Site Supervisor Guide

School of Counseling and Human Services

MS in Addiction Counseling
MS in Clinical Mental Health Counseling
MS in Marriage, Couple, and Family Counseling
MS in School Counseling
PhD in Counselor Education and Supervision

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Section 1. Introduction

Welcome to the Walden University Field Experience! Thank you for agreeing to supervise one of our counseling students. Your contribution to this student, our program, and the profession is greatly appreciated. This manual is designed to help site supervisors understand the requirements and policies for field experiences. Section 1 contains an introduction to the School of Counseling Office of Field Experience (SOC-OFE) and counseling field experiences at Walden University, Section 2 provides a week-to-week guide for you as the site supervisor, and the Appendices contain additional information and resources that will be helpful to you along the way.

Additional information is available on the School of Counseling Office of Field Experience (SOC-OFE) website.

School of Counseling Office of Field Experience

The School of Counseling Office of Field Experience (SOC-OFE) consists of Walden faculty and staff who support all aspects of your student’s field experience. The SOC-OFE includes:

- Director of Field Experience
- Field Experience Academic Coordinators
- Field Experience Operations Director and Coordinators
- Field Experience Faculty (Course Instructors)

Detailed information about the structure of our office and our varied roles is available at the end of this guide (School of Counseling Office of Field Experience).

Who Do I Contact?

Once your student is enrolled in a field experience course, your main point of contact will be the student’s faculty supervisor (course instructor). The faculty supervisor will contact you via email during the first week of the term, and will communicate with you as needed throughout the field experience (practicum faculty will send bi-weekly emails as well).

General Questions, Student Issues and Concerns

- Contact the student’s faculty supervisor (course instructor)
- If the student is not yet enrolled or you do not have faculty contact information, contact the SOC-OFE: counselingfield@mail.waldenu.edu or 612-312-1333.

Meditrek Questions

- The School of Counseling manages technical support for Meditrek internally, so please use the contact information below for Meditrek support, rather than contacting Student Support or HSoft directly.
• socassessment@mail.waldenu.edu or 612-312-1333

Affiliation Agreements and Related Issues
The SOC-OFE acts as a liaison between field sites and Walden’s Office of Applied Learning Agreements. Contact us at counselingfield@mail.waldenu.edu or 612-312-1333.
Section 2. Site Supervisor Tasks and Responsibilities

Site Supervisor Responsibilities

Site supervisors are responsible for the following:

- Providing a mentoring relationship and an educational opportunity to assist counseling work as well as to orient the student into the profession.

- Providing at least 1 continuous hour of individual or triadic (a maximum of one additional student) supervision each week of the quarter (i.e., Weeks 1–11). Group supervision cannot be substituted for the individual or triadic on-site supervision requirement.

- Reviewing and accepting the student’s field experience application in Meditrek and completing additional documentation in Meditrek as required to complete the application process.

- Completing a site supervisor orientation prior to the start of the student’s field experience.

- Reviewing the required audio or video recordings and associated transcripts or fulfilling an alternative observation method, as determined by the director of field experience.

- Completing evaluations of the student in Meditrek by the designated deadlines and assisting with the completion of other program documentation (e.g., Individual Field Experience Plan and time log).

- Attending a mid-quarter teleconference “site visit.”

- Corresponding with the university instructor as needed to coordinate supervision efforts to support the student.

- For all counseling masters’ and all unlicensed PhD in Counselor Education and Supervision students, remaining on site at all times while the student is seeing clients, for the safety and welfare of the clients and students; or

- Assigning a site-approved designee that meets School of Counseling program requirements to be on site in the event that the Walden-approved site supervisor is not available when the student is seeing clients.

Important notes:

- On-site supervision must be either individual or triadic.

- Counseling students must not pay the site supervisor for supervision.
• Dual relationships are not allowed. The site supervisor cannot be someone who has had a significant relationship in the past beyond that which is strictly professional (they could not be family, friends, close colleagues, etc.).

