



CMHC Practicum and Internship Handbook

**Department Counseling, Educational Leadership, Educational and School
Psychology
College of Applied Studies
Wichita State University**

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Faculty and Staff

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Field Placement Terminology

Practicum A supervised field experience course in which the counseling student develops basic individual counseling and case conceptual skills and integrates professional knowledge under close supervision.

Internship A distinctly defined, post-experience in which the student refines and enhances basic counseling or student development knowledge and skills, and integrates and authenticates professional knowledge and skills appropriate to his or her program and initial postgraduate professional placement (CACREP, 2016).

Clinical Mental Health Counseling Coordinator Counseling Program faculty member with responsibility for coordinating CMHC field experiences (practicum, internships) courses, including field site placements for practicum/internship in conjunction with students and sites.

Practicum Student Counseling Program student seeking or fulfilling practicum experiences.

Internship Student - Counseling Program student seeking or fulfilling Internship experiences.

University Practicum Supervisor the faculty member or instructor who is responsible

University Internship Supervisor the faculty member or instructor who is responsible

Field Placement Site Human service and counseling agencies where counsel

the Practicum/Internship

t.

Field site supervisor An experienced mental health professional familiar with the particular agency in which the student is working. The site mentor or supervisor must be readily accessible to the Practicum/Internship student. A qualified field site supervisor must possess the following:

- profession;
- relevant certifications and/or licenses;
- a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled;
- knowledge of
- and evaluation procedures for students;
- relevant training in counseling supervision.

University instructor or supervisor The instructor for the practicum/internship course. All faculty members teaching and supervising practicum/internship hold appropriate licenses and certification for the relevant fields. The university faculty instructor or supervisor leads group supervision in class.

Course grades and credit will be given after the completion of the experience. During practicum, students are required to complete a candidacy application to help determine if the student qualifies for advancement into internship. In consultation with site supervisors, the Practicum/Internship faculty member will make the final decision regarding course grades. Letter grades will be assigned for practicum; for internship the grade is satisfactory or unsatisfactory.

Orientation for new students is held in fall and spring semesters. Training will be provided by the faculty supervisor or other counseling faculty members to convey and clarify expectations in the practicum/internship requirements. Site supervisors will be trained online in models of supervision when necessary. Other supervisory information will be available periodically to site supervisors. Faculty maintain open communication with site supervisors in order to offer support and to address any questions or concerns the field site supervisor may have.

General Guidelines and Policies for Practicum/Internship

All Practicum/Internship students are expected to read and follow the guidelines and policies outlined in the handbook throughout their clinical experiences.

Eligibility and Pre-requisites for Practicum/Internship

The following criteria exist for enrollment in Practicum (CLES 860):

Completion of the following courses with a course grade of B or better: CESP 824 Counseling

Techniques and CESP 803 Counseling Theory. Approval of admission to clinical practice in the CESP 824 Counseling Techniques course, by the counseling faculty.

Students must also complete the following tasks before they begin practicum:

1. Obtain professional counseling liability insurance (see information below).:
2. Current background check
3. A TB test and/or
4. Any other requirements of the site.

Applications for practicum need to be submitted within these timelines:

Spring practicum: the previous fall, by November 1.

Fall practicum: by April 1 of the previous spring semester.

The following criteria exist for enrollment in CLES 952 CMHC Internship:

1. Completion of CESP 824 Counseling Techniques (minimum course grade of B).
2. Completion of CESP 803 Counseling Theory (minimum course grade of B).
3. Completion of CESP 821 Multicultural Issues in Counseling (or concurrent enrollment)
4. Completion of CESP 825 Group Counseling (with minimum passing grade of B BT1 0 0 10 G431.700009

After successful completion of the practicum, students complete 600 clock hours of supervised counseling internship in roles and settings with clients relevant to their specialty area. (CACREP, 2016, III, J)

Internship students complete at least 240 clock hours of direct service. (CACREP, 2016, III, K)

Internship students have weekly interaction with supervisors that averages one hour per week of individual supervision throughout the internship, provided by the site supervisor (CACREP, 2016, III, L)

Internship students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the internship. Group supervision must be provided by a counseling program faculty member. (CACREP, 2016, III, M)

Practicum and Internship Requirements and Grading

Students are required to accumulate various types of direct service during their practicum/internship. A total of 100 client contact hours are required for practicum. Individual counseling hours are a primary focus of the counseling practicum. Therefore, a total of 40 hours of the 100 total hours must be spent primarily in individual counseling sessions. The remaining 60 hours will be spent in other counseling related activities. Please note that these hours must be accumulated evenly throughout the semester, and cannot, therefore, be obtained in one or two months.

