



**College of Liberal and Creative Arts
MA in Art Therapy and Counseling**

**Practicum/Internship Manual
Revised 2024**

TABLE OF CONTENTS

Contact Information	3
Purpose	4
I. Introduction to the ATC Practicum and Internship	4-6
Overview	4
Pre-requisites	4
Practicum/Internship Courses	5
Ethical Responsibilities	5
Mandated Reporting	5
Liability Protection Policy	5
Definition of Terms	6
II. Enrolling in Practicum/Internship Courses and Finding Placement	8-9
Enrollment	8
Site Selection	8
Special Note regarding art supplies and materials	9
Site Approval	9
Current Employment, Affiliations, and Compensation	9
III. Practicum/Internship Site & Supervisor Responsibilities	11-13
Site Responsibilities	11
Supervisor Duties	11
Supervision	12
Evaluation	13
IV. Practicum/Internship Student Responsibilities	14-16
Time Requirements	14
Absences/Tardiness	14
Student Duties	15
Supervision	15
Evaluation	16
Required Paperwork	16
V. University Responsibilities	17
WLU Responsibilities	17
Practicum/Internship Coordinator Responsibilities	17
VI. Student Conduct, Behavior, and Termination of Practicum/Internship	18
Student Conduct & Behavior	18
Termination of Practicum/Internship	18
VII. Additional Policies and Procedures	19-20

APPENDICES

APPENDIX A Student Profile	21
APPENDIX B Practicum/Internship Site Identification	23
APPENDIX C Supervisor Credential Information Sheet	24
APPENDIX D FERPA Release Form	26
APPENDIX E Student Agreement for Practicum/Internship	27
APPENDIX F Practicum/Internship Cumulative Hours Timesheet	28
APPENDIX G Record of Supervision	31
APPENDIX H Sample Case Conference Protocol	32
APPENDIX I Supervisor Observation of Live or Audio/Video	33
APPENDIX J Permission to Record	35
APPENDIX K Final Evaluation	36
APPENDIX L Practicum/Internship Extension Request	41
APPENDIX M Practicum/Internship Hour Completion Plan	42
APPENDIX N Student Evaluation of Site	43
APPENDIX O Administrative Folder Checklist	45
APPENDIX P Practicum & Internship Experience Attestation Form	46
APPENDIX Q Practicum/Internship Dress Code	48
APPENDIX R Practicum/Internship Remediation Plan	49
APPENDIX S Termination of Practicum/Internship- Site/Supervisor	51
APPENDIX T Termination of Practicum/Internship- Student	53
APPENDIX U Art Products/Photo Release Form	55

WLU & ATC Program Contact Information:

Dean, College of Liberal and Creative Arts

Dr. Konchar Farr

Office Phone: 304-336-8955

cecilia.konchar-farr@westliberty.edu

Program Director

Associate Professor, Creative Arts Therapy

Dr. Susan Ridley

Office Location:

Room S2, 2nd Floor

Union College

Office Phone: 304-336-8251

susan.ridley@westliberty.edu

Practicum/Internship Coordinator, Instructor, Creative Arts Therapy

Terri Giller-Etheridge

Office Location:

Room S6, 2nd Floor

Union College

Office Phone: 304-336-8073

terri.giller@westliberty.edu

Administrative Assistant

Andy Blum

College of Liberal and Creative

Arts Office Phone: 304-336-8061

Office Phone: 304-336-8006

andy.blum@westliberty.edu

Mailing Address:

West Liberty University

208 University Drive

West Liberty, WV 26074

Purpose

The purpose of this manual is to explain the roles, responsibilities, rules, policies, procedures, goals, and learning opportunities that form the framework for the Practicum/Internship experience. In addition, the manual will help to clarify the coordination and implementation of all aspects of the field placement experience.

I. Introduction to the ATC Practicum and Internship

Overview

The Practicum/Internship placements are often the first opportunity a student has to gain formal experience in working with a client population. This is an essential component of the West Liberty University graduate Art Therapy and Counseling program. All levels of the Practicum/Internship experiences include supervised practice onsite at a clinical placement as well as group supervision in the following classes:

ATC 518 Practicum (3 credits; 100 hours)

ATC 519 Internship I (3 credits; 350 hours)

ATC 520 Internship II (3 credits; 350 hours)

Students are required to participate in a specified variety of counseling and/or art therapy activities each week of the Practicum/Internship. Site-based counseling practice typically includes orientation to site, policies and practice, observation of professional activities, review of treatment plans, and client contact for individual or group counseling activities, and workshop or educational program delivery according to the needs of the clients. Students should engage in on-going self-evaluation by identifying specific strengths and learning needs.

Students are expected to present themselves as professionals in all aspects of the Practicum/Internship experience, this includes fieldwork, class attendance, and supervision. Students are expected to comply with the terms outlined in **Section II, IV, VI, & VII** of this Manual.

Pre-requisites

Students enroll in practicum after the first semester after their first academic year in the program with the approval of the Practicum/Internship Coordinator and have completed at least 27-credit hours of coursework in the Art Therapy and Counseling program. Students are required to attend a practicum/internship orientation meeting with the Practicum/ Internship Coordinator and/or Faculty the semester PRIOR to their practicum. Students and faculty will review program requirements and confirm all necessary prerequisites are completed.

Students should understand that the Practicum/Internship experience is not only an academic commitment to furthering skills beyond the classroom, but it is also a time commitment. Students will need to complete the required field experience in order to graduate from the ATC program. This time commitment includes 8-10 (Practicum) hours per week or 22-25 hours (Internship I & II) per week. Completing an Internship, particularly if you're still working another job full or part-time, requires serious consideration and planning of how you can 1) complete the necessary hours; 2) complete those hours in a way that allows you to give your full attention

to your training; and 3) complete the hours and not feel overwhelmed that the stress interferes with your training.

Practicum/Internship Courses

Students will attend regularly scheduled class meetings at WLU with Practicum/Internship class faculty. These courses will include didactic and experiential activities, a review of Art Therapy and Counseling practices, and will address the specific concerns of students. This course time includes weekly group supervision with the Practicum/Internship class faculty.

Ethical Responsibilities

During Practicum and Internship, students are required to adhere to “ethical practice” as outlined by the American Art Therapy Association (AATA) Code of Ethics and the American Counseling Association (ACA) Code of Ethics. These can be found at www.arttherapy.org and www.counseling.org, respectively. Students are expected to comply with the Patient Confidentiality and the Health Insurance Portability and Accountability Act (HIPAA) and abide by all confidentiality ethics and laws. This can be found at www.hhs.gov/hipaa/. Additionally, students are to follow the administrative policies, standards, and practices of the site and participate actively in site staff meetings and supervision. If a student has any concerns about the ethical standards of the site they should contact the Practicum/Internship Coordinator immediately.

Mandated Reporting

Art Therapy and Counseling students involved in Practicum/Internship are considered mandated reporters. Students should become familiar with the law in the state and agency in which they are assigned. Students, who suspect abuse or neglect, should immediately report their concerns to the on-site supervisor in order to begin the processes for reporting of the activity to the appropriate investigative or law enforcement agency. Students are to comply with all Practicum/Internship policies and procedures regarding confidentiality.

Liability Protection Policy (Malpractice Insurance)

WLU graduate Art Therapy and Counseling program has a mandatory Liability Protection policy. Students must obtain a minimum of \$1,000,000/\$3,000,000 professional liability coverage for duties performed as part of their art therapy and counseling field work. Documentation of coverage must be submitted to the Practicum/Internship Coordinator prior to the beginning of the placement. This should be attached to the **Student Agreement for Practicum/Internship (APPENDIX E)**. Students may obtain coverage from any insurance provider. Currently students are awarded an art therapy scholarship that provides membership to the American Art Therapy Association, including the professional liability insurance required for the practicum/internship experience.

Students can access this policy plan by logging into your “myaata” account at www.arttherapy.org. Students are required to provide a copy of their professional liability insurance to the Practicum/Internship Coordinator and to their site upon request.

Definition of Terms

Throughout this manual, certain terms related to the clinical experience are used repeatedly. These terms are defined below, which will help to better understand the clinical requirements and give more information about the clinical experience itself.

Clinical Experience: Three semesters of clinical training consisting of Practicum, Internship I and Internship II are required for ATC students.

Practicum: The first part of clinical/practical training for ATC students. The training requires one semester of 100 hours, during which time students observe, and as deemed appropriate by site supervisor, provide art therapy counseling, guidance, psycho-educational, and administrative services similar to professional counselors working in that setting. This includes 50 hours of direct client contact and 50 hours of indirect hours in the field.

Internship: The second part of clinical/practical training for ATC students, comprised of two semesters (Internship I and Internship II) that require 350 hours each semester, during which time students provide art therapy counseling, guidance, psycho-educational, and administrative services similar to professional counselors working in that setting. Each semester requires at least 175 hours of direct client contact. In total, Internship includes 350 direct client contact and 350 hours of indirect hours in the field (700 hours total).

Intern or Student: an ATC student currently completing the clinical/practical training as an art therapist in an appropriate professional site.

