Master of Education (M.Ed.) In Counselor Education

Practicum and Internship Manual

Department of Counseling & Higher Education
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Part I: Introduction

This manual is designed to provide information about the practicum and internship in the Master’s program in Counselor Education, Department of Counseling and Higher Education, Gladys W. and David H. Patton College of Education, Ohio University. While both the practicum and internship involve actual on-site counseling experience, they differ in scope and purpose.

The practicum is designed to give the student a limited experience in a specialized area of counseling, which is supervised by both a designated on-site supervisor and the student's faculty supervisor or a doctoral student supervisor working under the supervision of the faculty member. The practicum requires the student to obtain a total of 100 hours of experience with a minimum of 40 direct client contact hours during one semester.

The internship is arranged to provide the student not only with counseling experience, but also with experience in all aspects of professional functioning, such as referral, assessment, staff presentations, and use of community resources. Both a designated on-site supervisor and the faculty instructor or a doctoral student supervisor working under the supervision of the faculty member supervises the student. The internship requires the student to obtain a total of 600 hours of experience with a minimum of 240 direct client contact hours, which usually takes place across two semesters.
Mission of the Counselor Education Program

The mission of the Counselor Education Program at Ohio University is to provide quality instruction and supervised experience to prepare our students to learn, lead, and serve in a diverse and changing world and to contribute to our community through research, technical assistance, partnerships, training, and other related public service activities. Students must complete a minimum of 60 semester hours to be eligible for the master’s degree and for licensure purposes.

Curricular experiences and demonstrated knowledge in each of the eight common core areas are required of all students in the program. The common core curricular experiences include the following areas:
- Professional Counseling Orientation and Ethical Practice
- Social and Cultural Diversity
- Human Growth and Development
- Career Development
- Counseling and Helping Relationships
- Group Counseling and Group Work
- Assessment and Testing
- Research and Program Evaluation

The program requires supervised clinical experiences, including 100-hour practicum and 600-hour internship for all students.

Mission of the Clinical Mental Health Counseling (CMHC) Program Specialization

The mission of the Master’s Program in Clinical Mental Health Counseling is to prepare highly competent professional counselors with an integrated counseling style, characterized by the recognition of the need to work with a client utilizing cognitive, emotional, and behavioral processes.

Mission of the Clinical Mental Health Counseling/Clinical Rehabilitation Counseling (CMH/CLRC) Program Specialization

The mission of the Master's Program in Clinical Mental Health/Clinical Rehabilitation Counseling at Ohio University is to provide quality instruction and supervised experience designed to prepare professional rehabilitation counselors who are committed to facilitating the personal, vocational and economic independence of individuals with disabilities.

Mission of the School Counseling (SC) Program Specialization

The mission of the Master’s Program in School Counseling is to prepare highly competent professional school counselors to effectively serve the pre-K-12 population by assuming leadership and advocacy roles to promote optimum development for all students, including those from low income and culturally diverse populations.
Part II: Arranging a Supervised Counseling Experience

All students are required to complete a Counseling Practicum (EDCE 6920) and Counseling Internship (EDCE 6915).

The following courses must be completed prior to beginning the Counseling Practicum Course:
1. EDCE 6200: Foundations of Counseling
2. EDCE 6550: Counseling Theory and Techniques
3. EDCE 6310: Appraisal I

The following courses must be taken before OR concurrently with Counseling Practicum:
1. EDCE 6450: Counseling Over the Lifespan
2. EDCE 6620: Diagnosis and Treatment Planning in Counseling
3. EDCE 6500: Group Counseling I
4. EDCE 6860: Multicultural Counseling

Applying for Practicum/Internship

Any student preparing to complete a practicum or internship, must complete an application form, (See Appendix I). The form is reviewed and signed by the student’s advisor, and submitted to the Practicum and Internship Coordinator. This form is due by the end of the 6th week of the semester preceding the semester in which the student plans to enroll in EDCE 6920/6915. Please note that neglecting to complete this application may result in the postponement of the practicum or internship. Students must submit an application for each semester of practicum and internship.

It is expected that students will discuss their potential placement sites with their faculty advisors, submit the application form then arrange directly with the agencies for their practicum and internship. If difficulties are encountered with placement sites or in finding a placement site, the student should contact the Practicum and Internship Coordinator.

Counselor Trainee Status (CT)

All students completing a Clinical Mental Health Counseling or a CMH/Clinical Rehabilitation Counseling practicum or internship are REQUIRED to obtain and maintain Counselor Trainee (CT) status. According to the Ohio Counselor, Social Work, and Marriage and Family Therapist (CSWMFT) Board, a student cannot refer to themselves as a “Counselor Trainee” without CT status. The online and paper application can be found in the Counselor Trainee tab found under the Counselors Tab on the State of Ohio Counselor, Social Worker, and Marriage & Family Therapist Board website.

Student Liability (malpractice) Insurance

Students participating in practicum and internship are REQUIRED to have their own professional liability insurance and provide verification of coverage to practicum and internship course instructors. Students are NOT permitted to see clients without providing verification of liability insurance. Students can obtain Student Liability Insurance through the following:

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<th>Ohio Counseling Association (OCA)</th>
<th>American School Counselor Association (ASCA)</th>
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Practicum and Internship Manual: Revised May 2016
Part III: Professional Practice & Purpose of Supervision

Supervision of practicum and internship students includes program-appropriate audio and/or video recordings and/or live supervision of student interactions with clients (CACREP III.B). During practicum and internship, experiences supervision will be twofold. Supervision will be provided by a site supervisor as well as a faculty instructor or doctoral student supervisor under the supervision of counselor education program faculty member.

Clinical supervision focuses on the services the student provides to clients and includes such areas as client welfare, the counseling relationship, assessment, diagnosis, clinical interventions, prognosis, appropriate referral techniques, consultation, and advocating for clients with other agencies in the community. This is accomplished through a set of supervisory activities with include consultation, training, instruction, and evaluation. It is therefore the supervisee's responsibility to keep the supervisor well informed of his or her activities. Openness with and trust in the site supervisor will enhance both the experience of supervision and professional growth. A site supervisor has full responsibility for the supervised work of the supervisee, including diagnosis, treatment plan, and prescribed course of treatment.

Purpose of Supervision

1. Protect the welfare of clients receiving services.
2. Structure the activities of the supervisees to ensure they provide competent services.
3. Ensure that unlicensed providers function within their level of competence and scope of practice.
4. Provide appropriate training for those seeking licensure or certification.
5. Expand the competence of those who are licensed, registered or certified and assist with the acquisition of new skills.
6. Provide professional consultation for advanced counselors.
7. Facilitate the counselor’s personal and professional development. Self-understanding will enhance the supervisee's effectiveness in helping others.
8. Promote accountability, that is, to provide evidence that the agency is accomplishing goals that it has contracted to achieve.

Supervision with a Site Supervisor

The site supervisor is an experienced person with advanced training who oversees the student’s clinical work that is conducted at the site. The site supervisor will have weekly interaction with the student that averages one hour per week of individual and/or triadic supervision throughout practicum and internship. Triadic supervision involves one supervisor and two supervisees (students in training).

