



**UNIVERSITY OF
BALTIMORE**

M.S. in Counseling Psychology

PRACTICUM AND INTERNSHIP MANUAL:

Guide for Students and Site Supervisors

Master's in Counseling Psychology

and Certificate in Professional Counseling Studies Programs

University of Baltimore

Revised August 2025

This manual addresses general requirements of both CPSY 703 Practicum in Counseling Psychology and CPSY 708 Internship in Counseling Psychology. These are requirements that pertain to any section of the Practicum or Internship courses.

Note Regarding CPSY 703 Practicum/CPSY 708 Internship Forms Process

Students must submit a series of forms during the semester prior to the semester they intend to enroll in 703/708. These forms must be submitted each time (semester) a student wishes to take one of these courses. These forms include the Request for a Seat form, the Letter of Agreement form, and the Practicum/Internship Contract. For more information on each form, please see the “Documentation” section of this manual. These forms are an integral part of helping the program support its students, as these forms help us with our planning process and inform our plans regarding course scheduling, our communications with clinical sites, and our communications with incoming 703/708 students. Thus, students are expected to partner with us in helping with this process by turning in the forms on time and maintaining communication about the status of their 703/708 plans for the coming semester. For example, if a student’s plans to take 703/708 change so that the student no longer intends to take the course, the student must notify the program in a timely manner. If the student does not turn in the forms by the due dates, the student is no longer guaranteed a seat in CPSY 703/708 the following semester. If a student fails to register for a practicum/internship class and complete the field experience after the submission of the agreement form and does not give appropriate notice to the program, the student may be subject to an unfavorable review in the annual review of Counseling Psychology students.

Note Regarding UBalt FERPA Release Form

The UBalt FERPA Release form is a requirement of all students prior to engaging in work at their clinical site(s). This form needs to be filled out by the student electronically, saved, then turned in to the program. This form allows your UBalt 703/708 instructor to communicate with your clinical site about your growth and development as a clinician, which is a necessity for good clinical training. Students are advised to allow UBalt faculty consent to share academic records with their clinical sites until they graduate from the program; indeed, if a student revokes the FERPA release prior to graduating from the program, the student is required to give notice to the program director that this has occurred. The form can be found [here](#).

Note Regarding Program Approval of Students’ Clinical Site Placements

Students must have their clinical site placements approved by the program prior to the student starting at the site and/or enrolling in CPSY 703/CPSY 708. If a student would like to complete their clinical training at a site that is not in the program’s directory of sites and has not been approved by the program, the student must communicate their desire to work at the new site to the Field Placement Coordinator in a timely manner and prior to submitting a Letter of Agreement form to the program. The Field Placement Coordinator will initiate a process to determine if the new site appears to meet the program’s expectations for clinical training.

Note Regarding Affiliation Agreements and/or Memorandum of Understanding

Some clinical placement sites require that an affiliation agreement, memorandum of understanding, or other kind of formalized partnership (beyond the UBalt Letter of Agreement and the UBalt Practicum/Internship Contract) be documented between the site and the university or program prior to a practicum or internship student beginning their clinical work at the site. Students are responsible for inquiring with their intended sites if such agreements are required, and, if so, the student must inform the counseling psychology program director when submitting their UBalt Letter of Agreement form and prior to enrolling in the practicum or internship course. These agreements may take between 2 to 4 months or more to put into place, and so the program requires advance notification in order to help ensure that students are able to start their placements in a timely manner. Failure to provide sufficient notification may result in the student delaying the practicum or internship course to another semester.

Note Regarding Orientation Activities at Sites

If a site requires students to complete orientation activities, including shadowing or observing other clinicians' work, students are strongly encouraged to complete these activities prior to the start of the semester in which they will be enrolled in CPSY 703/CPSY 708. Though students may not begin seeing their own clients or count any client hours toward CPSY 703/708 requirements until after turned in a Practicum/Internship Contract to their class instructor and had the first class period for CPSY 703/708, students should complete other "getting started" activities such as orientation and shadowing/observing other clinicians prior to the start of the semester so they can begin accruing their clinical hours for CPSY 703/708 as soon as the semester begins. This is considered a good strategy that can make a difference in students' ability to successfully completing their clinical hours for the semester.

