



**SCHOOL OF COUNSELING, HUMAN
PERFORMANCE, AND REHABILITATION**
UNIVERSITY OF ARKANSAS AT LITTLE ROCK

**Rehabilitation Counseling Program
Student Handbook**

**Master of Arts in Counseling with emphasis in
Rehabilitation Counseling**

Rev. July 2021

TABLE OF CONTENTS

Foreword.....	6
A Career in Rehabilitation Counseling.....	6
The RC Program	
• Mission.....	7
• Accreditation.....	7
• Faculty	8
Admission Criteria and Procedure	8
Advisement and Academic Policies and Procedures	12
• Program Advising	12
• Faculty Advisor.....	12
• Course Load	12
Retention Policies	13
• Academic Standing	14
• Advanced Standing	14
• Plan of Study and Course Sequence	15
• Core Competency Courses.....	15
• Grievance Procedures	16
• Incompletes and Withdrawals.....	16
• Repeats and Probation.....	17
• Class Participation	17
• In Progress Grade (IP)	18
• Practicum and Internship	18
Reapplication	19
Time Limits.....	19

Transfer of Credits	20
LPC Process	21
Tuition and Financial Aid	21
Scholarship Information.....	21
Graduate Assistantships	22
Equipment Needs	
• Email Application	23
• Computer Access	23
• Internet Connection.....	23
• Operating System.....	23
• Application Packages.....	23
• Software	24
Student Technical Skills	
• Using E-mail	25
• Using Word Processing Software	25
• Using the Internet.....	25
Graduation Requirements	
• Eligibility	25
• Application for Graduation	25
Recommendations	26
Professional Affiliations.....	28
Appendices:	
1: Acknowledgement and Certification Worksheet	29
2: Core Requirements	30
3. 60-Hour Plan of Study.....	31
4. Course Offerings	33

5. Sample Letter: Request for Practicum/Internship New Site Approval.....	37
6. Sample Letter: Request for Transfer of Credits	38
7. LPC Process	39
8. UA Little Rock Student Conduct	40
9. CRC/CCRC and ACA Codes of Ethics [web addresses]	41
10. CRC/CCRC Scope of Practice	42
11. 2016 CACREP Accreditation Standards [web address].....	45
12. Practicum Forms	
• Practicum Agreement Responsibilities.....	47
• Application for Practicum: COUN 7365	50
• Fieldwork Log.....	51
• Practicum Agreement: COUN 7365	53
• Practicum Checklist: COUN 7365.....	55
• Practicum Proposal: COUN 7365.....	56
• Practicum Student: Statement of Learning Objectives	58
• Practicum Manual: COUN 7365 Acknowledgement Page.....	59
• Midsemester Performance Evaluation Practicum Student.....	60
• Practicum Student Self-Evaluation: COUN 7365.....	61
• Practicum Student Site Evaluation: COUN 7365	62
• Practicum Site Supervisor Final Evaluation of Practicum Student	63
• Professional Practice Fieldwork Contract.....	65
13. Internship Forms	
• Internship Agreement Responsibilities	67
• Internship Agreement: COUN 7660	70

- Application for Internship: COUN 7660 72
- Internship Checklist: COUN 7660..... 73
- Internship Proposal: COUN 7660..... 74
- Internship Student: COUN 7660 Statement of Learning Objectives 76
- Internship Manual: COUN 7660: Acknowledgement Page..... 77
- Mid-Semester Performance Evaluation Internship Student 78
- Fieldwork Log..... 79
- Mid-Semester Performance Evaluation Internship Student 81
- Internship Student Self-Evaluation: COUN 7660..... 82
- Internship Student Site Evaluation: COUN 7660 83
- Internship Site Supervisor Final Evaluation of internship Student 85
- Group Supervision Schedule..... 87
- Professional Practice Fieldwork Contract.....88

14. Blended Manual for Clinical Fieldwork [web address]89

Foreword

This manual serves as an information resource for the students in the UA Little Rock Master of Arts with emphasis in Rehabilitation Counseling Program (“Rehabilitation Counseling Program at UA Little Rock”). Included is information regarding the mission, policies, and procedures of the Rehabilitation Counseling Program at UA Little Rock. The Rehabilitation Counseling Program at UA Little Rock is designed to assist students to become competent Rehabilitation Counseling Practitioners, focusing on the needs of individuals with disability who are receiving rehabilitation services. Training encompasses experiences with persons with disability in a variety of rehabilitation settings. In addition to the student’s acquisition of the information, skills and attitudes necessary to perform as a qualified Rehabilitation Counselor, the student is also introduced to rehabilitation as a profession through involvement with and participation in activities of professional rehabilitation organizations.

This manual is intended as a ready reference and practical manual of information for the UA Little Rock Rehabilitation Counseling Program student. Clarification of policies and procedures, as well as additional information, may be obtained from the student’s Faculty Advisor or the Program Coordinator for the Rehabilitation Counseling Program at UA Little Rock.

As a graduate student, you are responsible for planning and tracking your academic progress. In addition to the information presented here, you should familiarize yourself with the *UA Little ROCK Student Handbook*, the *UA Little Rock Graduate Student Handbook* and the *UA Little Rock Graduate Catalog*. Many of the requirements, processes, and points of contact you will need during your participation in this program are fully described there. You also need to be familiar with the Commission on Rehabilitation Counselor Certification (CRCC) certification process and *Code of Ethics*, Counselor licensure requirements in your State, and the accreditation standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

A Career in Rehabilitation Counseling

Rehabilitation Counseling is a rapidly evolving profession which entered the field of human services about 50 years ago. Early Rehabilitation Counselors had the general goal of returning the individual with disability to functioning as effectively as possible, in order that he/she could become self-supporting.

The modern concept of the rehabilitation counselor is one of a professional individual trained at the master’s level from an accredited Rehabilitation Counselor graduate program who is skilled in individual counseling, assessment, vocational assistance and guidance, and in the use of occupational information. He or she is aware of special medical, social and psychological problems common to persons with physical, cognitive, and emotional disabilities, and is skilled in the development of employment opportunities and work adjustment activities. The

professional rehabilitation counselor of today is aware of community relations, client advocacy, and other factors that impinge upon the client's full participation in society.

Graduates of the Rehabilitation Counseling Program at UA Little Rock may seek employment in state, federal, community or institutional settings, and other areas where there is a rehabilitation focus. In whatever setting the rehabilitation counselor finds him/herself, the central goal is the mobilization of varied skills and resources to enhance the full independence, freedom, and self-determination of the client.

Mission

The Master of Arts in Counseling with emphasis in Rehabilitation Counseling program, also known as the Rehabilitation Counseling Program at UA Little Rock, is a 60 hour online graduate degree program that seeks to prepare rehabilitation counseling professionals to provide direct services and resource coordination for individuals with disabilities that are seeking to re-enter the labor market.

Graduates of the program receive a Master of Arts with emphasis in Rehabilitation Counseling. The completion of the Rehabilitation Counseling program involves mastery of core requirements, electives, a clinical practicum and internship. An additional and centrally important requirement is that the student demonstrates appropriate judgment and maturity in his/her clinical work, abide by the Code of Ethics for Rehabilitation Counselors, and develop professional identity through affiliation and involvement with professional rehabilitation counseling organizations such as the American Rehabilitation Counseling Association (ARCA) or the National Rehabilitation Counseling Association (NRCA).

Accreditation

The RC program at UA Little Rock is fully accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) in the Rehabilitation Counseling Specialty Area. Curriculum, clinical training, and the general course of study are designed to meet nationally approved standards of this accrediting body. As a graduate of an accredited program, the student is eligible to sit for the National Certified Rehabilitation Counselor Examination (CRC) as well as the National Counselor Examination for Licensure and Certification (NCE). As students in an accredited Rehabilitation Counselor training program, the examination may be taken just prior to graduation without the additional experience requirement. Students are strongly encouraged to sit for the exam consistent with their career goals.

Faculty

The Rehabilitation Counseling Program is conducted by eight full time faculty members. Support is provided through the staff of the College and School Offices. All courses in the program are offered online which means that our faculty and staff must be technologically savvy, as well as experts in his or her field. Additionally, the faculty is aware that the goal for the majority of our students is to become a proficient practitioner in the mental health or rehabilitation counseling field. So, the faculty strives to provide not only academic, but also experiential, preparation. This is reflected in the course content and the teaching style provided by the faculty.

Admission Criteria and Procedures

The RC program actively seeks students with the academic and clinical potential to become competent Rehabilitation Counselors. Special effort is directed toward qualified individuals from minority groups and individuals with disability.

The first step in the admission process is to complete an application to the UA Little Rock Graduate School. This application can be completed online at the UA Little Rock Graduate School website.

Additional admission requirements for **REGULAR, DEGREE-SEEKING STATUS** in the Master of Arts in Counseling with emphasis in Rehabilitation Counseling are as follows:

- GPA: Overall undergraduate GPA of 2.7 or higher, or 3.00 GPA in the last 60 hours.

OR

- If the student's undergraduate GPA is **below a 2.70 overall or 3.00 in the last 60 hours**, achieving the following minimum scores on the Graduate Record Exam (GRE): (Old Version) 440 on the Verbal and 560 on the Quantitative Scales or (New Revision) 149 on the Verbal and 146 on the Quantitative scales, or a scaled score of at least 391 on the Miller's Analogy Test (MAT) will permit regular admission. For employed Rehabilitation Counselors who do not meet this standard, please see "Conditional Admission, Admissions Portfolio" below.

OR

- Master's degree from an accredited institution of higher education.

Admission requirements for **CONDITIONAL, DEGREE-SEEKING STATUS** in the Master of Arts in Counseling with emphasis in Rehabilitation Counseling are as follows [UA Little Rock Graduate Catalog Admissions, Excerpted]:

- Submitted all admission application materials to the UA Little Rock Graduate School.
- Did **not** meet all Regular Admission requirements.

- Admission of students based on GPA for graduate hours at other accredited institutions:
 - Students not qualifying for Regular Admission based on their undergraduate grade point averages may be admitted to the program on “condition” if they have successfully completed a minimum of 9 semester hours in a relevant graduate program at UA Little Rock or another regionally accredited institution with a GPA of at least 3.0 and a grade of B or better in each course taken.

