

CLINICAL MENTAL HEALTH COUNSELING (CMHC)

PRACTICUM HANDBOOK



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CLINICAL MENTAL HEALTH COUNSELING PROGRAM PRACTICUM HANDBOOK

INTRODUCTION

Practicum is an important experience in the student's preparation as a professional counselor. It is intended to be an on-the-job experience conducted in a setting as close as possible to the one in which the student will seek employment. The nature of this experience should be as similar to a regular counseling position as possible, but with much more supervision than is usually the case with an employed counselor.

Your participation in this counseling practicum requires a commitment of time and effort. The expertise of the site supervisor, and her/his willingness to participate, should be valued and appreciated. Throughout the practicum, we welcome feedback and would be happy to discuss any questions and/or concerns you or your site supervisor may have.

This handbook will acquaint you with information regarding the practicum. Remember that these only serve as guidelines and you should work closely with the Practicum Coordinator, Dr. Claudia Sadler-Gerhardt, PCC-S, to assure that you meet all the requirements necessary for completion of your degree.

PRACTICUM PLACEMENT

Consideration should be given to selecting a practicum site that offers opportunities for a student to engage in both individual and group counseling. Practicum provides an opportunity for the student to perform, under supervision, a variety of activities that a regularly employed staff member would be expected to perform in that particular setting. A regularly employed staff member is defined as a person occupying the professional role to which the student is aspiring.

TIME REQUIREMENTS

The Counselor, Social Worker and Marriage & Family Therapist Board requires counseling students to complete a supervised practicum of "no less than one hundred hours of which forty hours are direct service" (Ohio Administrative Code, Section 4757-13-01). Students will need a **minimum of** one hour of supervision per twenty hours work performed (Ohio Administrative Code, Section 4757-17-01). The additional hours will be comprised of professional development, staff meetings, documentation, etc. These hours must be accrued on site. According to Ohio law (OAC 4757-17-01), the supervisor must be a Professional Clinical Counselor who has supervising counselor status (PCC-S or LPCC-S).

The practicum experience includes:

1. a **minimum** of 100 hours of which 40 hours are **direct service** to clients (examples include counseling [with individuals, couples, and/or families], co-leading counseling sessions with the supervisor or another counselor, and group counseling). Students must have the **opportunity to work with groups** as a part of their direct hours;

2. a **minimum** of 1 hour of face-to-face individual or triadic (composed of one supervisor and 2 Counselor Trainees) supervision **per week** by the site supervisor. One hour of supervision is required per 20 hours worked (covering direct **and** indirect hours) for a minimum of 5 hours of supervision logged during practicum;
3. the opportunity for the student to become familiar with a variety of professional activities other than direct service (e.g., case conferences, diagnosis and treatment planning under supervision, documentation);
4. the opportunity for the student to receive live supervision or to videotape counseling sessions for use in supervision (only with written consent by the client[s]);
5. the opportunity for the student to gain supervised experience in the use of a variety of professional resources, including print and non-print media, professional literature, research, and information and referral to appropriate providers; and
6. formal evaluations of the student's performance during the practicum by the site supervisor.

PRACTICUM RESPONSIBILITIES

Responsibilities of the Cooperating Practicum Site

1. Interview potential practicum student.
2. Designate a counseling site supervisor for the student. Once the student is approved for placement, all contact regarding the student will be directed to the site supervisor. A site supervisor must meet the following criteria:
 - a. a Professional Clinical Counselor who has **supervising counselor status** (PCC-S or LPCC-S);
 - b. knowledge of the program's expectations, requirements, and evaluation procedures for students.
3. Provide an opportunity for the practicum student to participate in the routine professional activities appropriate for their area of specialization.
4. Provide opportunities to process sessions the practicum student observes, participates in, or conducts.
5. The designated site supervisor will:
 - a. Provide the practicum student with the rules and guidelines for the conduct of the practicum site.

- b. Co-sign the **Practicum Affiliation Agreement** form with the student and the CMHC program's Practicum Coordinator.
 - c. Meet **weekly** with the student for supervision (maintaining a minimum of 1 hour of supervision per 20 hours worked) of the student's work (direct and indirect service hours) for a minimum of 5 hours of supervision. The supervision may be individual or triadic (composed of one supervisor and 2 Counselor Trainees). Additionally, as required by the Council for Accreditation of Counseling and Related Educational Programs (CACREP Standards, Section III.G.5), practicum students must have the **opportunity to receive either live supervision or videotaping capability of sessions that may be reviewed by their supervisor.**
 - d. Encourage the student to attend the meetings, training sessions, and workshops that the site supervisor attends as a part of their related duties.
 - e. Complete an evaluation of the practicum student each semester the student is enrolled in practicum.
 - f. Review and sign the logsheet of hours provided by the student.
6. A site supervisor may obtain, as a result of their role:
- a. Input from the Practicum Coordinator as the primary contact person for the practicum.
 - b. An opportunity to engage in mentoring a counselor trainee.
 - c. Assistance from a practicum student in providing counseling services to clients.