CMHC Internship requires that students spend 300 hours at the site each semester. Students are not required to attend their site placements during WSU sanctioned breaks; however, the expectation is that students must make arrangements with site supervisors prior to any break. Please note that these hours must be accumulated evenly throughout the semester, and cannot, therefore, be obtained in one or two months. Of the total 300 hours, a total of 120 hours must be obtained in direct counseling with clients. The remaining 180 hours may be obtained in indirect counseling services.

It is expected that students will complete their practicum/internship by distributing their time in the practicum/internship site over the entire semester. In addition, the Practicum/Internship student is required to attend the weekly practicum/internship class, which typically meets three hours per week to review and discuss the on-site practicum/internship activcum

Criteria for grading are found in the syllabi of each practicum/internship instructor. The supervisor records practicum/internship grades at the end of the practicum/internship experience after discussions with the student and the site supervisor.

Attendance, Participation, Restrictions

Practicum/Internship students are expected to attend all class and supervision meetings (group, individual, on-site). Be prompt and be prepared. Students should develop a schedule with their field sites regarding attendance and come prepared to fully participate in the field site experience.

Students in their practicum should complete supervised counseling practicum experiences that total a minimum of 100 clock hours over a full academic term that is a minimum of 10 weeks. Practicum students should plan to spend at least 9-10 hours per week at the site, with 3-4 hours each week obtained in direct counseling with your clients.

Internship students should plan to spend at least 24-26 hours each week with 10-12 hours each week being spent in direct counseling with your clients.

Note: Students should be aware weather-related concerns and also aware of agency or school breaks and plan accordingly regarding hours at their site.

Attendance and class participation in all individual and group supervision sessions is crucial for students to gain the knowledge and skills required to facilitate individual and group counseling sessions. Successful completion of the course requires attendance at every scheduled class and at every supervision session. The Practicum/Internship faculty instructor or supervisor must be notified in advance of any issue or absence.

If the university and/or site supervisor give permission for makeup supervision sessions, it is the responsibility of the student to arrange make-up supervision sessions with his or her university supervisor and/or site supervisor or mentor at the convenience of the university or site supervisor in a timely manner or prepare client cases (with recordings) for review may result in the student being dropped from the class or receiving a failing grade.

Supervisors and field sites must be notified in a timely manner if you will be delayed or will miss attendance.

Note: Counseling program students are not permitted to make home visits during their practicum/internship unless this is a part of assigned duties, they are accompanied by a supervisor, and the student has received prior approval from their university practicum/internship instructor. Practicum/Internship students must always have immediate access to a professional colleague or the site supervisor for consultation and support when at their field sites.

***Note:** Students are not allowed to write letters or appear on behalf of clients in court procedures. Please discuss requests for letters or appearances with your university faculty and site supervisors.*

Professional Demeanor

Practicum/Internship students should conduct themselves in a professional manner in dress and behavior at their field sites. Consult with your field site supervisor about appropriate dress.

Locations for Class and Supervision Meetings

Students are assigned to practicum/internship classes on the Wichita State University campus. Group supervision meetings with faculty practicum/internship instructors or supervisors may occur only on the university

Documentation

It is important that Practicum 612 wnp

anyone other than supervisors, counseling instructors or faculty members, and professionals at the field site.

HIPAA Security Rules: <https://goo.gl/XpkFfz>

FERPA Regulations: <https://goo.gl/X354wt>

These are ethical and legal issues and will be treated as such.

Respect for Clients

Clients who consent to receive counseling services from Practicum/Internship students are helping students to become effective counselors. Treat them respectfully. Clients do **not** exist to serve the needs of students. It is inappropriate and unethical to keep seeing a client whose goals have been met simply to meet your needs for recording or accumulating direct service hours.

Diversity and Inclusiveness

Wichita State University is committed to being an inclusive campus that reflects the evolving diversity of society. To further this goal, WSU does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, gender identity, gender expression, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Executive Director, Office of Equal Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3186.

Diversity Expectations

--Albert Einstein

In keeping with the spirit

Individual instructors will give directions on how recordings will be graded, session critique forms, and related matters. Signed consent forms (provided on blackboard) must be completed before any counseling or recording is done and must accompany any recordings handed in for a grade or review.