Practicum and/or Internship Site (or just Site): the professional setting approved by the ATC program for a student to complete a one semester Practicum and a two-semester Internship whereby students provide direct one-on-one and group art therapy counseling and other services to clients within that setting. A site must be approved by WLU as meeting all the requisites for a clinical experience as outlined in the "Practicum and Internship Site Selection" section of this manual.

Supervision: A scheduled meeting between an Intern and Supervisor or Practicum/Internship instructor whereby the student receives guidance, feedback, and evaluation on all aspects of the clinical experience. This may include individual or group supervision.

Clinical Supervisor: A designated counseling professional employed by the Internship site, holding minimally a master's degree in counseling or related field and appropriate certification /licensure required to work in that specialty: ATR, ATR-BC, LPC, LCSW, or LCADC (for addictions counselor); this professional provides the direct, weekly, one-on-one, site supervision (minimally for 1 hour for every 20 hours of direct client contact) for the Intern's counseling cases, programming, and administrative responsibilities. This individual provides practical training and assigns the work duties for the Intern at the site.

Administrative Supervisor: Should a site not have a licensed or credentialed counseling professional, an administrative supervisor will be assigned. This individual provides practical training and assigns the work duties for the Intern at the site.

On-Site Supervisor: Either the administrative or the clinical supervisor employed by the Practicum/Internship site that provides practical training, supervision, and assigns the work duties

for the Intern at the site.

Off-Site Supervisor: A designated counseling professional, typically the Practicum/Internship Coordinator, holding minimally a master's degree in art therapy counseling and appropriate certification /licensure required to work in that specialty: ATR, ATR-BC, LPC, LCSW, or LCADC (for addictions counselor); this professional provides the direct, weekly supervision (minimally for 1 hour/week) for the Intern's counseling cases and treatment planning.

Practicum/Internship Instructor/Faculty: A WLU professor who is a licensed mental health provider and credentialed art therapist, and provides weekly group supervision for students in a practicum or internship class. This individual is ultimately responsible for providing feedback, evaluation, and assigning a course grade for an intern's clinical/practical training.

Practicum/Internship Coordinator: The WLU faculty member who handles all administrative aspects of the Program's Practicum and Internship experience. The Practicum/Internship Coordinator is typically the designated off-site supervisor for students that do not have a licensed professional or credentialed art therapist at their site.

Practicum/Internship Evaluation: the formal written feedback provided by On-Site Supervisor, Off-Site Supervisor, or Admin Supervisor at the completion of the experience. This feedback is provided through the final evaluation. Formal feedback can be provided verbally and documented in writing at any time, as well as informal feedback throughout the semester.

Direct Hours: The face-to-face art therapy counseling services being offered to clients; examples include one-on-one or group counseling, consultation, assessment, guidance, workshops, and intake interviews. In practicum, observation of client services can count towards direct hours.

Indirect Hours: All other services provided for the client population, Practicum or Internship Site not involving direct contact with clients; examples include participating in orientations, staffings, in-service training, preparing for workshops or guidance activities, writing progress notes or treatment plans, receiving supervision, and being involved in case management activities. Supervisors may also assign tasks/ research to complete off-site, and this can be included as indirect hours. **All tasks/ research has to be accounted for and students must present evidence of off-site work.**

II. Enrolling in Practicum / Internship & Finding an Appropriate Placement

Enrollment in Practicum/Internship Class

Once students meet prerequisite course requirements, they are automatically enrolled in the appropriate course (ATC 518 Practicum; ATC 519 Internship I; ATC 520 Internship II). ATC 518 typically takes place after one academic year of enrollment in the ATC Program. Once ATC 518 is satisfactorily completed, the following semester students are enrolled in ATC 519, and then students are enrolled in ATC 520 after successful completion of Internship I. In the academic semester prior to the Practicum/Internship experience, students are required to attend an orientation meeting with the Practicum/Internship Coordinator and/or Faculty to review program requirements and to confirm they have completed the necessary prerequisites. Any exceptions must be approved *in writing* by the Program Director or Practicum/Internship Coordinator prior to enrollment in these courses.

Students are not permitted to start accumulating hours until at least two weeks prior to the start of the semester AND all necessary paperwork is completed.

Practicum/Internship Site Selection

STUDENTS ARE RESPONSIBLE FOR FINDING PRACTICUM/INTERNSHIP SITE AND SECURING THEIR PLACEMENTS.

Students should begin the process of site selection at least **one semester prior** to enrollment in these courses. Students who do not have access to placement sites should meet with the Practicum/Internship Coordinator to explore options.

TIP: In Choosing a Site Ask Yourself the Following

- *Have you discussed potential Internship Sites with your advisor? They may be able to help you assess the suitability of any Site for your career development needs.*
- *Does a proposed Site have an appropriate Site Supervisor who meets the qualifications for supervising an ATC Intern? Will you need an Off-site supervisor?*
- *Is the Site one that has already been approved by the ATC program and does it have an Affiliation Agreement with WLU?*
- *If it hasn't already been approved, can it offer an internship experience as outlined in the Internship Responsibilities, Section III, of this manual?*
- *What was your impression of the setting for a potential Internship when you interviewed with the Site? Would you be satisfied there? Would it meet your own professional development needs? Overall, is it a good fit?*
- *Is there access to art materials or a budget for specialized materials? Or are you responsible for acquiring materials? (See special note below)*

Students must complete the **Student Profile (APPENDIX A)** and this form should be presented to the potential practicum/internship sites prior to or at the time of an interview. Students should present the Internship/Practicum Manual to their potential supervisor to clarify roles and ensure that the supervisor and site are able to provide an appropriate practicum/internship experience.

Special Note regarding art supplies and materials

Please note that if students are choosing a site that does not already have an Art Therapy department or arts-based programming, students MUST discuss with your prospective supervisor the availability of and the process for provision of art materials. If students decide to pursue a site placement that does not already have art materials or a budget, then the student will be responsible for acquiring materials. Students must get approval from the site supervisor to bring any materials on-site and ensure to follow safety guidelines as outlined by the site. If students are unable to provide art materials, the student should reconsider the appropriateness of the site. In some cases, the ATC program may be able to provide art supplies, but this cannot be guaranteed. Students are responsible for picking up/drop off of supplies.

Practicum/Internship Site Approval

Appropriate Practicum/Internship sites will provide opportunities for the student to engage in the following tasks as part of the program learning objectives:

- *Observe individual therapy, group therapy, and/or assessment*
- *Manage an appropriate caseload of clients for assessment/ treatment*
- *Lead or co-lead group art therapy/counseling*
- *Participate in group and/or individual supervision*
- *Engage in evaluation of client needs and the development of treatment plans*
- *Engage in documentation of client progress*
- *Engage in interdisciplinary treatment team meetings or other staff/employee meetings*
- *Engage in trainings relevant to site roles/responsibilities and advances in the field*

After the student has achieved a tentative agreement with the proposed site, an Affiliation Agreement will need to be completed between WLU and the Practicum/Internship site. This is handled by the Practicum/Internship Coordinator. Students will submit the completed **Practicum/Internship Site Identification form (APPENDIX B)**, the completed **On-Site Supervisor Credentials Information Sheet & Supervision Requirements and Expectations Form (APPENDIX C)** to the Practicum/ Internship Coordinator. Upon approval of the affiliation agreement between WLU and the Practicum/Internship site, students will complete the **FERPA Release and Permission form (APPENDIX D)** and the **Student Agreement for Practicum/Internship (APPENDIX E)**. Students will need to provide a copy of their professional liability insurance.

Students are responsible for completing any additional provisions required by their Practicum/Internship site (health clearance, immunizations, criminal background check, etc.) at their own expense.

Current Employment, Affiliation, & Compensation

There are some cases in which a site is able to compensate the student for practicum/internship duties (paid internship). While this is a great opportunity, it cannot be guaranteed and is understood to be an exception and is rather uncommon. Payment agreements are between the student and the site; WLU and the ATC program are not responsible for such agreements.

The student MAY complete a placement at their current place of employment with prior approval from both the ATC program and site. It should be noted that the practicum/internship experience responsibilities may involve an entirely different scope of practice than the student's current role as an employee. Students must provide evidence that the hours recorded will focus

ONLY on activities, tasks, and responsibilities that align with program learning objectives. Please refer to the list outlined above. Paid hours can count as practicum/internship hours if they comply with program learning objectives. When a student is performing aspects of employment that do not comply with program learning objectives, those hours cannot be counted towards practicum/internship hours.

The Practicum/Internship on-site supervisor requirements are the same for students employed at their sites: Students must have an onsite Clinical supervisor or an onsite administrative supervisor with an off site clinical supervisor. Students at a site without a credentialed art therapist will participate in offsite group supervision.

