PRACTICUM MANUAL for COUN 7365: Supervised Practice in Rehabilitation Counseling

Master of Arts in Counseling Degree Program with an emphasis in Rehabilitation Counseling

Revised: December 2015
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission &amp; Goals</td>
<td>3</td>
</tr>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Purpose</td>
<td>3</td>
</tr>
<tr>
<td>Goals and Objectives</td>
<td>4</td>
</tr>
<tr>
<td>Policies and Procedures for the Practicum Application and Registration</td>
<td>4</td>
</tr>
<tr>
<td>• Student Eligibility Requirements</td>
<td>4</td>
</tr>
<tr>
<td>• Practicum Application Documents and Deadline Dates</td>
<td>5</td>
</tr>
<tr>
<td>Policies and Procedures for the Practicum Site and Site Supervisor</td>
<td>6</td>
</tr>
<tr>
<td>• Practicum Site Requirements</td>
<td>6</td>
</tr>
<tr>
<td>• Practicum Agency Selection and Approval</td>
<td>6</td>
</tr>
<tr>
<td>• Place of Employment as the Practicum Agency</td>
<td>7</td>
</tr>
<tr>
<td>• Practicum Agency Responsibilities</td>
<td>7</td>
</tr>
<tr>
<td>• Practicum Site Supervisor Qualification Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Structure of the Practicum Experience</td>
<td>9</td>
</tr>
<tr>
<td>• Practicum Student Responsibilities</td>
<td>10</td>
</tr>
<tr>
<td>• Practicum Student Expectations</td>
<td>12</td>
</tr>
<tr>
<td>• Additional Requirements</td>
<td>13</td>
</tr>
<tr>
<td>Supervisory Requirements and Responsibilities</td>
<td>13</td>
</tr>
<tr>
<td>• Dimensions of Supervision</td>
<td>13</td>
</tr>
<tr>
<td>• Practicum Site Supervisor Responsibilities</td>
<td>14</td>
</tr>
<tr>
<td>• Practicum Faculty Supervisor Responsibilities</td>
<td>15</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>15</td>
</tr>
<tr>
<td>Appendices</td>
<td></td>
</tr>
<tr>
<td>Practicum Checklist</td>
<td>17</td>
</tr>
<tr>
<td>Application for Practicum</td>
<td>18</td>
</tr>
<tr>
<td>Practicum Proposal</td>
<td>19</td>
</tr>
<tr>
<td>Practicum Agreement</td>
<td>20</td>
</tr>
<tr>
<td>Practicum Student Statement of Learning Objectives</td>
<td>23</td>
</tr>
<tr>
<td>Practicum Log Form</td>
<td>24</td>
</tr>
<tr>
<td>Practicum Student Self-Evaluation</td>
<td>26</td>
</tr>
<tr>
<td>Practicum Student Site Evaluation</td>
<td>27</td>
</tr>
<tr>
<td>Practicum Mid-semester Performance Evaluation Form</td>
<td>29</td>
</tr>
<tr>
<td>Practicum Site Supervisor Final Evaluation Form</td>
<td>30</td>
</tr>
<tr>
<td>Acknowledgment Page</td>
<td>32</td>
</tr>
<tr>
<td>CORE Accreditation Manual, Section D: Clinical Experience-Practicum and Internship</td>
<td>33</td>
</tr>
</tbody>
</table>
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 to:

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 result in genuine commitment to human rights, professionalism, personal integrity and ethical practice;
3. Advance the basic philosophical tenets of rehabilitation; and
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 capacities and needs of the site, and the learning needs and interests of the student. The practicum experience allows the student to elect to work with various disability populations, which may include persons with physical impairments, sensory impairments, intellectual disabilities, mental illness, emotional disturbances, chemical dependencies, terminal illnesses, chronic health conditions, 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 an 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 in gaining confidence in the application of skills particularly related to counseling interactions;
- Provided with experiences in a rehabilitation setting and opportunities for direct contact with individuals with disabilities;
- Provided with an environment for practicing skills while receiving feedback from an experienced practitioner;
- Given an introduction to the skills regarding the dimensions of the counselor-client relationship;
- Provided with an opportunity to have his/her strengths and weaknesses as a counseling professional evaluated; and
- Expected to demonstrate high standards of professional ethics.

