

LIFEWISE

— COUNSELING AND WELLNESS, LLC —

COUNSELOR DEVELOPMENT PROGRAM

Master's Student Practicum and Internship Manual

Clinical placement requirements, site supervision, university coordination, and student responsibilities

PROGRAM PHILOSOPHY

It is not just supervision. It is career development. This manual establishes the formal LifeWise framework for master's-level counseling students completing approved practicum or internship placements while preserving each university's controlling academic and placement requirements.

Clinical Director and Site Supervisor

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How to Use This Manual

This manual is the formal LifeWise placement manual for master's-level counseling students completing practicum or internship experiences. It is designed to work alongside the LifeWise Supervisee Development Guide, the student's university handbook and course requirements, the applicable affiliation or clinical learning agreement, university forms, and LifeWise practice policies.

IMPORTANT COMPLIANCE LIMIT

This manual does not replace a university affiliation agreement, course syllabus, faculty direction, CACREP requirements adopted by the university, applicable law, ethical standards, or a signed placement agreement. University-specific requirements may be more restrictive than LifeWise policy. When requirements differ, the controlling legal, university, contractual, or academic requirement must be followed and the conflict should be brought to the site supervisor and university faculty contact.

Governing Standards and Order of Authority

1. Federal and Texas law, including privacy, confidentiality, mandated reporting, and other controlling legal requirements.
2. The student's university program requirements, course syllabus, practicum or internship handbook, faculty direction, and signed affiliation or clinical learning agreement.
3. Applicable professional ethical standards, including the ACA Code of Ethics and any university-adopted standards.
4. LifeWise Counseling and Wellness, LLC policies, procedures, approved systems, supervision expectations, and the LifeWise Counselor Development Program.
5. The LifeWise Supervisee Development Guide for developmental curriculum, reflective tools, clinical growth activities, and career development.

1. Purpose and Scope

The placement is an educational clinical experience. It is intended to help the student apply graduate counseling knowledge in supervised practice, strengthen clinical judgment, demonstrate ethical and professional behavior, and develop competence appropriate to the student's training level.

Students are not LPC Associates solely because they are completing graduate clinical training. Their authority to participate in client care comes from their university-approved placement, the site arrangement, applicable law, and supervision. Students must use the professional title approved by their university and LifeWise and must not imply independent licensure.

STUDENT STATUS

A master's-level student is participating in an educational placement, not post-graduate LPC Associate supervision. LPC Associate licensure-hour rules are not automatically applied to students. The university defines the student's required placement hours, categories of hours, supervision structure, evaluations, and documentation forms.

2. University Placement Requirements

Before placement begins, LifeWise and the student will identify the university requirements that apply to that student. Requirements vary by program and may change by semester, course, or accreditation standard.

Requirement Area	LifeWise Expectation
Placement approval	LifeWise must be an approved site, or the university must authorize the placement, before the student begins clinical activity.
University agreement	Required affiliation, clinical learning, site supervisor, or placement agreements must be completed before client contact.
Course and program rules	The student must provide current practicum or internship requirements, including hour definitions, supervision requirements, evaluation dates, and required forms.
Faculty contact	A current university faculty or placement contact must be identified for questions, evaluations, remediation, or placement changes.
Hour tracking	Hours are tracked using the university's definitions and forms. LifeWise will verify only hours supported by its records and the applicable requirements.
Evaluation	LifeWise will complete university evaluations and may also use the LifeWise competency framework.
Changes	The student must promptly report any change in enrollment, course status, placement approval, university requirements, or eligibility.

3. Readiness Before Client Contact

No student may schedule, counsel, or represent themselves as available for LifeWise clients until LifeWise confirms that onboarding is complete.

- Current student enrollment and practicum or internship eligibility verified.
- University approval of LifeWise as the placement site verified when required.
- Required university and LifeWise agreements completed.
- Current professional liability coverage verified when required by the university or LifeWise.
- Approved student title, credentials, biography, directory language, email signature, and supervisor disclosure confirmed.
- HIPAA, privacy, confidentiality, information security, mandated reporting, urgent consultation, complaint, subpoena, and risk procedures reviewed.
- Approved EHR, telehealth, scheduling, email, messaging, and device practices reviewed.
- Documentation standards and completion timelines reviewed.
- Initial competency, caseload scope, and populations approved by the site supervisor.
- University hour categories, supervision schedule, evaluation dates, and required forms documented.

