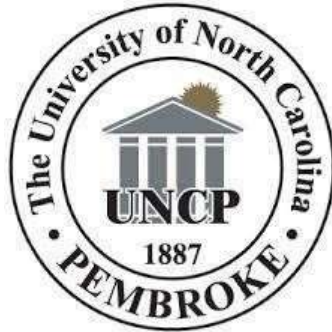


**UNCP DEPARTMENT OF COUNSELING  
Field Placement Manual 2023-2024**



The University of North Carolina at Pembroke School of Education  
Department of Counseling

Clinical Mental Health Counseling Program &  
Professional School Counseling Program

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## FIELD PLACEMENT COORDINATORS

### **Clinical Mental Health Counseling Field Placement Coordinator**

Samantha Simon, Ph.D., LCMHC, NCC



School of Education Rm 343  
[samantha.simon@uncp.edu](mailto:samantha.simon@uncp.edu)  
910-521-6354 (office)

### **Professional School Counseling Field Placement Coordinator**

Billy Friedrich Ph.D., LSC



School of Education Rm 130  
[william.friedrich@uncp.edu](mailto:william.friedrich@uncp.edu)  
910-775-4414 (office)

The Field Placement Coordinators for the Counseling Programs at UNC Pembroke are responsible for coordinating all practicum and internship experiences for Clinical Mental Health Counseling students and Professional School Counseling students. The field placement coordinators collect, maintain, analyze, and prepare data reports related to supervision, field placement, and licensure.

## FIELD PLACEMENT POLICIES & PROCEDURES

The culminating experiences of the Counseling Programs are the supervised field placement courses: practicum and internship.

Supervision is defined as:

- a distinctive, structured approach in which an often more experienced professional counselor responds to a counselor trainee or supervisee's needs with attention to the supervisee's differing developmental and competency levels (Russell-Chapin & Ivey, 2004).

Bernard and Goodyear (2009) also described supervision as:

- evaluative and hierarchical
- extending over time
- having the simultaneous purposes of enhancing the professional functioning of the more junior person(s); monitoring the quality of the professional services offered to the clients that she, he, or they see; and serving as a gatekeeper for those who are to enter the (particular) profession. *There is no exception when doing telecounseling.*

### ***Field Placement Experiences***

- Clinical Mental Health Counseling field placement experiences must be completed in *North Carolina*. (There is no exception when doing telecounseling)
- Professional School Counseling field placement experiences must be completed in *North Carolina only*.

Students must have an approved contract on file with the field placement coordinator ***before*** accruing any hours on site. If you do not have a site secured (paperwork completed and approved) before the semester, you are taking on the responsibility knowing that you may need to withdraw from your field placement experience. If you cannot secure a site before the add/drop date, then you are taking on the responsibility of getting a "W" (withdrawal) on your transcript for your field placement course. It is your responsibility to know how withdrawing will affect your financial aid situation. The Counseling Department is not responsible for any tuition balances if needing to withdraw from your field placement course. Outside of obtaining hours, there will be coursework and assignments associated with your field placement course.

### ***CNS 6100 Counseling Practicum (Clinical Mental Health/School Counseling; 3 semesterhours)***

Students must complete a total of **100 clock hours** at their practicum field placement site over a full academic term. Of the 100 clock hours, at least **60 must be direct counseling** hours. NOTE: Students **MUST** be active at their field placement site AND accruing both indirect and direct hours at their site placement for every week of the semester, even if they have met the required hours before the end of the semester.

Students must complete all core courses before enrolling in CNS 6120 Internship I or CNS 6130 Internship II.

Note: Students who earn a grade of C in CNS 6100 Counseling Practicum must stop field placement for at least one semester and complete a remediation plan that may require the student to repeat practicum. The student must earn a grade of B or higher to progress to CNS 6120/CNS 6130 Internships.

***CNS 6120 Counseling Internship (Clinical Mental Health; 3 semester hours) CNS 6130 Counseling Internship (School Counseling; 3 semester hours)***

Students must complete a total of **300 clock hours** at the internship field placement site during each semester of enrollment in this course. Sixty percent (60%) or **180** of the 300 clock hours must be direct client contact for each semester of Internship. The course is completed twice for a total of 6 credit hours and **600 clock hours**. NOTE: Students **MUST** be active at their field placement site AND accruing both indirect and direct hours at their site placement for every week of the semester, even if required hours have been met before the end of the semester.

**PREREQ:** Completion of CNS 6100 Counseling Practicum, successful completion of the CPCE comprehensive exam, permission of the instructor, and a minimum grade point average of 3.0.

Note: It is the student's responsibility to ensure all prerequisites for field placement courses have been met. If it is determined that a student has registered for a field placement course but has not completed any prerequisite, the student may be removed from the field placement course mid-semester. This oversight might mean the student must drop or withdraw from the course. If the discovery is made after the withdrawal period, the student will receive a failing grade in the course, resulting in dismissal from the program.

Note: Students may not miss any class time due to field placement responsibilities.

Note: Students must be enrolled in a course the semester they plan to graduate. Please consult the Graduate School with any questions or concerns:

<http://www.uncp.edu/academics/colleges-schools-departments/colleges-schools/graduate-school>

Note: *There is no option to receive a grade of incomplete in any field placement course.* Students should plan to complete their direct and indirect hours by the last day of finals week. Students who cannot complete their hours or any other requirement listed in the field placement syllabus should withdraw from the course according to the graduate school calendar. No direct or indirect hours or class assignments will roll over if a student withdraws from a field placement course.