Site Supervisor’s Week-to-Week Guide

Week 1
• Provide supervision
  o Suggested topics: Recording policy and informed consent, agency crisis protocol, documentation

Week 2
• Provide supervision
  o Suggested topics: individual field experience plan, scheduling Site Visit

Week 3
• Provide supervision
  o Suggested topics: finalizing individual field experience plan, clients for recordings, time logs

Week 4
• Provide supervision
• Participate in Site Visit if scheduled this week
  o Complete Mid-Quarter Evaluation in Meditrek prior to call

Week 5
• Provide supervision
  o Suggested topic: recording review
• Site Visit/Evaluation (if not complete already)

Week 6
• Provide supervision
  o Suggested topic: time log
• Site Visit/Evaluation (if not complete already)
Week 7
- Provide supervision
  - Suggested topic: feedback from Site Visit
- Site Visit/Evaluation (if not complete already)

Week 8
- Provide supervision

Week 9
- Provide supervision
  - Suggested topic: recording review

Week 10
- Provide supervision
- Submit final evaluation in Meditrek

Week 11
- Provide supervision
  - Suggested topic: review final evaluation
- Finalize time log

Week 12
- Provide supervision if student is continuing at site between quarters
  - Students may not earn hours to apply toward total required hours between Practicum and Internship, though they are allowed to continue to accrue hours under supervision between Internship 1 and Internship 2.

Week 13
- Provide supervision if student is continuing at site between quarters
Appendices

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Appendix B. Site Visits
Appendix C. Field Experience Requirements
Appendix D. Field Experience Policies
Appendix E. School of Counseling Office of Field Experience (SOC-OFE)
Appendix F. Useful Website Links
Appendix A. Meditrek

About Meditrek
Meditrek, a product of HSoft Corporation, is a user-friendly online tool that is used by the SOC-OFE for the documentation of field experiences. Students, faculty, and site supervisors are provided with login credentials and are required to use Meditrek throughout the field experience process.

As a site supervisor, you will use Meditrek to:
- Review and Approve Time Logs
- Complete the Mid-Quarter Evaluation
- Complete the End of the Term Supervisor Evaluation of Student

Meditrek Support
Email: socassessment@mail.waldenu.edu
Telephone: 612-312-1333

Logging In To Meditrek

Meditrek Link
http://edu.meditrek.com

Login Credentials
You should receive an email from socassessment@mail.waldenu.edu in the first few weeks of your student’s field experience course containing your Meditrek login ID and password, as well as helpful information about logging into the Meditrek system.

Basic Login Troubleshooting
If you are having trouble logging into Meditrek, try the following:

1. Type in the credentials manually, as an alternative to the copy-pasting method (or vice versa).
2. Make sure that the URL is edu.meditrek.com and not www.meditrek.com.
3. Try alternate browsers: It is recommended that you use Google Chrome or Firefox, and not Internet Explorer.
4. Email socassessment@mail.waldenu.edu for assistance.
Student Time Logs

Your student will enter daily time log records in Meditrek, and you will be asked to review and approved each time log entry by the end of each quarter of field experience. You can log in to review and approve records at any time after they have been entered by the student, so you can choose to go in regularly throughout the term to review and approve your student’s time log, or approve all of the records at the end of the quarter.

1. To approve time log records, log into Meditrek and select “Evaluations and Time Logs.”

2. If there are unapproved Time Log records in the system, a link will be displayed indicating that there is a “Time log report available to sign.” Select this link, and then the time log records awaiting approval will be displayed.

3. Review each entry and then “Approve,” “Hold,” or “Reject” it. “Approve” is automatically selected for each record. You can select “Hold” for hours that are questionable so that they can then follow up with you about those hours, or you can also select “Reject” to reject the hours and allow the student to edit the entry. If you reject an entry, your student will receive an email from Meditrek to notify them of the rejected entry. This will include the comments that you provide regarding the rejection.
4. Once you have reviewed all of the records, you will enter their Meditrek password and submit your approval.

**Meditrek Evaluations**

**Completing an Evaluation**

You will complete your student’s *Mid-Quarter Evaluation* (prior to the Site Visit) and *End of Quarter Evaluation* (by the end of Week 10) in Meditrek each quarter. An email will be sent to notify you when the evaluation is available for your completion in Meditrek. This email will contain your login credentials as well.