III. Practicum/Internship Site & Supervisor Responsibilities

The items below outline the expectations for completing the clinical experience for the ATC Program. Potential Site Supervisors can review this information to determine what is expected of students and decide if they can provide a student with the necessary experience, including the minimum time requirements for direct, indirect, and supervision hours as listed in **Section IV. Practicum/Internship Student Responsibilities**. Site supervisors will complete the **On-Site Supervisor Credentials Information Sheet & Supervision Requirements and Expectations Form (APPENDIX C)** and students will submit these forms prior to the start of the practicum/internship experience. Additionally, WLU will need to obtain a copy of the supervisor's resume and credentials verification for our accreditation records.

Site Responsibilities:

The practicum is students first opportunity to engage in professional experiences that allow the student to learn and develop art therapy/counseling skills. It should be noted that practicum students have less experience, therefore, observation of services can and should count towards direct contact hours. Internship I and Internship II students are ultimately expected to perform the duties of a regularly employed counselor or art therapist at their internship sites, but should be given the opportunity to observe to acclimate to the site/clientele and gain more independence throughout the semester. When there are concerns regarding a student's skills and/or abilities to perform these tasks, site supervisors should reach out to the Practicum/Internship Coordinator.

Sites must agree to provide opportunities for the student to engage in the following tasks as part of the program learning objectives:

- *Observe individual therapy, group therapy, and/or assessment*
- *Be assigned an appropriate caseload of clients for assessment/ treatment*
- *Lead or co-lead group art therapy/counseling*
- *Participate in group and/or individual supervision*
- *Engage in evaluation of client needs and the development of treatment plans*
- *Engage in documentation of client progress*
- *Engage in interdisciplinary treatment team meetings or other staff/employee meetings*
- *Engage in trainings relevant to site roles/responsibilities and advances in the field*

Supervisor Duties:

Site supervisors will help the student develop a work schedule that will meet the required practicum/internship hours. The site supervisor and student are responsible for creating a schedule that both serves the needs of the student and site. The site supervisor is responsible for notifying the student regarding agency closures and schedule changes. The supervisor must agree to assign opportunities for the Practicum/Internship student to engage in a variety of art therapy counseling and counseling tasks under supervision, learn about the policies and functions of the site, and to assess the student's performance through formal supervision and evaluation.

The site supervisor will take care when selecting clients for caseloads, and in determining where a student will go during placement. The supervisor will always attempt to shield a

student from undue exposure to personal risk. If the site supervisor views the nature of its client population or problems as potentially dangerous, there should be an in-service training which addresses such issues, such as defusing a potentially dangerous situation with a client, policies, techniques and strategies for working with difficult, violent, or criminal clients, and personal protection during interviews. Students will only work on-site during normal hours of business. Students cannot do home visits or be placed in any situations that are unsafe. Students should complete orientation and in-service training at their placement site.

The supervisor should inform students of safety and security programs/regulations of the agency. At no time will students be allowed to be alone or unsupervised at their Practicum/Internship. For example, being the only clinician on-site, students can see individual clients or lead a group as part of their experience. Considerations such as the arrangement of office furniture with personal safety in mind, for example, always having a pathway to the door should be discussed with the practicum/internship student. Both the student and the on-site supervisor should report any concerns or incidents related to personal safety to the Practicum/Internship Coordinator immediately.

When any student has concerns regarding their responsibilities at the Practicum/Internship site, they should make these known to their on-site supervisor first. The on-site supervisor will address such concerns as appropriate since the supervisor's role is to provide the student with a professional growth experience, best accomplished when they are open with and responsive to the on-site supervisor's guidance. Should these concerns not be resolved with the on-site supervisor, students are advised to bring the matter to the group supervision class or to the course faculty. If additional action is required, the Practicum/Internship Coordinator or Program Director will respond.

Supervision

Supervision must be provided by a designated professional employed by the Internship site. Ideally, this professional will hold at least a master's degree in counseling or related field and appropriate certification /licensure required to work in that specialty: ATR, ATR-BC, LPC, LCSW, or LCADC (for addictions counselor). Should a site not have a licensed or credentialed counseling professional, an on-site administrative supervisor will need to be assigned. This individual provides practical training and assigns the work duties for the student at the site and should meet weekly. **Students will be assigned an off-site clinical supervisor that is a licensed and/or credentialed counseling professional and meet for weekly supervision. This is typically the Practicum/Internship Coordinator.**

If there is not a credentialed art therapist on staff, the student will be assigned an off-site supervisor that is an ATR or ATR-BC and meet for weekly supervision. This is typically the Practicum/Internship Coordinator.

The clinical or administrative supervisor must provide individual supervision that averages one hour per week of individual and/or group supervision throughout the Practicum/Internship. It is the practicum/internship student's responsibility to keep track of supervision on the **Timesheet (APPENDIX F)** and **Record of Supervision (APPENDIX G)**. Supervisors sign off on these forms to verify their accuracy at the end of the experience. Students that have an off-site supervisor will keep separate forms that will be completed and signed off by that supervisor. A **Sample Case**

Conference Protocol (APPENDIX H) is provided for on-site supervision sessions as well as in-class presentations.

Evaluation

Clinical supervisors will conduct two live observations and complete the **Clinical Supervision: Observation of Live or Audio/Video Counseling (APPENDIX I)**. If students have an administrative supervisor or the clinical supervisor is unable to observe live, then students are required to record audio/video of student sessions (group or individuals). Students are required to complete the **Permission to Record a Session Form (APPENDIX J)** and return it to the onsite supervisor.

The Practicum/Internship Coordinator will check in at the beginning of each semester, midterm, and end of the semester as an informal evaluation of student performance. This might be via email or phone call communication.

During the Practicum or Internship experiences, the on-site supervisor may judge that the student's performance is so unsatisfactory as to warrant not completing the Practicum/Internship. It is best to contact the Practicum/Internship Coordinator immediately regarding concerns, and a remediation plan can be put in place. If concerns persist, please see **Section VI. Student Conduct, Behavior, and Termination of Practicum/Internship** for termination of practicum/internship protocol.

Supervisors will complete the **Final Supervisor Evaluation of Students (APPENDIX K)**, these will be due at the end of the practicum/internship experience. It is encouraged to complete and review the evaluation with the student. It is important to note that the clinical or administrative supervisor may not be able to evaluate all benchmarks, if this is the case, an "N/A" response is acceptable. The student's off site supervisor will be completing an evaluation as well.

IV. Practicum/Internship Student Responsibilities

Time Requirements

Students will confirm a work schedule with their placement site and will use the **Practicum/Internship Cumulative Hours Timesheet (APPENDIX F)** and **Record of Supervision (APPENDIX G)** to document their direct, indirect and supervision hours.

Students should understand that to complete the required field experience, it will be 8-10 (Practicum) hours per week or 22-25 hours (Internship I & II) per week. Completing an Internship, particularly if you're still working another job full or part-time, requires serious consideration and planning of how you can 1) complete the necessary hours; 2) complete those hours in a way that allows you to give your full attention to your training; and 3) complete the hours and not feel overwhelmed that the stress interferes with your training. Students are not permitted to start accumulating hours until at least two weeks prior to the start of the semester AND all necessary paperwork is completed.

	Direct Contact Hours	Indirect Hours	Total Hours
Practicum	50	50	100
Internship I	175	175	350
Internship II	175	175	350
For all experiences, the site supervisor must provide a minimum of 1 supervision hour to every 20 hours of direct client contact.			

*Please see definitions in order to assess direct contact vs. indirect hours

Students are encouraged to attend special events such as workshops and seminars related to their placement. In order to attend such events, students must obtain consent from the On-Site Supervisor and the Practicum/Internship Coordinator. Students are required to document the event on their timesheet. When all of these standards are met, those hours may be applied towards the required hours.

Absences and Tardiness

Every effort must be made to be present during all scheduled hours, and arrangements must be made to make up the time missed. Excessive absences and/or tardiness may be cause for dismissal from Practicum/Internship placement and/or the Art Therapy and Counseling program. Extended absences must be reported to the Practicum/Internship Coordinator.

If, at the end of the semester a student is short of the required number of hours, the following steps must be taken:

- The student must file a **Practicum/Internship Extension Request (APPENDIX L)** with the Practicum/Internship Coordinator.
- The Practicum/Internship Faculty will issue a grade of incomplete for the semester.
- The student must submit an **Practicum/Internship Hour Completion Plan (APPENDIX M)** signed by the On-Site Supervisor, the student, and the Practicum/Internship Coordinator addressing how and when placement hours will be completed.
- Students may require more than one site to complete all hours.

Practicum/Internship Student Duties

Students should demonstrate a readiness to learn and become involved in all appropriate aspects of the Practicum/Internship experience to complete course objectives. Students should understand that the Practicum/Internship experience is not only an academic commitment to furthering skills beyond the classroom, but it is also a time commitment. Students are responsible for working with their site supervisor to develop a practicum/internship schedule and for professionally communicating with their supervisor when the student is unable to attend during those scheduled hours. Students are responsible for notifying the designated site staff via preferred communication (phone call, email, etc.) with appropriate notice.