In accordance with the Laws and Rules (2014) of the Ohio Counselor, Social Worker, & Marriage and Family Therapist Board, for the supervision of counselors in training (all specialties), training supervision facilitated by the site supervisor is expected to include an average of one hour of face-to-face contact for every twenty hours of work completed by the student counselor in training (rule 4757-17-01). The face-to-face contact between supervisor and supervisee may be provided in an individual or triadic supervision format.
Site Supervisors Qualifications: A supervisor must meet all 5 qualifications.
1. A master’s degree, preferably in counseling, school counseling, clinical rehabilitation counseling, or a related profession;
2. Relevant Certification or License(s);
   a. LPCC-S: Licensed Professional Clinical Counselor with Supervisory endorsement for those supervising students in the CMHC or CMH/CLRC specialty
   b. School Counseling License issued by the Ohio Department of Education for those supervising school counseling students
3. A minimum of 2 years of pertinent professional experience in the specialty area in which the student is enrolled;
4. Relevant training and/or continuing education in counseling supervision;
5. Knowledge of Ohio University’s expectations, requirements, and evaluation procedures of students through receipt and review of the Practicum and Internship manual.

Supervision by Program Faculty Instructor (or Doctoral Student designee under supervision of Program Faculty Instructor)

Students enrolled in the practicum or internship course will receive an average of 1.5 hours per week of group supervision throughout the semester in which they are enrolled. A counselor education faculty member or doctoral student under the supervision of a counselor educator faculty member will facilitate group supervision.

Doctoral students working under the supervision of a Program Faculty Instructor must: (a) have completed CACREP entry-level counseling degree requirements and (b) have completed or are receiving preparation in counseling supervision.

Group supervision provides the opportunity for peer consultation and education around roles and responsibilities as a member of the profession. The course will allow time for each student to present at least two case conceptualizations presented with audio/video recordings of client sessions or review of live supervision information. In addition, the course may include, but is not limited to, education around writing of case notes, legal and ethical issues, suicide risk assessment, and integration of theory with techniques.

Please note that time in group supervision is part of the course requirement, which is for course credit and therefore does not count toward practicum or internship hours.
Part IV: Definitions, Roles, and Responsibilities of the Agency/School, Site Supervisor, Supervisee

Agency/School
An agency or school is a placement within the community or surrounding area that willingly provides the opportunity for students who are entering practicum or internship to complete supervised training experiences and for whom supervision is provided.

Roles and Responsibilities of the Agency or School
The agency will:
1. Designate a professionally qualified individual as the site supervisor for the student. (See qualifications specified in Part III of the manual).
2. Provide introductory training to orient the student to the site.
3. After initial training and introductory period, provide opportunities for the student to engage in individual counseling, lead or co-lead counseling or psychoeducational group, and related activities. Generally, 50% of the time at the agency is with direct client counseling.
4. Retain the privilege of determining treatment modalities.
5. Communicate any concerns regarding the student to the site supervisor.

Site Supervisor
Definition
The site supervisor is an experienced person with advanced training who oversees the student’s clinical work that is conducted at the practicum and/or internship site. The site supervisor is legally and ethically responsible, along with the student, for all services the student provides to clients at the site and the manner in which the student displays when working on behalf of the site. A site supervisor has full responsibility for the supervised work of the supervisee, including diagnosis, treatment plan, and prescribed course of treatment. Site supervisors must understand and follow of Ohio University’s expectations, requirements, and evaluation procedures of students through receipt and review of the Practicum and Internship Manual, as well as provide orientation, consultation and/or professional development opportunities for the counselor-in-training.

Responsibilities of the Site Supervisor
1. Orient the student to the work situation and site specific information
2. Be available when a student is at the site and as needed for consultation
3. Participate in the development of the student's professional development plan for the semester and complete a written supervision agreement
4. Provide the student with ongoing appraisals of their performance throughout the semester
5. Facilitate individual and/or triadic supervision to the supervisee that averages to one hour per week in a semester and at a minimum of one hour of face-to-face individual or triadic supervision for every 20 hours of work completed at site
6. Review and sign student’s weekly log
7. Complete, sign, and review with student a minimum of two formal evaluations about the student’s skills and professional behaviors (Site Supervisor Evaluation of Student) at the middle and end of semester
8. Oversee the supervised work of the supervisee (student), including diagnosis, treatment plan, and prescribed course of treatment
9. Communicate concerns about the supervisee’s (student) professional behaviors and/or issues pertaining to skills or counseling competence to the faculty instructor.
10. At the completion of a CMHC or CMH/CLRC Internship, will complete the State of Ohio CSWMFT **Internship Supervisor Evaluation Form**

**Roles of the Site Supervisor**

1. Designate methods for individual and/or triadic supervision
   a. Audio- or video-recording of the sessions for supervision purposes is expected.
   b. If agency/school policy prevents recording, direct observation must be substituted, with documentation of the observation and discussion signed by supervisor and supervisee (See Alternative to Recording Forms, Appendix VI).
2. Facilitate instruction and guidance regarding diagnosis and treatment
3. Provide support for professional development
4. Provide the supervisee with feedback that is timely, clear, and specific.
5. Assist supervisees to explore and clarify thinking, feelings, and behaviors, which underlie their practice through creation of a space that supports personal and professional exploration and growth
6. Challenge personal or professional blind spots, which the supervisee may have difficulty perceiving.
7. Confront and address counseling practice that is deemed unethical and/or incompetent.
8. Bring to the supervisee's attention any of the supervisee’s personal or professional difficulties that directly impede the supervisee's clinical work and recommend a course of action to address these difficulties.
   a. While the supervisor can recommend that a supervisee seek counseling with relevant professionals, such treatment is not to be rendered by the clinical supervisor.
9. Be available to supervisees at times other than the scheduled supervision slot.
10. Provide supervisee with emergency protocols and emergency contact information.
11. Determine and evaluate the competencies of the supervisee through review of audio recording, video recording, or observing the supervisee directly during session(s) to assess the level of progress in skill development and counseling competence.
    NOTE: If audio or video recording is not permissible, site supervisors are required to observe a counseling session directly and complete the alternative recording forms. (See Appendix VI)
12. Keep signed records of supervision that include time and date of supervision sessions, content, and goals of supervision.

**Supervisee**

**Definition**
A supervisee is a student enrolled in the masters of counselor education who has met the minimum educational requirements and course prerequisites and is enrolled in the counseling practicum or counseling internship course.
Expectations of the Supervisee

1. Complete ALL site related paperwork and case notes in a timely manner
2. Collaborate with site supervisor to develop written supervision agreement (See Appendix II)
   a. Discuss with your supervisor the goals and/or skills you would like to attain
3. Punctuality, both for sessions with clients and site supervision
   a. In the event that the supervisee is unable to attend a supervision session, it is the student’s responsibility to notify the site supervisor in advance and make alternative arrangements.
   b. If the supervisee is delayed, it is the student’s responsibility to notify the site supervisor.
4. Preparedness, both for sessions with clients as well as for site supervision
   a. Supervisees should attend supervision with an agenda of cases and/or issues that need to be addressed.
   b. Case notes should be reviewed prior to supervision or meeting with a client.
5. Openness to guidance, feedback, and instruction from the site, faculty supervisors and others. Monitor your defenses of justification and needs to provide explanations.
6. Receptive to feedback and suggestions, and follow through on instructions promptly.
   a. It may be necessary to take notes during supervision in order to execute all instructions identified by the supervisor.
   b. Supervision of a case is documented in the client’s file as well as noted under Consultation in the weekly log of hours.
   c. Instructions from the supervisor on each case will be documented in the appropriate record following each supervisory contact.
7. Inform the site or faculty supervisor of any difficulties you are having in the areas of delivering services to clients, completing paperwork, or collaborating with other staff or agencies.
8. Request information related to emergency and crisis procedures for your site.
9. Seek supervision at your site whenever uncertain about a situation.
10. In case of an emergency, it is important to follow site guidelines AND
    a. INFORM your site supervisor IMMEDIATELY about clients who are suicidal, homicidal, or threatening harm to themselves or others
    b. If client is in the office, make every attempt to contact your site supervisor before taking action with the client.
    c. If your supervisor cannot be reached, contact one of the other site supervisors.
    d. You may also consult informally with experienced counselors at your site,
    e. INFORM your site supervisor of any emergency as they MUST be kept abreast of ALL emergencies and are also legally and ethically responsible.
11. Advise the site supervisor of important changes in a case.
12. Review results of assessments with your site supervisor BEFORE they are presented to the client, to confirm diagnosis and treatment planning.
13. Review changes to the treatment plan with your site supervisor BEFORE they are presented to the client and finalized.
14. Consult with your site supervisor about case closures in advance of closing the case, including the implementation of strategies that may result in a client deciding to terminate treatment.
15. Notify your site supervisor about clients who are involved in child custody disputes, disability determination assessment, or any other matters that effects the client's legal status. This is important because the agency is often asked to testify in court regarding such clients and must have an opportunity to prepare for such situations.