Crisis Procedures

Practicum/internship students must know the appropriate procedures at their field site regarding crisis situations (e.g., suicide, violent behavior). Students should notify their field site supervisors immediately of actual or potential crisis situations with clients and follow the e.g., suicide or homicide) of a client, the Practicum/Internship students must immediately notify their Practicum/Internship faculty instructor or, in their absence, the CMHC Coordinator or the Head of the CLES Department. Students should also make their faculty supervisors aware of any child abuse reporting and suicidal or homicidal ideation in clients as soon as they are able after they have notified the site supervisor.

Professional Liability Insurance

Practicum/Internship students are required to obtain professional liability coverage (insurance) during practicum/internship. coverage, but insurance that specifically addresses counseling services provided by a counseling student during a counseling practicum/internship.

Most Practicum/Internship students will find professional liability insurance from the American Mental Health Counselors Association (AMHCA) or American Counseling Association (ACA) to obtain. These professional organizations require membership (student rate) in addition to a nominal fee for the coverage. You should purchase the coverage specifically for students. There are other counseling professional liability insurances available in the marketplace.

The policy you purchase for practicum/internship must remain active for the duration of practicum/internship. The benefit of joining these organizations goes far beyond simply buying insurance and is highly recommended by the Counseling Program.

The Department does not endorse any particular insurance plan.

Note: Purchase the insurance at least six weeks before your practicum/internship semester so that coverage can begin on time. Proof of liability coverage, usually a certificate of insurance, must be provided at the first class meeting. Students will not be able to start at their practicum/internship site or see clients if they do not have liability coverage.

Background Checks and Criminal Records

No practicum students are allowed to start at his or her practicum site without a verified background check. In addition, be advised that some field site placements may run background checks, especially regarding any history of legal or criminal difficulties. You may be denied a placement if you have a conviction record. Felony or misdemeanor convictions will impair, and

possibly prevent, licensure as a counselor.

Academic and Professional Dispositions

Students must remain aware of and abide by the academic and professional dispositions expected of counseling students by the CLES program faculty. The dispositions required include academic, personal, professional, and clinical dispositions necessary to become an effective and ethical counselor. The dispositions are provided below:

Academic Readiness

Academic Readiness: Academic

GPA, and also assessed through minimum course grades. The minimum course grades as listed below:

A minimum grade of B in the following courses:

- CESP 803 Counseling Theory
- CESP 824 Counseling Techniques
- CESP 825 Group Counseling
- CLES 860 CMHC Practicum

A minimum grade of S (satisfactory) for the following courses:

- CLES 952A, 952B, or 952C CMHC Internship

A minimum grade of B- (B minus) in the following courses:

- CLES 810 Research and Program Evaluation for Counselors
- CESP 815 Career Development
- CESP 821 Multicultural Issues in Counseling
- CESP 822 Assessment in Counseling

In addition to minimum course grades, Academic Readiness is assessed through required CACREP and CAEP assessments.

Professional and Personal Readiness

The professional dispositional areas assessed include:

Professional Readiness: The essential professional characteristics of competent professional counselors

Personal Readiness: The essential personal characteristics evidenced by competent professional counselors

Clinical Readiness

Clinical Readiness: The essential counseling skills necessary for competent professional counseling practice

Professional Disposition Indicators

Indicators of Professional Readiness

1. Ability to act according to the professional expectations of the classroom and clinical mental health/agency placement sites especially with regard to: (Counselor Competencies Scale 2B, 2D, 2E and 2F)
 - Appropriate dress
 - Promptness and attendance for coursework and field site placements
 - Record Keeping and documentation, including timeliness
 - Adherence to policies and procedures
 - Respectful attitude and behavior;
 - Showing initiative for your own learning and professional experiences and personal growth.
2. Ability to work effectively and respectfully with administrators, staff, students/clients, and parents; (CCS, 2B, 2C, and 2D)
3. Ability to engage students/clients in a competent, ethical, and professional manner that respects and enhances their inherent dignity and worth; (CCS 2A, 2B, 2C)
4. Demonstrated adherence to the ethical guidelines related to ability to recognize and value sexual orientation, disability, social class, etc.; (CCS, 2A and 2B)
5. Demonstrated ability to practice in a manner consistent with the ACA or other professional ethical guidelines; especially those related to ensuring the welfare of all students/clients and doing no harm to students/clients, and maintaining confidentiality of client information and client records. (CCS 2A)

