

Counselor Education

Clinical Mental Health Counseling Practicum & Internship Handbook



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Introduction to Counselor Education Practicum Clinical Mental Health Counseling

The clinical (practicum) experience is the final step in your training as a counseling student at Sul Ross State University. One of the primary experiences in the master's program in Counseling is the clinical coursework embodied in practicum and internship.

This is an opportunity to further enhance your counseling, diagnostic, treatment planning, psychoeducational, administrative, and guidance skills. You are undertaking a serious professional responsibility and working with diverse client populations in community, addictions, and college student affairs settings. The primary objective of the courses is to provide experiences, consultation, and supervision to help students become effective counselors. The practicum manual serves as a resource for the field site experience. This experience is the culmination of your theoretical and practical skills training, allowing the faculty to assess your ability to fulfill the professional responsibilities and mastery of an entry-level counselor within your chosen concentration.

You are not in this experience alone. During your practicum, you will be supervised by a qualified, on-site, appropriately certified/licensed counseling professional. This person is a seasoned professional who will serve as your On-Site Supervisor and meet with you for individual supervision. Additionally, you will enroll in an online practicum class with a SRSU professor serving as your Practicum instructor. All forms required for practicum are included in this manual.

Students are required to familiarize themselves with the content in the manual and for abiding by the requirements and policies therein.

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Definitions, Goals and Objectives

Throughout this manual, certain terms related to the clinical experience are used repeatedly.

These terms are defined below, which will help you better understand the clinical requirements and give you more information about the clinical experience itself.

When writing your goals, you should write for each area for a total of four (4) goals. You must write at least one objective for each goal. You may write more than one if you want to, but each goal must have at least one objective. Remember, goals are broad and objectives are more specific. Questions to ask yourself when writing goals:

- What goals/outcomes do you want to achieve?
- How will you know that the goal/event is successful?
- How will you know that you have achieved the goal/outcome?
- What approaches (strategies) are you thinking of using?
- How will you decide which approaches/strategies to use?
- As you carry out this goal or even, what do you see as your personal learning focus?
- What information will you be gathering to self-monitor the process?
- How will you monitor progress toward the goal/event?

The following **definitions**, in congruence with those supplied in the Texas Administrative Code, Chapter 681 “Professional Counselors” will apply:

Individual counseling [with individual clients]—utilizes interpersonal, cognitive, cognitive-behavioral, behavioral, psychodynamic, and affective methods and strategies to achieve mental, emotional, physical, social, moral, educational, career, and spiritual development and adjustment through the lifespan.

Individual goal/objective example:

Goal: Increase knowledge and practice of reality therapy

Objective 1: I will be able to increase my knowledge and use of reality therapy when working with students.

Group counseling [with 2 or more students/clients]—utilizes interpersonal, cognitive, cognitive-behavioral, behavioral, psychodynamic, and affective methods and strategies to achieve mental, emotional, physical, social, moral, educational, career, and spiritual development and adjustment through the lifespan.

Group goal/objective example:

Goal: Encourage personal and social development of students by holding at least 4 experiential groups.

Objective 1: I will be able to guide students in In School Suspension (ISS) through techniques that will help them to improve their impulse control.

Assessing and appraising [Testing and Appraisal]—utilizes formal and informal instruments and procedures, for which the counselor has received appropriate training and supervision, in individual and group settings for the purposes of determining the clients' strengths and weaknesses, mental condition, emotional stability, intellectual ability, interests, aptitudes, achievement level and other personal characteristics for a better understanding of human behavior, and for diagnosing mental problems; but does not permit the diagnosis of a physical condition or disorder. [Note: Certified school counselors do not diagnose mental problems; licensed professional counselors do not administer projective testing. All formal appraisals are to be conducted under supervision of site supervisor.]

Assessment goal/objective example:

Goal: Administer a curriculum and standards-based educational and career planning tool assessment.

Objective 1: I will be able to understand and implement age appropriate career planning tools as well as preparing students for college entrance assessments.

Career development counseling—utilizes formal and informal counseling methods and appraisal instruments for the purpose of determining intellectual ability, interest, skill, aptitude, achievement, mental condition, emotional fitness, and other personal characteristics for occupational, vocational, and career selection and placement throughout the lifespan.

Career goal/objective example:

Goal: Assist high school seniors in creating a career portfolio for use during job interviews, scholarship applications submissions, and/or college/university intakes and admissions.

Objective 1: I will be able to understand and help with seniors with developing their career portfolio (hard copies and e-files).

Family counseling (CMHC students only)—utilizes interpersonal, cognitive, cognitive-behavioral, behavioral, psychodynamic, affective and family systems methods and

strategies with families to achieve mental, emotional, physical, moral, social, educational, spiritual, and career developmental and adjustment through the lifespan.

Direct hours under supervision are those hours accrued when the intern works directly, face-to-face, with individuals or groups in counseling activities. Hours accrued when directly administering a counseling-related assessment instrument to individuals or groups may be counted as direct hours; the time spent interpreting the instrument face-to-face with the individuals and/or family members may also be counted as **direct** hours.

Indirect hours are those hours spent in preparation for individual or group guidance or counseling activities, including preparation for career counseling activities, family counseling, and for assessment/appraisal. (For example, an intern's study of test manuals and test instructions would be considered **indirect hours**, but his actually administering the test in person and then visiting with the student to interpret results would be direct hours. Preparing materials for a grief small group would be **indirect hours**, but the actual time spent facilitating the group would be direct hours. Conducting an individual counseling session face-to-face would be direct hours, but documentation afterwards would be **indirect hours**. Leading a psycho-educational group for stress management would be direct hours, but copying handouts or setting up the room would be **indirect hours**. Other **indirect hours** include case conferences, staffing, writing case notes, and speaking with supervisors or other staff regarding clients.)

