

ARKANSAS STATE UNIVERSITY – COUNSELING PROGRAMS
Student Responsibility Form

I understand that I am responsible for the information presented in the Counseling Programs Clinical Experience Handbook. I will review these materials carefully. If I have questions concerning these materials, I will ask for clarification from my academic advisor or the faculty member responsible for Practicum or Internship course work. Signing this document indicates that I agree to abide by the policies and procedures described within the Handbook.

Signature _____ Date _____

Printed Name _____
(Signed form will be filed in student record.)

**ARKANSAS STATE UNIVERSITY – COUNSELING PROGRAMS
CLINICAL EXPERIENCE HANDBOOK
2013-2014**

INTRODUCTION

The Counseling Programs at Arkansas State University offer more than a simple collection of courses and experiences. Each counseling program is organized, orderly, and purposefully planned in order to produce competent clinical mental health, school, and rehabilitation counselors. One of the primary experiences in our programs is the clinical sequence which is prepracticum, practicum, and two internships. This coursework has the objective of helping students develop knowledge, skills, and techniques so that they can become effective counselors.

This handbook is a guide to planning your clinical experiences. The handbook reviews basic information about the goals of the student's clinical experiences, departmental expectations, procedures for practicum and internship site selection, registration, and assessment. Forms for record keeping and documentation specific to the rehabilitation, clinical mental health, and school counseling programs are included in the appendices. Feedback on your clinical experiences, procedures and practices is welcome. The counseling faculty wants your practicum and internships to be outstanding learning experiences.

You are responsible for seeking an internship placement. Counselors-in-training are encouraged to select a site carefully, based on professional goals, interests, abilities, and skills. The type of clientele served in the setting, types of services provided in the setting and the staffing needs of the site are also important.

You must be approved for internship by the program faculty. Please note, although you are responsible for site selection, your advisor or clinical course instructor, must approve the final selection. Additionally, you may not begin collecting hours toward your practicum or internship until after the semester starts.

This manual does not replace the information and advice you receive from your advisor. Please consult with your advisor throughout your clinical sequence.

**REQUIREMENTS FOR ENROLLMENT IN
PREPRACTICUM, PRACTICUM, AND INTERNSHIP**

COUN 6203, Prepracticum Counseling Techniques

1. All students who are admitted as classified degree, or certificate, seeking students in one of the Counseling Programs within the Department of Psychology and Counseling are eligible for enrollment in COUN 6203, Prepracticum Counseling Techniques.
2. All students must have previously completed or concurrently be enrolled in PSY 6113, Theories and Techniques of Helping Relationships, or have permission of the instructor.

3. No additional clinical coursework can be completed until COUN 6203, Prepracticum Counseling Techniques, is successfully completed by receiving a grade of “B” or better.

COUN 6213, Practicum in Counseling and COUN 6283 Practicum in Rehabilitation Counseling

1. All classified degree/certificate-seeking students who have obtained a grade of “B” or better in COUN 6203, Prepracticum Counseling Techniques and have maintained a GPA of 3.0 or better in all Counseling Program coursework will be admitted to COUN 6213 or COUN 6283.

2. Formal evaluations of counseling skills will be conducted at the midterm and final of COUN 6213 and COUN 6283. If a student’s skills are not sufficient, they will not be permitted to continue to Internship. Remediation may be required or they may be dismissed from the program.

3. If a student’s skills are deficient to the extent that a remediation is required, the student may be required to retake COUN 6203, Prepracticum Counseling Techniques, or may be required to do additional supervision and clinical contact in order to demonstrate proficiencies expected by the Practicum faculty. No additional clinical coursework can be completed until COUN 6213, Practicum in Counseling or COUN 6283 Practicum in Rehabilitation Counseling is successfully completed by receiving a grade of “B” or better.

COUN 7473 and 7493 Clinical Mental Health Counseling Internship I & II; COUN 6223 and 6233 School Counseling Internship Elementary & Secondary; COUN 6303 and 6323 Rehabilitation Counseling Internship I & II

1. All students who successfully complete practicum course work may be enrolled in internship in their respective programs.

2. Formal evaluations will be conducted at the midterm and final of each internship experience. Students must receive a satisfactory grade in their first internship and have a GPA of 3.0 in all other counseling program coursework to be admitted to their second internship. If a student’s skill is deficient, remediation may be required, or the student may be dismissed from their program. More information on remediation may be found in the Counseling Program Handbook.

PRACTICUM

Students must complete supervised practicum experiences that total a minimum of 100 clock hours over a minimum 10-week academic term. Each student’s practicum includes all of the following:

1. Documentation that students have professional liability insurance prior to beginning practicum and throughout the practicum experience.
2. At least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills.

