

## Planning for Practicum & Internship CMHC Online Cohorts

Hello Online Cohorts –

Some of you are beginning to plan for practicum this summer and fall. As we work to launch a new Canvas site which will host a plethora of program information, we thought it would be important to put this packet together for those planning their clinical experiences. It is a a lot, but we think it will all be valuable. The following is broken into two sections:

- ***Finding Your P/I***
- ***Finalizing your P/I.***

But first, let's review the P/I requirements:



	# of Required Total Hours	# of Required Direct Contact Hours <i>See below for description of direct activities</i>	Earned Credit Hours	# of Semesters
<b>Practicum</b>	100	40 (of the 100)	3	1
<b>Internship</b>	450 - 600 (dependent on your state of licensure)	100-240 (of the total hours)	6	2

### **Finding your P/I:**

Below, you will find several documents that can help you with finding your practicum. These documents are:

1. **Finding your Practicum or Internship:** This is a set of screenshots from a presentation for one of our other groups that have a different degree plan than you guys. We are working on getting something like this for you all. In the meantime, the screenshots should prove somewhat helpful.
2. **Industry Organizations:** This is a list of mental health professional organizations. Many of these offer student rates if you would like to join. They also offer directories (may have to be a student member to access). These directories can help you identify the MH organizations in your area - many of which may be willing to host a student learner. Some offer job boards and occasionally, you can find a posted counselor internship job.
3. **Overview for Agencies:** When beginning discussions with a potential site, they may have questions about hosting practicum students/interns. This overview provides a summary of the

P/I experience as well as expectations for students and the site/supervisor. It can be a helpful tool to send to them.

4. **Interview Questions:** Of course, we want to answer interview questions well. But identifying the right experience can be the result of the questions we ask in the interview. This is a bank of questions you can use to help determine which experience is best for you.
5. **New P/I Site Application:** This is the application that approves your site and would be turned in first. Once this is approved, you can complete the P/I application process which is the approval for you to begin your P/I. Those details are in the next section.
6. **Approved Sites List:** For those of you looking to do a practicum/internship in Oklahoma, the current approved sites list is attached. Most of our online students are outside of Oklahoma and will therefore need to complete the New P/I Site Application.
7. **Important Due Dates & Contacts:** Due dates for the various forms related to the application process, and where to get your questions answered.

### **Finalizing Your P/I:**

Once you have found your practicum/internship site, you will need to submit the following three things:

- A) Application & Learning Objectives Form (Attached)
- B) Memorandum of Understanding (Attached)
- C) Proof of liability insurance (you can get a student rate from [ACA](#) or [HPSO](#)).

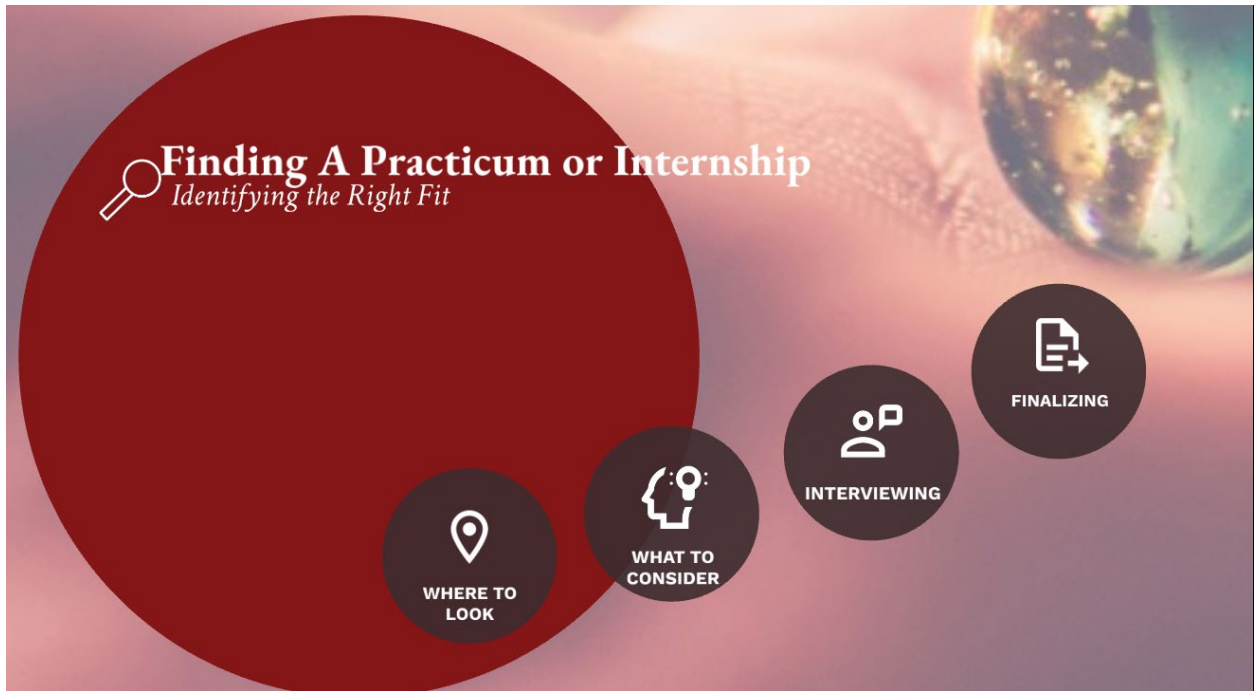
A few things on the Memorandum of Understanding.

1. Make sure your name is at the top of all pages
2. You can list Christopher Hennington, Ph.D. as the faculty educator
3. There are a couple of places where initials are required. Make sure your site representative has initialed all of them. This can be confusing because the language makes it sound like one section is for your site and the other is for the university. However, it is required that representatives from both put their initials throughout as acknowledgement. (Contracts - what are you going to do? 😊)
4. Make sure you have a witness sign where designated.

Once you have your total application put together, you can send it to Dr. Christopher Hennington at [chennington@ou.edu](mailto:chennington@ou.edu). Make sure to note that you are an online student. Ask him to sign where required. It is usually quicker if you ask him to forward it to Cathy Yeaman (copying you) once he has completed his portion.

Again, we hope this is all helpful. As you have more questions, please reach out.

CMHC Faculty




## Finding Potential Locations

Be Proactive!



**CANVAS** Approved Sites List  
List in Practicum/Intern Module



Job Boards  
Many practices post intern jobs



**American Counseling Association**  
**American Mental Health Counselors Association**  
**ACES**  
Counseling Associations  
Some have job boards, most have directories



Network  
Look in your social circle for ideas

# CONSIDERATIONS

## Know What You Want

**Cientele:** Who do you want to work with? (children, families, specific segments, cultures, specific issues, etc.)

**Locale:** What type of agency are you most interested in? (Inpatient, private practice, community service, telehealth)

**Service:** Are you interested in a specific intervention or modality? (crisis, developmental, career, etc.)

**Supervision:** What is your preferred management style? (Do you prefer more structure or freedom?)

**Crisis Protocols:** Are you comfortable with their ability to support you when dealing with a client crisis?

# INTERVIEWING

## Determining the Best Fit

**Let them see who you are:** Be ready to discuss favorite theories, innovations, working and social style.

**Get to know who they are:** A list of potential questions is available on the CMHC Student Information Canvas Site - Practicum/Internship Module.