Supervision—each intern is required to meet for one hour, face-to-face, each week during the duration of the practicum/internship with his/her **site supervisor** to review goals, to assess progress or challenges in counseling clients, to solicit direction or observe modeling in applying counseling skills, and to confirm the accumulation of direct and indirect hours. Interns are also expected to stay in regular communication with the **university supervisor** (refer to the participation requirement in this syllabus and to the instructions regarding submission of activity logs, reflections, and other documentation).

Practicum - the clinical/practical training for counseling students in a professional setting aligned with their counseling concentration. The training requires one semester of 160 hours (minimally), during which time students provide counseling, guidance, psycho-educational, and administrative services similar to professional counselors working in that setting. This is practical training whereby students implement the theoretical and practical knowledge and skills learned in counseling courses in direct service to clients. Students are expected to be involved in one-on-one counseling, group counseling, group guidance (if applicable), diagnosis and treatment planning (if applicable), consultation, intake interviews, programming responsibilities, case management (if applicable), administrative responsibilities, and other job duties required by a professional counselor in that setting.

Practicum Student – a SRSU student currently completing their practicum field site experience at an approved professional site.

Site Supervisor or Host Supervisor - a designated counseling professional; this professional provides the direct, weekly, one-on-one, site supervision (minimally for 1 hour/week) for the Intern's counseling cases, programming, and administrative responsibilities. This individual provides practical training and assigns the work duties for the Intern at the site and works closely with the practicum Instructor/Supervisor.

Practicum Instructor/Supervisor - a SRSU professor; this person maintains direct contact with the On-Site Supervisor, as well as the Practicum Student. This individual is ultimately responsible for providing feedback, evaluation, and assigning a course grade for an intern's clinical/practical training.

Professional Membership - Students are encouraged to seek membership in the American Counseling Association and its divisions. The benefits of student membership are many, while the student membership fee is low. For more information, call 1-800-347-6647 ext. 222 or visit www.counseling.org We also encourage students to be members of the Texas Counseling Association.

Practicum/Internship Field Experience

Clinical experience for students enrolled in the clinical mental health program consists of a 100 hour practicum (Summer semester) and a 600 hour internship to be completed over the course of a full academic year (300 hours/ Fall or Spring semester), starting in the Summer and concluding in the following Spring semester.

Below are the requirements for the practicum and internship experience.

Prerequisites for ED 7316B Practicum in Guidance and Counseling

- ED 6341 Psychopathology
- ED 7301 Clinical Practice in Counseling
- Counselor professional liability insurance must be held by the student for the duration of the practicum experience. No lapse in coverage may occur.

Additionally, students who enroll in Practicum must have at least **36 hours of coursework completed**.

Students are required to maintain an average 3.0 GPA in order to enroll in practicum courses.

Students failing to meet these standards, will be required to retake appropriate courses.

ED 7316B Practicum in Guidance and Counseling course requirements:

- Students will complete a supervised counseling practicum experience that totals a minimum of **100 clock hours** over a full academic term that is a minimum of 10 weeks.
- Practicum students will complete **at least 40 clock hours of direct service with actual clients** that contributes to the development of counseling skills.
- Practicum students will have **weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum** by (1) a counselor education program faculty member, (2) a student supervisor who is under the supervision of a counselor education program faculty member, or (3) a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement.
- **Practicum students will participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the practicum.** Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member.
- Students will maintain a counseling activity log detailing direct and indirect counseling activities and weekly counseling supervision meetings.
- Practicum students will develop goals and objectives that clearly articulate their practicum/internship goals.

Prerequisites for ED 7317 Internship in Counseling

- Completion of ED 7316 Practicum in Guidance and Counseling with a total of 100 hours completed (40 hours direct service).

- Completion of academic coursework. Internship students will be required to have completed all academic coursework prior to finding an internship site. The internship experience is a full academic year and requires the students full attention. It is advised that students do not enroll in course work during the completion of an internship experience.
- Counselor professional liability insurance must be held by the student for the duration of the internship experience. No lapse in coverage may occur.

ED 7317 Internship in Counseling course requirements:

- After successful completion of the practicum, students will **complete 600 clock hours of supervised counseling internship spread across two semesters** in roles and settings with clients relevant to their specialty area.
- Internship students will complete at least **240 clock hours of direct service spread across two semesters.**
- Internship students will have **weekly interaction** with supervisors that averages **one hour per week of individual and/or triadic supervision** throughout the internship, provided by (1) the site supervisor, (2) counselor education program faculty, or (3) a student supervisor who is under the supervision of a counselor education program faculty member.
- Internship students will participate in an average of **1½ hours per week of group supervision** on a regular schedule throughout the internship. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member.
- Students will typically complete an internship in a Fall/Spring semester sequence.

