



Department of Counseling & Student Affairs  
 Clinical Mental Health / Marriage, Couple, & Family  
 Practicum / Internship Site & Supervision Contract

**Student Information**

Name	Kristen Dowell Arguedas	WKU ID (800#)	800088252
Topper Email	Kristen.Dowell947@topper.wku.edu	Phone	2703074151
Program	Clinical Mental Health	Faculty Advisor	Sauerheber

**Clinical Term & Site Information**

Prac/Internship Term	Summer/Fall	Year	2023
Contract Dates: From		To	
Site Name	Twin Lakes		
Site Supervisor	Luke Hatfield/Janice Netherland		
Faculty Supervisor	Dr. Coyt		

**Practicum Site & Supervision Contract Checklist**

In order for this contract to be considered complete, submit all of the following documents electronically.

- Complete and submit *Site & Supervision Form* (this form) Date 5/2
- Download & attach a copy of the *Site Information Form* (from the Approved Practicum & Internship Sites); review this form for accuracy and have the site supervisor update it if necessary. This will provide the details of your site and site supervisor information to accompany this contract. Date 5/2
- Attest that you have reviewed the Practicum and Internship Manual and are familiar with the roles and responsibilities of the practicum student, faculty group supervisor, site supervisor, and clinical coordinator. Date 5/2
- Confirm that you have read and will comply with the Department policy on Security of Media (Video and Audio) to meet HIPAA standards. Date 5/2
- Indicate your preferred practicum course section if more than one section is available. Section \_\_\_\_\_

<u>Kristen Dowell Arguedas</u>	<u>5/2</u>
Student's Signature	Date

<u>Janice H. Netherland, MA, LPC</u>	<u>5-2-2022</u>
Site Supervisor's Signature	Date

_____ Faculty Supervisor's Signature	_____ Date
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_____ Clinical Coordinator's Signature	_____ Date
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**Department of Counseling & Student Affairs  
Clinical Mental Health / Marriage, Couple, & Family  
Practicum Application Form**

**Student Information**

Name	Kristen Dowell Arguedas	WKU ID (800#)	800088252
Address	409 Sunningdale Way	City, State, Zip	Elizabethtown
Home Phone		Cell Phone	2703074151
Topper Email	Kristen.Dowell947@topper.wku.edu	Other Email	KristenDArguedas@gmail.com
Program	Clinical Mental Health	Faculty Advisor	Sauerheber/Coyt

**Anticipated Clinical Term Information**

Practicum	Semester	Summer	Year	2022
Internship 1	Semester	Fall	Year	2022
Internship 2	Semester	Spring	Year	2023

**Proposed Clinical Sites**

List approved sites that appeal to you and their city locations. See the Practicum and Internship Manual for site and supervisor requirements to establish a new site (discuss this with the Clinical Coordinator early).

1. Twin Lakes	Location	Leitchfield
2. _____	Location	_____
3. _____	Location	_____
4. _____	Location	_____

**Preferred Location**

List your locations in order of preference. For example, if Bowling Green is your top choice, list that first. List Glasgow, Elizabethtown, Owensboro, or other cities with approved or potential sites as second or third.

1. Twin Lakes, Elizabethtown
2. \_\_\_\_\_
3. \_\_\_\_\_

**Practicum Application Package Checklist**

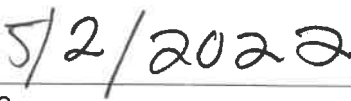
In order for this application to be considered, submit all of the following documents electronically; check that you have completed them.

<input checked="" type="checkbox"/> Complete and submit <i>Practicum Application Form</i> (this form)	Date	4/29/2022
<input checked="" type="checkbox"/> Copy of unofficial graduate transcript	Date	4/29/2022
<input checked="" type="checkbox"/> Proof of professional membership (i.e., ACA, AMHCA, AAMFT, KCA, KAMFT)	Expiration	4/29/2022
<input checked="" type="checkbox"/> Copy of malpractice insurance (i.e., ACA, AMHCA, HPSO)	Expiration	4/29/2022
<input checked="" type="checkbox"/> Practicum Orientation Completed (no submission due; sign in at orientation required)	Date	4/29/2022

## Practicum & Internship Informed Consent

1. I attest that I have met the following academic requirements which include:
  - a. Reviewed the P&I manual carefully and understand that I am responsible for asking questions or acquiring any clarification about the contents of the manual.
  - b. Read the departmental policies and understand that I am responsible for following them.
  - c. Completed (or in process) CNS 554, 555, 558, 559, and 560 with a grade of B or better.
  - d. Attended the mandatory CMHC/MCFC practicum and internship orientation.
  
2. I understand that as a practicum student, I must do the following:
  - a. Complete all required paperwork on the P&I website by the deadlines listed.
  - b. Review the Site Information Forms and do the necessary research to determine the ideal placements for my clinical experiences.
  - c. Discuss my practicum and internship options with my Faculty Advisor and/or Clinical Coordinator.
  - d. Once my Practicum Application Package has been approved by the Clinical Coordinator, I will follow the application instructions on the Site Information Form to apply to the sites indicated on my form. If I wish to contact other sites not originally indicated, I will notify the Clinical Coordinator.
  - e. If I wish to establish a new site that has not yet been approved, I will review and follow the instructions in the P&I manual to ensure the site and supervisor meets the requirements and contact the Clinical Coordinator to proceed in approving the site.
  
