



Department of Counseling & Student Affairs  
Clinical Mental Health / Marriage, Couple, & Family  
Site Information Form

## Agency Information

Agency Name  
(& program name)

Physical address  
(street, city, state, zip)

Phone

Website

Description of the site and mental health counseling opportunities during practicum or internship

Description of the marriage, couple, and family counseling opportunities available (if applicable).

Characteristics of the population receiving services at this site

Primary counseling modalities used at this site

Professional development opportunities available at this site

Days and times facility is open for students to see clients

Minimum semester commitment

Maximum number of students per semester

Directions to site

## Practicum & Internship Requirements Met

Indicate the site requirements that your agency will be able to accommodate.

(see the WKU Counseling and Student Affairs [Practicum and Internship Manual](#) for more details)

Yes No

### Direct & Indirect Hours

Throughout practicum, students must complete at least 100 total clock hours over the summer 10-week academic term (minimum 8 hours on site weekly). At least 40 clock hours must be in direct service with actual clients that contributes to the development of counseling skills.

During practicum, the Marriage, Couple, and Family Program students must receive a minimum of 12 direct hours with clients in a relational modality (e.g., parent-child, sibling-sibling, couples, mother-daughter, etc.)

Throughout internship, students must complete at least 300 total clock hours each fall and spring semester (minimum 18 hours on site weekly). At least 120 clock hours must be in direct service with actual clients.

During internship, the Marriage, Couple, and Family Program students must receive a minimum of 36 direct hours with clients in a relational modality (they must complete 130 clock hours of direct service in order to meet state licensure requirements).

### Video Recording

Students are required to tape their work to show during individual and group supervision.

Students may videotape and show their sessions with clients.

Students may audiotape and show their sessions with clients.

Audio/videotaping equipment is available onsite for intern use  
(if No, interns must provide their own equipment).

### Clinical Supervision

A qualified site supervisor (see the Practicum and Internship Manual for details) is available to provide individual/triadic supervision for at least 1 hour each week, remain onsite whenever students are seeing clients, accompany students on direct service hours outside of the agency, provide regular feedback to students, complete midterm and final evaluations, and consult with faculty supervisors as required.

## Site Supervisor

Site Supervisors must be appropriately experienced, credentialed, and licensed. All Site Supervisors must be a Licensed Professional Clinical Counselor (LPCC) or a Licensed Marriage and Family Therapist (LMFT). Exceptions must be approved by the Clinical Coordinator.

<b>Name</b>		<b>Highest earned degree</b>	
<b>Job title</b>		<b>Licenses/Certifications</b>	
<b>Work phone</b>		<b>License number &amp; date</b>	
<b>Work email</b>		<b>Years of clinical experience</b>	

**Clinical professional and licensed experiences (minimum 2 years required)**

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**Supervision training and experiences**

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## Alternate Site Supervisor

If a qualified alternate site supervisor is available, please provide the following information:

<b>Name</b>		<b>Highest earned degree</b>	
<b>Job title</b>		<b>Licenses/Certifications</b>	
<b>Work phone</b>		<b>License number &amp; date</b>	
<b>Work email</b>		<b>Years of clinical experience</b>	

**Clinical professional and licensed experiences (minimum 2 years required)**

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**Supervision training and experiences**

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## Application Process

### Application instructions including site representative contact information

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### Estimated due dates for the application materials (summer, fall, and spring semesters)

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### Expectations of the student on site

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**Courses:** Before applying for practicum/internship, CMHC and MCFC graduate students must successfully complete a series of classes including professional studies (identity & ethics), group counseling, social and cultural diversity, counseling theories, and techniques of counseling. Are there other [courses](#) or clinical experience prerequisites that you request of your interns? If so, explain.

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**Financial compensation** for practicum and internship students is not required (e.g., salary, benefits, stipend, tuition assistance, professional development funds, etc...). However, if available, please describe:

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**Form completed by**

**Date completed**

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### Instructions for Site Representatives

Thank you for your interest in working with our department and students! Please complete and submit this form annually or whenever site or supervisor information changes. This form will be posted on our website for students to review.

Return the form and a current resume/CV to Dr. Cheryl Wolf, Clinical Coordinator, at [cheryl.wolf@wku.edu](mailto:cheryl.wolf@wku.edu).

If you have questions, please contact:

Dr. Cheryl Wolf  
Clinical Coordinator  
Counseling and Student Affairs  
Western Kentucky University  
[cheryl.wolf@wku.edu](mailto:cheryl.wolf@wku.edu)  
(270) 745-4484