3. One hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member. In addition, students will meet for one hour of individual or triadic supervision with a site supervisor. School Counselors who are working as a School Counselor under an Alternative Licensing Agreement and engage in practicum in at their home school district must secure supervision from another school in their district, or neighboring district. The supervisor in these circumstances must have two years of experience as a practicing School Counselor and be approved by the practicum faculty supervisor.
4. One and one half hours per week of group supervision throughout the practicum by a program faculty member, or appropriate adjunct.
5. Documentation of all practicum experiences on the appropriate clinical experience log form.
6. Audio/video recordings for use in supervision, or live supervision of the student's interactions with clients.
7. Evaluation of the student's counseling performance throughout the practicum, including documentation of a formal evaluation at both the midterm and after the student completes the practicum.

Student Responsibilities:

1. Students are responsible for seeking and securing a qualified practicum site. The student shall ensure that the site selected and site supervisor are approved by their faculty practicum supervisor. Students should meet with their faculty advisor to discuss practicum field settings prior to making initial contact with a setting. In the situation of some school counseling students, the site will be the same as that in which they have been employed as acting school counselor. These students must still discuss their setting and supervisory arrangements with their advisor.
2. Ensure that a Memorandum of Agreement between ASU's Counseling Programs and the field setting is in place.
3. Consistently demonstrate appropriate use of relationship building skills and therapeutic interventions with *actual* clients.
4. Develop knowledge and skills to appropriately address issues specific to the setting (i.e., chemical dependency, eating disorders, etc.) through additional activities such as library research, workshops, and consultation with experts.
5. Consistently demonstrate appropriate understanding of client's theme(s) in the counseling session.
6. Conceptualize client dynamics during field staffings and group supervision.
7. Develop strategies to remedy personal limitations, personalization issues, and skill deficits.

8. Conceptualize ethical and legal responsibilities inherent in the setting and seek consultation as necessary.
9. Consistently attend and participate in individual/triadic and group supervision sessions. In addition, the student must demonstrate the ability to utilize and grow from supervision interventions.
10. Obtain site supervisor, or faculty supervisor as appropriate, initials on completed practicum logs each week.
11. Submit completed Student Evaluation Forms to faculty group supervisor.
12. Submit completed practicum logs to the group supervisor at end of clinical experience.
13. Meet all other requirements as outlined in the practicum syllabus.

Faculty Responsibilities:

1. Meet with student to discuss and approve potential practicum field setting.
2. Ensure that the site has been visited by a faculty representative to validate the site's appropriateness.
3. Determine that appropriate Memorandum of Agreement between ASU's Counseling Programs and the field setting is in place.
4. Ensure ethical treatment of the client during individual/triadic and group supervision.
5. Provide supervision to assist the student in meeting the responsibilities for COUN 6213 and/or 6283.
6. Provide weekly individual/triadic supervision utilizing recordings of counseling sessions (1 hr/wk).
7. Provide weekly group supervision utilizing recordings of counseling sessions (as appropriate) (1½ hr/wk).
8. Maintain communication with site supervisor.
9. Facilitate student's incorporation of theory into counseling practice.

Site Supervisor Responsibilities:

1. Secure agency/site orientation as appropriate for the practicum student.
2. Provide appropriate clients for student.
3. Ensure ethical treatment of the client.

4. Assist the student in learning the necessary duties associated with counseling in the field placement.
5. Provide appropriate supervision to assist the student in acquiring and perfecting counseling/consulting skills appropriate to the field placement. This supervision might be accomplished by viewing counseling sessions from behind a two-way mirror or reviewing a videotape of the counseling session with the student. It is not *necessary* for the field supervisor to sit in on live counseling sessions.
6. Screen clients to facilitate student's experience as a practicing counselor.
7. Act as a consultant to the student to facilitate appropriate skill and professional development.
8. Maintain communication with the faculty supervisor.
9. Complete the Student Evaluation Form collaboratively with the student.

INTERNSHIP

After successful completion of the practicum, students may enroll in internship. The Internship is an intensive field-based experience for candidates in the master's or specialist degree programs in counseling. Counselors-in-training will integrate advanced competencies and knowledge with professional supervision. Placements occur in a variety of community agency, school, college, or institutional settings. The grading system is credit/no credit. Students from all counseling programs must complete two internships. Students must successfully complete Internship I before enrolling in Internship II. Moreover, a student may not be enrolled in both Internship I & II at the same time. Each internship experience includes a minimum of 300 contact hours of comprehensive work experience of a professional counselor in the student's designated program area. For school counselors, this includes experiences at elementary and secondary educational settings. Each 300 hour internship experience will include all of the following:

1. Documentation that students have professional liability insurance prior to beginning internship and throughout the internship experience.
2. At least 120 clock hours of direct client contact.
3. Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship, usually performed by the onsite supervisor.
4. One and one half hours per week of group supervision throughout the internship and performed by a program faculty member.
5. The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service as appropriate to the student's specific program (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings, testing, guidance curriculum).