Indicators of Personal Readiness

(Counselor Competency Scale Revised Part 2)

1. Adheres to the ethical guidelines of ACA, NBCC 10(2A)
2. Examining biases related to diversity.
3. Ability to work respectfully, appropriately, and effectively with authority figures including university professors and site supervisors; (2B)
4. Ability to emotionally self-regulate (2B, 2G)
5. Ability to hear and accept critical feedback and to integrate and make changes based on communicated feedback; (2B, 2I, 2J, 2K)
6. Maintains appropriate and professional boundaries with supervisors, peers, clients/students (2C)
7. Willingness and ability to self-explore and reflect on experiences in order to grow as a professional; (2B)
8. Ability to demonstrate excellent listening skills; (2B)
9. Ability to effectively communicate with others; (2B)

Indicators of Clinical Readiness

Make appointments for interviews with the appropriate contact persons at the counseling sites you selected in Step A. General Instructions for the interview are:

- A. Be prepared to talk about your preparation for participation in the practicum or internship. For example, provide a list of courses that you have completed or are in the process of completing. Describe any counseling or related experiences you have had. It is advisable to prepare a resume listing your academic preparation as well as other pertinent information about yourself. Remember that this is a professional interview, and you should to present yourself accordingly.
- B. Please note that when you visit with the Site Supervisor, you should inform the Site Supervisor that you need to be able to participate (under supervision) in a variety of direct counseling (individual, group, family) and indirect counseling experiences (staffing, in-service, workshops, intakes, interviews, assessments, treatment planning etc.) as
- C. You should also inform the site supervisor that Practicum requires that you obtain a total of 100 hours at the site during the semester. **Please note that these hours must be accumulated evenly throughout the semester, and cannot, therefore, be obtained in one or two months.** From the total 100 hours, a total of **40 hours** must be obtained in direct counseling with clients. The remaining **60 hours** may be obtained from indirect counseling (staffing, intakes, etc.) or from direct counseling. In order to obtain your 100 hours at the site, you will need to spend at least 9 - 10 hours per week at the site, with 3 - 4 hours each week obtained in direct counseling with your clients. Additionally, Internship requires that students spend 300 hours at the site each semester. Students are required to adhere to the site calendar, not the WSU calendar, and remain at their site the entire semester. Please note that these hours must be accumulated evenly throughout the semester, and cannot, therefore, be obtained in one or two months. Of the total 300 hours, a total of 120 hours must be obtained in direct counseling with clients. The remaining 180 hours may be obtained in indirect counseling services
- D. You may receive and tentatively accept an internship appointment at the time of your interview, or the Field Site Supervisor may give you a specific time when he or she will get back to you. Otherwise, you should wait about a week to hear from the Site Supervisor, and then you might call the Supervisor to see if a decision has been made.
- E. After you have received oral confirmation from the contact person at the field site, you should give this information to your university supervisor (faculty). The university supervisor (faculty) will then contact the Site Supervisor and make arrangements for a formal, written confirmation of your field site placement. Be sure that you and the Site

Supervisor have agreed on the beginning date for your practicum or internship. Some sites require preliminary training two to three weeks before the semester begins. Also many sites require additional criminal background checks which may take up to four weeks.

F.

Roles and Responsibilities

Site Supervisors are responsible for having knowledge of the goals and philosophies of the

the semester, the Site Supervisor will complete an evaluation form on internship activities.

As mentioned above, the university provides regular group supervisory sessions at which students are expected to present and discuss cases. Group supervision sessions are conducted within the weekly 2.5-hour per week course required for all students in practicum/internship. Site Supervisors are welcome to attend the on-campus group supervisory meetings, especially when their supervisee is presenting agency cases for discussion. While course guidelines may vary depending on the faculty member teaching the course, the overall objectives are the same for all sections of practicum/internship.

Special Problems

If special problems or concerns (clinical, supervisory, interpersonal, etc.) should arise during the practicum/internship, the Site Supervisor should contact the university practicum/internship faculty instructor immediately. It is the responsibility of the university faculty instructor to work with the field site supervisor and the practicum/internship student to resolve any special problems or concerns. Students will provide the site supervisor contact information for faculty.

