



Clinical Training Manual

The University of Texas at San
Antonio Department of Counseling

September 2023

Professionalism. Integrity. Wellness

TABLE OF CONTENTS



INTRODUCTION
Department of Counseling

3



SARABIA FAMILY COUNSELING CENTER
Community Services
Clinical Training

7



POLICIES AND PROCEDURES
Fitness to Practice
Clinical Training Sequence
Practicum
Internship

10



LICENSURE AND CREDENTIALING
School Counselor Certification
Professional Counselor
Licensure
Nation Certified Counselor

26

To Our Community,

We believe the best way to develop practical counseling skills is through challenging experiences in the context of sound supervision

The Department of Counseling Faculty

What is the department's mission?

Our mission is to prepare multiculturally competent professional counselors and counselor educators for South Texas and beyond.

Graduates of our counseling program should demonstrate the necessary knowledge, skills, identity, and scholarship required to secure positions within the profession. The department emphasizes creativity and diversity as well as developmental and relational processes.

What are the department's Mission Based Student Learning Objectives (MBO)?

At completion of the counseling program, students will be able to: 1) Articulate a conceptualization of client/student presenting concerns from a strength-based perspective founded on contextual factors (e.g., developmental, relational, and multicultural); 2) Describe how relational and diverse contextual factors may contribute to presenting problems; 3) Discuss how relational competencies (i.e. authenticity, mutuality, honesty, empathy) affect counselor/client/student development; 4) Describe how to creatively and effectively integrate contextual resources and client/student strengths during the counseling process; 5) Demonstrate inclusive communication when describing clients/students (e.g., understanding and appropriately using people/person-first language or identity-first language, avoiding labeling clients/students); 6) Demonstrate the ability to convey to the client/student their counseling progress; and 7) Demonstrate multicultural and social justice counseling competencies in the counseling process.



The Department of Counseling

What about diversity?

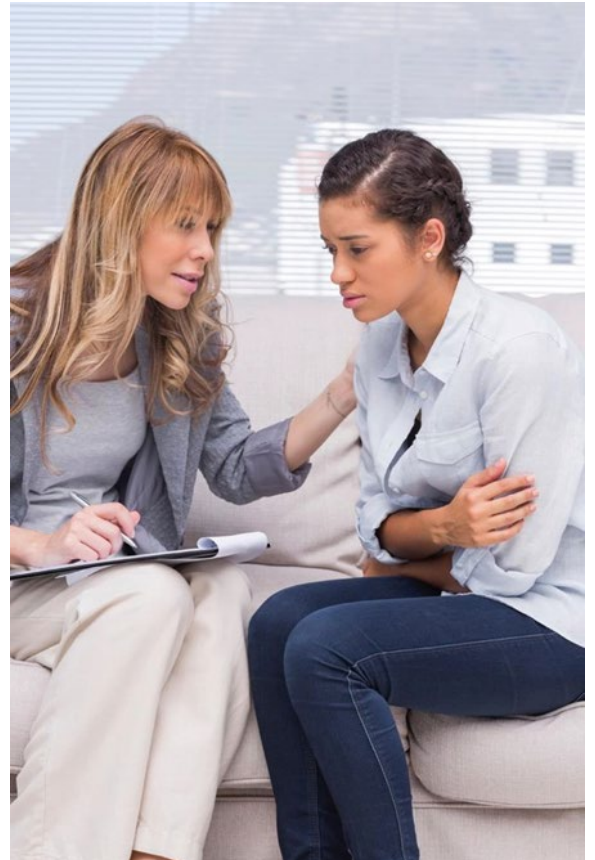
In accordance with the department's mission and goals, graduates will have a clear understanding of diversity and be able to address the needs of an increasingly changing society.

We are committed to increasing educational opportunities for everyone. We strive to create an atmosphere where the values and concerns of diverse populations receive attention, respect, and support.

These topics are integrated into the department's curriculum of courses in order to implement specific dedication to multiculturalism.

What about technology?

Our program is compliant with legal and ethical requirements of the technology platforms (HIPAA, HITECH, FERPA, etc.) as well as the applicable national and/or international laws regarding the use of technology.



The Department of Counseling

**The University of Texas at San Antonio -
Downtown Campus College of Education
and Human Development**

**Department of Counseling Durango
Building 4.122**

501 W. César E. Chávez Boulevard

San Antonio, Texas, 78207

210-458-2600



Sarabia Family Counseling Center

What is the Sarabia Family Counseling Center?

We envision the College of Education and Human Development's Sarabia Family Counseling Center (SFCC) as a national leader in community service, professional training, and clinical research. We adhere to a rigorous set of standards that demonstrate leadership and excellence in professional counselor preparation.