Note: Any time a student supervisee completes a safety assessment (i.e., suicide assessment, etc.), they must consult with a qualified professional before ending the session. Even if the counseling student determines the client is presently not a safety risk, a qualified professional must confirm before the client is permitted to leave the session.

***Direct vs. Indirect Hours***

Site supervisors and student supervisees enrolled in field placement courses often inquire about what constitutes direct versus indirect contact hours. The information provided below for your specific field of professional counseling should help you determine what constitutes direct and indirect hours of experience. These definitions of direct and indirect contact align with the guidelines set forth by CACREP and the North Carolina Board for Licensed Clinical Mental Health Counselors (21 NCAC 53 .0205 & North Carolina General Statutes Article 24,90-330 a.3.a-b).

The indirect hours required of a student are determined by the site supervisor. Students should note that indirect hours are a part of all professional counseling work and are needed to support direct counseling hours. Students should willingly complete all indirect hours requested by the site provided the tasks are completed by every master's-level professional counselor on site. Students may complete indirect hours on site or off site (e.g., by attending a workshop). Students should collaborate with site supervisors to determine what will constitute their indirect hours over the semester.

***Professional School Counseling (Direct/Indirect Hours)***

Direct hours are hours the PSC supervisee spends in a counseling relationship providing counseling to school students/clients. These hours include individual and small group counseling and core counseling instruction (classroom guidance lessons). Supervisees must provide both individual and group counseling, at minimum, on-site. **At least sixty percent (60 hrs./practicum or 180 hrs./internship) of total hours accumulated by students during each field placement semester must be in direct contact with clients.** PSC supervisees must complete a minimum of 2 individual counseling hours per week during practicum and a minimum of 5 individual counseling hours per week during internship. Students are required to lead or co-lead at least one (1) group counseling process spanning a minimum of 5 weeks during CNS 6130 Internship II.

Indirect hours are hours spent in supplemental counseling-related activities, such as program planning (i.e., organizing a career day, developing a bully prevention program, etc.). They also include developing core counseling instruction or small group curricula, consultation with teachers or parents, participation in meetings (i.e., SST, 504, IEP, etc.), and making referrals to community agencies. **At least forty percent (40 hrs./practicum or 120 hrs./internship) of total hours accumulated by students during each field placement semester must be indirect hours.**

Below is a list of activities that PSC supervisees should not count as either direct or indirect hours. They are considered inappropriate activities performed by school counselors based on the ASCA National Model (2019):

- Checking-in students in the morning
- Registering students
- Walking students to class, Hall duty, Bus Duty and Lunch duty
- Disciplining students
- Covering classes when teachers are absent or planning (unless delivering core counseling material)
- Any other activity that is in no way linked to school counseling programming

These guidelines promote consistency across the program and foster the professional development of the supervisee. Supervisees will likely participate in some inappropriate activities (non-school counseling duties); however, they should not be counted as direct or indirect. Supervisees are encouraged to communicate this information to their site supervisors, especially if they find themselves frequently engaging in inappropriate activities. Please attempt to provide your supervisee with worthwhile and enriching experiences that are either direct or indirect in nature.

***Clinical Mental Health Counseling (Direct/Indirect Hours)***

Direct hours for CMHC supervisees are hours spent in a counseling relationship providing counseling to clients that have been formalized using an NCBLCMHC-compliant Professional Disclosure Statement. These hours include individual, family, and group counseling. At a minimum, students must provide individual and group counseling on site. In-take interviews, mental health assessments, and co-counseling are also considered direct contact. For co-counseling to count towards direct hours, the supervisee must be a participant in the counseling facilitation (i.e., asking questions, using counseling skills, etc.). *Shadowing (without input) does not count as co-counseling and therefore cannot be counted towards direct hours.*

**At least sixty percent (60/practicum or 180/internship) of total hours accumulated by students during each field placement semester must be in direct contact with clients.** Students are required to complete a minimum of two (2) individual counseling hours per week during practicum and internship. Consultation with other clinicians does not constitute direct hours. Students must lead or co-lead at least one (1) group counseling process spanning at least five (5) weeks during practicum or internship.

Indirect hours are hours spent in supplemental counseling-related activities, including participation in clinical supervision, observing counseling sessions, and writing progress notes. Additionally, indirect hours may include consulting with other mental health professionals, coordinating treatment, researching strategies and techniques, attending team meetings and professional development training, and making referrals to other community agencies and organizations. **At least forty percent (40 hrs./practicum or 120 hrs./internship) of total hours accumulated by students during each field placement semester must be indirect hours.**

The following activities are considered neither direct nor indirect contact and should not be assigned to CMHC students:

- Answering phone calls for the whole organization
- Completing clerical tasks for the whole organization
- Chaperoning clients on non-therapeutic outings
- Supervising clients during non-therapeutic time
- Cleaning or other personal tasks not assigned equally to all mental health professionals on site

Note: Under no circumstances should a UNCP (University of North Carolina at Pembroke) counseling student transport clients in their personal or an organization's vehicle.

