NU and Time2Track (T2T) for Practicum and Internship.

1. 2NU

Students are responsible for keeping track of their documents in the 2NU Practicum/Internship course room. This includes uploading the insurance verification in the first quarter. If the policy ends before the end of a quarter, students will be asked to verify another year of coverage so it will cover the entire duration of Practicum and Internship. Failure to maintain current insurance coverage will result in temporary suspension of clinical activity until proof of insurance is submitted.

2. Time2Track

T2T is the online verification program that will be used for tracking clinical hours, documentation, and completing evaluations for both Practicum and Internship. Please note that very specific instructions will be listed on the course wall in 2NU, and students are advised to follow the instructions very carefully to avoid a loss of points for turning in hours or documents late.

Resolving Conflicts

Students represent themselves, their future careers, and Counseling@Northwestern at their placement sites. The clinical training department recognizes the time at placement sites is just as important as times in class. This responsibility is enhanced with the reality that students engage with clients in a helping role. While flexibility is very important at all placement sites, there must be every effort to fulfill agreements outlined in the fieldwork contract signed at the beginning of the Practicum and Internship experiences.

Conflict Resolution with site supervisors: Whenever there is a conflict or problem at a field site or site supervisor, students must follow the appropriate steps toward resolution:

1. Speak with the site supervisor directly (unless there is an ethical violation with the supervisor that needs to be reported immediately to the appropriate director).
2. Contact the appropriate clinical training director to discuss the issue
3. Clinical Training Directors will discuss steps to facilitate further resolution of that problem, which may include:
 - a. Offering further feedback and coaching for the student to go back and approach the site supervisor further
 - b. Speaking directly with the site supervisor to address the issue
 - c. Calling a conference call to include the site supervisor, the student, and the director
 - d. Removing the student from the site (in extreme cases, such as ethical violations)
 - e. Appropriate referral to the retention/remediation committee for further action

IMPORTANT: Students are not permitted to end the relationship with a site supervisor before following the steps described. Doing so will result in a failing grade, and possible dismissal from the program.

If fieldwork or clinical experience concerns arise, the student is expected to address this directly with their site supervisor and, if necessary, involve the appropriate clinical training director. Addressing any problems that emerge around fieldwork or clinical experiences in a timely manner will allow for a quicker resolution. If the resolution continues to be problematic, the matter is brought to the attention of the Program Director, who will talk directly with both parties, consult other members of the program as applicable, and facilitate a resolution.

If a supervisor has serious concerns about a student's clinical competence and/or interpersonal limitations (beyond a normal developmental trajectory for psychotherapy training) during any phase of fieldwork or a clinical experience, the site supervisor will address the matter directly with the student and the appropriate clinical training director, and together they will devise an action plan to address the deficiencies. If the concerns persist, the Program Director will be informed and a more comprehensive remediation plan will be formulated. All reasonable efforts will be made to assist the student to acquire the necessary skills to be competent and effective as a professional counselor. In the event those efforts fail, the student may be removed from the fieldwork or clinical experience. When appropriate the student may be referred to the retention/remediation committee for further consideration/training. Other consequences may include, but are not limited to dismissal from the program.

Conflict resolution with university supervisors: The very nature of University Supervision groups is to process content regarding oneself as a counselor-in-training. Throughout this process there is potential for conflict to arise. Whenever a student has a problem with their University Supervisor, the clinical training director team will expect students will follow the appropriate steps toward resolution:

1. Address the concern directly in the group to invite fellow-student input and process the experience together to acquire a reasonable resolution together.
2. Speak with the University Supervisor directly (unless there is an ethical violation with the supervisor that needs to be reported immediately to the appropriate Clinical Training Director) to express concerns.
3. Contact the appropriate clinical training director to discuss the issue.
4. Clinical training directors will discuss steps to facilitate further resolution of that problem, which may include:
 - a. Offering further feedback and coaching for the student to go back and approach the University Supervisor differently, or explain a policy that may apply
 - b. Visiting the university supervision group meeting to assist the reflective process and consider a resolution; or setting up a separate meeting with the student and supervisor involved, depending on the nature of the concern.
 - c. Speaking directly with the University Supervisor to address the issue
 - f. A conference call with the University Supervisor, the student, and the appropriate clinical training director
 - g. Removing the student from the university supervision group (in extreme cases, such as ethical violations)

IMPORTANT: Students are not permitted to switch university supervision groups. These groups remain the same throughout the entire three quarters of Practicum and three quarters of Internship. Only in extreme cases will there be a change in group arrangements, when students must take a leave of absence, or when students are unable to continue for any other

reason.

