



PRACTICUM MANUAL
for
REHABILITATION COUNSELING

Master of Arts in Counseling
with emphasis in Rehabilitation Counseling
Department of CARE
College of Education

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TABLE OF CONTENTS

Mission & Goals	3
Introduction	3
Purpose	3
Goals and Objectives	3
Policies and Procedures for the Practicum Site and Site Supervisor	4
• Practicum Site Requirements	4
• Practicum Agency Selection	5
• Practicum Agency Responsibilities	5
• Practicum Site Approval	6
• Practicum Site Supervisor Qualification Requirements	6
Policies and Procedures for the Practicum Application and Registration	7
• Student Eligibility Requirements	7
• Practicum Application Documents and Deadline Dates	7
Structure of the Practicum Experience	8
• Definition of Direct and Indirect Hours	8
• Practicum Student Responsibilities and Expectations	10
• Additional Requirements	13
Supervisory Requirements and Responsibilities	13
• Dimensions of Supervision	13
• Practicum Site Supervisor Responsibilities	14
• Practicum Faculty Supervisor Responsibilities	14
Liability Insurance	15
Appendices	
Appendix 1: Practicum Checklist	16
Appendix 2: Practicum Application	17
a. Application for Practicum (page 1)	17
b. Practicum Proposal	18
c. Practicum Agreement	19
d. Practicum Student Statement of Learning Objectives	22
Appendix 3: Practicum Log Form	23
Appendix 4: Practicum Student Self-Evaluation	25
Appendix 5: Practicum Student Site Evaluation	26
Appendix 6: Practicum Mid-semester Performance Evaluation Form	28
Appendix 7: Practicum Site Supervisor Final Evaluation Form	30
Appendix 8: CORE Accreditation Manual, Section D: Clinical Experience- Practicum	32

Mission and Goals

The mission of the Rehabilitation Counseling Program at the University of Arkansas at Little Rock (UALR) is to promote quality rehabilitation services for individuals with disabilities through a pre-service and in-service education program which provides qualified, certified rehabilitation counselors to work in public and private agencies.

The primary goals of the Rehabilitation Counseling Program are:

1. Provide a comprehensive graduate degree curriculum that prepares students to provide high quality services to individuals with disabilities.
2. Promote values, skills and knowledge that results in genuine commitment to human rights, professionalism, personal integrity and ethical practice.
3. Advance the basic philosophical tenets of rehabilitation.
4. Provide a high quality, accessible learning experience for each student which allows program graduates to gain national certification as a rehabilitation counselor (CRC).

Introduction

This manual is intended to provide the student with detailed information and procedures for applying for and participating in his/her rehabilitation counseling practicum experience. Information is provided for applying for practicum, practicum site requirements, practicum site supervisor requirements, practicum faculty supervisor requirements, practicum student expectations and requirements, and copies of required forms. Please read this manual carefully as it should answer most of your questions.

The faculty of the UALR Rehabilitation Counseling program believes that practicum and internship are among the most important experiences in our graduate program. Every effort will be made to enable students to have a range of experiences that will enhance their personal and career development.

Purpose

The primary purpose of the practicum experience is to provide the student with initial exposure to learning in a community based rehabilitation agency under faculty supervision. The practicum experience is designed to give the student an opportunity to practice the role of the rehabilitation professional. The practicum student is required to apply rehabilitation counseling methods, techniques and vocational knowledge in working with clients and in consulting with business and industry for job development and placement opportunities.

The Faculty Practicum Supervisor, the Onsite Practicum Supervisor, and the Practicum Student will cooperatively determine the exact nature of the practicum experience, depending on the learning needs and interests of the student. The practicum experience allows the student to elect to work with various disability groups, which may include persons with physical impairments, sensory impairments, reduced mental capacity, mental illness, emotional disturbances, chemical dependencies, terminal illnesses, and others.

Goals and Objectives

Goals

The goal of the practicum experience is to provide the student with exposure and learning experiences in a community based rehabilitation setting under faculty and agency supervision.

The course is designed to give the student an opportunity to practice the role of a rehabilitation professional with emphasis on refinement of the student's counseling techniques and approaches.

Objectives

The following objectives apply to all practicum students. Achievement of these objectives is important for the development of rehabilitation counselors. Through the practicum experience the student will be:

- Acquainted with the structure and functions of a rehabilitation agency
- Familiar with the roles and functions of rehabilitation agency personnel.
- Assisted to gain confidence in application of skills particularly related to counseling interactions.
- Provided experiences in a rehabilitation setting and provided direct contact with individuals with disabilities.
- Provided an environment in which students may practice skills while receiving feedback from an experienced practitioner.
- Given an introduction to the skills regarding the dimensions of the counselor-client relationship.
- Provided an opportunity to evaluate the student's strengths and weaknesses as a counseling professional.
- Expected to demonstrate high standards of professional ethics.

Policies and Procedures for Practicum Site and Site Supervisor

The selection of an appropriate practicum site is the key to a successful field experience. It is important to emphasize a careful evaluation of possible sites by the student. The agency can also determine whether its resources are in harmony with the student's needs, interests, and expectations. The student and the agency are involved in a reciprocal relationship. Each has something valuable to offer the other. Students bring to the agency their knowledge, skills and enthusiasm to learn. The agency offers the student the opportunity to put these skills to work. If an appropriate practicum site is chosen, the experience ultimately benefits the student, the agency, and the rehabilitation counseling program.

One of the most common dilemmas the student faces in site selection is where to begin. The student is required to make the initial contact with the proposed site and speak with on-site personnel in the evaluation of an appropriate field site. Students are encouraged to discuss potential sites with the RC Student Services Coordinator along with his/her RC Faculty Advisor well in advance of submitting the Application for Practicum form (page 1 of the Practicum Application).

Practicum Site Requirements

Agencies or programs selected as practicum sites must offer a broad range of rehabilitation counseling activities and must be approved as a practicum site by the RC Student Services Coordinator and RC Program Fieldwork Supervisor. Practicum sites must agree to enter into a Practicum Agreement with the UALR Rehabilitation Counseling program.

Students seeking to do his/her practicum at a **new, unapproved site** must provide information about the site for review and approval. The RC Student Services Coordinator and the RC Program Fieldwork Supervisor must approve the site before the practicum can begin. Students seeking approval for a new practicum site must submit a written request to the RC Student Services Coordinator who will present the request to the RC Program Fieldwork Supervisor. A description of the agency, the agency's service population, a job description

detailing the tasks and duties to be performed by the practicum student, and the name and credentials of the agency staff member who will serve as the student's Site Supervisor. The proposed Site Supervisor must hold at least a master's degree in rehabilitation counseling or a closely related field and should hold the CRC credential. The Practicum may not be completed at an unapproved site. A Practicum Agreement which outlines the expectations for the practicum shall be signed by the student, the Practicum Faculty Supervisor, and the Practicum Site Supervisor.