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:

- The student must be enrolled in the UALR Rehabilitation Counseling Master’s program, or pursuing an LPC and enrolled as a non-degree seeking student.
- The student must have a minimum of a 3.0 grade point average.
- The student must have completed the following core courses* with a grade of B or better prior to beginning Practicum (COUN 7365):
  COUN 7360 Rehabilitation Foundations*
  COUN 7363 Career Counseling and Placement*
  COUN 7367 Assessment in Rehabilitation*
  CNSL 7301 Theoretical Approaches to Counseling*
The student can be taking or have completed the following courses during or prior to beginning the practicum course:
- 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: Supervised Practice in Rehabilitation Counseling is a prerequisite for COUN 7660: Internship in Rehabilitation Counseling. The student must earn a grade of “B” or better in Practicum, or he/she will need to repeat the course. Students are required to demonstrate satisfactory counseling skills and knowledge and are required to satisfactorily complete all components of the course. Practicum cannot be taken as a Pass/Fail course and cannot be audited.

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 final evaluation of the student, and the student’s timely and thorough completion of all required paperwork, weekly practicum logs, required clinical hours, required recordings of counseling sessions, and additional requirements as outlined by the course syllabus.

**Practicum Application Documents and Deadline Dates**

The Practicum Application includes all of the following documentation (see appendices):
- Application for Practicum
- Practicum Proposal
- Practicum Agreement
- Practicum Student Statement of Learning Objectives

The student must complete all Practicum Application documentation during the semester prior to when he/she desires to take Practicum. The student must have completed and submitted the Application for Practicum form by the following deadlines:

<table>
<thead>
<tr>
<th>Begin Practicum</th>
<th>-</th>
<th>Paperwork due by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
<td>June 15</td>
</tr>
<tr>
<td>Spring Semester</td>
<td></td>
<td>September 15</td>
</tr>
<tr>
<td>Summer Semester</td>
<td></td>
<td>March 15</td>
</tr>
</tbody>
</table>

The student must have completed all pages, 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.* Students who have not yet acquired a Practicum site by the time their Practicum course starts may be required to drop the 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, submitted to, and approved by the UALR RC Student Services Coordinator.

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. This process should begin during the semester before practicum at the latest. The agency can also determine whether its resources are in harmony with the student’s learning 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 and serve. While the agency offers the student the opportunity to put these skills to work, under professional supervision. When 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 that 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 (see Appendices).

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. Practicum may be completed at a State-Federal Rehabilitation Agency/Facility, a Veterans Administration Rehabilitation Services Agency/Facility, a private, not-for-profit rehabilitation or related agency/facility, a private-for-profit rehabilitation or related agency/facility, or a Disability Support Service at a university.

Students seeking to do their 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 must be provided. 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. Exceptions to this may be made in certain circumstances, and are at the discretion of RC Program Fieldwork Supervisor. 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 and Approval

- Agencies should be selected that have a primary function of serving people with disabilities or chronic health conditions; this may also include related human service agencies and high schools.
• Agencies should have a broad variety of rehabilitation services which are designed to serve persons with disabilities; including but not limited to counseling, job readiness/training and placement, rehabilitation, advocacy, and/or assistive technology.

• Agencies should be recognized in the community as viable agencies with appropriate accreditation (if it exists for that agency). Affiliation with appropriate funding agencies will be considered in lieu of accreditation.

• Practicum agencies should provide services to adult clients, the youngest of whom may be transition aged (at least 16 years old).

• 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, developmental, and addiction issues. This includes an adequate number of clients to work with, with an adequate frequency, in order to complete practicum requirements in a timely manner.

• Information regarding those sites that have been approved by the 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.

• 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 ability to prepare the student for potential future professional employment in the rehabilitation field.

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

**Place of Employment as the Practicum Agency**

• Students are allowed to obtain full or part-time jobs, at qualified agencies, to fulfill their practicum requirements. Students are allowed to use their current employment, at qualified agencies, to fulfill their practicum requirements, if:
  
  o The logged practicum duties are different from their regular job duties (i.e. alternate clientele, program, or services within the same agency). These duties may or may not be fulfilled during the student’s regular hours of employment. That decision must be made by the employee’s supervisor.