16. Be prepared to provide audio or video recordings, or have your supervisor observe you while you conduct an individual or group session. The number of sessions reviewed by the supervisor will depend on requirements for the site.

17. Attend at least one hour of individual or triadic supervision session per week with your site supervisor. Site supervision is required to take place at a minimum of 1 hour for every 20 hours worked at the site per State of Ohio CSWMFT guidelines.

18. Share freely issues and concerns you may have in the context of supervision.

19. Do NOT engage in dual/multiple relationships with clients.
   a. Counselors should not socialize with clients, nor should they provide services to clients they know from other contexts, such as family members, friends or acquaintances.
   b. In the event that someone you know is being seen at the agency, you are expected to remove yourself from situations where the client's treatment and progress are being reviewed.
   c. It is your responsibility to alert your supervisor to such situations.

20. Ensure that all clients are informed of the supervised nature of your work, and of the ultimate professional responsibility of the site supervisor.
   a. In the case of adult clients, this information can be given in the form of a written statement, verbally explained and given to each client at the initial professional contact.
   b. In the case of adolescent and child clients, this statement can be given to the parent/guardian.

21. Ensure that the supervisee evaluative reports, case notes, treatment plans, logs, and letters dealing with client welfare and progress reports are co-signed by the site supervisor.

22. Adhere to the national, state, and organizational codes of ethics
   a. American Counseling Association Ethical Codes (2014)
   b. American School Counseling Association Ethical Codes (2010)
   d. State of Ohio CSWMFT Board, Code of Ethical Practice and Professional Conduct

23. Dress in a professional manner. The following are guidelines for dress and hygiene.
They are to be applied equally to all employees. The guidelines are meant to be flexible; cultural, and religious beliefs that apply to hygiene will always be honored.
   a. Business casual attire is acceptable; students must appear neat and professional at all times, whether they are scheduled to meet with a client or not.
   b. When conducting formal presentations or meeting with administrative officials, a more formal business attire may be required. The student should consult with the site supervisor about expectations for appropriate dress while conducting services.
   c. Perfume, cologne, or aftershave lotion should be applied in moderation as some individuals may be sensitive to strong fragrances. Strong odors, natural or otherwise, should be avoided.
d. Any clothing, jewelry, or tattoo that conveys a negative statement toward a race, gender, sexual orientation, age, religion, disability, or other group considered harassing or offensive is **forbidden**.

24. After completion of a 600-hour CMHC or CMHC/CLRC Internship, will provide the Site Supervisor with the State of [Ohio CSWMFT Internship Supervisor Evaluation Form](#).

**Responsibilities of Supervisee during Practicum and Internship Courses**

1. Attend an average of 1.5 hours of weekly peer group supervision during the semester that is facilitated by the faculty instructor or supervised doctoral student within the context of the practicum and internship course
2. Arrive to each practicum and internship course on time and prepared
3. Actively participate in peer group supervision of your colleagues' cases
   a. Share what you know
   b. Be willing and open to learn from others
   c. Provide constructive feedback
   d. Demonstrate an openness to feedback from others and monitor your own defenses of justification or explanation
   e. Contribute to the sense of safety in your supervision group. It is important to be attentive and respectful of your peers and to monitor any tendencies you may have to advise or compete with your colleagues
4. Obtain, Maintain, and Provide proof of Professional Liability Insurance
5. If in a CMHC or CMHC/CLRC Practicum or Internship, obtain and maintain CT status through the State of Ohio CSWMFT board
6. Complete all paperwork and load information to LiveText in an ongoing and timely manner
   a. The paperwork includes, but is not limited to,
      i. Weekly log of hours
      ii. Weekly experiential journals (a written description of the specific activities and how these impacted you during the experience)
      iii. Proof of current liability insurance coverage
      iv. Site supervisor evaluations of your skills, competence and professional behaviors
      v. Self-evaluations of your skills, competence and professional behaviors
      vi. Case conceptualizations
   b. Provide documentation to the instructor each week for review
   c. Organize, keep, and submit documentation to LiveText in an ongoing manner
   d. Keep copies of everything submitted
   e. Consult with the faculty instructor if and when there are questions related to what documents are required for submission.
7. Present at least 2 Case Conceptualizations along with recording for peer group supervision
   a. This includes a written case conceptualization to be shared with peers and at least 10-15 minutes of a recorded session (See also section on Recording Client Sessions)
8. Perform all responsibilities at the cooperating site agencies and schools in a professional manner and adhere to all conduct rules applicable to the agency's or school’s employees.
9. Adhere to the national, state, and organizational codes of ethics
   a. American Counseling Association Ethical Codes (2014)
   b. American School Counseling Association Ethical Codes (2010)
   d. State of Ohio CSWMFT Board, Code of Ethical Practice and Professional Conduct

Completing Practicum/Internship Placement at a Distance

Students wishing to complete practicum/internship placement at a distance (minimum of 100 miles one way), which makes it difficult to meet in person during the weekly seminar EDCE 6915/6920 course must complete the following steps:

1. Acquire approval of the placement from the entire Counselor Education Faculty by submitting a Proposal Letter (see below) to the Practicum and Internship Coordinator.
2. The request and Proposal Letter should be submitted to the Practicum and Internship Coordinator no later than the seventh week of the semester prior to the semester the student plans to enroll in practicum or internship. The Practicum and Internship Coordinator will submit and review for approval or denial this request with the entire Counselor Education Faculty.
3. Write a Proposal Letter that:
   a. Requests permission to complete the practicum/internship at a distance
   b. Provides information about the site and site supervisor (name, licensure, experience, scope of practice)
   c. Describes learning opportunities offered by site and how these fit in with the students learning goals for practicum and internship
4. Secure a letter from the agency/school site supervisor to include with the proposal letter indicating that the site supervisor is willing to be responsible for supervision of the counselor in training and agrees to meet one hour each week for individual and/or triadic supervision and understands that the faculty supervisor will be unable to visit the site.
5. Attend all Counseling Practicum/Internship Course seminar meetings through Adobe Connect, Phone, or Skype (as arranged with Faculty Instructor)
6. Attend the Counseling Practicum/Internship Course in person to present the case conceptualization along with recording (or alternative taping form) at least twice during the semester
7. Submit and complete all paperwork in a timely manner
8. Communicate to the Faculty Instructor any concerns or questions in a timely manner

Counselor Education Policy on Recordings of Client Counseling Sessions

According to the professional practice standards from the Council on Accreditation of Counseling Related Education Programs (CACREP), students in practicum and internship must be afforded opportunities to become familiar with a variety of professional activities and resources to assist in development of individual counseling skills and the opportunity to lead or co-lead counseling or psychoeducational groups. In addition, supervision is to include “program
appropriate audio/video recordings and/or live supervision of students’ interactions with clients” (CACREP III.B). Faculty must either access counseling recordings, or receive documentation from the site supervisor of the student’s demonstration of clinical skills.