Students are required to participate in a specified variety of counseling and/or art therapy activities each week of the Practicum/Internship. It should be noted that practicum students have less experience, therefore, observation of services can and should count towards direct contact hours. Internship I and Internship II students are ultimately expected to perform the duties of a regularly employed counselor or professional at their internship sites, but should be given the opportunity to observe to acclimate to the site/clientele and gain more independence throughout the semester. When there are concerns regarding safety and appropriateness of tasks assigned, students should reach out to the Practicum/Internship Coordinator.

Students should be prepared to engage in the following tasks as part of the program learning objectives:

- *Observe individual therapy, group therapy, and/or assessment*
- *Be assigned an appropriate caseload of clients for assessment/ treatment*
- *Lead or co-lead group art therapy/counseling*
- *Participate in group and/or individual supervision*
- *Engage in evaluation of client needs and the development of treatment plans*
- *Engage in documentation of client progress*
- *Engage in interdisciplinary treatment team meetings or other staff/employee meetings*
- *Engage in trainings relevant to site roles/responsibilities and advances in the field*
- *Engage in on-going self evaluation by identifying specific strengths and learning needs*

Students are expected to present themselves as professionals in all aspects of the Practicum/Internship experience, this includes fieldwork, class attendance, and supervision.

Students will attend regularly scheduled class meetings at WLU with the Practicum/Internship class faculty. These courses will include didactic and experiential activities, a review of Art Therapy and Counseling practices, and will address the specific concerns of students. The Practicum/Internship student is expected to video/audio tape counseling sessions for these meetings. Each tape should be reviewed by the student prior to submission and include a written critique as outlined in formal course requirements stipulated in the syllabus. If students are unable to provide a video/audio tape of counseling sessions, then they are responsible for completing this assignment at their placement and submitting the required evaluation to the Practicum/Internship class faculty, **Clinical Supervision: Observation of Live or Audio/Video Counseling (APPENDIX I)**.

Supervision

Students will engage in weekly supervision with their site supervisor, no less than 1 hour per 20 hours of direct client contact. If students do not have a clinical supervisor or do not have a

credentialed art therapist on site, students will be assigned to off-site supervision and will be required to attend one hour of group supervision per week with a licensed/credentialed professional and credentialed art therapist, typically the Practicum/Internship coordinator. Students are expected to complete a separate **Record of Supervision (Appendix G)**, for each supervisor along with a separate timesheet for off-site supervision hours for the off site supervisor to sign off.

Evaluations

Students will be evaluated by a final evaluation from their site supervisor and off-site supervisor, if the student is participating in off-site supervision. See **Final Supervisor Evaluation of Students (APPENDIX K)**. Students will participate in two live or audio/video observations of sessions at their Practicum/Internship site. See **Clinical Supervision: Observation of Live or Audio/Video Counseling (APPENDIX I)**. In the practicum/internship course, students will be expected to complete and share a case study. See **Sample Case Conference Protocol (APPENDIX H)**. In addition, the **Student's Evaluation of Site (APPENDIX N)** will provide an opportunity for feedback on the Practicum/Internship experience.

Paperwork Requirements: Submitting Paperwork

Students are responsible for completing and submitting all required paperwork throughout the Practicum/Internship experience. See **Practicum/Internship Administrative Folder Checklist (APPENDIX O)**. The Practicum/Internship Coordinator will be in contact via email throughout the semester, providing due dates and reminders. It is expected that students submit paperwork in a timely manner. Upon completion of ALL practicum/internship experiences, the student will complete the **Practicum/Internship Attestation Form (APPENDIX P)** and submit to the Practicum/Internship Coordinator to sign off for student records.

Students will email documents to the Practicum/Internship Coordinator. Documents should be in PDF format. All forms need to be fully completed with signatures, legible, clear, and labeled with "APPENDIX_X_Placement_LASTName". (For example, "APPENDIX_B_Practicum_SMITH") The Practicum/Internship Coordinator will then upload the documents into a shared folder. The Practicum/Internship Coordinator will share a folder with each student on Google Drive accessed by the student's WLU gmail account. This will also be shared with the Program Director and Practicum/Internship Faculty. To access the shared folder, go to your West Liberty University Google Drive account, select "Shared with Me" to locate the folder. It will be labeled with the students' name.

Students may also have to upload documents on Sakai for course assignments.

V. University & ATC Program Responsibilities

University Responsibilities

The WLU shall assume full responsibility for planning, developing, implementing, and evaluating the education program in Art Therapy and Counseling program and provide the Practicum/Internship placement site with a statement of the educational goals and expectations regarding student performance. The University shall carefully screen students to create appropriate placements and shall be responsible for the selection, placement and/or removal, and final grading of students in consultation with the Practicum/Internship site. Expenses incurred for emergency treatment in case of accident or illness shall be the responsibility of the student. Professional liability insurance is the responsibility of the student, unless otherwise determined. The University shall provide a Practicum/Internship Coordinator responsible for coordinating activities between the agency, the student, and the University.

Practicum/Internship Coordinator Responsibilities

The Practicum/Internship Coordinator acts as a liaison between students, the site/site supervisors, and the University.

- The coordinator will maintain and update the Practicum/Internship manual as needed.
- The coordinator will provide group orientation for Practicum/Internship students the semester prior to their practicum experience. During this time, the coordinator will disseminate information to include: Practicum/Internship Manual, provide access to forms and other materials relevant to the placement experience.
- As noted previously, it is the student's responsibility to secure a placement site, however, the coordinator will assess the appropriateness of the identified sites based on the students' needs, goals, abilities, academic work, and feedback from faculty as well as if the site can provide an experience that meets the learning standards of the program.
- The coordinator will maintain a list of current sites and will coordinate the approval process for new sites. This will include the completion of an affiliation agreement between WLU and the practicum/internship site.
- The coordinator will develop a relationship with the onsite supervisor, ensuring that the student is meeting placement competencies, and will act as a liaison between the student and on-site supervisor for consultation, assistance, support and resolution of any problems that may arise.
- The coordinator will collect and maintain required paperwork throughout the Practicum/Internship experiences for program accreditation and student professional credentialing upon graduation from the program.
- The coordinator will provide off-site group supervision for students that do not have a clinical supervisor and/or do not have a credentialed art therapist on site.

VI. Student Conduct, Behavior, and Termination of Practicum/Internship

Student Conduct, and Behavior

Student misconduct, on or off campus, directed toward other students, faculty, staff, or members of the community may, at the discretion of the Art Therapy and Counseling Program Director, result in the dismissal from the graduate program and/or referral for disciplinary action in accordance with policies, as set forth by the State of West Virginia and the Institutional Board of Governors. Please refer to the Student Handbook regarding student misconduct policies. When the legal or illegal behavior does not affect current or potential client's but the behavior violates the policies, standards, or rules of the University, proceedings will follow the University's procedures for addressing student misconduct. No student is to continue in the Program if misconduct or emotional instability significantly impairs the student's ability to work effectively in the profession. Allegations of misconduct will be heard in a fair hearing and can result in denial of entry or re-entry into the field until the student's problems are resolved. Students exhibiting these problems may be required to seek specified remediation/rehabilitation before entry or re-entry into the field. These requirements will be specified in writing. Students are expected to present themselves in a professional manner, complying with the **Practicum/Internship Dress Code (APPENDIX Q)**.

Unsatisfactory Performance in Practicum/Internship

Any concerns the site supervisor may have should be communicated to the Practicum/Internship Coordinator/Faculty immediately so that a **Practicum/Internship Remediation Plan (APPENDIX R)** can be put in place if appropriate. During the Practicum or Internship experiences, the on-site supervisor and the University Practicum/Internship Coordinator may judge that the student's performance is so unsatisfactory as to warrant not completing the Practicum/Internship. The site supervisor will complete the **Termination of Practicum/Internship Form (APPENDIX S)**. The Practicum/Internship Coordinator will advise the Program Director of the situation and will call a committee made up of the Practicum/Internship Coordinator, Program Director, Practicum/Internship class faculty. They will meet with the student to discuss the events that led to this action in order to assess the student's needs and options. If the student is deemed appropriate to continue practicum/internship at another placement, the student is responsible for identifying a site as outlined in Section II of this manual. The Practicum/Internship Coordinator will assist with all paperwork. The student and Practicum/Internship Coordinator will meet to complete a **Practicum/Internship Remediation Plan (APPENDIX R)** before the student can begin another placement.

If other reasons arise that make terminating the Practicum/Internship desirable, immediate intervention will occur. The student will complete the **Student Termination of Practicum/Internship Form (APPENDIX T)**. The Practicum/Internship Coordinator will advise the Program Director of the situation and if this request is deemed appropriate, a committee made up of the Practicum/Internship Coordinators, Program Director, Practicum/Internship class faculty will meet with the student to discuss the events that led to this action in order to assess the student's needs and options. the student is responsible for identifying a new placement site as outlined in Section II of this manual. The Practicum/Internship Coordinator will assist with all paperwork.

VII. Additional Policies

Photographs

Taking and sharing photographs without consent is a breach of confidentiality. Agencies increasingly use photography for professional consultation, research, and education purposes. Know your Practicum/Internship site's policy regarding photography including any limitations on its use. Students will use the **Art Product/Photo Release Form (APPENDIX U)** for consent and a copy will be provided to the onsite supervisor. This is important especially if students are utilizing the Internship experience as a case study for coursework and/or Thesis.