When there is an evaluation that you need to complete in Meditrek, a link to the evaluation will show on your Meditrek Evaluations and Time Logs screen. You will click on the “due” link to access the evaluation and submit it in Meditrek.
Viewing Completed Evaluations

To view evaluations that you have complete, click on the “View Evaluations You Have Completed” link on your Meditrek home screen. You will see a list of the evaluations that you have completed. You can click on the related student’s name to view the completed evaluation.
### Student Evaluations by: [Test Preceptor 1]

<table>
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<tr>
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<th>Evaluatee</th>
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<td>Practicum - CC</td>
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<td>Test Student 4</td>
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<td>Test Student 5</td>
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<td>Practicum - MCPC</td>
<td>Test Student 6</td>
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<td>Practicum - AC</td>
<td>Test Student 8</td>
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Appendix B. Site Visits

The School of Counseling requires faculty supervisors to conduct a “Site Visit” with each field experience site supervisor during each term of field experience. The Site Visit is a short check-in teleconference between the site and faculty supervisors designed to monitor student progress and address areas of concern.

- Takes place during week 4, 5, 6, or 7 of the term.
  - Students are responsible for working with the site and faculty supervisors to schedule the call during the first two weeks of the term.
  - Faculty supervisors will call the phone number provided by the student for the Site Visit.
- Site Visits last approximately 30 minutes or longer if there are concerns or specific items that need to be addressed.
- Best practice is for the faculty and site supervisors to attend the call for a candid conversation. The student is not required to be in attendance for the call, but may be present if preferred.
- The Mid-Quarter Evaluation will be reviewed and discussed.
  - Site supervisors should complete the Mid-Quarter Evaluation in Meditrek before the call.
- Any student professional development topics should be addressed on the call. The site and faculty supervisors will create a plan created to support the student.
  - The faculty supervisor will provide the plan details to the students.
  - Both supervisors will provide support and assess if the goals for the plan were met within the designated time frame.
  - Additional support will be provided by the SOC-OFE academic coordinator, if needed.
Appendix C. Field Experience Requirements

General Practicum Requirements

- At least 100 hours over a full academic term (11 weeks). Full participation in every week of the term are required for successful completion of field experience, regardless of the number of hours completed.
- Complete at least 40 hours of direct service with actual clients that contributes to the development of counseling skills (see Program-Specific Hourly Requirements)
- Complete at least 15 hours of group supervision from their faculty supervisor during each quarter of enrollment in practicum
- Complete at least 11 hours of individual and/or triadic supervision from their Walden-approved site supervisor during each quarter of enrollment in practicum (at least 1 hour of individual or triadic supervision during each week of enrollment)

MS Program-Specific Practicum Hourly Requirements

MS in Addiction Counseling
At least 21 of the direct client contact hours must be devoted to individual addiction counseling. Students may engage in supervised couples, family, and/or group addiction counseling as part of the practicum, as long as the 21 direct individual addiction counseling hours are satisfied.

MS in Marriage, Couple, and Family Counseling
At least 10 of the direct client contact hours must be devoted to marriage, couples, and/or family counseling using a systemic approach. Students may engage in supervised individual and/or group counseling as part of the practicum, as long as the 10 direct marriage, couples, and/or family counseling hours are satisfied.

MS in Clinical Mental Health Counseling
At least 21 of the direct client contact hours must be devoted to individual mental health counseling. Students may engage in supervised couples, family, and/or group mental health counseling as part of the practicum, as long as the 21 direct individual mental health counseling hours are satisfied.

MS in School Counseling
40 hours of direct face-to-face counseling, consultation, and classroom guidance. The school counseling field experience must be completed in a school (pre-K through 12).
General Internship Hourly Requirements

- At least 600 hours over two full academic term (22 weeks). Full participation in every week of each term are required for successful completion of field experience, regardless of the number of hours completed.