Practicum Requirements

Requirements for Students

The practicum experience for the counseling psychology track of the M.S. program in Counseling Psychology at the University of Baltimore (UBalt) is undertaken as a 3-credit graduate course (CPSY 703 Practicum in Counseling). The course will be taken twice for students enrolled in UBalt's 48-credit general master's track in counseling psychology. It is required for only one semester for those in the Practitioner Specialization before they move on to two semesters of CPSY 708 Internship. Students enrolled in the post-master's Certificate Program in Professional Counseling Studies may also take CPSY 703 Practicum in Counseling.

To be approved for enrollment in Practicum, all students must have successfully completed graduate classes in counseling theory, basic counseling skills, psychopathology, and

professional ethics. The course requirements include a full 2.5 hour class with the UBalt instructor once per week, weekly on-site supervision, and direct counseling of clients.

Class meetings will be scheduled at UBalt during normal class hours. The meetings generally will follow a case consultation format; however, some didactic presentations may be made. Students will regularly present cases for discussion.

To meet course requirements, students must spend at least 100 hours on site during the semester involved in clinical work and other training activities. Students must accumulate at least 40 hours of on-going, face-to-face counseling within the first 14 weeks of the semester of practicum (Note: No clients can be seen during finals week). This can be in either individual or group counseling, but at least 20 hours of individual counseling are required. These should be in ongoing counseling where the student is the therapist of record at the agency, with responsibility to develop and deliver a treatment plan. These hours should NOT be constituted of 1- or 2-session assessment sessions. The remainder of the 40 counseling hours can be spent conducting other kinds of counseling, such as group counseling, couples/family counseling, and intake/assessment. The required 40 face-to-face hours do not include other types of clinical activities such as class time, supervision, writing notes, preparing for or attending case presentations, observations of other therapists conducting counseling, or other activities required by the practicum site. With the exception of class time (which counts for none of the hours), these other activities may constitute the remaining 60 hours of on-site time.

In order to be successful in accruing hours, faculty strongly recommend that students spend at least 12-15 hours a week at site.

In addition to the above requirements, it is possible that an additional three or more hours of training sessions will be done on campus in the Lassen Training Clinic, and will be recorded. This recording will be presented for review in the practicum class.

Students who are preparing for licensure should be aware that the Maryland Board of Professional Counselors and Therapists requires 125 hours of "face-to-face counseling" *during practicum or internship* ("Supervised Field Experience") for licensure. All face-to-face hours completed at the practicum site should be carefully documented. These hours can be applied toward the 3000 hours that are required for licensure. A total of 1000 hours obtained *prior to the awarding of the M.S.* can be counted toward licensure.

Practicum students must receive at least one hour minimum per 20 hours of field placement work each week. The supervision should consist of individual supervision (dyadic) and may include some triadic supervision but not group supervision. The supervision should be in a face-to-face format from a licensed mental health care practitioner (e.g., LCPC, Psychologist, LCSW, LCMFT, Psychiatric Nurse or Psychiatrist) at the practicum site. Students may work with any population of interest, provided that the above requirements are met.

Requirements for Practicum Sites

A licensed mental health practitioner employed by the participating training organization must agree to provide students with at least one hour per week of face-to-face individual supervision. Sites are also expected to provide a client flow sufficient for students to achieve a minimum of 40 hours of face-to-face client contact during the 14-week practicum (Note: No clients can be seen during finals week). These contact hours may derive from either individual or group counseling (where one clock hour of group counseling equals one hour of client contact). These hours also may be obtained in either assessment or ongoing counseling/psychotherapy. However, at a minimum, 20 hours of individual face-to-face counseling sessions (versus assessment) are required. Students who are attempting to complete the Maryland Board's field placement requirements in a single semester will require substantially more clinical hours to meet the Board's 125-hour requirement. Plans for meeting these expectations will be negotiated on a case-by-case basis, in consultations involving the student, the supervisor and the practicum instructor.