Our mission is clear - to promote healthy social, emotional, and relational functioning, reflecting the needs of a diverse and dynamic society. We accomplish our goals through active community service, evidence-based training, and clinical research. We encourage inclusion and diversity in its broadest sense.

History and Description

Located on The University of Texas at San Antonio's (UTSA) Downtown Campus, the SFCC was created with the primary purpose of serving San Antonio's urban downtown area as well as the surrounding communities. The SFCC continues to service the community and provides counseling services to undergraduate and graduate students in the College of Education and Human Development (COEHD). We are dedicated to helping graduate counseling students acquire clinical training experiences that reflect the diverse needs of society.

The SFCC houses an extensive resource center, complete with counseling assessment instruments, over 1500 counseling and related discipline textbooks, and other instructional media. The center is equipped with computers, printers, a SMART Board, and other tools that promote active community service, clinical training, and clinical research.

Serving as an on-campus training clinic, the SFCC allows master's and doctoral students to obtain intensive and personalized supervision. State-of-the-art clinical supervision tools provide opportunities for student counselor growth and development. The SFCC has six counseling rooms (i.e., three individual rooms, two group rooms, and one fully equipped play therapy room) for use by students and faculty.

Counseling Services

Applying counseling theory and knowledge into professional practice is an important part of the Department of Counseling's mission. The SFCC is currently providing face-to-face and tele-health services through three university-sponsored programs: (a) COEHD Student Success Center providing services to undergraduate and graduate students in the Department of Educational Psychology and the Department of Interdisciplinary Learning and Teaching, (b) Practicum experience providing services to undergraduate students in the Department of Counseling, and (c) Neurofeedback program providing services to community members.

Sarabia Family Counseling

Community Service

The SFCC is open to new partnerships. We continually work to develop relationships with other community advocates and agencies. We are currently exploring new partnerships and plan to expand services in the Spring of 2023 to include services to new partners, including (a) the San Antonio Municipal Court (adjudicated youth and their families); (b) San Antonio Police and Fire Departments (first responders); and (c) The Pride Center (LGBTQ population).



Sarabia Family Counseling

Clinical Training Sites

UTSA counseling students are expected to arrange their own placement from the department's list of approved affiliated clinical sites. For practicum, students complete their hours in the department's Sarabia Family Counseling Center or another approved affiliated practicum site. This option will vary by semester. Students will be notified by email regarding practicum options each semester.

A myriad of human service organizations and group practices provide counseling services and are available in San Antonio and the surrounding communities. These organizations provide assistance, support, information, and advocacy for clients and families.

Many of these agencies may be appropriate for internship site placements.

How does an organization become affiliated with the UTSA Department of Counseling?

New, potential practicum and/or internship sites may apply for affiliation with the Department of Counseling if they meet the necessary program requirements.

Applications must be submitted to the Clinical Training Committee prior to the deadline on the application. Please click the following link for more information on applying to become an affiliated site.

https://education.utsa.edu/images/counseling-pdfs/site_affiliation_application_cmhc-4.25.22.doc

All students must have an approved site to complete their practicum/internship by the first week of class. In the event that a site is not approved and not on the affiliated site list, students must either: (a) drop the course or (b) secure another affiliated site. Students may not see clients at a site until it is approved by the clinical experience committee and UTSA.



Policies and Procedures

The following information can be found on the UTSA Department of Counseling's website:
<https://education.utsa.edu/departments/counseling/forms-and-helpful-links.html>

- UTSA Affiliated Site List
- Application to Become an Affiliated Clinical Training Site
- Site Supervisor Evaluation of Student
- Other Clinical Training Forms



Policies and Procedures

Fitness to Practice Policy

In order to complete counselor preparation programs and to be eligible to take certification and/or other credentialing examinations, students must satisfy Fitness to Practice Requirements. The details of these requirements can be found in the Department of Counseling website and the UTSA Handbook of Operating Procedures. It is strongly recommended that students review these requirements to gain factual information regarding what these requirements entail (See below for access information).

Professors and faculty members of the counseling profession are responsible for maintaining the integrity and objectives of the clinical courses. These courses will demand students' time and energy. Please accommodate the time for courses into your lifestyle. As clinical courses are experiential in nature, they will require students to be introspective and reflective. Classroom behavior, discussion, professionalism, and coursework are used to evaluate students' Fitness to Practice.

As outlined in the Department of Counseling procedures, students' progress will be specifically summarized in all clinical courses. Toward the end of each semester, students will be evaluated on a uniform checklist of standards.