**Prepare them for the internship:** Ahead of the interview, send them a summary of what is expected of them, you, and OU. A sample is available on the CMHC Student Information Canvas Site - Practicum/Internship Module.

**Ensure they can provide the experience to meet your direct and indirect hours requirements**

## Industry Organizations

American Counseling Association

[www.counseling.org](http://www.counseling.org)

National Career Development Association

[www.ncda.org](http://www.ncda.org)

American Psychological Association

[www.apa.org](http://www.apa.org)

National Alliance on Mental Illness (NAMI)

[www.nami.org](http://www.nami.org)

American Mental Health Counselors Association

[www.amcha.org](http://www.amcha.org)

Chi Sigma Iota: Counseling Academic & Professional Honor Society International

[www.csi-net.org](http://www.csi-net.org)

National Association for Addiction Professionals

[www.naadac.org](http://www.naadac.org)

International Family Therapy Association

[www.ifta-familytherapy.org](http://www.ifta-familytherapy.org)



# Clinical Mental Health Counseling

## *The Department of Human Relations*

### CMHC Practicum/Internship Overview

As an agency considering interns or practicum students, you may have questions about the experience. The below is a high-level overview of benefits, requirements, and expectations for all involved parties (students, OU, and your agency). If you have further questions, please feel free to reach out to the student with whom you are working or to our Clinical Director at [CMHCintern@ou.edu](mailto:CMHCintern@ou.edu).

#### General Information

- Practicum – 100 hours
  - o Typically, 7-10 hours per week.
  - o 40 of the 100 hours should be direct, face-to-face with clients.
    - Direct activities include direct counseling, psychoeducation, co-facilitation, intakes, assessment, consultation with family members, training clients/community members.
    - **NOTE: Observation does not count as direct hours.**
    - Indirect activities include treatment plans, case notes, presentations, discussion groups, consultation with peers or supervisor, staff meetings, case conferences, workshops, readings, professional development, observation.
- Internships – 450-600 internship hours, spread across two semesters. (Exact number depends on state licensure requirements).
  - o Typically, 15-20 hours per week.
  - o Hours can be done at more than one site.
  - o 100-240 of required hours should be direct, face-to-face hours with clients.
- While the activities of the two field experiences are very similar, practicum occurs under tighter supervision, whereas internship offers more autonomy. By the end of internship, students are typically managing their own case load.

#### Benefits

- Students:
  - o Experience: Practical experience with the benefit of feedback.
  - o Application: Theoretical principles, clinical skills, and ethical reasoning to real-world situations.
  - o Exploration: Potential specialty areas, gaining the exposure needed to determine long term interest.
- Agencies:
  - o Real Value: Students use strong education to contribute to your organization in multiple ways.
  - o Pride: Our internship sites and supervisors often feel a sense of pride for investing in the next generation of counselors.
  - o Network: As students graduate and begin their own practice, they often stay in touch with their intern locations, which expands the professional network of both.

### Supervisor/Site Responsibilities

- **Screening:** We encourage you to screen students based on fit with your organization. If you do not feel a student is a good fit, you are not expected to bring them on as a learner.
  
- **Supervision:** Students are required to receive a minimum of 1 hour of individual clinical supervision weekly. As part of supervision activities, supervisors should consult with the student and provide expertise, feedback, and evaluation of the student's work. You will have the opportunity to provide feedback to the OU CMHC Clinical Director twice during the semester. Additional feedback is welcomed in any medium should the supervisor feel it necessary. Supervisors find it helpful to establish specific learning goals and objectives with the student prior to the start date.
  
- **Professionalism:** Accreditation standards require supervisors to be licensed for at least 2 years and in good standing. Additionally, formal training in supervision is encouraged. Accepted licensures include LPC, LPC-S, MHSP, LMFT, LMHC, LCSW, or Licensed Psychologist.
  
- **Hours:** Ensure your student learning processes provide the student with the required direct and indirect contact hours within the semester. (See above)
  
- **Contracts & Reports:** To establish the relationship, a "Memorandum of Understanding" will be signed by you, an OU representative, and the student. Throughout the semester, you will provide two written reports detailing the student's performance and sign off on the student's hours log.

### Student Responsibilities

- **Preparation:** Students are expected to prepare for clinical experience by successfully completing some or all of the following courses prior to beginning. Which classes a student has completed will be dependent upon their specific degree plan/class rotation. Visit with your prospective intern to understand what class exposure they have had thus far:
  - Theoretical Foundations
  - Research in Human Relations
  - Psychosocial Development
  - Psychopathology
  - Intro to the Counseling Profession
  - Group Counseling
  - Multicultural Counseling
  - Diagnosis in HR Counseling
  - Assessment & Evaluation
  - Advanced Counseling Skills
  - Crisis Intervention
  - Psychopharmacology
  - Marriage & Family Therapy
  - Counseling Children, Adolescents & Families
  - Career Counseling
  - Addictions/Chemical Dependency
  - Ethical Issues in Human Relations
  
- **Approval:** Students must obtain approval from faculty for the selected internship/practicum.
  
- **Professionalism:** Students are expected to display strong professionalism and ethics in a way that aligns with the goals/brand of your organization and with the goals/brand of University of Oklahoma.
  
- **Reports:** Students and supervisors complete reports throughout the semester and at the end of the semester. The student will facilitate required reports and the memorandum between your facility and the university by the designated times.
  
- **Liability Insurance:** Each student is required to provide proof of liability insurance prior to beginning work at any practicum/internship site.

## Potential Interview Questions for P/I Sites

You will likely not be able to cover all questions in an interview. Choose the 7-10 questions that will hit at the items most important to your experience.

It will be helpful to send the P/I Overview for Agencies (found on the CMHC Student Information Canvas site – P/I Module) ahead of your interview so the site supervisor can be familiar with the clinicals experience and expectations through OU.

Finally, think through potential questions you may be asked. Have an idea of your favorite theories, modalities, and prepare to speak eloquently on your own expectations of yourself and the experience.

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### Understanding the Site Culture & Operations

- 1) How would you describe your practice?
- 2) Do you focus on a specific therapeutic area or theory?
- 3) Describe the populations served in your practice.
- 4) What have been some influences on your therapeutic style or the culture of the practice?
- 5) How do you stay abreast of developments within the mental health field?
- 6) What are the formal and informal rules of the organization as they pertain to dress, lunch hours, etc.?

### Understanding the Site's Experience with Previous Learning Counselors

- 7) How often/how many internships/practicum experiences have you supervised at your office? What learning objectives do you have for students?
- 8) How does feedback work in your practice? Are there specific measures? How often and when is feedback given?
- 9) When working with students in the past, what has worked well? What has not?
- 10) If we do move forward, how can I contribute to the goals you have for your practice?