Additional Practicum/Internship Policies:

- Practicum/Internship students are responsible for finding their practicum/internship site and final approval is required by the practicum instructor before the student can start earning hours.
- It is the student's responsibility to ensure accuracy in documenting of direct/indirect hours and supervision.
- Practicum and internship site supervisors must be an approved site supervisor with an LPC or equivalent degree (LCSW, MFT, MD, or licensed psychologist).
- Students cannot enroll in more than three (3) hours of practicum or internship each semester (including summer). Nor, can students be enrolled in practicum and internship at the same time.
- The 600 hours / 240 direct service hours will be completed across a two semester sequence (Fall/Spring). Fall semester= 300 hours (120 direct) and Spring semester (120 direct).
- Students must be **continuously** enrolled in **ED 7316b Practicum in Guidance in Counseling** or **ED 7317 Internship in Counseling** while providing direct services to clients. **Services may not be delivered by a practicum/internship student if not enrolled in ED 7316b/ED 7317! NO exceptions!**
- All hours obtained must be distributed evenly across the term of enrollment, students are not permitted to complete a bulk of the hours at the beginning of the semester.

Responsibilities of Sul Ross State University Counselor Education Program:

The Counseling Program will determine if students have met all of the application requirements necessary to begin the practicum and will verify completion of all practicum requirements necessary for graduation. Additional responsibilities for the Counseling Program are as follows:

- Ensure students pursuing practicum understand the nature of the program and the expectations involved.
- Oversee practicum policies, ethical practices, and adherence to standards.
- Provide orientation information to the site supervisor.
- Counsel interns as situations might dictate.
- Communicate with the intern's site supervisor during the practicum.
- Review and approve all final activity logs in order to release final practicum grade.

Code of Ethics

During Practicum, you are required to adhere to "ethical practice" as described by the American Counseling Association's (ACA) *2014 Code of Ethics and Standard of Practice*. Student interns are required to print and have a copy of the code of ethics. You can obtain a copy of the ACA ethical standards by visiting the ACA website at www.counseling.org. You might make a copy of the ACA standards for your On-Site Supervisor.

Additionally, the Sul Ross State University's counseling program abides by the content outlined in this manual, and you are required to adhere to the guidelines provided in this manual throughout your clinical training.

Confidentiality

Students are expected to maintain confidentiality of all information related to clients, as well as all information related to cases presented in practicum classes. This is the student's responsibility regardless of procedures in place at the site. Students are responsible to know and follow legal and ethical confidentiality practices of the field placement site, as well as applicable codes of ethics. Knowledge of HIPAA and/or FERPA is expected. In addition, students shall not use any client identifying information in any practicum documentation. Students may share client information necessary for class in a way that is secure, legal, and ethical. Any questions regarding confidentiality must be discussed with the university instructor as well as the site supervisor.

Steps for Practicum Enrollment

Prior to the field experience students will be required to:

1. Locate a field site that will accept you as a practicum student and which is appropriate for your program. As you think about your placement, consider potential sites that offer the type of experience needed for your degree emphasis and career goals. Also consider carefully whether there is an appropriate site supervisor who is willing to provide the required supervision.

It is the sole responsibility of the student to obtain a practicum site.

2. Consult with your advisor for questions or assistance. Your university supervisor will need to approve the site before you begin your practicum.
3. After enrolling in the class, but before class starts, contact your site supervisor to begin the background security check (if required), drug screening (if required) or any preliminary training the site requires. Do not wait until the class begins to start these processes as this may jeopardize your ability to obtain the required number of hours required in your course. Schedule a start date with your site supervisor for the first week of the semester.

BE AWARE that most students who wish to do field experiences apply to their sites mid-way through the preceding semester. Some sites require on-site training prior to beginning the field experience or only allow one or two students per semester. Further, some sites require criminal background checks. Such checks may take some time to complete. In some circumstances, criminal background checks may be arranged through the site. In others, it falls to the student to obtain the background check.

CMHC Practicum Students:

If you are completing academic requirements toward LPC, and you are not also seeking school counselor certification (or are not presently certified as a school counselor), you are required to complete ED 7316B in a different agency, practice setting, or with a different population than the one utilized for ED 7316A. This is to provide you varied experiences in the field of counseling.

- If it is necessary to have two agency placements in order to accrue the required hours, both sites must be approved by your university supervisor, and you must submit all forms for each site for approval prior to accruing any hours for that site. (Make copies of the forms for each site supervisor to complete.) At the conclusion of your practicum, both site supervisors must submit the signed On-Site Supervisors Final Report.
- The clinical setting must be approved by the practicum coordinator and be appropriate to the student's emphasis. You may not begin practicum hours until your university supervisor (practicum instructor) approves the practicum and has received and accepted your forms.

Responsibility for locating and securing a site is the sole responsibility of the student, as is being sure the site and site supervisor are approved. The site list is provided only as a guide and not as a guarantee of approved site status

Upon choosing a site, you will need to complete the following:

- Role, Requirements, Responsibilities of Site Supervisor and Host Site (**Appendix A**)
- Role, Requirements, responsibilities of the Practicum Student (**Appendix B**)
- Sign Graduate Student Professional Behavior Form (**Appendix C**)
- Internship Personal Data Sheet (**Appendix D**)
- Waiver and Liability Release (**Appendix E**)
- Supervision Agreement (**Appendix F**)
- Provide a copy of the site supervisor's license/certification
- Professional Liability Insurance (See below)
- Proof of liability insurance form (**Appendix G**)
- The actual copy of your Liability Insurance from the company you purchased it from
- **Print Pages** 14-15 for site supervisor
- Complete **Appendix K** as your cover sheet for the above 11 documents that need to be submitted in Blackboard.

Insurance

Submitting your liability insurance documents must be done before you begin your practicum / internship.