OR

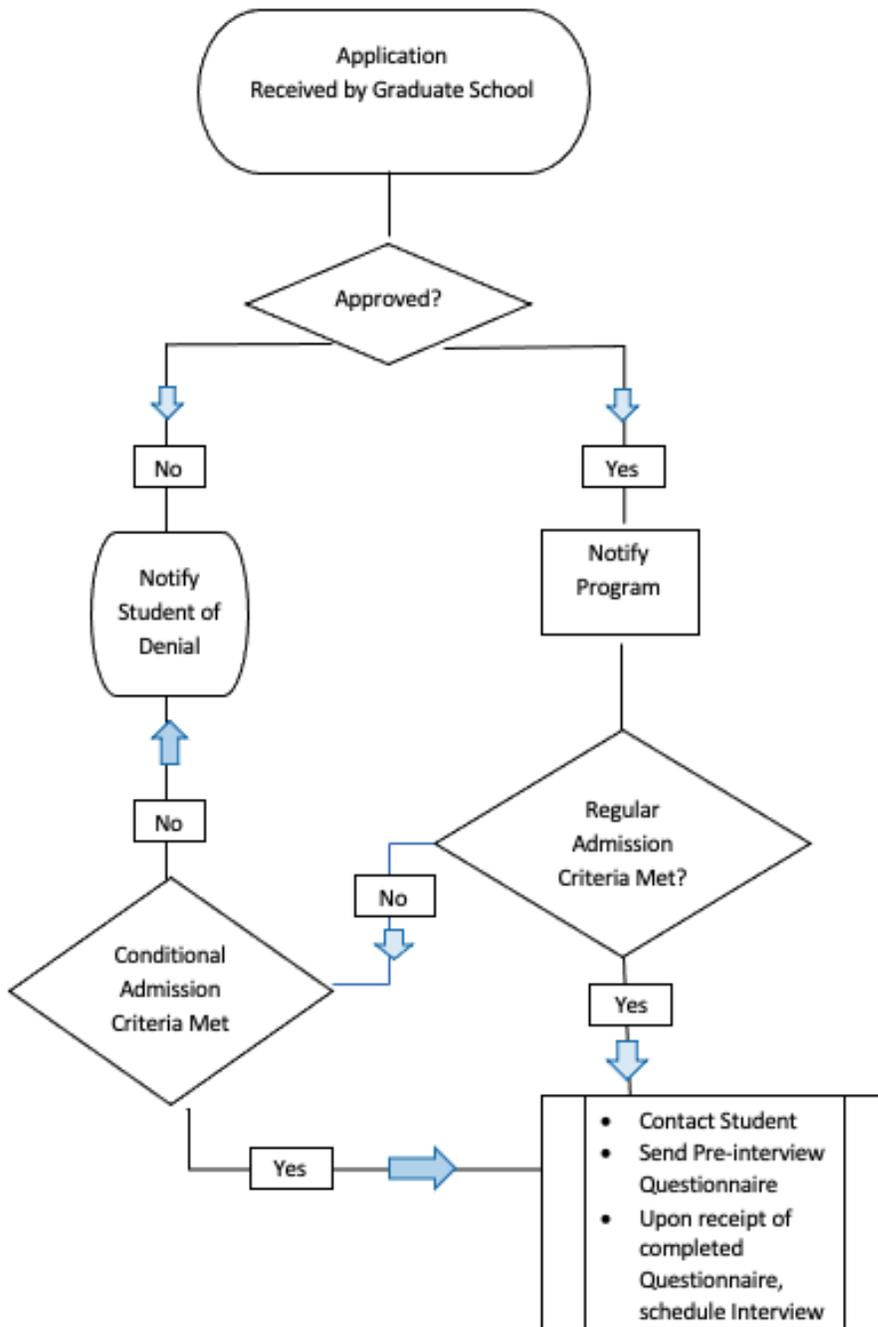
- Admission of students based on an Admissions Portfolio (*for employed Rehabilitation Counselors only*):
 - Employed rehabilitation counselors **only** have the option to submit a satisfactory Admissions Portfolio of academic and professional work to obtain conditional admission. The guidelines for the portfolio are available from the Program Coordinator. Letters of reference are not required unless specifically requested by the Program Coordinator.
 - Complete a successful interview, either face-to-face or by telephone, with a program faculty member or a designated representative in the Rehabilitation Counseling Program.

Note: “Conditional” means that the student must make a B or better in the first 12 hours taken in the UA Little Rock Rehabilitation Counseling curriculum.

Questions related to the application process, or the status of an application should be directed to the UA Little Rock Rehabilitation Counseling Program Student Services Coordinator.

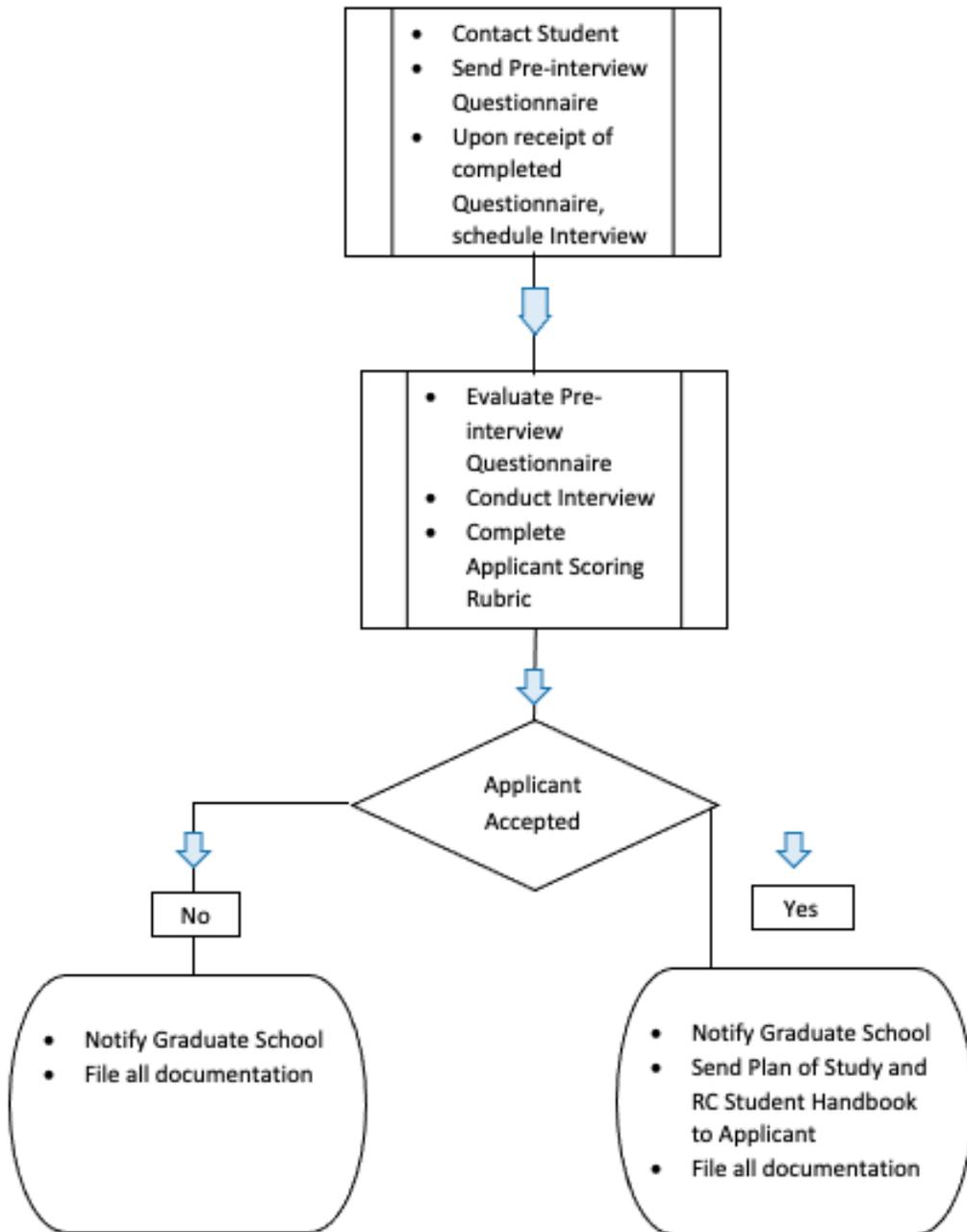
Admission to the program is a multi-step process involving both the Graduate School and the Rehabilitation Counseling program. The chart below outlines the process.

APPLICATION PROCESSING



CONTINUED

APPLICATION PROCESSING



ADVISEMENT and ACADEMIC POLICIES AND PROCEDURES

Program Advising

All degree-seeking students should work closely with their program advisors to prepare a **plan of study** [Appendix 5). Faculty advisors are typically assigned during the Fall term. Students entering in the Spring or Summer terms should contact either the Rehabilitation Counseling Program Coordinator or the Rehabilitation Counseling Admissions Coordinator for assistance prior to the assignment of a regular faculty advisor. Students seeking degrees should meet with their advisors immediately. Students can easily monitor their progress in the program through **Degree Works**. This application can be accessed here <https://degreeworks.ualr.edu/DashboardServlet/>. It will show the courses completed, in progress and remaining to be taken.

Faculty Advisor

Each student admitted into the UA Little Rock Rehabilitation Counseling program is assigned to one of the RC full time faculty who will serve as their Faculty Advisor. The Faculty Advisor plays an important role in the student's choice of courses and helps direct the student to develop their career goals or special areas of interest. The Faculty Advisor is concerned about the student's professional growth and development.

Although the Faculty Advisor's role is to assist the student in obtaining their academic goals, the responsibility for being aware of and meeting departmental and university deadlines is solely that of the student. The Faculty Advisor is not responsible for reminding students or notifying students of deadlines such as practicum or internship, application for CRC or licensure exams, financial aid, graduation, or final days for registration or adding or dropping courses. Special, non-degree seeking students are advised by the program coordinator for the curricula in which they are seeking admission to classes. Students must be advised each semester before enrolling. Some programs use the student information system to require advising, while others do it in a more informal manner.

Course Load

A full-time graduate student must be enrolled for a minimum of nine credit hours per semester. A three-quarter-time graduate student must be enrolled in seven or eight hours per semester. A half-time graduate student must be enrolled in five or six hours per semester. Graduate course load for summer terms is full-time, five hours or more; three-quarter-time, four hours; and half-time, three hours. [UA Little Rock Graduate Catalog Advisement, Excerpted]
Since the focus of this program is on the development of proficient rehabilitation counseling practitioners, many of the courses are structured to include significant experiential learning

components. In addition to the practicum and internship requirements, the student can expect to participate in projects and assignments ranging from shadowing and observation to service learning tasks. Accordingly, students are encouraged to register for no more than 9 hours in a fall or spring term and 6 hours in a summer term. Exceptions can be made with the concurrence of the faculty advisor and approval of the Program Coordinator. For example, the complete internship requires completion of TWO six-hour sections. So, completion of the entire internship in a single term would require registration for 12 hours.

Retention Policies

University requirements and retention policies, as specified in the Graduate Catalog, apply to all Rehabilitation Counseling students. Students should review the university retention policies in the Graduate School catalog. The policies outlined below refer to the minimum performance standards of the Rehabilitation Counseling program. These policies supplement Graduate School policies to cover conditions unique to the Rehabilitation Counseling program. They should be considered as guidelines for advisement and planning for the student throughout their training. Students should be aware that, in order to successfully complete the Rehabilitation Counseling program, they must demonstrate satisfactory performance in both academic and clinical courses in the program as well as compliance with all ethical and competency standards. Students may petition through their Faculty Advisor for reconsideration of any action taken and, if dissatisfied, should consult the Grievance Procedures in the following section.

The general goal of the Rehabilitation Counseling Program at UA Little Rock is to prepare qualified Rehabilitation Counselors to work in agencies, institutions, clinics, and other sites that are devoted to serving individuals with disability. Rehabilitation counseling faculty are specifically charged with monitoring student progress in academic, and clinical and professional activities. Erratic performance, poor academic or poor clinical performance or poor professional attributes are concerns to be addressed with the student by the Faculty Advisor, who will also report these concerns to the Program Coordinator. Suggestions for intervention will be given by the Faculty Advisor and the Program Coordinator. The Faculty Advisor will meet with the student to discuss and outline a plan and intervention to resolve the problem. However, if there is continued evidence of the student's inability to make a direct contribution, or improve performance or achieve clinical or academic competence, the student may be terminated from the program.

Authority for retention or dismissal decisions based on professional attributes is addressed in the following guidance:

- UA Little Rock Graduate Catalog – Academic Policies
“In addition, students are expected to exemplify and adhere to the codes of conduct prescribed by the professional organization in their fields of study. Students who fail to

adhere to these standards are subject to dismissal from their graduate program and the Graduate School.”

- Council on Accreditation of Counseling and Related Programs (CACREP) - 2016 Accreditation Standards, Section 1
“Counselor education programs have and follow a policy for student retention, remediation and dismissal from the program consistent with institutional due process policies and the counseling profession’s ethical codes and standards of practice.”
- Commission on Rehabilitation Counselor Certification - 2017 Code of Professional Ethics for Rehabilitation Counselors, Section H.8.
“Rehabilitation counselor educators, through ongoing evaluation, are aware of and address the inability of some students to achieve required competencies, which may be due to academic performance or personal concerns. Rehabilitation counselor educators do the following: (1) assist students in securing remedial assistance, including counseling, when needed; (2) seek professional consultation and document the decision to recommend dismissal or refer students for assistance; and (3) make reasonable efforts to ensure that students have recourse in a timely manner to address decisions requiring them to seek assistance, or to dismiss them and provide students with due process, according to institutional policies and procedures.”