This overview of direct and indirect hours encourages consistency across the program and enhances the professional development of your supervisee. Students may participate in some inappropriate (unapproved direct or indirect activities), although they should not be counted as direct or indirect contact.

Additionally, students should only ever engage in co-counseling with a licensed clinician for any counseling session that will be billed for third party reimbursement. Students are encouraged to communicate this information to their site supervisors. Please attempt to provide your supervisee with worthwhile and enriching experiences that are either direct or indirect in nature. Graduate counseling students should not provide counseling services for which third party payers are billed on their own, or, on their own and signed by another provider.

## Field Experience Placement Protocols for All Counseling Students

The field placement coordinator will place school counseling students in their field placement sites based upon student preferences and availability. Clinical mental health students should secure their own field placement sites. These placements will be individually reviewed and approved/denied by the field placement coordinator. All students must complete The Field Placement Application materials prior to the deadline set by the Field Placement Coordinator and sent over the UNCP Counseling Programs listserv.

- The site should offer:
  - indirect and direct (including group and individual counseling) hours
  - client contact permission for the student to obtain client consent to audio/video record sessions.
  - one hour of individual or triadic supervision per week (every week of the placement)
  - Some sites may require additional prerequisites specific to the setting (background check, drug screening, health certificate, TB test, etc.). It is the student's responsibility to fulfill these requirements and submit directly to the site so that fulfillment of these responsibilities does not interfere with the student's ability to complete the required hours for the course.
- Students may only have one (1) field placement site at a time
- Students may only complete hours at one field placement site at a time.
- Class meetings do not count toward indirect hours
- Liability insurance is due on the first day of classes each semester
- Students may not begin accruing hours on site until they have submitted their liability insurance to their university supervisor AND have met for their first in-person class with their university supervisor.
- Students cannot accrue hours for practicum or internship between academic semesters.
- Hours accrued in one semester cannot be applied to a future semester.

### ***What to expect when finding a site- CMHC***

As previously mentioned, clinical mental health counseling students will be responsible for finding their own sites for field placement. While each site has different expectations on what they will want for an application, it is best practice to start contacting 5 to 10 sites to determine if they would be a good fit for you. Perhaps introduce yourself, explain why you would like to serve at their site, and attach a copy of your resume and this field placement manual. You might consider starting with emails and following up with phone calls as needed. You could also drop off a paper copy of your resume in person if needed. If you think it would be helpful, we recommend [UNCP Career Services](#) to finalize your resume. Most sites will want you to interview with them. It is important you come prepared with a list of questions you also wish to ask the site. Once you get a verbal confirmation that you will be placed at a site, you will then complete the field placement agreement in Tevera.

### ***What to expect when finding a site- PSC***

Site placements for professional school counseling students works a bit differently. The field placement coordinator will send out an email to all students planning on taking practicum or internship. This email will be sent in the semester prior to your site placement. It is the responsibility of each PSC student to reply to this email. If you are a practicum student or an internship student looking for a new site, you will be asked to respond regarding preference for which county/school district you would like, along with which grade you prefer (ie. elementary, middle or high school). You may add additional information if you have the name of someone you would like to serve as your onsite supervisor (provided they meet all the requirements to be a site supervisor). After receiving your information, the Field Placement Coordinator will reach out to the contact person with each school district. The school district's representative will then approve the requests as best as they can. Students will



be contacted to let them know where they will be placed by the field placement coordinator. In addition, any Internship student who is staying at the same site as the previous semester must reply to the email letting the Field Placement Coordinator that they plan to remain at the same site with the same onsite supervisor. If their onsite supervisor is changing, they need to complete a new site placement agreement form. If their site AND supervisor remains the same, no new site placement agreement form needs to be completed. Once you get a verbal confirmation that you will be placed at a site, you will then complete the field placement agreement in Tevera.

### ***Practicum Field Placement Application Procedure***

An informational video and additional field placement resources can be found at:

<https://www.uncp.edu/departments/counseling/programs/field-placement-and-testing>

All application materials (more information below) must be received and approved during the semester before CNS 6100 Counseling Practicum enrollment. The FPC will verify enrollment eligibility in practicum and review the completed field placement paperwork. The field placement coordinator will conduct phone/face-to-face interviews with proposed site supervisors when necessary. If placement is denied, the student will be required to seek an alternative placement/site supervisor. The field placement coordinator will determine the deadline for reapplying for field placement. All forms are to be submitted in Tevera.

### ***Field Placement Application Information and Practicum Forms***

\*Clinical Mental Health Counseling students should submit Field Placement Forms to Dr. Samantha Simon via Tevera. [samantha.simon@uncp.edu](mailto:samantha.simon@uncp.edu)

\*Professional School Counseling students should submit Field Placement Forms to Dr. Billy Friedrich via Tevera. [william.friedrich@uncp.edu](mailto:william.friedrich@uncp.edu)

***(Due the semester before you want to start 6100)***

All forms are available via Tevera pre-practicum tasks.

New Field Placement Application (Prepracticum tasks)

Professional Competency Assessment

Field Placement Contract

Telehealth Counseling Agreement (optional)

GCAC Agreement (GCAC only)

Professional Competency Self-Assessment and Faculty Assessment

\*\*\*THERE ARE TWO PARTS TO THIS FORM. COMPLETE BOTH PARTS. \*\*\*

Complete the Professional Competency Assessment (PCA) - Self-Assessment as part of the field placement application. You do not need to complete a paper copy; just complete the PCA via Tevera hit submit. Please do your best to guess/estimate your current progress in the assessed areas.

