MOLLOY UNIVERSITY

Clinical Mental Health Counseling

Master of Science Program

Clinical Experience Handbook

Counseling Practicum MHC 5500
Internship I MHC 5540 and Internship II MHC 5560

2027-2028

Updated Summer 2026 for use in:
Placement Process - Academic Years 2026-2027 and 2027-2028
Clinical Experience Year: Summer 2027-Spring 2028

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LETTER FROM THE CMHC DEPARTMENT

Dear Student,

Congratulations on reaching this next milestone in your journey to becoming a clinical mental health counselor! Practicum and internship are valuable learning experiences in which you will begin to put theory into practice and more fully develop and affirm your identity as a counselor. Your clinical experiences will push you outside of your comfort zone and can be an emotional and exciting time. During this time in your training, we encourage you to reach out to the department faculty and your supervisors for support. Furthermore, being in your own counseling on a regular basis can be helpful in exploring your counter-transference and emotional growth as a counselor.

With each new step in your journey as a counseling student, there is a wealth of information to take in, and we hope this handbook will be one way in which to help you organize your clinical experiences. We look forward to supporting each of you in this process and believe in your capacity to bring presence, attunement, and a compassionate non-judgmental attitude into your work that is backed by theory and research.

We wish each of you success throughout your clinical training experiences.

Warmly,

The Department of Clinical Mental Health Counseling
Master of Science Program
School of Education and Human Services

INTRODUCTION

The Practicum and Internship handbook is only for students in the Clinical Mental Health Counseling Master of Science program at Molloy University. The purpose of this handbook is to provide you with detailed information for your practicum (MHC 5500) and internship (MHC 5540, 5560) courses.

The Master of Science Degree in Clinical Mental Health Counseling at Molloy University requires students to complete supervised practicum and internship experiences. After successful completion of 100 clock-hours for practicum (MHC 5500), students complete 600 clock-hours of supervised counseling internship in roles and settings with clients relevant to their specialty area (CACREP 4Q AND 4U, 2024.) The 600 clock-hours are divided between two courses: Internship I and Internship II (MHC 5540, 5560).

	Practicum	Internship I	Internship II
Term	Summer 2027	Fall 2027	Spring 2028
Class schedule	Thursday evenings, 5:25–7:35 PM or 7:45–9:55 PM	Thursday evenings, 5:25–7:35 PM or 7:45–9:55 PM	Thursday evenings, 5:25–7:35 PM or 7:45–9:55 PM
Hours per week	Approximately 7	Approximately 21	Approximately 21
Total hours required	100	300	300
Minimum direct hours required	40	120	120
Supervision	1 hour/week (LMHC, LCSW, PhD, MD, or NP)	1 hour/week (LMHC, LCSW, PhD, MD, or NP)	1 hour/week (LMHC, LCSW, PhD, MD, or NP)
Average caseload	3 clients	10 clients	10 clients

You are encouraged to carefully read this handbook *before* registering for practicum. Please refer to this handbook throughout your clinical experiences to

help answer questions and obtain the appropriate documents that are your responsibility to maintain.

PREPARING FOR CLINICAL EXPERIENCE

Early in your second year, you will meet with the Clinical Coordinator to begin exploring options for your clinical placement. During this time, it is expected that you are diligent about checking, reading, and responding to emails regarding meetings with the clinical coordinator, as well as any requests or deadlines that may be relevant during this period of time. Delays in communication may delay your progress in securing potentially competitive placements. Ongoing communication with the Clinical Coordinator will be expected during the second and third years of the program.

Timeline for clinical experience preparation:

When	What to do
October 7th, 2026	Clinical Experience Orientation
Post-orientation	• Review site options • Identify areas of interest, populations, and schedule needs prior to your individual meeting (complete the survey beforehand) • Create a professional resume prior to your individual meeting – For resume help and interview prep, contact the Molloy Career Center
October 2026-November 2026	Individual meetings held the week of October 27 (a sign-up sheet will be circulated) • Discuss resume and interview skills • Discuss areas of interest and needs • Identify a minimum of 3 practicum options and 5 internship options
November 2026	Apply for practicum placement at the Mental Health and Wellness Center • CC the Clinical Coordinator on all emails • Inform your clinical supervisor of all correspondence with potential sites regarding interview dates and acceptance/rejection • Accept and confirm clinical placement by 12/15/2026

When	What to do
	• Have the site complete the placement agreement (see below) and submit it to the Clinical Coordinator
December 2026-January 2027	Update your resume to include your confirmed practicum site (future dates may be included) Example: May 2027 – August 2027 – Clinical Mental Health Counseling Practicum Student, The Mental Health and Wellness Center at Molloy University Apply for practicum/internship placement at your approved list of external sites: • CC the Clinical Coordinator on all emails • Inform your clinical supervisor of all correspondence with potential sites regarding interview dates and acceptance/rejection • Accept and confirm clinical placement, ideally by 1/31/2027 • Have the site complete the placement agreement (see below) and submit it to the Clinical Coordinator
April 2027	• Confirm supervisor information to be entered in FieldX • Reach out to your supervisor to confirm schedule and any onboarding that needs to occur
May 2027	• Purchase malpractice insurance prior to the last week in May • Register for FieldX after receiving your invite via email • Review the FieldX demonstration video (link to be provided)

GENERAL GUIDELINES FOR BOTH PRACTICUM AND INTERNSHIP

There are a few guidelines that apply for both practicum and internship experiences, according to CACREP (2024) and New York State Law. Please familiarize yourself with these requirements below:

1. Students are covered by individual professional counseling liability insurance policies while enrolled in practicum and internship. Your liability insurance can be purchased through your student membership with the American Counseling Association (ACA) or the New York Mental Health Counseling Association (NYMHCA). Membership and malpractice insurance is valid for 12 months from the date of purchase.
   ACA: https://www.counseling.org/membership/tiers
   NYMHCA:
   https://nymhca.org/general/register_member_type.asp?regkey=ae9b833d-0aba-442e-96f6-aee8dbe608b8
2. Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students' interactions with clients. As a part of your coursework in the practicum and internship courses, you will be required to record audio or video of some of your direct clinical hours. If your site does not allow this, your site supervisor will provide live viewing and provide feedback that will be brought into the classroom. Please see your syllabus for each course to be clear on the audio/video recording or live supervision requirements. Aligned with the ACA Code of Ethics (Standard B.6.b) and the program's HIPAA Privacy and Confidentiality Statement (Appendix G in the Program Handbook), all students must ensure that they adhere to all HIPAA requirements to maintain confidentiality and privacy related to all client records.
3. Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge are conducted as part of your practicum and internship experience. Students will be required for Practicum and Internship I/II to receive a mid-semester and end of semester evaluation from their site supervisor, as well as the end of semester overall feedback from their course instructor regarding their growth and progress. Please see Forms PI-1 and PI-2 located in the Appendix and on the student's FieldX account.
4. In addition to the development of individual counseling skills, during *either* the practicum *or* internship, students must lead or co-lead a counseling or psychoeducational group.

5. Supervisors of CMHC students must be a New York State Licensed Mental Health Counselor (LMHC), Licensed Clinical Psychologist, M.D. with a specialty in psychiatry, Licensed Clinical Social Worker (LCSW), or a registered professional nurse or nurse practitioner with competence in the practice of Mental Health Counseling (i.e., specialized training and/or extensive psychiatric experience). Supervisors must meet with students one hour a week for individual supervision OR one hour a week for triadic supervision. (i.e., – one supervisor and two students.)
6. Sites must be selected from the Molloy University CMHC pre-approved practicum and internship site guide. This ensures that you are at a location with a NYS Mental Health Waiver. Should you have an interest in a site not found within the pre-approved practicum and internship site guide, please contact the clinical coordinator as soon as possible to determine if the site is viable for your clinical experience.

MAINTAINING PRIVACY AND CONFIDENTIALITY OF CLIENTS AND THEIR RECORDS

Client privacy and confidentiality are of the utmost importance. This includes client records and documentation, as outlined in the ACA Code of Ethics:

> *B.6.b. Confidentiality of Records and Documentation*
> *Counselors ensure that records and documentation kept in any medium are secure and that only authorized persons have access to them.*

As students, your documentation, records, logs, and recordings may contain private information or Protected Health Information (PHI). In order to ensure compliance with all state, federal, and ethical requirements, please review the program's HIPAA Privacy and Confidentiality Statement in the program handbook (Appendix G), and refer to the HIPAA training completed during the first year of the program.

Additional guidelines for maintaining privacy and confidentiality during the clinical experience:

- All time logs should be free of any client information, including identifying information (i.e., names, initials)
- Any documentation submitted for classes should be deidentified using redaction measures or by altering any potentially identifying information
- Records should be maintained on a secure platform with the appropriate security measures in place (i.e., two-factor identification), as required by the clinical site
- Students will refrain from saving any clinical documentation on personal computers or other instruments/devices when identifying information is

present (i.e., personal or handwritten notes should not include identifying information)
- Recordings should be maintained on a secure, password-protected device or program and not be stored with any identifying information included in file names or descriptions
- Any recordings should be destroyed at the termination of the semester they were recorded
- Students are responsible for adhering to the requirements of the clinical site when actively recording, storing, and accessing client recordings.
- Any in-class discussions or presentations require that client information be protected using de-identifying procedures or pseudonyms
- All students are expected to adhere to confidentiality practices as part of the in-class group supervision

DIRECT AND INDIRECT SERVICES DEFINITIONS

Direct service is defined as working with clients face-to-face, in individual, couple, family, or group counseling. Please use the table below to help you distinguish between the two. During your practicum experience, 40 of your 100-clock hours must be direct. During your 600-hour internship (300 hours in Internship I and 300 hours in Internship II), 240 clock-hours must be direct service (120 direct hours each semester).

Examples of Direct Services	• Individual counseling sessions • Couples counseling session • Family counseling session • Group counseling session • Psycho-Education • Career counseling • Substance abuse counseling • Tele-mental health services, including crisis intervention and consultation with clients • Doing an intake • Psychological assessment • Co-led therapeutic sessions (individual or group)
Examples of Indirect Services	• Case coordination and consultation • Observing a counseling session or group session • Scheduling sessions over the phone • Planning for your next counseling group • Giving a presentation at grand rounds • Academic advising to an undergraduate student • Case notes

	• Treatment planning • Attending clinical meetings • Completing insurance paperwork • On-site supervision • Self-study (e.g., conferences, webinars, trainings, research for clients) – maximum of 5 hours in Practicum and 15 hours per Internship course • Class time (1.5 hours of group supervision and .5 hour of instruction per class meeting)

MHC 5500: PRACTICUM

Course Description:

This course focuses on a supervised practical experience that emphasizes the application of knowledge gained with clients and mental health agencies. Students complete 100 clock-hours at a site that has been pre-approved by the University. Students are supervised by an on-site supervisor and meet weekly with the professor of this course in a seminar format to review and discuss their internship experiences.

Goals for the practicum course and experience:

The general goal is for the CMHC students to practice, refine, and integrate skills and knowledge learned in previous courses by effectively working with clients in individual and group counseling sessions.