Practicum Agency Selection

- Agencies should be selected that have a primary function of serving people with disabilities, this may also include agencies that serve the socially disadvantaged.
- Agencies should have a broad variety of rehabilitation services which are designed to serve persons with disabilities.
- Agencies should be recognized in the community as a viable agency with appropriate accreditation (if it exists for that agency). Affiliation with appropriate funding agencies will be considered in lieu of accreditation.
- Agencies should be able to provide assurances that they can give adequate and appropriate opportunities for the practicum student to work with people with physical, mental, psychological, chemical dependency, and social disabilities.
- Information regarding those sites that have been approved by UALR Rehabilitation Counseling Program is available from the RC Student Services Coordinator. Students who are interested in a practicum site that is not yet approved must contact the RC Student Services Coordinator for site approval.

Practicum Agency Responsibilities

- Assign to the practicum student a supervisor who has sufficient experience in service areas to help the practicum student develop as a counselor.
- Hold regularly scheduled supervisory conferences (one hour weekly for each week during the semester) with the practicum student.
- Supervise day-to-day activities of the practicum student.
- Assign cases appropriate to the level of competence of the practicum student.
- Meet regularly with the Faculty Practicum Supervisor to evaluate the practicum student's progress (at least two times during the semester).
- Engage in a mid-semester evaluation of the practicum student's progress with the Faculty Practicum Supervisor on an as-needed basis. The mid-semester evaluation is not a required evaluation but may be utilized to highlight areas identified as needing improvement and progress by the practicum student.
- Complete a final summative evaluation of the practicum student's progress and completion of learning goals as identified at the beginning of the practicum experience.
- The agency provides adequate facilities/equipment and materials to enable the

practicum student to function on a professional level.

- The agency provides an atmosphere whereby the practicum student has an opportunity to benefit from the experience of other members of the staff.
- The agency should provide the practicum student:
 - a. Orientation to the agency's program components, policies, and procedures.
 - b. Introduction to staff and their role and function.
 - c. Expectations for the practicum experience.
 - d. Opportunities for observation of rehabilitation service delivery (in the office/facility, conferences, and in the field) in all stages of development.
 - e. Opportunities for participation in individual counseling sessions with clients.

Practicum Site Approval

The student is responsible for making the initial contact with the potential placement site regarding his/her practicum. If the student is unable to locate a Practicum Site, then the student must contact the RC Student Services Coordinator and student's Faculty Advisor to discuss site possibilities. The practicum site chosen should be based on personal interests and professional development needs, as well as the preparation provided for potential future professional employment.

When final arrangements have been made for the practicum, the student must submit the completed and signed Practicum Application documentation to the RC Student Services Coordinator.

The student is required to obtain approval for the practicum site from the UALR RC Student Services Coordinator and the RC Fieldwork Supervisor.

Practicum Site Supervisor Qualification Requirements

The Practicum Site Supervisor, acts as mentor and role model to the practicum student, and plays a critical role in the practicum experience.

The Practicum Site Supervisor must be an individual who:

- has worked in the agency setting at least one (1) year.
- is interested in supervising students.
- has a minimum of a Master's Degree in Rehabilitation, Counseling, or related field. For exceptions to the above, consult with the UALR Rehabilitation Counseling Program Fieldwork Coordinator.

Other Practicum Site Supervisor qualifications include:

- appropriate academic training at the Master's or Doctorate level.
- work experiences that will provide the practicum student with a proper orientation to the field of rehabilitation.
- an interest and willingness to become a part of an academic training program.
- flexibility of schedule that allows the necessary time required for training and supervising practicum students as part of the supervisor's daily activities.
- sufficient experience and/or education in area of counseling to provide practicum students with supervision in interviewing and/or counseling techniques.
- familiarity with the working relationship with other community agencies.

The Practicum Site Supervisor is eligible for 10 Contact Hours of continuing education credit for supervision of Practicum students. These hours can be applied toward meeting CRC recertification requirements and may be usable for other certification and licensure continuing education needs. To obtain paperwork verifying this continuing education credit, please contact the UALR RC Student Services Coordinator at the end of the Practicum Supervision process.

Policies and Procedures for Practicum Application and Registration

Prior to submitting the Practicum Application, the student must contact his or her Rehabilitation Counseling Program Faculty Advisor to discuss readiness for the practicum fieldwork experience. A review of the student's plan of study is recommended to determine that all required coursework has been successfully completed.

Student Eligibility Requirements

The student must meet the following requirements in order to be eligible for the practicum experience:

- student must be enrolled in the UALR Rehabilitation Counseling Master's program, or pursuing an LPC.
- student must have a minimum of a 3.0 grade point average.
- student must have completed the following core courses* with a grade of B or better prior to beginning Practicum:
 - COUN 7360 Rehabilitation Foundations*
 - COUN 7363 Career Counseling and Placement*
 - COUN 7367 Assessment in Rehabilitation*
 - CNSL 7301 Theoretical Approaches to Counseling*
 - CNSL 7302 Techniques for Counseling Interviews*
 - CNSL 7307 Theories and Techniques of Group Counseling*
 - EDFN 7303 Introduction to Research and its Applications
- student must be taking or have completed the following courses prior to beginning the practicum:
 - COUN 7361 Medical Aspects of Disability
 - COUN 7362 Psychological Aspects of Disability
 - CNSL 7308 Cross Cultural Counseling
 - COUN 7364 Rehabilitation Case Management*

Completion of COUN 7365: Rehabilitation Counseling Practicum is a prerequisite for COUN 7660: Internship in Rehabilitation Counseling. The student must make a "B" or better in Practicum, or he/she will need to repeat the course. This is not a quantitative class in which points are accrued; however, students are required to demonstrate satisfactory counseling skills and knowledge.

The grade in Practicum is determined by the Practicum Faculty Supervisor and is based on a variety of factors including: the Practicum Site Supervisor's confidential final evaluation of the student, and the student's timely and thorough completion of all required paperwork, including weekly practicum logs.

Practicum Application Documents and Deadline Dates

The Practicum Application includes all of the following documentation:

Application for Practicum (page 1)

Practicum Proposal
Practicum Agreement
Practicum Student Statement of Learning Objectives

The student must complete all Practicum Application documentation during the semester previous to when he/she desires to take Practicum. The student must have completed and submitted the **Application for Practicum** form (**page 1** of the Practicum Application) by the following **deadline**:

Fall Semester	-	June 15
Spring Semester	-	September 15
Summer Semester	-	March 15

The student must have completed, obtained appropriate signatures, and submitted **all pages of the Practicum Application** documentation by the following **deadline**:

No later than two (2) weeks prior to the beginning of the semester in which the student is registered for the Practicum course.