Academic Standing

Graduate students who do not maintain at least a 3.0 cumulative GPA (B average) on all courses are on academic probation at the end of the semester, regardless of if they do or they do not receive notification. Students who fail to remove the probationary status by raising their GPAs during their next enrollment periods or whose GPA cannot be raised to 3.0 or better within 12 credit hours are subject to dismissal from the Graduate School. For part-time students, next enrollment period may, if approved by the program coordinator, be defined as the next 12 hours.

Advanced Standing

The number of hours required to complete the Master of Arts in Counseling with Emphasis in Rehabilitation Counseling degree may be reduced based on prior relevant academic training or work experience. This is called Advanced Standing. Advanced standing may not reduce program requirements below 60 semester hours.

PLEASE NOTE THAT CREDIT AWARDED AS ADVANCED CREDIT DOES NOT TYPICALLY COUNT TOWARDS THE MINIMUM NUMBER OF GRADUATE HOURS REQUIRED FOR EITHER CERTIFICATION OR LICENSURE.

A student may gain advanced standing based on having at least 3 years of work experience as a rehabilitation counselor. Three through five years of work experience as a rehabilitation counselor at the time of admission is equivalent to 3 credit hours in the Rehabilitation Counseling Program. Six or more years of work experience as a rehabilitation counselor at the time of admission is equivalent to 6 credit hours.

Advanced standing may also be awarded to students that hold an undergraduate degree in Rehabilitation Studies from a regionally accredited institution. An undergraduate degree in Rehabilitation Studies would reduce the program requirements by 6 credit hours for such students.

Students should petition in writing to his/her Faculty Advisor of the UA Little Rock Rehabilitation Counseling program by providing a letter from his/her employer's human resource administrator (on company letterhead) that includes the student's job title and hiring date.

Plan of Study and Course Sequencing

Refer to your Faculty Advisor and the Plan of Study to register for courses in the appropriate sequence. There are four phases of the Master of Arts in Counseling with emphasis in Rehabilitation Counseling, Phase I, Phase II and Phase III classes should be completed sequentially prior to applying for the Internship. If you have questions about the document below, please contact your adviser. See Appendix 3 for Plan of Study document. In cases where there are multiple sections of a course, you are expected to register for the course section being taught by a member of the Rehabilitation Counseling program. Exceptions require approval of your faculty advisor. Most Graduate students who start in Fall 2016, or later, will have access to Degree Works. This application will reflect the courses completed and those remaining for completion of the degree requirements. This application can be accessed at <http://ualr.edu/records/degreeworks-student/>. Since many students register for less than full-time, we do try to offer all classes each term. This does not fit the semester-based structure for the *DegreeWorks*. We have set up a worksheet view that reflects our suggested course sequencing. This, rather than the Plan of Study view, should be used to keep track of your progress in the program. If you are unable to use this, you should contact your advisor and utilize the Plan of Study.

Core Competency Courses

In order to maximize the learning and development experience and to produce the most skilled Rehabilitation Counselors possible this program chooses to emphasize the following program policies to our students:

An overall GPA of 3.00 on all courses in the program of study is required to complete graduation requirements for the Master of Arts with emphasis in Rehabilitation Counseling Program. There are core competency courses in which the student must achieve a grade of “B” or better. In the event that a “B” is not achieved in one of the core courses, the student must repeat the course. You should also be aware that the Arkansas Board of Examiners in Counseling (and most other State licensing boards) will not accept courses with grades less than B as meeting their license requirements.

The core competency courses are:

- COUN 7360 Rehabilitation Foundations
- COUN 7363 Career Counseling and Placement
- COUN 7364 Case Management
- COUN 7365 Counseling Practicum
- COUN 7367 Clinical Assessment
- COUN 7660 Counseling Internship
- CNSL 7301 Counseling Theories and Applications
- CNSL 7302 Models and Techniques for Counseling Interviews
- CNSL 7307 Theories and Techniques of Group Counseling

Grievance Procedures

It is expected that the student will try to resolve disagreements of grievances first with his/her Faculty Advisor or directly with the faculty member with whom they have a disagreement. If the case is not resolved at this level, the Graduate School and the University have additional grievance procedures. These procedures may be obtained through the UA Little Rock Graduate School.

Incompletes and Withdrawals

Incompletes and withdrawals are viewed unfavorably by the graduate faculty, graduate dean, and prospective employers. An *Incomplete* (I) grade must be requested by the student and is given when the instructor deems that circumstances beyond the student’s control prevented timely completion of course requirements. An instructor does not give an *Incomplete* (I) grade to a student who stops attending class without prior instructor approval or who fails to earn a passing course grade during the semester term. A written contract, signed by the instructor and student, sets the date and condition for completing the class. Most I grades can be removed within 90 days; all must be removed within one year, or these I grades are converted to F’s.

Students with excessive incompletes may be restricted in the number of hours they may take in a subsequent semester. A pattern of class or semester withdrawals or repeated incompletes in more

than two terms can indicate unsatisfactory progress and may lead to dismissal from the graduate program or Graduate School. The normal progression in either event is to convene a concerns conference following the second occurrence of an incomplete or withdrawal in a particular class or withdrawal from all classes. The purpose is to identify the causation and develop a remediation plan. Any subsequent occurrence (due to causes beyond the student's control) would result in a recommendation to the Graduate School for dismissal from the program.

Repeats and Probation

When a graduate course is repeated, the first grade remains part of the record and is computed in the final graduate grade point average (GPA). Failure to achieve the minimally acceptable grade in the second attempt of the course will result in the student being placed on probation. Failure to attain a satisfactory in the third attempt can indicate unsatisfactory progress and may lead to dismissal from the graduate program or Graduate School.

Class Participation

Although all courses in this program are online, regular participation in class assignments and activities is expected throughout the term. Course instructors are required to report when a student has unofficially withdrawn from a class, which is the date on which a student stopped academically attending a course. From the 6th day of classes through the last day of classes, unless there are extenuating circumstances, unexplained non-participation for a period of 10 days or more will result in the student being dropped from the class with a resulting grade of "W".

U.S. Department of Education Regulations (34 CFR 668.2 (1) (7)) provides specific standards for satisfactory attendance for online classes:

"In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question. Examples of acceptable evidence of academic attendance and attendance at an academically related activity in a distance education program include:

- student submission of an academic assignment
- student submission of an exam
- documented student participation in an interactive tutorial or computer-assisted instruction
- a posting by the student showing the student's participation in an online study group that is assigned by the institution

- a posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters, and
- an e-mail from the student or other documentation showing that the student-initiated contact with a faculty member to ask a question about the academic subject studied in the course.”

A withdrawal (W) is recorded when a student drops a course after about the first week of classes or withdraws from all University coursework during a semester. A pattern of class or semester withdrawals can indicate unsatisfactory progress and may lead to dismissal from the graduate program or Graduate School.

In-Progress grade (IP)

The *In-Progress* (IP) is used for classes such as thesis, dissertation, and other similar classes that have a time obligation that is longer than the traditional semester or session. IP indicates that the student is making satisfactory progress in that class. Students who do not make satisfactory progress will be granted no credit. The instructor assigning the IP grade will replace it by a letter grade that reflects the quality of the finished work. In unusual circumstances, such as a student not finishing the obligation in a length of time deemed reasonable by the professor or the professor assigning the grade being unable to change the grade, the graduate coordinator, after consulting with the Graduate School Dean, may change the grade to CR in the CR/NC scheme or A-C in the A-F scheme. The IP grade is distinct and different from the *Incomplete* (I) grade. The IP grade is not calculated into the grade point average. IP grades will be administratively converted to CR or A-C, as described above, after six years have elapsed. **Within this program, grades of IP will be used only for Practicum and Internship classes.**

Practicum and Internship (Fieldwork)

Clinical training is designed to enable students to apply the information, concepts, and skills they have learned in their academic courses. All students must complete the prerequisite courses in Phases 1 and 2 of the plan of study with a “B” or better before they enter practicum. Prior work experience will not be counted toward practicum or internship credit. Exceptions must be approved by the program fieldwork supervisor. In addition, initial applications for fieldwork must be submitted prior to the established deadlines for each term and the completed applications received at least two weeks before the end of the term prior to the anticipated beginning of the fieldwork experience. This must include documentation of current professional liability insurance and a signed Professional Practice Contract. All practicum requirements must be completed prior to beginning the internship experience.

Throughout the practicum and internship experience, students will be continually evaluated on their mastery of counseling skills, conformance with the CRCC and ACA Ethical Standards, and demonstration of the work values and attributes associated with the profession of Rehabilitation Counseling. Satisfactory participation in agency functions will be evaluated also. Failure to maintain these standards will result in an unsatisfactory grade in the fieldwork class and unless remediated, dismissal from the program. The faculty supervisor of practicum and internship and the supervisor on the practicum and internship site will determine satisfactory completion of the respective clinical requirement.

The policies, procedures and requirement documentation for the practicum fieldwork and internship fieldwork experiences are located within the Blended Manual for Clinical Fieldwork intended to provide the student with detailed information and procedures for applying for and participating in his/her rehabilitation counseling practicum and internship experience. Information is provided for applying for practicum/internship, practicum/internship site requirements, practicum/internship site supervisor requirements, practicum/internship faculty supervisor requirements, practicum/internship student expectations and requirements, and copies of required forms. Deadlines for practicum and internship applications are as follows:

Fall Semester: April 1

Spring Semester: October 1

Summer Semester: March 1

The required documentation for the practicum and internship application documentation can be found within the manual located on the Rehabilitation Counseling Program's webpage at <http://ualr.edu/chpr/graduate-programs/rehabilitation-counseling/practicum-internship/>. Please read this manual carefully as they should answer most questions.

Important Note: Fieldwork courses are available only to students enrolled in the Master of Arts in Rehabilitation Counseling program at the University of Arkansas at Little Rock. Exceptions are made only for students referred by the Arkansas Board of Examiners in Counseling for state licensure purposes.

Reapplication

A graduate student who has not been enrolled for a period of two calendar years will be classified as inactive. To resume graduate study, the student must reapply for admission.

Time Limits

The Graduate School requires that all graduate work, from beginning to completion of requirements, be accomplished within a six-year period. This time period begins the semester

the student takes their first class. After six years, courses are considered outdated and may no longer apply to the student's 60-hour graduation requirement without the concurrence of the program coordinator and the faculty advisor. Students must typically re-take any courses that were taken six years previously for them to count toward the graduation requirement. Students may petition for a one semester extension beyond the six-year limit. To petition, the student should first discuss their situation with their Faculty Advisor. With the Faculty Advisor's approval and support, the student should submit, in writing, a letter to the Program Coordinator of the RC program, requesting the extension. The request should state why the extension is necessary and outline a specific plan for completing the program if the extension is granted. If the Program Coordinator agrees that the extension is warranted, the Coordinator will write a letter to the Graduate School requesting the extension. The final decision regarding whether the extension is granted or not, however, is made by the Graduate School.

Transfer of Credits

Graduate credit may be granted for equivalent course work from other institutions with approval of the appropriate program coordinator and the Graduate School Dean.