Field placement sites are expected to provide students with the necessary client flow for students to successfully accrue the clinical hours needed to meet course minimum hour requirements.

Site supervisors must provide at least one hour minimum per 20 hours of field placement work each week. For example, internship students who work 25 hours a week at site should receive at least 75 minutes per week of supervision. The supervision should consist of individual supervision (dyadic) and may include some triadic supervision but not group supervision. The supervision should be in a face-to-face format from a licensed mental health care practitioner (e.g., LCPC, Psychologist, LCSW, LCMFT, Psychiatric Nurse or Psychiatrist) at the practicum site.

Supervisors are expected to monitor and verify the number of counseling and supervision hours accumulated by the student. The supervisor also agrees to provide a written evaluation of the student's performance at the conclusion of practicum. *Practicum site supervisors must agree to verify, with a notarized signature, the number of clinical hours and supervision hours the student has completed during a semester. The necessary form will be supplied by the student.*

Supervisors' evaluation of students must include some form of real-time observation. This may be through direct observation (e.g., a one-way mirror or co-therapy) or through audio and/or video recordings. Supervisor must provide feedback to students to ensure they meet the program's expected levels of competence. Supervisor must provide students and the program (typically the practicum instructor) that feedback in written form. The necessary form will be supplied by the student.

Students may, under separate agreements with site representatives, continue to do clinical work at their training sites during semester breaks. However, students will receive no instruction or supervision from UBalt faculty during those periods, as the student's practicum class will have ended. The site must agree to assume ethical and legal

responsibility for the supervision of students under those agreements. A required “Termination of Practicum” form for signature by the student, site, and UBalt representative will be supplied by the student.

Students may not apply any clinical hours obtained during semester breaks to their course requirements for Practicum or Internship. Rather, all clinical hours requirements for those courses must be met by the dates indicated on the syllabi for the courses (generally the date of the last class meeting in a given semester). Students are required to keep records on their clinical hours on forms supplied for the Practicum course, and to submit this record for review at the end of the semester.

Students enrolled in both Practicum (CPSY 703) and Internship (CPSY 708) may be covered by a blanket insurance plan supplied by the University for limited coverage amounts; when available, this insurance is applicable for one calendar year, running from September to September. In order to be covered by the University insurance plan during the time the student is enrolled in Practicum/Internship, the student must submit a completed UBalt Student Professional Liability Insurance Form to the program each semester at the time they enroll in CPSY 703 or 708. If a student receives permission from their course instructor to change sites mid-semester, the student must provide to the course instructor a new UBalt Student Professional Liability Insurance Form or the student will not be covered under the UBalt policy. Sites may require students to purchase individual student liability policies (available through the American Counseling Association for a reasonable fee) to provide extra liability coverage. Regardless, it is strongly recommended that students obtain their own liability coverage.

Process for Practicum Site Approval and Review

Potential field placement sites are identified through a variety of mechanisms. In addition to UBalt’s longstanding clinical training partners in the region, sites contact the program expressing interest in training students, the program occasionally contacts regional sites when it learns of possible training opportunities, and sometimes students inform the program of possible training sites in the region. The approval of field placement sites is then determined initially via a site vetting process performed by the program’s FPC. Following this vetting process, sites determined to be equipped to meet training expectations are added to the program’s “Practicum/Internship Directory of Sites” under the category, “New Sites,” which is a category in which students are advised that the sites have been determined to meet field placement expectations through a program-level vetting process, but students have not yet been placed there. Expectations for training are further articulated through the supervisor orientation video and documents such as the Practicum/Internship Manual, the Letter of Agreement form that students and site supervisors sign, and the Practicum/Internship Contract. Following the first year in which a student is placed at a new site, the FPC reviews the site again, and if significant issues/difficulties have not been identified, the site listing is then moved to the main section of the directory along with all other existing sites in good standing.