All Practicum Application documentation must be submitted to:

Stacy McKisick
RC Student Services Coordinator
UALR Rehabilitation Counseling Program
Email: slmckisick@ualr.edu

Note: The student cannot begin counting Practicum clinical hours until all Practicum Application documentation is completed, signed, and submitted to the UALR RC Student Services Coordinator

Structure of the Practicum Experience

- The Practicum Student shall have a minimum of 100 hours of supervised rehabilitation counseling practicum, with at least 40 hours of direct service to persons with disabilities.
 - **“Direct Service”** is defined as the application of counseling and case management skills with consumers including the use of consultant and advocacy skills on behalf of consumers. In general, the term refers to time spent by Practicum students working with and for consumers (CORE Accreditation Manual)
 - **“Indirect Service”** is defined as Practicum service time that does not fall under the “Direct Service” definition.
- The Practicum Student should have experiences that increase their awareness and understanding of the differences in values, beliefs, and behaviors of individuals from diverse populations. This sensitivity will promote cultural competence, foster personal growth, and introduce students to counseling approaches and rehabilitation issues that affect service delivery.
- The practicum shall include instructional experiences (audio or video taped counseling sessions and individual and group interaction) dealing with rehabilitation counseling concerns, and clinical experiences that facilitate the development of basic rehabilitation counseling skills.

- The practicum student will learn primarily from conducting counseling sessions (audio or video taped), reading, studying, and discussing counseling sessions, submitting the recorded taping of the counseling sessions for feedback and integrating that feedback in future counseling sessions.
- A supervisory conference should be held between the Practicum Student and Practicum Site Supervisor at least once each week throughout the semester for approximately one (1) hour each, so that the Practicum Student's progress can be evaluated. In addition, the Practicum Student should have informal access to the Practicum Site Supervisor during the practicum hours as the need arises.
- The Practicum Log will be completed by the Practicum Student and submitted in a timely manner to both the Practicum Site Supervisor and the Practicum Faculty Supervisor for every week during the course of the semester.
- The Practicum Student will participate in various problems and issues discussion with the Practicum Site and/or Faculty Supervisor. Some settings may also incorporate two-way, live videocam webconferencing with the Practicum Faculty Supervisor and the Practicum Student.

Areas of observing and participating may include:

1. Accepting referral information
2. Contacting clients
3. Counseling and guidance for clients
4. Establishing eligibility
5. Preparing a service plan
6. Arranging services to meet client needs
7. Other activities pertinent to the practicum site

Reading and studying materials may include:

8. Agency plan
9. Procedural manual
10. Manual of forms
11. New employee orientation manual
12. Confidentiality requirements
13. Other materials and information pertinent to the practicum site

- If for any reason during the Practicum the Practicum Student, Practicum Site Supervisor, or Practicum Faculty Supervisor has a reason to believe that the student is unable to perform the essential functions and requirements of the Practicum, that person will notify the Practicum Faculty Supervisor and the RC Fieldwork Supervisor immediately.
- The Practicum Student, Practicum Faculty Supervisor, and Practicum Site Supervisor may engage in a mid-semester evaluation of the Practicum Student's progress with the Practicum Faculty Supervisor, on an as-needed basis. The mid-semester evaluation is not a required evaluation but may be utilized to highlight areas identified as needing improvement and progress by the practicum student.
- Once the practicum experience has been completed, the following documents must be completed and submitted to the Practicum Faculty Supervisor, in order to receive a grade for Practicum. The grade in practicum is determined by the Practicum Faculty Supervisor and is based on a variety of factors that also include:
 - Practicum Site Supervisor's completion and submission of the confidential final evaluation of the student;

- Student's completion of the required individual and group supervision meetings;
- Student's timely completion and submission of weekly practicum logs;
- Student's completion of the self-evaluation form;
- Student's completion of the practicum site evaluation form.

Practicum Student Responsibilities and Expectations

Professional conduct is expected and will be evaluated by the Practicum Site Supervisor and the Practicum Faculty Supervisor along with the requirements for completing the Practicum fieldwork experience. Evaluation will include, but not be limited to, the following:

- Accrue a minimum of 100 clock hours of service to complete the practicum, which includes at least 40 hours of direct service to persons with disabilities. The definition of acceptable examples of "Direct Service" and "Indirect Service" are located under "Structure of the Practicum".
- The student cannot accrue more than an average of 10 hours per week of credit toward meeting the 100-hour Practicum requirement. The purpose of this condition is to spread the practicum experience over the course of the entire semester and, therefore, encourage long-term counseling relationships among the practicum student and his/her clients.
- Dress appropriately and in accordance with the situation and environment.
- Prompt attendance at meetings with clients, staff and the site in general.
- Contact the site if delayed or absent.
- Observe agency policies and regulations.
- Adhere to the work schedule and regulations of the agency. Students will observe the agency holiday schedule, rather than the university holiday schedule.
- Demonstrate respect for clients and co-workers regardless of race, color, religion, sexual orientation, age, national or ethnic origin, political beliefs, marital status, disability, or social and family background.
- Maintain confidentiality of client information under agency guidelines.
- Participate in weekly scheduled individual supervision meetings with the Practicum Site Supervisor for an average of one (1) hour in duration for each supervision meeting AND an average of 1 ½ hours per week of group supervision. This may be comprised of group meetings with other facility staff or other Practicum or Internship students. The group supervision can be conducted by either the site supervisor or the faculty supervisor. Attendance at these meetings is required.
- Complete a daily Practicum Log of all direct and indirect service activities. The student is to utilize the Practicum Log form provided by the UALR Rehabilitation Counseling program. Information on the Practicum Log form should include:
 - Date and number of direct service hours for each day at the site.
 - Date and number of indirect service hours for each day at the site.
 - Date and number of hours of individual supervision meetings.
 - Date and number of hours of group supervision meetings.
 - Description of practicum activities.

- Submit the Practicum Log to both the Practicum Site Supervisor and the Practicum Faculty Supervisor every week during the course of the semester for the purpose of assistance and evaluation.
- To ensure maximum benefit from the practicum experience, the student will need to establish ongoing relationships with clients. The student will identify 3-5 clients that will be followed throughout the course of the practicum. Additional clients may be added, if needed, with approval of both the Practicum Site Supervisor and the Practicum Faculty Supervisor. (**Note:** For students who are employed in rehabilitation professions, it is your responsibility to identify clients that you can meet with on a regular basis and tape in one-on-one counseling sessions in order to fulfill the requirements of this practicum course.)
- Audiotape or videotape counseling sessions with clients. The student will submit a minimum of five (5) recorded counseling sessions for feedback from the Practicum Faculty Supervisor. Videotaping of counseling sessions is encouraged. **Please note that the only formats we can currently support are .mp3 for audio and .mp4 for video files.**

The five (5) recorded counseling sessions are to be submitted for supervision throughout the fieldwork experience so as to provide the practicum student and Practicum Faculty Supervisor the opportunity to discuss the progress of the practicum student's counseling skills. The submission of the majority of recorded counseling sessions during the latter part or last week of the practicum is discouraged.