### Understanding the Learning Counselor Experience at the Site

- 11) What are the agency's expectations of my skills at the beginning of the learning experience? Will I need to be able to write treatment plans or to diagnose clients? Will I be required to have knowledge of particular disorders or problems (e.g. addiction, eating disorder, etc.)?
- 12) What other expectations will you have of me?
- 13) Can you describe the intern/practicum student duties and responsibilities?
- 14) What should I expect of my experience here?
- 15) Exactly what types of work will I be able to do during the practicum or internship? Will I be restricted to a particular type or mode of delivery (such as individual counseling on a short-term basis) or will I have opportunities to experience a variety of services (such as testing, group work, etc.)
- 16) What are the plans for crisis for student counselors? Is the supervisor always onsite? If not, are they immediately reachable? Is there a documented crisis response plan?
- 17) What will be the general format of the practicum or internship? Is there a period of observation or shadowing? Will I be able to co-lead groups or do individual counseling with a co-therapist prior to seeing clients on my own?
- 18) Will there be opportunities to participate in staff development activities while doing your practicum or internship?
- 19) Is an orientation to the agency provided? If so, when, and how extensive is it?
- 20) Who will be my direct supervisor? What are the credentials of that person?
- 21) What type of supervision will I receive? How often? Will audio taping or videotaping be allowed?
- 22) What are your expectations of me in terms of service, hours, and skills? Are there expectations to work weekends or nights?

### Understanding the Site's Ability to Meet OU Requirements

- 23) What questions do you have about the OU information I sent to you?
- 24) Do you have any concerns with meeting the requirements as laid out by my program?
- 25) Can the agency guarantee enough contact hours to meet the University requirements? Can the supervisor help me obtain clients?





# Clinical Mental Health Counseling

## *The Department of Human Relations*

### APPLICATION FOR NEW PRACTICUM/INTERNSHIP SITE APPROVAL

OU CMHC Clinical Director <a href="mailto:CMHCintern@ou.edu">mailto:CMHCintern@ou.edu</a>	Katie Allen, Ph.D., LPC-S Online Program Director <a href="mailto:kallen@ou.edu">kallen@ou.edu</a>	Christopher Hennington, Ph.D., LPC-S CMHC Program Coordinator <a href="mailto:chennington@ou.edu">chennington@ou.edu</a>
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NAME OF AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

BUSINESS PHONE NUMBER AND E-MAIL: \_\_\_\_\_

\_\_\_\_\_

ALTERNATE PHONE NUMBER AND E-MAIL: \_\_\_\_\_

\_\_\_\_\_

LICENSED ON-SITE PROFESSIONAL: \_\_\_\_\_

LICENSE TYPE AND NUMBER: \_\_\_\_\_

PHONE NUMBER AND E-MAIL: \_\_\_\_\_

TYPES OF SERVICES PROVIDED AT THE AGENCY:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DUTIES OF PRACTICUM STUDENTS/INTERNS:

PLEASE LIST COUNSELING DUTIES THAT WILL BE PERFORMED BY THE INTERN

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DATES AVAILABLE FOR PRACTICUM/INTERNSHIP

PLEASE NOTE THE DATES PROVIDED BY OUR DEPARTMENT FOR EACH SEMESTER BELOW

SEMESTER:  FA  SP  SU YEAR(S): \_\_\_\_\_

WILL YOU ALLOW FULL SEMESTER STUDENT COUNSELING? YES NO

DO YOU PREFER THE STUDENT LEARNER FOR TWO OR MORE CONSECUTIVE SEMESTERS? YES NO

NUMBER OF PRACTICUM STUDENTS/INTERNS PREFERRED EACH SEMESTER: \_\_\_\_\_

NUMBER OF PRACTICUM STUDENTS/INTERNS PREFERRED EACH ACADEMIC YEAR: \_\_\_\_\_

OTHER INFORMATION:

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## Approved Clinical Mental Health Practicum & Internship Sites

(Note: Since the COVID-19 pandemic many sites are not accepting interns or have scaled back services. Please let us ([CMHCIntern@ou.edu](mailto:CMHCIntern@ou.edu)) know if you contact a site and they are no longer accepting interns.

### **Absolute Confidential Counseling**

**8800 S. Pennsylvania Avenue, Suite 100  
Oklahoma City, Oklahoma 73159**

Contact person: Todd McDowell, LPC-S

Phone: 405-682-9000, Email: [Todd@absolute counseling.com](mailto:Todd@absolute counseling.com)

Services: Counseling, Assessments, case management, psycho-social services.

### **Advanced Therapy Associates**

**9212 N. Kelly Avenue Oklahoma City, Oklahoma 73131**

Contact person: Shelly McCharen, LMFT

Phone: 405-888-4047, Email: [smcchare@advanced-therapy.org](mailto:smcchare@advanced-therapy.org)

Services: Intakes, assessments, parent/child studies, adults, children.

### **Alliance Mental Health**

**1402 N. Florence Avenue, Suite B  
Claremore, Oklahoma 74017**

Contact: Heidi Hills, M.S., LPC Assessment Therapist & Internship Coordinator | Alliance Mental Health

Phone: (918) 608-0380 Ext 725

### **Amayesing Skillz, LLC**

**6130 E. 32<sup>nd</sup> Street, Suite 121  
Tulsa, Oklahoma 74135-5454**

Contact Person: Ebony Skillens, LPC

Phone: 918-932-8774, Email: [info@amayesingskillz.com](mailto:info@amayesingskillz.com)

Services: Individual, family group, case management, consulting in office school and community settings.

### **A New Way**

**101 N Greenwood Avenue, Suite 131  
Tulsa, Oklahoma 74120**

[www.anewwaycenter.com](http://www.anewwaycenter.com)

Contact: Sara Rivero LPC

Phone: 918: 640-0684, Email: [Sara.rivero@anewwaycenter.com](mailto:Sara.rivero@anewwaycenter.com)

### **Anadarko Indian Health Center**

**201 E. Parker McKenzie Drive  
Anadarko, Oklahoma 73005**

Contact person: Dr. Andrea Dudley, LPC

Phone: 405-247-7909, Email: [andrea.dudley@ihs.gov](mailto:andrea.dudley@ihs.gov)

Services: Individual, couple, group, intakes, treatment plans, assessments and med clinic.

**Anchored Behavioral Health Consulting**

**15 W. 6th Street, #1211**

**Tulsa, Oklahoma 74119**

Contact: Amanda Summers LPC, NCC, MS

Director of Telehealth Services, Intern Coordinator

Anchored Behavioral Health Consulting

Cell: 707.688.8859; Email: [amanda@anchoredbhc.com](mailto:amanda@anchoredbhc.com)

Website: <https://www.anchoredbhc.com/>

**The Ashley Renae Hamilton Foundation**

**300 United Founder Boulevard, Suite 139N**

**Oklahoma City, Oklahoma 73118**

Contact person: Clinton Patton Sr., LPC

Phone: 405-446-5597, Email: [thearhfoundation@gmail.com](mailto:thearhfoundation@gmail.com)

Services: Domestic violence counseling and prevention

**Bethesda Residential Treatment Center**

**7106 E. 151st Street**

**Bixby, Oklahoma 74008**

Contact: Gary Roberts, LPC

Phone: 918-970-2568, Email: [groberts@bfsf.org](mailto:groberts@bfsf.org)

Services: Individual, family, group therapy and 24-hour supervision of residents.

**Brighter Dimensions**

**512 W. Atlanta Street**

**Broken Arrow, Oklahoma 74012**

Contact: Pattie Jackson, LPC-S

Phone: 918-615-6620, Website: <https://brighter-dimensions.squarespace.com>

**Byte and Associates LLC**

**117 S. 7th Street**

**Chickasha, Oklahoma 73018**

Contact: Andrew Byte, LPC

Phone: 405-222-4786, Email: [byteandassociates@sbcglobal.net](mailto:byteandassociates@sbcglobal.net)

Services: Individual Family, Rehab, and referrals for medication and testing.

