PRACTICUM HANDBOOK

Counseling Programs

Department of Counseling and School Psychology

College of Education

Seattle University

2012-2013
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*Revised 11/1/10*
I. INTRODUCTION

WELCOME TO SEATTLE UNIVERSITY

The faculty of the Department of Counseling and School Psychology would like to express its most sincere appreciation for your willingness to be an on-site practicum supervisor for our students in the Department of Counseling and School Psychology at Seattle University. Your contribution to this endeavor by helping future counselors gain experience is a demonstration of your dedication to your profession. We hope that you find the experience as a practicum site supervisor to be rewarding.

The Counseling Programs in the Department of Counseling and School Psychology of the College of Education have been preparing counselors for five decades. During the 1950s and 1960s, the major emphasis was on training candidates for school counseling positions. Beginning in the early 1970s, a significant number of students opted for agency counseling and others chose the college and community college programs. In 1987 the graduate program in rehabilitation counseling became part of the other counseling programs. To date, over six hundred students have completed these programs. Currently, we are seeking accreditation from the Council for Accreditation of Counseling and Related Programs (CACREP) in community counseling and school counseling. The School Counseling Program qualifies students for the Educational Staff Associate (ESA) Certification in K-12 settings, public and private. The Community Counseling Program prepares students for work in various community settings, such as youth service agencies, mental health centers, psychiatric hospitals, and correctional facilities.

This practicum handbook, in conjunction with the practicum syllabus, are designed to provide practicum site supervisors with knowledge of the program’s expectations, requirements, and evaluation procedures for students. With what we believe to be a strong academic curriculum and 40 years of experience working with schools and agencies to prepare counselors, we feel that with your involvement, we will meet our mission: The mission of the Seattle University graduate counseling program is to prepare ethical, clinically skilled, and multiculturally competent counselors to become leaders and advocates who confront injustice.
II. GENERAL INFORMATION

A. COURSE DESCRIPTIONS

COUN 554 School Counseling Practicum 4 credits
Supervised counseling experience in a school setting.

COUN 564 Community Counseling Practicum 4 credits
Supervised counseling experience in a community counseling setting.

B. GENERAL OBJECTIVES

The practicum provides students an opportunity to connect theory to practice. The practicum is an opportunity for the counseling student to continue with the development of putting their skills into practice in a real-life situation with available supervision. Students who enter into practicum have demonstrated they possess the academic, personal, and clinical competence to excel in the practica. Through a combination of site supervision and faculty supervision students will refine their counseling skills. It is important that students have experience with diverse populations and it is incumbent on the practicum site supervisor to provide the counseling student with opportunities to work with diverse populations.

C. SEATTLE UNIVERSITY CONTACT INFORMATION

For general questions and information regarding practicum, please contact the Field Placement Liaison Annette Rembold at rembolda@seattleu.edu.

For specific questions or concerns regarding practicum and the practicum student please contact the university faculty member assigned to the practicum class. Contact information is below:

<table>
<thead>
<tr>
<th>School Counseling Faculty</th>
<th>Phone</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Manivong J. Ratts, Ph.D.</td>
<td>206-296-2843</td>
<td><a href="mailto:vong@seattleu.edu">vong@seattleu.edu</a></td>
</tr>
<tr>
<td>Chris Wood, Ph.D.</td>
<td>206-296-5749</td>
<td><a href="mailto:woodc@seattleu.edu">woodc@seattleu.edu</a></td>
</tr>
<tr>
<td>Mary Graham, Ph.D.</td>
<td>206-296-5748</td>
<td><a href="mailto:grahamm@seattleu.edu">grahamm@seattleu.edu</a></td>
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<tr>
<th>Community Counseling Faculty</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Jackie Leibsohn, Ph.D.</td>
<td>206-296-5766</td>
<td><a href="mailto:leibsohn@seattleu.edu">leibsohn@seattleu.edu</a></td>
</tr>
<tr>
<td>Bill O’Connell, Ed.D.</td>
<td>206-296-5753</td>
<td><a href="mailto:oconnelw@seattleu.edu">oconnelw@seattleu.edu</a></td>
</tr>
<tr>
<td>Kristi Lee, Ph.D.</td>
<td>206-296-5751</td>
<td><a href="mailto:leekrist@seattleu.edu">leekrist@seattleu.edu</a></td>
</tr>
</tbody>
</table>
III. PLACEMENT

A. RESPONSIBILITIES OF THE CLINICAL COORDINATOR

Both the School Counseling and Community Counseling Program Directors serve as the Clinical Coordinators of their respective programs. The Clinical Coordinators oversee all aspects of the clinical field experience, including the placement process. The responsibilities of the Clinical Coordinator are:

- Coordinate the Practicum and Internship Orientation meetings;
- Oversee and collect practicum and internship paperwork (e.g., contracts and site supervisor resumes);
- Approves practicum and internship placements;
- Respond to student concerns regarding practicum and internship placements;
- Respond to student concerns regarding practicum and internship when the student is on site;
- Serve as the primary liaison between the university and practicum and internship sites

For questions and information regarding these topics, contact the Clinical Coordinator for your program: Jackie Leibsohn at (206) 296-5766 or leibsohn@seattleu.edu for Community Counseling, and Vong Ratts at (206) 296-2843 or vong@seattleu.edu for School Counseling.