Have your advisor complete the PCA. You do not need to complete a paper copy, just submit the form to your advisor via the "Pre-practicum" checklist in Tevera. The PCA link is the same for advisors of both programs. Indicate that you have completed at minimum 8/9 core courses and CNS 5350 or CNS 5450 (whichever applies to your track).

***Field Placement Course Requirements***

	<b>How to Submit</b>
<b><i>Beginning of Semester</i></b>	
Proof of Liability Insurance	Tevera
Goals and Schedule for Practicum/Internship	Tevera
<b><i>Throughout the Semester (submit final copy at end)</i></b>	
Contact Hours Weekly Log (weekly signatures required)	Tevera
<b><i>Middle of Semester</i></b>	
Midterm Self-Evaluation	Tevera
Site Supervisor Evaluation of the Student	Tevera
<b><i>End of Semester</i></b>	
PCA Self-Report (Int II only)	Tevera
Contact Hours Log Summary	Tevera
Student Evaluation of Site	Tevera
Student Evaluation of the Site Supervisor	Tevera
Final Self-Evaluation	Tevera
Site Supervisor Final Evaluation of the Student	Tevera

***Site Change Request Forms***

If you are in internship I/II and need to update your site/supervisor, please go to “site process” and click on “optional: add another site” or “select a supervisor.”

Field Placement Contract  
Updated Professional Disclosure Statement

**Supervisor Qualifications and Requirements**

Students are required to receive individual clinical supervision at their field placement site. Students are not required to participate in group supervision at their site, although it is strongly recommended, if available. In addition to participating in any group supervision, each student’s site supervisor must agree to provide at least one continuous hour of individual clinical supervision per week. This supervision must occur weekly, in order to support the development of field placement students.

Students may not choose site supervisors with whom they have familial ties, romantic relationships, or personal friendships. Failure to disclose this information could result in removal from the site, which could result in failure of the field placement course and dismissal from the program.

A qualified site supervisor will have (1) a minimum of a master’s degree, preferably in counseling, or a related profession; (2) relevant certifications and/or licenses; (3) a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled and at least three years of post-licensure counseling experiences for professional school counseling students; (4) knowledge of the program’s expectations, requirements, and evaluation procedures for students; and (5) relevant training in counseling supervision *No supervisor will be approved if they have a restricted license.*

The Clinical Mental Health Counseling Program prefers that students be supervised by Licensed Clinical Mental Health Counselors (LCMHC) but may approve other clinical credentials when an LCMHC or LCMHCS is not available and all other criteria for a site are met. Professional School Counseling students completing a field placement course in a school may only receive supervision from a licensed professional school counselor. Site supervisors are required to meet with students one hour per week. You must be directly supervised by your supervisor on file. If that changes, it is your responsibility to contact the FP coordinator immediately, and make sure the previous site supervisor has approved your hours in Tevera. For PSC, your site supervisor needs to actively be practicing as a school counselor, not just an administrative role.

Unless specific arrangements are made with the field placement coordinator, site supervisors must be "on-site" and are permitted to provide supervision to a maximum of three (3) supervisees during any given semester. When providing direct hours, field placement students must have immediate access to a qualified individual who can facilitate safety assessments and procedures. Field placement students may never be alone in a building while working with clients. Site supervisors must be licensed and located in the State of North Carolina. Even if your site supervisor has a license in another state, as a student you are only allowed to see clients who are currently located in the state of North Carolina at the time of services.

Site supervisors must provide midterm and final evaluations of the supervisee's professional performance at the site. These evaluations are part of the formal evaluation of the counseling student's progress in the field placement course and their respective program of study. The university supervisor will also discuss student progress with the site supervisor throughout the semester biweekly via email; either party may request additional in-person or telephone communication as needed. Site supervisors may supervise no more than two students unless the Field Placement Coordinator grants permission.

### ***Summary List of Site Requirements***

- One hour of supervision per week (every week of the site placement) from an individual with a master's degree, two years of relevant experience, and an unrestricted and active license. For CMHC students, an LCMHC is preferred, but other acceptable mental health professionals include LMFT, LCSW, LCAS, Licensed Psychologist. For PSC students, a licensed school counselor is required to supervise school counseling students.
- Ability to audiotape or videotape sessions that can be anonymously shared in group supervision and then destroyed.
- Ability to earn the required amount of direct and indirect hours each semester (60 direct/40 indirect for Practicum; 180 direct/120 indirect for each Internship)
- Ability to provide opportunities for supervisees to lead or co-lead group counseling sessions at some point through the field placement experience (practicum, internship I, or internship II).

## Tevera

Tevera is a required course material for all Department of Counseling field placement classes. The one-time fee is for a lifetime membership. You must activate the initial access code within a week of purchasing. All field placement paperwork including hour logs, and midterm/final forms will be completed through this platform. You can access Tevera here: <https://uncp.tevera.app/#/logon>

Helpful Tevera info:

- Applying for Field Placement- needs to be completed the semester before starting practicum (Appendix A)
- Selecting a Site and Supervisor in Tevera (Appendix B)

***Finding all Previously-Used Field Placement Sites:*** [How to look up all previously approved sites](#)

### ***Contact Hours Weekly Log***

Each week students will track their hours in Tevera. They must send their report to their site supervisor and their university supervisor to sign off on. Please also complete an Hour Log Summary at the end of every semester in Tevera.

