SINTE GLESKA UNIVERSITY

PRACTICUM and INTERNSHIP HANDBOOK



Human Services Department: Master of Arts

Clinical Mental Health

School Counseling

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PY 634 Practicum – 3 credits

PY 694 Internship I – 3 credits

PY 695 Internship II – 3 credits

TABLE OF CONTENTS

Introduction

Mission Statement

Program Faculty

Frequently Asked Questions

Practicum:

Course Objectives

Course Requirements

Internship I & II

Course Objectives

Course Requirements

Outline for Site Supervision Training

Forms and Agreements

Ethical Guidelines

INTRODUCTION

Clinical Mental Health & School Counseling Graduate Program

 The purpose of this handbook is to provide students and practicum/internship site representatives with information about the Clinical Mental Health & School Counseling Graduate Program at Sinte Gleska University (SGU). It is intended to clarify policies, procedures, requirements and expectations of practicum.

The Clinical Mental Health & School Counseling Graduate Program at Sinte Gleska University serves students from the Native American Reservations and border communities.

Mission Statement

The Master of Arts in the Human Services Department will provide an environment of academic excellence through contemporary education reflective of Wolakota values. The student will have the opportunity of pursuing one or more of the modern career goals in the arenas of Clinical Mental Health and School Counseling.

Program Goals

THE GRADUATE WILL…

 I. DEMONSTRATE ANALYTICAL THOUGHT THROUGH EFFECTIVE AND INNOVATIVE COMMUNICATIONS, PRESENTATIONS, AND TECHNOLOGICAL INTERACTIONS BOTH IN MODERN CONTEXT AND IN THE RESERVATION/RURAL BASED ENVIRONMENT

 II. SUCCESSFULLY IMPLEMENT PROFESSIONAL RESEARCH THAT IMPROVES THE QUALITY OF LIFE FOR THE OYATE

 III. UNDERSTAND, APPRECIATE, AND PRACTICE TRADITIONAL WOLAKOTA VALUES AS A LEADER IN THE COMMUNITY

 IV. ACTIVELY SEEK TO IMPROVE THE QUALITY OF LIFE FOR THE OYATE BY BECOMING AN AGENT OF CHANGE

 V. BE KNOWLEDGEABLE ABOUT AND WILL UPHOLD PROFESSIONAL, ETHICAL, AND LEGAL STANDARDS WITHIN HIS/HER CHOSEN DISCIPLINE

 The Clinical Mental Health and School Counseling faculty place priority on the application aspect of counseling. Each student is expected to be knowledgeable of counseling theories, intervention techniques, research skills, and to be committed to their own personal growth.

Program Faculty

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PRACTICUM

School and Clinical Mental Health Counseling

The practicum is one of the first comprehensive supervised professional experiences the counseling student will have. It is conducted in a professional setting outside the university to provide a clinical training experience under supervision and the student will have the opportunity to deepen their counseling skills in a field based experience. It is recognized during the establishment of the practicum and internship sites that a majority of the graduate students attending the SGU program have already practiced in the field. Thus, the practicum and internship courses will provide a supervised a comprehensive experience, whereby the student will learn clinical staffing approaches, that utilize the expertise of other professionals.

The Practicum sequence provides an opportunity for students enrolled in the counselor preparation program to translate theory into effective clinical practice. Internship I and II are field-based experiences required of students who are seeking to become licensed professional counselors (LPC) and certified school counselors. The setting(s) will be appropriate to mental health and school counseling. Students will apply the skills, knowledge and understanding they have acquired during their course of study, under direct supervision with bona fide clients. Practicum and Internship students counsel with clients under close, direct supervision. Students are expected to enroll in Internship during the semesters immediately following their Practicum enrollment. Under no circumstances may the Practicum and Internships be taken concurrently. Practicum is offered in the fall and Internship is offered in the spring and during the entire summer, not just the seven-week summer semesters. During the summer, student will work in their Internship sites for 14 weeks. They will work before and after the regularly scheduled summer courses start and end.

The sites will follow the guidelines established by the South Dakota State Board of Education for the School Counselor track and the South Dakota Licensing Board for the Clinical Mental Health students. The students enrolled in the School Counseling track have to have the practicum site in a school system, under the supervision of a Certified School Counselor. The students enrolled in the Clinical Mental Health track have the option of a site in a school facility or in a clinical mental health program. These students have to be supervised by a licensed mental health professional.

*Practicum Skill Objectives*

The practicum is designed to provide the student with an opportunity to practice and expand his or her counseling skills in a setting other than the university environment. On-site supervisors will closely monitor student activities, provide effective and appropriate feedback, work in cooperation with university supervisors and encourage student participation in a variety of on-site activities.

Successful Practicum students will actively engage in the provision of services and the supervision process, both of which can be difficult. The supervision/supervisee relationship entails an environment of critique. Students must be open to observing and conceptualizing their work in new ways, evaluating and reevaluating their attitudes, beliefs, and behaviors, and working through difficulties with the assistance of their supervisor and peers.

By the end of the practicum experience, students will be expected to demonstrate the following skills:

* A basic understanding of the areas of human development, psychological functioning, and therapeutic relationships which are central to the provision of effective counseling services.
* Students should be familiar with major life stage issues and conflicts, issues of individual and cultural differences, family systems, the theories and techniques of commonly
* A willingness to both struggle and grow.
* Establishing and maintaining a client caseload.
* Developed and demonstrated skills and attitudes essential to effective counseling.
* Demonstration of willingness to explore and use community resources for referrals.
* Perceptiveness and sensitivity to the uniqueness of individuals regarding their cultural, physical, and mental characteristics, and the implication of these for effective counseling.
* Effective basic communication and interpersonal skills.
* Integration of supervisory feedback into counseling and communication style.
* Application of professional and ethical standards in training and provision of counseling services.
* Developed, demonstrated, articulated, and defended personal counseling philosophies and theories.
* Professionalism in peer critique and class discussions of peer’s work.
* The student will demonstrate a willingness to act as an agent of change to bring about improvement in the quality of life in the reservation/rural setting.
* The student will demonstrate knowledge of the professional ethical and legal standards of his/her chosen discipline.

Responsibilities of the student include:

* adhering to the ACA Codes of Ethics and Standards of Practice;
* conducting clinical intake interviews;
* videotape and/or audiotape of sessions is preferred unless site restrictions prohibit such;
* preparing for sessions;
* maintaining a client caseload;
* documenting all case information;
* participating in weekly group and individual supervision;
* observing other professionals;
* giving and receiving constructive and challenging feedback;
* participating in class meetings; and
* maintaining professional liability insurance.

Additional specifics will be discussed in practicum and internship classes.

*Internship I and II Skill Objectives:*

* Students will incorporate professional counseling knowledge as it pertains to the Native American population both living on and off reservations.
* Students will be able to perceive, respond to, and manage a wide variety of site-based counseling and related responsibilities.
* Students will adopt a theoretical orientation which will inform decisions about interventions and techniques when working with “real” clients and students.
* Students will develop a framework for critically evaluating the counseling process.
* Students will be actively engaged in providing counseling services.
* Students will continue to develop an identity as a professional counselor.
* The student will demonstrate knowledge of the professional ethical and legal standards of his/her chosen discipline.

CACREP and SOUTH DAKOTA STATE DEPARTMENT OF EDUCATION STANDARDS

CACREP and South Dakota State Department of Education standards met through this course. There are standards that students should meet through this course that will enhance not only their quality of education, but also the quality of counseling providing to the people they serve. Following is a list of core topics and domains that the student can learn from this course.

