

**DEPARTMENT OF FAMILY SCIENCES**  
*COUNSELING AND DEVELOPMENT*  
**REQUIREMENTS for ALL COUNSELING CLINICAL COURSES**

**Student Requirements:**

- 1) It is expected that all 3 semesters of the clinical sequence will be taken consecutively. Any student needing to take a one-semester leave from this commitment will need to submit a letter to the Counseling and Development faculty explaining the nature of the request. Once a student is approved for Practicum or Internship, if he/she does not enroll for the next course in this semester rotation, he/she will be required to wait an additional semester beyond the one missed before he/she will be assigned to a course section. **The program faculty must approve any exceptions.**
- 2) Students taking clinical courses will need to submit a completed Application for Practicum form with required documents (see application form). Community Counseling and School Counseling students must log hours in the Counseling and Family Development Center. School counseling students who have been hired in a district as a school counselor will log 30 hours in the Counseling and Family Development Center and 70 hours at an approved school site (two hours per week must be done in the TWU Clinic). Community Counseling students may choose to have an additional alternative site, but this will be in addition to required hours in the Counseling and Family Development Center.
- 3) The student must submit a completed Application for Internship form for each of two semesters of FS 5894 Internship. The off-campus site must meet the requirements for off-site clinical experiences as outlined in the application form. The instructor of the course will grant approval for the site experience.
- 4) Submit the appropriate application forms to the Family Sciences Office, HDB 115 within the specified dates.

**Internship Site Requirements:**

- 1) The site must allow you to have access to clients for individual and group counseling. Over two or more semesters, you will need to accumulate a total of 600 hours, 240 hours are direct client contact and include 40 hours of group.
- 2) The site must allow you to do individual and group counseling.
- 3) The site must allow you to do videotaping of both your individual and group counseling sessions with client permission.
- 4) Community Counseling sites must provide you with an on-site supervisor who has been a Licensed Professional Counselor for two years. Your supervisor will need to supply us with a professional resume in order to be approved as your site supervisor. School counseling sites must provide you with an on-site supervisor who has two years of experience as a certified school counselor.
- 5) The on-site supervisor must be able to provide you with a minimum of one hour of individual supervision each week. During supervision, your supervisor will review your cases, provide training, and observe your tapes.
- 6) The site must allow the university professor (your clinical instructor) to make at least one site visit during the semester.
- 7) The on-site supervisor must fill out two or more evaluations of your skills and abilities and meet with the Clinical instructor to discuss your performance at the end of the semester.
- 8) Your site must be an approved site by the appropriate clinical faculty member and meet the site criteria.

**If your site does not meet all these requirements, it will not be approved for your clinical experience. Please do not ask us to lower our standards or in any way jeopardize our standing with the Texas State Board of Examiners of Professional Counselors or the Council for Accreditation of Counseling and Related Educational Programs (CACREP).**



**Department of Family Sciences  
Counseling and Development  
Internship Application for FS 5894**

**For Students Entering their SECOND and THIRD Semesters of Clinical Experience**

Timelines for submission: September 1 - October 15 for Spring; January 15 – February 1 for Summer; February 15 – April 1 for Fall

**No applications will be accepted prior to or after these dates.**

NAME: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

Students entering their second and third semesters of clinical experiences are required to register for FS 5894 each semester. Internship in the second and third semesters of clinical experience requires that you complete a total of 300 logged hours per semester at an approved site. Of the 300 hours, 120 hours are direct services to clients to include individual and group counseling, school counseling, group guidance, test interpretation, and parent consultation. The remaining 180 hours are indirect and should include any administrative, clerical, supervision, and orientation hours that pertain to your Internship. The cumulative total of logged hours over two semesters will be 600 hours. Weekly class attendance and supervision are required.

I am applying to enroll in this course: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
Year Year Year

**I would be available for class on the following days and/or times (please circle all that apply):**

Mornings	(8-12)	M	T	W	Th	F
Afternoons	(12-5)	M	T	W	Th	F
Evenings	(5-8)	M	T	W	Th	F

**Practicum Instructor was:** \_\_\_\_\_ **Internship Instructor was:** \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING DOCUMENTS TO THIS APPLICATION:**

- 1) A current transcript and an approved degree plan.
- 2) A detailed description of your off-campus site (a professional pamphlet may be acceptable).
- 3) The professional resume of your site supervisor.
- 4) The Off-Site Clinical Agreement (for a community agency or school; need new agreement each semester).

\_\_\_\_\_ School \_\_\_\_\_ LPC \_\_\_\_\_ Play Therapy Practicum (must have completed Play Therapy I or Play Therapy II class)

<u>Prerequisite Courses Completed</u>	<u>Semester</u>	<u>Grade</u>
1. FS 5303 Prof. Orient. & Ethics	_____	_____
2. FS 5313 Counseling Theories	_____	_____
3. FS 5003 Lifespan Human Dev.	_____	_____
4. FS 5323 Psychological Appraisal	_____	_____
5. FS 5363 Prepracticum	_____	_____
6. FS 5373 Group Counseling	_____	_____

**For Community Agency/LPC area:**

7. FS 5903 Diag. & Treat. Plan.for Coun. \_\_\_\_\_
8. FS 5493 Community Agency Counseling \_\_\_\_\_

**For School Counseling:**

9. FS 5443 Multicultural Counseling \_\_\_\_\_
10. FS 5393 School Guidance & Counseling \_\_\_\_\_

**NOTE: Any student submitting this application and not enrolling for the semester requested will be required to wait an additional semester beyond the one missed before he/she will be placed in a course section.**

*In accordance with Leg. House Bill 1922, an individual is entitled to: request to be informed about the information collected about them; receive and review their information; and correct any incorrect information. Disclosure of your social security number is required to access your student record for informational purposes at Texas Woman's University. Your social security number will be used as a unique number to identify you. Any further disclosure of your number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).*