

APPENDIX B-3

CLINICAL SITE APPROVAL REQUEST: SUBSTANCE AWARENESS
COORDINATOR IN THE SCHOOLS
COUN 690/693 OR 694/695

Student Name _____

School Track _____

Current Address _____

Community Track _____

Home Phone _____

Work Phone _____

Cell Phone _____

Email _____

Clinical Site Name _____

Clinical Site Address _____

Proposed Site Supervisor's Name _____

Clinical Site Phone / Extension of Supervisor _____

Site Supervisor's Email Address _____

Supervisor's VITA/Resume (Please submit an abbreviated professional VITA or resume or use the attached form)

Below is the summary of Practicum (COUN 690) and Internship (COUN 693/694/695) experience requirements. Advanced Internship activities should build upon and exceed those engaged in during COUN 690 Practicum.

Students will learn about or participate in the following subjects and activities:

- 1) The relationship between the academic mission of the school and the role of the substance awareness coordinator
- 2) Collaboration with other educational professionals
- 3) The school curriculum

ON SITE SUPERVISION AGREEMENT

The purpose of this supervision is to enable the counseling intern indicated in the above to satisfy the Practicum/Internship requirements of the Department of Counselor Education at The College of New Jersey. As the clinical site supervisor, I agree to provide face-to-face supervision to the counseling intern and meet the following requirements.

1. Provide a one hour weekly supervision session.
2. Review a minimum of three audio and/or video tapes of supervisee's counseling sessions with client(s) or provide three live supervisions during the internship experience.
3. Review and discuss the supervisee's client cases (individuals and groups).
4. Monitor the supervisee's case load including the paperwork to ensure welfare of the clients.
5. Assist the supervisee in meeting the practicum/internship requirements described in the Clinical Manual and summarized in the Site Approval Request Form.
6. Help assist the supervisee's professional development.
7. Support the supervisee in becoming aware of personal issues potentially impacting counselor-client relationships and encourage him/her to seek counseling when appropriate.
8. Complete formal written evaluations provided by the supervisee's training institution.

Student's Signature

Date

Clinical Site Supervisor's
Signature

Date

Return to: Clinical Coordinator
 Department of Counselor Education
 The College of New Jersey
 PO Box 7718
 Ewing, NJ 08628-0718 Phone: 609-771-2119