Practicum

F. Students must complete supervised practicum experiences that total a minimum of 100 clock hours over a minimum 10-week academic term. Each student’s practicum includes all of the following:

1. At least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills.

2. Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member, a student supervisor, or a site supervisor who is working in biweekly consultation with a program faculty member in accordance with the supervision contract.

3. An average of 1 1/2 hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member or a student supervisor.

4. The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student’s interactions with clients.

5. Evaluation of the student’s counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum.

Internship

F. The program requires completion of a supervised internship in the student’s designated program area of 600 clock hours that is begun after successful completion of practicum. The internship is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area. The internship includes all of the following:

1. 240 hours of direct service;

2. Weekly interaction with an average of one (1) hour per week of individual and/or triadic supervision, throughout the internship, usually performed by the on-site supervisor;

3. An average of one and one half (1 1/2) hours per week of group supervision provided on a regular schedule throughout the internship and performed by a program faculty member;

4. The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings);

5. The opportunity for the student to develop program-appropriate audio/video recording for use in supervision and/or to receive live supervision of the student’s interactions with clients;

6. Evaluation of the student’s counseling performance throughout the internship including documentation of a formal evaluation after the student completes the internship by a program faculty member in consultation with the site supervisor.

FREQUENTLY ASKED QUESTIONS (FAQ) ABOUT PRACTICUM AND INTERNSHIPS

Basic Questions

These questions are intended to assist students in understanding the expectations and opportunities offered in their practicum experience. All students should be able to answer these questions PRIOR to the start of their field experience. Students are encouraged to speak to any faculty member for further clarification of any of these questions. They are also encouraged to suggest other questions that should be addressed in this list.

*What are the prerequisites for practicum and Internship?*

Practicum is taken after completion of the required courses outlined below. This is designed to be clinical field experience near the end of your course work. Practicum will only be offered during the fall semester. All Phase I and the Phase II classes listed below have to be completed with a minimum of a “B” prior to enrollment in PY 634 Practicum. These classes are as follows:

Phase I (These are the foundation courses):

HS 520 Research & Program Evaluation

HS 530 Social & Cultural Diversity

HS 570 Foundations of Mental Health

HS 574 Professional Identity & Ethics

PY 533 Counseling Theories

PY 594 Issues Involving Children & Youth on the Reservation

PY 617. Career Development

PHASE II: (These are the program courses which provide the more in-depth knowledge and skills content in the specialty area.

EDR 600 Readings and Writings in Educational Research (School Counselors only)

PY 556 Group Counseling

PY 557 Human Development

PY 574 Family Counseling

PY 614 Counseling Assessment

PY 624. Counseling Techniques

Successful completion of PY 634 is required prior to the student enrolling in any Internship course. The following courses can be taken concurrently with Internship I or II.

 PY 538 Psychopharmacology (Required for Clinical Mental Health only)

 PY 644 Diagnosis…. (Required for Clinical Mental Health only)

PY 654 Clinical Assessment (Required for Clinical Mental Health only)

*Where do I find the application materials for Practicum and what do I do with them?*

Prior to enrolling in the Practicum course, students will be required to have completed the following material:

* Practicum /Internship I & II Application
* Checklist of Practicum Prerequisites or Co requisites
* Proof of Liability Insurance must be attached
* Plan of Supervision
* Signed Practicum/Internship Agreement
* Signed Ethical and Policy Guidelines for Supervision

This information is available in this manual under Forms and Agreements and must be turned in to:

Dr. Mary Ann Coupland

The material must be turned in before the deadline date listed (below) in the semester prior to registering in practicum course.

 *What is the deadline for submitting practicum application materials?*

This information must be completed and turned in to the Graduate School Monitor by the following dates:

* For spring semester by December 1st
* For fall semester by July 1st
* For summer semester (internship only) by April 1st

NOTE: Students should also keep copies of each of these documents and put them in their practicum portfolio (described below) for future career needs or liability issues.

**ALSO NOTE: Some schools or agencies may require that you have a criminal background check prior to starting work in their sites. This can take from six weeks to three months to complete and is the students responsibility to find out about and have completed prior to the start of Practicum and or Internship. This means that you need to check with your intended site at least three months prior to starting your experience.**

*What is required in practicum?*

Practicum is currently offered only in the fall semesters. It is a field placement in counseling that consists of a minimum of 100 hours in a counseling setting plus individual and group supervision. This will include a minimum of 40 hours in direct client counseling services and a maximum of 60 hours in indirect counseling activities (what defines direct and indirect hours included below). Weekly individual supervision by the site supervisor and individual and group supervision provided by the university supervisor is in addition to the 100 hours in the field. On the first practicum class meeting of each semester all students will meet in a large group format for orientation and university supervisor assignments. The requirements for practicum must be completed in one semester and no incomplete grades will be given.

*What is required in Internship I & II?*

Internship I and II are offered in Spring and Summer Semesters. The combined total of hours is 600 clock hours and a minimum of 6 credit hours accumulated over the course of two semesters. Of the 600 hours, a minimum of 240 hours will be spent in direct service to clients and the remainder in individual supervision, group supervision, professional activities, the development of audio and video tapes of sessions, and experience with a variety of professional resources. The preferred structure is for the students to complete 300 hours per course. Weekly individual supervision by the site supervisor and individual and group supervision provided by the university supervisor.

*How are courses and university supervision scheduled for the students?*

Practicum and Internship classes are typically scheduled according to the needs of the students and the professor and meets for at least 1.5 hours per week average of group supervision and an average of 1 hour per week of individual supervision by the university supervisor and 1 hour per week of individual supervision by the site supervisor. (All students will have an average total of 3.5 hours of supervision per week). The format will be arranged by the university supervisor and the class. Site supervisors may require more individual or group supervision at their discretion. Practicum and Internship classes have a maximum ratio of 6 students per university supervisor. Individual supervision conducted by university supervisors may include one or two students per session, but no more than two students (triadic). Group supervision will include up to 5 students.

*Is professional liability insurance required?*

Yes. All students would be required to purchase professional liability insurance beginning in PY 634 and through completion of internship before the student is allowed to proceed in class.

This requirement that students have professional Liability Insurance has always been a part of the Practicum requirements but is new to other classes. It was agreed upon based on the fact that our students in our skill classes beginning with COU 846 Techniques in Counseling, all have contact with others in a therapeutic manner and as such, even though it may only be in a role playing manner, run the risk of being seen as a professional therapist who is liable for their actions as such. In order to cover our students and the university, we decided to follow the model of most other counselor training programs nationwide and adopt this policy.

The department will accept any personal professional Liability Insurance that specifically says it covers student counselors/counselors in training in their role as a student counselor. An example of this type of insurance plan is available via the web at www.hspo.com) where a one year policy for a student clinical or school counselor is approximately $35.

 *Do I have to do group guidance and\or group counseling in practicum?*

It is recommended that students obtain a variety of experiences which will vary according to their setting. See instructors for specific requirements. A minimum of 50% of practicum direct hours must be completed in individual counseling.

*Can I start (or continue) completing my practicum hours before (or between) the semester(s) that I am enrolled in the course?*

No, due to liability insurance limitations, you must wait until the semester begins to accumulate practicum hours. Your coverage exists for the practicum experience only and must coincide with class times for the semester under university and site supervision. However, it is very important to meet with your site supervisor prior to the beginning of practicum so they have signed consents, oriented you to the site and so they have identified a counseling load for you to begin seeing on the first day of your practicum experience.