Sites are monitored over time by faculty and FPC via interactions with site representatives and via student feedback. Difficulties with sites are typically first addressed by the practicum/internship instructor overseeing the CPSY 703/708 section in which the student is enrolled. If difficulties or problems with a site cannot be resolved by the section instructor, or the problems are of such severity that the section instructor determines program-level intervention is warranted, the issue is brought to the FPC and/or program director for resolution. The FPC and/or program director will investigate the identified issues and if they cannot or should not be resolved (in order to protect students), the site is notified, the student(s) may be removed from the site, and the program removes them from the “Practicum/Internship Directory of Sites.”

Internship Requirements

Requirements of Students

Students enrolled in Internship (CPSY 708 Internship in Counseling) must obtain a minimum of 300 hours of professional experience, 120 hours of which must be face-to-face client contact during the 14-week semester. Clinical work that occurs prior to the beginning of the semester or during or after finals week of the semester cannot count towards the requirements for the clinical hours of that semester. The 300-hour onsite requirement equates to roughly 21.5 hours per week. In order to be successful in accruing hours, faculty strongly recommend that students spend at least 25 hours a week at site and earn at least 10 clinical hours per week. Students must carefully document their total on-site and their face-to-face hours. The nature of these hours conforms to the descriptions given above for practicum students. Face-to-face hours may include both group and individual counseling hours. However, at least half of these hours (at least 60 hours) must be in ongoing counseling/therapy, and not in intakes/assessments. Students are required to keep records on their clinical hours on forms supplied for the Internship course, and to submit this record for review at the end of the semester.

All other requirements for practicum students outlined above also apply to CPSY 708 Internship in Counseling, including the need for students to receive at least one hour minimum per 20 hours of field placement work each week. The supervision should consist of individual supervision and may also include dyadic or triadic supervision but not group supervision. The supervision should be in a face-to-face format from a licensed mental health care practitioner (e.g., LCPC, Psychologist, LCSW, LCMFT, Psychiatric Nurse or Psychiatrist) at the practicum site.

Requirements of Internship Sites

Sites must be able to provide a client flow that is sufficient for students to accumulate their necessary clinical hours within a 14-week semester, which is nearly 9 client contact hours per week (though a caseload of at least 10 clients a week is recommended). A minimum of

one hour per week of individual supervision must be provided, with more supervision as needed to assure adequate monitoring of all clinical activities performed by the student.

Site supervisors must provide at least one hour minimum per 20 hours of field placement work each week. For example, internship students who work 25 hours a week at site should receive at least 75 minutes per week of supervision. The supervision should consist of individual supervision (dyadic) and may include some triadic supervision but not group supervision. The supervision should be in a face-to-face format from a licensed mental health care practitioner (e.g., LCPC, Psychologist, LCSW, LCMFT, Psychiatric Nurse or Psychiatrist) at the practicum site.

Supervisors' evaluation of students must include some form of real-time observation. This may be through direct observation (e.g., a one-way mirror or co-therapy) or through audio and/or video recordings. Supervisor must provide feedback to students to ensure they meet the program's expected levels of competence. Supervisor must provide students and the program (typically the practicum instructor) that feedback in written form. The necessary form will be supplied by the student.

Students may, under separate agreements with site representatives, continue to do clinical work at their training sites during semester breaks. However, students will receive no instruction or supervision from UBalt faculty during those periods. The site must agree to assume ethical and legal responsibility for the supervision of students under those agreements. A required "Termination of Practicum" form for signature by the student, site, and UBalt representative will be supplied by the student.

Students may not apply any clinical hours obtained during semester breaks to their course requirements for Internship. Rather, all clinical hours requirements for the course must be met by the dates indicated on the course syllabus (generally the date of the last class meeting in a given semester).