Up to twenty-seven hours of credit may be accepted in transfer from other accredited graduate programs after review and approval of course content. Courses taken prior to the admission to the RC program, may be applied to a student's 60-hour requirement for the degree in Rehabilitation Counseling. These courses must be appropriate for rehabilitation, must be graduate level courses, and must be within the six-year time requirement for degree completion established by the Graduate School. Courses taken as an undergraduate and which were applied to the student's undergraduate degree requirements are not eligible for transfer. You should also be aware that courses that are not taken on a regular semester hour basis may not provide the full credit for a required course. For example, a similar course taken on a quarter hour basis might only equate to 2.6 semester hours which would not fulfill the 3-semester hour requirement.

The student must petition the RC program for transfer of these credit hours from another college or university by submitting a request to his/her Faculty Advisor of the RC program indicating the course number and name, the number of semester hours, semester taken, and grade received (Appendix 6). If the courses are appropriate to rehabilitation counseling, the Faculty Advisor will then submit the request, with a supporting copy of course syllabi, to the UA Little Rock Graduate School which determines whether or not to accept the courses as part of the student's master's degree program. This should be done as soon after admission to the program as possible in order to facilitate accurate planning for completion of the remaining program requirements. Be sure you read and understand these as it is the student's responsibility to ensure compliance with the program and university policy and procedures. If you have questions about any of these areas, please contact your Faculty Advisor.

LPC Process

For students or graduates of our UA Little Rock Master of Arts in Rehabilitation Counseling program who want to become licensed counselors in Arkansas, the following is a brief summary of the process:

1. Applicants need a minimum of 60 hours that include specific core curriculum required by the Arkansas Board of Examiners in Counseling (ABEC)
2. (1) credit hour of technology-assisted counseling services training
3. Register for the National Counselor Examination (NCE)
4. After NCE, pass an oral examination before ABEC
5. Applicant becomes a Licensed Associate Counselor (LAC) after passing exams
6. Applicant becomes a Licensed Professional Counselor (LPC) LACs after approved, supervised 3000 client contact hours and can practice independently

Students or graduates in other states need to contact the state licensing board that governs your state requirements for licensure. We will be glad to work with you to help you meet those requirements. **See Appendix 7 for more information.**

Tuition and Financial Aid

UA Little Rock's tuition and fee costs for web-based courses for Rehabilitation Counseling, Orientation & Mobility, Rehabilitation Teaching, Interpreter Education, and Counseling Licensure will be the in-state tuition rate plus fees for Arkansas residents and the out-of-state tuition rate plus fees for students whose legal residence is outside the state of Arkansas. For the most accurate and comprehensive tuition and fee information, visit <http://financialservices.ualr.edu/tuition.html>.

Contact the UA Little Rock Office of Admissions and Financial to learn more about financial aid options.

Scholarship Information

Governor's Internship Program

<http://hr.dop.wa.gov/gip>

Phone: (360) 438-8046

Address: Heather Rehaume
Governor's Internship Program
Division of Vocational Rehabilitation
612 Woodland Square Loop, Building C
Lacey, WA 98504

Work Hours: Tuesday – Friday; 8:30am - 5:00pm

American Foundation for the Blind Scholarship Program

<http://www.afb.org/scholarships.asp> for information.

National Rehabilitation Association (NRA) - parent organization of ARA

<http://www.nationalrehab.org>

Arkansas Rehabilitation Association (ARA) - Ark Branch of NRA, (Organization putting on the Annual ARA Conference in Hot Springs and giving the Baxter and Commissioner's Scholarships)
(no web site)

Rehabilitation Counselors and Educators Association (RCEA) - the professional counseling division of NRA.

<http://www.rehabcea.org>

Rehabilitation Service Administration (RSA) - Federal agency

<http://www.ed.gov/about/offices/list/osers/rsa/index.html?src=mr>

Arkansas Rehabilitation Services (ARS) - State VR Agency

<http://www.arsinfo.net/>

Graduate Assistantships

A limited number of graduate assistantships are available to RC students directly from the RC program. Announcements of openings and appropriate forms are posted on UA Little Rock Graduate School website. Awards of graduate assistantships are determined on a semester-by-semester basis. Students interested in specific assistantships outside the RC program should contact the specific program for availability and application information. Additional information regarding financial aid may be obtained from the Financial Aid Office or the Graduate School.

Equipment Requirements

Students need the following minimum equipment and software necessary to access an online class. Individual instructors may have additional requirements for specific classes. Be sure to check your course syllabus and discuss technology needs with your instructor as early in the class as possible.

E-Mail Application

Check your UA Little Rock e-mail regularly for official communication from the university and the program. In order to expedite things, please do the following *habitually* – ALWAYS INCLUDE YOUR NAME (THE ONE UNDER WHICH YOU ARE REGISTERED), T-NUMBER, SPECIFIC CLASS, AND A GOOD DAYTIME PHONE NUMBER.

Computer Access

The student will need a dependable, regular access to, and control of, a computer as your instructor assignment dates may vary. The student may also be required to download files or software to complete class work. If your computer is publicly used or is loaned to the student and the student cannot download files or software, you will need to discuss your circumstances with your instructor.

Internet Connection

Since this is an on-line program, reliable Internet access is essential. In many classes there are regular video lectures and links to other Internet resources. You will probably find that a wired connection will offer much faster and more reliable connections than wireless networks.

Operating System

PC: Windows XP or more current.

The University currently uses Windows 10, so using this same platform is preferred. If your PC will not support this, you should consider upgrading to one that does.

Apple: Mac OS 10.x or higher

Application Packages

You will need a word processing application that will allow you to save documents in at least one of the following: .pdf, .rtf, doc., or .docx formats. In most cases, work submitted in formats other than these will not be able to be opened or graded. Depending on the structure of the class, this may result in the loss of points for that assignment.

Software

PC Users

- Microsoft Office (Microsoft Office 365 Pro Plus is available to students free. For more information go to <http://ualr.edu/itservices/office365/students/>)
- Open Office

Mac OSX Users

- Open Office
- Microsoft Office for Mac

As a UA Little Rock student, you are eligible for free access to Microsoft Office 365. Information on this is available at <http://ualr.edu/itservices/applications/software/>

The following **FREE** software:

- Adobe Reader
- Java
- Microsoft Media
 - Media Player
 - Journal Viewer
 - Powerpoint Viewer
- RealAlternative RealMedia Player

Remember: These are minimum requirements. Your instructor may have additional requirements in order to achieve the learning objectives of your class.

It is the policy of the UA Little Rock to create inclusive learning environments. If there are aspects of the instruction or design of any course that results in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content, or the use of non-captioned videos—please notify the instructor as soon as possible. Students are also welcome to contact the Disability Resource Center (DRC), telephone 501-569-3143 (v/tty). For more information, visit the [DRC](http://ualr.edu/disability/) website at <http://ualr.edu/disability/>.

Student Technical Skills

The Rehabilitation Counseling Program is an online, web-based program, with all courses and exams taken online. Therefore, a certain amount of basic technical skill is required to be successful in the program. Students are expected to possess the following skills to participate in an online course.

Using E-mail

- Sending and receiving messages to individuals or lists
- Creating or opening attachments to e-mail
- Printing, saving, and deleting e-mail messages

Using Word Processing Software

- Saving, deleting, moving, renaming, and printing document files
- Creating and managing document folders

Using the Internet

- Searching the web for information
- Downloading and printing information from websites
- Downloading, viewing, and/or printing PDF files

These skills are meant to be basic criteria, and in no way override any criteria set forth by any instructor or degree plan. Students should be aware that further requirements (such as prerequisites, class standing, etc.), software, and skills may be required and should prepare themselves for those requirements. The best way for a student to do this is to consult an academic advisor and to sign up for online classes as early as possible to learn of any special requirements.

Graduation Requirements

Eligibility

Students are eligible for graduation with a Master of Arts with emphasis in Rehabilitation Counseling, if they have:

1. Been fully admitted to the RC program.
2. Successfully completed at least 60 hours in the RC program, with a B or better in each of the core courses.
3. Has applied for graduation prior to the application deadline of the semester in which they plan to graduate.
4. Paid all tuition and fees assess by the UA Little Rock Bursar.

Application for Graduation

Applications for graduation should be filed with the Office of Admissions and Records prior to the deadline for the semester in which the student wishes to graduate. These deadline dates are

strictly adhered to. The Graduate School requires a departmental clearance approximately three weeks before commencement. The student should check and clear any deficiencies with his/her Faculty Advisor or other appropriate person. Items to be cleared are:

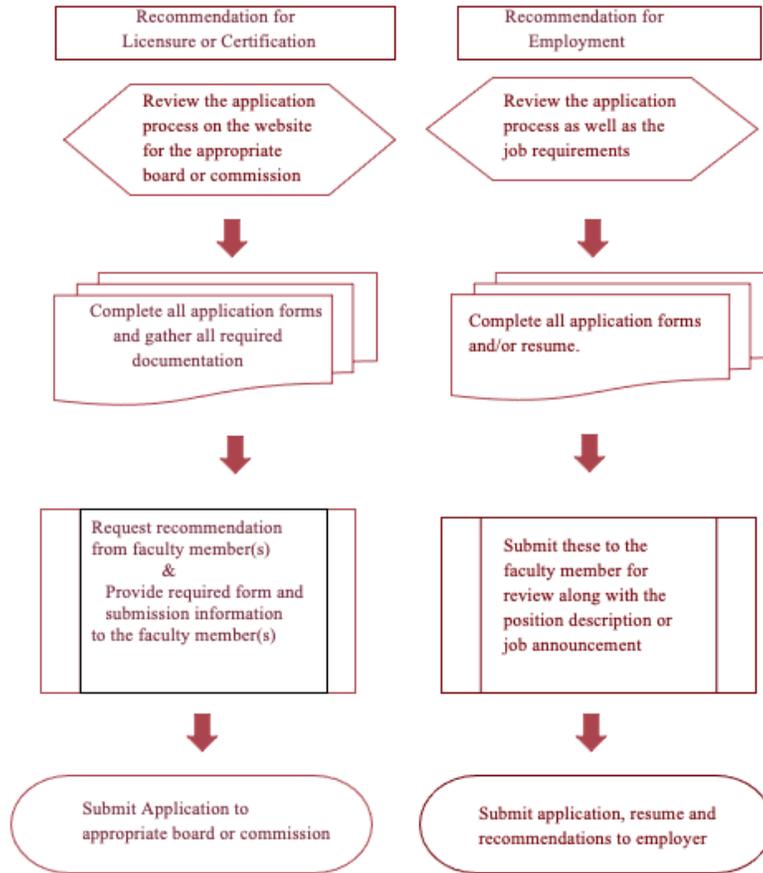
1. Minimum of 60 semester hours completed.
2. Core requirements satisfied.
3. Grades submitted for all courses, including Incompletes (I) and In Progress (IP).
4. Transfer courses approved for credit.
5. Internship successfully completed and grade submitted. (Grade will not be submitted until the evaluation form from the Internship Site Supervisor, student's Internship Report, Logs, have been received.)

Should the student fail to complete all requirements for the degree during the semester for which he/she applied to graduate, he/she must reactive the application by the end of the first week of the term during which he/she plans to graduate. This can be done with a letter to Admissions and Records and the Graduate School.

Recommendations

As part of completing the Rehabilitation Counseling program, all students are highly encouraged to seek counselor certification by the Commission on Rehabilitation Counselor Certification (CRCC), National Certified Counselor by the National Board for Certified Counselors (NBCC) and licensure as a professional counselor in their home state. As part of the application process, the board or commission typically requires recommendations from professionals or faculty familiar with the qualification of the applicant. Unless there is a reason for us not to make a positive recommendation, the program faculty is pleased to do so.

The process for obtaining one or more references or recommendations is outlined below:



The faculty member(s) will send the recommendation letter or form to you, the board, or the employer or the board as specified in their submission protocol.

Professional Affiliation

Rehabilitation Counseling is an evolving and rapidly changing field. In order to keep abreast of changes and be aware of specific professional issues that have direct impact on the field, as well as on clients, it is important that Rehabilitation Counselors be involved in their professional organization.