NO CLIENT CONTACT BEFORE CLEARANCE

A student may observe, orient, or complete approved nonclinical onboarding activities before clearance when permitted. Direct or indirect client services that the university counts as clinical placement activity begin only after the required approvals are in place.

4. Roles and Responsibilities

Student Responsibilities

- Maintain active enrollment, placement eligibility, and all university approvals required for the clinical experience.
- Practice only within the student's current training, competence, approved role, and assigned caseload.
- Attend supervision prepared with cases, specific questions, risk concerns, documentation issues, and follow-through from prior recommendations.

- Immediately disclose significant clinical risk, suspected abuse or neglect, complaints, legal requests, privacy incidents, documentation errors, boundary concerns, and ethical dilemmas.
- Complete documentation accurately and within LifeWise and university requirements, using only approved systems.
- Accurately identify student status to clients, referral sources, and the public.
- Protect client information and use only approved communication, documentation, storage, and telehealth systems.
- Maintain accurate hour logs and submit forms by university and LifeWise deadlines.
- Accept feedback, demonstrate follow-through, and communicate early about uncertainty, workload, impairment, or barriers to safe practice.
- Complete required orientation, training, evaluation, and remediation activities.

LifeWise Site Supervisor Responsibilities

- Provide or arrange supervision consistent with the student's university requirements and LifeWise standards.
- Provide a meaningful clinical learning experience appropriate to the student's level of knowledge and training.
- Monitor client welfare, student competence, ethics, professional behavior, documentation, scope of practice, and use of supervision.
- Maintain supervision and placement records sufficient to support university verification and LifeWise quality oversight.
- Provide timely feedback and notify the university when a significant performance, safety, ethical, or placement concern requires coordination.
- Complete required university evaluations, verification documents, and placement communications in a timely manner.
- Restrict, reassign, or remove a student from client care when necessary to protect clients or maintain placement standards.
- Provide LifeWise confidentiality, privacy, EHR, telehealth, emergency, and site-specific orientation.

University Program Responsibilities

The university retains responsibility for its curriculum, academic requirements, course objectives, student eligibility, academic evaluation, degree requirements, and faculty oversight. LifeWise will coordinate with the designated faculty or program representative regarding required hours, evaluations, placement expectations, performance concerns, remediation, and termination when applicable.

5. Supervision Structure

Supervision for students is governed by the university's practicum or internship requirements. LifeWise may require additional supervision when client risk, developmental needs, documentation concerns, remediation, or scope of practice make additional oversight appropriate.

Area	Standard
Frequency	Meet the university minimum. LifeWise may schedule weekly or more frequent supervision based on placement needs.
Format	Individual, triadic, group, in-person, or secure video supervision may be used when permitted by the university and clinically appropriate.
Content	Risk, case conceptualization, treatment planning, documentation, ethics, boundaries, cultural responsiveness, professional identity, and follow-through.
Preparation	Student brings specific questions, current risk information, requested records, hour logs, and updates on prior recommendations.
Confidentiality	Use the minimum necessary client information. De-identify when full identifiers are not required.
Recording	No supervision or client encounter may be recorded without the required client, site, university, and legal authorization and an approved storage plan.

TAMUC Practicum Example

The TAMUC site-supervisor orientation materials provided to LifeWise describe a practicum minimum of 100 clock hours over a full academic term of at least 10 weeks, including at least 40 clock hours of direct service. The materials also describe weekly supervision averaging one hour of individual or triadic supervision and an average of 1.5 hours per week of group supervision under the program's structure. These requirements are program-specific and must not be assumed to apply to students from other universities or to a different TAMUC course or semester without confirmation.

6. Clinical Practice and Scope of Competence

- Provide services only within the student's education, training, supervised experience, university authorization, and current competence.
- Consult before using an unfamiliar, advanced, experimental, or high-risk intervention.
- Do not independently diagnose, represent credentials, sign documents, or perform activities beyond the student's approved role.
- Accept case reassignment, increased supervision, referral, or limits on clinical activity when client welfare or training needs require it.
- Use evidence-informed clinical reasoning. The student should be able to explain the client's presentation, relevant history, strengths, risk factors, cultural and contextual factors, diagnostic considerations when applicable, goals, interventions, and rationale.
- Plan for continuity, referral, transfer, or termination rather than allowing treatment to end without an appropriate clinical transition.