### ***Mid/Final Self-Evaluation***

This form is to be completed by the student and submitted to the university supervisor midway through each semester of a field placement course and again at the conclusion of each semester of a field placement course. The student should also discuss the self-evaluation with the site supervisor. The student must send this form to their site supervisor via Tevera.

Purposes

- To provide the trainee with an opportunity to review levels of competency in the performance skill areas of basic helping skills and procedural skills.
- To provide the trainee with a basis for identifying areas of emphasis within supervision.

### ***Site Supervisor Evaluation of the Student***

- For each field placement course, site supervisors will complete the Professional Competency Assessment (PCA) at midterm and final. The site supervisor should discuss the evaluation with the student. Your university supervisor will be able to view this in Tevera.

### ***University Supervisor Evaluation of the Student***

- For each field placement course, the university supervisor will complete the Counseling Skills Scale-Revised (CSS-R) and abbreviated PPR at mid-term and optionally at end of semester. The university supervisor will discuss the evaluation with the student. This will be done through Tevera.

## Telecounseling

UNCP Department of Counseling students in the PSC program might wish to provide teleschool counseling, and students in the CMHC program might want to provide telecounseling as part of their field placement experiences.

Telecounseling is defined as:

- the provision of counseling services during which the counselor is in one location, the client is in a different location, and counseling is provided via technology.

Since the COVID pandemic, the modality of counseling services has shifted with a higher need/want for telecounseling services. We strongly recommend, but do not require telecounseling hours during your field placement experience.

Although technology allows professional counselors to connect with clients in unique ways, there are also unique risks associated for professional counselors and their clients. Although distance counseling via video (Telecounseling) is acceptable, it is not a replacement for delivering face-to-face counseling sessions. **Telecounseling may only account for a maximum of 40% (practicum/internship I/internship II) of your field placement direct hours requirement.** *For example, if a student acquires 60 direct hours in practicum, 180 direct hours in internship I, and 180 direct hours in internship II, then:  $60+180+180=420$ ,  $40\%$  of  $420=168$  hours allowed for telehealth requirement.*

Site supervisors are responsible for determining if a UNCP counseling student is eligible to provide telecounseling services. If site supervisors would like field placement students to provide telecounseling as part of their direct hours on-site, then the telecounseling form must be completed via Tevera.

All students and supervisors who engage in telecounseling need training in this area before starting your field placement experience. It is expected that you read through and familiarize yourself with best practices for telecounseling services. Please access the following resources if you wish to engage in telecounseling must complete at least six hours of training at:

- <https://www.uncp.edu/departments/counseling/regional-telecounseling-development-initiative>
- [NBCC Distance Counseling Policy](#)

### Graduate Certificate in Addictions Counseling (GCAC)

If you are a current GCAC student and need to complete hours at an addictions-specific internship site, please review the [GCAC Handbook](#). It is important to note that Wilmington CMHC students will take their GCAC internship in the Spring, while Pembroke CMHC students will take theirs in the Fall. It is your responsibility to register for the addictions specific section of internship, which will be clearly notated in BraveWeb.

### Ethical and Legal Conduct

The Counseling Programs strive to foster and facilitate ethical behavior of students engaged in field placement experiences. Students must comply with the American Counseling Association Code of Ethics:

<https://www.counseling.org/resources/aca-code-of-ethics.pdf>.

Professional School Counseling students must also comply with the American School Counselor Association (ASCA) Ethical Standards for School Counseling:

<https://www.schoolcounselor.org/getmedia/44f30280-ffe8-4b41-9ad8-f15909c3d164/EthicalStandards.pdf>

Field placement students are required to uphold professional boundaries according to the ethical principles of the ACA Code of Ethics. Please refer to the ACA Code of Ethics for information on boundary crossing and boundary violations.

Students are also encouraged to use ethical decision-making models when faced with ethical dilemmas. Site supervisors should always demonstrate and model ethical and legal behavior and practice, especially those which

are common in each field placement site. Please ask supervisors about previous ethical dilemmas, any legal pitfalls they have faced, and how they resolved them. Students should utilize various resources (i.e., supervisors, peers, and decision-making models) when navigating ethical dilemmas and legal pitfalls. These resources should be provided from the clinical site and clinical site supervisor, as well as the faculty supervisor. Students should have access to a wide variety of resources to assist with ethical decision-making as well as a variety of counselor duties.

### ***Wellness***

Section C of the ACA Code of Ethics (2014) reports “counselors engage in self-care activities to maintain and promote their own emotional, physical, mental, and spiritual well-being to best meet their professional responsibilities” (p. 8). C.2.g. specifically states,

Counselors monitor themselves for signs of impairment from their own physical, mental, or emotional problems and refrain from offering or providing professional services when impaired. They seek assistance for problems that reach the level of professional impairment, and, if necessary, they limit, suspend, or terminate their professional responsibilities until it is determined that they may safely resume their work. Counselors assist colleagues or supervisors in recognizing their own professional impairment and provide consultation and assistance when warranted with colleagues or supervisors showing signs of impairment and intervene as appropriate to prevent imminent harm to clients (ACA, 2014, p. 9).

