



ASHLAND

THEOLOGICAL SEMINARY

A GRADUATE DIVISION OF
ASHLAND UNIVERSITY

CLINICAL MENTAL HEALTH COUNSELING (CMHC)

PRACTICUM HANDBOOK

Contents

Introduction..... 3

Practicum Placement..... 3

Time Requirements..... 3

Practicum Responsibilities 4

Responsibilities of the Cooperating Practicum Site..... 4

Responsibilities of Clinical Mental Health Counseling Program 5

Responsibilities of the Practicum Student 6

Grading Practicum 7

Checklist for Field Experience Site 7

Paperwork Checklist 8

Introduction

Practicum is an important experience in the student's preparation as a professional counselor. Professional practice, which includes practicum, provides for the application of theory and the development of counseling skills under supervision. These experiences will provide opportunities for students to counsel clients who represent the ethnic and demographic diversity of their community. 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.

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. The CMHC Practicum Coordinator welcomes feedback and is open to discuss any questions and/or concerns.

This handbook will provide information regarding the practicum. The information offers guidelines and students should work closely with the Practicum Coordinator to assure that all degree requirements are met.

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, 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; students are required to earn a **minimum** of 10 hours of group counseling.
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; these hours do not qualify as direct or indirect hours.
3. student shall become familiar with a variety of professional activities other than direct service (e.g., case conferences, diagnosis and treatment planning under supervision, documentation);
4. Student will receive live supervision or to videotape counseling sessions for use in supervision (only with written consent by the client[s]); at least one session to be documented.
5. student will 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 will be reviewed by their supervisor. At least one of these sessions must be documented.**
 - 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 log sheet 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 **professional 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 and participate in all weekly practicum classes.
5. Continuously work to improve their performance in response to feedback made by the site supervisor, practicum instructor, and peer feedback.
6. Keep a record of client contact hours, indirect service hours, and supervisory hours in accordance with the guidelines using the **Log sheet of Hours** form. These must be signed by the site supervisor and accompany the supervisor's evaluation at the end of each semester as well as the hour verification at the end of the practicum experience. **NOTE: It is the student's responsibility to make sure that these log sheets are submitted to the practicum instructor by the date identified in the syllabus. The log sheets 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 practicum instructor 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, of which 10 hours must be group counseling**. The additional hours can be comprised of professional development, documentation, etc. The **Practicum Hours Verification** form and the **Log sheet of Hours** form need to be signed by the site supervisor and turned in at the end of the 100 hours.

Grading Practicum

1. Students need to complete a minimum total of 100 hours, including a minimum 40 direct hours; attend the class sessions, missing no more than two classes; complete all assignments to earn a grade.
2. If a student does not meet all of these criteria, the student will earn an IP. The grade of IP has implications for financial aid and will require the student to be placed on a list that goes before the SAP committee. Students may not remain on the list for more than 2 semesters.
3. A student will receive a grade of F if the student misses more than 2 class periods.
4. The course is an educational component and cannot count as either direct or indirect hours.
5. If a student needs to take additional offerings of the practicum course due to receiving an IP, the student will enroll in CLC 6637. This course will be graded at a pass/fail.
6. If a student needs to take additional offerings of the practicum course due to receiving a F, the student record will reflect that this is a repeat of the course.
7. Students are not considered to have completed practicum until all criteria have been met. Students may not begin internship until an earned grade has been received.
8. Any additional semesters taken after the program prescribed allowance will be counted towards general electives. These classes may not count towards advanced clinical electives.

Checklist for Field Experience Site

1. Contact information for Site
 - a. Name of agency, department, program, site
 - b. Agency's practicum/internship coordinator, telephone number, e-mail address
2. Site information
 - a. Turnover rate of therapist
 - b. Number of practicum/internship students
 - c. Office location of Counselor Trainee
 - d. Number of Counselor Trainees
 - e. Average length of time at site to complete hours
 - f. Expected number of direct hours to earn weekly
3. Supervision
 - a. Contact information for supervisor
 - b. LPCC-S or PCC-S supervisor
 - c. Weekly, hour-long supervision

- d. Location of supervisor in relation to site
 - e. Cost of supervision
 - f. Availability of live/recorded supervision of session
 - g. Names of primary and backup supervisors
 - h. Specify how feedback will be provided
 - i. Expected time frame for supervisor's feedback to student concerning written work
4. Hours
- a. Days/times available to see clients
 - b. Starting and ending dates
 - i. Days and hours of work (allow for minimum 7-9 hours, with a maximum of 20 hours per week)
 - ii. Expected number of clients of various types (assessment; treatment; individual, family, group, etc.)
5. Experience
- a. Type of orientation/training
 - b. Training/continuing education opportunities
 - c. Type of clientele
 - i. Specify the ways in which diversity will be addressed in this placement (e.g., by exposure to clients from various ethnic or cultural backgrounds, etc.)
 - d. Goals
 - i. Specify the major competencies, skills and values which the student hopes to acquire or develop during this practicum placement
 - e. Intended activities
 - i. Regular meetings which the student is expected to attend
 - f. Other activities
 - g. Written work
 - i. Time frame for preparation of initial drafts (reports, progress notes, etc.)

Paperwork Checklist

Assignment	Points	Due Date
Practicum Affiliation Agreement	2pts.	November 1 st for Spring Practicum April 1 st for Summer Practicum July 1 st for Fall Practicum
Proof of Professional Liability Insurance and CT status	3pts.	1 st class (before seeing clients)
"Possible Key Topics for Practicum"	5pts	2 nd class
Supervisor Evaluation of Student CT	5pts	15 th week

Supervisor Observation form	5pts	15 th week
Student evaluation of supervisor	5pts	15 th week
Student evaluation of site	5pts	15 th week
Student Self Evaluation (CCEC form)	5pts	15 th week
Instructor Evaluation (CCEC form)	5pts	15 th week
Practicum Log sheet of Hours	5pts	15 th week
Verification of Completion of Practicum Hours form	5pts	15 th week

NOTE: All above forms are to be turned in to the practicum instructor who will in turn submit them for placement in the student's permanent file by the Practicum Coordinator.

It is the responsibility of the student to maintain records of field experiences. Make copies of everything and keep them in a safe place after graduation!