**The Calm Center**

**6126 E. 32nd Place**

**Tulsa, Oklahoma 74135**

Contact: Matthew Crum, M.S., LPC

Phone: 918-392-5849, Email: [mcrum@crsok.org](mailto:mcrum@crsok.org)

Services: Individual, family, group counseling and assessment.

**Central Oklahoma Community Mental Health Center Child and Family Services (ODMHSAS)**

**909 E. Alameda**

**Norman, Oklahoma 73071**

Contact: Katherine Curley LPC-S

Phone: 405 573 3812, Email: [Katherine.curley@odmhsas.org](mailto:Katherine.curley@odmhsas.org)

Services: Outpatient assessment, rehab, treatment, crisis, medication, individual, group, couple, and family therapy.

**Carl Albert Community Mental Health Center (ODMHSAS)**

**1101 E. Monroe Avenue  
McAlester, Oklahoma 74501**

Contact: Rhonda Magnus, LPC, LADC

Phone: 918-558-6062, Email: [rhonda.mcgough@odmhsas.org](mailto:rhonda.mcgough@odmhsas.org)

Services: Inpatient and outpatient mental health and substance abuse services. Inpatient unit is for adults only. Outpatient provides services for all ages including, crisis intervention, individual and group therapy, case management, peer support, wellness, and individual and group rehab. Specialty Court programs include Drug Court and Mental Health Court.

**Chisholm Train Church of Christ**

**3204 W. Beech Avenue  
Duncan, Oklahoma 73533**

Contact: Dan Myers, LPC

Phone: 580-255-7038; Email: [dan@ctoc.org](mailto:dan@ctoc.org)

Services: SASSI testing, counseling for individuals, couples, and children.

**Center for Children and Families**

**210 S. Cockrel Avenue  
Norman, Oklahoma 73071**

Contact: Jessica Hodges

Phone: 405-364-1420, Email: [jhodges@ccfinorman.org](mailto:jhodges@ccfinorman.org)

Services: Counseling, home visits, parent's assistance, divorce and co-parenting services, and bringing up babies and baby pantry.

**Comanche Nation Prevention and Recovery – RTC**

**8501 N.W. Madische Road  
Lawton, Oklahoma 73507**

Contact: Bonnie Lemon

Phone: 580-492-3616, Email: [bonniemenon@comanchenation.com](mailto:bonniemenon@comanchenation.com)

Services: Preventive and intervention services

**Community Works (case by case approval effective May 8, 2020)**

**805 E. Robinson  
Norman, Oklahoma 73071**

Contact: Mary Ellen Million, MSCP, LPC or Taylor McKinnon

Phone: 405-447-4499, Email: [million@cworksok.com](mailto:million@cworksok.com) or [tmckinnon@cworksok.com](mailto:tmckinnon@cworksok.com)

Services: School based, office based, residential group home and intensive treatment, day treatment, detention centers, anger management, parenting training.

**Cornerstone Counseling and Consulting, Inc.**

**4001 N. Classen, Suite 225  
Oklahoma City, Oklahoma 73118**

Contact: Nicole Watson, LPC, LADC

Phone: 405-231-3150, Email: [Nicole.watson@coxinet.net](mailto:Nicole.watson@coxinet.net)

Services: Outpatient mental health and substance abuse services including individual, group, family, case management and assessments.

**Corner Counseling and Consulting, Inc.**

**5116 N. Portland Avenue**

**Oklahoma City, Oklahoma 73112**

Contact: Christy Vanderbilt-Pela, M.A., LPC

Phone: 405-659-4784, Email: [tochristyvp@yahoo.com](mailto:tochristyvp@yahoo.com)

Services: Outpatient psychotherapy, individual, family, and group.

**Counseling & Recovery Services of Oklahoma**

**7010 S. Yale Avenue, Suite 215**

**Tulsa, Oklahoma, 74136**

Contact: Sara Mahan, MS, LPC-S, NCC Outpatient Services Program Manager

Phone: 918-494-9870 or 918-236-4176, Fax: 918.495.0779

Email: [slmahan@crsok.org](mailto:slmahan@crsok.org), Website: <https://crsok.org/>

**Creoks Behavioral Health Services**

**23 E. Ross Avenue**

**Sapulpa, Oklahoma 74066**

Contact: Rachel Couey, LPC

Phone: 918-261-7749, Email: [Rachel.couey@creoks.org](mailto:Rachel.couey@creoks.org)

Services: Individual, family, outpatient and recovery services to individuals, couples, families in various settings.

**Creoks Behavioral Health Services**

**4103 S. Yale Avenue, Suite B Tulsa, Oklahoma 74135**

Jane A. France, MA

Coordinator/Consultant - CREOKS Practicum & Internship Program

Phone: 918-231-8263, Email: [Jane.france@creaoks.org](mailto:Jane.france@creaoks.org)

**Crossroads Youth and Family Services**

**1650 W. Tecumseh Road**

**Norman, Oklahoma 73069**

Contact: Christabel Suthers, LPC

Phone: 405-321-0240 Ext 2, Email: [christabels@crossroadsyfs.com](mailto:christabels@crossroadsyfs.com)

Services: Individual, family, and group counseling. Psycho-educational groups, community development meetings and court appearances.

**Dayspring Community Services**

**3015 E. Skelly Drive, Suite 103**

**Tulsa, Oklahoma 74105**

Contact: Mary Thomas, LPC [Mary.thomas@dayspring.pfh.org](mailto:Mary.thomas@dayspring.pfh.org)

**Discovering You, Inc.**

**312 N.E. 28<sup>th</sup> Street, Suite 109**

**Oklahoma City, Oklahoma 73105**

Contact: Latoya Jenkins, LPC

Phone: 405-605-339, Email: [info@discoveringyouok.org](mailto:info@discoveringyouok.org)

Services: Outpatient and in home services; behavioral case management

**Family Recovery Counseling Center  
4001 N. Classen Boulevard, Suite 105  
Oklahoma City, Oklahoma 73118**

Contact: Beverly Nichols  
Phone: 405-524-2424

Services: Intense outpatient program, groups. Substance abuse education, anger management, parenting individual and family sessions. Certified case management, behavioral health rehab, DUI services.

**Family and Children's Services  
605 S. Peoria Avenue  
Tulsa, Oklahoma 74011**

Contact: Claudia Arthrell or Kari Featherngill  
Claudia: 918-560-1244, Email: [carthrell@fcsok.org](mailto:carthrell@fcsok.org)  
Kari: 918-991-6532, Email: [kfeatherngill@fcsok.org](mailto:kfeatherngill@fcsok.org)

Services: Family and children's services provides evidence based individual, group, and family/couples counseling as well as educational classes for parents.

**FOCIS Counseling  
2220 N. Classen Blvd #E  
Oklahoma City, Oklahoma 73106**

Contact: Melissa Fronterhouse  
Phone: 405-528-1748, Website: [www.focisokc.org](http://www.focisokc.org)

Services: Individual, group family, PCIT, and drug and alcohol counseling, BIP classes, parenting support and education, behavioral rehab, and case management

**FOCUS MHS  
905 E. Wilson  
Shawnee, Oklahoma 74804**

Contact: Misty Douthit, LPC  
Phone: 405-214-0116, Email: [misty@focusmhs.com](mailto:misty@focusmhs.com)

Services: Individual, couple, family using CBT, PCIT, Neurofeedback, hypnotherapy and other approaches.