- Complete at least 240 hours of direct service with actual clients that contributes to the development of counseling skills (see Program-Specific Hourly Requirements)
  - At least 10 hours of group counseling

- Complete at least 15 hours of group supervision from their faculty supervisor during each quarter of enrollment in internship

- Complete at least 11 hours of individual or triadic supervision from their Walden-approved site supervisor during each quarter of enrollment in internship (at least 1 continuous hour of individual or triadic supervision during each week of enrollment).
  - If a student has multiple sites, they must have 1 continuous hour of supervision at each site where direct hours are accrued each week. Students must have supervision with at least one of the site supervisors every week.

MS Program-Specific Internship Hourly Requirements

**MS in Addiction Counseling**

At least 10 of these direct hours must be accumulated in facilitation or co-facilitation of group addiction counseling. At least 121 direct client contact hours must be devoted to individual addiction counseling. Students may engage in supervised couples and/or family counseling, as well as group counseling beyond the required 10 hours, as long as the requisite 121 of program-specific hours are met.

**MS in Marriage, Couple, and Family Counseling**

At least 10 of these direct hours must be accumulated in facilitation or co-facilitation of group marriage, couple, and/or family counseling. At least 60 direct client contact hours must be devoted to (non-group) marriage, couples, and/or family counseling. Students may engage in supervised individual counseling, as well as group counseling beyond the required 10 hours, as long as the requisite 60 direct marriage, couples, and family counseling hours are met.

**MS in Clinical Mental Health Counseling**

At least 10 of these direct hours must be accumulated in facilitation or co-facilitation of group mental health counseling. At least 121 direct client contact hours must be devoted to individual mental health counseling. Students may engage in supervised couples and/or family counseling, as well as in group counseling beyond the required 10 hours, as long as the requisite 121 direct individual mental health counseling hours are met.

**MS in School Counseling**

At least 240 hours of direct face-to-face counseling, consultation, and classroom guidance. At least 10 of these direct hours must be accumulated in facilitation or co-facilitation of group counseling. Students may engage in additional supervised group counseling beyond the required
Successful Completion of Field Experience

To complete each field experience satisfactorily, students must achieve **ALL** of the following:

1. Successful completion of all course work assignments with a cumulative score of 80% or above.
2. Attendance and active participation in all faculty group supervision videoconferences (minimum of 15 hours for each quarter of field experience).
3. Completion of *Mid-Quarter Evaluation* and site visit by Walden-approved site supervisor in Week 4, 5, 6, or 7.
4. Completion of all hourly requirements for the field experience (including total and program-specific requirements) as shown on Time Log approved by site and faculty supervisors.
5. Satisfactory *End of Quarter Evaluation of Student* and endorsement for progression provided by Walden-approved site supervisor.
   - Minimum ratings of 2 or above for MS practicum, 3 or above for MS internship and PhD-CES practicum
6. No concerns or reservations regarding a student’s ability to continue with professional practice curriculum expressed by the faculty supervisor/course instructor; satisfactory evaluation and endorsement for progression provided by faculty supervisor.
   - Minimum ratings of 2 or above for MS practicum, 3 or above for MS internship and PhD-CES practicum
7. No concerns expressed by the field experience coordinators or director upon review of the site supervisor and faculty information concerning the training experience.
8. Adherence to all SOC-OFE policies outlined in the *Field Experience Manual*, as well as site and university policies, the *ACA Code of Ethics*, and all state regulations for counseling professionals.

On-Site Supervision

Walden-Approved Site Supervisor

All students in all field experiences must identify a site supervisor that meets the [Site Supervisor Credentials and Requirements](#) and who will fulfill all of the [Site Supervisor Responsibilities](#) listed below. This individual must be listed as the site supervisor on the Meditrek application and be formally approved by the SOC-OFE. Any changes to the Walden-approved site supervisor must be approved in advance by the SOC-OFE.

**Site Supervisor Credentials and Requirements**

Site supervisors for all counseling masters’ students must possess the following qualifications:
• A minimum of a master’s degree, preferably in counseling or a related profession.

• Relevant certifications and/or licenses for independent practice in the state, district, or province where the student is completing the field experience (see Accepted Licenses).