**Practicum Agency Responsibilities**

• Assign to the practicum student a supervisor, with a Master’s degree, who has sufficient experience 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 of appropriate type and number 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

• 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

• Provide adequate and safe facilities/equipment and materials to enable the practicum student to function on a professional and safe level

• Provide an atmosphere whereby the practicum student has an opportunity to benefit from the experience of other members of the staff

• Provide the practicum student with:
  a. An orientation to the agency’s program components, policies, and procedures
  b. An introduction to staff and their roles and functions
  c. Expectations for the practicum experience
  d. Opportunities for observation and feedback of rehabilitation service delivery (in the office/facility, conferences, and in the field) in all stages of development
  e. Opportunities for participation in individual and/or group counseling sessions with clients

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

Other Practicum Site Supervisor qualifications should include:

• certification as a rehabilitation counselor
• licensure as a counselor or mental health professional
• work experiences that will provide the practicum student with a proper orientation to the field of rehabilitation
• an interest and willingness to become a contributing member to the student’s academic training program
• a flexibility of schedule that allows the necessary time required for training and supervising the practicum student as part of the supervisor’s daily activities
• sufficient experience and/or education in the area of counseling to provide practicum students with supervision in interviewing and/or counseling techniques
• familiarity with the working relationship between 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 experience.

**Structure of the Practicum Experience**

- The Practicum Student shall complete a minimum of 100 hours of supervised rehabilitation counseling practicum, with at least 40 hours of direct service to adults 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 on behalf of consumers (CORE Accreditation Manual).
  - **“Indirect Service”** is defined as Practicum service time that does not fall under the “Direct Service” definition. This may include activities such as case note documentation, staff meetings, site trainings and orientations, and on-site supervision time.

- 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 awareness, foster personal growth, and introduce students to counseling approaches and rehabilitation issues that affect service delivery.

- The practicum shall include instructional experiences dealing with rehabilitation counseling concerns, and clinical experiences that facilitate the development of basic rehabilitation counseling skills.

- The practicum will provide students with opportunities to audio or video tape individual or group counseling sessions.

- The practicum student will learn primarily from conducting counseling sessions, reading, studying, discussing counseling sessions, and submitting the recordings of the counseling sessions for feedback to faculty supervisors. Students will be expected to integrate that feedback into 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 session, 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 on a weekly basis to both the Practicum Site Supervisor and the Practicum Faculty Supervisor during the course of the semester. The site supervisor must sign the log each week.

- The Practicum Student will participate in discussion of various client problems and issues with the Practicum Site and Faculty Supervisors. Some settings may also incorporate two-way, live webcam conferencing with the Practicum Faculty Supervisor and the Practicum Student.
Areas of observation and participation may include:
1. Accepting referral information
2. Contacting clients
3. Counseling and guidance for clients
4. Therapeutic techniques
5. Establishing eligibility
6. Preparing a service plan or outlining client goals
7. Job readiness training
8. Arranging services to meet client needs
9. Other activities pertinent to the practicum site

Reading and studying materials may include:
10. Agency plan
11. Procedural manual
12. Agency forms/documents
13. New employee orientation manual
14. Confidentiality requirements
15. CRCC Code of Ethics
16. Previous and current course materials
17. Diagnostic and Statistical Manual of Mental Disorders V (DSM-5)
18. Other materials and information pertinent to the practicum site

- If for any reason during the Practicum the 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 will engage in a mid-semester evaluation of the Practicum Student’s progress with the Practicum Faculty Supervisor, with additional evaluations on an as-needed basis.

- 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:
  o Practicum Site Supervisor’s completion and submission of the confidential final evaluation of the student;
  o Student’s timely completion and submission of weekly practicum logs;
  o Student’s completion of the self-evaluation form;
  o Student’s completion of the practicum site evaluation form.

**Practicum Student Responsibilities**
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 is not be limited to the following:

- **The accrual of 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 between the practicum student and his/her clients, and to foster a natural development of clinical skills.