Student clinical performance evaluation criteria and procedures

Students are formally evaluated on a quarterly basis by their site supervisors. Evaluations will be sent to supervisors through Time2Track. After completing the evaluation, the supervisor will review the evaluation with the trainee, and it will be available to the student in Time2Track. Once the student reviews and approves the evaluation through Time2Track, it will be received and reviewed by the student's clinical training director. The supervisor's fieldwork evaluation is one component of the course grade.

Students' clinical skill is also evaluated through Methods I, II, and III in conjunction with the Practicum courses. Students are required to complete all transcriptions/recordings and requirements in Methods I, II, and III before they are permitted to proceed to Internship. In cases where students have not turned in a transcription, but have finished Practicum III, they still will not be permitted to register for Internship I until those assignments are completed. The clinical training director team will work closely with the Methods professors to ensure clarity and support throughout the process of securing missing assignments necessary for advancement.

Assessment of Personal and Professional Dispositions

In addition to the knowledge, skills, and practices necessary to be a professional counselor, you will also be assessed on a number of personal and professional dispositions including, but not limited to: openness to new ideas, flexibility, cooperativeness with others, cross-cultural awareness, willingness to receive and implement feedback, awareness of your impact on others, ability to deal with conflict effectively, ability to accept personal responsibility, ability to express feelings and opinions effectively and appropriately, attention to ethical and legal considerations, and initiative and motivation.

For any student about whom we have dispositional concerns—to the extent that those concerns raise questions about the student's ability to complete his/her program or to succeed professionally—we will address those concerns as soon as possible to achieve the best possible outcome.

Our approach is meant to be preemptive and proactive; our desire is to support your development throughout the duration of your academic program. Students should be aware that failing to abide by policies and standards set forth by Northwestern University, The Family Institute, Counseling@Northwestern, and the current edition of the ACA and AMHCA *Code of Ethics* could result in adverse consequences for the student, including removal from their program.

Removal From a Fieldwork Placement Site

Students must be able to complete their required practicum hours within their fieldwork placement site (for Practicum or Internship) and satisfactorily follow all the policies and procedures associated with the site. To be in good standing in the program, a student must remain in good standing with and must

follow the policies of the fieldwork placement site. This includes, at the end of the clinical training experience, appropriate termination of clients and successful completion of all paperwork associated with termination/transfer of clients.

IMPORTANT: Permanent revocation of practicum site privileges results in dismissal from the program. See the policies and procedures documentation offered by your site.

Student Disclosure Statement Expectations

Students are expected to work with their site supervisors to provide ethical disclosure statements to their clients. While students and site supervisors must work together to satisfy any requirements of the particular state in which they live, students must provide open disclosure to clients about 1) their 'student' or 'counselor-in-training' status, and 2) the need for recording the session.

Other areas of consent and disclosure

- Experience
- Supervision
- Nature of Counseling
- Counseling Relationship
- Effects of Counseling
- Appointments and Cancellation
- Postponement and Termination
- Crises
- Permission to Participate and Confidentiality
- Safety
- Client Rights
- Privacy Rights under HIPAA clinical training director.

Observation Hours in Practicum

Observation hours include any time students participate in a therapeutic interaction, but they are not the primary counselor. Observation hours are only available as a Practicum experience, and a student may count a maximum of 10 hours toward their direct contact hours. Internship students are not able to count observation hours, but instead may count observation as personal growth hours.

- Observation hours MAY include: observing individual sessions with adults or kids, couples counseling, family counseling, group counseling.
- This does NOT include: co-therapy, viewing a counseling session from behind a 2-way mirror, viewing a counseling session over video, hours during internship, or any other time when the student is not in the same physical space as the client

Off-site counseling

On occasion, students may be required to participate in clinical training experiences away from the designated clinical training site, also known as off-site counseling. All off-site counseling will require special approval by the appropriate clinical training director before participating. Students may

participate in off-site counseling if the clinical supervisor or a licensed professional accompanies the student. In some cases, the qualified professional supervisor may be a licensed or certified school counselor.

Practicum and Methods Sequence of Courses

The full Practicum sequence (I, II, and III) is taken simultaneously with Methods I, II, and III. Successful completion of the Methods courses requires recording counseling sessions during the Practicum clinical training experience. Students must complete all requirements in all Methods courses before completing Practicum and moving into Internship. The nature of recordings must be discussed between supervisors and students, with full and proper disclosure being offered to clients in accordance with the state laws governing the placement site. Further details about Methods requirements may be found through the Methods course instructors and syllabi.

Completing Practicum, moving onto Internship

Students may not complete Practicum and move onto Internship when any of the following circumstances are present:

- The student has not completed the required clinical training hours
- The student is being investigated for concerns related to clinical, ethical, or dispositional issues at the clinical practicum site
- The student has any incomplete (Y) or in progress (K) grade in Methods I, II, or III in conjunction with their practicum placement

Students with an incomplete in Practicum III but still accruing hours must continue taking the RPX group for supervision until Practicum clinical training hours are completed.