 *If I am a full time teacher or I am employed in a non-mental health site with limited free time during the day, what do I do if I can not complete my practicum during the semester enrolled?*

You will need to complete the practicum within the semester in which you are enrolled due to liability issues and accreditation policies. Only 100 hours plus supervision are required for practicum and if you do not believe you can get those hours in one semester you will need to wait to take practicum until you can get the required minimum of hours.

 *How many semesters of practicum and Internship are required?*

One semester of practicum (100 hours) is required for the Master's degrees in school and mental health counseling.

A student is required to complete 600 hours in Internship I and Internship II for the Master's degrees in school and mental health counseling. Generally, it takes the Spring Semester and part of the Summer Semester to complete the Internships.

*How do the goals of the practicum classroom experience differ from the goals of the field placement practicum experience?*

The goals of both experiences include professional knowledge and skill development such as exploring pertinent ethical and legal considerations and the development of advanced skills. The goal of the field placement portion of the practicum experience is to learn the specific requirements of the day-to-day work of a counselor at the student's particular site. For a school counselor this might include scheduling, interfacing with special education, coordination of the assessment program, etc. For a mental health counselor this might include charting, staffing, interfacing with medical staff, etc.

 *Can I do practicum in my present work setting?*

Yes, provided your site has a counseling focus/program and your clinical supervisor does not have any administrative supervision relationship with you (such as hiring, firing or evaluating) which would constitute a dual relationship.

*What is included in the practicum career portfolio?*

The practicum portfolio can become a career portfolio for the student and may be beneficial in securing a counseling position or improving skills during the first year of the counseling experience. Currently the portfolio will include, at minimum, a copy of all practicum application materials with a picture of the student, a daily logs of direct, indirect and supervision hours, weekly logs and a course summary log signed by the site supervisor, supervisor midterm and final evaluations, supervision plan, and other documentation of counseling and supervision requirements. The portfolio will be reviewed at midterm and the last class meeting but must be kept up to date and available for review at instructor and site supervisor discretion. This documentation will be collected at the end of the practicum course and placed in the department files. Maintain a copy of these for your own file before turning them in to the university supervisor. A complete counseling portfolio may include work samples from other relevant course work such as case studies, comprehensive school assessment plan, comprehensive school counseling plan, crisis response plan, theoretical orientation paper, professional association membership\leadership documentation, counseling simulation tapes, research\grant proposals, group counseling proposal, comprehensive group guidance plan, transcripts, national test scores, certificates, honor\awards, etc.

*How does a student become a Certified School Counselor?*

South Dakota joined about 45 other states and changed their requirements and dropped teaching experience as a requirement to certification as a school counselor. Individuals may become a certified school counselor by either having a Master’s degree in school counseling (with or without teaching experience). After completion of the Master of Arts Degree in School Counseling, the student will complete a paper copy of the application for School Counseling found at

*How does a student become a Licensed Professional Counselor?*

A student cannot start the process to become a Licensed Professional counselor until the student has completed all the requirements for graduation; but the student can take the National Counselor Exam any time during or after graduate school. The student may check the website <http://nbcc.org/directory/SD> for information regarding the exam for the state of South Dakota and for a copy of the Candidate Handbook for State Credentialing for the exam. Please see the Appendix of this Handbook for a copy of the 2011 Handbook.

Following is the information needed for licensure in South Dakota.. This information is taken directly from the website located at: http://dss.sd.gov/behavioralhealthservices/licensingboards If the student is interested in licensure in any other state, it is the student’s responsibility to contact the licensing board for that state.

*No hours can count toward the LPC license without prior approval of the ..supervisory.. plan. The application should not be completed or submitted until all the licensing requirements have been met and an applicant is ready for licensure review/consideration.*

*LPC Plan of Supervision* (click on website for copies of these materials)

*LPC Initial Application*

*LPC Application by Endorsement*

*State Statute Chapter 36-32*

*Administrative Rule 20:68*

*The LPC application requires completion and a non-refundable $100 fee paid before licensure consideration. After approval, the applicant pays $100 initial license fee. The initial license fee is not prorated.*

*Licenses are renewed annually for $100 by December 31. A license not renewed by January 1 carries a $50 penalty in addition to the renewal fee and should be sent along with the renewal form.*

*Forty hours of approved continuing education is required biennially for renewal each odd-numbered year.*

*The NBCC National Counselor Examination (NCE) is required for Licensed Professional Counselors.*

*The Examination is computer-based. If you have not taken the NCE, you must contact the National Board of Certified Counselors (NBCC).You must also request an official score report be sent to the South Dakota Board office after obtaining a passing score.*

*The LPC must abide by the American Counseling Association Code of Ethics and Standards of Practice.*

*How does a Certified School Counselor become a LPCC?*

The courses required for School Counseling track at SGU fulfill the academic requirements for an LPC in the State of South Dakota. Follow the directions in the preceding question.

*What do I need to keep as verification of my practicum for LPCC?*

In order to meet the requirements for the LPCC board, you must keep, at a minimum, a signed record of supervision that includes a list of hours spent in direct counseling time, indirect time, and supervision hours.

Supervisory Questions

*How do I know what is an approved potential practicum sites?*

Contact the Graduate School Monitor to review you suggested practicum site. Because the students in this program cover the entire state of South Dakota, with some students living in North Dakota and Nebraska, a specific list cannot be completed.

All practicum sites must allow audio or video taping of client sessions and client confidentiality may be maintained by shooting the client from the back. In addition, a minimum of 50% of the direct time required in practicum must be done in individual counseling. Therefore, some sites will not qualify because they a) do not provide a supervisor with required credentials and experience; or b) will not allow audio or video taping; or c) can not provide at least 50% of the direct hours in individual counseling.

*What requirements does my site supervisor have to meet?*

School counselor supervisors for practicum must be practicing school counselors with at least a Master’s degree and at least 2 years post- Master’s, full time counseling experience as well as South Dakota (or the state the student is practicing in) Department of Education elementary or secondary school counseling certification. School counseling practicum supervisors may be enrolled in the internship experience and still supervise a practicum student. School Counseling Internship supervisors must meet the same requirements as for the practicum supervisors. An internship student may not be supervised by another intern. Mental health counselor supervisors must be practicing counselors/therapists and are required to have at least a Master’s degree in counseling or a related therapist degree area and at least 2 years post-Masters, full time counseling experience in the area in which they are supervising.

Practicum supervisors must have had some type of previous supervision training via continuing education or coursework. The instructor from SGU will meet with each supervisory prior to the agreement of supervision to ensure that appropriate supervision can be expected.

*Can I have more than one supervisor and/or more than one site?*

Yes, specific details must be worked out with your instructor. You need one qualified supervisor of record who will conduct individual, weekly, face-to-face supervision; however, you may get additional supervision as needed and as available. These additional supervision hours will be included in the indirect time requirement of the practicum hours.

*What should I do if I have a conflict with my site supervisor and I am afraid it might affect my grade?*

It is your responsibility to contact your university supervisor at the beginning of any potential conflicts that might arise between you and your site supervisor so that plans can be developed early in the semester or as early as the issue arises to abate any serious problems.

*Does my supervisor have to be on site?*

No, your supervisor does not have to be at your exact practicum site at all times. However, they must be on staff with the agency/school district in which you are completing your practicum and you must have administrative supervisor approval. In addition, you must have access to some form of supervision at all times while on site and this should be reflected in your Supervision Plan. This can be phone access to supervision if it is formally arranged. This does not apply to the required minimum of one hour per week of face to face supervision. The chain of command for contacting supervisors for problems on the site is: a) site supervisor; b) alternative site supervisor; c) university supervisor; d) alternative university supervisor; e) university department chair.

