

**Practicum Procedures and Guidelines:
Master's Practicum Handbook
(Revised 10-9-98)**

The Counseling Practicum experience is intended to be a time to bring together the sciences of human development, learning, and counseling intervention strategies with the opportunity to acquire and develop appropriate practice skills, in a supervised setting, following APA's Code of Ethics. In order to guide the practicum experience, the program faculty wants practicum students to be able: (1) to develop a theoretical orientation; (2) to understand the advantages and disadvantages of the theoretical orientation for particular clients, including preparing therapeutic hypotheses; (3) to develop an appropriate assessment plan, (4) to generate short and long term counseling goals, (5) to demonstrate ability to implement a range of counseling skills, and (6) to act upon the recognized ethical issues. In other words, supervised practicum is a time for synthesis, self-analysis, and mastery of the counseling psychologist's craft, values and professional identity.

Timing of Application

Students must apply to practicum one full semester before they intend to start. Practica are sometimes unavailable in the summer due to time constraints and the shortage of faculty members available for supervision. To apply for practicum, students can pick up an application in DH237, fill it out, and submit it to the Practicum Coordinator. Deadlines for application are 1 October in the Fall and 1 March in the Spring.

Prerequisites to Practicum

Prior to beginning practicum, you must have completed (with no grade of "I") the following prerequisite coursework: EDP 600, 630, 649, 652, 661, (or their equivalent) and if possible, 640. For many students, additional desirable courses include those on cognitive behavioral and family counseling (EDP 701, 680).

Criteria for Enrollment in the Practicum

After counseling students have applied for practicum, they will be reviewed by the Counseling Psychology Area Committee (CPAC) to determine their readiness for the practicum experience. The Evaluation of Counseling Practicum Applicants Form (Appendix P) is used in the review. Applicants for practicum will be rated by program faculty members who have had them as a class member. CPAC makes a professional judgment to accept, to accept with conditions, or to deny enrollment in practicum. If the student is currently enrolled in a prerequisite course, then practicum approval may depend upon satisfactorily completing the course. If the student is denied enrollment in practicum, the student may

be required to retake EDP 661, or to remediate any deficiencies in some other manner. If denied enrollment in practicum, the student may file an appeal.

Enrollment in Three or Six Credit Practicum (revised 10-29-96; revised 02-18-97)

Counseling students enrolled for three hours of credit will spend a minimum of eight hours per week at the practicum site; those students enrolled for six hours of credit will spend sixteen hours on site. For each eight hours on practicum site, the must must have one hour of supervision. For those students who are on site for sixteen hours, the second hour may be group supervision. In addition, the student must have two to three hours of group supervision each week in the form of EDP 664/665 practicum seminar. Counseling students may take one master's practicum in the CPS Clinic. The second practicum may be at another site.

The counseling M. S. program expects students to meet a minimum of 240 hours on-site, of which 60 hours will be in direct client service and 30 in individual or group supervision.

Employment at Practicum Site

A twenty (20) hour or more per week work site which becomes a three to six (3 to 6) credit practicum site will be approved when the student presents to the Practicum Coordinator an agreement showing how the practicum responsibilities and the site supervision meet the hourly supervision and client contact expectations for practicum. In other words, the student must show how the work place and the practicum site are substantially different in assignment and in supervision. This agreement will be reviewed by the Practicum Coordinator. Appeals for deviations from this policy will be considered first by the Practicum Coordinator and then by CPAC. This policy was adopted with the understanding that it would be applied with some flexibility.

Practicum Placement

A practicum placement depends upon CPAC approval, the goals of the student, the availability of a site supervisor, and the faculty resources. In the following list, possible counseling practicum sites with an asterisk (*) usually offer doctoral supervision:

Adult Abuse

*Asbury College Counseling Center (Dr. Steve Stratton
858-2130 x 2130)

Blackburn Correctional Institute

Bluegrass Association for Retarded Children

Bluegrass Employment Training

*Cardinal Hill Hospital (Dr. C. Dwight Auvenshine)