- **Dressing appropriately and in accordance with the setting and environment**
- **Prompt attendance at meetings with clients, staff, and the site in general.** The student should contact the site in a timely manner if delayed or absent
- **The observation of agency policies and regulations**
- **Adherence to the work schedule and regulations of the agency.** Students will observe the agency holiday schedule. Observation of the university holiday schedule will be decided between the Practicum Student and the Site Supervisor.
- **Demonstration of respect for clients and co-workers regardless of race, color, religion, sexual orientation, age, national or ethnic origin, political beliefs, marital status, socioeconomic status, disability, or social and family background.**
- **Maintaining of confidentiality of client information under agency and ethical guidelines.**
- **Participation in weekly scheduled individual supervision meetings with the Practicum Site Supervisor for an average of one (1) hour in duration for each supervision meeting.** Attendance at these meetings is required.
- **Participation in regularly scheduled Individual Supervision meetings with the Practicum Faculty Supervisor either in-person, or via two-way, live webcam interaction for an average of one (1) hour in duration for each supervision meeting per week.** Attendance at these meetings is required.
- **Participation in regularly scheduled Group Supervision meetings an average of 1 ½ hours per week, with classmates and the Faculty Supervisor, either in-person, or via two-way, live webcam interaction.** Attendance at these meetings is required.
- **Completion of a weekly Practicum Log of all direct and indirect service activities.** The student is to utilize the most current 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, including on-site supervision
  - Date and number of hours of individual supervision meetings with the Faculty Supervisor
  - Date and number of hours of group supervision meetings with the Faculty Supervisor
  - Description of practicum activities
  - Site Supervisor’s signature
Submission of 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.

- **Establishing ongoing relationships with clients, to ensure maximum benefit from the practicum experience.** With the help of the Site Supervisor, the student will identify at least 3-5 clients who he/she will work with throughout the course of the practicum. This will vary based on the nature of the agency and the frequency of client interaction.
• **Audio taping or videotaping of counseling sessions with clients.** The student will submit a minimum of five (5) recorded counseling sessions for feedback from the Practicum Faculty Supervisor. Each recording should be at least 30 minutes in length. Videotaping of counseling sessions is encouraged. Please note that the only formats currently supported 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 not allowed.

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. Consent forms are not needed when verbal consent is obtained, unless the client is under the age of 18. (Practicum Students working with transition age clients will need parental consent and client assent.)

Once the client has provided verbal approval, it is not necessary to continue to record verbal approval in subsequent recorded counseling sessions. The practicum student is also encouraged to discuss recorded counseling sessions with the Practicum Site Supervisor for evaluation and feedback.

• **Completion of 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 note and taped 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 note will be provided at the beginning of Practicum.

• **Establishment of 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. These Learning Objectives will encompass skills, information, techniques, etc. that the student desires/needs to acquire and/or enhance. A copy of the Learning Objectives must be provided to the UALR Rehabilitation Counseling Program Fieldwork Coordinator.

• **Upholding of the CRCC Code of Ethics.** A copy of the Code of Ethics may be found in the Practicum course in Blackboard.

• **Provision of a copy of this Practicum Manual to the Practicum Site Supervisor upon signature of the Practicum Agreement.** Obtainment of signatures on all practicum forms and other required paperwork and submission in a timely manner.

**Practicum Student Expectations**

• 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 appropriately 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 CEHP 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.
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.

- If a student earns a grade of less than “B” in Practicum, then he/she 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 outlining the practicum experience and progress toward learning objectives.
  - Complete Self-Evaluation form.
  - Complete the Practicum Site Evaluation form.
  - Submit all of the above documents to the Practicum Faculty Supervisor in order to receive a final grade.

**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 Examination**

Students who began their Rehabilitation Counseling program in the Fall 2011 Term and after 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 and graduate. 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, or latest during their Internship application process. Information on the application process and related dates can be obtained from the Commission on Rehabilitation Counselor Certification (CRCC) website at http://www.crccertification.com/. You should apply under Category G.

**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 Faculty Supervisor and the Practicum Site Supervisor of the Practicum objectives, expectations, methods and processes. 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. 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**

- 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 Mid-Semester and Final Evaluations of the Practicum Student and then forward those documents to the Practicum Faculty Supervisor. The Practicum Site Supervisor must submit the Final 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**

Practicum Manual Rev. December 2015 14
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 is CRC eligible. The Practicum Faculty Supervisor is to:

- 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. In the case of excessive distance, the Practicum Faculty Supervisor will arrange to make contact by phone, email or audio chat, and/or two-way, live webcam interaction with the Site Supervisor and the student on a regular basis.