7. Informed Consent and Professional Representation

Clients must be informed that the clinician is a graduate counseling student practicing under supervision. The student's title must match the title approved by the university and LifeWise. The student must not imply independent licensure, a credential not held, or a specialty or competence level not supported by training and supervision.

- Use the approved student or intern title consistently in verbal introductions, email signatures, biographies, directories, scheduling profiles, informed consent, and documentation.
- Identify the site supervisor and supervision arrangement when required by university, law, ethics, or LifeWise policy.
- Immediately correct inaccurate public or client-facing information about credentials or status.
- Do not use LifeWise branding outside the authorized placement context or after departure.

8. HIPAA, Confidentiality, FERPA, and Information Security

Students must protect client information in treatment, supervision, consultation, documentation, electronic communication, and informal conversation. Student education records and client records are different categories of information and may be governed by different privacy obligations.

- Use only the minimum client information reasonably necessary for clinical care, supervision, consultation, documentation, or an authorized administrative purpose.
- Use only LifeWise-approved EHR, telehealth, email, storage, scheduling, messaging, and device workflows for protected client information.
- Do not place PHI in personal notes, personal cloud storage, personal email, consumer messaging apps, or unapproved AI tools.
- Do not photograph client records or screens containing PHI unless a specific approved workflow authorizes it.
- Report suspected privacy or security incidents immediately. Do not delete evidence or attempt to decide independently that an incident is harmless.
- When university faculty need information for academic oversight, provide only information permitted by the applicable agreement and privacy rules, using de-identified clinical information when required.

TARLETON PRIVACY INTEGRATION

The current Tarleton clinical learning agreement designates LifeWise as a school official for FERPA purposes when LifeWise must create, access, receive, or maintain education records for the placement. It also treats participating students and supervising Tarleton faculty as part of the LifeWise workforce for HIPAA compliance purposes, without making them LifeWise employees, and requires PHI shared with Tarleton to be de-identified as specified in the agreement.

9. Documentation and Record Review

Documentation is part of clinical work and competency. Another qualified clinician should be able to understand what occurred, what mattered clinically, what the student did, how the client responded, what risk decisions were made, and what comes next without the record becoming a transcript.

- Complete notes within the LifeWise-required timeframe and any stricter university, payer, or platform deadline.
- Use accurate client, date, service, modality, provider, and supervision information.
- Connect interventions to treatment goals and document client response, progress, barriers, and clinically relevant change.
- Assess and document risk when indicated and document consultation and follow-up as clinically appropriate.
- Avoid unnecessary sensitive details that do not serve a clinical, legal, continuity, or billing purpose.

- Never alter a record to hide an error. Use approved correction or addendum procedures.
- Complete requested corrections promptly.
- Expect more frequent record review early in training or when performance concerns exist.

10. Urgent Consultation, Risk, and Legal Issues

SUPERVISION IS NOT AN EMERGENCY RESPONSE SYSTEM

When immediate action is required to protect a client or another person, take the appropriate emergency or mandated-reporting action first. Do not wait for a supervisor to respond before addressing an imminent safety need.

Contact the site supervisor promptly for significant risk, mandated reporting concerns, credible threats, emergency hospitalization, psychosis or severe impairment affecting safety, a high-risk client becoming unreachable, a privacy incident, significant boundary concerns, subpoenas or legal demands, formal complaints, or any situation in which the student is uncertain whether a legal, ethical, clinical, or site duty applies.

Urgent Consultation Process

1. Address immediate safety needs first.
2. Use the designated urgent consultation method and clearly identify the matter as urgent.
3. Provide concise facts: current client status, location when relevant, risk indicators, protective factors, actions already taken, and the decision needing consultation.
4. Follow emergency, mandated-reporting, university, and LifeWise procedures.
5. Document assessment, consultation, reasoning, actions, referrals, and follow-up as clinically appropriate.
6. Review the event in supervision and identify learning or systems changes.