To obtain liability insurance, one of the following sites may be helpful:

Texas Counseling Association (TCA). You will need to join the association to be eligible for their student liability insurance. Access the website at www.txca.org and click on "Join/Renew" to find the application for membership and insurance. You will be purchasing your insurance along with the cost of your membership.

American Counseling Association (ACA). ACA provides eligible ACA student members with professional liability insurance. ACA student membership includes liability insurance for those 'enrolled and engaged in a master's degree counseling curriculum at a post secondary institution'. You will need to join the association to be eligible for student liability insurance. Access the website at www.counseling.org. For additional questions regarding the program, contact ACA member services toll free at 1-800-347-6647, ext 222 or 703-823-9800, ext 222.

Health Providers Service Organization (HPSO). HPSO offers professional liability insurance and risk management information to a wide array of healthcare and counseling professionals including: Counselors, Physical Therapists, Occupational Therapists, Pharmacists, Fitness Professionals, and over 100 other healthcare professionals. www.hpso.com

Appendix A

Site - Supervisor Requirements

A site supervisor must hold at least a Master's degree in counseling or a closely related field, appropriate credentials, and at least three years of pertinent professional experience. The Site Supervisor has full responsibility for the supervised work of the intern, including diagnosis, treatment plan, and prescribed course of treatment. Students who are completing a practicum in a school setting must have an on-site supervisor holding a school counselor certification in Texas for at least 3 years.

Students who are completing a practicum in an agency setting must have an on-site supervisor holding a license as a professional counselor (LPC) in Texas, or a licensed clinical social worker (LCSW), a licensed psychologist, a licensed psychiatrist, or a licensed marriage and family therapist (LMFT).

Site Supervision Guidelines

Students will be required to meet with their site supervisor each week for one hour. Students will schedule a time to meet with their supervisors accordingly. Students should accumulate a minimum of 10 hours of supervision.

Site supervisors will also be responsible for completing and submitting the **On-Site Supervisor's Final Report** to the university supervisor.

Responsibilities of the Host Site:

- Agree to the guidelines set forth in this document.
- Designate a professionally qualified individual to be the site supervisor for the intern.
- Provide the intern with guidance and related experiences that expand their professional growth and provide them with the required number of hours.
- Provide the intern with an opportunity to learn about the organization's program and management functions to develop organizational insight into the mission and activities of the organization.
- Provide a meaningful experience for the intern regarding the host organization's purpose, services, organizational structure, and operating practices. Practicum is intended to broaden and strengthen both skill and experience.
- Provide the intern contact with appropriate staff members and clients.
- Make available space, supplies, and other resources needed for carrying out the intern's task assignments.
- Conduct evaluations in accordance with the intern's program requirements. Provide a copy to the interns' practicum professor.
- Ensure the intern operates within the appropriate ethical, organizational, professional, and legal guidelines for counselors in the setting.
- Notify the practicum professor immediately regarding any changes in the intern's performance.
- Provide, in writing, special insurance requirements (i.e. liability), contracts to cover the intern during the contract period, if necessary. (Note: The intern already has standard counseling liability insurance for practicum as a SRSU requirement.)
- The agency retains the privilege of determining treatment modalities.

Role and Responsibilities of the Host Site Supervisor:

- Provide instruction and guidance regarding diagnosis and treatment
- Provide support for professional development
- Ensure continuous supervision while intern is meeting with clients.
- Provide feedback to the intern that is timely, clear, and specific; feedback is delivered soon after an important event and is based on specific performance criteria.
- Ensure a safe work environment
- Help intern explore and clarify thinking, feelings, and clinical strategies that support client treatment.
- Challenge practice that the supervisor judges to be unethical, unwise, or incompetent
- Challenge personal or professional blind spots that the supervisor may perceive.
- Bring to the intern's attention those personal difficulties that directly affect the intern's clinical work and recommend a course of action to address these difficulties. (While the supervisor can recommend that the intern seek consultation with relevant professionals, such treatment will not be rendered by the clinical supervisor.)
- Be available to the intern at times other than the scheduled supervision slot. Intern should obtain phone numbers of their clinical supervisor where they can be reached in case of emergency.
- Orient the intern to the work situation and be available for consultation as needed.
- Participate in the development of the interns goals for the practicum experience.
- Keep records of supervision, including any supervision plan, dates of supervision, notes regarding supervision, including specific clients and cases reviewed.
- Furnish the intern with all the required signatures and documentation necessary to maintain and complete the practicum.
- Provide 1 hour of clinical supervision every week, for a minimum total of 10 hours. If this clinical supervision takes place in a group setting the number of interns should not exceed 6 interns.
- Participate in meetings with the practicum instructor.

Practicum Student: _____ Date: _____

Host Site Supervisor: _____ Date: _____

University Supervisor: _____ Date: _____

Provide the Host Site Supervisor a copy of this form.

Appendix B

Responsibilities and Expectations of the Practicum Student to the Sul Ross State University Counselor Education Program:

As previously stated, the intern assumes sole responsibility for locating a practicum site and meeting all approval requirements to begin the practicum. The practicum instructor is available for consultation and can assist with most issues. Practicum students' primary responsibilities include, but are not limited to:

- Complete the Step-by-Step Directions for Gaining Approval to Begin the Practicum Experience located in this manual.
- Maintain professional liability insurance, which is the responsibility of the student to purchase.
- Intern will download and read the ACA code of ethics, www.counseling.org/Resources/CodOfEthics/TP/HOME/CT2.aspx
- Ensure that the proposed supervisor in the practicum placement meets or exceeds SRSU requirements.
- Comply with all reporting and documentation requirements for the practicum and do not begin obtaining hours until you have been approved and the first day of the semester begins.
- Maintain activity logs signed by the intern and site supervisor and submit to practicum professor on designated due dates.
- On the designated due date, the intern must fax or email signed & dated copies of the activity logs to the practicum professor. The practicum professor will review the logs and verify the calculation of hours. Intern must retain the original activity logs for their records.
- On the designated due date, the intern must fax or email a completed Supervisor's Evaluation to the practicum professor.
- Complete the required hours for the practicum course. If the intern is in danger of not accumulating the required hours or failing a practicum course, contact the practicum professor immediately to discuss options. Failure to do so may result in the intern having to retake the course at the intern's own expense.