- Notify the RC Program Fieldwork Coordinator immediately 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.

- Schedule site visits, as needed and feasible, for the benefit of the Practicum Student. In the case of excessive distance, the Practicum Faculty Supervisor will arrange to make contact by phone, email or audio chat, and/or two-way, live webcam interaction with the student on a regular basis.

- Invoke 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 is required to purchase 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 (NRCA)
  [http://nrca-net.org/insurance.html](http://nrca-net.org/insurance.html)

- Healthcare Providers Service Organization (HPSO)
http://www.hpsp.com/

American Counseling Association (ACA)
http://www.counseling.org/membership/aca-and-you/students

National Rehabilitation Association (NRA)
https://nationalrehab.org/

Students must provide proof of insurance to the Faculty Supervisor at the beginning of the semester and insurance must be obtained before students can meet with clients, record sessions, and log direct hours.
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 [See Appendices]:** Complete and submit to the RC Program Student Services Coordinator by the following dates.
  
<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>June 15</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>September 15</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>March 15</td>
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</tbody>
</table>

- **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 Webcam:**
  
  - Digital audio recorder and webcam equipment is required for Practicum. **Currently, the only acceptable formats will be mp3 for audio and mp4 for video.** Be sure to convert other formats before submission to the Instructor.
  - Computer connection **must be high speed or cable** to ensure your ability to participate in videoconferencing throughout the semester.

- **Apply for CRC Exam**
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: ____________________________________________________

“I understand that I must secure a practicum placement before my practicum course (COUN 7365) begins, and that failure to do so may require me to drop the course.”

______________________________________ __________________________
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 PROPOSAL - COUN 7365

Student Name: ____________________________________________

Last                                      First             Middle

Student Address: ___________________________________________________________________________

Number/Street                                      City/State               Zip

Phone Numbers:  ___________________________________________________________________________

Home                                      Work                               Cell

Email Address: ___________________________  T-number: ______________________

____________________________________requests to complete his/her Practicum at:

(Practicum Student)

Name of Practicum Site/Agency: ________________________________

Name of Practicum Site Supervisor: ___________________________

Degree Type of Site Supervisor: _____________________________  CRC? (Y/N) _____

Agency Address: ________________________________________________

Agency Phone: _________________________________________________

Agency Details: _________________________________________________

Requested Practicum Start date: ____________  End Date: _____________

Proposal Description:  (1) Reason for choosing this site and (2) Proposed work schedule

________________________________________________________________________

________________________________________________________________________

Has the Site Supervisor worked at this agency for at least one calendar year? (Y/N) ________________________

Proposal Approved by:

________________________________________________________________________

Practicum Site Supervisor [Signature]  Date

________________________________________________________________________

Student Services Coordinator [Signature]
UALR Rehabilitation Counseling Program  Date

________________________________________________________________________

Practicum Faculty Supervisor  [Signature]
UALR Rehabilitation Counseling Program  Date

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

Practicum Manual Rev. December 2015
PRACTICUM AGREEMENT - COUN 7365

Student Name: ___________________________________ T-number: ______________________

Phone: ________________________________________

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<th></th>
<th>Home</th>
<th>Work</th>
<th>Cell</th>
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</table>

Semester: Fall ______ Year: ______
Spring ______
Summer ______

Practicum Site/Agency Name: ______________________________________________________

Practicum Site Address: ___________________________________________________________

<table>
<thead>
<tr>
<th>Street</th>
<th>City/State</th>
<th>Zip</th>
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Practicum Site Phone: __________________________ Fax: ______________________________

Is this Agreement for a change in Practicum sites? (Y/N) ______
If so, how many Direct Hours has the student completed? _____ Indirect Hours? _____

Does the Site Supervisor agree to provide 1 hr of weekly supervision to the student? (Y/N) ______

Will the student be allowed to audio or video record at least 5 client sessions? (Y/N) ____________

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*
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 counseling skills, especially the core skills of helping. Secondary emphasis is on providing quality client service and case management, and for new counselors, an orientation to the field and to the specific agency in which he/she is completing the Practicum.