**Grand Lake Mental Health, Inc.  
26243 State Hwy 51  
Wagoner, Oklahoma 74467**

Contact: Dustie L. Nelson, M.S., LPC  
Phone: 918-418-9578, Email: [dnelson@glmhc.net](mailto:dnelson@glmhc.net)

Services: Individual, family group, assessment. Services for depression, suicidality, trauma, substance use, gambling, and other mental health disorders. Also provides health home services, case management, and psychosocial rehabilitation.

**Grand Lake Mental Health, Inc.  
405 E. Excelsior  
Vinita, Oklahoma 74301**

Contact: Laura Smith  
Phone: 918-256-6476

Services: Individual, family and group therapy, individual and group rehab, wellness services, medication management, wraparound and behavioral health coaching.

**Grand Lake Mental Health Center, Inc.**

Contact: Allie Craig, LCSW, Desk: (405) 372-2202 ext. 3112  
Internship & Practicum Coordinator  
Human Resources Department  
Phone: 405-372-2202 Ext 3112 or 918- 935-8157

**Green Country Behavioral Health Services, Inc**

**619 N. Main Street**

**Muskogee, Oklahoma 74401**

Contact: Robert Durham, LADC/MH, LPC ,PRSS; Supervisor, MAT Program  
Phone: 918-682-8407, Fax: 918-682-4336  
Email: [Robert.durham@gcbhs.org](mailto:Robert.durham@gcbhs.org), Website: [www.gcbhs.org](http://www.gcbhs.org)

**HALO Project**

**401 E. Memorial Road, Suite 500**

**Oklahoma City, Oklahoma 73114**

Contact: Amber Given, LPC  
Phone: 405-639-7876, Email: [amberg@haloprojectokc.org](mailto:amberg@haloprojectokc.org)  
Services: Individual, family, group counseling. Trauma recovery and education.

**Hands to Guide you**

**1016 S.W. 44<sup>th</sup> Street, Suite 500**

**Oklahoma City, Oklahoma 73019**

Contact: Larry Ford, D.B.H., LPC  
Phone: 405-605-4249, Email: [drford@h2gy.com](mailto:drford@h2gy.com)  
Services: Behavioral counseling, assessment and intervention with older adults, adults, adolescents and children.

**Healing Hearts of SW Oklahoma**

**1940 N.W. Ferris Street**

**Lawton, Oklahoma 73507**

Contact: Stacia A. Powers, MSBS, LPC  
Phone: 580-713-5150, Email: [spowers@healingheartsofswok.com](mailto:spowers@healingheartsofswok.com)  
Services: Assessment, individual, couple and family therapy, research and policy and procedure training.

**Impact Counseling Center**

**115 S. Main Street**

**Noble, Oklahoma 73068**

Contact: Shalon Stokes, MA, LMFT  
Phone: 405-872-8461  
Services: Children, adolescent, and adult office, home, and school based counseling and educational services.

**Jim Taliaferro Community Mental Health Center**

**602 S.W. 38<sup>th</sup> Street**

**Lawton, Oklahoma 73505**

Contact: Ronda Campbell, LPC OR Crystal Garza  
Phone: 580-248-5780, Email: [crystal.garza@odmhsas.org](mailto:crystal.garza@odmhsas.org)  
Services: Inpatient Crisis Services, Triage Services, Outpatient Services included: Adult Mental Health and Substance Abuse, Adult Substance Abuse/Medication Assisted Programs, Children's/Systems of Care, Program for Assertive Community Treatment (PACT)



**Kickapoo Tribal Health Center  
105365 S. Hwy #102,  
McCloud, Oklahoma 74851**

Contact: Angela Ogunbase, LADC/MH

Phone: 405-964-2618 Ext 318, Email: [angela.ogunbase@okkthc.com](mailto:angela.ogunbase@okkthc.com)

Services: Substance abuse, mental health, educational, and court referral services for individuals, couples, and families. Other services are also available.

**Landmark Recovery of OKC  
4825 N.W. 23rd Street  
Oklahoma City, Oklahoma 73127**

Contact: Kaylee Walker, HR Manager

Phone: 405-627-6894, Email: [Kaylee.walker@landmarkrecovery.com](mailto:Kaylee.walker@landmarkrecovery.com)

Services: Individual, family, group counseling in residential and intensive outpatient substance disorder services.

**Lone Star Behavioral Health  
16303 Grant Road  
Cypress, Texas 77429**

Contact: Sharie Quinn, LCSW

Phone: 281-516-6200, Email: [squinn@lsbhealth.net](mailto:squinn@lsbhealth.net)

Services: Adult psychiatric facility providing individual, family, group, case management, medication and detox services.

**Lone Star Elementary School  
2945 S. Hickory Street  
Sapulpa, Oklahoma 74066**

Contact: Denise Witzansky, LPC

Phone: 918-224-0201, Email: [dwitzansky@lonestar.k12.ok.us](mailto:dwitzansky@lonestar.k12.ok.us)

Services: Educational, help with identifying student deficits and determining the best way to help. Counseling services for students struggling with issues at home or school.

**Moore Youth and Family Services  
624 N.W. 5th Street  
Moore, Oklahoma 73160**

Contact: Donita Goodin, LPC-S

Phone: 405-799-3379, Email: [donitagoodin@mooreyouthandfamily.org](mailto:donitagoodin@mooreyouthandfamily.org)

Services: Mental health and substance abuse outpatient services to include school based, prevention/intervention, office based, day school and OJA Level E services.

**Multi-County Youth and Family Services  
600 Avant  
Clinton, Oklahoma 73601**

Contact: Jerry Beech, LPC

Phone: 580-323-3322, Email: [mcys@mcysok.com](mailto:mcys@mcysok.com)

Services: Youth Shelter, advocacy, prevention, and outpatient counseling services.

**Multi-County Counseling, Inc.**

**112 W. Main Street  
Purcell, Oklahoma 73080**

Contact: Site directors, Main Office Number 405-527-1785

Ada – Khrystal Blakenship, LPC [khrystalblankenship@gmail.com](mailto:khrystalblankenship@gmail.com)

Tahlequah – Kay Stafford, LPC [kstafford@cablelynx.com](mailto:kstafford@cablelynx.com)

Lawton – Amanda Hale, LMFT [ahale@multicounty.com](mailto:ahale@multicounty.com)

Services: Office and in-home individual, family, group, play counseling. Rehabilitation services to children, adolescents, and adults.

**New Day Recovery, Inc.**

**7250 N.W. Expressway, Suite 200  
Oklahoma City, Oklahoma 73022**

Contact: David Scott Pittman, LADC/MH

Phone: 405-487-7099, Email: [david.scott.1004@yahoo.com](mailto:david.scott.1004@yahoo.com)

Services: Mental health and substance abuse services. Individual, family, and group counseling. Home based outpatient services for age(s) one – geriatric.

**Northcare Family Treatment Center**

**7127 N. County Line Road  
Piedmont, Oklahoma 73078**

Contact: Kaci Cole, LPC

Services: Residential substance abuse and mental health facility specializing in women and children. Group and individual counseling, case management, rehab and education groups.