It is every student’s responsibility to continuously monitor their wellness and potential impairment. It is your ethical responsibility to create a plan for your own personal wellness and have intentional conversations with your site and university supervisors when needing support. If needing counseling services, please reach out to:

UNCP’s Counseling & Psychological Services  
Brave Health Center Pembroke, NC 28372  
Phone: 910.521.6202

### ***Nondiscrimination***

Discrimination based on a person's status as a veteran or an individual with a disability, age, race, color, religion, sex, sexual orientation, gender identity, genetic information, or national origin is strictly prohibited by The University of North Carolina at Pembroke: <https://www.uncp.edu/resources/title-ix-clery-compliance/title-ix-non-discrimination-policy-statement>

- Students are also required to comply with the UNCP code of conduct. <https://www.uncp.edu/campus-life/student-conduct/code-conduct>
- The ACA code of ethics also prohibits discrimination:
  - <https://www.counseling.org/resources/aca-code-of-ethics.pdf> as does,
  - the ASCA Ethical Standards for School Counseling: <https://www.schoolcounselor.org/getmedia/44f30280-ffe8-4b41-9ad8-f15909c3d164/EthicalStandards.pdf>

### ***Liability Insurance***

Liability insurance financially covers counselors-in-training if a civil suit or licensure board matter arises during the field placement experiences. Without proper liability and risk management help, addressing legal or ethical issues can become costly and financially devastating.

- Counseling students are required to secure professional liability insurance before beginning practicum. Liability insurance must be renewed annually and extended through the last day of the internship experience. Proof of professional liability insurance is required for the field placement application.
- Placement will not be approved, and students will not be allowed to enroll in the field placement course without documentation of professional liability insurance.

Students should obtain liability insurance through a student membership in any of the following:

- The American Counseling Association (ACA): [www.counseling.org](http://www.counseling.org)
- The American School Counseling Association (ASCA): <https://www.schoolcounselor.org/>
- The American Mental Health Counseling Association (AMHCA): <http://www.amhca.org/?page=studentbenefits>
- Licensed Professional Counselors Association of North Carolina: <https://www.lpcanc.org/page/MembershipBenefits>

Students wishing to purchase professional liability insurance through an organization other than ACA/ASCA/AMHCA must receive approval from the field placement coordinator. The minimum coverage required for any insurance policy maintained by a student across field placements is \$1,000,000 per occurrence/\$3,000,000 aggregate. Liability coverage by an employer or site does not negate the professional liability policy requirement. Maintaining liability insurance for students and professional counselors is expected in the field. Site supervisors are strongly encouraged to maintain professional liability insurance as well.

### ***Professional Disclosure Statement***

Students should review the site supervisor's professional disclosure statement to learn about the specific needs of their placement site.

All Clinical Mental Health Counseling students are required to provide a Professional Disclosure Statement to all clients before engaging in a professional counseling relationship or providing any direct service hours. Students will develop Professional Disclosure Statements during the practicum class. At a minimum, the Professional Disclosure Statement should follow NCBLCMHC PDS for LCMHC-A (but adjusted to reflect student status), and include information about services provided, counselor credentials (including expected graduation date) and relevant experience, fees, billing information, confidentiality, supervision arrangements, how records will be handled, and informed consent.

Additional information about Professional Disclosure Statements are available on the North Carolina Board of Licensed Clinical Mental Health Counselors website: <https://www.ncblcmhc.org/Licensure/Current/PDS>

Professional School Counseling students should introduce themselves to parents in the school before starting field placement. School counseling students should obtain informed consent from parents before providing counseling services that are additional to those provided to all other students in the school.

### ***Recording Counseling Sessions***

Approved sites give permission for students to audio or video-record direct client contact. All students are required to submit video/audio recordings of their sessions with clients. Students who are not permitted by their site to video or audio record client sessions must find a different field placement site that allows recording.

In addition to site permission, students must secure written consent from every client, or parent/guardian (if client/student is under the age of 18) prior to video-recording any contact. Students must obtain consent using the Client Consent to Video-Record Form found in Appendix C of this manual, and any additional site-specific paperwork that may be required. Students should express to clients when seeking permission to video-record that the purpose of the recording is to evaluate the student counselor and improve upon counseling skills, not to evaluate the client or the issues discussed by the clients. The video recordings will be shared in individual and group supervision at the site and in the field placement class. Site supervisors need to help facilitate the video-recording process.

Site supervisors should help counselors-in-training identify potential clients or students to participate in an



audio/video-recorded session. In schools, it may be helpful to send home 8 to 10 consent forms early in the field experience. It is likely that only a small percent of consent forms will be returned signed by the child's parent or guardian.

Note: Students must take great care when handling, transporting, and destroying the recordings.

#### *Before Selecting Your Recorder*

- Digital recorders are recommended for recording purposes. Cell phones are strictly prohibited from recording sessions because they fail to meet confidentiality standards required by FERPA and HIPAA. Regardless of the type of recording device you select, students are advised to take extra precautions to safeguard the confidentiality and transportation of recorded material.