Completing Your Internship at your Workplace

Typically, students are not allowed to complete clinical training at their workplace due to potential conflicts of interest. An exception can be made at the discretion of the Program Director.

Charging Clients for Services

Some sites may charge clients for student-provided services. The field supervisor is expected to abide by local and national acceptable billing practices. Site placements and supervisors are responsible for complying with all regulations and standards in accordance with their state. Should it be discovered that a site is inappropriately or unethically charging a client or insurance company for student-provided services, Counseling@Northwestern may terminate the student's placement at the site.

Academic Integrity

In addition to The Graduate School policy on academic integrity, all records submitted for any fieldwork/clinical training documentation must adhere to all standards of authenticity and accuracy. Misrepresenting or falsifying clinical training experiences violates the academic integrity policy of both

The Graduate School and Counseling@Northwestern and will result in immediate dismissal from Counseling@Northwestern. If there are any further questions about academic integrity, please contact your clinical training director immediately.

Students with Disabilities

Counseling@Northwestern welcomes all students regardless of disability status. Any student admitted to the program will receive support to obtain a fieldwork clinical placement site that supports their needs. Students must register a disability status with [Accessible NU](#) in order to receive accommodations. Please note that accommodations do not change the number of hours required to complete Practicum or Internship, nor do they change the required documentation indicated in each course. Students are encouraged to work closely with their clinical training director, and their placement specialist, in order to address unique needs with clinical fieldwork placement.

Criminal Background Checks

Counseling@Northwestern *does* require a background check during the admissions process to clear admitted students for clinical fieldwork placement. However, if a placement requests or requires a background check for placement, Counseling@Northwestern supports the placement's request for a criminal background check. Students should be prepared to address any issues with their criminal background with their site supervisor and Counseling@Northwestern. Students are responsible for understanding the implications of having a criminal record when seeking future employment and/or licensure in their state.

Drug and Alcohol Policy

Counseling@Northwestern, Northwestern University, and The Family Institute are drug free environments. All students, professors, instructors, supervisors, and staff are strictly prohibited from misusing controlled substances, intoxicants, alcohol, and prescription drugs while working, engaging in the online classroom, attending group immersion or capstone, other university sponsored events, and all field training site experiences. Counseling@Northwestern maintains and enforces a zero tolerance policy regarding substance use that leads to professional misconduct. Students will be immediately dismissed from the program for violating this policy.

Ethical Code of Conduct

Counseling@Northwestern adheres to the code of ethics of the American Counseling Association (ACA) found [here](#). The school has an ethical and professional responsibility to insure all students enrolled in the counseling program display ethical, professional, and personal behaviors that comply with the ethical codes of ACA and given locals of which students are practicing. Students, supervisors, and professors all regularly engage in ethical decision making and the gatekeeping process. Failure to abide by the ACA Code of Ethics may result in dismissal from the program.

State licensure and accreditation

Counseling@Northwestern adheres to CACREP requirements for all clinical training procedures. However, some states go beyond CACREP requirements for students to pursue a professional counseling or a mental health license. The clinical training department may support students with needs that extend beyond the program. Students are encouraged to work closely with their site supervisors and regularly check state licensure requirements to remain abreast on changes in local and state licensing laws that affect their ability to achieve licensure post graduation.

Students needing documentation regarding degree or clinical training hours completion may contact the Online Program Operations Manager:

Luciana Stabila
Online Program Operations Manager
Counseling@Northwestern
The Family Institute at Northwestern University
618 Library Place, Evanston, Illinois 60201
Luciana.Stabila@Northwestern.edu

Discrimination, Harassment, Sexual harassment, and Sexual Misconduct policies

Policy on Discrimination and Harassment

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Further prohibited by law is discrimination against any employee and/or job applicant who chooses to inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive is an intimidating, hostile, or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence.

Title IX Statement

It is the policy of Northwestern University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. The Title IX coordinator and the deputy

coordinators (listed under “Where to Get Advice and Help”) have been designated to oversee Northwestern’s compliance with Title IX and to respond to reports of violations. For more information about Title IX, go to www.northwestern.edu/sexual-misconduct. A person may also file a complaint with the Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 800-421-3481.

Sexual Harassment and Sexual Misconduct

Sexual harassment is a type of conduct prohibited under the University’s Policy on Sexual Misconduct, which can be found at www.northwestern.edu/sexual-misconduct/docs/sexual_misconduct_policy.pdf. Other forms of conduct prohibited by this policy include sexual assault, sexual exploitation, stalking, and dating or domestic violence.

Important note to site supervisors and training sites: The University’s policies on discrimination, harassment, sexual harassment, and sexual misconduct apply to the conduct of the entire University community, including vendors, contractors, visitors, guests, and third parties.