There are a number of important issues involved in membership and professional affiliation as a student transitions from the student role to that of clinical practitioner on a professional level. There are many important reasons why students should obtain and maintain membership in both the American Rehabilitation Counseling Association (ARCA) which is part of the American Counseling Association (ACA) and the National Rehabilitation Counseling Association (NRCA) which is part of the National Rehabilitation Association (NRA). Membership provides opportunities for:

1. Networking and professional connectedness
2. Information and education through conferences, publications, and continuing education opportunities
3. Understanding guidelines of responsible standards of professional performance
4. Professional identity

APPENDIX 1

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

ACKNOWLEDGEMENT OF UNDERSTANDING AND CERTIFICATION WORKSHEET

I hereby acknowledge that I have accessed, reviewed and understand each of the following:

CONTENT	INITIAL	DATE
UA Little Rock Website at: http://ualr.edu		
Rehabilitation Counseling Website at: https://ualr.edu/chpr/graduate-programs/rehabilitation-counseling/master-of-arts-in-counseling/		
Graduate School Catalog at: http://ualr.edu/catalog1718/		
Student Handbook at: http://ualr.edu/deanofstudents/student-handbook-4/		
Graduate Student Handbook at: http://ualr.edu/gradschool/graduate-student-handbook/		
Blackboard Resources for Students at: https://ualr.edu/blackboard/		

I certify that I understand my rights and responsibilities as a graduate student in the Rehabilitation Counseling program - particularly concerning progress and retention, Further, I have adequate computer and internet resources to participate in on-line courses and to participate in all required course activities.

Signature

Date

APPENDIX 2

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

CORE COMPETENCY REQUIREMENTS

An overall GPA of 3.00 on all courses in the program of study is required to complete graduation requirements for the Master of Rehabilitation Counseling Program. There are core competency courses in which the student must achieve a B or better. In the event that a B is not achieved in one of the core courses, the student must repeat the course.

The core competency courses are:

- COUN 7360 Rehabilitation Foundations
- COUN 7363 Career Counseling and Placement
- COUN 7364 Case Management
- COUN 7365 Counseling Practicum
- COUN 7367 Clinical Assessment
- COUN 7660 Internship in Rehabilitation Counseling
- CNSL 7301 Counseling Theories and Applications
- CNSL 7302 Models and Techniques for Counseling Interviews
- CNSL 7307 Theories and Techniques of Group Counseling

APPENDIX 3

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

60-HOUR PLAN OF STUDY

Name of Student:		T#	
Phase 1			Semester/Year
	COUN 7360 Rehabilitation Foundations*		
	COUN 7366 Applied Counseling Research		
	COUN 7362 Psychological Aspects of Disability		
	COUN 7361 Medical Aspects of Disability		
	CNSL 7301 Counseling Theories and Applications*		
	COUN 7380 Human Development for Counseling		
	Courses in Phase 1 should be completed before beginning Phase 2		
Phase 2			
	CNSL 7308 Cross Cultural Counseling		
	COUN 7363 Career Counseling and Placement*		
	COUN 7367 Clinical Assessment* (Prerequisites: COUN 7360 and COUN 7366, or the consent of the instructor)		
	COUN 7369 Introduction to Family Counseling		
	COUN 7370 Psychopharmacology for Counselors		
	Elective (COUN 7368 Foundations of Substance Abuse and Rehabilitation is recommended for licensure)**		
	Courses in Phase 2 should be completed before beginning Phase 3		
Phase 3			
	CNSL 7302 Models and Techniques for Counseling Interviews* (Prerequisite for COUN 7365)		
	CNSL 7307 Theories and Techniques of Group Counseling* (Prerequisite for COUN 7365)		
	COUN 7364 Case Management* (Prerequisites: COUN 7360, COUN 7361, COUN 7362 and COUN 7367, or the consent of the instructor).		
	COUN 7365 Counseling Practicum* (This course must be completed before enrollment in COUN 7660. All Phase 1 and 2 courses must have been completed prior to registering for this course or be taken concurrently with this course. Note: CNSL 7302 and CNSL 7307 should be completed prior to this course.)		

	Elective (May take in Phase 2 with permission of Advisor)**	
	Courses in Phases 1, 2, and 3 should be completed before beginning Phase 4***	
Phase 4		
	Prerequisites for COUN 7660: Completion of all Core and professional specialization coursework, including the COUN 7365 Practicum course. One other course may be taken during Internship with permission of your Advisor	
	COUN 7660 Counseling Internship (Section 1)*	
	COUN 7660 Counseling Internship (Section 2)*	

*** The courses marked with a single asterisk are the program Core Competency courses. Students must achieve a B or better for the Core Competency courses. When a grade below a B is received in any of the core competency courses, then the course must be repeated.**

****Recommended Elective Courses:** Other appropriate electives may be taken with permission of your Advisor.

	COUN 7368 Foundations of Substance Abuse and Rehabilitation	
	COUN 7190 Technology Assisted Counseling Services (1 credit hour) Note: Required for licensure in Arkansas. Not required for graduation	

ADVANCED STANDING: Please note that credit hours for courses awarded due to Advanced Standing will not count toward the courses required to satisfy the educational requirements for the LAC/ LPC.

All courses needed for the LAC/LPC must have minimum grades of B.

APPENDIX 4

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

COURSE OFFERINGS

REHABILITATION

Courses marked by an asterisk () are required courses in the curriculum.*

COUN 7360 Rehabilitation Foundations*

The purpose of this course is to provide both a broad foundation for students beginning their journey into the profession of rehabilitation and a broad-based reference for current practitioners. The contents provide a conception overview of the professional, historical, theoretical, research and applied foundations of the rehabilitation profession as they relate to the services for individuals with disabilities.

COUN 7361 Medical Aspects of Disability*

A course that covers the medical aspects of disability. Managing the medical aspects and functional assessment of frequently occurring medical impairments and disorders of older adolescents and adults are stressed. Topics include the medical aspects and functional assessment of neurological/cognitive/neuromuscular disorders, psychiatric/developmental disabilities. Click on the course title above to see the course description.

COUN 7362 Psychological Aspects of Disability*

Psychological and sociological aspects of disability, including community attitudes toward individuals with disabilities, strategies to change negative attitudes, adjustment factors in living with disabilities, and methods for supporting successful adjustment to disabilities. Click on the course title above to see the course description.

COUN 7363 Career Counseling and Placement*

The purpose of this course is to provide students with theories and techniques for empowering persons with disabilities to: a) explore their aptitudes, interests, and other vocational evaluation areas that will assist them in career decision making, b) begin an appropriate job search with selected approaches in job development, finding and placement, and c) maintain and promote productivity and employment outcomes.

COUN 7364 Case Management*

Case management in rehabilitation is a skill that rehabilitation professionals must possess in order to successfully guide clients through the rehabilitation process from referral to case closure. This course provides guidelines that will enable rehabilitation professionals to collect information from the intake interview, physicians, psychologists, vocational evaluation, etc. in an effort to develop appropriate rehabilitation plans with clients. Guidelines for case recording will

be provided. Case management models within various rehabilitation settings such as, the state rehabilitation agency, independent living centers, community mental health agencies, private rehabilitation firms and disability management programs, will be the focus. A number of rehabilitation approaches and strategies utilized for goal setting will be discussed.

COUN 7367 Clinical Assessment*

Prerequisites: COUN 7360 and COUN 7366 or the consent of the instructor. The purpose of this course is to provide students with theories and techniques for empowering adults with disabilities to explore their aptitudes, interests, and other vocational assessments areas that assist them in career decision making.

COUN 7369 Introduction to Family Counseling

This course will provide knowledge about work with couples and families. This course will include understanding and application of general systems theory and the major schools of family theory. Methods for working with families with a disabled family member will be presented.

COUN 7370 Psychopharmacology for Counselors

A course intended to cover areas of psychopharmacology and the application of medication to all major diagnostic categories contained in DSM-IV-TR. This course is intended for non-prescribing professionals.

COUNSELING

Courses marked by an asterisk () are required courses in the curriculum.*

CNSL 7301 Counseling Theories and Applications*

Experiential, relationship, cognitive and behavioral approaches to counseling; emphasis on counselor as an instrument of counseling, development of a personal theory of counseling, legal and ethical responsibilities of counselors. Click on the course title above to see the course description.

CNSL 7302 Models and Techniques for Counseling Interviews*

Prerequisite: CNSL 7301. Techniques, procedures for counseling interviews: emphasis on mastery of levels of skills within a micro-skills hierarchy for counseling interviews, appropriate use of skills in various stages of counseling. *Requires on campus attendance at an intensive three-day skill development workshop.

CNSL 7307 Theories and Techniques for Group Counseling*

Processes, theories of group counseling; developing personal approach for applying concepts, processes. *Requires on campus attendance at an intensive three-day skill development workshop.

CNSL 7308 Cross Cultural Counseling*

Environmental, personal, socio-economic, psychological characteristics of special client (culturally different) groups; counseling theories, techniques applied to culturally different individuals, groups; emphasis on knowledge, skills in cross-cultural counseling; including potential sources of misunderstanding investigated from various counseling modes.

COUN 7366 Applied Counseling Research*

Prerequisite: Graduate standing. Application of scientific approaches, methodology to problem solving; includes research design, data techniques analysis, their relation to action research; requires a research project. Offered on demand.

COUN 7380 Human Development for Counseling*

Prerequisite: graduate standing. A lifespan perspective that addresses cognitive, physical, social and emotional development from birth through late adulthood.

FIELDWORK

Courses marked by an asterisk () are required courses in the curriculum.*

COUN 7365 Counseling Practicum*

The purpose of this course is to provide students exposure and learning experience in a community-based rehabilitation agency under faculty (CRC) supervision. The course is designed to give the student an opportunity to practice the role of a rehabilitation professional. The student will apply Rehabilitation Counseling methods, techniques and vocational knowledge in work with clients and in consulting with business and industry for job development and placement opportunities. This course must be completed before enrollment in COUN 7660 Internship in Rehabilitation Counseling.

COUN 7660 Internship in Counseling* (12 hours)

The internship consists of advanced fieldwork in rehabilitation counseling in an off-campus field site placement. The Commission on Rehabilitation Counselor Certificate (CCRC) requires 600 hours of applied experience in a rehabilitation agency or facility under the supervision of an experienced Certified Rehabilitation Counselor (CRC) onsite or facility supervisor. This course will provide a minimum of 300 of those fieldwork hours. The course may be taken twice under different section numbers in the same semester to meet the 600-hour requirement. Prerequisites include completion of all core and professional specialization coursework, including the practicum in rehabilitation counseling and approval of the program faculty.

ELECTIVES

COUN 7368 Foundations of Substance Abuse

This course focuses on substance abuse and coexisting disabilities from the perspective of risk and the challenges to rehabilitation practice. It provides the student with an in-depth understanding of substance abuse, drugs of abuse, patterns of abuse and consequences of abuse.

CNSL 7313 Ethical and Legal Issues in the Counseling

Profession Review of legal and ethical standards in school and community counseling related to counselor training, research, and practice. Topics: client rights, confidentiality, the client-counselor relationship, professional relationships, duty to warn, counselor supervision, counseling minors and case law in counseling. NOTE: This elective is not specifically required for Arkansas Licensure or CRC Certification since ethical issues are incorporated into several other courses.

COUN 7190 Technology Assisted Counseling Services (Independent Study, 1 credit hour)

Note: Required for Licensure in Arkansas

APPENDIX 5

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

SAMPLE LETTER REQUEST FOR PRACTICUM/INTERNSHIP NEW SITE APPROVAL

(Date)

RC Fieldwork Coordinator and
RC Fieldwork Placement Supervisor

Dear (Advisor)

This letter is to request that you bring to the RC Fieldwork Coordinator and RC Fieldwork Placement Supervisor my request to have the following facility approved for my Practicum/Internship site for [Semester/Year].