*Does my site supervisor have to be a currently practicing counselor/mental health practitioner?*

Yes, your site supervisor is responsible for orienting you to the counseling profession and updating your knowledge of the profession, assisting with the development of your professional identity as a counselor, and monitoring the daily activities of a counselor in the field. To do these things properly they must be active in their profession.

 *Can I hire a site supervisor?*

No, to hire a supervisor for the practicum requirement would be a dual relationship.

*If there is not a school counselor in my school or if I am the only school counselor in my school or in my school district, who will supervise me?*

If you are doing practicum and there is no school counselor in your district, you should make arrangements with a counselor in the closest neighboring school and do as many hours as possible in that school. Arrangements may be made for you to do some/all of your hours in your home school if the counselor in the other school can be available for you by phone and if you have administrative supervision on site. Site supervision must be done face to face regardless of other arrangements.

If you are the only counselor in a school district, you will need to arrange for a practicum experience and supervision, in another district, by a practicing school counselor. You must have advanced administrative supervisor approval at both sites for such an arrangement.

 *What is the Supervision Plan?*

The Supervision Plan is a tentative outline of the supervision experience that will take place over the semester and is to be turned in with the practicum application and materials. A Supervision Plan is a formal, collaborative agreement between the supervisor and supervisee regarding: a) the time and day of weekly supervision; b) the mode of supervision; c) the plan for on-going access to supervision; d) the goals of supervision.

*Does my site supervisor have to have training in supervision*?

Yes. Agreeing to be a site supervisor means your supervisor has previously completed some type of supervision training or is agreeing to complete supervisory training. It is your responsibility to inform the site of the requirements for participation in your experience. If you have questions regarding qualifying supervisory training, please contact Dr. Coupland at maryann.coupland@sintegleska.edu.

*What does the counseling process consist of that I will be receiving supervision for?*

Each practicum and internship site will be unique in structure and expectations. The following is provided as a

guideline to discuss with your site supervisor.

* Classroom Curriculum: (School Counseling students only): Generally school counselors are required to conduct one if not more classroom instructions on a topic pertaining to the health and well-being of the students in the school. These curriculum can be reviewed with the student and his/her supervisor.
* The Intake Interview: Potential clients seeking services participate in an intake interview,

which has three purposes. The first is to assess clients' needs and to ensure that their needs can

appropriately be served in this setting. In general, clients who are considered to need 24-hour availability of care for any reason are not appropriate clients for practicum students. The second purpose of the intake is to orient the client to relevant issues such as the counseling process itself and informed consent. The third purpose is to provide a safe foundation for the development of a therapeutic relationship. Your site supervisor will provide examples of intake questionnaires that will assist you in gathering pertinent clinical information.

* + Conducting the Session: Sessions are generally 50 minutes long in the mental health setting.

Courtesy and professionalism dictate that you start and end your appointments on time. Regardless of when you start, end at 10 minutes before the hour. With some clients, you may find it helpful to start your "wrap up" well in advance of that time. A client’s or counselor’s difficulty starting or ending a session on time is often indicative of a therapeutic issue and should be discussed with your supervisor or instructor.

In the school setting, unexpected crisis occur that do not allow for set time schedules for counseling. This should be taken into consideration when working with the students.

* + Cancellations and "No Shows:" Cancellations and "no shows" should always be

followed up. Call the client to reschedule. Cancellations, no shows, telephone contacts (and attempted

contacts) need to be documented in your case notes.

* + Discharge/Transfer: When you finish working with a client for any reason, you need to

close or transfer the file. Closings and transfers must be discussed ahead of time with your site supervisor. If the client wishes to continue counseling, and if another counselor is immediately available, your instructor may authorize you to transfer the client to that counselor.

* + When you close or transfer a file, review the file with your site supervisor making sure that all

forms and notes are complete and have the appropriate signatures. Please follow this procedure for ALL

files assigned to you. Please be mindful that failure to complete this process is considered by us to be poor professional behavior and also can put you and us in legal jeopardy.

* + Video/Audio taping Sessions: Remember, because the Counseling Practicum is a training experience, we highly encourage taping of client sessions. The purpose of taping sessions is so you and your supervisors can review your work and give feedback to enhance your skills. This needs to be explained to the client both during the initial screening process and during the intake interview. Videotapes are part of the client file and need to be protected as such. All videotapes are to be erased at the end of each semester.
	+ Case Documentation: The client files contain a variety of forms, which need to be kept accurate and up-to-date, as dictated by good clinical practice and legal liability issues. Client files are to be kept locked at all times. Consult your site supervisor for documentation requirements at your site. In addition, a ‘typical” counseling file is comprised of a number of documents:
* Referral Form: Prior to beginning counseling, clients will complete a referral form. This

form is used to identify information necessary to arrange an intake interview as well as a beginning indication of the client's presenting concern. The referral form is a part of the chart and contains confidential information.

* Disclosure Statement: The disclosure statement is a critical piece of documentation. Prior to

beginning counseling, the counselor is required to review the details of this form with the client, respond to all questions, and obtain the signature of the client. This form is to be signed by the client and counselor. All practicum students must comprehend and be able to explain any portion of this document. You will probably be required to utilize a form specific to your setting.

* Intake Questionnaire: The intake questionnaire is a tool used to gather pertinent clinical

information. The information gathered by counselors during the intake process is determined by various factors such as the theoretical orientation of the counselor, the age of the client, and the treatment modality offered (individual, group, or family counseling).

* Intake Summary: The intake summary provides an objective overview or "picture" of the

client at the time of the intake. A well written intake summary will provide the reader with an

understanding of the client's presenting concern, personal history, family dynamics, and goals of

counseling. Intake summaries are to be reviewed by the site supervisor.

* Counseling Notes: After each session, a counseling note is to be written into the client' s file.

The purpose of case notes is to assist in treatment planning and evaluation. They may also be used as a

Taping of Counseling Sessions

 *Do I have to video tape sessions if my site does not allow it?*

Practicum and Internships requires a minimum number of audio or videos from each student as requested by the university supervisor (generally two tapes are due per course). The issue of audio or video taping on the site must be worked out as part of the agreement turned in with the practicum application. Normally the issue is one of confidentiality; therefore, obtaining a signed, informed consent may resolve the issue your site may have with this. If not, discuss the issue in depth with your clinical site supervisor emphasizing that consent will be given on an individual basis and the critical importance of audio or video taping to the university supervision process. This is as important as live supervision is to the site supervision process. Note that you may use the same client for more than one audio or video taping. If needed, request that the university supervisor speak with the site supervisor about the importance of audio or video taping.

*Taping makes me anxious and reduces my ability to show my optimal skills level, therefore, is there an alternative to taping?*

No, supervision is inherently an anxious time in counselor training. Anxiety is typically managed not eliminated. Best practices of the profession require the supervisor to have access to the student’s development of counseling skills. At SGU, audio or video taping is the least restrictive avenue available. In addition, site supervisors are required to critique your audio or video tapes and are encouraged to engage in live supervision to observe your counseling skill development.

*Where do I get video/audio equipment?*

Both audio and video equipment is required for various courses in the program. Equipment may be reserved for use only at SGU’s Human Services Department or may be rented in the community. Other students have found equipment at their work sites, have purchased equipment, or have borrowed from friends and family.