The protocols established herein are enacted to establish reasonable protections to privacy and confidentiality of client and student, while providing the student with sufficient clinical supervision in compliance with accreditation standards and ethical guidelines. Three scenarios and reasonable privacy protocols for each are provided: (a) recordings conveyed with informed consent from the field site; (b) live supervision performed by the faculty member; and (c) live supervision performed by the site supervisor.

**Recordings conveyed with informed consent from the field site**

1. Informed consent documentation will be on file at the agency, **not** in the student’s possession and not in the faculty member’s possession. The student will provide the practicum or internship course instructor with a verification of release form, which is signed by the instructor, student, and site supervisor. The student is responsible for loading the verification of release form to LiveText. (See Appendix A, Form E)
2. Recordings will be reasonably secure via double protection; digital recording devices are recommended. Double protection means that **two** of the following means of security are in place at all times:
   a. The recording and storage devices are password or keycode protected,
   b. The recording is encrypted,
   c. The device is in the student or faculty’s direct observable possession, (meaning it is visible to the student or faculty, not sitting in a car, a drawer, a briefcase, or purse that is separate from the student or faculty member),
   d. The device when stowed and out of student’s direct observable possession is secured (e.g.: in a locked car trunk, a locked briefcase, locked file cabinet, locked drawer)
3. Documentation of a student’s counseling intervention that results from a recording focuses on student skills and does not contain identifying information about the client.
4. After recordings are used and the student’s counseling intervention is assessed and documented, the recordings are deleted immediately, and thoroughly enough to reasonably prevent retrieval (a computer’s recycle bin must be emptied). Recordings are used for the purpose of supervision only, and may be used by the student, the site supervisor, and the faculty or doctoral student supervisor
5. Recordings are **never**:
   a. mailed, because even an encrypted recording is not “double-protected” in the mail as specified above.
   b. stored, managed, streamed, or accessed in an insecure cloud computing or consumer grade online sharing system (e.g.: iTunes, RealPlayer, YouTube)
   c. played among personnel who are not part of the supervisory process (e.g.: student counselor’s roommate, significant other, classmates outside of clinical supervision, in public, streamed online).

*Policy Adopted by the CE Faculty on August 29, 2014*

**NOTE:** Recording of client sessions on cell phones is not permitted under any circumstance due to the concerns and risks of breaching client confidentiality.
Part V: Counseling Practicum

The Counseling Practicum (EDCE 6920) is an arranged, supervised experience in a specialized area of counseling. It requires prerequisite training and sufficient experience to allow the beginning of autonomous functioning. The counseling practicum requires completion of a supervised experience that total a minimum of 100 clock hours, with at least 40 direct face-to-face client hours, over a 15-week academic semester.

Direct Service is "face-to-face" interaction with clients, which includes the application of counseling, consultation, or human development skills. In general, the term is used to refer to time spent working directly with clients.

It is expected that students will complete their practicum by distributing their time in the practicum site over the course of one semester. In addition, the counseling practicum student is required to attend the counseling practicum course with a counseling education faculty member or a doctoral student under the supervision of a counseling education faculty member. The seminar meets for two hours a week at arranged times to review and discuss the on-site practicum activities. Reviewing recordings of counseling sessions, role-playing, presenting cases, and evaluating legal and ethical issues are examples of seminar activities.

Practicum Prerequisites:
1. The student has completed following courses:
   - EDCE 6200: Foundations of Counseling
   - EDCE 6550: Counseling Theory and Techniques
   - EDCE 6310: Appraisal I
2. The student has concurrently enrolled in or completed the following courses:
   - EDCE 6450: Counseling Over the Lifespan
   - EDCE 6620: Diagnosis and Treatment Planning in Counseling
   - EDCE 6500: Group Counseling I
   - EDCE 6860: Multicultural Counseling
3. The student has completed, reviewed with advisor, signed, and submitted the Practicum and Internship Registration Application to the Practicum & Internship Coordinator by the 6th week of the semester prior to the semester in which they plan to enroll in the counseling practicum or internship course.
4. The student has obtained placement in an agency or school in which to complete the counseling practicum.

Requirements for Practicum
Students are expected to:
1. Complete a total of 100 hours with at least 40 clock hours of direct face to face service with actual clients that contributes to the development of counseling skills;
2. Have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum by (a) a counselor education program faculty member, (b) a student supervisor who is under the supervision of a counselor education program faculty member, or (c) a site supervisor
who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement;

3. Attend and Participate in each practicum course with an average of 1.5 hours per week of group supervision on a regular schedule throughout the practicum.

4. To present in conjunction with case conceptualizations program-appropriate audio/video recordings for use in supervision or information from live supervision of the student’s interactions with clients. Students are required to present at least twice in this manner.

5. To be evaluated on their counseling skills, competence, and professional behaviors throughout the practicum by faculty instructor (and/or doctoral student under the supervision of faculty instructor), including documentation of a formal evaluation at the middle and end of practicum by site supervisors and through self-evaluation.

6. When and if using distance education modalities, practicum supervision may be provided using a variety of methods such as video conferencing, teleconferencing, real time video contact, or others as appropriate.


Objectives of the Counseling Practicum
The counseling practicum is designed:

1. To provide a practical training experience, which allows the student to gain experience in individual and group interaction with clients.
2. To help the student acquire proficiency and gain confidence by integrating skills and techniques with theoretical knowledge.
3. To provide the opportunity for the student to integrate the theory and practice of counseling and to develop their own personal style.
4. To provide the opportunity for the student to work as a member of an educational or treatment team by providing counseling and case management services.
5. To provide an environment and opportunity for the student to assess strengths, weaknesses, and the practice of giving and receiving feedback.
6. Develop and support necessary self-awareness (e.g., personal issues, attitudes and behaviors based on such factors as race/ethnicity, gender, sexual orientation, etc.)
7. Facilitate awareness of the role of culture in counseling, including knowledge and skills for working with persons similar and different from one’s own cultural identity.
8. To explore legal, ethical, and professional issues confronting the counselor trainees.
9. To provide an opportunity for students to develop and enhance case conceptualization skills.

Evaluation Criteria for Counseling Practicum
The practicum is a graded course. A letter grade will be given after the completion of the experience and the faculty member will make the final decision regarding grading and course credit. A grade of “I” (Incomplete) may be received if the 100 hours required for practicum are not completed by the end of the semester. Please note that if given an “I,” hours must be completed within two weeks of the following semester or the grade will automatically turn to an “F.” It is the student’s responsibility to notify the instructor once the hours are completed and request a grade to be changed.
The student will be evaluated according to the following criteria:
1. Demonstration of the counseling skills, competencies, and professional behaviors outlined in the program’s Practicum and Internship Manual and on site supervisor evaluation forms.
2. Completion of 100 hours, including at least 40 direct client hours in one semester.
3. Timely submission of completed weekly log of practicum hours.
4. Timely completion and submission of weekly experiential journals.
5. Evaluations of the student from the site and faculty supervisors.
6. Satisfactory participation during the Counseling Practicum course.
7. Presentation of two or more (as determined by instructor) case conceptualizations in conjunction with audio/video recording or submission of live observation of counseling sessions that demonstrate effective counseling skills and competencies.
8. Completed paperwork is submitted and uploaded to LiveText in an ongoing manner such that all required paperwork is loaded by the end of the semester.
Part VI: Counseling Internship

The Counseling Internship (EDCE 6915) is an arranged and supervised field experience in counseling and related activities. The internship experience will center on the counseling and consultation processes to further develop interpersonal relationship and communication skills, diagnosis and treatment planning, providing services, and techniques to facilitate client change.