Prerequisites for registering for Practicum MHC 5500:

Successful completion of the following courses and instructor permission:

MHC 5100: Counseling Orientation and Ethics
MHC 5120: Counseling Theories
MHC 5140: Clinical Mental Health Counseling Foundations
MHC 5180: Counseling Skills
MHC 5240: Psycho-diagnostics and Treatment in Counseling
MHC 5250: Psychopathology
MHC 5300: Group Counseling

GUIDELINES AND EXPECTATIONS FOR PRACTICUM STUDENTS

The Clinical Mental Health Counseling Program at Molloy University follows the CACREP 2024 standards for the practicum experience as well as New York State Law for mental health counseling students in training. It is the student's responsibility to ensure that they are compliant with all requirements.

CACREP REQUIREMENTS:

1. Students complete supervised counseling practicum experiences that total a minimum of 100 clock hours over a full academic term at a minimum of 10 weeks. (Standard 4Q)
2. Practicum students complete at least 40 clock hours of direct service with actual clients that contribute to the development of counseling skills. Please see the direct and non-direct hours chart on page 14 for further guidance. (Standard 4R)
3. Practicum students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum by (1) a counselor education program faculty member, (2) a student supervisor who is under the supervision of a counselor education program faculty member, or (3) a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement. (Standard 4S)
4. Practicum students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the practicum. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member. (Standard 4T)
5. Site supervisors have a minimum of a master's degree, preferably in counseling, or a related profession; relevant certifications and/or licenses (see NYS); a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; knowledge of the program's expectations, requirements, and evaluation procedures for students; and relevant training in counseling supervision. (Standard 4P)

NEW YORK STATE REQUIREMENTS:

Supervisors must comply with the New York State Supervisor Requirements for Mental Health Counselor students. Supervisors of CMHC students must be a New York State Licensed Mental Health Counselor (LMHC), Licensed Clinical Psychologist, M.D. with a specialty in psychiatry, Licensed Clinical Social Worker (LCSW), or a registered professional nurse or nurse practitioner with competence in the practice of Mental Health Counseling (i.e., specialized training and/or extensive psychiatric experience). Supervisors must meet with you one hour a week for individual supervision OR one hour a week for triadic supervision, with no more than three people (including you) in the group.

CMHC PROGRAM REQUIREMENTS:

1. Students will comply with CMHC program ethics according to their Student Handbook.
2. Students will adhere to the policies for confidentiality as required by their practicum site and the American Counseling Association.
3. Students will adhere to the American Counseling Association *Code of Ethics*.
4. Students will use a 2-lock system regarding the use of any technology that contains HIPPA protected information that may be used for educational purposes. This will be discussed further in your practicum class.
5. Students will work with at least 2 different diverse populations during the course of their practicum and internship experiences.
6. Students cannot document more than 5 indirect hours as self-study, not including research or preparation for clients

MHC 5540 & 5560: INTERNSHIP

Course Descriptions:
MHC 5540: The first semester of the field-based counseling internship is designed to give the student instruction, integration, and practical learning in a chosen mental health counseling environment. Students complete 300 hours at a site pre-approved by the University. Students are supervised by an on-site supervisor (at least 1 hour, weekly) and meet with the professor of this course in a seminar format to review and discuss their internship experiences.

MHC 5560: The second semester of the field-based counseling internship is designed to give the student instruction, integration, and practical learning in a chosen mental health counseling environment. Students complete 300 hours at a site pre-approved by the University. Students are supervised by an on-site supervisor (at least 1 hour, weekly) and meet weekly with the professor of this course in a seminar format to review and discuss their internship experiences.

Goals for the internship course:
The general goal is for the clinical mental health counseling student to master the skills and knowledge learned in the previous courses by effectively working with clients in individual and group counseling.

Prerequisites for the course:
MHC 5100: Counseling Orientation and Ethics
MHC 5120: Counseling Theories
MHC 5140: Clinical Mental Health Counseling Foundations
MHC 5180: Counseling Skills
MHC 5220: Social and Cultural Aspects of Counseling
MHC 5240: Psycho-diagnostics and Treatment in Counseling
MHC 5250: Psychopathology
MHC 5300: Group Counseling
MHC 5500: Practicum

The Clinical Mental Health Counseling Program at Molloy University follows the CACREP 2024 standards for the internship experiences as well as New York State Law for mental health counseling students in training. It is the student's responsibility to ensure that they are compliant with all requirements.

CACREP Standards:

1. After successful completion of the practicum, students complete 600 clock hours of supervised counseling internship in roles and settings with clients relevant to their specialty area. (Section 4U)
2. Internship students complete at least 240 clock hours of direct service. (Section 4V)
3. Internship students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the internship, provided by (1) the site supervisor, (2) counselor education program faculty, or (3) a student supervisor who is under the supervision of a counselor education program faculty member. (Section 4W)
4. Internship students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the internship. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member. (Section 4X)

NEW YORK STATE REQUIREMENTS:

Supervisors will comply with the New York State Supervisor Requirements for Mental Health Counselor students. Supervisors of CMHC students must be a New York State Licensed Mental Health Counselor (LMHC), Licensed Clinical Psychologist, M.D. with a specialty in psychiatry, Licensed Clinical Social Worker (LCSW), or a registered professional nurse or nurse practitioner with competence in the practice of Mental Health Counseling (i.e., specialized training and/or extensive psychiatric experience). Supervisors must meet with you one hour a week for individual supervision OR one hour a week for group supervision, with no more than three people (including you) in the group.

THE MOLLOY CMHC PROGRAM:

1. Students will comply with CMHC program ethics according to their Student Handbook.
2. Students will adhere to the policies for confidentiality as required by their practicum site, including but not limited to HIPPA, client files, note recording, and in-person interactions.
3. Students will adhere to the American Counseling Association *Code of Ethics*.
4. Students will use a 2-lock system regarding the use of any technology that contains HIPPA protected information that may be used for educational purposes.
5. Students will work with 2 different diverse populations during the course of their practicum and internship experiences.
6. Students cannot document more than 15 indirect hours as self-study per semester, not including research or preparation specific to clients.