Verbal permission to record the counseling session must be obtained from each client and said permission is recorded at the beginning of the first counseling session. Once the client has provided verbal approval, it is not necessary to continue to record verbal approval in subsequent recorded counseling sessions. Practicum work with clients that do not agree to this condition and/or are not regularly taped by the student cannot be counted toward the student's practicum hours. The practicum student is encouraged to also discuss recorded counseling sessions with Practicum Site Supervisor for evaluation and feedback.

- Participate in regularly scheduled Individual Supervision meetings with the Practicum Faculty Supervisor either in-person, or via two-way, live videocam interaction for an average of one (1) hour in duration for each supervision meeting. Attendance at these meetings is required.
- Participate in regularly scheduled Group Supervision meetings with the Practicum Faculty Supervisor and other students (with no more than 5 students/group) in the class either in-person, or via two-way, live videocam interaction. Each Group supervision meeting will be an average of 1-1/2 to 2 hours in duration. Attendance at these meetings is required.
- Will present one (1) Case Presentation of a recorded individual client counseling session during a Group Supervision meeting during the semester. At least five (5) days prior to the case presentation, the student must submit a written case presentation and audiotaped (or videotaped) counseling session with the client for distribution to all class members and the Practicum Faculty Supervisor. A sample outline of the content needed in the written case presentation will be provided at the beginning of Practicum.
- Establish personal learning objectives to be met during the Practicum. At the beginning of the Practicum, the Practicum Student and the Practicum Site Supervisor are to establish the Learning Objectives for the Practicum. A copy of the Learning Objectives must be provided to the UALR Rehabilitation Counseling Program Fieldwork Coordinator.

- Abide by the CRCC Code of Ethics. A copy of the Code of Ethics may be found at the CRCC website.
- Provide a copy of this Practicum Manual to the Practicum Site Supervisor at the beginning of the Practicum.
- Complete and obtain signatures on all practicum forms and other required paperwork in a timely manner.
- If for any reason during the Practicum the Practicum Student, Practicum Site Supervisor, or Practicum Faculty Supervisor has a reason to believe that the student is unable to perform the essential functions and requirements of the Practicum, that person will notify the Practicum Faculty Supervisor and the RC Program Fieldwork Supervisor immediately. When the initial remediation efforts have been unsuccessful or if the behavior is egregious, a Concerns Conference will be convened by the RC Program Fieldwork Supervisor. Participants in the conference will include the student, appropriate program faculty, the individual who initially reported the concerns, and the COE Associate Dean. The committee will attempt to describe the concern, propose a plan for remediating the concern, as well as describe the means for evaluating the success of the plan and potential actions if the concern continues. Certain egregious and/or problematic behaviors may require a referral of the student to the Dean of Students for further action, as described on the UALR Dean of Students website <http://ualr.edu/deanofstudents/>. However, the hope is that the concern can be dealt with in a manner that will allow for remediation within the program. Students can appeal the Concerns process and this appeal process is described in the UALR Student Handbook (also found on the UALR Dean of Students website <http://ualr.edu/deanofstudents/>). Hard copies of these records of faculty concerns about a student and Concerns conferences are maintained in the COE Dean's Office.
- If the faculty supervisor or site supervisor is in doubt of the practicum student's counseling ability, character or integrity, the student may be required to repeat the Practicum to demonstrate an acceptable level of skill and/or personal traits. If the problems are not alleviated, the student may not be permitted to continue in the program or complete their degree regardless of their GPA in other courses.
- Students who earn a grade of less than "B" in Practicum must repeat the course. Failure to obtain a satisfactory grade in the repeated Practicum course may result in a recommendation for dismissal from the program. This recommendation will be made by a committee composed of the Site Supervisor, Faculty Supervisor, Fieldwork Supervisor and appropriate faculty.
- Near the completion of the Practicum, the Practicum Student will:
 - Write a 3-5 page Practicum Report with both the Practicum Site Supervisor and the Practicum Faculty Supervisor outlining the practicum experience before credit will be given.
 - Complete Self-Evaluation form;
 - Complete the Practicum Site Evaluation form; and
 - Submit all of the above documents to the Practicum Faculty Supervisor before a grade will be assigned.

Caution: It is not unusual for clients in some rehabilitation settings to not show up for scheduled counseling sessions. Do not be discouraged as this can be a common occurrence. If, however, there arises a consistent pattern of "no shows" and the student is not gaining sufficient direct service hours, then the student must bring this matter to the attention of both the Practicum Faculty Supervisor and the Practicum Site Supervisor.

Additional Requirement – CRC Exam

Students beginning their Rehabilitation Counseling program in the Fall 2011 Term will be required to take and pass the Certified Rehabilitation Counselor (CRC) exam in order to complete the last 6 semester hours of their Internship. The exam is scheduled three times per year and application for the exam must be completed approximately 5 months in advance. Therefore, Practicum participants will be expected to complete the exam application process as part of their Practicum experience. Information on this process can be obtained from the Commission on Rehabilitation Counselor Certification (CRCC) at <http://www.crccertification.com/>. You should apply under Category G. The student verification form for this can be obtained from the Fieldwork Supervisor. The upcoming application deadlines, testing dates and exam result availability dates are shown below:

Application Deadline	Testing Dates	Exam Results Available
May 16, 2011	Oct 7 – 15, 2011	Nov 21, 2011
Oct 15, 2011	Mar 2 – 10, 2012	Apr 16, 2012
Feb 15, 2012	Jul 13 – 21, 2012	Aug 27, 2012
May 15, 2012	Oct 5 – 13, 2012	Nov 19, 2012

Supervisory Requirements and Responsibilities

Dimensions of Supervision

- 1. Planning:** In the planning phase of supervision, the Practicum Faculty Supervisor will consult with the Practicum Site Supervisor to discuss the practicum experience. They will discuss:
 - a. The respective roles of the Faculty Supervisor and the Site Supervisor in close evaluation and consideration of the Practicum Student's progress.
 - b. The expectations and requirements of the Practicum as described in the Practicum Manual.
- 2. Supervision Process:** Supervision involves on-going, consistent contact with students by the Practicum Faculty Supervisor and Practicum Site Supervisor in an atmosphere, which encourages the student and supervisor to meet as frequently as necessary to discuss clinical practice. Supervision is a responsibility of the supervisor and is one of the goals of the supervised clinical practice. Supervision is also a responsibility of the student, since one of the goals of supervised clinical practice is to give the student a clinical awareness of the goals, limitations and operational framework in which rehabilitation is practiced.
- 3. Evaluation:** Evaluation is always a joint responsibility of both the Practicum Faculty Supervisor and Practicum Site Supervisor at the practicum site. Evaluation is conducted through individual and group supervision meetings between the Practicum Student and Practicum Faculty Supervisor; onsite supervision meetings between the Practicum Student and the Practicum Site Supervisor on a weekly basis throughout the Practicum experience; joint mid-semester performance evaluation with the Practicum Faculty Supervisor (as needed); and the Practicum Site Supervisor's completion of the Final Confidential Evaluation. The Practicum Faculty Supervisor reviews the progress of the Practicum Student on a regular basis