Definition of Terms

*What is the difference between direct counseling experiences and indirect counseling experiences?*

Direct counseling is interaction with clients that includes the application of counseling, consultation, or human development skills. In general, the term is used to refer to time spent by practicum or internship students working with clients. To count as direct counseling experience, it must be face to face counseling or consultation done in a confidential setting. It is commonly referred to as billable time. Examples of Direct Counseling hours include: Individual, group, couple and family counseling; Classroom Guidance or teaching counseling related material (note that in practicum log); and consultation (time spent in a confidential, private and formal session reviewing a client/student with another service provider or significant other to assist them in assisting the client/student)

Indirect counseling experiences are all other duties and experiences that do not fall into the direct counseling category, such as: staffing, charting and reviewing records; informal assessments and observations; and supervision.

 *What is group guidance/counseling?*

Group guidance is not just a lecture and activity on a non-academic topic. It requires basic counseling skills and the facilitation of group process and focuses on the social/emotional needs of students. Some group guidance activities are highly structured and may involve tapes, books, games, puppets, videos, etc., while other group guidance activities are more informal and less structured. A minimum of 50% of direct hours in practicum must be done in individual counseling.

 *How does group counseling differ from group guidance?*

Group counseling typically includes 3-12 participants while group guidance typically includes the whole classroom. Group counseling has more of a group process and dynamics focus and group guidance has more of a topic focus. Group counseling must include several sessions while group guidance may only include one session. Group counseling requires individual screening for group appropriateness and consent (plus parental consent for minors), while group guidance may be part of the school counselor’s general job description and consent may not be required. Group counseling is counted toward the direct hours and group guidance is counted toward the indirect hours for school counselors during practicum.

*Additional Questions*

*How does the school practicum differ from the mental health practicum?*

They differ primarily by setting and the credentials of the site supervisor. Though it is important to remember that in the state of South Dakota, a school setting qualifies the student for applying for an LPC. This may not be true of other states and it is the student’s responsibility to inquire what the qualifications are for the states the student wishes to practice in through that particular state’s licensing board.

*Can I counsel students who are enrolled in my classes or with whom I have another relationship?*

No, you may not counsel students in your classes or students for which you have disciplinary responsibilities, such as athletic team, club sponsor, etc. Counselors should also not counsel students they have another special relationship such as one who is related to them or who they have another active relationship with. These would constitute dual relationships. You may counsel former students or a client that you have had a previous relationship with that is no longer active. See the question below for further discussion of this issue.

*Can I work with a student or client that I have had contact with in another setting? For example, a child I have had in class or a child that attends my church?*

The ACA ethics code states that dual relationships are to be avoided and if they are entered into, the parameters of the relationship must be specified, preferably in writing as a contractual arrangement between, the counselor and client. Since the code says they are to be avoided but not prohibited, it is recognized that there might be occasions when such relationships are in the best interest of the client, may be the best alternative, or may be the only alternative in some settings. Therefore, a practicum student may enter into some limited dual relationships with students/clients if they have the permission of both their university and site supervisor and these supervisors closely monitor the practicum student's work.

 *As a school counselor, may I take my practicum in a mental health setting?*

No, your practicum experience must be completed in a school counseling setting under the supervision of a practicing, certified school counselor. In some pre-approved situations, and due to limited experiences in the schools in summer, the summer internship for school counselors may include additional sites and site supervisors from a mental health setting.

 *Where can I find approved sites for my practicum?*

Contact the schools in your community. Please remember that it is YOUR responsibility to find a site. Faculty in the School Counseling and Clinical Mental Health Graduate Program can make recommendations, but are not responsible for finding a suitable site for you to complete your field experience.

FORMS AND AGREEMENTS

Practicum Application Material

Prior to enrolling in either Practicum or Internship, students will be required to have completed the following material: All material must be submitted to Dr. Coupland, at the following address, in order to enroll in the course.

Dr. Mary Ann Coupland

Human Services, Master of Arts in School Counseling and Clinical Mental Health

Sinte Gleska University

Multipurpose Building, Rm 128

Mission, SD 57555

This material must be submitted in the semester prior to the one you intend to enroll in. Deadlines are as follows:

* July 1 for fall semester
* December 1 for spring semester
* April 1 for the summer semester (Internship only offered in summer)

These materials must be provided with the application prior to enrolling in the Practicum course:

* Practicum/Internship Application (A Picture ***must*** be attached)
* Plan of Supervision
* Signed Practicum/Internship Agreement
* Signed Ethical and Policy Guidelines for Supervision
* Proof of Liability Insurance ***must*** be included with these completed forms as a part of the completed application packet

**These forms are included in this Handbook. The student is encouraged to make an appropriate number of copies needed to complete both the Practicum and Internship Courses;**

**Hour Record Log Forms**

Weekly Log

Course Summary Log

**Evaluation Forms**

Midterm Evaluation

Final Evaluation

Post Practicum/Internship Evaluation

**Additional Forms**

Permission to Record/Observe

**PRACTICUM/INTERNSHIP APPLICATION**

This information must be completed and turned in to the School Counseling and Clinical Mental Health Practicum Coordinator:

Mary Ann Coupland Ph.D.

Sinte Gleska University

Master of Arts, Human Services Department

Multipurpose Building Rm. 128

PO Box 105

Mission, SD 57555

Office Telephone: 605-856-8224

E-Mail: maryann.coupland@sintegleska.edu

NOTE: Students should also keep copies of each of these documents and put them in their practicum or internship portfolio for future career needs or liability issues.

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Check Appropriate Practicum Setting

Elementary \_\_\_\_\_ Secondary School \_\_\_\_\_ Mental Health \_\_\_\_\_

Check Appropriate Internship Setting

Elementary \_\_\_\_\_ Secondary School \_\_\_\_\_ Mental Health \_\_\_\_\_

**ALSO NOTE: Some schools or agencies may require that you have a criminal background check prior to starting work in their sites. This can take from six weeks to three months to complete and is the students responsibility to find out about and have completed prior to the start of Practicum and or Internship. This means that you need to check with your intended site at least three months prior to starting your experience.**

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| **PRACTICUM STUDENT INFORMATION** |  |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | SSN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_ Zip\_\_\_\_\_\_\_ |
| Phone:(H)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (W)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Cell Phone : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Current Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address of Current Employer: |  |
| Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_ Zip\_\_\_\_\_\_\_ |
| Job Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name and Address of Practicum Site: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_ Zip\_\_\_\_\_\_\_ |

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| **PRACTICUM SITE CLINICAL SUPERVISOR INFORMATION**  |
| Name:Last\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SSN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Telephone: (H)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Graduate Degree:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year Earned\_\_\_\_\_\_\_\_\_ |
| Job Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Years of Full Time Counseling Experience:\_\_\_\_\_\_\_\_\_\_\_\_ |
| List Certificates/Licenses:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Current Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**INTERNSHIP SITE CLINICAL SUPERVISOR INFORMATION**

Name:

Last\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SSN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (H)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(W)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Graduate Degree:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year Earned\_\_\_\_\_\_\_\_\_

Job Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years of Full Time Counseling Experience: \_\_\_\_\_\_\_\_\_\_\_\_