6. Documentation of all internship experiences on the appropriate clinical experience log form.
7. The opportunity for the student to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of his or her interactions with clients.
8. Evaluation of the student's counseling performance throughout the internship, including documentation of a formal evaluation after the student completes the internship by a program faculty member in consultation with the site supervisor.

Student Responsibilities:

1. As in practicum, students are responsible for seeking and securing a qualified internship site. The student shall ensure that the site and site supervisor are approved by their faculty internship supervisor. Students should meet with their faculty advisor to discuss field placement prior to making initial contact with a setting.
2. Ensure that a Memorandum of Agreement between ASU's Counseling Programs and the field setting is in place.
3. Develop and demonstrate counseling skills and strategies appropriate to their adopted counseling theory.
4. Demonstrate knowledge of duties and responsibilities of counselors in the field placement.
5. Demonstrate counseling behaviors and skills appropriate for a counselor in the field placement.
6. Consistently attend and participate in individual and group supervision sessions. In addition, the student must demonstrate the ability to utilize and grow from supervision interventions.
7. Meet with the site, or university, supervisor one hour per week for supervision.
8. Obtain site supervisor (or faculty supervisor as appropriate depending on clinical placement) initials on completed internship weekly log each week.
9. Submit completed Student Evaluation Form to faculty group supervisor.
10. Submit completed internship logs to the group supervisor at end of clinical experience.
11. Successfully complete all assigned activities included in the internship syllabus.

Faculty Responsibilities:

1. Meet with student to discuss and approve potential internship field setting.

2. Ensure that the site has been visited by a faculty representative to validate the site's appropriateness.
3. Determine that appropriate Memorandum of Agreement between ASU's Counseling Programs and the field setting is in place.
4. Provide supervision that assists the student in meeting the responsibilities for internship. Ensure that (as appropriate for the clinical setting) the student is meeting for individual supervision with a site supervisor.
5. Provide weekly group supervision utilizing recordings of counseling sessions (as appropriate) (1½ hr/wk).
6. Protect and help the clients through supervision.
7. Maintain communication with field supervisor.
8. Provide progress reports to student's advisor at midterm and finals.

Site Supervisor Responsibilities:

1. Provide appropriate clients for student.
2. Ensure ethical treatment of the client.
3. Expand the duties and responsibilities of the student to meet the requirements of the field placement.
4. Provide opportunities for consultation, community services, and other professional experiences to facilitate the student's knowledge of the responsibilities of a counselor in the field placement.
5. Provide appropriate supervision to assist the student in acquiring and perfecting counseling/consulting skills appropriate to the field placement. This supervision might be accomplished by viewing counseling sessions from behind a two-way mirror or reviewing a videotape of the counseling session with the student. It is not *necessary* for the site supervisor to sit in on live counseling sessions.
6. Maintain communication with the faculty supervisor.
7. Complete the Student Evaluation Form collaboratively with the student.

POLICY REGARDING COUNTING HOURS DURING BREAKS

Students may accrue hours toward practicum and internship credit only when group supervision is offered. Therefore, during ASU's academic calendar breaks (i.e., Thanksgiving break, Holiday break, Spring break) when there is no group supervision provided, students are not permitted to

count clinical hours. If a student wants to continue providing counseling at their field site due to client continuity or their own developmental process, they may volunteer their time. If a student is interested in volunteering at their site, the site supervisor must submit a letter or email to your advisor or the faculty supervisor responsible for practicum or internship before the beginning of the break that specifies the site supervisor's understanding that the student will not be receiving supervision through the program for this time period and that the site assumes all legal liability and ethical responsibility for your work. Please find below a sample statement that must be sent from your site supervisor to your current faculty clinical supervisor or advisor before the break:

"I, (site supervisor) understand that (student name) will not be receiving supervision through Arkansas State University for the time between (dates of volunteering) and that (site name) assumes all legal liability and ethical responsibility for his or her work."

PROFESSIONAL ISSUES

As stated previously, the purpose of the practicum and internship experiences is to assist students with the application of theory and the development of counseling skills under supervision. These clinical experiences will provide opportunities for students to counsel clients who represent the ethnic and demographic diversity of their community. The student is expected to demonstrate professional and ethical behavior at the practicum and internship placement.

