

Department of Psychology and Counseling  
University of Central Arkansas

**Audio/Video Taping Procedure in Counseling Practicum**

All practicum students are required to video- or audio-tape a majority of sessions with individual clients for the purpose of improving counseling skills through self-review and review with their onsite supervisor and university supervisor. Students must follow the following procedure and guideline in requesting, reviewing, securing, and transporting the tapes.

1. Practicum students must obtain written informed consent from their individual clients (or their legal representatives) to be taped. Any client (or their legal representatives) who is taped **must** be informed about how the tapes will be used and **must** sign an informed consent statement that specifically gives the student permission to tape, review, and play portions of the tape for their practicum class, their onsite supervisor, and the university supervisor for the purpose of supervision (see attached sample *Informed Consent to Audiotape or Videotape Counseling Interviews*).
2. Students are expected to review the session tapes prior to their individual and group supervision meetings. A sample *Tape Critique Form* is attached for your convenience to help you process your review of the tape. The student may be required to submit the form to your supervisors when you review the tape with your supervisors.
3. To ensure client's confidentiality, practicum students must make every effort to ensure the security of session tapes. Practicum students must ensure that tapes are kept in a secure location (e.g., restricted areas of their practicum site, site-supervisor's office, etc).
4. Prior to transporting tapes offsite to campus for individual or supervision, practicum students and their supervisors will develop procedures for removing tapes from the practicum site, securing tapes while off-site, and returning tapes to a secure location.
5. Prior to removing tapes from a practicum site, students must ensure there are no markings on tapes or their packaging that in any way identify the client or the site.
6. Students must erase tapes as soon as they have served its purpose.