Commitment to Diversity

The Art Therapy and Counseling program values diversity among individuals and groups. The program pledges not to discriminate against any person on the basis of age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex and sexual orientation. Likewise, students admitted to the graduate Program must be willing to serve all people in need. Students who are unable to carry out this mandate to act on a belief in the worth and dignity of all people will be terminated from the program.

Inclement Weather Policy

On-site supervisors may determine that a Practicum/Internship placement site will close due to inclement weather. If the closure is on a day that the student is scheduled to attend at the site, the day MAY NOT be counted towards the completion of the required field hours.

Transportation Responsibilities and Requirements

Travel time to and from the agency at the beginning and end of the day MAY NOT be included in the count of hours toward field placement. Students are responsible for transportation to and from the Practicum/Internship interviews and to the assigned placement site. The University has no funds with which to reimburse students for the use of their private automobiles and for other expenses incurred in the conduct of agency business.

Students shall not transport clients in their own vehicles. If the student is expected to use a personal car for any official agency business, the agency must provide in writing to the University verification that the student is covered under the agency's insurance. In the event that such coverage is not available, the student must not be expected to engage in such activities and must not be penalized for this. Practicum/Internship placement sites are encouraged to reimburse students for reasonable mileage expenses incurred while on official agency business if such use has been approved.

Safety Policy

The practice of Art Therapy and Counseling graduate students is not entirely without risk. This policy is dedicated to helping adopt the protective behaviors and thought processes needed in negotiating field placements. While this policy is meant to assist students in remaining safe, it is not meant to overly alarm and/or cause fear. Incidents are very rare. However, when working with populations that are experiencing life stressors, poverty, oppression, alienation, crisis, or other serious problems, there is a potential for impulsive, uncontrolled, or aggressive behavior in certain circumstances. Personal safety and wellbeing is of utmost concern. The WLU Art

Therapy and Counseling Program strives to select Practicum/Internship placement sites that do not expose students to undue risks either in going to and from the agency or during their Practicum/Internship.

Social Media Policy

Setting and maintaining clear boundaries is always the hallmark of a professional relationship. Let such boundaries always guide decision-making with any new online tool or technology. The Art Therapy and Counseling Program recognizes the importance of the Internet and is committed to supporting the right to interact knowledgeably and socially on the Internet through interaction in social media. Freedom of expression and academic freedom in electronic format has the same latitude as in printed or oral communication.

Students, Faculty and Staff of the Art Therapy and Counseling Program are responsible and accountable for their actions and their statements. Consequently, these guidelines in this social media policy will help make appropriate decisions about school and placement related online exchanges. The guidelines also protect the privacy, confidentiality, and interests of the students in graduate programs throughout their academic career, including the field placement. Note that these policies and guidelines apply only to school and placement related sites and issues and are not meant to infringe upon personal interaction or commentary online. Please refer to the WLU Student manual for legal liability information.

Confidential Information Component of the Social Media Policy

Confidential information may not be shared. This includes anything regarded as confidential concerning the WLU Art Therapy and Counseling program, the Practicum/Internship placement site, and/or clients and colleagues. If students have any questions about whether information has been released publicly or doubts of any kind, speak with the Program Director or the Practicum/Internship Coordinator before releasing information that could potentially harm the WLU, the graduate program, the placement site and/or their employees or clients. At the placement site, you will have access to very personal information about clients, as well as about professional colleagues.

Student Expenses

Some agencies require that students complete a background check, physical, drug screen, medical testing for TB, immunizations for Hepatitis A & B or other immunizations, etc. Students are also required to have and pay for liability insurance for the period of time they spend in their Practicum/ Internship. The Practicum/Internship Coordinator will provide information regarding the background check process and liability insurance during the placement preparation course. If the placement site requires the use of a vehicle, the student is responsible for providing appropriate auto insurance coverage to the agency and to the Practicum/Internship Coordinator. The student may be responsible for the cost of these tests and background checks.



APPENDIX A
Student Profile

The Practicum/Internship student should complete this form in preparation for interviewing for placement at a site. A current resume should be presented at the Interview. This form does not need to be handed in to WLU, but is provided to assist you in obtaining a Practicum/Internship.

Background Information

Date:	
Student Name:	
Email:	
Address:	
Phone:	

Education Prior to WLU Art Therapy and Counseling:

Previous Education/Degrees Held (and University/College information)	
--	--

WLU Art Therapy and Counseling Courses Completed:

Please list any professional work experiences, skills or languages spoken, etc.

--

List two goals for practicum/internship

List what days/times you are available for placement



APPENDIX B

Practicum/Internship Site Identification

*This form is used to notify West Liberty University faculty about the details of your internship placement. **This form should be completed and turned into the Practicum/Internship Coordinator, the semester prior to Practicum/Internship, once students have a tentative agreement with a site. If your site does not have an Affiliation Agreement in place, note that it may take several weeks to get an agreement in place. Students will not be able to start practicum/internship until an agreement is in place.***

Student Information (this section to be completed by the student)

Student Name:	
Semester/Course Number:	
Email/Phone Number:	

Site/Contact Information (sections below to be completed by the site supervisor)

Site Contact Name/Credentials:	
Site Contact Job Title:	
Site Name and Address:	
Site Contact Email/ Phone:	
Tentative Days/Hours at site:	

Student:

Printed Name:		Date:	
Signature:			

On-Site Supervisor:

Printed Name:		Date:	
Signature:			

WLU Practicum/Internship Coordinator

Printed Name:		Date:	
Signature:			



APPENDIX C
**Supervisor Credentials Information Sheet &
 Supervision Requirements and Expectations**

Please indicate: _____ On-site Supervisor: _____ Administrative Supervisor _____ Clinical Supervisor
 _____ Off-Site Supervisor

Students should present this form to potential internship supervisors when interviewing. This ensures that the supervisor is able to meet practicum/internship requirements and are able to meet the needs of the students. This form should be completed by the supervisor and turned into the Practicum/Internship Coordinator by the student the semester PRIOR to the experience.

Student Information (this section to be completed by the student)

Student Name:	
Semester/Course Number:	

Supervisor Contact Information (sections below to be completed by the site supervisor)

Supervisor Name/Credentials:	
Supervisor Job Title:	
Site Name and Address:	
Supervisor Email/ Phone:	

Supervisor Credentials

Highest Degree Earned:	
Years as a counseling Profession in current employment	
List all professional licenses/certificationState issued and number	

Supervision Requirements and Expectations

Supervision from WLU

The Practicum/Internship student will receive group supervision and instruction from the WLU faculty. If the site does not have a credentialed art therapist on staff, the student will participate in weekly group supervision with a credentialed art therapist

Supervision from the Practicum/Internship Site

Supervisors will provide an average of 1 hour or individual supervision per 20 hours of direct client contact.

Professional Credential Requirements

The on-site, Clinical Supervisor must possess the following credentials:

- At least a master’s degree in counseling.
- A minimum of two (2) years of professional experience in counseling.
- A professional certification and/or license, appropriate for the profession.

Expectations

The onsite supervisor is expected to have read and agree to duties outlined in this manual. Additionally, they are expected to engage in the following Supervisory activities:

- Coordinate an orientation session reviewing site policies, procedures, and protocols, including procedures that ensure that the client’s confidentiality and legal rights are protected.
- Remain in contact with the Practicum/Internship Coordinator as needed throughout the semester.
- Evaluate the student’s performance and professional development as needed throughout the semester and at the conclusion of the practicum/internship experience.
- Provide insight, evaluation, and support as they are pivotal in encouraging the student’s professional growth and development in counseling.
- Supervisors understand that they hold liability by-proxy for the practicum/internship student’s work.

Student:

Printed Name:		Date:	
Signature:			

Supervisor:

Printed Name:		Date:	
Signature:			



APPENDIX D

FERPA Release for Practicum/Internship Placement

I give permission for West Liberty University to discuss my educational performance and goals, including my criminal background check, immunization records, first aid/CPR certification and any other personally identifiable information to any facility where I may participate or am participating in Practicum/Internship courses. The purpose of this release is to convey information related to these courses. This permission automatically ends upon the completion of the Practicum/Internship.

I understand that under the Family Education and Privacy Rights Act, 20 USC 1232g I have the right not to consent to the release of my education records. This consent shall remain in effect until revoked by me, in writing, and delivered to the WLU Art Therapy and Counseling program, but any such revocation shall not affect disclosures made prior to receipt of my written consent.

Printed Name:		Date:	
Signature:			

Photography Permission

I give permission to the WLU Art Therapy and Counseling Program to use photos of me or to list my name on the University’s website, in the annual newsletter, or in department printed material.

Or I _____ do not give permission for my photo or name to be featured on the University website, newsletter, or printed materials.

Printed Name:		Date:	
Signature:			

CERTIFICATION: I have read and do hereby certify that the information contained above is correct.