Name of Agency/Facility:

Address:

Type of Agency/Facility:

Goals/Mission/Purpose of Facility:

Description of Facility:

Site Supervisor Name:

Site Supervisor Credentials (degrees and CRC certification):

Student's Signature

APPENDIX 6

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

SAMPLE LETTER REQUEST FOR TRANSFER OF CREDITS

[Date]

Name of Faculty Advisor

UA Little Rock

Mailing Address

Dear Dr. [insert last name]:

This letter is to request that the following courses, taken prior to my admission to the UA Little Rock Rehabilitation Counseling program, be accepted for credit towards my degree in Rehabilitation Counseling:

Semester/Year

Course Name/# of credit hours/Grade received

A copy of the course syllabus is attached. If more information is needed, please advise.

Sincerely,

Student's name

Student's T#

APPENDIX 7

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

LPC PROCESS

For students or graduates of our UA Little Rock Master of Arts in Rehabilitation Counseling program who want to become licensed counselors in Arkansas, the following is a brief summary of the process:

1. Applicants need a minimum of 60 hours.
2. (1) credit hour of technology-assisted counseling services training
3. Specific core curriculum content that must be covered is included in our program. The licensure application and more are available on the Arkansas Board of Examiners in Counseling (ABEC) website at <http://www.abec.myarkansas.net/>
For more information about UA Little Rock Rehabilitation Counseling programs and courses, please e-mail [https://ualr.edu/chpr/graduate-programs/rehabilitation-counseling/get-in-touch/or call 501-916-3169](https://ualr.edu/chpr/graduate-programs/rehabilitation-counseling/get-in-touch/or-call-501-916-3169).
4. After submitting the application and meeting all requirements, applicants can register for the National Counselor Examination (NCE).
5. If a passing score is obtained on the NCE, the applicant is scheduled for an oral examination before the Arkansas Board of Examiners in Counseling (ABEC).
6. If the oral interview with ABEC is successful, the applicant becomes a Licensed Associate Counselor (LAC).
7. LACs must practice under supervision by an ABEC-approved LPC supervisor for 3000 client contact hours.
8. After 3000 hours, the LAC becomes a Licensed Professional Counselor (LPC). LPCs can practice independently in Arkansas and have privileged communication protection under Arkansas law.

Students or graduates in other states need to contact the state licensing board that governs your state requirements for licensure. We will be glad to work with you to help you meet those requirements. Typically, part of the application process includes recommendation forms or letters completed by program faculty. These can be requested from your faculty advisor and other faculty members through their UA Little Rock email while in the program or after graduation.

APPENDIX 8

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

STUDENT CONDUCT

Student Handbook

II. Code of Student Rights, Responsibilities, and Behavior Pages 56 – 99

<http://ualr.edu/deanofstudents/dos-roles-and-procedures/code-of-student-rights-responsibilities-and-behavior/>

APPENDIX 9

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

CRCC and ACA Codes of Ethics

CODE OF PROFESSIONAL ETHICS FOR REHABILITATION COUNSELORS

For the latest edition of the Code of Professional Ethics for Rehabilitation Counselors

Go to <https://www.crccertification.com/code-of-ethics-4>

Click on: 2017 Code of Professional Ethics for Rehabilitation Counselors

AMERICAN COUNSELING ASSOCIATION CODE OF ETHICS

For the latest edition of the aca Code of Ethics

Go to <http://www.counseling.org/knowledge-center/ethics>

Scroll down and click on: [2014 ACA Code of Ethics \(PDF\)](#)

APPENDIX 10

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

CRC/CCRC SCOPE OF PRACTICE

Commission on Rehabilitation Counselor Certification (CRCC)
<https://crccertification.com/scope-of-practice/>

Assumptions

- The Scope of Practice Statement identifies knowledge and skills required for the provision of effective rehabilitation counseling services to persons with physical, mental, developmental, cognitive, and emotional disabilities as embodied in the standards of the profession's credentialing organizations.
- Several rehabilitation disciplines and related processes (e.g., vocational evaluation, job development and job placement, work adjustment, case management) are tied to the central field of rehabilitation counseling. The field of rehabilitation counseling is a specialty within the rehabilitation profession with counseling at its core and is differentiated from other related counseling fields.
- The professional scope of rehabilitation counseling practice is also differentiated from an individual scope of practice, which may overlap, but is more specialized than the professional scope. An individual scope of practice is based on one's own knowledge of the abilities and skills that have been gained through a program of education and professional experience. A person is ethically bound to limit his/her practice to that individual scope of practice.

Underlying Values

- Facilitation of independence, integration, and inclusion of people with disabilities in employment and the community.
- Belief in the dignity and worth of all people.
- Commitment to a sense of equal justice based on a model of accommodation to provide and equalize the opportunities to participate in all rights and privileges available to all people; and a commitment to supporting persons with disabilities in advocacy activities to achieve this status and empower themselves.
- Emphasis on the holistic nature of human function which is procedurally facilitated by the utilization of such techniques as:
 - interdisciplinary teamwork.

- counseling to assist in maintaining a holistic perspective.
- a commitment to considering individuals within the context of their family systems and communities.
- Recognition of the importance of focusing on the assets of the person.
- Commitment to models of service delivery that emphasize integrated, comprehensive services which are mutually planned by the consumer and the rehabilitation counselor.

Scope of Practice Statement

Rehabilitation counseling is a systematic process which assists persons with physical, mental, developmental, cognitive, and emotional disabilities to achieve their personal, career, and independent living goals in the most integrated setting possible through the application of the counseling process. The counseling process involves communication, goal setting, and beneficial growth or change through self-advocacy, psychological, vocational, social, and behavioral interventions. The specific techniques and modalities utilized within this rehabilitation counseling process may include, but are not limited to:

- assessment and appraisal,
- diagnosis and treatment planning,
- career (vocational) counseling,
- individual and group counseling treatment interventions focused on facilitating adjustments to the medical and psychosocial impact of disability,
- case management, referral, and service coordination,
- program evaluation and research,
- interventions to remove environmental, employment, and attitudinal barriers,
- consultation services among multiple parties and regulatory systems,
- job analysis, job development, and placement services, including assistance with employment and job accommodations, and
- provision of consultation about and access to rehabilitation technology.

Selected Definitions

The following definitions are provided to increase the understanding of certain key terms and concepts used in the Scope of Practice Statement for Rehabilitation Counseling.

Appraisal: Selecting, administering, scoring, and interpreting instruments designed to assess an individual's aptitudes, abilities, achievements, interests, personal characteristics, disabilities, and mental, emotional, or behavioral disorders as well as the use of methods and techniques for understanding human behavior in relation to coping with, adapting to, or changing life situations.

Diagnosis and Treatment Planning: Assessing, analyzing, and providing diagnostic descriptions of mental, emotional, or behavioral conditions or disabilities; exploring possible

solutions; and developing and implementing a treatment plan for mental, emotional, and psychosocial adjustment or development. Diagnosis and treatment planning shall not be construed to permit the performance of any act which rehabilitation counselors are not educated and trained to perform.

Counseling Treatment Intervention: The application of cognitive, affective, behavioral, and systemic counseling strategies which include developmental, wellness, pathologic, and multicultural principles of human behavior. Such interventions are specifically implemented in the context of a professional counseling relationship and may include, but are not limited to: appraisal; individual, group, marriage, and family counseling and psychotherapy; the diagnostic description and treatment of persons with mental, emotional, and behavioral disorders or disabilities; guidance and consulting to facilitate normal growth and development, including educational and career development; the utilization of functional assessments and career counseling for persons requesting assistance in adjusting to a disability or handicapping condition; referrals; consulting; and research.

Referral: Evaluating and identifying the needs of a client to determine the advisability of referrals to other specialists, advising the client of such judgments, and communicating as requested or deemed appropriate to such referral sources.

Case Management: A systematic process merging counseling and managerial concepts and skills through the application of techniques derived from intuitive and researched methods, thereby advancing efficient and effective decision-making for functional control of self, client, setting, and other relevant factors for anchoring a proactive practice. In case management, the counselor's role is focused on interviewing, counseling, planning rehabilitation programs, coordinating services, interacting with significant others, placing clients and following up with them, monitoring progress, and solving problems.

Program Evaluation: The effort to determine what changes occur as a result of a planned program by comparing actual changes (results) with desired changes (stated goals), and by identifying the degree to which the activity (planned program) is responsible for those changes.

Research: A systematic effort to collect, analyze, and interpret quantitative or qualitative data that describe how social characteristics, behavior, emotions, cognition, disabilities, mental disorders, and interpersonal transactions among individuals and organizations interact.

Consultation: The application of scientific principles and procedures in counseling and human development to provide assistance to understand and solve current or potential problems that the consultee may have in relation to a third party, be it an individual, group, or organization.

APPENDIX 11

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

2016 Accreditation Standards

**Council on Accreditation of Counseling and Related Education Programs
(CACREP)**

<http://www.cacrep.org/for-programs/2016-cacrep-standards/>

APPENDIX 12

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

PRACTICUM FORMS

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

PRACTICUM AGREEMENT RESPONSIBILITIES

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. Orientation:** The practicum setting shall provide students documented opportunities to become familiar with a variety of professional activities, resources, technological resources within the practicum site.
- 4. 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.
- 5. 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.
- 6. Program:** The Practicum Student's Statement of Learning Objectives will serve as the basis for the Practicum Student's activities at the agency.
- 7. Grievances:** The Practicum Site Supervisor shall contact the Practicum Student and the Practicum Faculty Supervisor, should any difficulties arise during the placement.
- 8. Professional Development:** The practicum site supervisor is eligible for continuing education credits for agreeing to provide onsite supervision to the practicum student. Please contact the Fieldwork Coordinator at the semester's end to request a continuing education verification letter.

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 regarding 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.

I have read and understanding my responsibilities as outlined above.

Practicum Student [Signature]

Date

Practicum Site Supervisor [Signature]

Date

Practicum Faculty Supervisor [Signature]

Date

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

FIELDWORK LOG

This log is to be completed by the student for every week and is to be submitted to the Site Supervisor and to the Faculty Supervisor. Individual and group supervision hours do count toward indirect hours. **ALL LOGS ARE TO BE TYPED AND SUBMITTED AS WORD OR PDF DOCUMENTS.**

Fieldwork Student Name: _____ Week of: _____

Section One: _____ Section Two: _____ Total: _____

MONDAY				DATE	
INDIVIDUAL SUPERVISION	GROUP/CLASS SUPERVISION	DIRECT SERVICE HOURS	INDIRECT SERVICE HOURS		

TUESDAY				DATE	
INDIVIDUAL SUPERVISION	GROUP/CLASS SUPERVISION	DIRECT SERVICE HOURS	INDIRECT SERVICE HOURS		

WEDNESDAY				DATE	
INDIVIDUAL SUPERVISION	GROUP/CLASS SUPERVISION	DIRECT SERVICE HOURS	INDIRECT SERVICE HOURS		

THURSDAY		DATE	
INDIVIDUAL SUPERVISION	GROUP/CLASS SUPERVISION	DIRECT SERVICE HOURS	INDIRECT SERVICE HOURS
FRIDAY		DATE	
INDIVIDUAL SUPERVISION	GROUP/CLASS SUPERVISION	DIRECT SERVICE HOURS	INDIRECT SERVICE HOURS

EVENING/WEEKEND/HOLIDAY		DATE	
INDIVIDUAL SUPERVISION	GROUP/CLASS SUPERVISION	DIRECT SERVICE HOURS	INDIRECT SERVICE HOURS

	WEEKLY TOTAL		SEMESTER TOTAL
INDIVIDUAL SUPERVISION HOURS			
GROUP/CLASS SUPERVISION HOURS			
DIRECT SERVICE HOURS			
INDIRECT SERVICE HOURS			
TOTAL DIRECT AND INDIRECT SERVICE HOURS			

Supervisor Name **Supervisor Signature** **Date**

Student Name **Student Signature** **Date**

UNIVERSITY OF ARKANSAS 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: _____

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 2 client sessions? (Y/N) _____

The proposed site supervisor should include a copy of his/her current resume/vitae.

