

Protocol for Premature Termination of a Practicum/Internship Experience

Department of Human Development & Psychological Counseling

Appalachian State University

In accordance with the ethical codes of the American Counseling Association (ACA), it is unethical to prematurely terminate a practicum or internship (except in rare cases where there is a threat of physical harm to the student) without appropriate protocol and consultation. Thus, a practicum or internship student is not permitted to simply terminate a practicum or internship experience prematurely without first meeting with the university and site supervisor. In the event that a practicum or internship student has to prematurely terminate the practicum or internship for **any reason**, the following protocol is to be followed:

1. The practicum/internship student first will immediately contact the university supervisor via phone, email, or in person of the decision to terminate the practicum or internship **before** notifying the site supervisor.
2. The practicum/internship student will meet personally with the university supervisor to explain and discuss the circumstances for prematurely terminating the practicum or internship.
3. The practicum/internship student and the university supervisor will then meet personally with the Clinical Mental Health Counseling Program Coordinator, and any other necessary program faculty or university officials, to discuss the circumstances of the termination and the appropriate termination process.
4. The practicum/internship student and university supervisor will then schedule a personal meeting with the site supervisor, and any other university and/or agency/school officials, to discuss the termination and provision of clients being seen by the practicum or internship student.
5. The practicum/internship student and university supervisor will then report to the Clinical Mental Health Counseling Program Coordinator in writing that all appropriate measures have been taken.

Any practicum/internship student not following this protocol is in violation of departmental policies as outlined in this handbook, as well as in violation of the ethical codes set forth by the American Counseling Association. Consequently, a recommendation for expulsion from the Clinical Mental Health Counseling Program may be warranted.