A critical component of the RC Counseling Program fieldwork experience is the opportunity for communication between the RC Student Services Coordinator, the Practicum Faculty Supervisor and the Practicum Site Supervisor. It is vital that there is a clear understanding between the RC Student Services Coordinator, Practicum Manual Rev. April 2011

Practicum Faculty Supervisor and the Practicum Site Supervisor of the Practicum objectives, expectations, methods and processes. Either the RC Student Services Coordinator, Practicum Faculty Supervisor or the Practicum Site Supervisor are encouraged to contact the other to discuss any questions, concerns, progress, or problems he or she may have. The RC Program Fieldwork Supervisor feels that this type of communication provides an atmosphere for effective student development.

Evaluation is an ongoing part of the practicum experience. The Practicum Site Supervisor and Practicum Faculty Supervisor are expected to provide constant feedback to the student regarding his/her performance, and to advise the student immediately should performance fall below satisfactory levels.

Practicum Site Supervisor Responsibilities

- For the practicum, a Practicum Site Supervisor must be assigned to provide supervision throughout the practicum experience.
- A supervisory conference should be held with the Practicum Student at least once each week throughout the semester for approximately one (1) hour each, so that the Practicum Student's progress can be evaluated. In addition, the Practicum Student should have informal access to the Practicum Site Supervisor during the practicum hours as the need arises.
- The Practicum Site Supervisor will complete the Final Confidential Evaluation of the Practicum Student and then forward this document to the Practicum Faculty Supervisor at the end of the semester. The Practicum Site Supervisor must submit the Final Confidential Evaluation to the Practicum Faculty Supervisor before the student is given a grade for the course.
- If for any reason during the Practicum the Practicum Student, Practicum Site Supervisor, or Practicum Faculty Supervisor has a reason to believe that the student is unable to perform the essential functions and requirements of the Practicum, that person will notify the Practicum Faculty Supervisor and the RC Program Fieldwork Coordinator immediately.

Practicum Faculty Supervisor Responsibilities

Each student will be under the direction of a Practicum Faculty Supervisor who is a faculty member in the UALR Rehabilitation Counseling program and is a Certified Rehabilitation Counselor (CRC), or CRC eligible.

- Review progress of the Practicum Student on a regular basis.
- Provide each Practicum Student with both individual and group supervision. Individual supervision by the Practicum Faculty Supervisor occurs at an average of one (1) hour in duration for each supervision meeting. Individual supervision is arranged by mutual agreement between the Practicum Student and the Practicum Faculty Supervisor. Group supervision by the Practicum Faculty Supervisor occurs on a regular basis and each session lasts for approximately 1-1/2 to 2 hours.
- Arrange meetings, at least twice within the semester, with the Practicum Site Supervisor for purposes of feedback and evaluation.
- The Practicum Faculty Supervisor will conduct a mid-semester evaluation of the Practicum Student's progress, on an as-needed basis. The mid-semester evaluation is not a required evaluation but may be utilized to highlight areas identified as needing improvement and progress by the Practicum Student.

- If for any reason during the Practicum the Practicum Student, Practicum Site Supervisor, or Practicum Faculty Supervisor has a reason to believe that the student is unable to perform the essential functions and requirements of the Practicum, that person will notify the Practicum Faculty Supervisor and the RC Program Fieldwork Coordinator immediately.
- Schedule site visits, as needed and feasible, for the benefit of the Practicum Student.
- The Practicum Faculty Supervisor reserves the right of final retention or dismissal of the Practicum Student, and agrees to withdraw the Practicum Student from the practicum site when the student's practice and/or behavior does not meet minimum standards of the Agency and is so requested by the Practicum Site Supervisor.

Liability Insurance

The student should check with his/her Practicum Site regarding liability insurance. All helping professionals are legally liable for professional practice with their clients, including rehabilitation counselors and practicum students in rehabilitation counseling. Since a practicum student is not an employee of either the University of Arkansas at Little Rock or the Practicum Site in which he/she is completing their practicum fieldwork experience, the practicum student is personally and legally responsible for his/her practice of rehabilitation counseling. To reduce the financial risk for the practicum student, the practicum student should consider purchasing professional liability insurance.

The student is encouraged to obtain a group insurance policy through the host agency or through related professional associations. Some agencies may require proof of insurance while others provide coverage for practicum and/or internship student placements. More information on student liability insurance may be found at the following websites:

National Rehabilitation Counseling Association
<http://nrca-net.org/insurance.html>

Healthcare Providers Service Organization
<http://www.hpso.com/>

Additional sites can be obtained by using google, bing or ask.com for "Counselor Intern Liability Insurance".

UNIVERSITY OF ARKANSAS AT LITTLE ROCK
MASTER OF ARTS IN COUNSELING
WITH EMPHASIS IN REHABILITATION COUNSELING

PRACTICUM CHECKLIST - COUN 7365

Student Name _____

No practicum hours may be accrued before the approval of the practicum site and practicum site supervisor by the RC Program Student Services Coordinator and RC Program Fieldwork Supervisor.

- **Faculty Advisor Consultation:** Consultation with your Faculty Advisor is required to determine that you have taken all of the pre-requisite courses.
- **Semester/Year:** Determine the Semester and Year you desire to complete Practicum.
- **Application for Practicum [page 1 of the Practicum Application]:** Complete and submit to the RC Program Student Services Coordinator by the following dates.