Impairment

According to the *ACA Code of Ethics* (2014), counselors (students) and counselors-in-training do not offer counseling services to clients when their physical, mental, or emotional problems may harm a client or others (see Sections C.2.g, F.5.b, and F.8.d). Faculty supervisors and site supervisors may make students aware of impairment as at the time of impairment the student may not be aware their performance is being impaired. Once identified, it is the responsibility of the counselor-in-training to seek assistance for their problems. The student should work with faculty to make site supervisors aware that they are unable to provide acceptable services to clients. Counselors and counselors-in-training should seek appropriate professional services to remediate the problem(s) interfering with their ability to provide services.

It is the policy of the Counseling program that if a student has a physical, mental, or emotional problem that could potentially harm clients or others, that student will be prohibited from seeing clients until the student has completed a remediation plan. For example, in the case of addiction it is the policy of the Counseling program that if a student has a documented relapse or a self-reported relapse, she or he will not see clients until a remediation plan is successfully completed, and the student can provide verified documentation of a span of

Summary

The practicum/internship experience is considered a vital part of the academic programs in Counseling program at Wichita State University. It offers the opportunity to implement theory into practice and serves as a catalyst for personal and professional growth necessary for entry into the counseling profession. The Counseling Program faculty are very grateful for the professional service that Site Supervisors provide to counseling practicum/internship students in this critical phase of their professional education and training.

Site Check List

The WSU Counseling program requires that the overall sequence of supervised clinical experiences be divided into three major phases: (1) orientation, (2) observation, and (3) **use in their first** semester of clinical experience), activities should begin with orientation and observation. For students enrolled in internship, (those in their second or third semester of clinical experience), the majority of experiences should be in the counseling participation. These categories of experiences no doubt will overlap.

The following activities, listed according to phase, are suggestions for the Site/Supervisor who is **setting and the past** experience and knowledge of the supervisor in training students may alter the procedures.

A. Orientation

1. Physical Facilities (Tour of physical plant)
 - a. Counseling, clinical, guidance facilities
 - b. Files: charts, case folders, records, etc.
 - c. Supply room: supplies, equipment, forms, etc.
 - d. Technological resources: computers, testing/scheduling software, etc.
2. Agency Functions and Services
 - a.

- c. Clerical
 - d. Personal interviews with administrator and department heads
5. Clients: Site Supervisor may select several typical cases, current or closed, for study or analysis, as illustrations of agency function, clients served, and the counselor role

B.

The student should always, in supervision, inform the site supervisor and the university clinical supervisor if they feel overwhelmed in a therapeutic setting or with a particular client situation.

Develop a weekly attendance and activity schedule with the Practicum student based on a minimum of 8-10 hours weekly spent at the field site.

Provide a safe location and appropriate space to work with adequate supplies and staff support to conduct counseling activities. Practicum students are not permitted to do home visits unless accompanied by their field site supervisor, to work alone in a building, or without immediately accessible consultation services.

of practicum.

Collaborate with the designated faculty instructor for practicum and the Clinical Mental Health Counseling Coordinator regarding placement procedures and concerns.

The Practicum student agrees to:

Be consistent and prompt in attendance at the field site. Dress and behave in a professional manner consistent with the practices of the field site placement.

Develop a weekly attendance and activity schedule with the field site supervisor based on spending 8-10 hours weekly at the field site during practicum

Provide counseling and counseling-level of training and supervision and the assigned counseling role.

Make regular recordings of counseling work throughout the semester for review and evaluation. Recordings are the basis for individual and group supervision meetings. The Practicum student will follow established guidelines to ensure the security of recordings and will destroy all recordings after review.

Be acquainted with and follow field site policies and procedures and the directives of field site supervisors.

Purchase liability insurance and adhere to the current ethical guidelines of the American Counseling Association.

Maintain documentation in good order and follow guidelines for maintaining the confidentiality of client-related records for both campus and field site placement.

Provide the Counseling Program with a renegotiated field placement agreement if there is a change of site supervisors or field site.

Practicum Instructor (print)

Practicum Instructor Signature

Date

CMHC Internship Field Placement Agreement

The Internship student is responsible for distributing copies of this agreement to the field site supervisor and retaining a copy. The original document is filed with the Internship instructor on the first night of class.

Final Counseling Practicum/Internship Summary

Note: Completed at end of semester

This Summary must be completed by the Practicum/Internship student for each field experience course at the end of the semester. It is used by the CLES Department to provide documentation of supervised experience for accreditation and licensure review. Refer to your Weekly Activities Log for data.