Central Baptist Hospital

Central Christian Church

Central Kentucky Re-Ed Program

*Charter Ridge Hospital (Dr. Dixie Moore)
 Center for Women, Children and Families (Jean Kradak,
 254-9319)
 Children's Advocacy Center (Debbie DeMers, 225-5437)
 Cleveland Home (606-873-3271)
 *Comprehensive Care (Lexington, Danville, Frankfort,
 Georgetown, Harrodsburg, and Richmond)
 Crystals House (Kelly Gannon, 225-9912)
 Mary Copeland Home for Abused Children (Melinda,
 225-8124)
 Division of Children Services, Department of Human
 Resources
 *EKU Counseling Center (Jan Walker, 606-626-1303)
 *Eastern State Hospital (Dr. Mickey Erdell)
 Employee Assistance Programs, U.K.
 Ephraim McDowell Cancer Network, Cancer Hopeline
 Family and Child Psychiatry, Outpatient Clinic
 Family Care Center (228-4040)
 Family Counseling Services (Scott Banford, 233-0033)
 Fayette County Public Schools
 *Federal Medical Center (Chris Canon)
 Florence Crittenden Home
 Frankfort Area Child Abuse Council (LaShana Harris,
 502-875-3495)
 Good Samaritan Hospital (Patient and Family Services)
 Gratz Park Clinic (Carla Wolff, 233-0444)
 Hope Center (Nan Brooks, 252-7881)
 Kentucky Veterans Center, Wilmore (858-2814)
 *King's Daughters Hospital
 Lexington Community College (Donna Murphy, 257-6069)
 Lexington Country Place
 *Lexington Rape Crisis Center
 Life Adventure Camp (Bill Willson)
 Mayfair Manor Center (Christine Hale)
 MASH (Claudia Andrews, 606-254-2501)
 Metro Group Homes (Claudia Andrews, 606-254-2501)
 New Opportunity School for Women (Caroline Francis,
 606-985-7200)
 Off Broadway House
 Planned Parenthood
 Pediatrics Department (UKMC) (Lane VeltKamp, 323-5444)
 Pride (277-1080)
 Scott County Alternative High School (Linda Cranmer,
 863-4057)
 Spouse Abuse Center (233-9927)
 *UK Counseling Center (Dr. Charles O'Neill, 7-8701)
 *VA Medical Center

Appropriate Practicum Activities

In order to obtain maximum benefit of the practicum
 experience, CPAC developed several agency guidelines for the
 coordination and supervision of practicum. Specifically, these
 guidelines are recommended to minimize potential liability
 involving client/patient contact and to ensure that counseling
 psychology students are engaged in activities that reflect their

training as counseling psychologists:

1. students are prohibited from transporting clients or patients without the assistance of an agency staff person;
2. students are prohibited from using their personal vehicles for agency business;
3. agencies are discouraged from assigning tasks that may be interpreted as not professional or "gophering" (e.g., shopping for office supplies); and,
4. agencies are encouraged to identify a primary supervisor to convey instructions and assign tasks for the student.

Counseling Psychology Services Clinic

The Counseling Psychology Services Clinic (251 DH) has three primary purposes:

1. to provide a variety of counseling, assessment, and other psychological services.
2. to provide advanced training for counseling psychologists and school psychologists.
3. to conduct research and education related to the Clinic's service and training.

The CPS Clinic's functions include counseling and assessment for educational, vocational, personal, and family problems. The practicum-level counseling psychologists have a variety of opportunities to develop competencies in individual, group, and family counseling and in assessment. The practicum student also receives multiple opportunities for individual and group supervision from the Program faculty. Clinic observation rooms provide an excellent resource for direct supervision of counseling sessions.

Practicum Hours Data Record

During 1994-95 the Council of Counseling Psychology Training Programs, working with the Association of Counseling Center Training Agencies (ACCTA) and with APPIC adopted definitions of practicum hours. The purpose of this combined work was to standardize the "practicum hour" and to establish three areas (Direct Services, Indirect Services, and Supervision) in which practicum hours may be accumulated. The terms are defined as follows:

A practicum hour is a clock hour, which may be a 50 minute client/patient hour.

Direct services are actual clock hours in three, mutually exclusive, direct services to clients/patients and include these divisions:

1. Direct intervention by format (i.e., individual, couples, families, groups);
2. Assessment activity divided by formal psychometric and interview/observation/diagnostic techniques. These hours are not double-listed with (1) above;
3. Formal consultation and primary prevention services rendered which includes outreach and psychoeducational activities.

These three divisions are meant to be mutually exclusive and hours should not be double counted across sections. The sum of all the subdivisions equal the Subtotal of Direct Service Hours. Time spent in activities related to the client/patient but not in the actual presence of the client/patient is recorded as Indirect Services.

Indirect services are hours spent about the client/patient, but not in the presence of the client/patient and include the following divisions:

1. Report writing, informal consultation with other professionals on specific cases, video/audio tape review, and assessment scoring and interpretation; and,
2. Supervised supervision rendered by the practicum student to less advanced students in the context of teaching supervising skills.