**Northwest Center for Behavioral Health (ODMHSAS)**

**1222 10th St, #211N**

**Woodward, Oklahoma 73801** Contact: Sarah Sherman, LPC, LADC or Jason Zwink, LPC

Phone: 580-327-1112 or 580-256-9700, Email: [ssherman@odmhsas.org](mailto:ssherman@odmhsas.org) or [Jason.Zwink@odmhsas.org](mailto:Jason.Zwink@odmhsas.org)

Services: Individual, group and family therapy, rehabilitation, case management, recovery support, wellness, employment services, medication management and medication assisted treatment.

**Oklahoma Association on Problem and Compulsive Gambling**

**501 E. Alameda, Suite E  
Norman, Oklahoma 73071**

Contact: Ronald Wahkinney

Phone: 405-801-3329, Email: [rwahkinney@oapcg.org](mailto:rwahkinney@oapcg.org)

Services: Problem gambling counseling, casino employee training, individual counseling for addictive and co-occurring disorders. Preventive and educational camps for students age 8-18.

**Oklahoma Crisis Recovery Unit (ODMHSAS)**

**2625 General Pershing Boulevard  
Oklahoma City, Oklahoma 73107**

Contact: Gilbert Doh

Phone: 405-945-6229, Email: [Gilber.doh@odmhsas.org](mailto:Gilber.doh@odmhsas.org)

Services: Assessments and evaluations to determine the need for emergency detention. Short-term crisis stabilization, case management groups and treatment team services.

**Oklahoma Counseling and Intervention Center**  
**3700 N. Classen Boulevard, Suite C-55**  
**Oklahoma City, Oklahoma 73118**

Contact: Gail Cato, LPC

Phone: 405-888-4047

Services: Mental health and substance abuse intervention and counseling services.

**Oklahoma County Crisis Intervention Center (ODMHSAS)**

**2625 General Pershing Boulevard**

**Oklahoma City, Oklahoma 73107**

Contact: Gilbert Doh or Adriana Perry-Thurmond

Phone: 405-945-6229, Email: [Gilber.doh@odmhsas.org](mailto:Gilber.doh@odmhsas.org); [Adriana.Perry-Thurmond@odmhsas.org](mailto:Adriana.Perry-Thurmond@odmhsas.org)

Services: Assessments and evaluations to determine the need for emergency detention. Short-term crisis stabilization, case management groups and treatment team services.

**Oklahoma County Juvenile Bureau**

**5905 N. Classen Drive**

**Oklahoma City, Oklahoma 73118**

Contact: Dr. Clifton Thomas

Phone: 405-623-4636, Email: [clito@oklahomacounty.org](mailto:clito@oklahomacounty.org).

Services: Incarcerated youth services using power thru choices, literacy and tutoring program. Crisis intervention, individual group and community based services.

**Oklahoma Department of Rehabilitation Services**

**3535 N.W. 58th Street, Suite 500**

**Oklahoma City, Oklahoma 73112**

Contact: Jonathon Cook, Programs Manager

Phone: 918-836-5556, Email: [jcook@okdrs.gov](mailto:jcook@okdrs.gov)

Services: Vocational rehabilitation, visual services, disability determination services, oversight of Ok School for the Deaf and Ok School for the Blind.

**Oklahoma School for the Deaf**

**1100 E Oklahoma Street**

**Sulphur, Oklahoma 73086**

Contact: Stacy Edgar

Phone: 580-622-4964, Email: [sedgar@osd.k12.ok.us](mailto:sedgar@osd.k12.ok.us)

Services: On campus educational, counseling, assessment, peer services, suicidal assessments, and psychological testing for students K-12.

**Open Arms Behavioral Health, Inc.**

**2215 N.W. Cache Road, Suite 107**

**Lawton, Oklahoma 73505**

Contact Dr. Ric Jerez, LPC

Phone: 580-351-9998, Email: [openarmsbh@openarmsbehavioralhealth.com](mailto:openarmsbh@openarmsbehavioralhealth.com)

Services: Individual, couple, family, children, military, veteran, trauma, and chronic mental illness counseling that is office and home based. Equine therapy for veterans and traumatized individuals.

**Palmer Continuum of Care, Inc.**

**222 W. 8th Street**

**Tulsa, Oklahoma 74119.**

Contact: Jenna Akuma, MHR

Director of Operations, Palmer Continuum of Care, Inc.

Phone: 918.280.9972, Website: [P00almer-tulsa.org](http://P00almer-tulsa.org)

**Palomar OKC's Family Justice Center  
1140 N. Hudson**

**Oklahoma City, Oklahoma 73103**

Contact: Charlotte Clayton

Phone: 405-552-1017, Email: [charlotte.clayton@okc.gov](mailto:charlotte.clayton@okc.gov).

Services: Comprehensive legal and supportive services for survivors of domestic violence, sexual assault, stalking, human trafficking, and elder abuse.

**Parkside Psychiatric Hospital & Clinic**

**1620 E. 12th Street**

**Tulsa, Oklahoma 74120**

Contact: Ken Moore

Email: [kmoore@parksideinc.org](mailto:kmoore@parksideinc.org)

**Pivot Inc.**

**201 N.E. 50th Street**

**Oklahoma City, Oklahoma 73105**

Contact: Shantel Farrow, LMFT

Phone: 405-235-7535 Ext 248, Email: [shantel.farrow@pivotok.org](mailto:shantel.farrow@pivotok.org)

Services: Individual, family and group therapy. Assist at 24-hour intervention facility.

**Port Lawrence Behavioral Health Services, LLC**

**1330 N. Classen Boulevard, Suite 201**

**Oklahoma City, Oklahoma 73106**

Contact: Frank Calvin, M.S., LADC-MH

Phone: 405-326-7721, Email: [portlawrencebhs@gmail.com](mailto:portlawrencebhs@gmail.com)

Services: Mental health and substance abuse counseling, individual, family, group, case management and behavioral rehabilitation services.

**Positive Changes, Inc.**

**4300 S. Harvard Avenue**

**Tulsa, Oklahoma 74135**

Contact: Odetta Moore, LPC

Phone: 918-728-2228 Ext. 116

Services: Rehabilitation services and individual, family, and group counseling and assessment.

**Restore Behavioral Health**

**2212 Westpark Drive**

**Norman, OK 73069**

Contact: Gina Dixon, M.Ed., LPC-S

Phone: 405-310-3262, Email: [office@restore-bh.com](mailto:office@restore-bh.com)

Services: Outpatient individual, couples, family therapy. Enneagram coaching, life coaching, faith-based counseling.

**Red Rock Behavioral Health Services (Planet Rock, other locations case-by-case)**

**4130 N. Lincoln Boulevard**

**Oklahoma City, OK. 73105**

Contact: Stacie Maze, LPC-S

Phone: 405-267-3212, Email: [smaze@red-rock.com](mailto:smaze@red-rock.com)

Services: Screening and Assessment, Crisis Intervention, Individual, Family, and Group Counseling, Case Management, Medication Assisted Treatment, Wellness, Trauma Focused CBT, Telehealth Services.

**River Bend Counseling Services, LLC**

**618 Bryan Drive**

**Durant, Oklahoma 74701**

Contact: Melanie Stanley, Candidate for licensed alcohol and drug counselor

Phone: 580- 920-0909, Email: [riverbendcounselingservices@yahoo.com](mailto:riverbendcounselingservices@yahoo.com)

Services: Individual drug and alcohol counseling for all ages, case management, and marriage and group therapy.