Printed Name:		Date:	
Signature:			



APPENDIX E

Student Agreement for Practicum/Internship

*This form outlines what is expected of students who are participating in Practicum/Internship. The student should read and sign this form in duplicate. **One copy is provided to the WLU Practicum/Internship Coordinator on or before the first day of classes.** The other copy should be retained by the student for their records.*

Student Agreement Terms:

1. I confirm that I have received a copy of the Practicum/Internship Manual.
2. I have read the Practicum/Internship Manual and understand its implications for my continuance in the program. I agree to its terms and have discussed it with the course Faculty.
3. I understand that it is my responsibility to abide by the terms of the contract which will be initiated between the Practicum/Internship site and WLU.
4. I furthermore attest that I have read and understood the American Art Therapy Association (AATA) and American Counseling Association (ACA) Code of Ethics and will practice my counseling in accordance with these standards. Any breach of these ethics or any unethical behavior on my part will result in my removal from Practicum/Internship and a failing grade. In addition, documentation of such behavior will become part of my permanent record.
5. I agree to maintain student liability insurance by way of student membership in the American Art Therapy Association (AATA) or the American Counseling Association (ACA) throughout the duration of my Practicum/Internship. Further, I have attached proof of this insurance to this form and agree to provide updated proof of insurance if applicable.
6. I recognize that I may be requested to provide my Site, evidence of health insurance; to undergo other screening procedures required by the Site; and to maintain confidentiality of information regarding clients served by the Site.
7. I agree to adhere to the administrative policies, rules, standards, and practices of the Practicum/Internship Site.
8. I understand that my responsibilities include keeping my Practicum/Internship Supervisor(s) informed regarding my experiences in the manner defined within the Course.
9. I understand that I will not be issued a passing grade in Practicum/Internship unless I demonstrate the specified minimal level of counseling skill, knowledge, competence, and complete course requirements.

Student:

Printed Name:		Date:	
Signature:			



APPENDIX F
Practicum/Internship Cumulative Hours Timesheet

*Please use this as a reference: **Students will be given access to an Excel sheet that will automatically tally hours, and it is expected that they use that to log their hours. This should be turned into the Internship/Practicum Coordinator at the completion of the practicum/internship experience, signed by all parties.***

Student:		Semester:	
Site:			

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Week 1	Direct								
	InDirect								
	Supervision								
Week 2	Direct								
	InDirect								
	Supervision								
Week 3	Direct								
	InDirect								
	Supervision								
Week 4	Direct								
	InDirect								
	Supervision								
Week 5	Direct								
	InDirect								
	Supervision								
Week 6	Direct								

ATC PRACTICUM/INTERNSHIP MANUAL Revised 2024

	InDirect								
	Supervision								
Week 7	Direct								
	InDirect								
	Supervision								
Week 8	Direct								
	InDirect								
	Supervision								
Week 9	Direct								
	InDirect								
	Supervision								
Week 10	Direct								
	InDirect								
	Supervision								
Week 11	Direct								
	InDirect								
	Supervision								
Week 12	Direct								
	InDirect								
	Supervision								
Week 13	Direct								
	InDirect								
	Supervision								
Week 14	Direct								
	InDirect								
	Supervision								
Week 15	Direct								
	InDirect								

ATC PRACTICUM/INTERNSHIP MANUAL Revised 2024

	Supervision								
Week 16	Direct								
	InDirect								
	Supervision								
Total Hours								Direct:	
								InDirect:	
								Supervision:	

Student:

Printed Name:		Date:	
Signature:			

Supervisor: _____ On-Site _____ Off Site

Printed Name:		Date:	
Signature:			

WLU ATC Faculty

Printed Name:		Date:	
Signature:			



APPENDIX G
Record of Supervision

*Students will receive on-site supervision at their Practicum/Internship sites as specified in the Practicum/Internship Affiliation Contract. If students have more than one supervisor, students must complete separate forms for each supervisor. This one page form should be photocopied as needed and kept by the student. Completed forms should be submitted to **the WLU Practicum/Internship faculty on the last day of the semester as well as placed in a folder shared with the Practicum/Internship Coordinator.***

Student:		Course/Semester:	
Site:		Supervisor:	

Date	Time and Type (Ind or Group)	Briefly describe the content of supervision and any outcomes, goals, or proposed changes. Attach additional copies of this form and other documents as needed

Student:

Printed Name:		Date:	
Signature:			

Supervisor: _____ On-Site _____ Off-Site

Printed Name:		Date:	
Signature:			



APPENDIX H

Sample Case Conference Protocol

As part of the Practicum/Internship experience, Practicum/Internship students may be asked to engage in a case conference presentation on one of their clients/students. This form provides a sample of what information should be included in a case conference presentation.

A written protocol should total approximately 3-5 pages single spaced.

Presenter: Your name goes here

Client: (use initials or a pseudonym) Client name goes here

Dates of Treatment: List the actual dates of treatment, not just a range

Number of Sessions: How many sessions have you had total with client

Demographic Data: Age, gender, race/ethnicity, SES, living environment.

Physical Description: Provide a physical description of your client such that the group can have a mental image of what your client looks like?

Presenting Problem: What is the client's described presenting problem? What do you view as the presenting problem? Is it the same or different?

History of Presenting Problem: When did the problem start, how has it changed over time?

Psychiatric history and previous treatment: Medications taken? Previous treatment with counselors or other health practitioners?

Relevant Client History: What client history may be relevant?

Social and developmental history: How is the client socially? What is their support environment like?

Family history: What is the client's family like? How might this influence them?

Goals for Counseling: What goals have been set with the client? How have they changed over the course of counseling?

Course of Counseling: Describe the course of counseling. What has happened in your work with this client. You may want to discuss the course of counseling by session. What areas have been focused on?

Theoretical Framework, Working Case Conceptualization: What theory or theories are you using with this client? What is your conceptualization of what their problem is according to this theory and how their problem developed.

Description of Therapeutic Relationship: Discuss the therapeutic relationship and working alliance you have with your client. What difficulties have you encountered? Provide examples where the relationship has helped therapy.

Analysis of Assessment Data (if any): Describe what assessments you have used with your client and what the results are. Also discuss how this data fits into your conceptualization.

Collaboration with Other Professionals: Describe other professionals you have collaborated with for this client? What has collaboration been on?

Questions for the Group, Counselor Struggles: 3 to 5 questions you have for the group. These may be related to your struggles with the client or questions you have about your work with the client either past or future. Provide questions in bullet form.



APPENDIX I

Clinical Supervision Form:

Supervisor Observation of Live or Audio/Video Counseling

Students will complete two live or audio/video observations of their Practicum/Internship over the course of the semester. This may be completed on-site with a clinical supervisor or during the Practicum/Internship class. This completed evaluation must be returned to the WLU Practicum/Internship class faculty.

Student:		Course/Semester:	
Site:		Supervisor:	
Observation:	_____ 1 Date: _____ 2 Date:		

Rating Key

1	Student is deficient in skill or principle, and there needs to be a special effort made in order to bring it up to an acceptable level.
2	Student has shown some acceptable evidence of the skills or principle, but performance is inconsistent or there may be some examples of poor motivation or minor irresponsibility. It is anticipated that the rating will improve with student effort. Special intervention is not required, but maybe desirable.
3	Student has shown basic mastery of the skill or principle. There are apt to be one or two instances of marginal performance balanced by a nearly equal number of praiseworthy performances.
4	Student has shown basic mastery of the skill or principle with many performances that are praiseworthy.
5	Student's performances are consistently praiseworthy and clearly stand out as being of very high quality.

On a scale of 1 – 5, please rate the student on the statements below:

Skills observed	
	Development of Rapport with clients/students
	Demonstration of art therapy and counseling skills
	Opening a session
	Closing a session
	Conveying interest and acceptance of clients/students
	Overall art therapy and counseling skills
	Recognizes and interprets clients/students' nonverbal communication
	Ability to ask appropriate questions
	Ability to summarize client/student interactions

Supervisor Written Comments	

Student

Printed Name:		Date:	
Signature:			

On-Site Supervisor:

Printed Name:		Date:	
Signature:			

WLU ATC Faculty:

Printed Name:		Date:	
Signature:			



APPENDIX J

Permission to Record a Session

As part of the Practicum/Internship experience, student counselors may be asked to record their sessions for the purpose of Clinical Supervision where a supervisor will observe Audio/Video Counseling. This form is used to secure permission from clients to tape sessions. Permission to record a session is voluntary and clients/students always have the option to decline. Return to Onsite Coordinator for record keeping purposes.

Client Printed Name:	
----------------------	--

I hereby give permission to my student Counselor, _____, permission to video/audio tape our interview(s). I understand that this tape will be used for professional purposes only and that my privacy will be protected. Because the purpose of the taping is to assist the professional growth of the Counselors-in-Training. I understand that once its purpose has been fulfilled, the recording will be destroyed.

This consent is valid only for use by the Art Therapy and Counseling student named above as long as they are enrolled at West Liberty University. This consent may be revoked at any time.

