EASTERN KENTUCKY UNIVERSITY

College of Education and Applied
Human Sciences
Clinical Therapeutic Programs
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Clinical Experiences
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Counselor Education Practicum/Internship

CMHC Site Supervisor Requirements and Responsibilities

Requirements

- A currently practicing clinical counselor with a Master's degree in counseling or a related field (e.g., psychology, social work, etc.)
- Active/current state licensure (e.g., LPCC, LPCA [under supervision], LCSW, LMFT, or other relevant licenses to clinically practice)
- 2+ years post-Master's degree experience in clinical counseling practice
- Relevant training in counseling supervision (e.g., Specialized training or workshops, professional conference sessions, KY LPC Board training, CTP site supervisor training, etc.)
- Knowledge of EKU's expectations, requirements, and evaluation procedures for students
- *Note: Any site supervisor with any current or prior license/certification disciplinary-related action and/or suspension may be deemed ineligible to provide site supervision.*

Responsibilities

- Clearly and regularly communicate with their students regarding performance expectations and needs.
- Provide needed clinical experiences, including assigning clients to their caseloads and ensuring they have all relevant education and tools needed for them.
- Be the primary support for students, including monitoring their performance and wellness and intervening when needed.
- Be accessible to students, especially when students are present at the site.
- Monitor and ensure all student paperwork is completed, submitted, and signed as needed and on time.
- Complete weekly supervision, provide regular verbal and/or written feedback, and complete midterm and final evaluations.

Length of Practicum/Internship

Fall/Spring: 16 Weeks

Summer: 12 Weeks

Practicum: 100 hours required during one semester (40 direct/60 indirect)

Internship: 600 hours required over two semesters (240 direct/360 indirect)