- Does the proposed site supervisor have a **minimum of a master's degree**, preferably in counseling, or a related profession? (Y/N) _____ If yes, please list earned graduate degree(s) and the institution degree(s) were conferred.

Relevant certifications and/or licenses:

- Does the proposed site supervisor have a **minimum of two years** of pertinent professional experience in the specialty area in which the student is enrolled? (Y/N) _____
- CRC? (Y/N) _____

Agency Address: _____

Agency Phone: _____

Agency Details: _____

Requested Internship Start date: _____ End Date: _____

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

This Practicum Agreement is entered into between _____

as **onsite supervisor** for _____, a **practicum**

student enrolled in the UA Little Rock Rehabilitation Counseling Master's 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 UA Little Rock Rehabilitation Counseling Program and agreed to by the Practicum Site Supervisor.

UNIVERSITY OF ARKANSAS 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 Fieldwork Coordinator.

- **Faculty Advisor Consultation:** Consultation with your Faculty Advisor is required to determine that you have taken all 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 Fieldwork Coordinator by the following dates.

Fall Semester	-	April 1
Spring Semester	-	October 1
Summer Semester	-	March 1

- **Securing a Practicum Site:**
 - Consult with your Faculty Advisor and the RC Program Fieldwork 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 Fieldwork Coordinator.
 - Secure approval for practicum site/agency from the RC Program Fieldwork Coordinator.\
- **Once Practicum Site is Approved:**
 - Complete Practicum Application, obtain necessary signatures, and submit to the RC Program Fieldwork 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. Specific instructions will be provided by your Practicum Faculty Supervisor.
 - Computer connection **must be high speed or cable** to ensure your ability to participate in video conferencing throughout the semester.
- **Apply for CRC/NCE Exam if you plan to take it during your Internship.**

UNIVERSITY OF ARKANSAS 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: _____

The proposed site supervisor should include a copy of his/her current resume/vitae

- Does the proposed site supervisor have a **minimum of a master's degree**, preferably in counseling, or a related profession? (Y/N) _____ If yes, please list earned graduate degree(s) and the institution degree(s) were conferred.

Relevant certifications and/or licenses:

- Does the proposed site supervisor have a **minimum of two years** of pertinent professional experience in the specialty area in which the student is enrolled? (Y/N) _____ CRC? (Y/N) _____

Agency Address: _____

Agency Phone: _____

(continued)

Agency Details: _____

Requested Internship Start date: _____ End Date: _____

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

Proposal Approved by:

Internship Site Supervisor [Signature]

Date

Fieldwork Coordinator
UA Little Rock Rehabilitation Counseling Program

Date

Internship Faculty Supervisor [Signature]
UA Little Rock Rehabilitation Counseling Program

Date

Submit completed and signed document to the UA Little Rock RC Program Fieldwork Coordinator.

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

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 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

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

PRACTICUM MANUAL: COUN 7365
ACKNOWLEDGEMENT PAGE

Student Name: _____ **Date:** _____

Acknowledgement	Student Initials
The Practicum student has received and read the COUN 7365 Practicum Manual.	
The Practicum student should register for the CRC/NCC Exams before the completion of the Practicum course if you plan to take either or both during your Internship.	
The Practicum student must obtain liability insurance before logging Practicum hours and provide proof of insurance to the faculty supervisor.	
The Practicum student must complete all <i>Internship</i> application materials and submit them to the Fieldwork Coordinator, to receive a final grade in the Practicum course.	
The Practicum student must complete at least 5 recordings of therapeutic counseling sessions to receive a final grade in the course.	
The Practicum student must complete 100 hours of Practicum, with at least 40 of those hours being direct service, to receive a passing grade in the course.	

*This checklist is due to the Faculty Practicum Supervisor and the Fieldwork Coordinator by the start of the Practicum course.

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

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

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

UNIVERSITY OF ARKANSAS 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

UNIVERSITY OF ARKANSAS 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.

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.	
A. 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	
B. Please describe how the practicum was a learning experience for you?	
C. 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 LITTLE ROCK
 MASTER OF ARTS IN COUNSELING
 WITH EMPHASIS IN REHABILITATION COUNSELING

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

Name of Student _____ Semester/Year _____

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]

Date of Evaluation

Submit completed and signed document to Practicum Faculty Supervisor.

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

PROFESSIONAL PRACTICE FIELDWORK CONTRACT

I understand that I must complete COUN 7365, Counseling Practicum with a grade of B or better prior to being allowed to register for COUN 7660 Counseling Internship. I understand that both Practicum and Internship are both experiential with actual clients and work environments. The requirements for both are stated in the UA Little Rock Blended Manual for Clinical Fieldwork. I also understand that I will be required to meet the following specific requirements:

- I will establish a weekly work schedule with my onsite supervisor and will keep all scheduled appointments with assigned clients
- I will submit recordings of counseling sessions as required by my faculty supervisor
- I will attend and participate in all scheduled individual and group supervision sessions
- I will submit activity logs and other documentation at the end of each week
- I will participate in all group discussion forums
- I will meet all other class requirements specified by my faculty and onsite supervisor
- I will adhere to all CRCC and ACA ethical standards
- I will notify my faculty supervisor immediately, if I experience a change in my onsite supervisor or if an unexpected life event happens that may cause me the need to temporarily postpone my participation in fieldwork or pursue a new fieldwork site. I understand that modifications to fieldwork sites are rare and will be reviewed on a case-by-case basis by the faculty supervisor and the fieldwork coordinator.
- I will demonstrate the work values and attributes associated with the profession of rehabilitation counseling, particularly:
 - a. Integrity
 - b. Concern for others
 - c. Dependability
 - d. Cooperation
 - e. Self-control

The requirements for assessment of student knowledge, skills, competence and professional attributes are covered in the Codes of Ethics, as well as in the CACREP Accreditation Standards. I understand that failure to comply with these standards, will result in a failing grade; will mandate the necessity for me to repeat fieldwork courses and may result in dismissal from the program. I also understand that if I repeat fieldwork courses and do not adhere to the above-mentioned requirements, I will be dismissed from the program.

Student Signature:	Date
Faculty Supervisor Signature:	Date
Site Supervisor Signature:	Date

APPENDIX 13

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

INTERNSHIP FORMS

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

INTERNSHIP AGREEMENT RESPONSIBILITIES

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

- 1. Appropriate experience:** The internship setting will provide sufficient opportunity for the Internship 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 Internship Student's counseling techniques and approaches. Also considered as appropriate experiences are activities that have been agreed upon by the Internship Student, Internship Site Supervisor, and Internship Faculty Supervisor as specified in the Internship Student's Statement of Learning Objectives.
- 2. Supervision:** The internship setting shall provide an onsite Internship Site Supervisor to whom the student shall be directly responsible. Supervision shall include regularly scheduled supervisory sessions at least once each week during the internship.
- 3. Orientation:** The internship setting shall provide students documented opportunities to become familiar with a variety of professional activities, resources, technological resources within the internship site.
- 4. Evaluation:** The Internship Site Supervisor and Internship Faculty Supervisor shall make regular contact during the internship in order to evaluate the Internship Student's progress (at least two times during the semester). A final confidential evaluation by the Internship Site Supervisor is to be completed and submitted to the Internship Faculty Supervisor at the conclusion of the internship experience.
- 5. 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.
- 6. Program:** The Internship Student's Statement of Learning Objectives will serve as the basis for the Internship Student's activities at the agency.
- 7. Grievances:** The Internship Site Supervisor shall contact the Internship Student and the Internship Faculty Supervisor, should any difficulties arise during the placement.

8. Professional Development: The internship site supervisor is eligible for continuing education credits for agreeing to provide onsite supervision to the internship student. Please contact the Fieldwork Coordinator at the semester's end to request a continuing education verification letter.

The Internship Student will be responsible for the following:

- 1. Adherence to rules and regulations:** The Internship 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 Internship 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 Internship Student will fulfill the agreed-upon time commitments. Time lost shall be made up in a way which is agreeable to the Internship Site Supervisor and Internship Faculty Supervisor.
- 3. Ethical standards:** The Internship Student is expected to conform to ethical standards, especially regarding confidentiality.
- 4. Grievances:** The Internship Student shall contact the Internship Faculty Supervisor regarding any difficulties that arise regarding the placement.
- 5. Education Guidelines:** The Internship Student will abide by the conditions as listed in the Student Expectations section in the Internship Manual.
- 6. Agency Orientation:** The Internship Student will have completed all necessary agency forms and in-service training concerning confidentiality and appropriate procedures.

The Internship Faculty Supervisor will assume responsibility for the following:

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

6. Grievances: The Internship Faculty Supervisor shall be the intermediary, should any grievances occur during the Internship.

I have read and understand my responsibilities as outlined above.

Internship Student [Signature] Date

Internship Site Supervisor [Signature] Date

Internship Faculty Supervisor [Signature] Date

Submit completed and signed document to the UA Little Rock RC Program Fieldwork Coordinator.

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

INTERNSHIP AGREEMENT: COUN 7660

Student Name: _____ T-Number: _____

Phone: _____

	Home		Work		Cell
Semester:	Fall	_____		Year:	_____
	Spring	_____			
	Summer	_____			

Internship Site/Agency Name _____

Internship Site Address _____
Street City/State Zip

Internship Site Phone: _____ Fax: _____

Is this agreement for a change in internship sites? (Y/N) _____

If so, how many Direct Hours has the student completed? _____. Indirect Hours? _____

The proposed site supervisor should include a copy of his/her current resume/vitae.

- Does the proposed site supervisor have a **minimum of a master's degree**, preferably in counseling, or a related profession? (Y/N) _____. If yes, please list earned graduate degree(s) and the institution degree(s) were conferred.

Relevant certifications and/or licenses: _____

- Does the proposed site supervisor have a **minimum of two years** of pertinent professional experience in the specialty area in which the student is enrolled? Y/N _____
- Does the proposed site supervisor agree to provide (1) hour of weekly supervision to the student? (Y/N) _____
- Will the student be allowed to audio or video record at least 2 client sessions? (Y/N) _____

This Internship Agreement is entered into between _____

as the **on-site supervisor** for _____, an **internship**

student enrolled in the UA Little Rock Rehabilitation Counseling Master's program. This fieldwork

Internship placement shall involve a time commitment of _____ hours that will commence on _____ and terminate on _____.

(month/day/year)

(month/day/year)

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

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

APPLICATION FOR INTERNSHIP: COUN 7660

The Application for Internship [page 1 of the Internship Application] must be completed by the following deadline dates:

Fall Semester - April 1
Spring Semester - October 1
Summer Semester - March 1

Semester(s) Desired for Internship: [Semester/Year]. If you are planning to take the internship over two terms, please specify both terms so one application will cover both.

Spring Term Year ____ One section (6 SH) ____ Two sections (12 SH) ____
 Summer Term Year ____ One section (6 SH) ____ Two sections (12 SH) ____
 Fall Term Year ____ One section (6 SH) ____ Two sections (12 SH) ____

You will be required to participate in 1 ½ hours of online Group Supervision each week. Specify all times you will be available.

Time Blocks	Weekday	Weekend
8am – 10 am		
10am – Noon		
Noon – 2 pm		
2pm – 4 pm		
4pm – 6 pm		
6 pm – 8 pm		

Student T-number _____ 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 an internship placement before my internship course (COUN 7660) begins, and that failure to do so may require me to drop the course.”