Practicum Student's Responsibilities Related to the Hosting Agency and Site Supervisor:

As you engage in the practicum, you serve as a representative of Sul Ross State University. Through your interactions and performance, you will be demonstrating to many professionals and members of the general population what Sul Ross State University is all about and the special qualities the university interns bring to their organization. Additionally, you must be professional at all times, in all interactions, and especially with those whom you are serving. The goal is for SRSU counseling practicum students to be role models within the counseling profession. To that end, the following are guidelines to assist you through your practicum experience.

- Conduct yourself in a professional manner at all times. Practicum students must operate according to site guidelines, procedures, and supervision as well as the state and national boards of the profession. If a supervisor gives a directive that appears to be in conflict with the practicum student's values or ethics, or creates a personal conflict, which cannot be resolved in ordinary communication with the

supervisor, the practicum student must immediately contact the practicum professor to set up a telephone conference.

- It is your responsibility to report in a timely manner. If you are in doubt on if an incident should be reported; report it anyway. Your supervisor and practicum instructor's licenses are on the line.
- Treat clients and peers as individuals deserving of respect.
- Carry out all responsibilities as specified in the practicum manual and all host site requirements (case notes and other paperwork).
- Arrive on time and work the scheduled times, which includes giving adequate notice if unable to be onsite as scheduled. .
- Dress appropriately for the agency and/or activity and adhere to the host sites dress code.
- Discuss with your supervisor the goals and/or skills you would like to attain
- Be prepared, both for sessions with clients as well as for supervision. Interns should attend supervision with an agenda of cases and/or clinical issues that need to be addressed.
- Be receptive to guidance and instruction from your supervisor, that is, be attentive to feedback and suggestions from your supervisor, and follow through on such instructions promptly. It may be necessary to take notes during supervision in order to execute all instructions identified by your supervisor.
- Inform your supervisor of any difficulties you are having in the areas of delivering services to clients, completing paperwork, or coordinating professionally with other agencies or staff.
- Honor all arrangements with the host sites and client's regardless of whether they have completed the required hours for the practicum. Interns who are asked to leave a host site for unprofessional or unethical behavior may be dropped from the course and/or receive a failing grade. In addition, such an occurrence may lead to other departmental proceedings.

Always remember:

- Seek supervision whenever you are uncertain about a situation. In an emergency situation with the client in your office, make every attempt to contact your supervisor or other on-site licensed clinicians before taking action with that client. If your supervisor cannot be reached, contact one of the other site supervisors. You may consult informally with experienced counselors at your site, but your site supervisor **MUST** be kept abreast of all emergencies.
- Practicum students must advise their clinical supervisor of all-important changes in a case. The results of new assessments must be reviewed with your supervisor at the earliest opportunity to confirm treatment planning. Any changes to the treatment plan must be reviewed with your supervisor **BEFORE** they are presented to the client. Consult with your supervisor about case closures in advance of closing the case, including the implementation of strategies that may result in a client deciding to terminate treatment.
- Keep your supervisor informed about clients who are suicidal, homicidal, or threatening harm to others. Notify your supervisor about clients who are involved in child custody disputes, disability determination assessment, or any other matters that affects the client's legal status. Under State law, you have a duty to protect and report.
- Maintaining client confidentiality is ethically and legally mandated by state and federal regulations. This includes information that any individual is in fact a client at the site as well as any identifying information. Access to client information

should only be attempted with the explicit permission of supervisors, and only as needed for facilitation of treatment. It is the intern's responsibility to know and follow legal and ethical confidentiality practices of the host site as well as applicable codes of ethics. Knowledge of HIPAA and/or FERPA is expected. Any questions regarding confidentiality must be discussed with the practicum instructor as well as the site supervisor.

- Practicum students will not engage in dual relationships with clients; counselors will not knowingly participate in a dual relationship with a client, nor will they provide services to clients they know from other context, such as friends or acquaintances. In the event that someone you know is being seen at the agency, you are expected to remove yourself from situations where the client's treatment and progress are being reviewed. It is your responsibility to alert your supervisor to such situations.
- Practicum students are responsible for ensuring that all clients are informed of the supervised nature of the work of the intern, and of the ultimate professional responsibility of the supervisor.
- Practicum students must adhere to the ACA Code of Ethics.

Practicum Student's Responsibility to Self

The Counselor Education Department at Sul Ross State University is strongly committed to the idea that the personhood of the counselor is a necessary component of the counseling process. Research continues to indicate that the relationship between the counselor and client is a primary contributor to effective outcomes in counseling.

Thus, personal qualities, characteristics, experiences, and reactions of counselors are as important as knowledge and skills in working effectively with clients. Personal development is a fundamental part of the counseling program. Much of the coursework in the department will require active engagement in self-reflection. This is particularly true in your practicum.

