

DEPARTMENT OF COUNSELING

MASTER'S DEGREE PROGRAMS

MENTAL HEALTH COUNSELING, SCHOOL COUNSELING,
MARRIAGE AND FAMILY COUNSELING/THERAPY

Practicum and Internship Fieldwork Experience

Students in Master of Counseling programs complete a 700-hour fieldwork experience at agencies, schools, hospitals and counseling centers located in their own communities. Under the supervision of their Fieldwork Site Supervisor, students provide direct and non-direct counseling services and develop the skills to work as professional counselors. During fieldwork, students also participate in an online course with their assigned Capella Fieldwork Faculty Supervisor and attend weekly group supervision meetings via phone and internet meeting room.

Preparation for Fieldwork Experience

Before applying for fieldwork, students complete their coursework and attend two Residency experiences, where they work intensively in small groups with Capella faculty to demonstrate the knowledge and skills needed for advancing to fieldwork.

Fieldwork Requirements

Practicum consists of 100 total hours over a 10-week quarter. Forty of these hours must be direct contact, where the student works as the counselor or co-counselor during a counseling session (or, in School Counseling, during consultation with a parent or teacher or in a classroom guidance activity). Students in the Marriage and Family Counseling/Therapy Program complete 20 of these direct contact hours with couples and families. Students may need other specific counseling experiences during fieldwork depending upon their program requirements.

Students must complete 12 hours of face-to-face individual or triadic supervision with their approved on-site supervisor and 48 hours of non-direct activities such as attending staff meetings and trainings, writing reports, reviewing counseling tapes, doing research, or participating in professional development. Students need to complete a minimum of 10 hours of facilitating or co-facilitating group counseling during Practicum or Internship.

Internship consists of 600 total hours across two or three quarters (20–36 weeks), which includes 240 direct contact hours. Students in the Marriage and Family Counseling/Therapy program complete 360 direct contact hours; 180 of these hours are with couples and families. Students meet with their on-site supervisors for a minimum of 12 hours each quarter.

ACCREDITED. RESPECTED.

Capella University is accredited by the Higher Learning Commission.



Capella University's PhD in Counselor Education and Supervision, MS in Mental Health Counseling, MS in School Counseling, and MS in Marriage and Family Counseling/Therapy programs are accredited by the American Counseling Association's Council for Accreditation of Counseling and Related Educational Programs (CACREP) through March 31, 2020.



The MS in Marriage and Family Counseling/Therapy program at Capella University is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE), 112 South Alfred Street, Alexandria, Virginia 22314; 703.838.9808, coa@aamft.org.



The Professional Education Unit (PEU) at Capella University is accredited by the National Council for Accreditation of Teacher Education (NCATE), www.ncate.org. This accreditation covers advanced educator preparation programs at Capella University. However, the accreditation does not include individual education courses that the institution offers to P–12 educators for professional development, relicensure, or other purposes.

FIELDWORK APPLICATION PROCESS

Finding a site: Students locate agencies, schools, hospitals, counseling centers or other settings in their communities that provide opportunities for fieldwork. Students also network within their state and local counseling organizations and consult with their Capella Faculty Advisors to identify possible placements. Resources are available in the Capella Career Center to support learners as they prepare for fieldwork. Students can review lists of potential fieldwork sites in their area. To have your site included on this list, contact Dr. Debra White, Chair of Fieldwork and Licensure for the Counseling Department, at Debra.White@capella.edu.

When to apply: Practicum and Internship starts at the beginning of each quarter in the Capella calendar (January, April, July, or October). Once the Internship begins, fieldwork is a continuous process that spans 2–3 quarters. Fieldwork applications are submitted at the start of the preceding quarter, approximately 90 days in advance. Once a student and site have agreed to move forward with a placement, they will submit the required forms and documents to Capella before the application deadline. If a fieldwork site requires an Affiliation Agreement or Memo of Understanding, the student can reach out to our Fieldwork Coordinators to start the process.

Working with your site: Students provide potential sites with information about fieldwork, requirements for sites and supervisors, and instructions about our online fieldwork application process. Our Fieldwork Coordinators are also available to speak with potential sites about the Counseling Department fieldwork program. Sites that need additional information about fieldwork requirements and the application process can contact the Chair of Fieldwork and Licensure. Although the student completes most of the application materials, there are several forms and documents that the proposed site supervisor must submit. Once all documentation has been submitted, the materials are reviewed by the Fieldwork Coordinators for each program.

FOR MORE INFORMATION

If you would like more information about Capella University or the Counseling Department fieldwork program, please contact Dr. Debra White, Chair of Fieldwork and Licensure, at Debra.White@capella.edu.

PLEASE ALSO VIEW OUR FIELDWORK INFORMATION VIDEOS BY VISITING [CAPELLA.EDU/COUNSELINGFIELDWORK](https://www.capella.edu/counselingfieldwork).

SITE SUPERVISOR REQUIREMENTS

The site supervisor is the person who oversees the student's day-to-day work at the fieldwork site. Site supervisors must have the following qualifications:

- A master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses. Site supervisors are required to submit documentation of a current license to practice in their state and must meet all state licensure requirements for providing supervision to pre-degree fieldwork students.
- In the Marriage and Family Counseling/Therapy program, site supervisors must have one of these credentials: AAMFT Approved Supervisor, Supervisor Candidate, state credentialed MFT supervisor; or one of the following licenses with a documented two years of experience working with couples and families: Licensed Marriage and Family Therapist (LMFT), licensed LPC/LMHC, or licensed Psychologist.
- Two years of pertinent professional experience in student's program area.
- Relevant training or education in counseling supervision.

Site supervisors review and approve their student's submitted fieldwork hours, complete a quarterly evaluation to document the student's progress, and consult on a regular basis with the student's Fieldwork Faculty Supervisor.

Fieldwork sites must provide the range of activities that will meet the student's specific program requirements, including direct counseling opportunities. Capella students are required to have the opportunity to tape some of their counseling sessions for review with their site supervisors. If a site does not permit any recordings, supervisors must provide at least one live supervision session per quarter.

LEARN MORE. CALL 1.888.CAPELLA (227.3552) OR VISIT CAPELLA.EDU

See graduation rates, median student debt, and other information at www.capellaresults.com/outcomes.asp.

• ACCREDITATION: Capella University is accredited by The Higher Learning Commission. Higher Learning Commission contact information: <https://www.hlcommission.org>, 800.621.7440

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