 Student [Signature] Date

Submit completed and signed document to the UA Little Rock RC Program Fieldwork Coordinator.

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

INTERNSHIP CHECKLIST: COUN 7660

Student Name _____

No internship hours may be accrued before the approval of the internship site and internship site supervisor by the RC Program Fieldwork Coordinator.

- **Faculty Advisor Consultation:** Consultation with your Faculty Advisor and/or the RC Program Fieldwork Placement Supervisor 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 Internship.
- **Application for Internship [page 1 of the Internship Application]:** Complete and submit to the RC Program Fieldwork Coordinator.

Fall Semester	-	April 1
Spring Semester	-	October 1
Summer Semester	-	March 1

- **Securing an Internship Site:**
 - Consult with your Faculty Advisor, the RC Program Fieldwork Placement Supervisor, and the RC Program Fieldwork Coordinator to discuss determination of an appropriate internship site and required documentation.
 - Research and gather information about potential appropriate agencies that you may be interested in completing your internship.
 - Contact potential agency supervisors and discuss potential internship placement.
 - If agency is a new/unapproved potential internship site, then submit proposal for site review and approval by the RC Fieldwork Coordinator. See information about submitting proposal in the Internship Manual.
 - Secure approval for internship site/agency from the RC Program Fieldwork Coordinator.
- **Once internship site is approved:**
 - Complete internship application, obtain necessary signatures, and submit to the RC Program Fieldwork Coordinator.
 - **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 internship. 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. Specific instructions will be provided by your internship faculty supervisor.
 - Computer connection must be high speed or cable to ensure your ability to participate in video conferencing throughout the semester.
- **Apply for CRC/NCE Exam if you plan to take it during your Internship**

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

Proposal Approved by:

Internship Site Supervisor [Signature]

Date

Fieldwork Coordinator
UA Little Rock Rehabilitation Counseling Program

Date

Internship Faculty Supervisor [Signature]
UA Little Rock Rehabilitation Counseling Program

Date

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

INTERNSHIP STUDENT: COUN 7660
STATEMENT OF LEARNING OBJECTIVES

The Internship Student is required to establish at least three (3) learning objectives for the specified grading period. The primary focus of the Internship 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 Internship.

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 Internship Student in cooperation with the Internship Site Supervisor and reviewed by the Internship Faculty Supervisor. Please consult your Internship Faculty Supervisor if you need help in formulating your objectives. Goals should be specific, measurable, attainable, relevant, and time bound.

The Internship Site Supervisor will evaluate the internship 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, related to counseling skills, listed below:

- 1.

- 2.

- 3.

Internship Student [Signature]

Date

Internship Site Supervisor [Signature]

Date

Submit completed and signed document to the UA Little Rock RC Program Fieldwork Coordinator.

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

**INTERNSHIP MANUAL: COUN 7660
ACKNOWLEDGEMENT PAGE**

Student Name: _____ Date: _____

Acknowledgement	Student Initials
The Internship student has received and read the COUN 7660 Internship Manual.	
The Internship student must take and pass the CRC examination in order to receive a passing grade for the second semester of the COUN 7660 Internship course.	
The Internship student must obtain liability insurance before logging internship hours and provide proof of insurance to the faculty supervisor.	
The internship student must complete 600 internship hours, with at least 240 hours being direct service, in order to pass Internship.	

*This checklist is due to the Faculty Internship Supervisor and the Fieldwork Coordinator by the start of the Internship course.

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

MID-SEMESTER PERFORMANCE EVALUATION
INTERNSHIP STUDENT: COUN 7660

Semester/Year _____ Date of Mid Semester Evaluation: _____

Name of Student _____

Name of Internship Site _____

Internship Site Supervisor _____ Phone _____

Internship 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

RATING

1.	Professional and appropriate behavior and dress while at Internship site.	
2.	Ability to develop and maintain positive working relationships onsite.	
3.	Submission of Internship 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.	

 Internship Student

 Date

 Internship Site Supervisor

 Date

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

FIELDWORK LOG

This log is to be completed by the student for every week and is to be submitted to the Site Supervisor and to the Faculty Supervisor. Individual and group supervision hours do count toward indirect hours.

ALL LOGS ARE TO BE TYPED AND SUBMITTED AS WORD OR PDF DOCUMENTS.

Fieldwork Student Name: _____ Week of: _____

Section One: _____ Section Two: _____ Total: _____

MONDAY		DATE	
INDIVIDUAL SUPERVISION	GROUP/CLASS SUPERVISION	DIRECT SERVICE HOURS	INDIRECT SERVICE HOURS

TUESDAY		DATE	
INDIVIDUAL SUPERVISION	GROUP/CLASS SUPERVISION	DIRECT SERVICE HOURS	INDIRECT SERVICE HOURS

WEDNESDAY		DATE	
INDIVIDUAL SUPERVISION	GROUP/CLASS SUPERVISION	DIRECT SERVICE HOURS	INDIRECT SERVICE HOURS

THURSDAY		DATE	
INDIVIDUAL SUPERVISION	GROUP/CLASS SUPERVISION	DIRECT SERVICE HOURS	INDIRECT SERVICE HOURS

FRIDAY		DATE	
INDIVIDUAL SUPERVISION	GROUP/CLASS SUPERVISION	DIRECT SERVICE HOURS	INDIRECT SERVICE HOURS

EVENING/WEEKEND/HOLIDAY		DATE	
INDIVIDUAL SUPERVISION	GROUP/CLASS SUPERVISION	DIRECT SERVICE HOURS	INDIRECT SERVICE HOURS

	WEEKLY TOTAL		SEMESTER TOTAL
INDIVIDUAL SUPERVISION HOURS			
GROUP/CLASS SUPERVISION HOURS			
DIRECT SERVICE HOURS			
INDIRECT SERVICE HOURS			
TOTAL DIRECT AND INDIRECT SERVICE HOURS			

Supervisor Name

Supervisor Signature

Date

Student Name

Student Signature

Date

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

**MID-SEMESTER PERFORMANCE EVALUATION
 INTERNSHIP STUDENT: COUN 7660**

Semester/Year _____ Date of Mid-Semester Evaluation: _____

Name of Student _____

Name of Internship Site _____

Internship Site Supervisor _____ Phone _____

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

 Internship Student

 Date

 Internship Site Supervisor

 Date

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

INTERNSHIP STUDENT SELF-EVALUATION: COUN 7660

Internship Student Name: _____ Date: _____

Internship Site/Agency Name: _____

Internship 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:	

 Internship Student [Signature]

 Date

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

INTERNSHIP STUDENT SITE EVALUATION: COUN 7660

Internship Student's Name _____ Semester _____ Year _____

Internship Site _____

Site Address _____

Internship Site Supervisor Name/Phone _____

Internship 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

Internship Site	
1. Adequate assistance in meeting university requirements.	
2. Staff acceptance of you as a counseling Internship 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.	

Internship Site Supervisor	
7. He/she offered constructive feedback.	
8. He/she provided support when needed.	
9. He/she provided assistance or referred you to someone who could	
10. He/she allowed adequate time for individual supervision.	
11. He/she helped me integrate theory and practice.	
12. Overall evaluation of Internship Site Supervisor	

A. Please describe how the Internship was a learning experience for you?

B. What kind of supervision activities did you have? (e.g., listening to tapes, direct observation, group supervision, individual supervision, other)

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

Internship Student [Signature]

Date

Submit completed and signed document to Internship Faculty Supervisor.

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

INTERNSHIP SITE SUPERVISOR
FINAL EVALUATION OF INTERNSHIP STUDENT: COUN 7660

Name of Student _____ Semester/Year _____

Internship Site _____

Internship Site Supervisor _____ Phone _____

Internship 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

CATEGORY

RATING

CATEGORY	RATING
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.	
3. Took pertinent histories and recorded progress notes adequately.	
4. Demonstrated the ability to conduct case planning.	
5. Demonstrated the ability to coordinate services.	
6. Demonstrated the ability to conduct job development and job placement skills.	
7. Adhered to the standards of ethical and professional conduct in relationship to clients, Internship site and other professionals.	
8. Attended and participated in case conferences.	
9. 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.	
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:	

 Internship Site Supervisor [Signature]

 Date of Evaluation

Submit completed and signed document to Internship Faculty Supervisor.

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

GROUP SUPERVISION SCHEDULE

During this term you will be expected to participate in WEEKLY GROUP SUPERVISION sessions in which you will interact with your faculty supervisor as well as the other members of your fieldwork section. In each session, you will be expected to discuss your activities for the week – particularly those involving difficult clients or issues. In addition, the faculty supervisor may incorporate specific topics of instruction and may have each of you act as the session leader. You should plan for each of the sessions to last from 1 to 1.5 hours. An additional part of this weekly assignment may be a discussion forum on the specific topic for that week.

Using the table below, indicate all times that you can be available by marking an **X** in the cell. You can indicate a preference by marking a **P** in the appropriate cell. If there are times when you absolutely cannot be available, mark that cell with a **U**. This should be turned in along with the first discussion assignment (your brief bio).

LAST NAME _____ FIRST NAME _____

TIME ZONE _____

AVAILABILITY	SUN	MON	TUES	WED	THUR	FRI	SAT
8 AM - 10 AM							
10 AM - 12 PM							
12 PM – 2 PM							
2 PM – 4 PM							
4 PM – 6 PM							
6 PM – 8 PM							
8 PM – 10 PM							

AVAILABLE TIME – X

PREFERRED TIME – P

ABSOLUTELY UNAVAILABLE TIME - U

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

PROFESSIONAL PRACTICE FIELDWORK CONTRACT

I understand that I must complete COUN 7365, Counseling Practicum with a grade of B or better prior to being allowed to register for COUN 7660 Counseling Internship. I understand that both Practicum and Internship are both experiential with actual clients and work environments. The requirements for both are stated in the UA Little Rock Blended Manual for Clinical Fieldwork. I also understand that I will be required to meet the following specific requirements:

- I will establish a weekly work schedule with my onsite supervisor and will keep all scheduled appointments with assigned clients
- I will submit recordings of counseling sessions as required by my faculty supervisor
- I will attend and participate in all scheduled individual and group supervision sessions
- I will submit activity logs and other documentation at the end of each week
- I will participate in all group discussion forums
- I will meet all other class requirements specified by my faculty and onsite supervisor
- I will adhere to all CRCC and ACA ethical standards
- I will notify my faculty supervisor immediately, if I experience a change in my onsite supervisor or if an unexpected life event happens that may cause me the need to temporarily postpone my participation in fieldwork or pursue a new fieldwork site. I understand that modifications to fieldwork sites are rare and will be reviewed on a case-by-case basis by the faculty supervisor and the fieldwork coordinator.
- I will demonstrate the work values and attributes associated with the profession of rehabilitation counseling, particularly:
 - a. Integrity
 - b. Concern for others
 - c. Dependability
 - d. Cooperation
 - e. Self-control

The requirements for assessment of student knowledge, skills, competence and professional attributes are covered in the Codes of Ethics, as well as in the CACREP Accreditation Standards. I understand that failure to comply with these standards, will result in a failing grade; will mandate the necessity for me to repeat fieldwork courses and may result in dismissal from the program. I also understand that if I repeat fieldwork courses and do not adhere to the above-mentioned requirements, I will be dismissed from the program.

Student Signature:	Date
Faculty Supervisor Signature:	Date
Site Supervisor Signature:	Date

APPENDIX 14

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

BLENDED MANUAL FOR CLINICAL FIELDWORK

<https://ualr.edu/chpr/files/2020/10/BLENDED-MANUAL-FOR-CLINICAL-FIELDWORK-Rev-2020.pdf>