List Certificates/Licenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRACTICUM PREREQUISITES OR COREQUISITES
All listed prerequisites must be completed prior to the semester in which you are requesting to enroll in either practicum or internship**

|  |  |  |
| --- | --- | --- |
| **PY 634 Counseling Practicum Prerequisites**  |  |  |
| **Course** | **Date Completed** | **Grade** |
| HS 520 Research & Program Evaluation  | \_\_\_\_\_\_\_\_\_\_ | \_\_\_ |
| HS 530 Social & Cultural Diversity | \_\_\_\_\_\_\_\_\_\_ | \_\_\_ |
| HS 570 Foundations of Mental Health | \_\_\_\_\_\_\_\_\_\_ | \_\_\_ |
| HS 574 Professional Identity & Ethics | \_\_\_\_\_\_\_\_\_\_ | \_\_\_ |
| PY 533 Counseling Theories | \_\_\_\_\_\_\_\_\_\_ | \_\_\_ |
| PY 594 Issues Involving Children & Youth on the Reservation | \_\_\_\_\_\_\_\_\_\_ | \_\_\_ |
| PY 617. Career Development | \_\_\_\_\_\_\_\_\_\_ | \_\_\_ |
| EDR 600 Reading & Writing in Educational Research | \_\_\_\_\_\_\_\_\_\_ | \_\_\_ |
| PY 556 Group Counseling | \_\_\_\_\_\_\_\_\_\_ | \_\_\_ |
| PY 557 Counseling Techniques | \_\_\_\_\_\_\_\_\_\_ | \_\_\_ |
| PY 574 Family Counseling | \_\_\_\_\_\_\_\_\_\_ | \_\_\_ |
| PY 614 Counseling Assessment | \_\_\_\_\_\_\_\_\_\_ | \_\_\_ |

**PY 694 Counseling Internship I Prerequisites:**

|  |  |  |
| --- | --- | --- |
| **Course** | **Anticipated Date Completed** | **Grade** |
| Py 634 Counseling Practicum | \_\_\_\_\_\_\_\_\_\_ | \_\_\_ |

**COU 881 Counseling Internship II Prerequisites: (Second or Third Semester)**

|  |  |  |
| --- | --- | --- |
| **Course** | **Anticipated Date Completed** | **Grade** |
| PY 694 Counseling Internship I (FirstSemester) | \_\_\_\_\_\_\_\_\_\_ |  \_\_\_ |

PY 538 Psychopharmacology \_\_\_\_\_\_\_\_\_\_ \_\_\_

(Required for Clinical Mental Health only)

PY 644 Diagnosis…. \_\_\_\_\_\_\_\_\_\_ \_\_\_

(Required for Clinical Mental Health only)

PY 654 Clinical Assessment \_\_\_\_\_\_\_\_\_\_ \_\_\_

(Required for Clinical Mental Health only)

**Please attach proof of your professional liability insurance to this application, and give a copy to your site supervisor.**

Detailed practicum and internship information is provided in the Practicum and Internship FAQ. Please share this information with the clinical and administrative supervisors in your site. If any unexpected changes occur in this application, a new site and supervisor must be secured before the first night of class and a new set of forms must be submitted with all appropriate signatures.

**Plan of Supervision**

To be completed and submitted with the practicum or internship application)

Plan of Supervision for **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Student’s Name)

Supervisor's Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Survey:

* Previous supervision training? \_\_\_\_Yes \_\_\_\_No. Number of Hours\_\_\_\_\_\_\_
* Type of supervision training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Previous supervisor experience? \_\_\_\_Yes \_\_\_\_No. Number of previous supervisees\_\_\_\_\_
* Percentage of supervisor's job spent doing counseling\_\_\_\_\_\_\_\_\_

List supervisors current professional association membership(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Days, Times, and Place of Planned Weekly Individual Supervision:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plan for Providing Additional Access to Supervision on an As-Needed Basis and for Crises and Emergencies:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Methods of Supervision planned (circle all that apply):

 Individual (required)
 Audio/Video Tape Review **(required for Practicum and Internship)**
 Co-counseling (suggested)
 Non-participant Observer in Session (suggested)
 Other:
Supervisor and Supervisee's Proposed Goals and Objectives for Supervision. (Tentative goals should be indicated here with revisions allowed as the semester begins and the supervisee and supervisor determine need.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PRACTICUM and INTERNSHIP I and II AGREEMENT**

**This Agreement, by and between:**

The Master of Arts in Human Services, School Counseling & Clinical Mental Health Department

Sinte Gleska University

101 Antelope Lake Circle

Mission, SD 57555 (605) 856-8189 or 8224

**And:**

Agency or School:

Address:

City, State, Zip:

Phone:

With the identified site supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

And the identified administrative supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**And:**

Student Name:

Address:

City, State, Zip:

Phone:(Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Email)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For the purpose of providing an internship in counseling for the above-named student for:**

COUNSELING PY 634 Practicum \_\_\_\_\_or COUNSELING PY 694 and PY 695: Internship\_\_\_\_\_

In the Fall\_\_\_\_ Spring\_\_\_ Summer (internship only)\_\_\_

**Under the University supervision of: (name, phone and email)**

Mary Ann Coupland Ph.D.

Sinte Gleska University

Master of Arts, Human Services Department

Multipurpose Building Rm. 128

PO Box 105

Mission, SD 57555

Office Telephone: 605-856-8224

E-Mail: maryann.coupland@sintegleska.edu

**It is mutually agreed:**

**A. That the above-named agency or school will provide the following services and supervision:**

1. An orientation to the agency or school and definition of specific student duties.
2. Supervision to be performed by: (a person with a **Masters Degree or above with at least 2 years of full time experience**)

Name:

Degree(s) held:

Major field of study:

Relevant work experience: (2 year clinical experience minimum)

1. Weekly review of the student’s performance via a one-hour individual supervision meeting with the student including review and approval of the student’s weekly practicum or internship log.
2. The supervision of the student will be done in accordance with the guidelines established by the agency or school for all regular personnel, keeping in mind the enclosed guidelines for supervisors as recommended by the ACA (American Counseling Association).

**B. That the student will:**

1. Be at the agreed upon location on the following days at the following times:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Be assigned the following specific duties and responsibilities:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Attend weekly group supervision meetings at Sinte Gleska University.

4. Keep a log of time spent including weekly summaries, which will be reviewed and signed by the practicum/internship on-site supervisor.

**C. That Sinte Gleska University Training Program will:**

1. Advice the student as to the requirements (seminars, reports, evaluations) involved in the Practicum or Internship.
2. Provide supervision meetings to discuss common problems and experiences, as well as to assist student in case study presentation and other areas of concern.
3. Provide additional experiences, including group counseling opportunities, opportunities for video and audio tape reviews, professional seminars and referral sources for client as well as personal needs.
4. Maintain periodic contact with the field supervisor and the student to discuss the student’s progress, including on-site visits, phone contact and email by the student’s university supervisor as needed for the purpose of meeting with the on-site supervisor.
5. Maintain appropriate records for registration and grading.

It is the expectation of all three parties involved that the above conditions be met. Should it become apparent that they are not being met by any of the parties, it is imperative that all three parties discuss why these expectations have not been met at the earliest possible date.

The following signatures verify agreement of the stated conditions:

Student Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On-Site Supervisor: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Supervisor: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ethical and Policy Guidelines for Supervision

(This form should be read, signed and submitted with the practicum/internship application)