Semester _____ Year _____

Practicum/Internship Student: _____ WSU ID: _____

Field Site Name (school or agency): _____

Field Site Address: _____

Dates effective from / / through / /

Total clock hours earned during this course (get this from Weekly Activities Logs)

Total Direct Hours: _____

Total Indirect Hours + _____

Total Hours: = _____

This a true accounting of the hours for my school counseling practicum/internship for _____ Semester,
_____ Year

Practicum/Internship Field Experience Plan

Receiving supervision (individual or group at the field site). Please specify which:

Assessment (e.g., test interpretation). Please specify types:

Other (describe):

Student (print)

Student Signature

Date

Field Site Supervisor (print)

Field Site Supervisor Signature

Date

Date WSU Instructor (print)

WSU

Informed Consent



Consentimiento Informado

Para el cliente o el padre del cliente:

Su consejero o el de su niño es un consejero practicante inscrito en una práctica u otra experiencia de campo. Los consejeros practicantes colocados en el campo han completado con éxito la mayoría de las normas mínimas de entrenamiento necesarias para obtener un título de postgrado en consejería en Wichita State University. En acorde con estas normas nacionales, su consejero es supervisado por varias entidades y es necesario que se someta a rigurosas evaluaciones basadas en el desempeño de la consejería.

Se requiere que los consejeros practicantes demuestren sus habilidades profesionales en las interacciones con los clientes proporcionando a los supervisores con muestras de trabajos en forma de grabaciones de sesiones de consejería. Estas grabaciones están destinados a mejorar su formación profesional y mejorar los servicios que usted o su hijo reciben del consejero estudiante. Por lo tanto, su consejero le pide su permiso para grabar sus sesiones de consejería para estas prácticas evaluativas. Usted también puede elegir para usted o su niño recibir servicios sin aceptar la grabación.

Su consejero estudiante cumple con los Códigos de Ética de la Asociación Americana de la ACA, todos los registros de servicios de consejería, incluyendo grabaciones, son considerados como información profesional confidencial. Las grabaciones serán protegidas por el consejero practicante y por los supervisores del consejero practicante. Estas grabaciones serán utilizadas para el propósito de evaluación y capacitación profesional, y serán revisadas por los practicantes y los supervisores en acuerdo con el Código de Ética de la ACA. El único momento en que esta confidencialidad puede ser violada es si usted lo solicita o cuando sea requerido por la ley. Las grabaciones son destruidas inmediatamente después de que son revisadas por el instructor/supervisor de la Universidad.

Consentimiento para participar en Consejería

Yo, el abajo firmante, confirmo que he leído y discutido con mi consejero la información presentada anteriormente. Comprendo plenamente la finalidad de esta solicitud y

Yo me comprometo a participar en la consejería o permito que mi niño(a) menor de edad participe en la consejería. Sí/No

Yo estoy de acuerdo en participar o permitir que mi niño(a) menor de edad participe en las sesiones de consejería(s) para la evaluación del consejero en entrenamiento, y que estas sesiones sean grabadas. Sí/No

(Firma del Cliente)

(Fecha)

(Firma del Padre o Guardián del Cliente, si aplica)

(Fecha)

(Firma del consejero practicante)



Clinical Mental Health Counseling Practicum/Internship Log

Name _____

Placement Site _____

Name of Site Supervisor _____

Period of Site Placement _____

Week	Direct Contact Activity*	Direct Hours	Indirect Activity**	Indirect Hours
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
Total Hours				

*Direct Hours include group counseling (e.g., at least 5 clock hours), individual, counseling, intakes, mental status exams, etc. **Indirect Hours include class time, supervision hours, paperwork, trainings, etc.

Printed Name of Site Supervisor _____

Signature of Site Supervisor _____

Date _____

Printed Name of Intern _____

Signature of Intern _____

Date _____

** DIRECT **	
Activity	Defined
Case Consultation (appears in both direct and indirect)	Working with the on-site supervisor to gain ideas, discuss any dilemmas and/or progress, and facilitate a treatment plan.
Direct participation in client-related volunteer activities	Site programs, client activities such as play therapy, arts/crafts, social opportunities for clients, and associated activities.

COUNSELING PRACTICUM STUDENT EVALUATION

This evaluation form is used to check competencies in the counseling practicum as observed by the site supervisor. The form is completed by the site supervisor at minimum at midterm and end of semester. The form may be completed at any time the practicum site supervisor or the faculty instructor feels feedback and evaluation is appropriate and beneficial to the student.