• A minimum of 2 years of pertinent professional experience post master’s degree in the program area in which the student is enrolled.

• Knowledge of the program’s expectations, requirements, and evaluation procedures for students.

• Relevant training in counseling supervision and, when applicable, holds the required supervisory credentials in the state, district, or province where the student is completing the field experience.¹

• Employed by the field site (full-time, part-time, contractor, etc.).

Important notes:

• Site supervisors and students cannot have multiple role relationships. See Multiple Roles in Supervisory Relationships, below.

• Site supervisors will NOT receive payment for supervision from the student or the university.

Accepted Licenses

• Licensed Professional Counselor (LPC) or Licensed Mental Health Counselor (LMHC) – preferred.

• Licensed Clinical Social Worker (LCSW)

• Licensed Marriage and Family Therapist (LMFT)

• Licensed Clinical or Counseling Psychologist

Important note: Licensed master’s level mental health professionals not mentioned on the Accepted Licenses list may be approved to supervise counseling students provided that they have the required 2 years of clinical experience.

Site Supervisor Responsibilities

Site supervisors are responsible for the following:

• Providing a mentoring relationship and an educational opportunity to assist counseling work as well as to orient the student into the profession.

• Providing at least 1 continuous hour of individual or triadic (a maximum of one additional student) supervision each week of the quarter (i.e., Weeks 1–11). Group supervision cannot be substituted for the individual or triadic on-site supervision requirement.

¹ The School of Counseling offers a free course in counseling supervision that prospective site supervisors may complete to meet this requirement. See the SOC-OFE website for detailed information.
• Reviewing and accepting the student’s field experience application in Meditrek and completing additional documentation in Meditrek as required to complete the application process.

• Completing a site supervisor orientation prior to the start of the student’s field experience.

• Reviewing the required audio or video recordings and associated transcripts or fulfilling an alternative observation method, as determined by the director of field experience.

• Completing evaluations of the student in Meditrek by the designated deadlines and assisting with the completion of other program documentation (e.g., Individual Field Experience Plan and time log).

• Attending a mid-quarter teleconference “site visit.”

• Corresponding with the university instructor in biweekly communication (if applicable) or as needed to coordinate supervision efforts to support the student.

• Remaining on site at all times while the student is seeing clients, for the safety and welfare of the clients and students; or

• Assigning a site-approved designee that meets School of Counseling program requirements to be on site in the event that the Walden-approved site supervisor is not available when the student is seeing clients.

Site-Approved Designee

A designee can be approved by the Walden-approved site supervisor for the sole purpose of providing supervision to students seeing clients when the site supervisor is not on site. The Walden-approved site supervisor must fulfill the remaining Site Supervisor Responsibilities listed above.

Site-Approved Designee Credentials and Requirements

• A minimum of a master’s degree, preferably in counseling, or a related profession.

• A minimum of 2 years of pertinent professional experience post master’s degree in the program area in which the student is enrolled.

• Employed by the field site (full-time, part-time, contractor, etc.).

Temporary Site Supervisor

A temporary site supervisor may need to be identified if the Walden-approved site supervisor is temporarily out of the office. The temporary site supervisor will assume all of the duties of the Walden-approved site supervisor during his or her absence (see Site Supervisor Responsibilities above). Students are permitted to work with a temporary site supervisor for no more than 2 weeks. If the absence is longer than 2 weeks, the student must go through the formal application process to have a new site supervisor approved. There is no formal application process for approving a temporary site supervisor, but the temporary supervisor must meet the Site Supervisor Credentials and Requirements listed above, and the student must provide specific
information about the temporary supervisor to the faculty supervisor and the SOC-OFE before seeing clients under the supervision of the temporary site supervisor.

**Examples of situations where temporary site supervisor may be needed:**

- Vacation
- Short-term medical leave
- Bereavement leave
Appendix D. Field Experience Policies

 Provision of Counseling Services

 Home-based Counseling

Starting in the Spring quarter of 2019, students will be permitted to provide counseling services to clients in their homes if all the following requirements are met:

- The Walden-approved site supervisor or site-approved designee will accompany the student anytime a student is in the home of client. Students are not allowed to enter the home or provide home-based services without the Walden-approved site supervisor or site-approved designee.

