

Audio or Video Recording - UTSA Department of Counseling Policy

All practicum and internship students are required to provide a minimum of 2 taped sessions each semester. If a community site does not allow their clients to be taped, the student is responsible for obtaining an additional (second) affiliated site to meet this course requirement. There are no exceptions to this policy. Students must follow these guidelines for requesting, recording, securing, and transporting the tapes.

Recording Guidelines for Students:

- Practicum and internship students must obtain written informed consent from their individual clients (or their legal representatives) to be taped. Prior to taping, any client (or their legal representatives) **must** be informed about how the tapes will be used and **must** sign an informed consent statement that specifically gives the student permission to tape, review, and play portions of the tape for their practicum or internship class, their onsite supervisor, and the university supervisor for the purpose of supervision.
- To ensure client's confidentiality, practicum and internship students must make every effort to ensure the security of session tapes. Practicum and internship students must ensure that tapes are kept in a secure location (e.g., restricted areas of their practicum or internship site, site-supervisor's office, etc).
- Students should not use any client identifying information (e.g., full name, social security number, etc.) on any recordings.
- Prior to removing tapes from a practicum or internship site, students must ensure there are no markings on tapes or their packaging that in any way identify the client or the site.
- Students should utilize appropriate coding procedures when documenting any practicum or internship documentation (e.g., tapes, notes, tape critiques, fax, e-mail, etc.).
- The contents of this recording will remain confidential within the supervision faculty at UTSA.
- This recording must be destroyed upon completion of the supervisory review of the session.

Recording Consent for Clients:

As a graduate student, I am required to be under the direct supervision of qualified clinical supervisors. My supervisors review all aspects of the services that I am providing to you. You have the right to know the name of my supervisors and how to contact her or him. This information is listed above. Your signature below confirms that this form has been explained to you, and that you understand the following:

- I am not required and I am under no obligation to have this session recorded.
- I may withdraw my permission at any time during or after the recording session. My care will not change by my decision not to be recorded.
- I have the right to review my recording with my student counselor during a counseling session.
- The contents of this recording will remain confidential within the supervision faculty at UTSA.

- This recording need to be destroyed upon completion of the supervisory review of the session.
- My student counselor receives supervision both at this location and by the faculty at The University of Texas at San Antonio (UTSA).
- This consent expires 180 days from the date of my signature below. I may revoke this consent at any time prior to the expiration date by submitting to the student counselor a request to withdraw my permission.
- The original copy of this consent form will be kept in my records with this agency.
- This recording will only be used as a tool to help my student counselor in assisting me or my family.
- I may contact the Counseling Department at UTSA with questions or concerns at 210-458-2655.