Informed Consent

Before initiating a counseling relationship, inform client of any limits to confidentiality, your status as a counselor-in-training, and any site specific information which your site supervisor has provided. Students must also secure the client's permission to tape the counseling sessions. A sample consent form is included in this manual.

Emergency Procedure

Students must know their practicum and internship site's emergency procedures and follow them. Students must notify their supervisor immediately of any emergencies.

Ethical Guidelines

When a student enters into a counseling relationship, he or she is entering into an agreement with the client to keep his/her welfare foremost. In addition, students are agreeing to provide the counseling most appropriate to address the client's concern, to treat the client with respect, to refer when appropriate, and not to exceed his/her level of competence. The student must follow the *ACA Ethical Guidelines* and/or other relevant codes of ethics and use them as a guide for behaving in a professional, ethical manner.

Professional Liability Insurance

Professional liability insurance is required. Proof of insurance must be provided to the faculty supervisor/instructor for practicum or internship each semester prior to the collection of any clinical hours. Insurance may be obtained through professional associations (i.e., www.schoolcounselor.org, www.counseling.org, www.hpso.com, www.amhca.org) or private insurance agents. In addition, students may obtain liability insurance through the university. This insurance is provided at a reasonable rate and may be obtained at the cashier's window in ASU's

student union. Make sure that you provide a **copy** of the insurance receipt to the faculty member teaching the practicum or internship course each semester. University liability insurance is good for one calendar year. Sites may also provide insurance coverage for student counselors. This should be documented on agency letterhead.

The Supervisory Relationship

Clinical supervision helps the counselor in training apply counseling theories and develop counseling skills. Students present their clinical experiences in supervision to increase their self-awareness, case conceptualization, and self-evaluation. You are expected to be prepared for supervision. You will need to listen to your tapes, identify your strengths and weaknesses, and be prepared to request specific help from your supervisor. The clinical supervisor's roles include teaching, consulting, and mentoring. The clinical supervisor is ultimately responsible for ensuring the client's welfare.

Site Supervisor Criteria

Site supervisors must have the following qualifications:

1. A minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
2. A minimum of two years of pertinent professional experience in the program area in which the student is enrolled.
3. Knowledge of the program's expectations, requirements, and evaluation procedures for students.
4. Relevant training in counseling supervision.

A supervision agreement or memorandum of agreement will be signed by both the site supervisor and the faculty supervisor responsible for the student's practicum or internship.

ADDITIONAL STUDENT AND SUPERVISOR RESPONSIBILITIES FOR COUNSELING PRACTICUM AND INTERNSHIP EXPERIENCES

Practicum

1. The student is required to clear the practicum placement through the appropriate administrative office (of the agency or school district), with the field supervisor, and with the faculty supervisor. **Students must meet with the faculty supervisor to discuss the practicum field setting before initial contact is made.** You and your faculty/departmental supervisor must notify the clinical placement coordinator of your intentions well in advance of placement.
2. The student is responsible for having the appropriate Memorandum of Agreement signed and returned to the practicum/internship supervisor before the student provides counseling services.
3. The faculty supervisor will expect the practicum student to have several continuing cases. This will enable the supervisor to better judge the progress being made during the semester by the practicum student. These continuing cases may be with individual clients.
4. The site supervisor will screen clients to ensure that they are appropriate for a beginning student counselor.

5. The practicum student will be responsible for meeting the time commitments required by the field supervisor and the faculty/departmental supervisor.
6. The site supervisor will provide opportunities for interviews and conferences (outside of the required weekly hour of supervision) with student to discuss clients, assignments, facilities, evaluations, or other topics that are pertinent to student's practicum experience.
7. The student, the site supervisor, and the faculty supervisor will maintain consistent communication during the student's practicum and internship experience.
8. See program planning sheet (program of study) for specific requirements for each major.
9. The site supervisor will complete the Student Evaluation Form collaboratively with the student at mid-term and at the last supervision session.

Internship

1. The student is required to clear the internship placement through the appropriate administrative office (of the agency or school district), with the site supervisor, and with the faculty supervisor. **Students must meet with the faculty supervisor to discuss the internship field setting before initial contact is made.** You and your faculty supervisor must notify the clinical placement coordinator of your intentions well in advance of placement.
2. The student is responsible for having the appropriate Memorandum of Agreement signed and returned to the practicum/internship supervisor before the student provides counseling services.
3. All three counseling programs (Clinical Mental Health Counseling, Rehabilitation Counseling, and School Counseling) require two 300 hour internship experiences. Each internship experience requires 120 hours of direct client contact. The definition of direct client contact should be discussed with the faculty supervisor responsible for your course instruction. In addition, each internship requires one hour of individual supervision, to be conducted primarily by a site supervisor except in instances where a site supervisor is unavailable (some school counseling settings), and one and one half hours of group supervision to be conducted by a faculty supervisor.
4. The site and faculty supervisors will expect the internship student to have several continuing cases enabling the supervisors to better judge the progress of the student during the semester. Continuing cases are relevant to student's program.
5. The site supervisor should be involved in the selection of clients for the student during their internship experience.
6. The internship student will be responsible for meeting the time commitments required by both the site supervisor and the faculty supervisor.