Fall Semester - June 15
Spring Semester - September 15
Summer Semester - March 15

- **Securing a Practicum Site:**
 - Consult with your Faculty Advisor and the RC Program Student Services Coordinator to discuss determination of an appropriate practicum site and required documentation.
 - Research and gather information about potential practicum sites in which you may be interested.
 - Contact potential agency supervisors and discuss potential practicum placement.
 - If agency is a new/unapproved potential practicum site, then submit proposal for site review and approval by the RC Student Services Coordinator and the RC Fieldwork Supervisor.
 - Secure approval for practicum site/agency from the RC Program Student Services Coordinator and the RC Program Fieldwork Supervisor.
- **Once Practicum Site is Approved:**
 - Complete Practicum Application, obtain necessary signatures, and submit to the RC Program Student Services Coordinator by the applicable deadline date.
 - All blanks must be completed and all signatures/dates must be secured.
- **Computer, Recording Equipment, and Webcamera:**
 - Digital audio recorder and webcamera equipment is required for Practicum. **Currently, the only acceptable formats will be mp3 for audio and mp4 for video.**
 - Computer connection **must be high speed or cable** to ensure your ability to participate in videoconferencing throughout the semester.
- **Orientation to videoconferencing technology:**
 - Schedule orientation to the videoconferencing technology. Consult with the RC Program Student Services Coordinator for further instructions.
- **Apply for CRC Exam**

UNIVERSITY OF ARKANSAS AT LITTLE ROCK
MASTER OF ARTS IN COUNSELING
WITH EMPHASIS IN REHABILITATION COUNSELING

APPLICATION FOR PRACTICUM-COUN 7365

The Application for Practicum (page 1 of the Practicum Application) must be completed by the following deadline dates:

Fall Semester - June 15
Spring Semester - September 15
Summer Semester - March 15

Semester Desired for Practicum: _____[Semester/Year]

T-number _____ Are you also pursuing State licensure? Y/N ____

Student Name: _____
Last First Middle

Student Address: _____
Number/Street City/State Zip

Phone Numbers: _____
Home Work Cell

Email Address: _____

Student [Signature]

Date

***Submit completed and signed document to RC Student Services Coordinator, UALR Rehabilitation Counseling Program**

UNIVERSITY OF ARKANSAS AT LITTLE ROCK
MASTER OF ARTS IN COUNSELING
WITH EMPHASIS IN REHABILITATION COUNSELING

PRACTICUM AGREEMENT-COUN 7365

Student Name: _____ T-number _____

Phone: _____
Home Work Cell

Semester: Fall _____ Year: _____
Spring _____
Summer _____

Practicum Site/Agency Name: _____

Practicum Site Address: _____
Street City/State Zip

Practicum Site Phone: _____ Fax: _____

This Practicum Agreement is entered into between:

_____ as onsite supervisor for
(Practicum Site Supervisor)

_____ a practicum student enrolled in
(Student's Name)

the UALR Rehabilitation Counseling Masters program. This fieldwork practicum

placement shall involve a time commitment of _____ hours that will commence on

_____ and terminate on _____.
(month/day/year) (month/day/year)

The Practicum Site Supervisor agrees to assume responsibility for assisting the student in conducting activities related to his/her practicum experience. These activities are defined below between the Practicum Student and the UALR Rehabilitation Counseling Program and agreed to by the Practicum Site Supervisor.

As the provider of the practicum setting, the Practicum Site/Agency agrees to provide the following:

1. **Appropriate experience:** The practicum setting will provide sufficient opportunity for the Practicum Student to be involved in appropriate experiences. Appropriate experiences are those activities in which counseling personnel employed at this facility participate with emphasis on refining the Practicum Student's counseling techniques and approaches. Also considered as appropriate experiences are activities that have been agreed upon by the Practicum Student, Practicum Site Supervisor, and Practicum Faculty Supervisor as specified in the Practicum Student's Statement of Learning Objectives.
2. **Supervision:** The practicum setting shall provide an onsite Practicum Site Supervisor to whom the student shall be directly responsible. Supervision shall include regularly scheduled supervisory sessions at least once each week during the practicum.
3. **Evaluation:** The Practicum Site Supervisor and Practicum Faculty Supervisor shall make regular contact during the practicum in order to evaluate the Practicum Student's progress (at least two times during the semester). A Final Confidential Evaluation by the Practicum Site Supervisor is to be completed and submitted to the Practicum Faculty Supervisor at the conclusion of the practicum experience.
4. **Learning Climate:** It is expected that the climate in the agency will be conducive to learning. Policies and procedures governing the provision of the agency's services will be clearly defined. Learning opportunities are expected to provide variety and depth.
5. **Program:** The Practicum Student's Statement of Learning Objectives will serve as the basis for the Practicum Student's activities at the agency.
6. **Grievances:** The Practicum Site Supervisor shall contact the Practicum Student and the Practicum Faculty Supervisor, should any difficulties arise during the placement.

The Practicum Student will be responsible for the following:

1. **Adherence to rules and regulations:** The Practicum Student will assume a role as a member of the agency's staff in adhering to policies, regulations, and procedures within the agency. Also, the Practicum Student will observe and work within the framework of the agency, as related to staff protocol and behaviors, as well as to mode of dress.
2. **Attendance:** The Practicum Student will fulfill the agreed-upon time commitments. Time lost shall be made up in a way which is agreeable to the Practicum Site Supervisor and Practicum Faculty Supervisor.
3. **Ethical standards:** The Practicum Student is expected to conform to ethical standards, especially with regard to confidentiality.
4. **Grievances:** The Practicum Student shall contact the Practicum Faculty Supervisor regarding any difficulties that arise regarding the placement.
5. **Education Guidelines:** The Practicum Student will abide by the conditions as listed in the Student Expectations section in the Practicum Manual.
6. **Agency Orientation:** The Practicum Student will have completed all necessary agency forms and in-service training concerning confidentiality and appropriate procedures.

The Practicum Faculty Supervisor will assume responsibility for the following:

1. **Regular contact:** The Practicum Faculty Supervisor will meet with the Practicum Site Supervisor and the Practicum Student at least twice during the Practicum to participate in the evaluation of the Practicum Student's performance and to provide feedback.
2. **Paperwork:** The Practicum Faculty Supervisor will gather and review all required practicum documentation and logs.
3. **Signatures:** The Practicum Faculty Supervisor will obtain all necessary university signatures and check additional signatures to insure all documents are complete.
4. **Files:** Student practicum files will be maintained and updated by the RC Program Fieldwork Coordinator, with a copy to the Practicum Faculty Supervisor.
5. **Grades:** It will be the Practicum Faculty Supervisor's responsibility to assign grades based on the evaluation of the Practicum Site Supervisor.
6. **Grievances:** The Practicum Faculty Supervisor shall be the intermediary, should any grievances occur during the practicum.

Practicum Student [Signature]

Date

Practicum Site Supervisor [Signature]

Date

Practicum Faculty Supervisor [Signature]

Date

***Submit completed and signed document to Student Services Coordinator, UALR Rehabilitation Counseling Program**

PRACTICUM STUDENT-COUN 7365 STATEMENT OF LEARNING OBJECTIVES

The Practicum Student is required to establish at least three (3) learning objectives for the specified grading period. The primary focus of the Practicum course is to improve your counseling skills, especially the core skills of helping. Secondary emphasis is on providing quality client service and, for new counselors, orienting to the field and to the specific agency in which you are doing your Practicum.

Your learning objectives should reflect the counseling focus, as well as any secondary focus areas, and emphasize specific areas where you feel you need to improve. The learning objectives must be originated by the Practicum Student in cooperation with the Practicum Site Supervisor, and reviewed by the Practicum Faculty Supervisor. Please consult your Practicum Faculty Supervisor if you need help in formulating your objectives.