1. Site supervisors will not transfer weekly supervision to another person instead of the university approved supervisor without approval. The supervisee may seek additional supervision by qualified supervisors. However, this is additional supervision, not a substitute for the weekly, individual supervision provided by the approved site supervisor. The site supervisor will be available to students in person or by phone at all times and provide an alternative supervisor in case of any absence in supervision.
2. Site supervisors will work with the student to develop a Supervision Plan and conduct weekly, individual, structured, regularly scheduled supervision experiences relative to the plan.
3. If an emergency necessitates that the site supervisor cancel the regularly scheduled supervision session, please re-schedule within the same week if possible and make up the time with the supervisee..
4. Site supervisors will provide your supervisee with access to supervision at all times in case of emergency or crisis in the practicum/internship setting. You may maintain electronic or physical access. If you are not available, please appoint a substitute supervisor for the supervisee. However, if you are gone for more than 2 weeks, the substitute must be approved by the university practicum supervisor.
5. Site supervisors will review, verify, and sign the supervisee's practicum/internship log on a weekly basis during the supervision hour which verifies the supervisee's work.
6. Site supervisors will monitor the supervisee's direct and indirect counseling hours via the weekly log. A minimum of 40% of the practicum/internship required hours must be in direct counseling and a maximum of 60% of the hours may be indirect activities.
7. Site supervisors will contact the university practicum/internship supervisor immediately should any problems arise in the field that might affect the supervisee's grade, such as lack of skill development, unethical, unprofessional, or illegal behaviors. They will also make weekly contacts with the university supervisor to assure supervisee progress.
8. Site supervisors will keep a set of supervision notes, copy of progress reports, and copy of midterm and final evaluations for their records and future liability issues. Please share these reviews with the student regularly and in writing with a remediation plan if necessary. Please work out all remediation needs with the university supervisor.
9. Site supervisors will provide weekly live observation or tape review of the supervisee's counseling skills. Please work with the supervisee on advanced counseling skill development relative to your setting. Video taping is required for Practicum Students.
10. Site supervisors will screen clients for the appropriateness and level of competence of the supervisee. Please assist the supervisee with obtaining advance client permission so that they may begin seeing clients at the start of practicum/internship experience.
11. The practicum/internship policy also indicates that the supervisee is to directly report abuse after consulting with the supervisor and not leave the reporting only to the supervisor.
12. The practicum/internship policy is that school counselor site supervisors must be school counselors who are currently practicing and certified at the appropriate level. In addition, they must spend a significant portion of their time actually counseling clients as opposed to management, clerical, and other non-counseling tasks.
13. The field of mental health counseling is open to supervision outside the field and believes there is something of value in cross discipline supervision from social work, psychology, psychiatry, expressive therapists, psychiatric nurses, family therapists, etc. The practicum/internship policy requires that the supervisee provide the site supervisor with a current copy of the American Counseling Association (ACA) Code of Ethics and Standards of Practice which is available at www.counseling.org.
14. Ethical standards indicate that counselors and other mental health professionals need to belong to their professional association. The practicum/internship policy strongly suggests that site supervisors belong to either their national or state professional association, such as the American Counseling Association or one of it's Divisions, the South Dakota Counseling Association, the South Dakota School Counseling Association, or the professional association of their mental health discipline.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clinical Supervisor’s Signature Date

SINTE GLESKA UNIVERSITY COUNSELOR TRAINING PROGRAM

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name Week of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practicum/Internship Site

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On-Site Supervisor Signature University Supervisor Signature

Weekly Log

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tue | Wed | Thur | Fri | Sat | Sun | WeeklyTotal | CumulativeTotal |
|  Date |  |  |  |  |  |  |  |  |  |
|  |
|  Direct Hours: |
|  Clients – Individual |  |  |  |  |  |  |  |  |  |
|  Clients – Group |  |  |  |  |  |  |  |  |  |
|  Clients – Family |  |  |  |  |  |  |  |  |  |
|  Classroom Guidance |  |  |  |  |  |  |  |  |  |
|  Consultation |  |  |  |  |  |  |  |  |  |
|  |
|  Indirect Hours: |
|  Record Keeping |  |  |  |  |  |  |  |  |  |
|  Ind. Site Supervision |  |  |  |  |  |  |  |  |  |
|  Staff Meetings |  |  |  |  |  |  |  |  |  |
|  Seminars/Workshops |  |  |  |  |  |  |  |  |  |
|  Group Supervision |  |  |  |  |  |  |  |  |  |
|  Other |  |  |  |  |  |  |  |  |  |
|  |
|  Daily Totals |  |  |  |  |  |  |  |  |  |

Comments:

|  |  |  |  |
| --- | --- | --- | --- |
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**Practicum Summary Sheet for Counseling Activities Log**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Hours for**

**Direct Counseling \_\_\_\_\_\_\_\_\_\_**

**Indirect Counseling**  \_\_\_\_\_\_\_\_\_\_

**Supervision \_\_\_\_\_\_\_\_\_\_**

**Comments:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Field Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Practicum Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_**

**SGU Instructor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_**

**MIDTERM EVALUATION OF PRACTICUM STUDENT BY SITE SUPERVISOR**

Student Name: Date:

Practicum Host Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practicum Host Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate student’s skill/performance levels in the following areas by checking the appropriate boxes, with (1) being low and (5) being high. Open-ended comments are requested on the last page of the evaluation.

A. PROCESS AND SKILLS

1. Maintains a helpful counseling relationship. 1 2 3 4 5 N/A

2. Refrains from being judgmental. 1 2 3 4 5 N/A

3. Individual counseling skills. 1 2 3 4 5 N/A

4. Family counseling and therapy skills. 1 2 3 4 5 N/A

5. Group facilitation skills. 1 2 3 4 5 N/A

6. Listening skills. 1 2 3 4 5 N/A

7. Use of open-ended questions/responses. 1 2 3 4 5 N/A

8. Appropriate use of confrontation, questions, clarification. 1 2 3 4 5 N/A

9. Ability to identify and explore problems. 1 2 3 4 5 N/A

10. Ability to diagnose. 1 2 3 4 5 N/A

11. Assists clients through stages of problem solving. 1 2 3 4 5 N/A

12. Ability to develop a treatment plan. 1 2 3 4 5 N/A

13. Maintains client focus on topic. 1 2 3 4 5 N/A

14. Ends counseling sessions effectively. 1 2 3 4 5 N/A

15. Refers clients to appropriate sources if necessary. 1 2 3 4 5 N/A

B. PERSONAL AND PROFESSIONAL BEHAVIOR

1. Commitment to the profession. 1 2 3 4 5 N/A

2. Practices ethical behavior. 1 2 3 4 5 N/A

3. Maintains client confidentiality. 1 2 3 4 5 N/A

4. Working relationship with staff. 1 2 3 4 5 N/A

5. Consults with administrator/supervisor regarding concerns. 1 2 3 4 5 N/A

6. Acceptance of supervision. 1 2 3 4 5 N/A

7. Initiative in learning new skills. 1 2 3 4 5 N/A

8. Practical judgment. 1 2 3 4 5 N/A

9. Punctuality. 1 2 3 4 5 N/A

10. Self-confidence. 1 2 3 4 5 N/A

11. Communication skills. 1 2 3 4 5 N/A

12. Conscientious. 1 2 3 4 5 N/A

13. Responsible. 1 2 3 4 5 N/A

C. COMMENTS:

Main Strengths

Areas of Improvement (Use back of this form if needed.)

Site supervisors midterm grade recommendation: S (satisfactory)\_\_\_\_ U (unsatisfactory)\_\_\_\_\_

Site Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINAL EVALUATION OF PRACTICUM/INTERNSHIP STUDENT**

**BY SITE SUPERVISOR**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practicum/Internship Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate student’s skill/performance levels in the following areas by checking the appropriate boxes, with (1) being poor, (2) being fair, (3) being good, (4) being very good, (5) being excellent, and (N/A) meaning not applicable.