Client:

Signature:		Date:	
------------	--	-------	--

Legal Guardian (if needed):

Printed Name:		Date:	
Signature:			

Student Counselor

Printed Name:		Date:	
Signature:			

On-Site Supervisor:

Printed Name:		Date:	
Signature:			



APPENDIX K

Final Supervisor Evaluation of Student

Supervisors complete this final evaluation at the conclusion of the experience. When completed, students turn in a copy to Practicum/Internship Faculty and one copy to the Practicum/Internship Coordinator at the end of the semester. Ideally, the site supervisor will discuss this Review with the student, and they jointly sign the form prior to submission to West Liberty University. However, circumstances may occur in which you may choose not to do so. In that case, your confidence will be honored. Just submit the Review and place it in a sealed envelope with your signature on the back of the flap of the envelope. Thank you in advance for the time you will take with this review.

Student:		Course/Semester:	
Site:			

Rating Key: On a scale of 1 – 5, please rate the student on the statements below

1	Student is deficient in skill or principle, and there needs to be a special effort made in order to bring it up to an acceptable level.
2	Student has shown some acceptable evidence of the skills or principle, but performance is inconsistent or there may be some examples of poor motivation or minor irresponsibility. It is anticipated that the rating will improve with student effort. Special intervention is not required, but maybe desirable.
3	Student has shown basic mastery of the skill or principle. There are apt to be one or two instances of marginal performance balanced by a nearly equal number of praiseworthy performances.
4	Student has shown basic mastery of the skill or principle with many performances that are praiseworthy.
5	Student's performances are consistently praiseworthy and clearly stand out as being of very high quality.

ATTENDANCE, PREPAREDNESS, & ATTITUDE

	Attended regularly on scheduled days, on time, and ready to work upon arrival
	Notified the site in a timely fashion when not able to be present
	Remained on site for the prescribed time
	Exhibited a willingness to be (reasonably) flexible in cases of need
	Appeared to take their role seriously
	Sought assistance as needed
	Took appropriate initiative and is willing to help others, including with routine tasks
	Demonstrated an appreciation of the value of the site's work
	Was prepared for assigned tasks, and completed tasks in a timely manner

	Related appropriately with other staff members
	Related to clients in a professional manner
	Formed appropriate helping relationships
	Demonstrated awareness of professional ethics
	Was prepared for supervision
	Used supervision to improve performance
	Participated actively in supervision
	Appeared open to feedback
	Made appropriate changes based on feedback

ART THERAPY COMPETENCIES

Professionalism: as evidenced in behavior and comportsment that reflect the values and attitudes of the graduate Art Therapy and Counseling program

	Communication and physical conduct (including attire) was professionally appropriate, across different settings
	Recognized and displayed a professional commitment to Art Therapist characteristics that promoted the therapeutic process
	Accepted responsibility for own actions
	Identified advocacy processes necessary to address barriers that block access and equity to mental health and related services for clients
	Displayed emerging professional identity as an art therapist and counselor; used resources (e.g., supervision, literature) for professional development
	Recognized the need for collaboration and consultation within and among organizations, including interagency and interorganizational collaboration
	Recognized the impact of personal and professional development through supervision, self care practices appropriate to the Art Therapist professional role, and continuing education

Ethical and Cultural Considerations: Awareness, sensitivity, and skills in working professionally with diverse individuals, groups, and communities defined by the AATA and ACA ethical codes.

	Incorporated ethical and cultural considerations in materials selection and therapeutic applications
	Demonstrated knowledge and application of an ethical decision-making model; applies relevant elements of ethical decision making to a dilemma

	Demonstrated knowledge and understanding of the AATA and ACA Ethical Principles and Code of Conduct and other relevant ethical/professional codes, standards and guidelines, laws, statutes, rules, and regulations
	Responded to clinical and ethical implications for incorporating one's own art-making process in a session to develop therapeutic rapport, facilitate creative expression, and promote the therapeutic process
	Demonstrated belief in the value of using artmaking as a method for exploring personal symbolic language
	Practiced skills for developing awareness and insight into art processes and images
	Recognized the need for awareness of and sensitivity to cultural elements which may impact a client's participation, choice of materials and creation of imagery
	Demonstrated ability to adapt tools and materials for clients with disabilities
	Applied understanding of artistic language, symbolism, metaphoric properties of media and meaning across cultures and within a diverse society

Reflective Practice/Self-Assessment/Self-Care: Practice personal and professional self-awareness and reflection; with awareness of competencies; with appropriate self-care.

	Demonstrated self-awareness; utilized self-monitoring; displayed reflectivity regarding professional practice (reflection-on-action); used resources to enhance reflectivity
	Demonstrated broad, accurate self-assessment of competence; consistently monitored and evaluated practice activities; worked to recognize limits of knowledge/skills, and sought means to enhance knowledge/skills
	Monitored issues related to self-care with supervisor; understood the central role of self-care to effective practice
	Valued the development of a personal approach to the practice of Art Therapy
	Formed and maintained productive and respectful relationships with clients, peers/colleagues, supervisors, and professionals from other disciplines
	Communicated clearly using verbal, nonverbal, and written skills in a professional context; demonstrated clear understanding and use of professional language

Clinical Practice: Demonstrates good interpersonal skills; relates effectively and meaningfully with individuals, groups, and/or communities; integration of evidence-based practices/evaluation of the effectiveness of various professional activities.

	Formulated and conceptualized cases and plans interventions utilizing at least one consistent theoretical orientation
	Developed therapeutic goals and art-based intervention strategies based on the therapeutic effect of art making, including benefits, limitations and

	contraindications of art materials
	Demonstrated understanding of therapeutic and psychological properties of a wide range of art processes and materials (i.e., traditional materials, recyclable materials, crafts)
	Evaluated the potential appropriateness of various venues for display of artwork
	Demonstrated how theory informs art therapy assessment and treatment planning
	Applied knowledge of evidence-based practice, including empirical bases of assessment, intervention, and other psychological applications, clinical expertise, and client preferences
	Selected assessment measures with attention to issues of reliability and validity
	Demonstrated awareness of the strengths and limitations of administration, scoring and interpretation of traditional assessment measures as well as related technological advances
	Assessed developmental stages in artwork, including typical, atypical, and exceptional characteristics for all age groups
	Considered purpose, goals, population characteristics, when designing art therapy interventions in a variety of settings

Strengths: Overall, what profession and personal characteristics did you observe which you believe will assist this student in their education as a student art therapist/counselor?

Areas of Needed Growth: As a result of your experience with this student, what recommendations would you make for their growth?

Additional Comments: How would you describe your experience of this student in your agency?

Student

Printed Name:		Date:	
Signature:			

Supervisor: _____ **On-site:** _____ **Administrative Supervisor** _____ **Clinical Supervisor** _____ **Off-Site**

Printed Name:		Date:	
Signature:			

WLU ATC Faculty:

Printed Name:		Date:	
Signature:			



APPENDIX L

Practicum/Internship Extension Request

In the case that a student falls behind in hours for practicum (100) or internship (350) in one semester, they may request an extension to complete all hours. The student must submit this written request for time extension to the Practicum/Internship Faculty, be given approval by ATC Faculty and complete an hour completion plan, outlining how and when the hours will be accumulated in a timely manner.

Student:	
Current Semester:	
Site:	
Supervisor:	
Total Hours Accrued:	
Total hours needed:	

Request for extension:			
Request Approved		Request Denied	

Student:

Printed Name:		Date:	
Signature :		Date:	

On-Site Supervisor:

Printed Name:		Date:	
Signature:		Date:	

WLU Practicum/Internship Faculty:

Printed Name:		Date:	
Signature:			



APPENDIX M

Practicum/Internship Hour Completion Plan

In the case that a student does not complete all required hours for practicum (100) or internship (350) in one semester, they may be given a grade of “incomplete” and the opportunity to accrue the hours the following semester. The student must be given prior approval by ATC Faculty and complete this plan, outlining how and when the hours will be accumulated in a timely manner. Class grade will be submitted upon completion of hours.

Student:	
Current Semester:	
Site:	
Supervisor:	

Hour Accrual Details

Total Hours Accrued:	
Total Hours Needed:	
Deadline:	
Estimated Hours Per Week:	

Student:

Printed Name:			
Signature :		Date:	

On-site Supervisor:

Printed Name:			
Signature:		Date:	

WLUPracticum/Internship Faculty:

Printed Name:			
Signature:		Date:	



APPENDIX N

Student’s Evaluation of Site

This form is to be completed by students to assess their total experience of the internship site. Evaluations are to be completed and turned into the Practicum/Internship Coordinator at the end of the practicum/internship experience

Student:		Semester/Course:	
Site:			

Rating Key: On a scale of 1 – 5, please rate the site on the statements below

1	Poor
2	Unsatisfactory
3	Satisfactory
4	Very satisfactory
5	Outstanding

Part 1. Evaluation of Practicum/Internship site:

	Exposure to and communication of agency goals
	Exposure to and communication of agency procedures
	Exposure to professional roles and functions within the agency
	Variety and quality of experiences at this site
	Overall evaluation of the site

Part 2. Recommendation.