Supervision hours are the third practicum domain and includes ONLY regularly scheduled, face-to-face individual supervision with specific intent of dealing with psychological services rendered by the student. Classroom hours spent in DIDACTIC work are SPECIFICALLY EXCLUDED from supervision.

Application for pre-doctoral internship and for licensure depend upon excellent records of practicum experience. The Practicum Hours Data Record (Appendix P) is an important record of the student's practicum experience. The APPIC Internship sites will ask for hours completed by 1 January of the year of selection. The Verification of Internship Eligibility and Readiness form from each site will also ask for anticipated hours by the start of internship. An up-to-date record must be maintained by the student in the Departmental files.

Practicum Evaluations

Two types of evaluations must be completed in the practicum: (1) evaluation of the student's experience and skills by the on-site supervisor and (2) a student's narrative evaluation of the practicum site. Both the site evaluation form and the narrative must be returned to the faculty practicum supervisor before a student's grade can be assigned. The site evaluation becomes a part of the student file, while the narrative evaluation becomes available to other students in a file maintained by the practicum coordinator.

Insurance

Counseling students are required to carry professional liability insurance until they depart campus for their internship. Students must purchase this insurance as a student affiliate of APA (American Psychological Association). Students can get a membership application as well as insurance forms from the practicum coordinator. Students must carry professional liability insurance during the entire term of their coursework and complete the Statement of Personnel and Professional Responsibility Form. The fee for student liability coverage is nominal, and is supplemented by funds contributed by the Department. Students will be covered by departmental insurance only for activities associated with supervised coursework in the department. For any other professional activities, students must seek outside insurance.

Practicum Evaluation Form

Student: _____ E-mail ID: _____

Supervisor: _____ Phone: _____

Site: _____ Date: _____

Directions: Evaluate the practicum counselor using the following 5-point scale for each item:

- 5- Outstanding
- 4- Above Expectations
- 3- Satisfactory and within the range of competence
- 2- Needs some improvement
- 1- Needs considerable improvement
- ?- Not enough evidence to evaluate

Please provide a brief written elaboration of each item which you rate outstanding(5) or needs improvement (1,2).

A. Theoretical Understanding:

___ Has a conceptual framework that guides the use of appropriate and well-timed techniques.

___ Synthesizes information about client into a useful conceptualization.

___ Is able to integrate personal style with therapeutic interventions.

___ Is able to understand the language of different theoretical perspectives (e.g., dynamic, cognitive, behavioral, experiential).

B. Self in Relation to Client:

___ Is aware of own needs, values, and beliefs and their impact on client interactions.

___ Can recognize and separate personal needs from those of the client.

___ Is generally comfortable in the therapeutic setting.

___ Maintains a professional relationship with clients.

C. Understanding Client Concerns:

___ Communicates accurate empathy for feelings, perceptions, and ideas expressed by client.

___ Understands client's personality structure and dynamic.

___ Is aware of client's social-economic environment, family-relationships.

D. Use of Counseling Techniques:

___ Listens and attends to client messages.

___ Expresses self clearly to clients.

___ Establishes and maintains rapport and positive working relationship.

___ Uses assessment procedures to plan, facilitate, and evaluate counseling.

___ Motivates clients to participate actively in counseling.

___ Involves clients in establishing mutually acceptable treatment goals.

___ Recognizes and works with client conflicts and ambivalence (opposition, negativism, fear of change).

___ Works effectively with clients from diverse populations (e.g., gender, ethnicity, sexual orientation, age, and ability)

___ Uses nonverbal behavior appropriately.

___ Writes effective session and treatment reports.

E. Professional and Ethical Understanding:

___ Demonstrates knowledge and application of professional code of ethics.

___ Presents a professional demeanor in appearance and behavior.

___ Maintains a cordial and professional relationship with colleagues.

___ Contributes to case conferences.

___ Refers clients when appropriate.

___ Works professionally and effectively within agency.

F. Responsiveness to Supervision:

___ Is open to constructive supervisory and peer comments.

___ Attempts to apply new insights result from direct supervision.

___ Actively seeks supervisory help resulting from self-perceived needs.

G. Comments: Summarize your impressions of the practicum counselor in a brief paragraph, including both major strengths and weaknesses.

Please return the completed form to Practicum Coordinator, Counseling Psychology Program, Department of Educational and Counseling Psychology, College of Education, University of Kentucky, Lexington 40506-0017.

EVALUATION OF PRACTICUM SITE

The following information is to be used to give the Educational and Counseling Psychology Department more specific feedback about the value of your practicum site. This information will be used in deciding whether or how to place future counseling students at your site. Thus, it is important for you to answer this questionnaire honestly and thoughtfully. Thank you for your cooperation.