ADDITIONALLY:

The clinical experience allows students the opportunity to become familiar with a variety of professional activities and resources, including technological resources, during their practicum and internship. It is essential that students have the opportunity to understand the philosophy and administrative guidelines of the organization and to participate to a limited extent the organization's day-to-day operation.

Emergency Procedures and Communication

In the event of an emergency involving the student, site supervisor, faculty supervisor, client, or other individual at the fieldwork site, the parties will prioritize immediate safety and follow all applicable emergency, crisis, and safety procedures established by the fieldwork site. Emergency services (911) will be contacted when warranted.

Following the immediate response to the emergency, the student, site supervisor, and faculty supervisor will communicate with the appropriate members of the supervisory triad as soon as reasonably possible. The student is responsible for promptly notifying the site supervisor and faculty supervisor of any significant emergency, safety incident, client crisis, or other event that may affect the student's ability to provide services or participate in the fieldwork experience. The site supervisor and faculty supervisor will communicate with one another regarding significant incidents and coordinate appropriate follow-up.

When an emergency involves a client, the site supervisor and student will follow the site's established policies and procedures regarding crisis intervention, emergency response, documentation, mandated reporting, and notification of appropriate personnel. The student will not independently deviate from established site procedures except when necessary to address an immediate safety concern.

When an emergency involves the student, site supervisor, or faculty supervisor, the remaining members of the supervisory triad will be notified as appropriate, and the program and fieldwork site will coordinate to determine appropriate next steps, including any necessary modification, suspension, or resumption of fieldwork activities.

Contact information for use in the event of an emergency will be required when completing the PI-1 agreement (See Appendix A).

CMHC Program Policy for Remediation, Retention, and Dismissal

(From the CMHC program handbook, pages 32-35)

This section compiles the official procedures governing student remediation, retention, probation, suspension, and dismissal within the Clinical Mental Health Counseling (CMHC) program. It ensures consistency with Molloy University Graduate Catalog policies, Council for Accreditation of Counseling and Related Educational Programs (CACREP) accreditation standards, and the American Counseling Association (ACA) Code of Ethics. The policy is designed to protect the integrity of the counseling profession, safeguard client welfare, and provide students with transparent expectations, corrective opportunities, and due process.

Scope

This policy applies to all matriculated students in the CMHC program, across academic coursework, clinical training, and professional development. It governs both academic standing and professional competency, recognizing faculty's dual role as educators and gatekeepers to the counseling profession.

Professional Competency and Gatekeeping

Faculty are obligated to evaluate student readiness for professional practice through ongoing assessment of academic performance, clinical skills, and dispositional development. Problems of Professional Competency (PPC) may include:

- Inadequate academic or clinical skill levels
- Personality or psychological unsuitability for counseling practice
- Inappropriate moral character or ethical violations
- Examples include dishonesty, insubordination, inappropriate self-disclosure, refusal to engage in self-reflection, or fabrication of clinical documentation. PPCs are treated with seriousness and warrant faculty intervention.

Key Performance Indicators (KPI)

Student progress is evaluated at regular intervals using KPIs:

- Key assignments tied to core classes, evaluated with standardized rubrics.
- Dispositional assessments completed each fall and spring semester by faculty/staff who have had contact with the student.
- Faculty and staff meet to review students of concern and determine whether remediation is required.
- KPI data are used to inform decisions about probation, remediation, retention, or dismissal.

Remediation Procedures

When concerns arise, the following steps will be taken:

1. Initial Notification
2. Faculty member meets with the student, identifies concerns, reviews relevant ethical standards, and suggests corrective action.
3. Meeting is documented.
4. Ongoing Documentation
5. Faculty member records all meetings, updates the student on continuing concerns, and notes potential consequences.
6. Program Review
7. Program Director consults with CMHC faculty to assess seriousness and consistency of the concern.
8. If applicable, site supervisor feedback is obtained.

Remediation Plan Development

Faculty, with oversight from the student's designated advisor, develop and implement a written remediation plan (see Advisement Form 4) with:

- Specific, measurable steps (e.g., supervision meetings, skill practice, assignments)
- Timelines for completion
- Evaluation criteria for success
- Two faculty members present the plan to the student and monitor progress.
- Midpoint Review
- Progress is reviewed at midpoint; adjustments may be made.
- Final Review
- Faculty determine whether remediation has been successfully completed.

Retention Criteria

Students are retained in the program when they:

- Maintain academic standards (minimum GPA, satisfactory course completion)
- Demonstrate professional dispositions consistent with ACA/AMHCA ethical codes
- Successfully complete remediation plans when required
- Maintain satisfactory progress in practicum/internship placements

Academic Standing

Students must maintain a minimum cumulative GPA of 3.0 in master's level programs to remain in good academic standing. Academic records are reviewed at the end of each term by the Program Director/Chair or the School of Education and Human Services Dean or Associate Dean. Students not in good academic standing will receive written notification from the program.

Academic Concern Notice

An Academic Concern Notice may be issued to highlight areas of risk related to institutional or program-level policies. The notice outlines the matter that could lead to probation or dismissal. The notice is maintained in the student's permanent file and may be referenced in subsequent academic or non-academic actions.

Academic Probation

A student is placed on probation when their cumulative GPA falls below 3.0 in master's programs. Students may remain on probation for two consecutive semesters. Students on probation must attend a meeting with the Program Director/Chair and/or Associate Dean to develop or update an individualized Student Success Rebound Plan. Students on probation may be prevented from registering until the plan is completed. Written notification of probation status is provided by the program.