The counseling internship requires completion of a supervised experience that total a minimum of 600 clock hours, with at least 240 direct face to face client hours, that is usually completed across two academic semesters.

Direct Service is "face-to-face" interaction with clients, which includes the application of counseling, consultation, or human development skills. The term is used to refer to time spent working directly with clients.

In addition, the counseling internship student is required to attend the counseling internship course with a counseling education faculty member or a doctoral student under the supervision of a counseling education faculty member. The seminar meets for two hours a week at arranged times to review and discuss the on-site internship activities. Reviewing recordings of counseling sessions, role-playing, presenting cases, and evaluating legal and ethical issues are examples of seminar activities.

Internship Prerequisites:
1. The student has successfully completed EDCE 6920 Counseling Practicum and earned a minimum grade of B- or higher.
2. If at a new or different site, the student completed, reviewed with advisor, signed, and submitted the Practicum and Internship Registration Application to the Practicum & Internship Coordinator by the 6th week of the semester prior to the semester they plan to enroll in the counseling internship course.

Requirements for Internship
Students are expected to:
1. Complete a total of 600 hours, with at least 240 clock hours of direct face to face service with actual clients that contributes to the development of counseling skills;
   a. When completing Internship across two semesters, the student must complete at least 300 hours in one semester, including at least 120 direct client counseling hours.
2. Have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum by (1) a counselor education program faculty member, (2) a student supervisor who is under the supervision of a counselor education program faculty member, or (3) a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement;
3. Attend and participate in each internship course with an average of 1.5 hours per week of group supervision on a regular schedule throughout the internship.
4. To present in conjunction with case conceptualizations program-appropriate audio/video recordings for use in supervision or information from live supervision of the student’s interactions with clients. Students are required to present at least twice in this manner.

5. To be evaluated on their counseling skills, competence, and professional behaviors throughout the internship by faculty instructor (and/or doctoral student under the supervision of faculty instructor), including documentation of a formal evaluation at the middle and end of practicum by site supervisors and through self-evaluation.

6. When, and if using distance education modalities, supervision may be provided using a variety of methods such as video conferencing, teleconferencing, real time video contact, or others as appropriate. These modalities must be encrypted, HIPAA-compliant modalities.

(CACREP III.B,F,G,H,I)

Objectives of the Counseling Internship

The counseling internship course is designed to:

1. Develop and improve basic skills in counseling, consultation, and the behavior change process.

2. Assist in the integration of theory, practice, skills, and ethical standards of counseling with one’s own personal style.

3. Provide the opportunity to participate as a member of a team by planning and providing counseling and case management services.

4. Develop and support necessary self-awareness (e.g., personal issues, attitudes and behaviors based on such factors as race/ethnicity, gender, sexual orientation, etc.)

5. Engage in opportunities for growth by evaluating one’s own behavior and the effect of that behavior on others in the helping relationship.

6. Stimulate the formation of and identification with a professional role.

7. Facilitate awareness of the role of culture in counseling, including knowledge and skills for working with persons similar and different from one’s own cultural identity.

8. Enhance case conceptualization skills, including diagnosing and treatment, and the application of one’s theoretical orientation to understand clients’ unique presenting circumstances and formulation of a treatment plan.

9. Provide an opportunity to fully participate in-group supervision with faculty instructor and peers.

Evaluation Criteria for Counseling Internship

The counseling internship is a graded course. A letter grade will be given after the completion of the experience and the faculty member will make the final decision regarding grading and course credit. A grade of “I” (Incomplete) may be received if the 300 hours required for counseling internship are not completed by the end of the semester in which they enrolled for counseling internship. Please note that if given an “I” hours must be completed within two weeks of the following semester or the grade will automatically turn to an “F”. It is the student’s responsibility to notify the instructor once the hours are completed and request a grade to be changed. A grade of “PR” (in progress) may be received but must be accompanied by a medical excuse.
The student will be evaluated according to the following criteria:

1. Demonstration of the counseling skills, competencies, and professional behaviors outlined in this manual and on site supervisor evaluation forms.
2. Completion of at least 300 hours, inclusive of at least 120 direct client hours, in one semester (with final total of 600 hours including 240 direct client hours at the end of the second semester of counseling internship)
3. Timely submission of completed weekly log of practicum hours
4. Timely completion and submission of weekly experiential journals
5. Evaluations of the student from the site and faculty supervisors
6. Satisfactory participation during the Counseling Internship Course
7. Presentation of two or more (as determined by instructor) case conceptualizations in conjunction with audio/video recording or submission of live observation of counseling sessions that demonstrate effective counseling skills and competencies
8. Completed paperwork is submitted and uploaded to LiveText in an ongoing manner such that all required paperwork is loaded by the end of the semester

NOTE: For students who plan to apply for the license as a Professional Counselor, the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board reminds you that Rule 4757-3-01(J)(1) states: (1) “Graduate coursework” is any coursework that meets the requirements of a post-baccalaureate degree and in which the applicant was enrolled after receiving their baccalaureate degree and in which the applicant received a grade of “B-” or higher.
Part VII. Gate-keeping Information

Assessment is a central component of counselor education and supervision. Student assessment is mandated as part of program accreditation by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The Counselor Education (CE) faculty serves an important gate-keeping function to the community at-large, necessary for the protection of the clients students serve both during the program and upon graduation; as well as to assist students in developing as counseling professionals. To fulfill this function, the CE faculty conducts regular and systematic assessment of student academic progress, professional dispositions and professional behavior throughout the program.

Beyond academic and experiential coursework, the CE faculty reserves the right to assess and determine if student behaviors are appropriate for the counseling profession. Student behaviors inside and outside the classroom are considered within the context of appropriateness for the profession of counseling, and are guided by the Code of Ethics of the American Counseling Association and other professional counseling bodies. Interpersonal functioning as it relates to students’ current and future competence in the field of counseling is relevant to assessment of students. A systematic review of each registered student is conducted each semester until the student graduates from the program. Observations and evaluations of academic and experiential performance, as well as interpersonal functioning, are conducted by counselor education faculty, site supervisors, and doctoral supervisors. In addition, the faculty may consider feedback on student behavior and interactions offered by peers, CE faculty, or other relevant parties.

The Counselor Education faculty is guided by the code of ethics of the American Counseling Association and code of ethics of other professional counseling associations, as well as University, College, and Department policies of Ohio University. Providing due process for students is important in the implementation of Assessment, Review, Remediation, and Retention Procedures.

NOTE: If a student is terminated from the program while enrolled in the Counseling Practicum or Internship Course and the student is registered with the State of Ohio CSWMFT board as a Counselor Trainee, the Faculty will notify the State of Ohio Counselor, Social Worker, Marriage & Family Therapist Board of the student’s termination from the program. Please review the Counselor Education M.Ed. Handbook for Assessment, Review, Remediation, and Retention Procedures, available on the counselor education website and in the Counselor Education Master’s Student Handbook.
REGISTRATION FOR MASTER'S COUNSELING PRACTICUM AND INTERNSHIP
Counselor Education

Name: _____________________________  PID: _____________________________
Phone Number: _____________________________  Email: _____________________________
Employee Status: ___ Part-Time  ___ Full-Time  Anticipated Graduation: __________

Program:  ___ CMHC (ME6278)  ___ CMHC/CLRC (ME6324)
          ___ CMH/SC (ME6298)  ___ SC (ME6274)

Registering for:  ____ EDCE 6920: Counseling Practicum
                  ____ EDCE 6915: Counseling Internship

I plan to enroll in:  ____ FALL  ____ SPRING  ____ SUMMER of ____ (YEAR)

I have completed the following courses:
    ___ EDCE 6200: Foundations of Counseling
    ___ EDCE 6550: Counseling Theory and Techniques
    ___ EDCE 6310: Appraisal I

I have completed OR plan to take concurrently with EDCE 6920, the following courses:
    ___ EDCE 6450: Counseling Over the Lifespan
    ___ EDCE 6620: Diagnosis and Treatment Planning in Counseling
    ___ EDCE 6500: Group Counseling I
    ___ EDCE 6860: Multicultural Counseling

Select one and complete the following:
    ____ I have discussed the following EDCE 6920/EDCE 6915 placement sites with my advisor:
           Site 1: ____________________________________________________________
           Site 2: __________________________________________________________________
           Site 3: __________________________________________________________________

    I understand it is my responsibility to contact sites to discuss a potential placement.