Responsibilities of Clinical Mental Health Counseling Program

1. Approve students for practicum registration and placement through the program's Practicum Coordinator.
2. Provide a Practicum Coordinator who will serve as a resource and primary contact person during the practicum.
3. The Practicum Coordinator's responsibilities are to:
 - a. Be available for contact by the site supervisor during the practicum.
 - b. Critique the practicum student's performance in consultation with the practicum small group facilitators.
 - c. Oversee assignment of course grades in consultation with the practicum small group facilitators.

4. Work with the participating practicum site to ensure that the practicum is a reciprocal arrangement benefiting all involved.

Responsibilities of the Practicum Student

1. Arrange practicum and the completion of the **Practicum Affiliation Agreement** form for submission to the Practicum Coordinator. The student is responsible for meeting deadlines to ensure appropriate placement. The student is responsible to perform the counseling functions agreed to and other functions as directed by the site supervisor.
2. Complete and submit the **State of Ohio Counselor, Social Worker and Marriage & Family Therapist Board Counselor Trainee Initial Application** which includes having a **Criminal Records Check**.
3. Secure appropriate **liability insurance** and provide documentation to both the site supervisor and the Practicum Coordinator that verifies liability insurance. This will be placed in the student's file.
4. Attend weekly practicum classes.
5. Continuously work to improve their performance in response to feedback made by the site supervisor, practicum small group facilitators and peer feedback.
6. Keep a record of client contact hours, indirect service hours, and supervisory hours in accordance with the guidelines using the **Logsheet of Hours** form. These must be signed by your supervisor and accompany the supervisor's evaluation at the end of each semester as well as the hours verification at the end of the practicum experience. **NOTE: It is the student's responsibility to make sure that these logsheets are submitted to the small group facilitator by the date identified in the syllabus. The logsheets will then become part of the student's permanent file.**
7. Follow consistently the requirements and procedure policies of the practicum site.
8. Demonstrate behavior in accordance with the highest ethical and professional standards.
9. Meet weekly with the site supervisor for supervision of work, including direct and indirect service (at least 1 hour of supervision is required per every 20 hours worked).
10. Give a **Field Supervisor Evaluation of Student** form to the site supervisor to complete each semester enrolled in practicum. **NOTE: It is the student's responsibility to make sure that these evaluations are submitted to the small group facilitator by the date identified in the syllabus. The evaluations will then become part of the student's permanent file.**
11. Complete a **minimum of 100 hours** at the practicum site. Of the 100 hours, 40 hours must be direct service with clients. The additional hours can be comprised of professional development,

documentation, etc. The **Practicum Hours Verification** form and the **Logsheets of Hours** form need to be signed by the site supervisor and turned in at the end of the 100 hours.

PAPERWORK CHECKLIST

Assignment	Due Date
Practicum Affiliation Agreement	<input type="checkbox"/> Due before starting at your practicum site
<p>State of Ohio Counselor, Social Worker and Marriage & Family Therapist Board Counselor Trainee Initial Application and Criminal Records Check</p> <p><i>If students register by the registration deadline, the State will be notified by a program representative of the student’s enrollment. Otherwise, a photocopy of your transcript showing enrollment in a practicum class will serve as proof needed by the State each semester.</i></p>	<input type="checkbox"/> Counselor Trainee Initial Application and Criminal Records Check must be completed with the State of Ohio Counselor, Social Worker and Marriage & Family Therapist Board before starting at your practicum site.
Proof of Professional Liability Insurance	<input type="checkbox"/> Due before starting at your practicum site
Field Supervisor Evaluation of Student	<input type="checkbox"/> Due at end of each semester student is enrolled in practicum
Logsheets of Hours	<input type="checkbox"/> Due at end of each semester and accompany the Field Supervisor Evaluation of Student <u>and</u> a final logsheet is to be attached to the Practicum Hours Verification
Practicum Hours Verification <i>with final logsheet attached</i>	<input type="checkbox"/> Due at end of the 100 hour practicum

NOTE: All above forms are to be turned in to the Practicum small group facilitator who will in turn submit them for placement in the student’s permanent file by the Practicum Coordinator. *Make copies of everything and keep them in a safe place!*