

## Summary of Practicum Experience Expectations

Practicum is intended to combine course work with clinical experience. This represents the first opportunity for the student to engage in direct service with “real” clients. The focus of practicum is on training rather than service provision. Counseling skill development is stressed, therefore individual and small group counseling activities (rather than other professional activities) must be the student’s primary focus while on site.

### Student's Responsibilities

1. To commit minimum of 100 clock hours to a site, including **at least 40 hours spent in direct service**. Direct service hours are those in which the student is offering either individual, family, or group counseling to clients. Classroom lessons or workshops also count toward direct hours. The remaining 60 hours can be devoted to services other than direct service, including: in-service training, participation in staff meetings, educational activities at site, preventive interventions with classes, consultation with staff and others, classroom observation of clients (school settings), and campus supervision.
2. To audiotape (or videotape) counseling session hours for the purpose of on-campus clinical supervision. With few exceptions, all sessions should be taped. This is for the student’s benefit and most importantly, for the client's benefit.
3. To attend weekly group supervision seminars on campus as scheduled.
4. To attend weekly clinical supervision sessions on campus with the assigned individual supervisor.
5. To write case notes on all clients and complete all other paperwork connected to practicum.
6. To meet all other course requirements (see example syllabus).
7. To meet any additional requirements as determined by the site supervisor.

### Field Placement Coordinator's Responsibilities

1. To maintain close communication with the practicum site and with the site supervisor. To establish that the site is appropriate for the individual practicum student's needs.
2. To follow up with any special circumstances regarding practicum site and student. To make any necessary accommodations with the Practicum Instructor.

### Practicum Instructor's Responsibilities

1. To conduct weekly group supervision seminars on campus.
2. To listen to a sufficient number of taped counseling sessions to allow the instructor access to the student's counseling level of skill.
3. To communicate with the site supervisor and campus individual supervisor regarding the clinical progress of the student as determined through supervision.
4. To read all case notes turned in by the student.
5. To keep records of all practicum activity engaged in by the student.

6. To seek evaluation from the site supervisor and campus individual supervisor.
7. To complete a final evaluation (Practicum Clinical Skills Evaluation Form) and assign a grade at the end of the semester based on the student's actual performance.

### **Individual Supervisor Responsibilities**

1. To provide one (1) hour of direct individual supervision per week beginning the first week of class.
2. To communicate with Course Instructor and/or Site Supervisor regarding student progress.
3. To provide evaluations of students to the Course Instructor as instructed.

### **Site Supervisor's Qualifications**

Counseling and Human Services acknowledges the professionalism and commitment of our site supervisors. According to the CACREP 2024 Standards, Section P, p. 18, in order to qualify as a site supervisor, the individual must have:

1. a minimum of a master's degree, preferably in counseling or a related profession;
2. active certifications and/or licenses in the geographic location where the student is placed, preferably in counseling or a related profession;
3. a minimum of two years post-master's professional experience relevant to the CACREP specialized practice area in which the student is enrolled;
4. relevant training for in-person and/or distance counseling supervision;
5. relevant training in the technology utilized for supervision; and
6. knowledge of the program's expectations, requirements, and evaluation procedures for students.

### **Site Supervisor's Responsibilities**

1. To organize the practicum experience and assure that the student will have an opportunity to work with appropriate clients.
2. To help orient the practicum student to the site.
3. To provide the practicum student with the opportunity to tape-record client sessions (CACREP requirement).
4. To provide appropriate space for the student to meet with clients.
5. To provide supervision as needed to ensure that the site's case management practices are being successfully implemented by the student. To provide any additional supervision for reasons of necessity or preference. (In other words, the university faculty welcome the site supervisor's involvement in supervision above and beyond the minimum expectations listed above.)
6. To monitor the practicum experience in order to determine that the practicum student's needs and the clients' needs are being met.
7. To be available to the practicum student in case of emergency at the site.
8. To provide a final evaluation of the student's progress in Practicum.
9. To communicate any concerns to the course instructor.