PLEASE RETURN TO THE COUNSELING PRACTICUM COORDINATOR.

Your Name: _____ Date: _____

Address: _____

Telephone: _____ Internet ID: _____

Name of Site/Agency: _____

Specific Department: _____

Address: _____

Telephone: _____

Supervisor: _____

Title of Supervisor: _____

Theoretical Orientation of Supervisor: _____

1.
 - a. Hours/week you spent on site: _____
 - b. Hours/week you spent in supervision _____
 - c. Hours/week you spent in staff meetings _____
 - d. Hours/week in case dispositions _____
 - e. Hours/week spent in in-service training _____
 - f. Hours/week in direct client contact _____
 - g. Hours/week in individual counseling _____
 - h. Hours/week in group counseling _____
 - i. Hours/week in writing case reports _____
 - j. Hours/week in miscellaneous activities _____

2. Which of the following did your on-site supervisor include:
(please check all appropriate activities)

- a. _____ Critique of AV counseling tapes
- b. _____ Discussion of your counseling cases
- c. _____ Discussion of your theoretical approach
- d. _____ Discussion of your strengths and weaknesses
- e. _____ Discussion of your supervisor's cases
- f. _____ Discussion of other counseling cases

3. Which of the following kinds of counseling did you have the opportunity to do?

- a. _____ Individual personal counseling
- b. _____ Group personal counseling
- c. _____ Individual career counseling
- d. _____ Group career counseling
- e. _____ Academic counseling
- f. _____ Crisis counseling
- g. _____ Family counseling
- h. _____ Marriage counseling
- i. _____ Other (please specify) _____
- j. _____ Assessment/evaluations
- k. _____ Walk-ins
- l. _____ Workshops or classes

4. Age range of clients -- Please check those ranges with which you had an opportunity to work:

- a. _____ 0-5 years old
- b. _____ 6-12 years old
- c. _____ 13-15 years old
- d. _____ 16-18 years old
- e. _____ 19-25 years old
- f. _____ 26-40 years old
- g. _____ 41-50 years old
- h. _____ 51-60 years old
- i. _____ 61-65 years old
- j. _____ 66+ years old

5. Did you have difficulty acquiring clients?

- a. _____ All of the time
- b. _____ A lot of the time
- c. _____ Occasionally
- d. _____ Never

6. Was your supervisor helpful in getting you acquainted with other staff members, agency programs, rules/regulations?

- _____ Yes
- _____ No

Comments: _____

7. In your opinion, what is the greatest opportunity for a practicum student at your site?

8. In your opinion, what is the greatest drawback to a practicum student at your site?

9. If you were beginning this last semester again, what would you do differently in your practicum?

10. On the whole, do you recommend the placement of practicum students at this site?

Yes _____

No _____

Practicum Hours Data Record

Name: _____ Semester _____ 19 ____ Credit ____

Practicum Site: _____

Address: _____

Supervisor: _____

Address: _____

| <u>Activities</u> | WEEKLY HOURS | SITE SEMESTER HOURS | SITE CUMULATIVE HOURS |
|---|-----------------|---------------------------|-----------------------------|
| I. DIRECT SERVICES: | | | |
| Individual child | ___ | ___ | ___ |
| Individual adult | ___ | ___ | ___ |
| Couples | ___ | ___ | ___ |
| Families | ___ | ___ | ___ |
| Groups children | ___ | ___ | ___ |
| Groups adult | ___ | ___ | ___ |
| Total individual | ___ | ___ | ___ |
| Total group | ___ | ___ | ___ |
| Direct psychometric Interview/observation | ___ | ___ | ___ |
| Consultation/ Primary Prevention | ___ | ___ | ___ |
| SUBTOTAL DIRECT | ___ | ___ | ___ |
| II. INDIRECT SERVICES: | | | |
| Assessment report writing/ tape reviewing/planning intervention | ___ | ___ | ___ |
| Supervision rendered | ___ | ___ | ___ |
| SUBTOTAL INDIRECT | ___ | ___ | ___ |
| III. SUPERVISION RECEIVED: | | | |
| One-on-one | ___ | ___ | ___ |
| Group/class/peer | ___ | ___ | ___ |
| SUBTOTAL SUPERVISION | ___ | ___ | ___ |
| TOTAL PRACTICUM | ___ | ___ | ___ |
| IV. MISCELLANEOUS: | | | |
| Not reported to Internship | ___ | ___ | ___ |

(Student/Date)

(Site Supervisor/Date)

(Faculty/Date)