Students are expected to take the necessary emotional risks for personal growth and self-awareness as well as to be able to effectively utilize critiques from faculty and peers. Emotional safety of students is important to faculty and every effort to ensure that safety will be made; however, safety differs from comfort. Students are expected to stretch themselves by identifying biases and assumptions, participating in activities that encourage personal reflection and self-knowledge, receiving feedback from faculty and peers, and using feedback to address barriers to effective counseling practice.

Practicum Student: _____ Date: _____

Host Site Supervisor: _____ Date: _____

Practicum Professor: _____ Date: _____

Appendix C

ED7316: Practicum in Guidance and Counseling Student Practicum Guidelines for Graduate Student Professional Behavior

The professional behavior of students in the Master of Education in Counseling Program reflects not only on the individual student but also upon the training institution and the profession. How the student carries him or herself as a counselor will be viewed by others as characteristic of other counselors in the field. It is for this reason, that the Sul Ross State University Masters of Education in Counseling program closely examines the professional demeanor of students in the Counseling Program.

The following list is a helpful guide but is not all-inclusive.

Students will be evaluated according to the following criteria:

- A. Knowledge of and adherence to professional societies' (American Psychological Association and American Counseling Association) codes of ethics.
- B. Follows the APA and ACA ethics codes in relationship to appropriate relationships with clients and supervisors
 - i. Does not have sexual relationships with clients or supervisors.
 - ii. Does not accept payment and/or gifts for services.
 - iii. Avoids dual relationships and seeks appropriate consultation.
- C. Displays honesty and integrity.
 - a. Maintains appropriate confidentiality of client information.
 - b. Maintains complete and accurate documentation of client information.
 - c. Does not plagiarize.
- D. Shows respect for instructors, supervisors, colleagues, and clients in person, on the Internet
and all forms of communication.
- E. Maintains a professional demeanor.
 - a. Maintains appropriate interpersonal communications with faculty, supervisors, colleagues, and clients.
 - i. Works to ensure that verbal discourse is professional even when stressed e.g., is not:
 - 1. dismissive
 - 2. hostile
 - 3. verbally abusive
 - 4. physically expressing anger
 - b. Appropriately available to clinical and academic meetings e.g., orientation, practicum staff meetings, exit interview, etc.
 - c. Maintains punctuality in the following areas
 - i. Arrival to meetings and client appointments
 - ii. Turning in assignments
 - iii. Turning in appropriate paperwork e.g. case notes
 - iv. Making appointments with faculty, e.g., end of semester feedback
 - d. Appearance and dress conforms to accepted standards.
 - i. Maintains appropriate hygiene.
 - ii. Maintains an appearance that does not detract from professional duties.

F. Interpersonal relationships

a. Supervision

- i. Accepts and incorporates feedback in a non-resistant and non-defensive manner.
- ii. Seeks out supervision when appropriate.
- iii. Is on time for supervision.
- iv. Is prepared for supervision.
 - 1. Has questions.
 - 2. Notes are ready for signature.

b. Maturity

- i. Accepts responsibility for failure or errors.
- ii. Demonstrates reliability, initiative, and conscientiousness.
- iii. Does not need reminders about academic responsibilities or responsibilities to clients.
- iv. Is a good time manager.
- v. Shows enthusiasm for learning and improvement.
- vi. Communicates to faculty, supervisors, clients, etc., concerning emergencies, missed appointments and the like in a timely manner.
- vii. Shows sensitivity to the feelings and needs of faculty, supervisors,

colleagues

and clients.

- viii. Awareness of personal biases and works to limit possible interference of these biases with client care and collegial

relationships.

c. Demeanor

- i. Actively listens and participates.
- ii. Adjusts communication strategies to various situations.
- iii. Does not receive or answer cell phone or text messages during practicum or class time.
- iv. Arrives to practicum placements and class on time
- v. Does not abruptly leave practicum, class or otherwise disrupt, e.g.
 - 1. packing up early
 - 2. talking while the professor, supervisor, client is talking
 - 3. sleeping

G. Careful delivery of service

- a. Does not practice without adequate supervision.
- b. Does not “try out” new techniques without careful consideration, appropriate supervision, and training.
- c. Maintains adequate and appropriate records.
- d. Actively works toward mastery of counseling skills.
- e. Follows practicum procedures, policies, and protocols.
- f. Appropriately consults.
- g. Is aware of his or her limitations.
- h. Keeps abreast of relevant research.

Practicum Student: _____ Date: _____

Host Site Supervisor: _____ Date: _____

Practicum Professor: _____ Date: _____

Appendix D **Practicum Student Personal Data Sheet**

PRACTICUM STUDENT NAME: _____

A #: _____

HOME ADDRESS: _____

HOME PHONE: _____

CELLULAR PHONE: _____

EMAIL ADDRESS: _____

WORK ADDRESS: _____

WORK PHONE: _____

PRACTICUM SITE: _____

PRACTICUM SITE ADDRESS: _____

PRACTICUM SCHEDULE: DAYS OF THE WEEK

HOURS OF THE DAY _____

PRACTICUM SUPERVISOR: _____

SUPERVISOR'S ADDRESS (AGENCY/WORK ADDRESS): _____

SUPERVISOR'S AGENCY PHONE NUMBER: _____

DETAILED DIRECTIONS FROM SUL ROSS TO PRACTICUM SITE (You may attach a Google Map/Directions, MapQuest Map/Directions, etc.):