#### **Confidentiality**

The material contained in the recordings is considered confidential. Students are expected to maintain the highest ethical and professional behavior in accordance with HIPAA (Health Insurance Portability and Accountability). Violating a client's confidentiality is considered an ethical and legal breach of conduct and grounds for failing the field placement course.

Students will share electronic videos with university supervisors by sharing a UNCP OneDrive folder. UNCP OneDrive is HIPAA compliant. Individual files within the password-protected folder should also be password protected to create an additional layer of digital security. Emailing digital files is unacceptable as there are many ways that files sent over email can be lost, opened, or received by unintended individuals, which could cause potential breaches of confidentiality. **DO NOT NAME THE FILE WITH IDENTIFYING INFORMATION.** In a confidential location, view the recorded session and complete any required course paperwork (e.g., case presentation, skills scale). Use only client pseudonyms, no real names, or initials. Once complete, upload your recording to your OneDrive folder that is only shared with your University Instructor.

Delete the video from the recording device after it is transferred to your OneDrive. Simply hitting the "delete" button does not ensure deletion from your computer. Saving over the file ensures that the file is completely gone, along with deleting it from your computer and then defragmenting your computer (search for instructions on the internet). Another option is to download any deletion software. Regardless of the method you select, please ensure that the digital file is no longer readily available on the computer. Failing to do this is unethical and does not protect the confidentiality of your client(s).

#### **Student Communication with the Field Placement Coordinator**

The field placement coordinator will use UNCP-assigned email as the standard form of communication with field placement students. Students are responsible for checking their email accounts regularly and responding to the field placement coordinator within 24 hours. *Please see the chain of communication chart to decide who to contact first with any issues that may arise.*



### *Chain of Communication for Field Placement Issues*



### Satisfactory Student Progress

Students must adhere to the ethical and legal implications outlined in this manual. Students must also comply with all requirements outlined in the syllabi for their field placement courses. Students must also comply to the guidelines outlined in the Department of Counseling Student Handbook, the UNCP Academic Honor Code, and the UNCP Code of Conduct.

#### ***Possible Criteria for Identifying a Deficiency or Concern:***

Satisfactory performance evaluations from the university and site supervisors are required to pass field placement courses. Students are evaluated using assessment measures at designated points across the semester, as indicated in the class syllabus and the UNCP Department of Counseling Student Handbook. Any supervisor or faculty member may complete an assessment at any point in the semester if any concern arises. Remediation procedures are outlined in the UNCP Department of Counseling Student Handbook.

Note: Schools, licensure boards, and other credentialing bodies may require background checks and other testing which might prohibit students with certain criminal records/behaviors from obtaining access to testing, licensure, and certification.

Failure of a UNCP Counseling Programs Student to comply with the ACA code of ethics/ASCA ethical standards, UNCP nondiscrimination policy, the UNCP code of conduct, the UNCP Counseling Programs Student handbook, or the UNCP Counseling Programs Field Placement manual could result in a remediation plan, removal from the site, or failure of the field placement course, which could result in dismissal from the program.

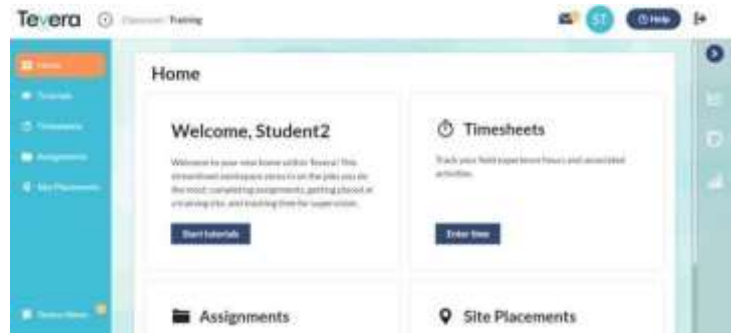
Students who are dismissed from their contracted field placement site or who choose to leave their contracted field placement site mid-semester could fail their field placement course or be subject to a remediation plan.

The field placement coordinator is not required to approve a replacement field placement site if a student is dismissed or removed from their approved placement.

Note: Students must provide official two-week notice to any field placement site where they wish to discontinue their work. Copy the field placement coordinator on official written notice of intent to leave a field placement site (i.e., email or paper letter). New paperwork must be approved before you begin accruing hours at a new site. Students should adhere to the on-site policies that apply to individuals employed at the site in similar positions, including scheduling time off and calling in sick.

## Appendix A: Applying for Field Placement

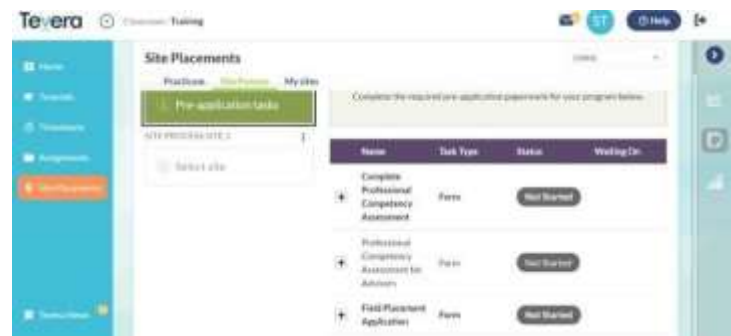
First you will click on the “site placements” tab on the far-left corner of the screen. It should bring you to the following screen:



- Click on “site process” and start the “Pre-application” tasks.