These standards, procedures, and evaluation forms may be found in UTSA's: 1) Handbook of Operating Procedures (HOP), and 2) the department's website:

- <https://education.utsa.edu/departments/counseling/>
- https://education.utsa.edu/images/counseling-pdfs/Fitness_to_Practice_Policy_2012-2.pdf

Please note that students may be evaluated using the same standards and procedures during other points in their academic program. Students are expected to review thoroughly and comprehend the department's Fitness to Practice policies and procedures.

Cause for Removal from Practicum/Internship Sites

Students who are removed from practicum and/or internship will automatically undergo a fitness to practice review. Students may be removed from a practicum and/or internship site placement for the following reasons:

- Failure to obtain and/or document proof of professional liability insurance;
- Failure to function in a mature, responsible, and professional manner.
- Failure to follow the ethical guidelines of the counseling profession;

Policies and Procedures

- Dishonesty regarding field placement log or contract, tape recording, and/or obtaining client consent;
- Failure to maintain confidentiality of client records and/or client situations; and
- By request of the site administrator/site supervisor.

Ethical and Legal Standards

The practicum/internship clinical experience provides students with the opportunity to work with clients in real-world settings.

Students are expected to abide by the

American Counseling Association (ACA) Code of Ethics (2014).



Professional Liability Coverage

Students will obtain professional liability coverage/insurance before the practicum/internship class begins. Please note: The COU Department does not endorse any particular insurance plan.

However, students may find that professional liability insurance from the Texas Counseling Association (TCA) or the American Counseling Association (ACA) is the easiest to obtain. These professional organizations require membership (i.e., student rate), in addition to a nominal (or free) coverage fee:

- The American Counseling Association. Call 800.347.6647 or visit their website (<http://www.counseling.org>);
- The Texas Counseling Association. Call 800.580.8144 or visit their website (<http://www.txca.org>; click on join/renew w/ insurance).

Students must provide proof of liability coverage (i.e., certificate of insurance) at the first-class meeting. Minimum coverage includes \$1 million coverage for each claim and \$3 million annual aggregate for all claims. Students will not see clients, or collect any direct service hours, without proof of liability coverage.

Policies and Procedures

Site Supervisor Qualification

Site supervisors for students in the CMHC program must have: 1) A minimum of a master's degree in counseling or a related profession; 2) appropriate mental health professional certifications and/or licenses (LPC-S, LPC, LPC-Associate, Licensed Psychologist, LCSW); 3) A minimum of two years of pertinent professional experience in clinical mental health counseling; 4) knowledge of the program's expectations, requirements, and evaluation procedures; and (5) relevant training in counselor supervision.

For students who are enrolled in the School Counseling program, site supervision is required from a Texas Education Agency-certified school counselor with a minimum of three years of experience.

Site Supervisor Responsibilities

Site supervisors will be responsible for providing each student with the following:

- Clinical job description/duties
- Client assignments for counseling experiences
- Individual and group counseling activities
- Weekly supervision schedule (i.e., minimum of one hour, face-to-face, individual or triadic)
- Opportunities for student/trainee professional development
- Interim report and final evaluation process and
- Consultation with UTSA instructors.

University Supervisor Responsibilities

UTSA's clinical supervisor(s) shall be responsible for providing each student/trainee with information relating to the following:

- Consultation process with students' site supervisors
- Desirable practicum and internship experiences
- Site visits with student's clinical site
- Communication with site supervisors
- Consultation with students
- Weekly, University-based group supervision sessions (i.e., 1 ½ hours per week)
- Final grade assignment

What about attendance?

- Students are expected to attend all class and supervision meetings, including group, individual, on-site, and off-site meetings
- Students are expected to develop a schedule with their practicum/internship clinical site supervisor
- Students should immediately notify supervisors and clinical sites in the event of being delayed or absent
- Students should make up any missed supervision or practicum/internship hours
- Students consistently failing to attend class, supervision meetings, or practicum/internship hours may be dropped from the class or receive a failing grade; and
- Students consistently failing to prepare client cases (i.e., with tape recordings) for review may be dropped from the class or receive a failing grade.

Policies and Procedures

Home Visits

While completing practicum and internship experiences, it is expected that student safety comes first. Therefore, students are not permitted to make any home visits during their practicum/internship experiences unless specifically pre-approved by the Clinical Mental Health Committee.

Access to Supervisor

Students must, at all times, have immediate access to their clinical site supervisor, the site supervisor's representative, or a professional colleague for consultation and support when at their field sites; therefore, students may not work alone at their field sites.