A. PROCESS SKILLS

1. Ability to establish and maintain a productive counseling

relationship. 1 2 3 4 5 N/A

1. Demonstrated appropriate skills, techniques and interventions. 1 2 3 4 5 N/A
2. Demonstrated the ability to identify and explore clients’ concerns,

including diagnosis. 1 2 3 4 5 N/A

1. Assisted clients in setting goals. 1 2 3 4 5 N/A
2. Demonstrated the skill of assisting client problem-solving and

decision-making. 1 2 3 4 5 N/A

1. Demonstrated flexibility in meeting individual client needs. 1 2 3 4 5 N/A
2. Showed a willingness to take risks. 1 2 3 4 5 N/A
3. Demonstrated the ability to lead or co-lead a group. 1 2 3 4 5 N/A

B. PERSONAL SKILLS

1. Commitment to the profession. 1 2 3 4 5 N/A
2. Responsible. 1 2 3 4 5 N/A
3. Self-confident. 1 2 3 4 5 N/A
4. Cooperative. 1 2 3 4 5 N/A
5. Attendance/punctuality. 1 2 3 4 5 N/A
6. Communication skills. 1 2 3 4 5 N/A
7. Took initiative and worked independently. 1 2 3 4 5 N/A
8. Responded effectively to feedback, critique and suggestions. 1 2 3 4 5 N/A

C. PROFESSIONAL BEHAVIOR

1. Practiced ethical behavior. 1 2 3 4 5 N/A
2. Developed a working relationship with staff. 1 2 3 4 5 N/A
3. Maintained client confidentiality. 1 2 3 4 5 N/A
4. Used appropriate referral sources. 1 2 3 4 5 N/A
5. Consulted with other professional staff regarding concerns. 1 2 3 4 5 N/A
6. Abided by institution/agency policies. 1 2 3 4 5 N/A

D. OVERALL PERFORMANCE 1 2 3 4 5 N/A

E. MAJOR STRENGTHS:

F. AREAS IN NEED OF IMPROVEMENT:

G. OTHER COMMENTS:

H. GRADE RECOMMENDATION (Please include a brief explanation of grade.)

A grade of “S” (satisfactory) indicates that in addition to completing all course requirements in a timely and professional manner, the student demonstrates strong counseling skills, has high standards of personal and professional behavior, demonstrates a willingness to learn, is cooperative and resourceful in his or her work environment and is committed to the counseling profession.

A grade of “U” (unsatisfactory) indicates that the student has not completed course requirements in a professional manner, needs to improve counseling skills, has less-than-acceptable professional and personal standards of behavior, appears to be unwilling to learn and lacks sufficient commitment to the profession. A grade of “U” is considered unacceptable in the internship program. A student receiving this grade will be asked to reconsider his or her choice of profession, or, if exceptional circumstances are proven, a second internship may be required prior to graduation and/or specific remediation may be required prior to the second internship assignment.

Site Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Student Signature: Date :

University Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POST PRACTICUM/INTERNSHIP REPORT

(Completed by the student at the end of the experience)

Internship Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typical Clientele at Site:

Your program track:

 Clinical Mental Health\_\_\_\_\_ School Counseling \_\_\_\_\_\_

Was it difficult to get all of your internship hours at this site?

 \_\_\_\_\_ No, I did not have problems getting hours at this site.

 \_\_\_\_\_ Yes, it was difficult because:

Is there a minimum commitment to do a practicum/internship at this facility?

 Yes, \_\_\_\_\_hours per week

 Yes, \_\_\_\_\_semesters

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 No, \_\_\_\_\_\_there is no minimum commitment.

What was the best aspect of this site? (Clients, facility, supervision, etc.)

What could be improved about this site? (Clients, facility, supervision, etc.)

Is there a prevailing philosophy or theoretical orientation approach at this site?

Describe:

Has this site had SGU interns before? Yes \_\_\_\_ No \_\_\_\_\_

From what other schools/ programs does this site take interns?

On a scale from 1-10, (10 being the best) how would you rate:

* The facility \_\_\_\_\_
* Supervision \_\_\_\_\_
* Training \_\_\_\_\_
* Overall \_\_\_\_\_

Any other information that you feel would be helpful to someone considering this site for an internship:

Did this site meet your expectations? Explain.

Are there job possibilities at this site for interns? YES\_\_\_\_ NO \_\_\_\_\_

Your name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term/ Year completed internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May a student from the SGU program contact you for more information about this internship site

 No, \_\_\_\_ I prefer not to be contacted.

 Yes,\_\_\_\_ I would be happy to assist another student. Please contact me via:

 phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sinte Gleska University

Master of Arts in Human Services, School Counseling & Clinical Mental Health

PERMISSION TO RECORD/OBSERVE

I, , hereby give my permission for

 (Client’s Name)

the use of recording devices, including audio\_\_\_\_ and videotapes\_\_\_\_, as well as observation

through a one-way mirror\_\_\_\_ during my counseling session with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (Graduate Student’s Name)

a Graduate Student from Sinte Gleska University in conjunction with

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (Site Name and Address)

I understand that any information obtained during counseling sessions through these

means will be used solely for the purpose of supervision by my counselor’s supervisor(s),

and that otherwise this information will be kept strictly confidential.

This authorization will expire on or when I

terminate my counseling with the above named counselor. I also understand that any

taped material will be summarily erased after supervision has taken place.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date) (Client Signature)

ETHICAL GUIDELINES

School Counseling and Clinical Mental Health students adhere to the professional ethics of the counseling professions as advocated by the American Counseling Association. Please familiarize yourself with those standards and consider them binding to your involvement in practicum. A copy of the current edition of the ACA Code of Ethics and Standards of Practice can be obtained from your practicum instructor, if needed. In addition to the ACA Code of Ethics, other ethical rules for practicum are listed below. Each practicum and internship site will have its own set of policies and procedures. It is your responsibility to obtain and understand these policies.

* Video and material from client files are never to be discussed or shown to anyone other than your supervisor, instructor, or in class as directed by your instructor. Seek permission from your site supervisor before discussing a case in class.
* Information about clients is never requested or released without the client' s specific written consent, a copy of which must be kept in the client's file. In the case of child clients, a parent or guardian must authorize such action. An exception to this rule is made when it is suspected that the client may be harmful to self or others. The decision to breech the client's confidentiality is never to be made by the practicum/internship student counselor alone. If the need arises, discuss it in detail with your site supervisor. Clients need to be advised of these limits to confidentiality during the intake interview. Clients who are at risk of harm to self or others are not appropriate for practicum and need to be referred to more advanced practitioners.
* All counseling documents must be reviewed by the site supervisor or an appropriate designee.
* Professionalism. While it is difficult (and hopefully unnecessary) to define and elucidate all aspects of professional conduct here, a few specific guidelines are offered.
	+ Please don't talk about clients in the halls, waiting area, or elsewhere. Client information is to remain confidential and is to be discussed in supervision and consultation only.
	+ Please dress professionally, that is, no sport, casual, or provocative clothing. If you're unsure about what constitutes appropriate dress or how it affects the delivery of effective service, please discuss this with your site supervisor or instructor.
	+ Please keep doors to outside halls closed and locked in order to maintain security of client materials.
	+ Please familiarize yourself with the procedures in this manual and of your site and follow them at all times.
* In preparation for counseling, prior to your first counseling session you will need to review the ACA Code of Ethics and Standards of Practice, arrange an individual supervision time, and become oriented to the expectations of your site.
* Liability Insurance: All students enrolled in practicum are required to carry professional

liability insurance. Low cost insurance is available to student members of ACA. Contact your practicum instructor for additional information.

*A listing of ethical codes and guidelines can be found at the following web sites:*

American Counseling Association (ACA):

<http://www.counseling.org/resources/codeofethics.htm>

American School Counseling Association (ASCA):

<http://www.schoolcounselor.org/content.cfm?L1=1&L2=15>

American Mental Health Counseling Association:

<http://www.amhca.org/ethics.html>

American Psychological Association:

<http://www.apa.org/ethics/>

Ethical Guidelines for Counseling Supervisors Association for Counselor Education And Supervision:

[www.counseling.org](http://www.counseling.org)

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