- Services are provided in a home with no known history of domestic violence, sexual assault, child abuse, or active substance abuse, and/or where a member of the household has a felony record for a violent crime (murder, rape, robbery, and aggravated assault).

- The site supervisor or designee assesses each home for safety by identifying an appropriate space for sessions, and establishes ground rules with clients or, in the case of minor clients, guardians prior to the students going into the home.

- The site supervisor ensures the student is provided with safety training and the crisis protocol of the site.

- The student satisfactorily completes the Walden Home-Based and Community-Based Safety Training prior to beginning the field experience.

  Important notes:
  - In-home counseling can account for no more than 50% of the required direct counseling hours.
  - Counseling masters’ students cannot provide in-home services during practicum.

 Off-Site Counseling

Students can be approved to work off-site—at sites that are directly and contractually affiliated with the approved site (e.g., prisons, schools, satellite offices)—as long as the approved site supervisor or designee is on-site at all times when the student is seeing clients and the counseling services are provided in a private, confidential setting.

  Important notes:
  - Students cannot conduct counseling sessions in public settings (e.g., libraries, restaurants).
Site and/or Supervisor Changes

In rare circumstances it may be necessary for students to change site supervisors or field experience sites after an application deadline. *Changes in the student’s field experience must be approved by the director of field experience.* Students will be required to submit a rationale for why the site or site supervisor change is warranted, and a determination for approval and timing of the change will be made by the SOC-OFE. Depending on the timing of the change and the ability of the SOC-OFE to accommodate the review, students may be required to wait until the next quarter to start with the new site and/or site supervisor.

Approval of the new site and/or site supervisor, as well as completion of the site supervisor orientation, will be required before students are able to proceed with or resume work at the field site.

Recording and Alternative Assignment Policy

Field experience students are required to submit video recordings of two full-length client sessions and complete the appropriate transcription form for each recording at designated points in the quarter. Each recording has specific requirements, and students should refer to the classroom instructions for guidance and associated due dates. Video recordings must occur during enrollment in the field experience course. Recordings that occurred prior to enrollment (for example, in a previous term if the student is repeating the course) cannot be used to fulfill this requirement.

The client session video recordings and transcription forms should be reviewed in the student’s weekly on-site supervision sessions. This approach allows students to identify areas of progress and areas of needed improvement in a timely manner, as well as receive instruction from their site supervisors to assist with the counseling process. The client session recordings and transcription forms must be submitted in the classroom by the due dates indicated on the syllabus so the course instructor can provide additional feedback.

*Students who are at sites where video recording is not possible or where submission of recordings cannot be made to the Walden University classroom are required to submit the site’s recording policy to their field experience faculty supervisor who will provide them with the alternative assignment.* Students should be knowledgeable of the recording requirements and inform sites of the recording requirements as part of the interview process.

Informed consent documents for recording purposes must be completed for all session recordings. Students can either use site-based recording informed consent documents or templates provided on the [SOC-OFE website](#) at the discretion of the site supervisor.

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**Important notes:**

- Walden University students are prohibited from transporting clients.
• Students should refrain from showing the client in the frame when recording. The camera can remain on the student at all times.

• Students are required to get a signed parental or custodial consent for anyone under the age of 18 regardless of state and agency requirements.

• Recording informed consent forms are not to be submitted in the field experience classroom. They are for use at the site only and should not be viewed by Walden faculty members.
Appendix E. School of Counseling Office of Field Experience

School of Counseling

Mission
The School of Counseling prepares both master’s-level professional counselors and doctoral-level counselor educators and supervisors to serve the mental health needs of diverse individuals, groups, couples, and families. The School and faculty are dedicated to preparing adult learners as scholar-practitioners, advocates, and leaders who promote positive social change in the counseling and counselor education professions. Students are mentored by a global faculty community of doctoral-level scholars with a breadth of personal and professional experiences. Graduates will be equipped with knowledge of contextually and culturally relevant applications and therapeutic skills that enhance their abilities to excel in unique practice and education environments.

