



Requirements for Clinical Placement Site Approval

Students enrolled in the MS/CAS Pastoral Counseling program are required to complete 800 hours of clinical experience including 260 client contact hours within 2 years of internship. Acquired clinical hours can be used to apply for state licensure. These clinical hours must be gained in a setting that provides mental health services to the community. To this end, Loyola requires agencies to meet a set of criteria to become an approved clinical placement site for Pastoral Counseling Interns. The Director of MS/CAS Clinical Education collaborates with agencies to ensure the following guidelines are met:

- Ability to provide 1 hour of supervision weekly
Student interns should meet at least one hour every week with an approved supervisor. Supervision can consist of discussion of assessment and diagnosis procedures, checking clinical progress notes, reviewing audio/videotaped counseling sessions, etc.
- On site supervision must be provided by licensed mental health professionals such as:
 - LCPC
 - LCSW-C
 - Psychologist
 - Psychiatrist
- Ability to sustain 12-15 hours weekly of clinical activity for student intern(s)
Student interns should be involved in both the clinical and administrative tasks pertinent to the functioning of a mental health facility. Administrative tasks may include attending staff meetings and in-service trainings, participating in peer review activities, conducting intake sessions, writing clinical notes/reports, conducting diagnostic research, etc.
- Ability to provide a caseload of 6-8 clients weekly
Within the 800 clinical hours necessary for clinical licensure is the stipulation that 260 of those hours need to be face-to-face client contact hours. Maintaining a consistent client load protects against interruptions in clinical practice such as client no-shows, inclement weather, and holiday schedules.
- A workspace that includes space for meeting with clients
Whereas student interns may share a common space for administrative duties, a private setting is necessary for conducting therapeutic counseling sessions. The student intern should have access to a private room for each counseling session scheduled with a client.
- A secure system for filing clinical records
Clinical records should be kept in a locked file cabinet that is contained in a locked room/office. Student interns are NOT to transport clinical files outside of the agency.
- An amenability to audio/videotaping counseling sessions of student interns
The clinical program at Loyola is supervisory intensive. Students are expected to demonstrate their clinical skills by producing a series of audio and video tapes, which are evaluated by the student's clinical supervisors. Several audiotapes are expected and at least one videotape per semester is required. Consent forms are provided and client permission is mandatory for all taping of counseling sessions.