The Practicum Site Supervisor will evaluate the Practicum Student's success in achieving the learning objectives at the end of the grading period. The university will award academic credit for successful accomplishment of the learning objectives listed below:

1.

2.

3.

Practicum Student [Signature]

Date

Practicum Site Supervisor [Signature]

Date

***Submit completed and signed document to Student Services Coordinator, UALR Rehabilitation Counseling Program**

UNIVERSITY OF ARKANSAS AT LITTLE ROCK
 MASTER OF ARTS IN COUNSELING
 WITH EMPHASIS IN REHABILITATION COUNSELING

PRACTICUM LOG - COUN 7365

This log is to be completed by the Internship Student for every week during the Internship and is to be submitted to the Internship Site Supervisor and to the Internship Faculty Supervisor:

Internship Student Name: _____ Week of: _____
 Internship Site Name: _____

MONDAY		Date
Individual Supervision Hours		
Group Supervision Hours		
Total of Direct Service Hours		
Total of Indirect Service Hours		

TUESDAY		Date
Individual Supervision Hours		
Group Supervision Hours		
Total of Direct Service Hours		
Total of Indirect Service Hours		

WEDNESDAY		Date
Individual Supervision Hours		
Group Supervision Hours		
Total of Direct Service Hours		
Total of Indirect Service Hours		

THURSDAY	Date	
Individual Supervision Hours		
Group Supervision Hours		
Total of Direct Service Hours		
Total of Indirect Service Hours		

FRIDAY	Date	
Individual Supervision Hours		
Group Supervision Hours		
Total of Direct Service Hours		
Total of Indirect Service Hours		

CALCULATE TOTAL HOURS FOR THIS WEEK:

Weekly Total of Individual Supervision Hours	
Weekly Total of Group Supervision Hours	
Weekly Total of Direct Service Hours:	
Weekly Total of Indirect Service Hours:	
Weekly Total of All Hours:	

CALCULATE TOTAL HOURS TO DATE IN INTERNSHIP:

Total of Individual Supervision Hours	
Total of Group Supervision Hours	
Total of Direct Service Hours:	
Total of Indirect Service Hours:	
Total of All Hours:	

***Submit completed document to Internship Faculty Supervisor and Internship Site Supervisor**

UNIVERSITY OF ARKANSAS AT LITTLE ROCK
 MASTER OF ARTS IN COUNSELING
 WITH EMPHASIS IN REHABILITATION COUNSELING

PRACTICUM STUDENT SELF-EVALUATION-COUN 7365

Practicum Student Name: _____ Date: _____

Practicum Site/Agency Name: _____

Practicum Site Supervisor Name: _____

Period of Evaluation: From _____ to _____ [Day/Month/Year]

Directions: Please indicate the degree to which each competency has been demonstrated using the following scale:

- 5 - Indicates a frequently demonstrated very high degree of competence.
- 4 - Indicates a frequently demonstrated high degree of competence.
- 3 - Indicates an adequate degree of competence.
- 2 - Indicates a relatively low level of competence.
- 1 - Indicates extremely low level of competence.

Summarize your activities related to each of the following categories. If a category does not apply to you, write N/A.

Interpretation of Diagnostics:	
Medical:	
Psychological:	
Educational:	
Social:	
Vocational:	
Rehabilitation Planning and Case Management:	
Career and Vocational Counseling:	
Personal Adjustment Counseling:	
Job Development and Placement:	
Community Resource Utilization:	
Recording and Reporting:	
Application of counseling theory and techniques:	
Other Related Tasks:	

 Practicum Student [Signature]

 Date

***Submit completed and signed document to Practicum Faculty Supervisor**

UNIVERSITY OF ARKANSAS AT LITTLE ROCK
 MASTER OF ARTS IN COUNSELING
 WITH EMPHASIS IN REHABILITATION COUNSELING

**PRACTICUM STUDENT
 SITE EVALUATION-COUN 7365**

Practicum Student's Name _____ Semester _____ Year _____

Practicum Site _____

Site Address _____

Practicum Site Supervisor Name/Phone _____

Practicum Faculty Supervisor Name _____

Directions: Please indicate the degree to which each competency has been demonstrated using the following scale:

- 5 - Indicates a frequently demonstrated very high degree of competence.
- 4 - Indicates a frequently demonstrated high degree of competence.
- 3 - Indicates an adequate degree of competence.
- 2 - Indicates a relatively low level of competence.
- 1 - Indicates extremely low level of competence.

A. Practicum Site	
1. Adequate assistance in meeting university requirements.	
2. Staff acceptance of you as a counseling practicum student.	
3. Support and cooperation of the administrative staff.	
4. Physical facilities (space to work in, phone ...).	
5. Flexibility of site in meeting student's needs and client's needs.	
6. Site requirements were reasonable.	
B. Practicum Site Supervisor	
1. He/she offered constructive feedback.	
2. He/she provided support when needed.	
3. He/she provided assistance or referred you to someone who could	
4. He/she allowed adequate time for individual supervision.	

5. He/she helped me integrate theory and practice.	
6. Overall evaluation of Practicum Site Supervisor	
C. Please describe how the practicum was a learning experience for you?	
D. What kind of supervision activities did you have? (e.g., listening to tapes, direct observation, group supervision, individual supervision, other)	
D. What suggestions could you offer to improve this field site?	

Practicum Student [Signature]

Date

***Submit completed and signed document to Practicum Faculty Supervisor**

UNIVERSITY OF ARKANSAS AT LITTLE ROCK
 MASTER OF ARTS IN COUNSELING
 WITH EMPHASIS IN REHABILITATION COUNSELING

**MIDSEMESTER PERFORMANCE EVALUATION
 PRACTICUM STUDENT-COUN 7365**

Semester/Year _____ Date of Mid Semester Evaluation: _____
 Name of Student _____
 Name of Practicum Site _____
 Practicum Site Supervisor _____ Phone _____
 Practicum Faculty Supervisor _____

Directions: Please indicate the degree to which each competency has been demonstrated using the following scale:

- 5 - Indicates a frequently demonstrated very high degree of competence.
- 4 - Indicates a frequently demonstrated high degree of competence.
- 3 - Indicates an adequate degree of competence.
- 2 - Indicates a relatively low level of competence.
- 1 - Indicates extremely low level of competence.

AREAS TO BE ASSESSED

1. Professional and appropriate behavior and dress while at Practicum site.	
2. Ability to develop and maintain positive working relationships onsite.	
3. Submission of Practicum logs in a thorough and timely manner.	
4. Attendance and participation in supervision.	
5. Demonstration of active steps towards achieving his/her learning goals.	
6. Strengths of this student.	
7. Areas in which the student needs to improve.	