3. Upon enrolling in Practicum, I agree to the following:
  - a. To adhere to the policies, rules, standards and practices set forth by the Department of Counseling and Student Affairs for the Practicum/Internship experience that are expected of me as outlined in the Practicum and Internship Manual.
  - b. To review the American Counseling Association (ACA) Code of Ethics and other ethical codes or guidelines related to my site and behave according to these standards. Any breach of these ethics or any unethical behavior on my part will result in my removal from practicum/internship and a failing grade, and documentation of such behavior will become part of my permanent record.
  - c. To adhere to the administrative policies, rules, standards, and practices of the practicum site.
  - d. To accept responsibility for keeping my practicum and internship Site Supervisor(s) informed regarding my clinical experiences.
  - e. To be issued a passing grade in practicum/internship only when I demonstrate the specified minimal level of counseling skill, knowledge, and competence and complete course requirements as required. That is, I must earn at least a "B" in practicum in order to proceed into internship. Furthermore, the same rule applies to progression from the first semester of internship to the second semester of internship.
  - f. To understand that an assessment of my progress throughout the program (including practicum and internship) will be conducted. This assessment will include consideration of my academic performance, professional growth, and personal development.
  - g. To obtain and review a video recording all of my counseling sessions and show the tapes during individual and group supervision.

  
Student Signature

  
Date

\_\_\_\_\_  
Clinical Coordinator

\_\_\_\_\_  
Date



**Agency Information**

<b>Agency Name (&amp; program name)</b>	Twin Lakes Counseling Services, LLC		
<b>Physical address (street, city, state, zip)</b>	346 South Main Street, Leitchfield, KY 42754-1428 P. O. Box 4237, Leitchfield, KY 42755-4237		
<b>Phone</b>	270-230-1777	<b>Website</b>	

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

This is a small private practice with seven therapists, five case managers, three community based wrap around associates, a billing specialist, receptionist and an executive assistant. Students will have the opportunity to complete intakes interviews, conduct counseling session with individuals, couples and families. participate in co-therapy teams. lead and/or co-facilitate group counseling.

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

We have plenty of individual counseling clients available for sessions for this student. We have a small amount of couples and family counseling clients, however, they will be able to participate in those. There is an opportunity to participate in a variety of groups including parenting.

**Characteristics of the population receiving services at this site**

Our community is predominantly white, however, we do have some African American, Bi-racial, and Hispanic clients. There is a small Asian population in our community, but have not had Asian clients at this point. We have numerous clients that are facing gender and/or sexuality issues. We

**Primary counseling modalities used at this site**

CBT, TR-CBT, REBT, Person Centered,

**Professional development opportunities available at this site**

We encourage our staff to participate in training opportunities and continuing education classes.

**Days and times facility is open for students to see clients**

Monday through Saturday 8 a.m. to 8 p.m.

<b>Minimum semester commitment</b>	3	<b>Maximum number of students per semester</b>	2
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**Directions to site**

Morgantown Road to the Natcher Parkway N. toward Owensboro to Western Kentucky Parkway East. Take the Leitchfield Exit 107. Turn left (North on Main Street). Go to the second light. Turn left into Southgate Mall. Park in front of Fuller Physical Therapy Center. There is an outdoor breezeway in the corner. We are down the breezeway on the right.

## 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>	Janice Netherland	<b>Highest earned degree</b>	<del>LCSW</del> LPCC-18
<b>Job title</b>	Therapist	<b>Licenses/Certifications</b>	<del>LCSW</del> LPCC-18
<b>Work phone</b>	270-230-1777	<b>License number &amp; date</b>	
<b>Work email</b>	twinlakescounselingservice@windstream	<b>Years of clinical experience</b>	LPCC-5 in 7/22

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

Social Service Clinician for Department of Community Based Services 2012-2015  
 Mental Health Therapist for Associates in Counseling 2015-2016  
 PRN Therapist for Boys & Girls Haven 2016-2017  
 Clinical Therapist/Program Director for Spectrum Care Academy 2016 to the present

**Supervision training and experiences**

Professional Care Health & Rehab, completed a two week practicum 2010  
 Ohio County High School Family resource Center, completed a two week practicum, 2011  
 Green/Taylor County DCBS office, completed a six month practicum 2012  
 Summit Manor Nursing Home completed a one-year practicum

**Alternate Site Supervisor**

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

<b>Name</b>	Luke Hatfield	<b>Highest earned degree</b>	M.Ed., LPCC
<b>Job title</b>	Owner/Therapist	<b>Licenses/Certifications</b>	LPCC License
<b>Work phone</b>	270-230-1777	<b>License number &amp; date</b>	103148, 2/18/2011
<b>Work email</b>	twinlakescounselingservice@windstream	<b>Years of clinical experience</b>	14 years

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

October 2012 - Present - Twin Lakes Counseling Services, Leitchfield, KY Owner/Therapist  
 July 2014-February 2016 - Associates in Counseling, Leitchfield, KY Owner/Therapist  
 May 2007 - February 2012 - Communicare, Leitchfield, KY Therapist  
 February 2011 - February 2012 - Daugherty Counseling Center, New Albany, IN Therapist  
 May 2005 - April 2007 - Spectrum Care Academy, Glasgow, KY Intern Therapist

**Supervision training and experiences**

Domestic Violence CEU Certificate (3)  
 Suicide & Risk Management Training (6)  
 Variety of CEUs yearly since Licensure

## Application Process

### Application instructions including site representative contact information

Submit resume and references to Luke Hatfield at [twinlakescounselingservice@windstream.net](mailto:twinlakescounselingservice@windstream.net)

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

We will abide by WKU's guidelines for application.

### Expectations of the student on site

We will expect students to abide by the KCREP standards, our agency guidelines, keep paperwork up to date, be open and willing to learn and receive feedback, and be present and on time to appointments.

**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.

Yes  No

Your requirements are sufficient.

**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:

~~\_\_\_\_\_~~ arrangement

### Form completed by

Luke Hatfield, M.Ed., L.P.C.C.



### Date completed

February 5, 2019

### 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