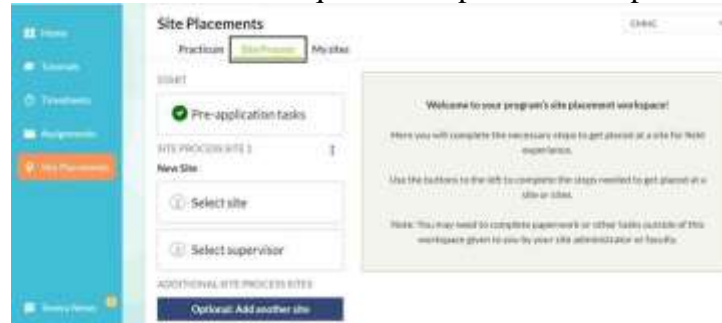
Make sure that your program (PSC/CMHC) is listed correctly in the drop-down box in the top right corner.

- Complete the Professional Competency Assessment (PCA) on yourself.
- Click on “Professional Competency Assessment for Advisors” and in the drop-down box that appears, select your advisor. This will send this form to your advisor through Tevera to complete. This must be completed **BEFORE** filling out the Field Placement Application. You need to log into Tevera to check that this has been completed by your advisor, at which time you will be able to start the Field Placement Application.
- Once completing the Field Placement Application, it will be sent to either Dr. Friedrich (PSC) or Dr. Simon (CMHC) for approval.



## Appendix B: Selecting a Site and Supervisor in Tevera

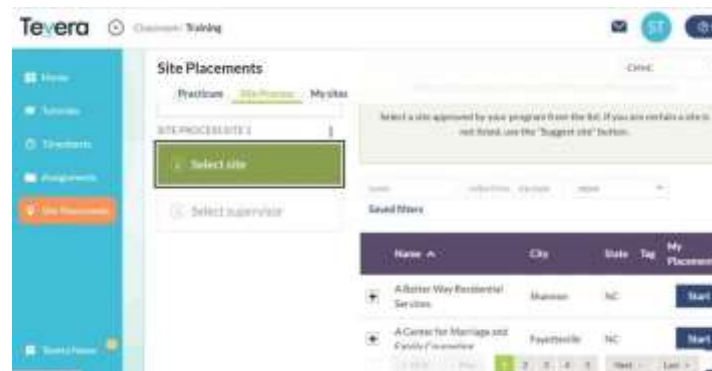
You will start this process once you have verbally confirmed with a site that you are able to start placement with them and have a qualified supervisor set up.



First, go to “site process” and click on “select a site.”



From there you will see a current list of approved sites. Search for your site. If it is listed, click on that site.



If you cannot find your site/it's a new site, then scroll to the bottom of the screen and click on “suggest a site.”



When you have chosen a site or selected a new site, you will see the screen below. Please insert your site supervisor's information where it states, "Person that completes this assignment." In the "Person that signs Site Administrator Signature" please send to your site's administrator. This person will sometimes be the owner of the company, the manager, or sometimes your site supervisor. Ask your site who fits this role. In the "Person that signs Field Placement Coordinator Signature" please have this sent to Dr. Samantha Simon in the drop-down menu for CMHC students.



You will then be able to enter your site supervisor's information. If your site supervisor is not listed with a previous site, then please click "suggest a supervisor" and enter in your site supervisor's information.

## Appendix C: Consent to Record Client Contact

**Consent to Record Client Contact**  
**UNIVERSITY OF NORTH CAROLINA at PEMBROKE**  
**School of Education, Department of Counseling**  
 Post Office Box 1510 Pembroke, NC 28372

The field placement experience is a period of supervised practice in which graduate students observe and practice individual and group counseling, as well as other counseling-related activities. Students are supervised by site staff and attend instructional sessions on the campus of UNC Pembroke, also.

Recordings can be an effective teaching and learning tool. Recordings are used to improve the services you (or your child) receive and to facilitate the skill development and training of the student counselor. The recordings are reviewed by site staff, university staff and other counselors in-training.

These recordings and the content therein are held in the highest confidence. Exceptions/Limitations to this confidentiality include the following situations that are also included in traditional counseling services informed consent:

- You direct me, in writing, to discuss your case with someone else.
- You are deemed to be a threat to yourself or someone else.
- A court order directs me to disclose your information.
- If the abuse of a child or elderly person is indicated.

Any other use of these recordings requires your express written consent. Recordings are permanently destroyed after supervision. By signing this form, you are giving permission to have the sessions involving you or your child and the counselor-in-training video or audio recorded. Recording is completely voluntary. If you decide that you do not want to be recorded, you will not be penalized and you will continue to receive services.

If you have any questions or concerns, please contact Dr. Samantha Simon (clinical mental health counselors): 910-521-6354, [samantha.simon@uncp.edu](mailto:samantha.simon@uncp.edu) --or--

Dr. Billy Friedrich (professional school counselors): [william.friedrich@uncp.edu](mailto:william.friedrich@uncp.edu)

I, \_\_\_\_\_ (client/student name), understand the above conditions and agree to be

(circle) **Audio/Video** recorded by \_\_\_\_\_ (Counselor-in- Training).

Client/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_