**Rogers County Youth Services**

**1820 N. Sioux Ave**

**Claremore, Oklahoma 74017**

Contact: Raylene Stebbins, LPC, Phone: 918-341-7580, Ext 102, Email: [raylencys@tulsacoxmail.com](mailto:raylencys@tulsacoxmail.com) or

Herb McSpadden, Phone: 918-341-7580, Email: [hmcspadden@rcys.org](mailto:hmcspadden@rcys.org).

Services: Outpatient counseling services for persons age 4-21.

**SSM Health Saint Anthony Hospital**

**1000 N. Lee Avenue**

**Oklahoma City, Oklahoma 73102**

Contact: Larry Phillips: [larry.phillips@ssmhealth.com](mailto:larry.phillips@ssmhealth.com)

Phone: 405-272-7133

Services: Individual, family, and group counseling. Chemical dependency treatment, psychiatric services, psychological evaluations and recreation therapy.

**Sanctuary Counseling (Life Connection Counseling)**

**7145 S. Braden Avenue**

**Tulsa, Oklahoma 74136**

Contact: Stuart Hook

Phone: 918-496-9588, Email: [stuarthook@lifeconnectioncounseling.com](mailto:stuarthook@lifeconnectioncounseling.com)

Services: Individual, group and marriage counseling.

**Southeastern Oklahoma Family Services**

**1201 Arlington**

**Ada, Oklahoma 74820**

Contact: Ashley Ann Simmons, LPC

Phone: 580-235-0274, Email: [ashleyann@treatmentservices.org](mailto:ashleyann@treatmentservices.org)

Services: Individual, couple, family, group and case management services.

**Transitions Inc.**

**6051 N. Brookline Avenue, Suite 112**

**Oklahoma City, Oklahoma 73112**

Contact: Brandy Guidry, LPC

Phone: 405-664-4690, Email: [brandy.guidry@transtionsokc.com](mailto:brandy.guidry@transtionsokc.com)

Services: Individual, family, sexual awareness group

**The Tristesse Grief Center**

**2502 E. 71st Street**

**Tulsa, Oklahoma 74136**

Contact: Audrey McCraw, Executive Director

Phone: 918.587.1200 Ext 105, Email: [audrey@thegriefcenter.org](mailto:audrey@thegriefcenter.org)

**Tulsa Center for Behavioral Health**

**2323 S. Harvard Avenue  
Tulsa, Oklahoma 74114**

Contact: Susan Burnett  
Phone: 918-292-2140

**Unified Dimensions, LLC**

**7901 N.E. 10<sup>th</sup> Street, Suite A106  
Midwest City, Oklahoma 73110**

Contact: Elizabeth Hooks, LADC/MH  
Phone: 405-731-9012, Email: [unifieddimensions@gmail.com](mailto:unifieddimensions@gmail.com)

Services: Home-based and office-based services to include assessments, treatment plans, individual and family therapy, as well as, targeted case management and behavioral health rehabilitation services.

**Valliant House**

**114430 N.S. 3500 Road  
Konawa, Oklahoma 74849**

Contact: Abbey Nixon, LPC  
Phone: 940-704-6028, Email: [anixon@vallianthouse.net](mailto:anixon@vallianthouse.net)

Services: Residential treatment for drug and alcohol usage. Provides individual and group counseling.

**Your Key to Change**

**3000 United Founders Boulevard, #108  
Oklahoma City, Oklahoma 73112**

Contact: Shelly Hartwick, LPC  
Phone: 405-842-8396, Email: [shelleyhartwickyc@yahoo.com](mailto:shelleyhartwickyc@yahoo.com)

Services: Mental health and substance abuse services.

**Youthcare of Oklahoma, Inc.**

**9820 E. 41<sup>st</sup> Street, Suite 400  
Tulsa, Oklahoma 74146**

Contact: Melissa Thorman, LPC  
Phone: 918-771-0421, Email: [melissa.thorman@ycoemail.com](mailto:melissa.thorman@ycoemail.com)

Services: Outpatient behavioral health, therapeutic foster care, health home services and systems of care for ages 4-21. Therapy services for children, adolescents and adults.

### Due Dates

	For Practicum/Internship In...		
	Summer	Fall	Spring
<b>New P/I Site Approval</b>	3/15	6/15	10/1
<b>P/I Application (App &amp; Learning Objectives Form, Memo of Understanding, Proof of Insurance)</b>	4/15	7/15	11/1

Contacts		
CMHC Program Coordinator (All campuses)	Christopher Hennington, Ph.D., LPC-S	chennington@ou.edu
Online Program Director	Katie Allen, Ph.D., LPC-S	kallen@ou.edu
Program Questions	Cathy Yeaman	cyeaman@ou.edu
Internship/Practicum	Faculty	CMHCintern@ou.edu
Faculty	Corinne Webster, Ph.D., LPC-S, CSC, RPT, NCC	cwebster@ou.edu
Faculty	Jonna Byars, Ph.D., LPC, NCC	jbyars@ou.edu
Faculty	Stella Michael-Makri, Ph.D., LPC, NCC, CPCS	Stella-MichaelMakri-1@ou.edu



# Clinical Mental Health Counseling

## *The Department of Human Relations*

### PRACTICUM/INTERNSHIP (P/I) APPLICATION & LEARNING OBJECTIVES

STUDENT FULL NAME \_\_\_\_\_ ID# \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Address City State Zip

EMAIL: \_\_\_\_\_ SEMESTER:  FA  SP  SU YEAR:

PRACTICUM/INTERNSHIP FAULTY EDUCATOR: \_\_\_\_\_

AGENCY: \_\_\_\_\_

AGENCY ADDRESS: \_\_\_\_\_  
Street Address City State Zip

SITE SUPERVISOR FULL NAME \_\_\_\_\_ LIC# \_\_\_\_\_

SITE SUPERVISOR PHONE#: \_\_\_\_\_ CREDIT HOURS:  3  6 CLOCK HRS/WK: \_\_\_\_\_

1. Describe the CLINICAL duties and responsibilities:



STUDENT: \_\_\_\_\_

P/I APPLICATION & LEARNING OBJECTIVES

2. Describe the learning objectives for the practicum/internship:

3. What criteria will be used to measure and evaluate the practicum/internship experience? (Include a discussion of how feedback will be provided, supervisor's expectations, and other pertinent information):

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Student Signature and Date

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Onsite Supervisor Signature and Date



# Clinical Mental Health Counseling

## *The Department of Human Relations*

STUDENT: \_\_\_\_\_ SEMESTER:  FA  SP  SU YEAR: \_\_\_\_\_

FACULTY EDUCATOR: \_\_\_\_\_ CREDIT HOURS:  3  6

SELECT:  PRACTICUM (HR 5283)  INTERNSHIP (HR 5200)

### MEMORANDUM OF UNDERSTANDING

A. This memorandum of understanding is made this \_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_, by and between The University of Oklahoma, Department of Human Relations (hereinafter called the "University"), and \_\_\_\_\_ (hereinafter called the "Agency").