11. Ethical and Professional Conduct

- Client welfare takes priority over the student's desire for experience, hours, autonomy, or a particular case.
- Maintain professional boundaries and avoid relationships or arrangements that impair objectivity, exploit a client, create coercion, or create a meaningful risk of harm.
- Practice with cultural humility and do not impose personal values.
- Seek consultation before expanding into areas beyond current competence.

- Communicate when illness, mental health concerns, substance use, burnout, sleep deprivation, grief, stress, or other impairment materially affects safe practice.
- Use telehealth and technology only within current competence, university approval, and LifeWise requirements.
- Follow university and LifeWise policies regarding nondiscrimination, harassment, retaliation, professional conduct, and grievance procedures.

12. Hours, Evaluations, and Academic Verification

The student is responsible for understanding and tracking the university's hour requirements. LifeWise verifies placement activity based on its records and the university's definitions. A student should never assume an activity counts toward practicum or internship simply because it occurred at the placement site.

Student Responsibility	Site Supervisor Role
Maintain current hour log using university definitions.	Review and verify supported hours at the required interval.
Know direct, indirect, supervision, and other hour categories.	Clarify observed placement activity but do not redefine university categories.
Submit university forms before deadlines.	Complete evaluations and signatures based on documented performance.
Report discrepancies promptly.	Coordinate with faculty when hour definitions or placement requirements are unclear.
Maintain copies of approved academic records as permitted.	Retain placement and supervision records consistent with LifeWise and university requirements.

13. Evaluation, Feedback, Remediation, and Removal

The placement is both developmental and evaluative. LifeWise will provide direct feedback about clinical judgment, documentation, ethics, risk assessment, boundaries, reliability, professionalism, and use of supervision. University evaluation requirements remain controlling for academic credit.

- LifeWise may conduct a baseline assessment, periodic competency reviews, and additional evaluations when a performance concern arises.
- Significant concerns should ordinarily be addressed when identified so the student has a reasonable opportunity to understand expectations and improve, unless immediate safety, ethical, legal, or university action is required.

- Remediation may include additional training, increased supervision, closer documentation review, observation, reduced caseload, case reassignment, temporary restriction of clinical activity, or a written improvement plan.
- LifeWise may remove a student from individual client care when necessary for client welfare or site operations.
- Placement termination or removal will be coordinated with the university as required by the applicable agreement and program rules.

UNIVERSITY PLACEMENT INTEGRATION

Under the current Tarleton agreement, either the University or LifeWise may remove a student from the clinical learning experience when the student is not making satisfactory progress. Repeating an unsatisfactorily completed experience at LifeWise requires written approval of both parties. LifeWise also retains authority to exclude a student from individual patient care and must notify Tarleton when denying facility access.

14. Compensation, Employment Status, and Authority

Student compensation is not assumed. Whether a student may receive compensation depends on the university agreement, course rules, applicable law, payer rules, and a separate written LifeWise arrangement when permitted. A university restriction controls over any general LifeWise program compensation model.

UNIVERSITY STUDENTS

The current university clinical learning agreement states that students are not employees, representatives, or agents of the university or LifeWise, are not eligible to receive payment for services rendered, may not replace employees, and may not bind either organization. University student placements at LifeWise must follow that agreement even if LifeWise has different compensation arrangements for students from another university.

Students from other universities may be compensated only when the university permits it and the applicable written LifeWise agreement expressly provides for compensation. No student is guaranteed referrals, clients, caseload, income, or a particular number of hours.

15. Records, Departure, and Continuity of Care

- Complete all outstanding notes, treatment plans, risk documentation, transfer or discharge records, required evaluations, and hour verification before departure.
- Review each active client with the site supervisor and follow the approved continuity, transfer, referral, or termination plan.

- Do not remove, delete, alter, or retain unauthorized copies of LifeWise client records, PHI, supervision materials, or proprietary practice materials.
- Revoke access to EHR, scheduling, email, files, and other LifeWise systems by the effective departure date.
- Remove LifeWise branding and update public profiles after placement ends.
- Complete university termination, placement, and verification paperwork required for academic credit.

16. University-Specific Integration

This section incorporates the university materials currently provided to LifeWise. It is a working summary for placement administration and does not amend or replace the original university agreements.