Professionalism

Students should consult with their clinical site supervisor, follow the clinical site dress code, and conduct themselves in a professional manner at all times. Also, students' professional demeanor should be consistent with the current ethical guidelines of ACA. This is consistent with the requirement of the development of a professional identity

Documentation

Students will complete and submit all required academic and clinical site documentation in a timely and efficient manner. Students' practicum and internship documentation will be used to verify information for the department's records and reviews, as well as state licensure and/or certification.

Confidentiality

Students will be responsible for maintaining the confidentiality of all information related to their clinical site clients:

- Students should understand and follow the legal and ethical confidentiality practices of their clinical site
- Students should maintain their practicum/internship documentation and tape recordings in a secure and professional manner, consistent with the current ethical guidelines of ACA
- Students should not use any client-identifying information (e.g., full name, social security number, etc.) in any practicum or internship documentation (e.g., tapes, notes, tape critiques, fax, e-mail, etc.). The exception to this policy/procedure is the client's consent form(s)
- Students should utilize appropriate coding procedures when documenting any practicum or internship documentation (e.g., tapes, notes, tape critiques, fax, e-mail, etc.)
- See Recording Policy on the department website.

Policies and Procedures

Respect for Clients

The practice of counseling is both client-focused and client driven. Students will treat all clients with respect, in accordance with the current ethical guidelines of ACA.

Crisis Procedures

Students will know, understand, and be able to implement the appropriate crisis procedures (e.g. suicide, violent behavior, aggression, etc.) at their clinical site.

- Students will notify their clinical site supervisors immediately of any client (i.e., actual or potential) crisis situation, and will follow the site supervisor's explicit directives
- Students will notify their practicum/internship faculty instructor in the event of a client crisis (actual or potential) such as domestic violence, bullying or threats of violence against self or others
- Students will notify their practicum/internship faculty instructor, the Clinical Coordinator and the COU Department Chair in the event of a client's death (e.g., suicide, homicide, etc.).