Students enrolled in both Practicum (CPSY 703) and Internship (CPSY 708) may be covered by a blanket insurance plan supplied by the University for limited coverage amounts; when available, this insurance is applicable for one calendar year, running from September to September. In order to be covered by the University insurance plan during the time the student is enrolled in Practicum/Internship, the student must submit a completed UBalt Student Professional Liability Insurance Form to the program each semester at the time they enroll in CPSY 703 or 708. If a student receives permission from their course instructor to change sites mid-semester, the student must provide to the course instructor a new UBalt Student Professional Liability Insurance Form or the student will not be covered under the UBalt policy. Sites may require students to purchase individual student liability policies (available through the American Counseling Association for a reasonable fee) to provide extra liability coverage. Regardless, it is strongly recommended that students obtain their own liability coverage.

Documentation

The following documents must be completed by the student and the site supervisor. Students are responsible for ensuring that the forms are completed and returned to the practicum instructor, or the instructor's designee, in a timely manner.

1. Request for a Seat Form. *This form must be completed and submitted by the due date during the semester prior to the one in which the student will begin practicum or internship.* This form allows the student to notify the program of their intent to enroll in CPSY 703/708 for the following semester. For this form, no site supervisor signature is needed: students can complete this form while in the process of securing a clinical placement for the following semester. If a student's plans to take 703/708 change so that the student no longer intends to take the course, the student must notify the program in a timely manner. If the student does not turn in the Request for a Seat form by the due date, the student may not be permitted to take CPSY 703/708 the following semester.

2. Practicum/Internship Letter of Agreement. *This form must be completed and submitted by the due date during the semester prior to the one in which the student will begin practicum or internship.* This form is considered a commitment by both student and training site to fulfill responsibilities outlined in the document during the subsequent field experience. If a student's plans to take 703/708 change so that the student no longer intends to take the course, the student must notify the program in a timely manner. If the student does not turn in the Letter of Agreement form by the due date, the student is no longer guaranteed a seat in CPSY 703/708 the following semester. If a student fails to register for a practicum/internship class and complete the field experience after the submission of the agreement form, the student may be subject to an unfavorable review in the annual review of Counseling Psychology students.

3. Practicum/Internship Contract. The student and the student's site supervisor should consult to create an agreement that clearly describes the type of work to be done by the student, including specific responsibilities and the knowledge and skills that the student is expected to develop. These will be recorded on the contract. The number of hours that the student will be on site per week and the supervisor's contact information are also required. When both student and supervisor have signed the form, it should be submitted to the practicum instructor on the first day of the semester in which the student is completing field placement.

4. Clinical Observation Form. Supervisors' evaluation of students must include some form of real-time observation during each semester. This may be through direct observation (e.g., a one-way mirror or co-therapy) or through audio and/or video recordings. Following the observation, the supervisor should complete the Clinical Observation Form and review feedback with the student. When both the student and supervisor have signed the form, the student will submit the form to their practicum instructor (typically at the mid-term of each semester).

5. Practicum Supervisor's Evaluation Form. This form must be completed by the student and supervisor at the conclusion of the practicum. The student should record their client

contact hours, individual and group supervision hours, and number of clients seen during the semester. The type of client problems that the student worked with during the semester should also be recorded. The supervisor is asked to complete subsequent pages, which describe and evaluate the student's activities. The form is meant to evaluate the student and include the student's own evaluation of their performance, and also is intended to help the supervisor and student have a conversation about the student's progress. Both should sign the form, and the supervisor should give an assessment of the grade that the student earned. Note that the practicum grade will ultimately be determined by the practicum instructor. However, the grade assigned by the supervisor will be weighed in the instructor's assessment. *This form must be returned to the practicum instructor by the final day of the course, which will be included on each semester's syllabus.*