Directions: This form is completed by the Site Supervisor.

Student Name: _____ WSU ID#: _____

Supervisor Name: _____ Date: _____

Practicum Site: _____

The items are scored using the following scale:

4 = Highly Effective

3 = Effective

2 = Developing

1 = Not Effective

N/A = Not applicable, not observed

I. Basic Work Requirements

a. Arrives on time consistently	1	2	3	4	N/A
b. Uses time effectively	1	2	3	4	N/A
c. Informs supervisor and makes arrangements for absences	1	2	3	4	N/A
d. Completes requested or assigned tasks on time	1	2	3	4	N/A
e. Completes required total number of hours or days on site	1	2	3	4	N/A
f. Is responsive to norms about clothing, language, etc., on site	1	2	3	4	N/A

II. Ethical Awareness and Conduct

a. Exhibits knowledge of general ethical guidelines	1	2	3	4	N/A
b. Exhibits knowledge of ethical guidelines of internship/practicum	1	2	3	4	N/A
c. Demonstrates awareness and sensitivity to ethical issues	1	2	3	4	N/A
d. Exhibits personal behavior consistent with ethical guidelines	1	2	3	4	N/A
e. Consults with others about ethical issues if necessary	1	2	3	4	N/A

III.

CMHC Site Supervisor Evaluation

Directions: This form is completed by the student.

_____ Email: _____

Site Address _____ Date(s) of Supervision: _____

Students please use this form to evaluate your clinical supervision experiences. Circle one number to the right of each item to indicate how you perceived your experience with your site supervisor. The ratings range from (1) Not Effective to (4) Highly Effective.

14.	Encouraged me to become more independent as my skills increased.	1	2	3	4	NA
15.	Modeled ethical and professional behavior.	1	2	3	4	NA
16.	Helped me define and maintain ethical behavior.	1	2	3	4	NA
17.	Encouraged me to engage in professional behavior.	1	2	3	4	NA
18.	Offered resource information when I requested or needed it.	1	2	3	4	NA
19.	Encouraged self-monitoring and development of self-evaluation skills.	1	2	3	4	NA
20.	Provided periodic and timely assessment of my counseling skills.	1	2	3	4	NA
21.	Clearly delineated standards of evaluation.	1	2	3	4	NA

Comments:

_____ **Date:** _____

CMHC Student Internship Evaluation

<i>Not Effective</i> <i>1</i>	<i>Developing</i> <i>2</i>	<i>Effective</i> <i>3</i>	<i>Highly Effective</i> <i>4</i>	<i>Not Observed</i> <i>N/A</i>
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2. Using Counseling Supervisors for learning:

- a) Identifying initial learning needs and interests.
- b) Actively collaborating in formulating and updating a learning contract.
- c) Asking questions.
- d) Preparing work agendas.
- e) Seeking other available learning resources, including professional staff, print and nonprint media, professional literature and research.
- f) Discussing assignments, challenges, and problems openly with supervisor.

<i>Not Effective</i> <i>1</i>	<i>Developing</i> <i>2</i>	<i>Effective</i> <i>3</i>	<i>Highly Effective</i> <i>4</i>	<i>Not Observed</i> <i>N/A</i>
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3. Applying content from counselor program courses in the placement site:

- a) Applying counseling skills, knowledge, and ethics in work with clients and colleagues.
- b) Identifying and discussing ethical dilemmas in professional decision-making.
- c) Discussing conflicting obligations/choices/expectations between self, client, and colleagues.
- d) Generating reports, presentations, process records, and tapes.
- e) Applying knowledge of theory/empiricism

F	Multicultural Competence in Counseling Relationship	Demonstrates respect for culture (e.g., race, ethnicity, gender, spirituality, religion, sexual orientation, disability, social class, etc.) and awareness of and responsiveness to ways in which culture interacts with the counseling relationship	1	2	3	4	N/A
G	Emotional Stability & Self-control	Demonstrates self-awareness and emotional stability (i.e., congruence between mood & affect) & self-control (i.e., impulse control) in relationships with clients	1	2	3	4	N/A
H	Motivated to Learn & Grow / Initiative	Demonstrates engagement in learning & development of his or her counseling competencies	1	2	3	4	N/A
I	Openness to Feedback	Responds non-defensively & alters behavior in accordance with supervisory &/or instructor feedback	1	2	3	4	N/A