Learning objectives should reflect the counseling focus, as well as any secondary focus areas, and emphasize specific areas where the student needs to enhance or acquire skills (i.e. theory-based techniques, case note documentation, service plan development). 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. Goals should be specific, measurable, attainable, relevant, and time-bound.

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. *(Related to counseling skills)*

2.

3.

_________  ______________________________
Practicum Student [Signature]                  Date

_________  ______________________________
Practicum Site Supervisor [Signature]                  Date

*Submit completed and signed document to Student Services Coordinator, UALR Rehabilitation Counseling Program*
PRACTICUM LOG - COUN 7365

This log is to be completed by the Practicum Student for every week during the Practicum and is to be submitted to the Site Supervisor and to the Faculty Supervisor. Faculty individual and group supervision hours do not count toward direct and indirect hours. However Site supervision does count toward indirect hours.

Practicum Student Name: _________________________    Week of: ____________________

Practicum Site Name:  _________________________________________________________

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<th>MONDAY</th>
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<td>Group/Class Supervision Hours</td>
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<td>Direct Service Hours</td>
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<td>Indirect Service Hours (incl. site supv.)</td>
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<td>Group/Class Supervision Hours</td>
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<td>Direct Service Hours</td>
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<td>Indirect Service Hours (incl. site supv.)</td>
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<td>Individual Supervision (w/Faculty) Hours</td>
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<td>Group/Class Supervision Hours</td>
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<td>Direct Service Hours</td>
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<td>Indirect Service Hours (incl. site supv.)</td>
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<td>THURSDAY</td>
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<th>Individual Supervision (w/Faculty) Hours</th>
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<td>Group/Class Supervision Hours</td>
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<td>Direct Service Hours</td>
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<td>Indirect Service Hours (incl. site supv.)</td>
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<th>Individual Supervision (w/Faculty) Hours</th>
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<tr>
<td></td>
<td>Group/Class Supervision Hours</td>
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<td></td>
<td>Direct Service Hours</td>
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<td></td>
<td>Indirect Service Hours (incl. site supv.)</td>
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</table>

CALCULATE TOTAL HOURS FOR THIS WEEK:

<table>
<thead>
<tr>
<th>Weekly Total of Individual Supervision Hours</th>
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<tbody>
<tr>
<td>Weekly Total of Group Supervision Hours</td>
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<tr>
<td>Weekly Total of Direct Service Hours</td>
</tr>
<tr>
<td>Weekly Total of Indirect Service Hours</td>
</tr>
<tr>
<td><strong>Weekly Total of Direct &amp; Indirect Hours</strong></td>
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</table>

CALCULATE TOTAL HOURS TO DATE IN PRACTICUM:

<table>
<thead>
<tr>
<th>Semester Total of Individual Supervision Hours</th>
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<tbody>
<tr>
<td>Semester Total of Group Supervision Hours</td>
</tr>
<tr>
<td>Semester Total of Direct Service Hours</td>
</tr>
<tr>
<td>Semester Total of Indirect Service Hours</td>
</tr>
<tr>
<td><strong>Semester Total of Direct &amp; Indirect Hours</strong></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Interpretation of Diagnostics:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical:</td>
</tr>
<tr>
<td>Psychological:</td>
</tr>
<tr>
<td>Educational:</td>
</tr>
<tr>
<td>Social:</td>
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<tr>
<td>Vocational:</td>
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<tr>
<th>Rehabilitation Planning and Case Management:</th>
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<table>
<thead>
<tr>
<th>Career and Vocational Counseling:</th>
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<tr>
<th>Personal Adjustment Counseling:</th>
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<tr>
<th>Job Development and Placement:</th>
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<tr>
<th>Community Resource Utilization:</th>
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<tr>
<th>Recording and Reporting:</th>
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<table>
<thead>
<tr>
<th>Application of counseling theory and techniques:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Other Related Tasks:</th>
</tr>
</thead>
</table>

Practicum Student [Signature]  Date
### 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

<table>
<thead>
<tr>
<th>Competency</th>
<th>Rating</th>
</tr>
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<tbody>
<tr>
<td>1. Adequate assistance in meeting university requirements.</td>
<td></td>
</tr>
<tr>
<td>2. Staff acceptance of you as a counseling practicum student.</td>
<td></td>
</tr>
<tr>
<td>3. Support and cooperation of the administrative staff.</td>
<td></td>
</tr>
<tr>
<td>4. Physical facilities (space to work in, phone ...).</td>
<td></td>
</tr>
<tr>
<td>5. Flexibility of site in meeting student’s needs and client’s needs.</td>
<td></td>
</tr>
<tr>
<td>6. Site requirements were reasonable.</td>
<td></td>
</tr>
</tbody>
</table>