Suspension and Dismissal

A graduate student may be dismissed when:

- They fail to return to good academic standing after probation.
- They remain on probation for multiple semesters without improvement.
- They fail to meet program standards for progression.
- They demonstrate inadequate classroom, field, clinical, or practicum performance.
- They fail to demonstrate essential skills or professional dispositions.
- They violate integrity or student conduct policies.

Students who are dismissed receive written notification and remain financially liable for tuition and fees. Graduate academic dismissal is recorded in the student's permanent file (Registrar, Office of Student Success and Assessment, and the academic program).

Appeals

From the Molloy University Graduate Student Catalog: https://molloy.smartcatalogiq.com/en/2025-2026/graduate-catalog/academic-policies-and-procedures/probation-suspension-and-dismissal-policy

Students may appeal probation and dismissal decisions and request reinstatement in writing within ten (10) days of receiving written notice to the School Dean. Students may appeal a dismissal if additional compelling evidence becomes available that was not previously considered. A dismissal appeal is considered initiated when the student first contacts in writing the School Dean, or the Senior Dean for Research, Scholarship, and Graduate Studies, or the Dean of Student Success and Assessment. Generally, dismissal appeals that are not initiated by this deadline will not be considered.

Students appealing a dismissal must first attempt to reach a resolution on the school level. Certain programs of study and academic schools provide process details to follow, and the student should check the student handbook for their program of study or academic school. If a resolution is not reached through the school level process, the student may

contact the Office of Student Success and Assessment in Kellenberg Hall, Room K009 or email studentsuccess@molloy.edu.

Graduate academic dismissal is maintained in the student's permanent file in the Office of the Registrar, and the Office of Student Success and Assessment, and the academic program. These may be introduced in subsequent academic and/or non-academic actions involving the student.

Confidentiality

All remediation, probation, suspension, and dismissal documentation will be maintained in accordance with FERPA and University confidentiality policies.

Related Molloy University Graduate Policies:

1. Grade Appeals: https://molloy.smartcatalogiq.com/en/2025-2026/graduate-catalog/academic-policies-and-procedures/grade-appeals
2. Probation, Suspension, and Dismissal Policy: https://molloy.smartcatalogiq.com/en/2025-2026/graduate-catalog/academic-policies-and-procedures/probation-suspension-and-dismissal-policy
3. Repeating courses: https://molloy.smartcatalogiq.com/en/2025-2026/graduate-catalog/academic-policies-and-procedures/repeating-courses
4. Complaint procedures: https://molloy.smartcatalogiq.com/en/2025-2026/graduate-catalog/academic-policies-and-procedures/complaint-procedures

FieldX by SimCare

Beginning May 2027, the CMHC program will be utilizing Field X by SimCare to manage field experience documentation and placement information. Prior to beginning practicum placements, all students will receive training on the new program.

Tevera will be phased out in May 2027.

APPENDICES

*Please note that the following forms (Appendices A-E) are all integrated on the FieldX platform. As a practicum or internship student, you will complete the following forms via FieldX unless otherwise requested by the clinical coordinator. The following forms serve as a reference to what is expected during the practicum and internship experience. If you have any questions about completing the forms, please direct your inquiries to the clinical coordinator.

APPENDIX A: FORM PI-1: AGREEMENT FOR PRACTICUM AND INTERNSHIP

Molloy University
Clinical Mental Health Counseling Master of Science Program
Agreement for Practicum and Internship
(Signed by site supervisor and student)
Form PI-1

Student Counselor: _____
Site Name: _____
Site Supervisor: _____
Supervisor Credentials: _____

Circle one: Practicum (MHC 5500) Internship I (MHC5540) Internship II (MHC 5560)

The Site Supervisor Agrees to: (please initial)

1. Have the appropriate credentials to supervise Clinical Mental Health Counseling Students in New York State as a Licensed Mental Health Counselor (LMHC), Licensed Clinical Psychologist, M.D. with a specialty in psychiatry, Licensed Clinical Social Worker (LCSW), or a registered professional nurse or nurse practitioner with competence in the practice of Mental Health Counseling (i.e., specialized training and/or extensive psychiatric experience). ____

2. Site supervisors have a minimum of a master's degree, a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; knowledge of the program's expectations, requirements, and evaluation procedures for students; and relevant training in supervision. ____

3. Ensure that the student is provided the opportunity to meet the required indirect and direct hours based on the CMHC Practicum and Internship Handbook. ____

4. Provide a minimum individual or triadic supervision one hour a week for students. ____

5. Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students' interactions with clients. ____

6. Provide a mid-semester and an end of semester evaluation using Form PI-2 in the Practicum and Internship Handbook. ____

7. In addition to the development of individual counseling skills, during *either* the practicum *or* internship, supervisors will provide the student an opportunity to lead or co-lead a counseling or psychoeducational group. ____

8. Ensure the site has a mental health waiver from New York State. ____

9. Ensures that the student has the opportunity to become familiar with a variety of professional activities and resources, including technological resources, during their experience. ____

10. I have received and completed the supervisor training provided by the Clinical Coordinator of the Clinical Mental Health Counseling program at Molloy University. _____

The Student Counselor agrees to: (please initial)

1. Adhere to the policies and procedures for professional personnel (e.g., working hours, dress, and activities) in the setting of my practicum or internship. ____

2. Meet all requirements of Molloy University for practicum or internship in counseling (professional activities, reports, supervisory meetings) in a timely fashion. ____

3. Maintain professional standards in keeping with the ethical standards of the American Counseling Association (ACA). ____

