Dear Potential Site Supervisor,

Thank you for your interest and consideration in working with a counseling masters’ student this upcoming term. This letter is designed to provide you with general information about the field experience courses at Walden University.

It is with great pride that I share that our counseling programs have been developed to meet or exceed the accreditation standards of the Council for Accreditation of Counseling and Related Educational Programs, or CACREP. CACREP is an independent accrediting body within the counseling field that provides the highest level of counseling training standards in the profession. It requires that universities demonstrate and continue to undergo a self-review process that ensures specific curriculum and skill and practice standards are being met. All of Walden’s Counseling programs are CACREP accredited.

Students in the counseling masters’ programs are required to complete a practicum and internship as part of their overall field experience component. These courses require students to complete their field experience at a site where they will be able to offer individual or family/couple and group counseling under the supervision of a licensed counseling professional. Additionally, our students must be supervised by site supervisors who live in the state or area where students will complete the field experience. This site supervisor must remain on site at all times the student is seeing clients.

The requirements for Practicum include:
1. Completion of a total of 100 hours:
   a. A minimum of 40 hours of individual or family/couple (depending on the program) and group counseling provided by the student under supervision. The student should not have more group counseling experience than individual counseling.
   b. The remaining 60 hours are professional practice hours. These hours consist of the following activities:
      i. weekly supervision from the site supervisor (triadic or individual) for a minimum of one hour per week,
      ii. orientation and/or training,
      iii. clinical team meetings or staffing,
      iv. clinical documentation,
      v. other professional practice activities required at the placement site
2. Participation in one quarter of academic course-work while completing field experience at the site.
3. Participation in weekly supervision with a faculty supervisor who serves as the course instructor.

The requirements for Internship include:
1. Completion of a total of 600 hours:
   a. A minimum of 240 hours of individual or family/couple (depending on the program) counseling provided by the student under supervision.
   b. A minimum of 10 hours of group counseling.
   c. The remaining 360 hours are professional practice hours. These hours consist of the following activities:
i. weekly supervision from the site supervisor (triadic or individual) for a minimum of one hour per week,
   ii. orientation and/or training,
   iii. clinical team meetings or staffing,
   iv. clinical documentation,
   v. other professional practice activities required at the placement site,

2. Participation in two quarters of academic course work while completing the field experience at the site.

3. Participation in weekly supervision with a faculty supervisor who serves as the course instructor.

The information provided in this letter is general information about the field experience for the counseling masters’ programs. We do have multiple programs that fall under our counseling program umbrella (M.S. in Addiction Counseling; M.S. in Marriage, Couple, and Family Counseling; M.S. in Clinical Mental Health Counseling; M.S. in School Counseling). The student who is interested in a placement at your site will be able to provide you with a copy of the current Counseling Masters’ Programs Field Experience Manual, which will provide you with more comprehensive information regarding both Practicum and Internship course and site-based requirements for their respective program.

Once a placement and the designated site supervisor are approved by field experience faculty for the counseling masters’ programs, approved site supervisors will be invited to take part in a self-paced tutorial that will introduce supervisors to the learning community and ensure that site supervisors understand the field experience requirements. This will include more guidance on the student evaluation process, how to address comportment issues and challenges at the site, and what the role of faculty will be during the professional practice experience. Our goal is that you feel as prepared and supported as possible in your work with our Walden student. Thank you for considering the option of working with one of our field experience students and becoming a member of our learning community. Please e-mail me at april.crable@mail.waldenu.edu.

Respectfully,

April R. Crable, PhD, MBA, LPC, SOTP
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