    ____ I am applying for EDCE 6915, and plan to continue at the practicum site for internship:
           Site: ____________________________________________________________

Student Signature  _____________________________  Date  _____________________________

Advisor Printed Name and Signature  _____________________________  Date  _____________________________

Practicum and Internship Coordinator Signature  _____________________________  Date  _____________________________

Return to the Practicum and Internship Coordinator no later than the 6th week of the semester preceding the
semester in which you plan to start practicum or internship.
APPENDIX II

SAMPLE COUNSELING SUPERVISION CONTRACT
SAMPLE COUNSELING SUPERVISION CONTRACT

*Please note this form should be re-evaluated each semester and re-signed as needed to ensure that Section IV and Section V are accurate and reflect current information.

Counseling Supervision Contract
This contract serves as verification and a description of the counseling supervision among the Student Trainee, Counseling Supervisor, and the University Instructor/Supervisor. It is to be completed by all students across all program areas.

I. Purpose, Goals, and Objectives:
   a. Monitor and ensure welfare of clients seen by Supervisee
   b. Promote development of Supervisee's professional counselor identity and competence
   c. Fulfill academic requirement for Supervisee's Practicum
   d. Fulfill requirements in preparation for Supervisee's pursuit of counselor licensure

II. Method of Evaluation:
   a. Feedback will be provided by the Supervisor during each session
   b. Formal evaluations using the standard evaluation found in the Practicum and Internship Manual will completed at the middle and end of each semester.
   c. Specific feedback provided by Supervisor will focus on Supervisee's demonstrated counseling skills, counseling competencies, clinical documentation, and professional behaviors.
   d. Supervisee will evaluate Site Supervisor at the close of the semester, using the Ohio University Counselor Education standard evaluation form for evaluating supervisors.
   e. Supervision notes will be shared with Supervisee at Site Supervisor's discretion and at the request of the Supervisee.
   f. A minimum of one hour of individual and/or triadic supervision for every 20 clock hours of work at the site. (Per Ohio CSWMFT Board requirements, students engaging in more than 20 clock hours per week are required to engage in an appropriately proportioned number of supervision hours. (e.g. 21-40 clock hours = two hours of supervision).

III. Duties and Responsibilities of Student Trainee, Supervisor and Instructor/Supervisor

A. Student Trainee
   2. Engage in weekly supervision with a program approved Site Supervisor who meets all requirements as specified by CACREP Standards (III.C.1-4).
   3. Record counseling session as specified by the Practicum and Internship Manual. Client files, current and completed client case notes, and counseling session video recordings should be ready to review in weekly supervision sessions.
   4. Justify client case conceptualizations made and approach and techniques used.
5. Complete supervision case notes and place in appropriate client files.
6. Consult with Site staff and Site Supervisor in cases of emergency.
7. Implement supervisory directives in subsequent sessions.
8. Attend weekly, 2-hour group supervision class with a program faculty member or doctoral supervisor designated by the program faculty.

B. Site Supervisor:
1. Examine client presenting complaints and treatment plans.
2. Review recordings or observe directly Supervisee's counseling interactions with clients.
3. Sign off on all client documentation.
4. Challenge Supervisee to justify approach and techniques used.
5. Monitor Supervisee's basic counseling skills.
6. Present and model as appropriate.
7. Intervene when client welfare is at risk
8. Ensure American Counseling Association most current Code of Ethics are upheld
9. Maintain weekly individual or triadic supervision sessions that are documented in case notes.
10. Conduct consultation with University Instructor/Supervisor in accordance with this supervision contract as needed.

C. University Faculty Instructor/Supervisor:
1. Review recordings of Supervisee's counseling sessions. When recording is not possible review supervisors counseling observation reports
2. Check and sign weekly logs
3. Review weekly experiential journals and provide feedback as necessary
4. Require students to present at least two case presentations and assess case conceptualization skills.
5. Consult with Site Supervisor related to the performance of the Student Trainee as needed.
6. Intervene when client welfare is at risk.
7. Ensure American Counseling Association most current Code of Ethics are upheld.
8. Facilitate weekly peer group supervision sessions that average 1.5 to 2 hours.

IV. Procedural Considerations:
   a. Supervisee's written case notes and treatment plans and recordings will be reviewed and evaluated in each session.
   b. Issues related to Supervisee's professional development will be discussed.
   c. Supervision sessions will be used to discuss issues of conflict and failure of either party to abide by directives outlined here in this contract. If concerns of either party are not resolved in supervision, __________________________ (instructor of Supervisee's practicum or internship section), will be consulted by either the Supervisee or Site Supervisor.
   d. In event of emergency, Supervisee is to contact Site Supervisor at the office, (         ) __________________ or alternate phone, (         ) ____________________.
   e. The designated emergency contact person
V. Supervisor's Scope of Competence:

Supervisor should include their professional disclosure statement and offer a description of their scope of training and practice. For example, what population they work with and any specialty training. This would also be the information listed under the Supervisor’s Scope of Practice that is included in the CT Application.

VI. Terms of the Contract:

This contract is subject to revision at any time, upon the request of either the Supervisor or Supervisee, or University Instructor/Supervisor. A formal review of the contract will be made at mid-term and revisions will be made only with consent of Supervisee and approval of the Supervisor.

We agree, to the best of our ability, to uphold the directives specified in this supervision contract and to conduct our professional behavior according to the ethical principles of our professional association.

Name of Site/School: ____________________________________________________________

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<tr>
<th>Printed Name</th>
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<td>Faculty Instructor:</td>
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Counselor Education  
Department of Counseling & Higher Education  
Patton College of Education  
Ohio University  
1 Ohio University  
Athens, Ohio 45701

(Start date)       (Finish date)

This contract is effective from _______________ to _________________.