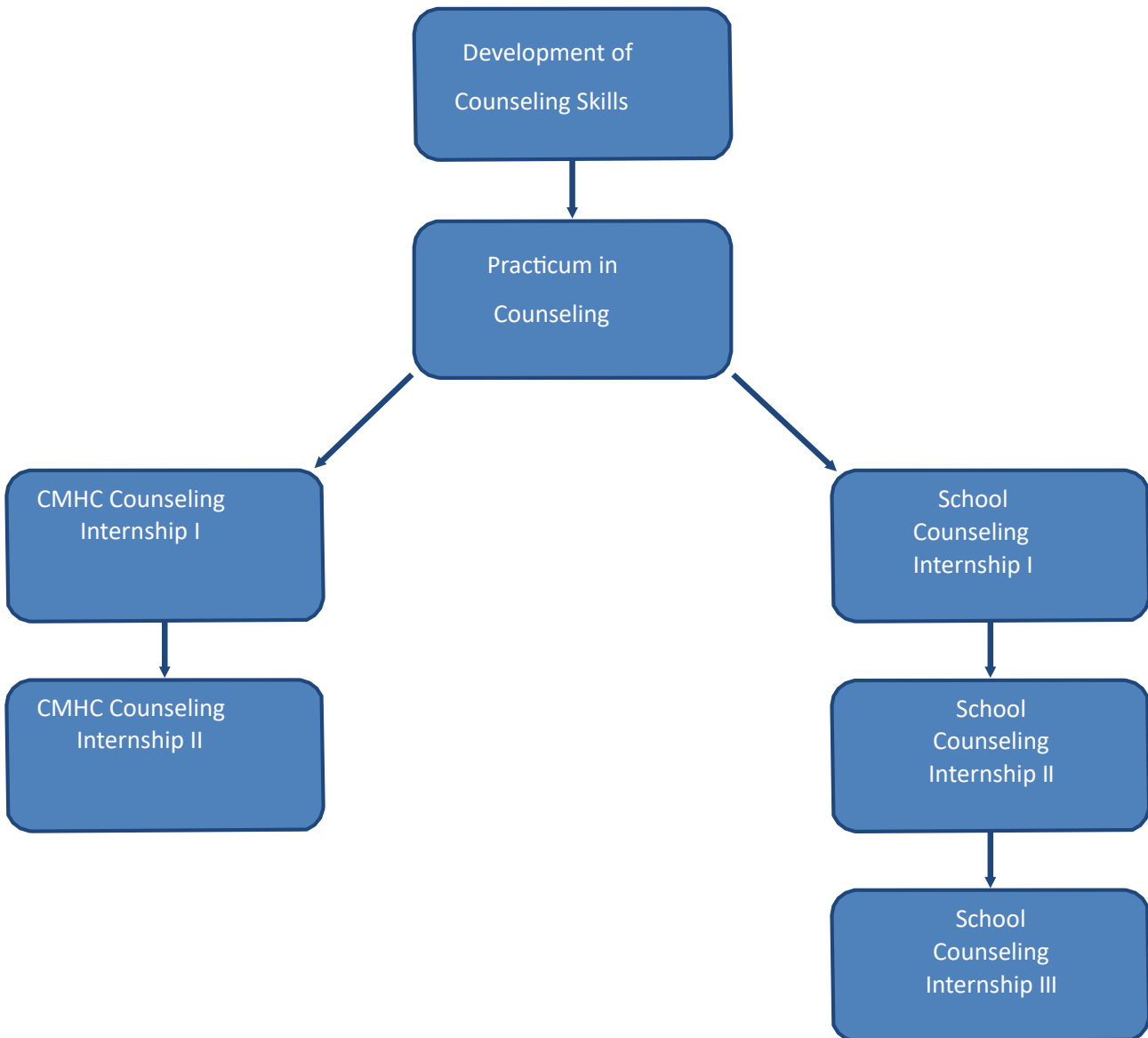
Background Checks & Criminal Records

- Students are advised that some clinical sites may administer criminal background checks. Consequently, clinical sites may deny clinical placement if the student fails to submit this background check or does not meet the clinical site's background criteria
- Please review the Texas Licensed Professional Counselors rules and regulations (Chapter 681) regarding this matter: (http://www.dshs.state.tx.us/counselor/lpc_rules.shtm)



Policies and Procedures

Clinical Training Sequence



What is the clinical training sequence for the master's degree?

The above figure illustrates the clinical training sequences for the master's degree in school and clinical mental health counseling. The department's clinical training sequence is intended to be a developmental process with each clinical course building on the previous course.

Policies and Procedures

Clinical Training Sequence

What is the procedure for enrolling into practicum or internship?

Students must submit an application for practicum/internship to the department's Student Development Specialist the semester before they wish to enroll in practicum or internship. Likewise, practicum students must complete a Clinical Orientation/Training prior to the first class meeting of the semester. Student who are unable to attend this mandatory orientation must drop the class. Students may contact the Department of Counseling for additional information regarding the practicum orientation.

Please Note: The department cannot and will not guarantee any student specific clinical site placement acceptance or completion of required practicum/internship hours.

May I complete my practicum or internship at my work?

Students may use their regular employment as a clinical placement site under the following conditions: Students must perform clinical duties that are different from duties performed on the basis of a bachelor's degree; Students' clinical site supervisor must be different from their current work supervisor; Students must obtain a letter (i.e., from their clinical site supervisor)

documenting how these conditions will be met; The documentation letter must be delivered to the student's faculty course instructor at the beginning of any practicum/internship course.



Policies and Procedures

Clinical Training Sequence



Can I accrue any practicum or internship hours between semesters?

Students are not allowed to see clients or accrue practicum/internship hours between semesters.

Hours during Spring Break

Students may continue to see clients during spring break but must still be supervised one hour per week on-site during this time.

Where can I complete my practicum and CMHC internship?

For practicum, if space allows, students will complete their hours in the department's Sarabia Family Counseling Center. If space is not available, students may complete their practicum at an approved affiliated practicum site.

Students are expected to arrange their own practicum or internship site from the departments' list of affiliated clinical sites. Please be sure you refer to the most recent list available, as changes are made frequently. The current list is available on the department's website (<https://education.utsa.edu/departments/counseling/forms-and-helpful-links.html>).

Students pursuing a degree in CMHC must complete their internship experiences in an approved/affiliated community agency setting (e.g., outpatient, mental health residential substance abuse program, bereavement services program, group private practice, etc.) under the direct supervision of a licensed mental health professional (preferably a State of Texas Licensed Professional Counselor). The setting should be able to offer students a broad range of clinical opportunities. If a potential site is not on the department's approved list of affiliated sites, students may have the site director or supervisor complete an application for affiliation and submit to the clinical experience committee prior to the deadline on the application. Potential sites must allow audio or video recording and be within an 80-mile radius of San Antonio. No out-of-state sites will be considered. Exceptions for active military and their families will be considered on a case-by-case basis. The application is available on the department's website under helpful links for students.

Hours Accrued at Two Sites

Sometimes students accrue their hours at two sites (e.g., one for group and one for individual hours). If this is the case, please document the hours earned for each site on a separate log. The class instructor must be notified of both sites, and students must complete all required paperwork for both sites.

