



School of Psychology & Counseling

WORK SITE FIELD PLACEMENT POLICY

In accordance with the Regent University Faculty & Academic Policy Handbook (2019, p. 117), **field placements shall be a new and educationally rewarding experience for the student rather than a repeat of previous or current work experience.** This generally means that a student's current employment duties at his or her work site will not qualify for Practicum or Internship. Students may request to complete Practicum or Internship with a current employer with some very specific requirements.

Please note that students pursuing a M.A. or CGS in School Counseling can **NOT** use a school site for internship in which they currently work full time unless:

1. The student is employed as a school counselor at the site and is under the supervision of an approved supervisor.
- OR**
2. The student takes a leave of absence from their current position for the duration of the internship.

The following requirements must be met in order for a student to use his or her current work site for Practicum or a CMHC/MCFC Internship:

1. The Practicum or Internship responsibilities must be separate and not related to current work responsibilities (e.g., the field placement could be spent working with a different population).
2. The Practicum or Internship hours must extend beyond the current work hours.
3. The employment and Practicum/Internship supervisors must be separate individuals.
4. There must not be any dual relationships in the employment and fieldwork responsibilities.
5. The supervisors understanding that the Practicum student or Intern is not required to be paid for the field placement hours since this experience is a graduation requirement.

If a student wishes to use his/her current work site for Practicum or Internship, please request the appropriate Employer Approval Form from the Field Placement Liaison. This form must be completed and contain signatures (either physical or electronic) from both the employment supervisor and the proposed Practicum or Internship supervisor before being submitted to the FPL for processing.

If a student is approved to do Practicum with a current employer and desires to do Internship in the same setting, a new Employer Approval Form must be submitted.

These requests must be approved before obtaining a signed FieldWork Contract and beginning the Practicum or Internship. The Clinical Training Coordinator makes the final decision as to the appropriateness of the request.