Appendix E

Waiver and Liability Release

SUL ROSS STATE UNIVERSITY COUNSELING PRACTICUM

In order to be allowed to participate in the course ED 7316, and in the associated practicum of said course, the site supervisor agrees to:

- **(initial)** waive all claims for liability against Sul Ross State University, the Board of Regents, Texas State University System, their respective officers, agents, servants, and employees, which arise from, or in any way be predicated upon acts or omissions, in connection with the course, or program. The undersigned agrees to hold harmless Sul Ross State University, the Board of Regents, Texas State University System, their officers, servants, and employees from any and all liability arising out of, or in any manner predicated upon, loss or damage to property, injury or death to the undersigned, which injury may occur in connection with the operation of the above described class and program, regardless of whether such injuries occur in whole, or in part, from the negligence of Sul Ross State University and/or its employees.
- **(initial)** that participation in said course will make use of student experiences in the group in a classroom situation. Confidentiality of clients will be preserved but I hereby give my informed consent to use my performance experiences and further agree and consent professional observations and comments may be utilized for instructional purposes. The undersigned agrees to hold harmless Sul Ross State University, the Board of Regents, Texas State University System, their officers, agents, servants, and employees from any and all liability arising from, or in any way predicated upon acts or omissions, in connection with the activity described in this paragraph.
- **(initial)** to hold harmless Sul Ross State University, the Board of Regents, Texas State University System, their officers, agents, servants, and employees from any and all liability arising from the field internship or which might be due to injuries resulting from the co-trainer's negligence. The co-trainer is any agency, institution, or facility outside the auspices of Sul Ross State University which accepts responsibility for supervising a counseling intern student.

Date

Signature of Practicum Student

Date

Signature of Site Supervisor

Appendix F

SITE PRACTICUM SUPERVISION AGREEMENT

Practicum Student: _____ A#: _____ Date: _____

Practicum

Site: _____

Address:

Site Supervisor: _____

Supervisor's Phone: _____ ext. _____

E-mail: _____

Best Times to Contact:

**This is to certify that I agree to supervise the counseling internship of
(name of intern) _____ at this agency from
the dates of _____ until _____.**

**I understand that this will entail meeting for an hour of supervision for every week
of the internship served by the student intern. Further, I understand that this
intern will be working with clients doing individual and group counseling as well
as other categories of counseling and counseling-related work totaling 160 hours.**

Attach a copy of the supervisor's certifications/licensure.

Signed _____

Date _____

(Supervisor's signature)

Appendix G

PROFESSIONAL LIABILITY INSURANCE FOR ED7316B PRACTICUM IN COUNSELOR EDUCATION

Practicum Student's Name _____

A# _____

Dates of Internship _____ to _____

Agency
Name: _____

Agency Address

INSURANCE COMPANY/PROVIDER

Address

Policy Number

Period of Coverage

Attach a copy of the insurance provided by the company.

My signature certifies that the above information is true.

Signature of Practicum Student

Date

Appendix I

On-Site Supervisor's Final Report

Practicum Student
Date

A#

Site Supervisor's Name

TOTAL NUMBER DIRECT HOURS STUDENT INTERN SERVED: _____

TOTAL NUMBER INDIRECT HOURS STUDENT INTERN SERVED: _____

	Needs Improvement	Developing	Competent	Proficient
Demonstrated ability to establish an effective counseling relationship with clients				
Demonstrated appropriate counseling skills				
Demonstrated ability to identify and manage their own issues arising in the counseling process				
Demonstrated solid conceptualization skills				
Demonstrated ability to recognize the need for and effectively make referrals				
Demonstrated ability to conduct effective group counseling sessions				
Demonstrated ability to administer, score, and interpret test/instrument results to clients				
Demonstrated ability to assist clients with vocational and career counseling				
Demonstrated ability to establish working relationships with other staff members				
Demonstrated willingness to accept and integrate supervisor's feedback and suggestions				
Demonstrated effective oral communication				
Demonstrated effective written communication				
Demonstrated professional counseling behavior				
Demonstrated willingness to accept assignments				

Page 2 of Appendix I

Briefly describe the particular strong points this intern has demonstrated during the practicum.

What suggestions do you have for this intern to further develop his/her professional abilities?

How would you describe this intern's potential to become an effective counselor?

Comments:

Recommended Grade Earned by Intern _____

Site Supervisor's Signature _____

Date _____

Appendix J

Site Supervisor Evaluation

Directions: This form is completed by the student.

Site Supervisor's Name: _____

Email _____

Site Address: _____ Date: _____

Students please use this form to evaluate your clinical supervision experiences. Circle one number to the right of each item to indicate how you perceived your experience with your site supervisor.

The Supervisor:

- | | | | | | | |
|-----|--|---|---|---|---|----|
| 1. | Conveyed acceptance and respect. | 1 | 2 | 3 | 4 | NS |
| 2. | Recognized and encouraged further development of my strengths. | 1 | 2 | 3 | 4 | NS |
| 3. | Helped me gain knowledge and insight about school policies. | 1 | 2 | 3 | 4 | NS |
| 4. | Helped me gain knowledge and insight on referral processes. | 1 | 2 | 3 | 4 | NS |
| 5. | Helped me to be more proficient in formulating treatment plans, progress notes, and reports. | 1 | 2 | 3 | 4 | NS |
| 6. | Gave me useful feedback when I did something well. | 1 | 2 | 3 | 4 | NS |
| 7. | Gave me useful feedback when my performance was not satisfactory. | 1 | 2 | 3 | 4 | NS |
| 8. | Helped me to develop more effective counseling skills. | 1 | 2 | 3 | 4 | NS |
| 9. | Helped me use assessment instruments effectively. | 1 | 2 | 3 | 4 | NS |
| 10. | Helped me understand the implications and dynamics of the counseling approaches I used. | 1 | 2 | 3 | 4 | NS |
| 11. | Helped me organize relevant data in planning goals and strategies for my students. | 1 | 2 | 3 | 4 | NS |
| 12. | Helped me articulate a theoretically sound basis for ways in which I worked with students. | 1 | 2 | 3 | 4 | NS |
| 13. | Addressed issues related to difficult students. | 1 | 2 | 3 | 4 | NS |