4. Ensure that the privacy and confidentiality of all clients are maintained in all documents, logs, and recordings by adhering to all requirements set forth in the Clinical Experience Handbook (See page XX) ____

5. Cooperate with the site supervisor in my practicum or internship setting. ____

6. Maintain an accurate and complete log of activities using an approved format. ____

7. Submit required reports at appropriate times to my site supervisor, my Molloy University supervisor, and any other agencies or persons assigned to oversee any clinical work. ____

8. Keep supervisors (site and university) informed of any changes in my work hours and home addresses and phone numbers. ____

9. Report concerns and problems promptly and completely to site and Molloy University supervisors so that these may be resolved. ____

10. Attend appropriate professional meetings at site. ____

11. Adhere to all Privacy and Confidentiality expectations of the clinical site and program (see Clinical Experience Handbook) and adhere to all HIPAA requirements and regulations ____

12. The Student Counselor understands that failure to comply with these requirements shall be cause for immediate termination of the field experience program. ____

The Faculty Professor for the course agrees to (please initial):

1. Oversee appropriate audio/video/written or live supervision of student's interactions with clients in addition to site supervisor. ____
2. Provide formative and summative evaluations of students counseling performance and ability

to integrate and apply knowledge in practicum and internship, both mid-semester and end of semester via FieldX and course-specific evaluations. ____
3. Oversee that students have completed their forms, hours, and evaluations with their individual sites. ____
4. Provide updates and consultation with the Clinical Coordinator when necessary. _____
5. Conduct weekly classes that include an average of an hour and a half of group supervision. ____
6. Conduct mid-semester and end of semester calls with the site supervisor, as well as refer to Clinical Coordinator if there is a student issue that requires further intervention with the site. _____

The Clinical Coordinator will (please initial):

1. Oversee all aspects of the practicum and internship experience and CACREP compliance of Section 4 of the 2024 CACREP standards. ____
2. Be available to faculty and site supervisors of practicum and internship for supervision, continuing education, or consultation. _____
3. Conduct site visits and maintains university-specific contracts with sites. _____
4. Oversee and organize student's appropriate paperwork and insurance. ____

Emergency Procedures and Communication

In the event of an emergency involving the student, site supervisor, faculty supervisor, client, or other individual at the fieldwork site, the parties will prioritize immediate safety and follow all applicable emergency, crisis, and safety procedures established by the fieldwork site. Emergency services (911) will be contacted when warranted.

Following the immediate response to the emergency, the student, site supervisor, and faculty supervisor will communicate with the appropriate members of the supervisory triad as soon as reasonably possible. The student is responsible for promptly notifying the site supervisor and faculty supervisor of any significant emergency, safety incident, client crisis, or other event that may affect the student's ability to provide services or participate in the fieldwork experience. The site supervisor and faculty supervisor will communicate with one another regarding significant incidents and coordinate appropriate follow-up.

When an emergency involves a client, the site supervisor and student will follow the site's established policies and procedures regarding crisis intervention, emergency response, documentation, mandated reporting, and notification of appropriate personnel. The student will not independently deviate from established site procedures except when necessary to address an immediate safety concern.

When an emergency involves the student, site supervisor, or faculty supervisor, the remaining members of the supervisory triad will be notified as appropriate, and the program and fieldwork site will coordinate to determine appropriate next steps, including any necessary modification, suspension, or resumption of fieldwork activities.

Emergency Contact Information:
Fieldwork Site Emergency Contact: _____
Fieldwork Site Emergency Phone: _____
Faculty Supervisor: _____
Faculty Supervisor Phone/Email: _____
Program/Clinical Coordinator: _____
Program Emergency Contact: _____

Student Counselor Contact Information
Name: _____
Address:_____
City/State:_____
Phone: _____
Phone:_____

Agency/School
Name: _____
Address:_____
City/State:_____
Phone: _____
Phone: _____

Signatures

_____

Graduate Student Date

_____

Faculty Professor for Course Date

_____

Site Supervisor* Date

_____

Clinical Coordinator Date

***Site Supervisors please attach a CV or resume to this document**

Schedule

The usual times graduate student is expected at the site (days, times):

_____ _____
_____ _____
_____ _____

APPENDIX B: FORM PI-2: SUPERVISOR'S EVALUATION OF STUDENT

Molloy University
Clinical Mental Health Counseling Master of Science Program
Supervisor's Evaluation of Student
(To be completed and signed by site supervisor at mid-term and end of semester)
Form PI-2

Name of student counselor: _____

Name of Practicum/Internship Site: _____

Site Supervisor Name: _____

Term or Period Covered by this Evaluation: _____

DIRECTIONS: This evaluation is to be completed by all clinical mental health counseling supervisors at the mid-term and at the end of each semester. The student evaluation form is to be *completed collaboratively with the student* and reviewed after completion. Final evaluations should be completed the second to last week of the semester. The *student* is responsible for returning the signed evaluation to their course instructors. Please only select one box and provide specific feedback in each comment section - feel free to write on the back of the paper if you need additional room.

General Supervision

Question	1-Does not meet standard	2-Emerging	3-Meets Standard	Not Applicable or Not Observed
1. Accepts and uses constructive criticism to enhance self-development and counseling skills.				
2. Engages in open, comfortable, and clear communication with peers and supervisors.				
3. Recognizes own competencies and skills and shares these with peers and supervisors.				
4. Is on time and prepared.				
5. Is professional in				

interactions with clients and staff.				
6. Is appropriately dressed for the practicum/internship site.				

Additional Comments:

Professional Identity and Ethics

Question	1-Does not meet standard	2-Emerging	3-Meets Standard	Not Applicable or Not Observed
1. Adheres to professional code of ethics.				
2. Demonstrates a personal commitment in developing professional competencies.				
3. Understands role and identity as a counselor within the greater organization.				