### B. Practicum Site Supervisor

<table>
<thead>
<tr>
<th>Competency</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. He/she offered constructive feedback.</td>
<td></td>
</tr>
<tr>
<td>2. He/she provided support when needed.</td>
<td></td>
</tr>
<tr>
<td>3. He/she provided assistance or referred you to someone who could</td>
<td></td>
</tr>
<tr>
<td>4. He/she allowed adequate time for individual supervision.</td>
<td></td>
</tr>
</tbody>
</table>
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)

E. What suggestions could you offer to improve this field site?

____________________________________________________________________________________
Practicum Student [Signature]    Date

*Submit completed and signed document to Practicum Faculty Supervisor*
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 Manual Rev. December 2015
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.

<table>
<thead>
<tr>
<th>Counseling and Service Delivery</th>
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</thead>
<tbody>
<tr>
<td>1. Demonstrated an appropriate application of counseling theory and techniques.</td>
</tr>
<tr>
<td>2. Demonstrated the ability to gather, integrate, and interpret client information, such as diagnostics.</td>
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<tr>
<td>3. Took pertinent histories and recorded progress notes adequately.</td>
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<tr>
<td>4. Demonstrated the ability to conduct case planning.</td>
</tr>
<tr>
<td>5. Demonstrated the ability to coordinate services.</td>
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<tr>
<td>6. Demonstrated the ability to conduct job development and job placement skills.</td>
</tr>
<tr>
<td>7. Adhered to the standards of ethical and professional conduct in relationship to clients, practicum site and other professionals.</td>
</tr>
<tr>
<td>8. Attended and participated in case conferences.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>General Characteristics</th>
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</thead>
<tbody>
<tr>
<td>1. Demonstrated the ability to relate to others.</td>
</tr>
<tr>
<td>2. Demonstrated the ability to communicate verbally and in writing.</td>
</tr>
<tr>
<td>3. Demonstrated knowledge of and adherence to ethical behavior.</td>
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<tr>
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<tr>
<td>4.</td>
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<tr>
<td>5.</td>
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<tr>
<td>6.</td>
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</tbody>
</table>

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] Date of Evaluation

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

Student Name: ____________________________________________ Date: ________________________

<table>
<thead>
<tr>
<th>Acknowledgement</th>
<th>Student Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Practicum student has received and read the COUN 7365 Practicum Manual.</td>
<td></td>
</tr>
<tr>
<td>The Practicum student must register for the CRC before the completion of the Practicum</td>
<td></td>
</tr>
<tr>
<td>course, and provide proof of registration to the Faculty Supervisor.</td>
<td></td>
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<tr>
<td>The Practicum student must obtain liability insurance before logging Practicum hours, and</td>
<td></td>
</tr>
<tr>
<td>provide proof of insurance to the Faculty supervisor.</td>
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</tr>
<tr>
<td>The Practicum student must complete all <em>Internship</em> application materials and submit them</td>
<td></td>
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<tr>
<td>to the Student Services Coordinator, in order to receive a final grade in the Practicum</td>
<td></td>
</tr>
<tr>
<td>course.</td>
<td></td>
</tr>
<tr>
<td>The Practicum student must complete at least 5 recordings of therapeutic counseling</td>
<td></td>
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<tr>
<td>sessions in order to receive a final grade in the course.</td>
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</tr>
<tr>
<td>The Practicum student must complete 100 hours of Practicum, with at least 40 of those hours</td>
<td></td>
</tr>
<tr>
<td>being direct service, in order to receive a passing grade in the course.</td>
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</tbody>
</table>

*This checklist is due to the Faculty Practicum Supervisor and the Student Services Coordinator by the start of the Practicum course.*
CORE  
(Council on Rehabilitation Education)  
Accreditation Manual  
.core-rehab.org/  

REVISED CORE ACCREDITATION STANDARDS  
(approved by CORE in September 2012)  

SECTION 2D: 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.