Site Supervisor Evaluation Form

- | | | | | | | |
|-----|--|---|---|---|---|----|
| 14. | Encouraged me to become more independent as my skills increased. | 1 | 2 | 3 | 4 | NS |
| 15. | Modeled ethical and professional behavior. | 1 | 2 | 3 | 4 | NS |
| 16. | Helped me define and maintain ethical behavior. | 1 | 2 | 3 | 4 | NS |

17.	Encouraged me to engage in professional behavior.	1	2	3	4	NS
18.	Offered resource information when I requested or needed it.	1	2	3	4	NS
19.	Encouraged self monitoring and development of self evaluation skills.	1	2	3	4	NS
20.	Provided periodic and timely assessment of my counseling skills.	1	2	3	4	NS
21.	Clearly delineated standards of evaluation.	1	2	3	4	NS
22.	Met with me weekly to discuss my progress	1	2	3	4	NS

Comments:

Signature of Practicum Student _____ Date: _____

Appendix K

Logs & Reflections Rubric

NOTE: This rubric will be utilized by the university practicum instructor to evaluate the logs and reflections. **Please pay careful attention** to the areas evaluated. Include observations regarding specific theories applied and techniques that you have learned in your coursework. Connect previous coursework to your experiences as an intern working with individual clients and groups.

Rubric – ED 7316 Practicum Logs & Reflections—Graduations of Quality

Practicum Student: _____ A#: _____

Semester: _____ Instructor: _____

4-Exemplary	3- Good	2-Needs Improvement	1-Unacceptable	Score
Examples are present and accompanied by written reflections, indicating not only that expected learning has taken place, but also that the student has extended and applied his or her learning beyond basic course requirements.	Examples are present and accompanied by written reflections, indicating that expected learning has taken place, but that there was no extension of learning beyond basic course requirements.	Examples and written reflections are present, but the written reflections were inadequate.	Examples and/or written reflections not present.	
High level of theorizing and thematically linking interrelationships among concepts from each of core courses (content from each course considered and used to make sophisticated thematic links among the concepts). Written reflection addresses clinically noteworthy counseling logged experiences.	Adequate use of written treatment theorizing commonalities among concepts from each of the core courses through reflection of major counseling logged experiences.	Some mention of the concepts from some (not all) of core courses in relation to counseling logged experiences.	Fails to make connections among course concepts and/or fails to reflect counseling experiences.	
The student provides an insightful, balanced and comprehensive articulation of individual strengths and challenges. Specific and meaningful examples tied to course work are freely and openly shared. The student's evaluation reflects a deep and clear understanding of the impact of	The student provides a well-rounded articulation of individual strengths and challenges. Examples are provided and are tied to course work. The student's final	The student provides a list of individual strengths and challenges. Examples are provided and are	The student fails to mention strengths and challenges. The student does not appear to understand the relationship of	

<p>personal development and growth on schools and school leadership or agencies.</p>	<p>reflection/evaluation reflects some understanding of the impact of personal development and growth on schools and school leadership or agencies.</p>	<p>loosely tied to course work. The student's evaluation reflects a scant understanding of the relationship of the impact of personal development and growth on schools and school leadership or agencies.</p>	<p>personal development and growth on schools and school leadership or agencies.</p>	
<p>Establishes clear goals and articulates explicit details of a clearly achievable plan for accomplishing those goals based on deep, extensive reflection informed by multiple feedback sources.</p>	<p>Establishes likely achievable goals and articulates a plan for accomplishing those goals based on at least one feedback source.</p>	<p>Establishes at least one (1) goal and articulates a plan for achieving it (no mention of feedback sources)</p>	<p>Fails to adequately articulate any goals or a plan for achieving them.</p>	

Overall Rating (Average) _____

Source of Rubric: Professional Counseling Program of the Department of Educational Administration and Psychological services, Texas State University-San Marcos (2010).

Appendix L

ED 7316B-COUNSELING PRACTICUM

Required Documentation

These items must be submitted to your University Practicum Supervisor at the times they are due before a grade and credit for internship will be given.

Practicum Student _____ A# _____

Year _____ Semester of Practicum: _____ Fall _____ Spring

Keep This Form as a Checklist for ALL Materials!

Documentation	Date(s) of Submission
<ul style="list-style-type: none"> A. Site Supervisor’s requirements, guidelines, and Responsibilities B. Graduate Student Professional Behavior C. Accurate Personal Data Sheet D. Waiver and Liability Release Form E. Supervisory Agreement F. Proof & Copy of Professional Liability Insurance G. Copy of Site Supervisor’s current license H. Goals and Objectives signed by On-Site Supervisor I. Log Sheets for All Hours Served (each 30 hours) J. Reflections (submitted each 30 hours with Log Sheets) K. Final Report/Log from Intern, including reflection section L. On-site Supervisor’s Final Report 	

Keep a copy of your original paperwork for your records.