6. Supervised Clinical Experience Documentation Form. This form, also completed at the conclusion of practicum/internship is issued by the Maryland Board of Professional Counselors and Therapists ("Board"), and must be submitted to the Board with the student's application for LCPC licensure. Note that the student's "clinical hours," "face to face client contact hours," and *post-master's* hours of supervision are requested (supervision hours earned prior to granting of the master's degree are not included in the Board's required 100 hours of supervision), so the student must keep careful records of each type activity during the semester. ***Note also that the supervisor's signature must be notarized on this form.***

It is not necessary to return this form to the practicum instructor. However, copies returned to the practicum instructor will be kept on file at UBalt. The original, notarized form should be kept with the student's records to accompany the licensure application.

Additional forms which must be completed prior to the start of practicum activities include, as required:

UBalt Student Activity/Trip Release and Indemnification Agreement. This form limits UBalt's liability for your travel to and involvement with your practicum site.

Background check (ONLY if you will work with anyone under 18). When working with anyone under 18 in your practicum or at UBalt's Lassen Training Clinic, you need to have a background check, which means you need to go to the nearest CJIS location (e.g., Reisterstown Road Plaza) and provide the numbers below (it should be free as a result). See all CJIS locations at <http://www.dpscs.state.md.us/publicservs/bgchecks.shtml>

IMPORTANT NUMBERS:

UBPD'S ORI#: MD0040700

UBPD'S Authorization Number: 9300003694

You must also notify your practicum instructor that you are seeking a background check prior to beginning this process. This is essential since we must inform UBalt Police so that they will contact us once they receive the results of the background check. If a student is

seeking a background check through the student's site, the student must provide documentation of the background check to their CPSY 703/708 instructor.

Other forms may be required, and students will be notified of this by either a representative of the program or the course instructor.

MEMORANDUM

To: Internship Supervisor

From: Anita Harewood, University of Baltimore Title IX Coordinator

Date: November 22, 2016

Re: Notice of the University of Baltimore's Sexual Misconduct Policy

The University of Baltimore wishes to inform you of UBalt's Sexual Misconduct Policy, which applies to students enrolled at UBalt and serving as interns at your place of employment. UB's Sexual Misconduct Policy applies to all University students, faculty, staff and third parties having business with the University. This memo notifies you of the University's policy and procedure to provide prompt and equitable resolution of sexual misconduct complaints involving students and to take reasonable steps to prevent recurrence of any sexual misconduct and remedy discriminatory effects on the reporting party and others, if appropriate.

In accordance with Title IX of the Education Amendments of 1972, the University is committed to creating a university setting that is safe from sexual misconduct and forms of sex and gender-based discrimination. The University specifically prohibits misconduct, which includes, but is not limited to, sexual violence, dating violence, domestic violence, sexual exploitation, sexual coercion, sexual intimidation, and stalking.

The University actively seeks to:

- help prevent incidents of sexual misconduct by educating, training and providing resources to raise awareness of misconduct issues; and
- recognize, respond and provide support to University campus community members who have experienced sexual misconduct.

The University's Policy applies to complaints of sexual misconduct in connection with any UBalt office or regional center, education programs or activities, including, but not limited to, sexual misconduct: (1) in any UBalt facility or on any UBalt property or location under UBalt's control; (2) in connection with any UBalt sponsored, recognized or approved program, visit or activity, regardless of location; (3) that impedes equal access to any UBalt education program or activity or adversely impacts the employment of a member of the UBalt Community; or (4) that otherwise threatens the health or safety of the UBalt community. No provision in UBalt's Policy is intended to supersede or conflict with any state or federal compliance obligations. The University will investigate complaints under its Policy, and as necessary take steps to eliminate prohibited conduct, prevent its reoccurrence and address its effects.

The University of Baltimore Sexual Harassment and Other Sexual Misconduct Policy can be viewed in its entirety [here](#). Any questions or concerns about UBalt's Policy may be directed to TitleIXMatters@ubalt.edu.