Tarleton State University Clinical Learning Agreement

- The current agreement identifies LifeWise as the clinical learning facility and establishes a term from August 10, 2026 through August 10, 2031 unless earlier terminated under the agreement.
- Tarleton retains responsibility for student selection, curriculum, academic evaluation, course objectives, faculty oversight, and placement scheduling.
- LifeWise provides a meaningful supervised clinical learning experience appropriate to the student's level, coordinates with university representatives, provides site confidentiality training, and may restrict individual patient care when necessary.
- Ultimate responsibility for client care remains with LifeWise under the agreement.
- The parties maintain open communication and may remove a student who is not making satisfactory progress.
- Tarleton students are not paid for services rendered under the current agreement and are not employees or agents of LifeWise.
- FERPA and HIPAA obligations in the agreement apply to education records and client information associated with the placement.
- The original executed university agreement controls if any summary in this manual is incomplete or inconsistent.

Texas A&M University-Commerce Site Supervisor Orientation

- LifeWise has documentation that the site supervisor reviewed and agreed to the TAMUC Department of Counseling Site Supervisor Orientation and Training.
- The orientation addresses program overview, field placement goals, departmental policies and procedures, CACREP standards, program expectations, site supervisor roles and responsibilities, placement documentation and forms, and evaluation.
- The materials provided to LifeWise include practicum-specific hour and supervision expectations. Students must use the current university materials for their specific course and semester rather than relying on this manual as the sole statement of TAMUC requirements.
- Any TAMUC-required site supervisor forms, student evaluations, hour logs, faculty communication, or orientation requirements remain part of the student's placement obligations.

17. Companion LifeWise Documents

Document	Purpose
Supervisee Development Guide	Shared developmental curriculum for students and LPC Associates, including clinical reasoning, professional identity, developmental stages, self-assessment, and career development.
Master's Student Practicum and Internship Manual	Formal student placement requirements, site supervision, university coordination, privacy, risk, documentation, evaluation, and placement administration.
LPC Associate Supervision Manual	Formal post-graduate Texas LPC Associate supervision requirements. Not a substitute for the student manual.
Supervisor Program Guide	Internal LifeWise framework for operating the Counselor Development Program.
University documents	Controlling academic, placement, hour, evaluation, and affiliation requirements for the individual student.

18. Student Placement Acknowledgment

By completing this acknowledgment, the student confirms that they have reviewed the LifeWise Master's Student Practicum and Internship Manual, understand that university requirements and signed placement agreements remain controlling, and agree to follow applicable LifeWise policies, supervision expectations, ethical standards, privacy requirements, documentation procedures, risk procedures, and professional conduct expectations.

Student name	Type here
University and program	Type here
Course / placement term	Type here

University faculty or placement contact

Type here

LifeWise site supervisor

Type here

Date reviewed

Type here

ACKNOWLEDGMENT

Electronic or typed completion of this acknowledgment documents receipt and review of the manual. University or LifeWise signature requirements contained in separate agreements or forms must still be completed separately.

Appendix A. Placement Requirement Tracker

Requirement	University Requirement / Due Date	Status / Notes
Total placement hours		
Direct service hours		
Indirect hours		
Individual or triadic supervision		
Group supervision		
Recorded session / observation requirements		
Midterm evaluation		
Final evaluation		
Hour verification		
Faculty contact / site visit		
Required training / orientation		

Requirement	University Requirement / Due Date	Status / Notes
Other program requirement		

Appendix B. Source Documents Integrated

This manual was developed by integrating LifeWise program materials with the university materials provided for this placement system. The following university documents were specifically reviewed:

- Tarleton State University Clinical Learning Experiences Agreement between Tarleton State University and LifeWise Counseling, effective August 10, 2026.
- Texas A&M University-Commerce Professional Counseling Program Site Supervisor Orientation and Training.
- Texas A&M University-Commerce Site Supervisor Orientation and Training Signature Page documenting site-supervisor review.
- LifeWise university clinical supervisor and practicum/internship contact list for administrative coordination. Contact details are maintained separately from this student-facing manual.

SOURCE CONTROL

The original university agreement, orientation, handbook, course syllabus, and current forms control over this summary when they contain more specific, newer, or different requirements.