7. The site supervisor, during the weekly individual supervision, will discuss clients, assignments, facilities, evaluations, or other topics that are pertinent to student's internship experience.
8. The student, the site supervisor, and the faculty supervisor will maintain consistent communication throughout the student's internship experience.
9. The site supervisor will complete the student evaluation form collaboratively with the student at mid-term and the final supervision session.

SPECIFIC ROLES AND RESPONSIBILITIES OF THE FIELD SUPERVISOR

1. The site supervisor should help the practicum/internship student feel at ease in the situation-- show the student around, introduce the student to administrators, other counselors, and teachers or related staff.
2. The site supervisor should explain the counseling roles expected in the particular situation, so that the practicum/internship student can become acquainted with the "system."
3. The site supervisor should arrange for the practicum/internship student to observe individual counseling, group work, case staffings, and related duties before giving the student the responsibility for these activities.
4. The site supervisor should plan to monitor the activities of the practicum/internship student and to intercede wherever it is deemed necessary. The field supervisor may also wish to use the services of other counselors on the staff for the practicum/internship student's supervision.
5. The site supervisor should help the practicum/internship student become acquainted with the full range of roles and responsibilities of the counseling setting, so that the practicum/ internship student will be able to take part in the full range of services offered in the setting.
6. Whenever appropriate, the practicum/internship student should observe the site supervisor in group, individual, couple or family counseling, client consultations, case conferences, and other activities.
7. The practicum/internship student should be encouraged to participate in any in-service programs.
8. The site supervisor should make available materials used in the setting so that the practicum/internship student can become familiar with the policies and procedures required of the counselors in the school/agency (i.e., HIPAA).
9. The site supervisor will provide a minimum of one hour per week of individual/triadic supervision using live supervision or by reviewing an audio or videotaped counseling session for practicum/internship student.

10. Providing a place for practicum/internship student to counsel usually presents some difficulty for the site supervisor. The practicum/internship student should be provided with as much privacy as possible, however.

11. The site supervisor will complete the Student Evaluation Form collaboratively with the student at mid-term and at the last supervision session.

12. The site supervisor should maintain communication with faculty supervisor.

SPECIFIC ROLES AND RESPONSIBILITIES OF THE FACULTY/DEPARTMENTAL SUPERVISOR

1. The faculty supervisor will verify that a Memorandum of Agreement between ASU's Counseling Programs and the field setting is in place.

2. The faculty/departmental supervisor will **visit** with the site supervisor and student.

3. The faculty/departmental supervisor will provide a final evaluation of the student's performance to the field supervisor.

4. The Counseling Program will provide opportunities for orientation and in-service training of field supervisors.

5. The faculty supervisor will provide a minimum of one hour per week of individual/triadic supervision for practicum and during internship, depending on the circumstances of the site placement.

6. The faculty supervisor will provide a minimum of one and one-half hours per week of group supervision for practicum and internship students.

7. The faculty supervisor will provide opportunities for regular evaluation of practicum and internship students.

8. The faculty/departmental supervisor will provide opportunities for individual consultation with internship students.

9. The faculty/departmental supervisor will provide summative and a final evaluation of practicum and internship students.

SITE SELECTION

Students are encouraged to select a field setting that will stretch their capabilities and not simply allow them to "get through" the experience. Students are expected to do such things as:

1. Come to understand some of the basic principles of human growth, development, and learning and how these principles facilitate learning and counseling processes.
2. Increase their understanding of the various counseling theories, techniques, and procedures.
3. Practice basic skills essential to counseling.
4. Increase their understanding of the dynamics of individual, couple and family behavior and the larger context in which these systems are embedded.
5. Foster an internally consistent approach to counseling.
6. Establish and maintain counseling relationships within the *Code of Ethics* of the American Counseling Association.
7. Increase their ability to discern clients' problems and implement appropriate intervention strategies.
8. Increase confidence in their ability to perform the counselor role.
9. Learn how to write effective notes and reports.
10. Meet other objectives that are required by the faculty and site supervisor.