Policies and Procedures

Practicum

Time Requirements - Practicum

Students must complete supervised practicum experiences that total a minimum of 100 clock hours over a minimum 10-week academic term. Each student's practicum includes the following:

- At least 40% (40 hours) of direct service with actual clients that contributes to the development of counseling skills. A minimum of 15 hours must be devoted to individual, couple, or family counseling. A minimum of 10 hours of group counseling is required and cannot exceed 25 hours per semester.
- Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member, a student supervisor, or a site supervisor;
- An average of 1 1/2 hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member or a student supervisor;
- The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients; and
- Evaluation of the student's counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum.

The remaining 60% (60 hours) are to include weekly on-site supervision and a variety of professional activities (i.e., record keeping, supervision, information and referral, in-service and staff meetings, etc.). These hours must be evenly accrued over the course of the semester (CACREP 2009, Standard Section III, F1, 2, & 3).

Supervision Requirements - Practicum

During the practicum course, students receive weekly clinical supervision by university instructors/supervisors and clinical site supervisors.

Location	Clinical Supervisor	Time	Type
University - class	University faculty	One and one-half (1½) hours per week	Group
Clinical site	Site Supervisor	One (1) hour per week	Individual, triadic

Policies and Procedures

Internship

Time Requirements - Internship

Students must complete 600 hours of supervised internship experiences in two semesters. * Each internship must total a minimum of 300 hours over a minimum 10-week academic term.

Each 300-hour internship includes the following:

- At least 40% (120 hours) of direct service with actual clients that contributes to the development of counseling skills. A minimum of 60 hours must be devoted to individual, couple, or family counseling. Group counseling is not required but encouraged; however, group counseling hours cannot exceed 60 hours per semester.
- Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship by a site supervisor;
- An average of 1 ½ hours per week of group supervision that is provided on a regular schedule by a program faculty member or a student supervisor;
- The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients; and
- Evaluation of the student's counseling performance throughout the internship, including documentation of a formal evaluation after the student completes the internship by a program faculty member in consultation with the site supervisor.

The remaining 60% (180 hours of indirect service) are to include weekly on-site supervision and a variety of professional activities (i.e., record keeping, supervision, information and referral, in-service and staff meetings, etc.). These hours must be evenly accrued over the course of the semester (CACREP 2009, Standard Section III, F1, 2, & 3).

- Students must pass Internship I to proceed to Internship II.
- Incompletes are generally not allowed in internship. Students cannot move on to Internship II in the event of an incomplete.
- Students are not permitted to roll hours over from one course to the next.

*School counselors may complete the 600 hours of internship over three semesters of 200 hours each. Time requirements for the 200-hour option includes the following: At least 40% (80 hours) of direct service, and 60% (120 hours) of indirect service.

Policies and Procedures

What if I Don't Complete All My Hours in Practicum or Internship?

Practicum

You may be eligible for an incomplete in practicum if these conditions are met:

- Monitor your hours throughout the semester and consult frequently with your professor and your site supervisor if you are short on hours. Be available an adequate number of hours to ensure completion of all hours. (In other words, if you are at your site for adequate hours to be accrued, but clients are not assigned or do not show up, this is beyond your control.)
- Complete all your assignments (tapescripts, case presentation, portfolio, and any other required assignments.)
- Complete 50% or more of your direct hours (Practicum = 20 hours);
- Receive adequate site supervisor evaluations.
- Receive approval from your instructor.

If you receive an incomplete, you may not register for internship. You will register for a 1-hour independent Study to complete your hours. You will be assigned to a practicum course for group supervision. You may carry your hours over and continue to accrue hours the following semester. You must attend that course until you complete your hours. Your course instructor and your previous instructor will consult and assign your grade. You will receive the same grade for Practicum and the Independent Study. You may not accrue hours between semesters.

If you are not eligible for an incomplete based on the above criteria, you will receive a grade of C or less and you will need to repeat the practicum class.

Internship I and II

You may be eligible for an incomplete in practicum if these conditions are met:

Option 1: Complete all required assignments and at last 50% of your direct hours.

- Monitor your hours throughout the semester and consult frequently with your professor and your site supervisor if you are short on hours. Be available an adequate number of hours to ensure completion of all hours. (In other words, if you are at your site for adequate hours to be accrued, but clients are not assigned or do not show up, this is beyond your control.)

- Complete all your assignments (tapescripts, case presentation, portfolio, and any other required assignments.)
- Receive adequate site supervisor evaluations.
- Receive approval from your instructor
- Complete at least 50% or more of your direct hours (Internship- 60 hours);

If you receive an incomplete with 50%-85% of your direct hours completed, you may not register for your next internship course. You will register for a 1-hour independent Study to complete your hours. You will be assigned to an internship course for group supervision. You may carry your hours over and continue to accrue hours the following semester. You must attend that course until you complete your hours. Your course instructor and your previous instructor will consult and assign your grade. You will receive the same grade for Practicum and the Independent Study. You may not accrue hours between semesters.