	<p>Would you recommend this site for future internship students? Please explain why or why not.</p>
--	---

Part 3. Evaluation of Supervision Received on-site:

	Gave time and energy in observing, processing, case work
	Recognized and encouraged further development of my skills
	Gave me useful feedback when I did something well
	Gave me useful feedback after my missteps
	Provided me freedom to develop
	Provided formal training in counseling skills and processes
	Provided suggestions for my development
	Welcomed discussion of problems I encountered
	Helped me to define and maintain ethical behavior
	Helped me to organize my case data
	Helped me to organize my time
	Helped me increase my skills in individual or group counseling
	Allowed and encouraged me to evaluate myself
	Applied criteria fairly in evaluating my performance

Part 4. Please use this space to provide any additional feedback.

Student:

Printed Name:		Date:	
Signature:			



APPENDIX O

Practicum/Internship Administrative Folder Checklist

See below the list of required paperwork to be completed throughout the practicum/internship experiences. Students are to create a Google Drive folder, share with the Practicum/Internship Faculty & Practicum/Internship Coordinator. Students are expected to upload their documents in the folder in a timely manner. All forms must have all required signatures and be fully completed. Any images of physical copies must be clear, cropped to JUST the form, and have proper lighting. Additionally, as part of the Practicum/Internship class, students may be required to upload forms on Sakai.

Due the Semester PRIOR to the practicum/internship experience:

_____ Practicum/Internship Site Identification form (APPENDIX B)

_____ On-Site Supervisor Credentials Information Sheet & Supervision Requirements and Expectations Form (APPENDIX C)

Due ON OR BEFORE the first day of class for the semester of the practicum/internship experience:

_____ FERPA Release and Permission form (APPENDIX D) This form must be completed and turned into the Practicum/Internship Coordinator

_____ Student Agreement for Practicum/Internship (APPENDIX E) This form must be completed and turned into the Practicum/Internship Coordinator along with a proof of liability insurance

Completed as needed throughout the practicum/internship experience:

_____ Sample Case Conference Protocol (APPENDIX H)

_____ Clinical Supervision: Observation of Live or Audio/Video Counseling (APPENDIX I)

_____ Permission to Record a Session Form (APPENDIX J)

_____ Art Products Release Form (APPENDIX U)

Due at the End of the semester:

_____ Timesheet (APPENDIX F)

_____ Record of Supervision (APPENDIX G)

_____ Final Supervisor Evaluation of Students (APPENDIX K)

_____ Student Evaluation of Site (APPENDIX N)



APPENDIX P

Practicum & Internship Experience Attestation Form

Student Name:	
Dates of Enrollment:	

Practicum: (100 total hours Required, 50 Direct Client Contact)

Site (Name, Address)					
Supervisor (s)					
Dates of Experience					
Total Hours		Indirect Hours		Direct Hours	
Individual Supervision		Group Supervision		Class Supervision	

Internship I: (350 total hours Required, 175 Direct Client Contact)

Site (Name, Address)					
Supervisor (s)					
Dates of Experience					
Total Hours		Indirect Hours		Direct Hours	
Individual Supervision		Group Supervision		Class Supervision	

Internship II: (350 total hours Required, 175 Direct Client Contact)

Site (Name, Address)					
Supervisor (s)					
Dates of Experience					
Total Hours		Indirect Hours		Direct Hours	
Individual Supervision		Group Supervision		Class Supervision	

By signing this document, those listed below attest that the ATC student has completed the required Practicum/Internship experience as a Graduate student in the ATC program. This is a minimum of 800 total hours of Practicum/Internship, with 400 direct client contact hours.

Total Hours		Indirect Hours		Direct Hours	
Individual Supervision		Group Supervision		Class Supervision	

Student:

Printed Name:		Date:	
Signature:			

WLU Practicum/Internship Faculty:

Printed Name:		Date:	
Signature:			



APPENDIX Q

Practicum/Internship Dress Code

Please be mindful that when you are at your internship site, you are representing both West Liberty University and the internship site. As such, it is important to present yourself in a professional manner. Below are some guidelines for dress code. The internship site may have additional dress requirements, so please check with your site supervisor.

- Be clean and well groomed. Be mindful of pet hair, and if you smoke, you should be mindful of the smell.
- Shorter fingernails are more professional, hygienic, and safe when working with clients.
- Hair should be clean and kept out of the way when working with clients. Some sites may require hair pulled back for safety reasons.
- Make-up, jewelry and fragrances should be subtle.
- Clothes should be well fitting, clean, well maintained, and appropriate for the work setting- business casual is typical.
- Identification badges should be visible at all times.
- Wear clean, professional, closed toe shoes.
- Be sure to check with site policies regarding tattoos and piercings.
- Be mindful of dressing for the occasion, for example if you are presenting or at a fundraising event, you may dress differently than if you were working on art tasks with clients.
- Follow masking guidelines at your placement site.



APPENDIX R

Practicum/Internship Remediation Plan

In the case that a student is terminated or voluntarily withdraws from a practicum/internship placement, the remediation plan serves to provide a plan of action to ensure success at future placements.

Student:			
Semester:			
Previous Site:			
Previous Site Hours:	Direct:	Indirect:	Supervision:
New Site:			
Site Supervisor:			

Concerns from previous site:

Plan to address concerns:

Student:

Printed Name:		Date:	
Signature:			

On-Site Supervisor:

Printed Name:		Date:	
Signature:			

WLU Practicum/Internship Faculty:

Printed Name:		Date:	
Signature:			

WLU Practicum/Internship Coordinator:

Printed Name:		Date:	
Signature:			

WLU ATC Program Director:

Printed Name:		Date:	
Signature:			



APPENDIX S

Termination of Practicum/Internship- Site/Supervisor

This form is to be completed by the On-Site Supervisor, should it be determined that the student's performance is so unsatisfactory as to warrant not completing the Practicum/Internship.

Student Information

Student Name:	
Start/End Date of Internship:	

Supervisor Contact Information (sections below to be completed by the site supervisor)

Supervisor Name:	
Supervisor Job Title:	
Site Name:	
Supervisor Contact Information:	

Student Performance (sections below to be completed by the site supervisor)

To the best of your knowledge, please record the students completed hours:					
Direct Client contact hours:		Indirect hours:		Supervision hours:	
Please describe factors leading up to the termination of internship/practicum:					

Do you recommend these hours be applied towards completion of Practicum/Internship? Is it your recommendation that the student was performing at a Master's level performance? Please Explain.

_____ YES _____ NO

Student:

Printed Name:		Date:	
Signature:			

On-Site Supervisor:

Printed Name:		Date:	
Signature:			

WLU Practicum/Internship Faculty:

Printed Name:		Date:	
Signature:			

WLU Practicum/Internship Coordinator:

Printed Name:		Date:	
Signature:			

WLU ATC Program Director:

Printed Name:		Date:	
Signature:			



APPENDIX T

Termination of Practicum/Internship- Student

This form is to be completed by the practicum/internship student, should it be determined that the Practicum/Internship experience be terminated.

Student Information

Student Name:	
Start/End Date of Internship:	

Supervisor Contact Information

Supervisor Name:	
Supervisor Job Title:	
Site Name:	
Supervisor Contact Information:	

Please record accrued hours to date:

Direct Client contact hours:		Indirect hours:		Supervision hours:	
------------------------------	--	-----------------	--	--------------------	--

Please describe factors leading up to the termination of internship/practicum:

Please describe plan moving forward:

Student:

Printed Name:		Date:	
Signature:			

On-Site Supervisor:

Printed Name:		Date:	
Signature:			

WLU Practicum/Internship Faculty:

Printed Name:		Date:	
Signature:			

WLU Practicum/Internship Coordinator:

Printed Name:		Date:	
Signature:			



APPENDIX U

Art Products/Photo Release Form

As part of the Practicum/Internship experience, student counselors may be asked to show artwork created in session as part of Clinical Supervision where a supervisor will provide feedback. This form is used to secure permission from clients to take photos of art or show artwork created at the site. Permission to share art is voluntary and clients/students always have the option to decline. Return to Onsite supervisor for record keeping purposes.

CLIENT PRINTED NAME: _____

I hereby give permission to _____, a graduate Art Therapy and Counseling Student at West Liberty University permission to photograph and or display artwork created by me/my child in a professional setting for the purpose of supervision and education on the therapeutic use of art. I understand that photographs of my/my child's artwork may only be used for class assignments at West Liberty University, may be incorporated into professional conferences/publications, or exhibited at approved community events. It is also my understanding that my/my child's name will not be revealed in any written assignment, oral presentation, or display of my/my child's artwork.

This consent is valid only for use by the Art Therapy and Counseling student named above as long as they are enrolled at West Liberty University. This consent may be revoked at any time.

Client:

Signature:		Date:	
------------	--	-------	--

Legal Guardian (if needed):

Printed Name:		Date:	
Signature:			

Student Counselor

Printed Name:		Date:	
Signature:			

On-Site Supervisor:

Printed Name:		Date:	
Signature:			