 Practicum Student

 Date

 Practicum Site Supervisor

 Date

 Practicum Faculty Supervisor

 Date

UNIVERSITY OF ARKANSAS AT LITTLE ROCK
 MASTER OF ARTS IN COUNSELING
 WITH EMPHASIS IN REHABILITATION COUNSELING

**PRACTICUM SITE SUPERVISOR
 FINAL EVALUATION OF PRACTICUM STUDENT
 COUN 7365**

Semester/Year _____
 Name of Student _____
 Practicum Site _____
 Practicum Site Supervisor _____ Phone _____
 Practicum Faculty Supervisor _____

Directions: Please indicate the degree to which each competency has been demonstrated using the following scale:

- 5 - Indicates a frequently demonstrated very high degree of competence.
- 4 - Indicates a frequently demonstrated high degree of competence.
- 3 - Indicates an adequate degree of competence.
- 2 - Indicates a relatively low level of competence.
- 1 - Indicates extremely low level of competence.

Counseling and Service Delivery	
1. Demonstrated an appropriate application of counseling theory and techniques.	
2. Demonstrated the ability to gather, integrate, and interpret client information, such as diagnostics.	
2. Took pertinent histories and recorded progress notes adequately.	
3. Demonstrated the ability to conduct case planning.	
4. Demonstrated the ability to coordinate services.	
5. Demonstrated the ability to conduct job development and job placement skills.	
6. Adhered to the standards of ethical and professional conduct in relationship to clients, practicum site and other professionals.	
7. Attended and participated in case conferences.	
8. Terminated counseling relationships in a therapeutic fashion.	
General Characteristics	
1. Demonstrated the ability to relate to others.	
2. Demonstrated the ability to communicate verbally and in writing.	
3. Demonstrated knowledge of and adherence to ethical behavior.	

4. Demonstrated conscientiousness and dependability.	
5. Demonstrated adaptability and resourcefulness.	
6. Demonstrated organizational ability.	
What do you recognize as strengths of this student?	
What do you recognize as limitations of this student?	
Do you have any suggestions for addressing these limitations?	
Using the above scale, indicate your overall rating of how the student has met his/her learning objectives:	

 Practicum Site Supervisor [Signature] CRC#

 Date of Evaluation

***Submit completed and signed document to Practicum Faculty Supervisor**

CORE
(Council on Rehabilitation Education)
Accreditation Manual
.core-rehab.org/

REVISED CORE ACCREDITATION STANDARDS

(approved by CORE on September 16, 2010)

SECTION D: Clinical Experience

- D.1 Students shall have a minimum of 100 hours of supervised rehabilitation counseling Practicum experience with at least 40 hours of direct service to people with disabilities (not role-playing clients). Practicum students shall have experiences that increase their awareness and understanding of the differences in values, beliefs, and behaviors of individuals who are different from themselves.
- D.1.1 The practicum shall include instructional experiences (audio-video tapes and individual and group interaction) dealing with rehabilitation counseling concerns, and clinical experiences (on or off-campus) that facilitate the development of basic rehabilitation counseling skills. During the practicum, students will conduct interviews that will be reviewed by a supervisor. If practicum experiences are provided off-campus, there will be direct and periodic communication throughout the semester between the site supervisor and the faculty (e.g., site visits, conference calls, video-conferencing, electronic communication). Practicum activities shall be documented in logs, progress reviews, and summaries. The program faculty member responsible for practicum supervision must be a CRC.
- D.1.2 Written expectations, procedures, and policies for practicum will be distributed to students and supervisors. This will include the policy that the practicum is a prerequisite to the supervised rehabilitation counseling clinical internship experience.
- D.1.3 Practicum experiences shall include an average of one (1) hour per week of individual **and** 1½ hours per week of group (with no more than **ten** students/group) supervision by a program faculty member or qualified individual working in cooperation with a program faculty member.
- D.1.4 When using distance education modalities, practicum supervision may be provided using a variety of methods such as video conferencing, teleconferencing, real time video contact, or others as appropriate.
- D.1.5 In states that have specific practicum supervision requirements for counselor licensure, the program shall make the required supervision experiences consistent with the licensure requirements available to those students desiring to qualify for licensure.

- D.1.6 There shall be a written progress review of the performance/counseling skills of all students enrolled in a practicum.
- D.1.7 There shall be a written procedure for responding to students who do not demonstrate satisfactory practicum knowledge or clinical skills.
- D.1.8 The individual supervision of **five** students shall be considered to be equivalent to the teaching of one course.
- D.2 Students shall have supervised rehabilitation counseling internship activities that include a minimum of 600 hours of applied experience in an agency/program, with at least 240 hours of direct service to individuals with disabilities.
- D.2.1 The internship activities shall include the following:
- D.2.1.a orientation to program components, policies and procedures, introduction to staff and their role and function, identification of the expectations for interns, confidentiality and due process procedures, risk assessment, and the Code of Professional Ethics for Rehabilitation Counselors;
 - D.2.1.b. observation of all aspects of the delivery of rehabilitation counseling services, as practiced by the agency or organization, including diverse populations;
 - D.2.1.c. work assignments, performing the tasks required of an employed rehabilitation counselor at the agency or organization; and
 - D.2.1.d. reporting, including all required academic reports as well as logs, weekly progress reviews, and summaries of activities.
- D.2.2 Written expectations, procedures, and policies for the internship activities shall be contained in a manual or other appropriate document(s) and distributed to students and supervisors.
- D.2.3 For the internship, an on-site supervisor must be assigned to provide weekly supervision throughout the internship experience.
- D.2.4 The internship shall include an evaluation of student performance, including self-evaluation by the student, the field site supervisor, and the faculty supervisor.

- D.2.5 The RCE Program shall use internship experience sites that provide rehabilitation counseling services to individuals with disabilities appropriate to the mission of the program.
- D.2.6 Internship students shall have experiences that increase their awareness and understanding of differences in values, beliefs and behaviors of persons who are different from themselves. Internship shall promote cultural competence, foster personal growth and assist students in recognizing the myriad of counseling approaches and rehabilitation issues that affect service delivery.
- D.3 Internship experiences shall include an average of one (1) hour per week of individual **or** 1½ hours per week of group (with no more than **ten** students/group) supervision by a program faculty member who is a CRC or qualified individual working in cooperation with a program faculty member who is a CRC.
- D.3.1 When using distance education modalities, supervision may be provided using a variety of methods such as video conferencing, teleconferencing, real time video contact, or others as appropriate.
- D.3.2 In states that have specific supervision requirements for counselor licensure, the program shall make the required supervision experiences consistent with the state licensure requirements and available to those students desiring to qualify for licensure.
- D.3.3 There shall be a progress review of all students enrolled in an internship.
- D.3.4 There shall be a written procedure for responding to students who do not demonstrate satisfactory internship knowledge or clinical skills.
- D.3.5 The individual supervision of **five** students shall be considered equivalent to the teaching of one course due to the intensive, one-on-one instruction and the ongoing evaluation necessary in internship.