Vision
Counseling faculty (as scholar-practitioners) and students of the School of Counseling apply their knowledge and skills to enhance the counseling profession through research, empirically based practice, and a commitment to positive social change.

School of Counseling Office of Field Experience

Mission
In alignment with the missions of Walden University, the College of Social and Behavioral Sciences, and the Center for Global, Professional, and Applied Learning, the School of Counseling Office of Field Experience (SOC-OFE) serves all counseling programs by working with adult learners to apply their developing skills as scholar-practitioners in culturally and contextually diverse opportunities. The SOC-OFE additionally supports adult learners in the development of their identities as agents of social change and as competent and confident counseling professionals.

Vision
In alignment with the visions of Walden University, the College of Social and Behavioral Sciences, and the Center for Global, Professional, and Applied Learning, the SOC-OFE directs
diverse opportunities for adult learners to demonstrate their skills of inquiry, discovery, and professional practice. The SOC-OFE is motivated to assure peak educational quality, integrity, and customer service as well as leading the capstone processes. The SOC-OFE envisions a global scope of practice resulting in competent and confident counseling professionals being agents of social change upon graduation.

**Personnel**

The SOC-OFE consists of an academic team (field experience academic coordinators) as well as an operations team (field experience operations director and coordinators, based in Walden’s Minneapolis office—often referred to collectively as “the field office”). The director of field experience oversees both SOC-OFE teams.

**Director of Field Experience**

The *director of field experience* is a full-time administrator for the School of Counseling. This individual is responsible for all field experience curriculum development (i.e., practicum and internship courses) and all the administrative duties of the SOC-OFE for the counseling programs. The director of field experience is responsible for overseeing all policy and procedural changes in the SOC-OFE; supervising the field experience operations director, field experience operations coordinators, and field experience academic coordinators; scheduling site supervisor and student orientations; and facilitating the remediation process for field experience issues. The director of field experience also collaborates with program, school, college, and university leadership for all counseling programs and interfaces with Walden’s Center for Global, Professional, and Applied Learning, which includes providing routine reporting and data collection.
**Field Experience Academic Coordinator**

*Field experience academic coordinators* are Walden faculty members who support the faculty supervisors and student application processes for the counseling programs. Field experience academic coordinators work with the director of field experience to develop and implement field experience policies and procedures for the counseling programs, are responsible for approving students’ field experience site and site supervisor selections, and serve as the primary course leads for the practicum and internship courses.

**Field Experience Operations Director**

The *field experience operations director*, working closely with the director of field experience, is responsible for the operations of the SOC-OFE in Minneapolis. This individual provides guidance and supervision to the field experience operations coordinators, implementing and assuring compliance with policy and procedural changes in the SOC-OFE, and maintaining Web-based and written materials. The field experience operations director collaborates with departments across the university, including academic advising, the Registrar’s Office, and Walden’s Center for Global, Professional, and Applied Learning, ensuring the SOC-OFE complies with university policies and procedures, and providing routine reporting and data collection.

**Field Experience Operations Coordinator**

*Field experience operations coordinators* are Walden staff members who act as the main point of contact for students on matters related to the field experience. The field experience operations coordinators work with the director of field experience, field experience operations director, and field experience academic coordinators to assist students in the field experience process.

**Field Experience Faculty/Course Instructors**

*Field experience faculty/course instructors* serve as university supervisors for the counseling field experiences. They teach the field experience courses, serve as the main point of contact for and communicate regularly with site supervisors, and provide guidance to students to meet the course-based and experiential requirements of the counseling field experiences.
Appendix F. Useful Website Links

SOC-OFE Website
http://academicguides.waldenu.edu/fieldexperience/soc

Meditrek
https://edu.meditrek.com/Default.html

ACES Best Practices in Clinical Supervision
http://www.saces.org/Resources/Documents/aces_best_practices.doc

CACREP 2016 Standards
http://www.cacrep.org/for-programs/2016-cacrep-standards/

ACA Code of Ethics