B. WHEREAS, it is the desire of the University to utilize resources of the Agency for students, enrolled in HR 5283 Practicum or HR 5200 Internship of the University; and WHEREAS, the Agency has such facilities and is desirous of cooperation with the University in making them available for the educational purposes, NOW THEREFORE, THE PARTIES MUTUALLY AGREE TO THE FOLLOWING:

**C. The University and the Agency jointly agree:**

1. As of \_\_\_\_\_, 20\_\_\_\_\_, the Agency will allow the University to use its facilities for a practicum/internship for students enrolled at the University.
2. This agreement shall be effective beginning, 20\_\_, and ending\_\_\_\_\_, 20\_\_\_\_\_. Either party may terminate this agreement by giving the other written notice of termination of not less than thirty (30) days. The agreement may be terminated at anytime by mutual consent
3. The Agency and the University cooperate in the placement of students. The Agency has no obligation to work with students who are initially considered to be, or are later found to be, unsuited to the Agencypracticum/internship.
4. Access to student records shall be governed by the Family Educational and Privacy Rights Act, 20 U.S.C.S. 1232 G, commonly known as the "Buckley Amendment".
5. No party to this agreement shall, in connection with any aspect of its performance, discriminate against any person by reason of race, color, gender, age, religion, disability, veteran's status, sexual orientation, or national or ethnic origin.
6. It is mutually agreed that Agency acceptance of Students for practicum/ internship does not obligate the Agency to compensate the University. Further, there is no financial obligation on the part of either institution to the other. Any agreements which promise financial compensation to the Student are wholly separate and apart from this memorandum of understanding.

STUDENT: \_\_\_\_\_

SEMESTER:  FA  SP  SU YEAR: \_\_\_\_\_

7. The University and Agency agree to prohibit students, faculty, or staff from publishing any materials as a direct result of the practicum/internship experience in the Agency, unless such publication is approved for release, in writing by the Agency and the University, such approval not to be withheld unreasonably.

**D. Responsibilities of the University**

1. The University will designate a faculty liaison to work with the Agency who may help in developing Student assignments and training activities and assisting with Student evaluation.
2. The University will confer with the Agency prior to the placement of any Student in order to establish or to review the purpose, provisions, and responsibilities involved in the practicum/internship experience.
3. The University is responsible for monitoring the learning experiences of the Student.
4. When circumstances beyond the control of the University or Agency indicated the Student must be withdrawn, or if the Agency is unable to meet the conditions of the agreement, the University has the responsibility to withdraw the Student from the Agency. This action would be taken only in consultation with the Agency internship supervisor and other Agency personnel involved.
5. The University agrees not to use the Agency name in any publications or advertising, except in University catalogues, bulletins, and student recruitment materials, without prior written Agency approval.
6. The following clauses may or may not be applicable to this agreement. Only those clauses initialed by both parties shall be in effect.

\_\_\_\_\_ The University will provide each practicum/internship in the Agency with current policies, guidelines, and required practices.

\_\_\_\_\_ The University will provide the Agency with current information on dates of practicum/internship assignments, hours of work and nature of educational assignments necessary for each student.

\_\_\_\_\_ The University will provide group meetings throughout the year for administrators, agency liaison staff, and practicum/internship instructors. These programs are planned to promote understanding of the Curriculum of the University, to encourage communications and interaction, and to develop competence in practicum/internship instruction.

\_\_\_\_\_ The University may offer workshops and other learning opportunities in practicum/internship. Instructors may attend without payment of tuition.

\_\_\_\_\_ The University will permit its faculty to participate as resource persons at Agency activities on invitation from the Agency and with the approval of the University faculty's chair.

\_\_\_\_\_ The University will provide library privileges for practicum/ internship instructors.

STUDENT: \_\_\_\_\_

SEMESTER:  FA  SP  SU YEAR: \_\_\_\_\_

**E. Responsibilities of the Agency:**

1. The Agency will be responsible for the actual supervision and control of the Student's activities within the Agency. The Agency will designate one or more staff persons with appropriate qualifications to instruct and to supervise the student.
2. The Agency will provide adequate work resources which enables the student to function effectively. There will be adequate provision for safe-guarding confidential materials.
3. The Agency will provide learning experiences, including orientation to the Agency.
4. The practicum/internship supervisor will be responsible for prompt submission of reports which adequately describe the Student's learning, if required by the University.
5. The Agency will communicate immediately with the faculty liaison any concern regarding the Student's performance or learning.
6. The Agency will consult with the University immediately if specific circumstances arise which requires the Agency to ask the Student be withdrawn from the practicum/internships during the school year.
7. The Agency will agree to arrange Student schedules which will not conflict with those schedules of the University.
8. The Agency agrees to permit, upon reasonable request, the inspection of clinical and related practicum/internship facilities by the University and by those agencies charged with the accreditation of the University.
9. The Agency agrees to provide each student in the Agency all Agency policies, rules, regulations, and expectations which are pertinent to the Student's role in the practicum/internship.
10. The following clauses may or may not be applicable to this agreement. Only those clauses initialed by both parties shall be in effect.

\_\_\_\_\_The Agency will provide adequate time for the practicum/internship LPC supervisor to hold individual conferences with the Student for at least one hour per week. Time is provided for group conferences with the Student as needed during the School year and for teaching preparation in advance of the conferences.

\_\_\_\_\_The Agency will provide time for the practicum/internship instructor to attend approximately one \_\_\_\_\_meeting for practicum/internship during the academic year.

STUDENT: \_\_\_\_\_ SEMESTER:  FA  SP  SU YEAR: \_\_\_\_\_

F. Responsibilities of the Student: SEE ATTACHMENT "A" WHICH MUST BE SIGNED AND DATED BY THE STUDENT AND ONE WITNESS.

APPROVED:

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Practicum/Internship Faculty Educator  
University of Oklahoma

Date

---

Agency On-Site LPC Supervisor

Date

STUDENT: \_\_\_\_\_ SEMESTER:  FA  SP  SU YEAR: \_\_\_\_\_

**PRACTICUM/INTERNSHIP  
MEMORANDUM OF UNDERSTANDING  
ATTACHMENT A**

**Student Acknowledgment and Release**

- A. This memorandum of understanding is made this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, by and between The University of Oklahoma, Department of Human Relations (hereinafter called the "University"), and \_\_\_\_\_ (hereinafter called the "Student").
- B. WHEREAS, the student has entered into a practicum/internship, the Student acknowledges his/her responsibilities as shown below and agrees to the following:
1. The Student will adhere to Agency and University policies, procedures, programs, and operating standards. Examples may include but are not limited to the following rules for hours of Agency operation and necessary absences, providing monthly and narrative reports, and providing continuity of services and treatment during University holidays as planned in advance with the practicum/internship instructor.
  2. The Student will be under the actual direction and supervision of the Agency during participation in practicum/internship activities.
  3. The Student will complete all documentation required by the University and the practicum/internship instructor.
  4. The Student will prepare for and participate in regular evaluation conferences if required by the University or Agency.
  5. The Student has the responsibility to act professionally and ethically and to maintain confidentiality.
  6. The Student is responsible for his/her own health and accident, automobile and professional liability insurance, since these will not be provided by the University or the Agency. If the Agency has health requirements, the Student is expected to meet the requirements of the Agency.
  7. The Student is not an employee of the Agency or the University and is not entitled to financial remuneration during the practicum/internship unless otherwise arranged by the Agency and Student.
  8. Travel to and from the practicum/internship placement is paid by the Student.
- C. The terms hereof shall serve as a release and assumption of risk for myself, my heirs, estate, administrator, assignees, and all members of my family.

**APPROVED:**

\_\_\_\_\_  
**Student Signature and Date**

\_\_\_\_\_  
**Witness Signature and Date**