



CLINICAL HOURS - HELPFUL HINTS IN COUNTING HOURS (for Clinical Summary Sheet Form-J)

#1 CLIENT CONTACT HOURS

Individual Counseling: Each person is seen for 45-50 minutes in a counseling/therapy mode.

Couples/Group/Family Counseling: In all of these categories, the *unit* is counted for the length of time seen each week (e.g., when you meet with *any unit* for 1 hour that is counted as 1 face-to-face hour, or any unit that you meet for 1½ hours is counted as “1.5” hours, etc.). **Do not** count individuals in any size unit as separate clients!

NOTE:

- There is no longer a restriction in the number of groups that may be counted under category #1 on your Clinical Summary Sheet. However, you **must** have experience counseling **at least 3 individuals each semester**.

#2 TOTAL NUMBER OF SUPERVISORY HOURS

Individual Supervision: This includes all individual supervisory sessions: at **Agency** for all clinical semesters; and **Loyola / Ph.D. Supervisors** for all students doing the intensive one-year clinical program and all first year clinical students. Individual supervision is a minimum of 10 hours with each supervisor each semester.

For those students taking PC 805-806 (Advanced Individual Supervision), there is a minimum of 15 hours of supervision per semester, which is designed to be in-depth supervision of **only one client**.

Small Group Supervision: Clinical Case Supervision meets for 30 hours each semester unless there is cancellation due to bad weather. Some agencies provide group supervision as well, which should be counted separately under this category.

#3 TOTAL NUMBER OF *OTHER* CLINICAL HOURS AT PLACEMENT - (not included in 1 & 2)

There are many necessary components at the agency itself: paperwork, staff meetings, in-service education (may also include educational conference video or audio tapes that apply to client’s issues which may be listened to outside the agency, *especially for* those students whose placement has no in-service education).

#4 TOTAL HOURS OF PREPARATIONS (for items 1, 2, and 3)
(This figure must not exceed 20% of the sum of 1, 2, & 3)

This includes **specific** reading about a client's diagnosis and treatment and preparing case presentations for supervisors and small clinical group.

Please **USE A CALCULATOR** to double-check your figures as many students have short-changed themselves.

Have the **Spring** Clinical Summary sheet **ready** to be **signed off** at the end of fall and spring semesters **by your Small Group Supervisor when you have your individual feedback / evaluation meeting**. Your grade will be an **Incomplete** until this information is received.

You may count the rest of December and early January as part of the Spring clinical summary hours (be certain that you are receiving at least weekly agency supervision during the semester break when you are no longer in Clinical Case Supervision PC 661 or PC 663).

All students, please have your spring Clinical Summary Form available for your Small Group Supervisor to sign at the spring evaluation feedback meeting (usually the first of second week of May.)

#5 Summer Hours - under special circumstances (see Clinical Handbook)

These begin as soon as the spring semester ends. The Clinical Summary sheet should be received and signed by the Director of M.S./C.A.S. Clinical Education **the week your clinical placement is completed**.

Have the **Summer** Clinical Summary sheet **ready** to be **signed off** at the end of Summer Session II **by your Small Group Supervisor when you have your individual feedback / evaluation meeting**. Your grade will be an **Incomplete** until this information is received.

Reminder: A letter (Form S - Permission for Summer Clinical Hours) concerning reasons for summer hours, which must be signed by the agency supervisor, needs to be filed before May 1st with the Director of M.S./C.A.S. Clinical Education. (See details in the Clinical Handbook).