If you are not eligible for an incomplete based on the above criteria, you will receive a grade of C or less and you will need to repeat the internship class.

Option 2 - For Internship I Students: Complete all required assignments and at least 85% of Direct Hours:

Internship I: If you meet all the above criteria, and you complete 85% or more of your direct hours (102 hours), you may register for Internship II and work to complete your remaining Internship I hours, along with your required hours for Internship II.

Policies and Procedures

Internship

Supervision Requirements- Internship

During the internship courses, students receive weekly instruction and clinical supervision by both university instructors and clinical site supervisors. Students will receive the following levels of supervision:

Location	Clinical Supervisor	Time	Type
University – class	University – faculty	One and one half (1 1/2) hours per week	Group
Clinical site	Site Supervisor	One (1) hour per week	Individual triadic

Desirable Experiences in Clinical Mental Health Counseling (CMHC) Internship

Desirable experiences in CMHC internship include, but are not limited to:

1) Site orientation, including the agency/organization's:

a) Organizational chart; b) Administrative structure; c) Physical facilities/offices; d) Client population characteristics; e) Mission, purpose, and service philosophy; f) Staff qualifications and background; g) Services offered; and h) Policies and procedures.

2) Documentation and record keeping procedures, including:

a) Intake evaluations; b) Case notes; and c) Other professional correspondence and or communications

3) Counseling and therapy activities, including:

a) Clinical staff meetings; b) Case conferences; c) Individual counseling; d) Group counseling; e) Referral processes; f) Consultation processes; and g) Establishing and maintaining a counseling relationship from initial intake to termination, referral, or follow-up; h) Shadowing or team counseling hours when servicing individual clients cannot exceed 10 hours per semester.; i) Students need ample time during their indirect hours to do research, prepare for clients, write progress notes, complete paperwork, consult, and pursue educational opportunities to improve their skills. Therefore, their time spent on administrative clerical work cannot exceed 50 hours per semester for intern students and 20 hours per semester for practicum students. For example, scheduling, answering phones, filing insurance forms, and other clerical work cannot exceed these hours.

Policies and Procedures

Internship

4) Assessment and testing activities, including:

a) Instrument selection; b) Administration; c) Scoring; d) Interpretation; and e) Report preparation

5) Consultation activities, including:

a) Awareness of specialties, skills, and services offered by other helping professionals in the community, agency/institution; b) Community resource list management; c) Referral processes; and d) Professional contact procedures

6) Counseling-related research activities, including:

a) Research ethics; b) Protection of human subjects; c) Institution review board (IRB) purpose
d) Investigator responsibilities

7) Professional activities, including:

e) In-service/training opportunities; f) Human relation skills; g) Appreciation of and ability to work with clients of different races, religious convictions, color, gender, sexual preference, and national origin; h) Adherence to ACA ethical standards and/or other appropriate accreditation standards; and i) Professional responsibility with regard to established laws, rules, and regulation.

Policies and Procedures

Internship

Desirable Experiences in School Counseling Internship

The internship runs the full span of the semester. At least 14 of the 16 weeks must be in a school that is open/active with a general population of students. During this time, students must receive weekly supervision from a state-certified school counselor. School counseling site supervisors must be employed by a Texas Education Agency (TEA) accredited campus, must be a TEA-certified school counselor, and must have at least three years of school counseling experience.

A second school site may be used to supplement training experiences in the primary school setting for as much as 30% of the internship hours. This would need to be arranged with your instructor on a one-on-one basis. The supervising, state-certified school counselor must provide written assurance that the student will be actively involved in 8 of the 11 activities below for a minimum of 14 consecutive weeks in the same school.



Licensure, Endorsement, and Credentialing

Comprehensive Guidance Program

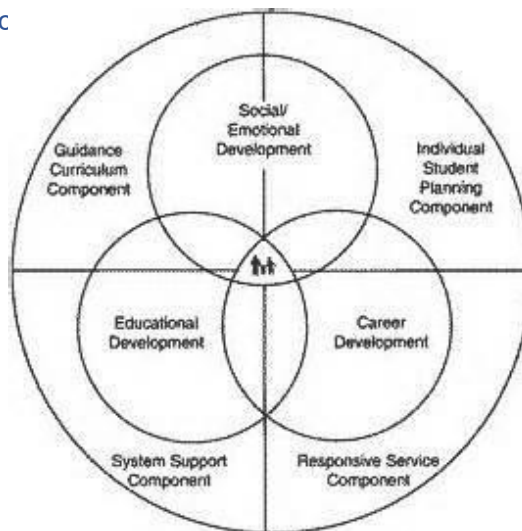
As part of the School Counseling internship requirements, students will continue to work on a developmental guidance and counseling program that includes the following four components:

1. Guidance Curriculum
 - Self-confidence development • Motivation to achieve • Decision-making, goal-setting, planning, and problem-solving skills • Interpersonal effectiveness • Communication skills • Cross cultural effectiveness • Responsible behavior
2. Responsive Services
 - Academic concerns • School-related concerns • Relationship concerns • Physical, sexual, and emotional abuse as described by the Texas family code • Grief and loss • Substance abuse • Family issues • Harassment issues • Coping with stress • Suicide prevention
3. Individual Planning
 - Educational • Career • Personal-social
4. System Support
 - Guidance program development • Parent education • Teacher and administrator consultation • Staff development for educators • School improvement planning • Counselor’s professional development • Research and publishing • Community outreach • Public relations

The relative emphasis of each component will vary from district to district, perhaps from campus to campus, as well as education level (elementary, middle, and high school) depending on the developmental and special needs of the students served.

Students pursuing a degree emphasis in School Counseling must complete their internship experiences in a school setting under the direction of a school counselor who is a state-

-certified school counselor.



Licensure, Endorsement, and Credentialing

American Counseling Association
www.counseling.org



Texas Counseling Association
www.txca.org



Texas Alamo Region
Counseling Association
(TARCA)
www.tarca.txca.org



Association for Creativity in
Counseling
www.creativecounselor.org



American Mental Health
Counselors Association
www.amhca.org



Association for Specialists in
Group Work
www.asgw.org



International Association of
Marriage and Family Counselors
www.iamfconline.org

The practicum and internship experience provides UTSA counseling students with the opportunity to work with clients in real-world settings. Students are expected to abide by all ACA ethical and legal standards. American Counseling Association ethical standards and other divisions are available online. Standards and qualifications for professional licensure/certification vary by state and are subject to change. Students should review and be familiar with the legal/administrative code of the state(s) in which they plan to practice

Endorsement Policy

Permission should be sought and secured by students prior to formally identifying a faculty member as a reference. UTSA counseling students and graduates seeking endorsements, letters of recommendation or reference, credentialing, and/or employment letters should provide the respective faculty member(s) two weeks written notice. Students should also provide faculty members with relevant information and documents about the endorsement including but not limited to the following: job description, addressee, curriculum vitae, and relevant enrolled courses.

The counseling faculty believes that it is their professional duty to only endorse or recommend a student or graduate for employment opportunities, licenses, certifications and/or other credentials to which the individual is adequately prepared through knowledge, training, and experience.

Faculty members are required to follow the procedures and agreements of the various licensing and certifying bodies (e.g., DESE, NBCC, Licensing boards). It is expected that students and graduates become familiar with these procedures prior to requesting endorsement

Licensure, Endorsement, and Credentialing

School Counselor Certification

UTSA counseling students who wish to become State of Texas Certified School Counselors should refer to the Texas Education Agency in regard to which, if any, of their internship experiences may apply to their certification.

The Texas Education Agency shall be the ultimate authority on state credentialing issues.

The State Board for Educator Certification adopts rules to ensure that each candidate for the school counselor certificate is of the highest caliber and possesses the knowledge and skills necessary to improve the performance of the diverse student population of Texas.

Rules and standards for the School Counselor Certificate are listed in the: Texas Administrative Code Title 19 - Education; Chapter 239 - Student Services Certificates Subchapter A - School Counselor Certificate.

Professional Counselor Licensure

UTSA counseling students who wish to become State of Texas Licensed Professional Counselors (LPC) should refer to the LPC Board Rules (i.e., Title 22, Texas Administrative Code, Chapter 681, effective December 12, 2013) in regard to which, if any, of their internship experiences may apply to LPC requirements. The State of Texas LPC Board shall be the ultimate authority on state licensing issues.

The Texas Department of Licensing and Regulation is the primary state agency responsible for overseeing occupations regulated by the state and assigned to the department by the legislature. Licensure rules and standards for Professional Counselors are listed in the Texas Statutes Occupations Code (i.e., Chapter 503) and are governed by the Texas State Board of Examiners of Professional Counselors.

American School Counselor Association
www.schoolcounselor.org



Texas School Counselor Association
www.tsca.txca.org



Texas Education Agency
www.tea.state.tx.us/index.aspx



Texas Education Agency School Guidance
and Counseling
<https://tea.texas.gov/academics/college-career-and-military-prep/school-counseling>



Texas Department of State Health Services
www.dshs.state.tx.us/default.shtm



Texas State Board of Examiners of
Professional Counselors
www.bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/index.html