Site Affiliation Application – Community Counseling

Thank you for your interest in becoming an Affiliated Practicum and Internship Site for the University of Texas at San Antonio’s (UTSA) Department of Counseling. Enclosed is information about the counseling program, as well as, relevant UTSA policies and procedures.

We are interested in providing UTSA counseling students with the best clinical training program possible. Consequently, we ally with the finest local, state, and national community service providers. Likewise, affiliated agencies and site supervisors must meet the highest standards of integrity and service. Some of these standards/guidelines are included below for your review.

If acceptable, please complete the attached application form and affiliation agreement. Please submit these documents, along with a current copy of the Site Supervisor’s resume/curriculum vita, and any brochures, flyers, or other agency information and forward to:

Heather Trepal, Ph.D.
Community Counseling Coordinator
Department of Counseling
University of Texas at San Antonio
501 West Durango Blvd., DB 4.314
San Antonio, TX 78207-4415

After these documents have been received, I may contact you, in order to discuss program specifics and other placement possibilities. Again, we appreciate your interest in becoming an affiliate of the UTSA Counseling program and look forward to working with you.

Sincerely,

Heather Trepal
Heather Trepal, Ph.D.

(210) 458-2928 voice
(210) 458-2605 fax
Selection Criteria for Participating Agencies

Potential practicum and internship sites are selected on the basis of their service delivery, commitment, and ability to provide quality learning opportunities for the University of Texas at San Antonio’s (UTSA) counseling students. Current sites encompass a wide variety of agencies/organizations, reflecting a broad spectrum of human needs and services. Some examples include traditional counseling agencies, behavioral health services, local and state governmental offices, criminal justice settings, and private sector services. Students are placed with agencies/organizations in San Antonio and the surrounding communities and are required to attend practicum and/or internship classes on campus. Advanced students enjoy a wider selection of internship sites throughout the state and the southwest.

UTSA’s School and Community Counseling Program recognizes that there are many unmet needs and barriers that impede care for people with behavioral health concerns. Furthermore, we recognize that these concerns are common; regardless of background, stage of life, circumstance, or community. With this perspective, the Counseling Program invites and welcomes a broad array of agency/organizational affiliations whose common goal is the betterment of our communities.

All agencies/organizations must meet the following requirements:

1. The availability of necessary learning experiences;
2. Willingness of the agency’s executive and program staff to support Counseling Program’s educational goals;
3. Availability of appropriate supervision;
4. The primary mission/purpose of the organization, identified program or department must address human needs (e.g. policy, administration, evaluation, research, direct service delivery, etc.);
5. The agency/organization cannot engage in discriminatory practices (e.g. personnel hiring, acceptance of students or clientele, etc.);
6. The site supervisor’s willingness to participate in the Counseling Program’s activities (e.g. site/supervisor orientation, guest lecturers, meeting(s) with practicum/internship supervisor, etc.);
7. The agency/organization must support the student’s placement and allow the Site Supervisor sufficient time for student’s supervision. Minimum scheduled supervision time is one hour per week;
8. A reasonable stipend for the student’s services is encouraged. This stipend is particularly important for students who are engaged 19+ hours per week. This stipend varies by organization and is based on similar student internship programs, as well as, hours of service;
9. Site Supervisors must possess the following minimum qualifications: Master's Degree in a Mental Health discipline (i.e. from an accredited University, preferably Counseling); valid professional license, and a minimum of two years postgraduate
counseling experience. Doctoral students are usually supervised by a doctoral-level supervisor;

10. The agency/organization must have the administrative capacity to sustain necessary student activities (e.g. space, phone, privacy, support staff, etc.);

11. The agency/organization must ensure that appropriate measures and procedures are in place in order to protect the student’s safety. At a minimum, these procedures and measures include, but are not limited to, training and orientation regarding policies and procedures for: 1) organizational safety, 2) conducting appropriate home visits, 3) interacting with potentially difficult clients, 4) managing emergencies, and 5) appropriate screening of student assignments by the Site Supervisor(s);

12. The agency/organization must encompass a system of community accountability. This community accountability may be demonstrated by a representative board of directors; fiscal accountability via a budget review process; periodic review by an accrediting/licensing agency; and

13. The agency/organization must inform the student’s practicum or internship instructor of any changes in the student’s supervision. This communication should occur, as soon as possible, in order to ensure adequate and appropriate student supervision.

Initiative for establishing on-site practicum or internship in any given agency/organization may originate with either the University or the agency. Appropriate processing of this application will involve the agency/organization, including: 1) the agency/organization’s authorized authority, 2) the agency/organization’s Site Supervisor designate, 3) the Director of UTSA’s Family and Community Life Center, and 4) the student’s practicum or internship instructor. The review and affiliation process includes, at a minimum:

1. A thorough review of the applicant agency/organization (i.e. service description, client population(s) served, Site Supervisor credentials, etc.);

2. A conference (i.e. by telephone or in person) with the agency/organization’s administrator and/or Site Supervisor regarding expectations of all parties involved; and

3. A clear description of how the student’s educational requirements may be achieved via the application materials submitted by the agency/organization.
# UTSA COUNSELING PRACTICUM AND INTERNSHIP SITE AFFILIATION APPLICATION

## Applicant Information

<table>
<thead>
<tr>
<th>Agency/Organization Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Zip:</td>
</tr>
<tr>
<td>Website:</td>
</tr>
<tr>
<td>Specialization:</td>
</tr>
</tbody>
</table>

- Level of placement (please check all that apply): **Masters □ Doctoral □**
- Will the Agency pay stipends? Yes □ No □ Possibly □
- Students are required to audio/video tape 2 counseling sessions. Do you allow students to audio or videotape for the purpose of supervision? Yes □ No □
- Auspice of Agency (please check all that apply):
  - Public □
  - Local □ City □ County □
  - Federal □ Regional □ State □
  - Private □ Nonprofit □ For-profit □

## Agency/Organization Contact Person

<table>
<thead>
<tr>
<th>Executive Director Name:</th>
<th>Title:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Supervisor Name:</td>
<td>Title:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

## Agency Services

1. Briefly provide an overall description of the agency (function, purpose, etc.):

   - [ ]
2. Briefly describe the types of clients seen and services provided:

3. Briefly describe the treatment modalities available (individuals, groups; also any opportunities for administrative or research experiences):

4. Special instructions for students who apply:

### POTENTIAL SITE SUPERVISORS

**Please Note:** Minimum Site Supervisor Qualifications include: 1) master’s degree in counseling or a closely related field; 2) appropriate mental health professional certifications and/or licenses; 3) minimum of two (2) years of post-degree professional experience; and 4) knowledge of the program’s expectations, requirements, and evaluation procedures. For doctoral students, supervision is usually performed by a doctoral level supervisor. Below, please list the qualified Site Supervisors who will work with UTSA counseling students (i.e. please attach a resume or curriculum vita for each person listed):

<table>
<thead>
<tr>
<th>Name</th>
<th>Degrees and Date Awarded</th>
<th>Employment Date</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>