(Date of revision or termination ____________________________)

Practicum and Internship Manual: Revised May 2016
APPENDIX III

WEEKLY HOURS LOG FORMS
# Weekly Log of Hours for CMCH and CMH/CLRC

**Student:**

**Site:**

**Supervisor email:**

**Semester:** ___Fall ___Spring ___Summer

**Academic Year:**

**Week ending:**

**Week #:**

**DS = Direct Service**

**TS = Total Service (includes direct and indirect)**

**CDS = Cumulative Direct Service**

**WT = Weekly Total (direct and indirect)**

**CT = Cumulative Total which includes direct and indirect hours**

Report time in quarter hour increments: 15 min = .25, 30 min = .5, 45 min = .75, and 60 min (1 hour) = 1.0

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**Student’s Signature:**

**Date:**

**Site Supervisor’s Signature:**

**Date:**

**Faculty Supervisor’s Signature:**

**Date:**
# Weekly Log for SC

| Student: |
| Site: | Semester: ___Fall ___Spring ___Summer |
| Supervisor email: | Academic Year: |
| Practicum | Week ending: |
| Internship | Week #: |

- **DS** = Direct Service
- **TS** = Total Service (includes direct and indirect)
- **CDS** = Cumulative Direct Service
- **WT** = Weekly Total (direct and indirect)
- **CT** = Cumulative Total which includes direct and indirect hours

Report time in quarter hour increments: 15 min = .25, 30 min = .5, 45 min = .75, and 60 min (1 hour) = 1.0

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<td>Program Development Planning &amp; Coordination</td>
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<td>Staff/Committee Meetings</td>
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<td>N/A</td>
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<tr>
<td>Evaluating and Reporting your work (writing notes, reviewing recordings, reading previous treatment) notes</td>
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<td>N/A</td>
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<tr>
<td>Research</td>
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<tr>
<td>Supervision at Site</td>
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<td>N/A</td>
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<td>Other:</td>
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<td>N/A</td>
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<td>Other:</td>
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<td>N/A</td>
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<td>Other:</td>
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<td>N/A</td>
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</tbody>
</table>

Week’s **Direct Service**

+ Previous

**Cumulative Direct Service Total**

| Student’s Signature: | Date: |
| Site Supervisor’s Signature: | Date: |
| Faculty Supervisor’s Signature: | Date: |
APPENDIX IV

CASE CONCEPTUALIZATION OUTLINE
CASE CONCEPTUALIZATION OUTLINE

Written Case Conceptualization

Date_________________ Counselor Trainee____________________________________

Client__________________ (use fictitious name or initials)

1) Background Information about the site in which the student is working: services, provided, target population, staffing, wages, employment opportunities, eligibility, etc. (*Only needed on first case conceptualization, unless you are presenting a case from a different site.)

2) Client Background information and presenting issues and current concerns. Include information on demographics, description of client and client’s situation, and individual and systemic barriers faced by the client.

3) As a counselor, how do you explain the symptoms and behaviors of the client? (Diagnostic impressions – what diagnosis would you assign?)

4) What was your focus in the session? What were you trying to accomplish therapeutically and how? How did the client(s) respond?

5) What key issues were addressed?

6) What counseling theory/theories were you drawing from or would draw from with this client?

7) Outline your treatment plan/objectives. (What goals do you think might be appropriate for the client?) Include long-term and short-term goals.

8) Provide information on possible pharmacological interventions (if relevant). Include information on possible or prescribed medications and side effects.

9) Outline specific individual and/or systemic advocacy initiatives, including policies, programs, and services that you as the counselor could engage in with or on behalf of your client.

10) What are you hoping to discuss or gain feedback on during our group supervision time? Please give some thought to this so that we might best assist you. Some possible types of things to discuss/request assistance include skill development, any areas where you feel/felt stuck with the client, theoretical or intervention guidance, any reactions to the client.

11) Any additional comments or concerns.
APPENDIX V

RECORDING VERIFICATION FORM
Recording Verification Form

Because client confidentiality is of the utmost ethical and legal importance to us, we do not maintain client identification in our students’ records- including consent forms with a client’s signature. This is because while consent to record and release other information may expire; we want to guarantee that an identity is not inadvertently archived as part of a student’s record here at the university. For this reason, client authorization for recording and class related supervision such as case consultation for student professional development purposes is maintained only in the agency file.

This form is to verify that the student has obtained consent either to present a recording to a clinical internship class for consultation, or to discuss a case. By signing this form, you are verifying that there is an authorization on file at your agency. If you have any questions, you may contact the instructor of the course:

Instructor Name ______________________________

Instructor Phone ______________________________

Instructor Email ______________________________

Student Name ________________________________

Field Site Supervisor Name ______________________________

Field Site Supervisor Signature ____________________________ Date __________

Client Identifying Initial or Pseudonym ____________________________
NOTE: To be used IF the site does not have a form to use with clients to obtain permission. This form and any forms signed by clients/students/parents/guardians are to be filed in the client/student file at the site location and are NEVER loaded to LiveText.
Permission and Consent to Record Counseling Session

I, _________________________________, hereby give consent to my assigned counselor, _________________________________, who is a graduate student at Ohio University, in the Department of Counseling and Higher Education to audio record and/or video record counseling sessions. I understand this counselor in training is receiving supervision from the following persons:
Site Supervisor: _____________________________________________________________

Faculty Instructor & Supervisor: ________________________________________________

I understand the recordings will only be used for educational and training purposes and that recordings or parts of recordings may be heard by other counselors in training, faculty instructor, and/or site supervisor as part of the counselor training process.
I understand that refusal to sign this form will not affect my eligibility for receiving services at this agency/school.

Client/Student: _________________________________ Date __/__/____

If client/student is under 18 years of age, signature of Parent/Guardian:

_______________________________________________ Date __/__/____

Counselor In Training _________________________________ Date __/__/____
NOTE: If a student is not permitted to audio or video record counseling sessions, the site supervisor is to directly observe counseling sessions completed by the counselor in training. The counseling student is to complete the first page as it provides background information to the site supervisor. The site supervisor is to complete the Evaluation Checklist and Skills Rating Form. All of these forms are to be provided to the Faculty Instructor in lieu of an audio/video recording. Please ensure these forms do NOT contain client identifying information.
COUNSELING SESSION EVALUATION FORM
(To be submitted when recording is not permitted by site/school)

Practicum and Internship in Counseling

Client Initials _______________________________________________________

Name of Counselor in Training_______________________________________

Date of Counseling Session__________________________________________

Date of Critique_____________________________________________________

Session Number_______________________________________________________

Length of Session____________________________________________________

Evaluated by__________________________________________________________

BACKGROUND INFORMATION

Presenting Problem: _________________________________________________

Relevant History: _________________________________________________

Counseling Goals: ________________________________________________
COUNSELING SESSION EVALUATION CHECKLIST

Openings

_____ Structure/Time:____________________________________________________________

_____ Transition:_______________________________________________________________

_____ Expectations:____________________________________________________________

_____ Permission to Recording:___________________________________________________

Content

_____ Identify/Restate Concerns:_________________________________________________

_____ Translate Concerns to Goals:_______________________________________________

_____ Select One Goal:___________________________________________________________

_____ Brainstorm:_______________________________________________________________

_____ Weigh Alternatives:________________________________________________________

_____ Action Plan:______________________________________________________________

Closings

_____ Reference to Time:________________________________________________________

_____ Summary:_______________________________________________________________

_____ Invitation Back:___________________________________________________________

Counselor Considerations

Strengths:

Concerns:

Suggestions:
# SKILLS RATING FORM

<table>
<thead>
<tr>
<th>Skill</th>
<th>Rating (Acceptable – Unacceptable)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Structuring and Goals: Was a</td>
<td>5 4 3 2 1</td>
<td></td>
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<tr>
<td>facilitative structure present in the</td>
<td></td>
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<tr>
<td>session? Were goals acted upon?</td>
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<tr>
<td>2. Attending/Listening: Did the</td>
<td>5 4 3 2 1</td>
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<tr>
<td>counselor demonstrate appropriate</td>
<td></td>
<td></td>
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<tr>
<td>nonverbal, active and alert</td>
<td></td>
<td></td>
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<tr>
<td>attending/listening skills?</td>
<td></td>
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<tr>
<td>3. Reflection: Did the counselor</td>
<td>5 4 3 2 1</td>
<td></td>
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<tr>
<td>restate the content of the counselee’s</td>
<td></td>
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<tr>
<td>verbal message in a concise,</td>
<td></td>
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<tr>
<td>understandable manner? Able reflect</td>
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<tr>
<td>feeling and meaning?</td>
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<tr>
<td>4. Silence: Did the counselor wait</td>
<td>5 4 3 2 1</td>
<td></td>
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<tr>
<td>for the counselee to answer when the</td>
<td></td>
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<tr>
<td>counselee needed time to respond?</td>
<td></td>
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<tr>
<td>5. Empathy: Did the counselor</td>
<td>5 4 3 2 1</td>
<td></td>
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<tr>
<td>Convey an understanding of the</td>
<td></td>
<td></td>
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<tr>
<td>counselee’s experiences? Was this</td>
<td></td>
<td></td>
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<tr>
<td>communicated?</td>
<td></td>
<td></td>
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<tr>
<td>6. Summarization (Counselor): Did the</td>
<td>5 4 3 2 1</td>
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<tr>
<td>counselor identify a major theme</td>
<td></td>
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<tr>
<td>of feeling, content, or process from</td>
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<tr>
<td>previous verbal interaction?</td>
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<tr>
<td>7. Probing: Did the counselor ask</td>
<td>5 4 3 2 1</td>
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<td>questions that aided the counselor in</td>
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<tr>
<td>telling the story? (Open vs. Closed)</td>
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<tr>
<td>8. Confrontation: Did the counselor</td>
<td>5 4 3 2 1</td>
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<td>point out discrepancies between the</td>
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<tr>
<td>counselee’s behavior and feelings?</td>
<td></td>
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<tr>
<td>9. Summarization (Counselee): Did the</td>
<td>5 4 3 2 1</td>
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<tr>
<td>counselee identify major themes of</td>
<td></td>
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<tr>
<td>feelings, content, or process from</td>
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<tr>
<td>previous verbal interaction?</td>
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<tr>
<td>10. Closing: Was the closing</td>
<td>5 4 3 2 1</td>
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<td>smooth, appropriate, and facilitative?</td>
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APPENDIX VIII

PRACTICUM AND INTERNSHIP EVALUATION OF STUDENT
Counseling Competencies Scale—Revised (CCS-R)©
(Lambie, Mullen, Swank, & Blount, 2015)
Permission obtained from: Glenn W. Lambie, Ph.D. (Glenn.Lambie@ucf.edu)

The Counselor Competencies Scale—Revised (CCS-R) assesses counselors’ and trainees’ skills development and professional competencies. Additionally, the CCS-R provides counselors and trainees with direct feedback regarding their demonstrated ability to apply counseling skills and facilitate therapeutic conditions, and their counseling dispositions (dominant qualities) and behaviors, offering the counselors and trainees practical areas for improvement to support their development as effective and ethical professional counselors.

Scales Evaluation Guidelines

- **Exceeds Expectations / Demonstrates Competencies (5)** = the counselor or trainee demonstrates strong (i.e., exceeding the expectations of a beginning professional counselor) knowledge, skills, and dispositions in the specified counseling skill(s), ability to facilitate therapeutic conditions, and professional disposition(s) and behavior(s).

- **Meets Expectations / Demonstrates Competencies (4)** = the counselor or trainee demonstrates consistent and proficient knowledge, skills, and dispositions in the specified counseling skill(s), ability to facilitate therapeutic conditions, and professional disposition(s) and behavior(s). A beginning professional counselor should be at the “Demonstrates Competencies” level at the conclusion of his or her practicum and/or internship.

- **Near Expectations / Developing towards Competencies (3)** = the counselor or trainee demonstrates inconsistent and limited knowledge, skills, and dispositions in the specified counseling skill(s), ability to facilitate therapeutic conditions, and professional disposition(s) and behavior(s).

- **Below Expectations / Insufficient / Unacceptable (2)** = the counselor or trainee demonstrates limited or no evidence of the knowledge, skills, and dispositions in the specified counseling skill(s), ability to facilitate therapeutic conditions, and professional disposition(s) and behavior(s).

- **Harmful (1)** = the counselor or trainee demonstrates harmful use of knowledge, skills, and dispositions in the specified counseling skill(s), ability to facilitate therapeutic conditions, and professional disposition(s) and behavior(s).
APPENDIX IX

STUDENT EVALUATION OF SITE SUPERVISOR FORM
STUDENT EVALUATION OF SITE SUPERVISOR FORM
Student Evaluation of Site Supervisor Form

Date: _____/_____/_____

Site Supervisor's Name:

__________________________________________________

Supervisee’s Name:

________________________________________________________________

Please respond to the following questions related to your supervision, give a numerical rating where applicable by circling the appropriate number, and comment on each appropriately.

1 poor 2 fair 3 good 4 very good 5 excellent

I. Supervisor Characteristics

A. Does the supervisor have enthusiastic attitude toward supervision? Is he/she dependable, prompt?

1 2 3 4 5

Comment:

B. Does the supervisor share his/her expertise and suggestions for client treatment?

1 2 3 4 5

Comment:

C. Does the supervisor have realistic expectations of the trainee and let the trainee know how he/she is fulfilling them?

1 2 3 4 5

Comment:

D. Does the supervisor have an encouraging attitude towards the trainee developing his/her own hypothesis regarding clients/students?

1 2 3 4 5
Comment:

E. Does the supervisor pay attention to the possible ways the trainee’s personality may be influencing counseling?

1  2  3  4  5

Comment:

F. Is there a balance between the theoretical and practical (how PTO's) in a way the supervisor conceptualizes cases?

1  2  3  4  5

Comment:

G. Does the supervisor show a flexible and varied approach to supervision? (Invitation for co-therapy, emergencies, and medical consults, readings, workshop participation, sharing of own case)

1  2  3  4  5

Comment:

H. Does the supervisor display a willingness to discuss any area of concern in the supervisory relationship; is he/she open to feedback from the trainee?

1  2  3  4  5

Comment:

I. Does the supervisor model and teach professional and ethical behavior?

1  2  3  4  5

Comment:
II. Contract
A. Strengths of supervision:

B. Areas of improvement or change:

_________________________________________________________________________ Date ________________________
Signature of Counseling Student

_________________________________________________________________________ Date ________________________
Signature of Site Supervisor
APPENDIX X

REQUEST FOR APPROVAL OF PRACTICUM/INTERNSHIP HOURS
DURING THE SEMESTER BREAK
Request for Approval of Practicum/Internship Hours during the Semester Break

Student: ___________________________ PID: ___________________________

The counseling experience will occur during the break between: (circle one)

____ Fall and Spring   ____ Spring and Summer   ____ Summer and Fall

from _______________________ to _____________________.

Note that students may only work up to 20 hours per week.

Site Supervisor
1. The site supervisor must be willing to be fully responsible for supervision of the trainee;
2. Agree to meet with the counseling intern at least one hour each week for individual;
3. Understands and acknowledges that a faculty supervisor will be unable to meet with the trainee;
4. Agree to sign weekly logs.

Supervisee
1. The supervisee must meet with the supervisor at least one hour each week for individual supervision;
2. Agree to complete weekly logs and submit these to the course for the next term;

By my signature below, I acknowledge that I have reviewed the policy on earning counseling practicum/internship hours during the break between semesters and understand the contents thereof.

_________________________________________   ___________________________
Student Signature                       Date

_________________________________________   ___________________________
Current Faculty Instructor, Printed Name and Signature   Date

_________________________________________   ___________________________
Site Supervisor, Printed Name and Signature   Date

_________________________________________   ___________________________
Advisor, Printed Name and Signature   Date

_________________________________________   ___________________________
Practicum and Internship Coordinator Signature   Date

Note: The Practicum and Internship Coordinator is the final signature, and can only be applied following the approval of all other parties.