Additional Comments:

Counseling Theory

Question	1-Does not meet standard	2-Emerging	3-Meets Standard	Not Applicable or Not Observed
1. Is able to incorporate counseling theory into case conceptualization and treatment planning.				
2. Is able to apply counseling theories appropriately to individual or group clinical work with client(s).				

Additional Comments:

Helping Relationships

Question	1-Does not meet standard	2-Emerging	3-Meets Standard	Not Applicable or Not Observed
1. Is genuine and congruent with clients.				
2. Demonstrates verbal/non-verbal attending skills.				
3. Uses basic counseling skills (paraphrasing; reflection of content; reflection of feeling; summarizing) appropriately to establish rapport.				
4. Effectively demonstrates confrontation skills.				
5. Accurately summarizes and acknowledges clients' concerns/goals during and at the end of sessions.				

Additional Comments:

Social and Cultural Diversity

Question	1-Does not meet standard	2-Emerging	3-Meets Standard	Not Applicable or Not Observed
1. Demonstrates awareness of and sensitivity to clients' cultural identity and its impact on human behavior				
2. Attends to cultural factors within counseling and during case conceptualization.				

Additional Comments:

Human Growth and Development

Question	1-Does not meet standard	2-Emerging	3-Meets Standard	Not Applicable or Not Observed
1. Considers the developmental trajectory when conceptualizing and treating clients.				

Additional Comments:

Career Counseling

Question	1-Does not meet standard	2-Emerging	3-Meets Standard	Not Applicable or Not Observed
1. Considers and uses career counseling theory and tools when deemed appropriate.				

Additional Comments:

Group Counseling

Question	1-Does not meet standard	2-Emerging	3-Meets Standard	Not Applicable or Not Observed
1. Understands group dynamics and responds effectively.				
2. Understands and applies group counseling theory effectively.				

Additional Comments:

Psychodiagnostics and Assessment

Question	1-Does not meet standard	2-Emerging	3-Meets Standard	Not Applicable or Not Observed
1. Interprets tests and assessments appropriately.				
2. Identifies cognitions, behaviors, and/or feelings in the client important to making a diagnosis according to the *Diagnostic and Statistical Manual of Mental Disorders, 5th edition.*				
3. Uses data collected in assessment interviews to develop professional written diagnostic reports.				
4. Develops appropriate treatment goals/recommendations based on diagnostic assessments.				

Additional Comments:

Research and Program Evaluation

Question	1-Does not meet standard	2-Emerging	3-Meets Standard	Not Applicable or Not Observed
1. Demonstrates awareness of current research and evidence-based practices with the population the student is serving.				

Additional Comments:

Crisis Intervention

Question	1-Does not meet standard	2-Emerging	3-Meets Standard	Not Applicable or Not Observed
1. Uses appropriate theory and skills to address crisis situations.				
2. Assesses and responds to suicidality when indicated.				
3. Uses trauma informed care when appropriate.				

Additional Comments:

Mental Health Systems

Question	1-Does not meet standard	2-Emerging	3-Meets Standard	Not Applicable or Not Observed
1. Understands the role of the counselor within mental health systems.				
2. Demonstrates a willingness and desire to engage in interdisciplinary collaboration.				

Additional Comments:

Personal Growth and Understanding

Question	1-Does not meet standard	2-Emerging	3-Meets Standard	Not Applicable or Not Observed
1. Demonstrates openness to new ideas.				
2. Demonstrates ability to accept personal responsibility.				
3. Demonstrates ability to express feelings effectively and appropriately.				
4. Demonstrates ability to critique and analyze own taped sessions.				
5. Recognizes personal values, experiences, and history, and how they influence counseling				

Additional Comments:

Name of supervisor:_____

Date _____ Signature of Supervisor: _____

Name of student:_____

Date _____ Signature of Intern Supervisee: _____

My signature indicates that I have read the above evaluation and have discussed the content with my site supervisor. It does not necessarily indicate that I agree with the evaluation in part or as a whole.

Student narrative response to evaluation:

APPENDIX C: FORM PI-3A: PRACTICUM AND INTERNSHIP WEEKLY LOG

(This form only needs to be completed if there is difficulty submitting logged hours on FieldX)

Molloy University
Clinical Mental Health Counseling Master of Science Program
Practicum and Internship Weekly Log
PI-3a
(Filled out and signed by student)

Name of Intern: _____ Course Name: _____

Week of: _____ Semester: _____

DATE	DESCRIPTION	DIRECT HRS	INDIRECT. HRS.

WEEKLY TOTALS: _____ _____

CUMMULATIVE TOTALS: _____ _____

_____ _____

Intern's Signature Date

_____ _____

Site Supervisor's Signature Date

_____ _____

Instructor's Signature Date

APPENDIX D: FORM PI-3B: PRACTICUM AND INTERNSHIP LOG SUMMARY

(This form only needs to be completed if there is difficulty submitting logged hours on FieldX)

Molloy University
Clinical Mental Health Counseling Master of Science Program
Practicum and Internship Log Summary
(Filled out and signed by student)
Form PI-3b

Supervisee's Name: _____

Site Supervisor's Name: _____

Molloy University Course Instructor's Name: _____

Summary of On-Site Time							
	Month						**Total**
Counseling **Total Contact Time**	Individual						
	Group						
	Family/Couple						
	Career						
	Consult						
	Psycho-Ed. Guidance						
	Other						
Supervision **Total Supervision Time**	On-site Individual						
	University Individual						
	Group						
	Staffing						
Site Time	Other On-site						
Grand Total	Total						

Intern’s Signature	Date
Site Supervisor’s Signature	Date
Instructor’s Signature	Date

APPENDIX E: FORM PI-4: STUDENT SITE EVALUATION

Molloy University
Clinical Mental Health Counseling Master of Science Program
Student Site Evaluation
(Filled out and signed by student)
Form PI-4

STUDENT EVALUATION OF PRACTICUM/INTERNSHIP SITE

Student in Practicum/Internship: _____
Internship Site: _____
Internship Site Supervisor: _____
Semester and Year: _____
Date: _____

To the Practicum or Internship Student:

Please use this form to evaluate your practicum/internship site. Your response will help the Clinical Coordinator monitor the quality of the provided internship experience. Your honest evaluation is much appreciated. Using the following chart, mark the number that best corresponds with your experience. In the space provided, please add comments to clarify and support your response.

Question	1-Did not meet expectations	2-Inconsistently met expectations	3-Consistently met expectation	Not Applicable
1. The staff was well qualified and experienced.				
2. The facilities for students were adequate.				
3. Orientation to the agency was adequate.				
4. Adequate opportunities for discussion were provided by supervisor.				
5. Staff was supportive of students.				
6. The agency provided opportunities for obtaining required hours.				
7. I was given a manageable workload at this practicum/internship site.				

8. This would be a good site for other students in the future.				

9. I was given adequate supervision.				
10. I would recommend this site to other students.				

Qualitative narrative of clinical experience:

APPENDIX F: STUDENT EVALUATION OF CLINICAL PLACEMENT PROCESS

Student Evaluation of Clinical Placement Process
CACREP Standard 4L

The purpose of this survey is to gather your feedback about your experience securing a practicum or internship site. Your responses will help us better understand the clarity of the information you received, the level of support provided by the counselor education program, and any challenges you encountered during the site-search process. Your input is essential in helping us strengthen our communication, improve our support systems, and ensure that future students have a smoother and more transparent experience. All responses are confidential and will be reviewed only for program improvement. Thank you for your time and thoughtful feedback.

Section 1: Clarity of the Process

Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I understood the requirements and expectations for site placement.	1	2	3	4	5
The process for securing a practicum/internship site was clearly explained	1	2	3	4	5
Deadlines and timelines were communicated effectively.	1	2	3	4	5

Section 2: Preparation and Support

Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
My program adequately prepared me to search for a practicum/internship site.	1	2	3	4	5
I received helpful guidance on how to approach potential sites.	1	2	3	4	5
Faculty provided adequate support during the site search process.	1	2	3	4	5

I felt comfortable asking faculty questions about placement.	1	2	3	4	5

Section 3: Site Search Experience

Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I was able to identify appropriate practicum/internship sites.	1	2	3	4	5
It was manageable to contact and communicate with potential sites.	1	2	3	4	5
The program provided a sufficient list/database of potential sites.	1	2	3	4	5
The program's materials (handbooks, guides, templates) were helpful.	1	2	3	4	5

Optional questions:

What did the program do well in supporting your placement?

_____

_____

_____

What specific improvements would you recommend?

_____

_____

_____

Any additional comments or suggestions?

_____

APPENDIX G: CHECKLIST FOR PRACTICUM EXPERIENCE

CHECKLIST TO BEGIN PRACTICUM

____ Read the CMHC Practicum and Internship Handbook
____Attend the CMHC Clinical Experience Orientation
____Review the CMHC practicum and Internship List
____Meet with the Clinical Coordinator for consultation
____Comply with timelines set forth in the Clinical Experience Orientation
____Schedule and complete an interview with the potential site supervisor
____Ensure that your supervisor meets the requirements as outlined in the handbook and obtain an updated CV from your supervisor
____Be sure your professional liability is current and that you submitted a copy to the Clinical Coordinator prior to starting your practicum semester
____Successfully complete ALL Practicum prerequisite coursework
____Register for Practicum MHC 5500
____Register for FieldX and complete the assigned tasks
____Obtain malpractice insurance prior to the first date of practicum
____Submit the *Agreement Form for Practicum* (Form PI-1) to the Faculty member and Clinical Coordinator by the due date via FieldX

CHECKLIST BEFORE THE CONCLUSION OF PRACTICUM

____Ensure that a copy of your mid-semester and end of semester evaluation forms (PI-2) have been submitted to the Clinical Coordinator
____Submit your time log form (PI-3) to the Clinical Coordinator by the end of the semester only IF you were unable to submit all hours on FieldX
____Submit your Site Evaluation form (PI-4) to the Clinical Coordinator by the end of the semester
____Begin to prepare for internship, see checklist

APPENDIX H: CHECKLIST FOR INTERNSHIP EXPERIENCE

CHECKLIST FOR INTERNSHIP

____Read the CMHC Practicum and Internship Handbook
____Meet with the Clinical Coordinator to discuss Internship Placement sites
____Ensure that you have completed the required tasks on FieldX
____Ensure that you will have worked with two different populations by the conclusion of your practicum and internship experience
____Schedule and complete an interview with potential sites by May 1st
____Ensure that your supervisor meets the requirements as outlined in the handbook and obtain an updated CV from your supervisor
____Complete the Agreement form PI-1 for Internship and submit to Clinical Coordinator via FieldX
____Be sure your Professional Liability is current, and if necessary, submit a most up-to-date copy to the Clinical Coordinator
____Complete all prerequisite coursework

CHECKLIST BEFORE THE CONCLUSION OF INTERNSHIP

____Submit a copy of your mid-semester and end-of-semester evaluation (PI-2) to the Clinical Coordinator via FieldX
____Submit your time log form (PI-3) to the Clinical Coordinator by the end of the semester only IF you were unable to submit all hours on FieldX
____Submit your Site Evaluation form (PI-4) to the Clinical Coordinator via FieldX