B. RESPONSIBILITIES OF THE FIELD PLACEMENT LIAISON

The Field Placement Liaison reports directly to the Clinical Coordinators (See Clinical Coordinator and Field Placement Coordinator Reporting Structure below). The sole responsibility of the Field Placement Liaison is:

- Assist students in finding appropriate placements;
- Identify future placement options for students;
- Respond to field placement questions;
- Assist the Clinical Coordinator with Practicum and Internship Placement Orientations

For questions and information regarding these topics, contact the Field Placement Liaison Annette Rembold at rembolda@seattleu.edu.

Once a student has secured a placement practicum and internship questions or concerns should be directed to the Clinical Coordinator. The Field Placement Liaison does not approve practicum or internship placements.
C. PRACTICUM AND INTERNSHIP PLACEMENT PROCESS

**STEP 1:**
Attend the Practicum and Internship Placement Information Session

**STEP 2:**
Submit Practicum and Internship Paperwork to Clinical Coordinator
(School Counseling Program Director)

**STEP 2:**
Submit Practicum and Internship Paperwork to Clinical Coordinator
(Community Counseling Program Director)

**STEP 3:**
School Counseling Program Director reviews practicum and internship paperwork to approve placement

**STEP 3:**
Community Counseling Program Director reviews practicum and internship paperwork to approve field placement

**STEP 4:**
School Counseling Program Director contacts student regarding approval of placement

**STEP 4:**
Community Counseling Program Director contacts student regarding approval of placement
Step 1: Students are required to attend the Practicum and Internship Placement Orientation meeting to learn about the placement process. There is a separate orientation for school counseling and community counseling students. Students are required to attend the orientation a year prior to beginning the field experience. Information regarding the dates and times of the orientation will be emailed to students. The orientation is coordinated by the Clinical Coordinators (i.e., School Counseling and Community Counseling Program Directors). The Field Placement Liaison will also be present at the orientation meeting to help explain the placement process to students.

Step 2: Students seek out placement opportunities either individually or with the assistance of the Field Placement Liaison. The Field Placement Liaison will help students identify appropriate placements that meet the requirements of the Council for Accreditation of Counseling and Related Educational Programs (CACREP). School counseling students are required to work with the Field Placement Liaison if they intend to be placed in districts that require the Field Placement Liaison to communicate with the district. Students who are working individually, and have identified an appropriate placement, should communicate the practicum and internship requirements to the site supervisor.

Step 3: Once a practicum or internship placement has been determined students need to have all forms filled out for the placement. For school counseling students seeking a practicum this includes: Forms #2, #10 and the site supervisor resume. School counseling students seeking an internship this includes: Forms #4, #10, and the site supervisor resume. For community counseling students seeking a practicum this includes: Forms #3, #10 and the site supervisor resume. Community Counseling students seeking an internship this includes: Forms #5, #10, and the site supervisor resume. All forms can be obtained on the program website at: http://www.seattleu.edu/coe/counseling/Default.aspx?id=5474. All forms must be submitted to the Counseling Department Office by 4:00pm on Friday of Finals Week to the Clinical Coordinator of the program track in which the student is enrolled (i.e., School Counseling or Community Counseling Program Directors). All paperwork must be submitted prior to the beginning of practicum or internship. Incomplete or late forms will not be accepted. The Clinical Coordinator of each program track will review all required forms to determine appropriateness of the placement before approval is granted. Students are strongly encouraged to submit their paperwork as early as possible to the Clinical Coordinators in case a placement is not approved so they may have time to find other placement options. Late forms will delay a student’s field placement up to a year.

Step 4: The Clinical Coordinator of the School Counseling Program and the Community Counseling Program will notify students through email regarding the approval or denial of practicum and internship placements. Placements that have not been approved will require the student to work with the Clinical Coordinator to find appropriate placements.
IV. PROGRAM EXPECTATIONS

A. PRE-PRACTICUM INFORMATION

1. Each practicum student’s progress is evaluated prior to the start of a practicum using the Personal and Professional Competencies and a review of their overall grades.

2. Community Counseling students must become registered counselors prior to practicum (COUN 564).

3. School Counseling students must have cleared fingerprints in the Washington State Patrol and FBI database prior to practicum (COUN 554).

4. All counseling students will have attended a practicum/internship orientation prior to staring the practicum.

B. DOCUMENTS

Counseling students, the Clinical Coordinator, and site supervisors for practicum, must sign, signifying agreement, a respective agreement. Counseling students must sign a risk acknowledgement and release form. All clients or students of practicum must sign the respective “Disclosure of Information and Client Consent” form. The forms can read and downloaded at www.seattlevu.edu/coe/counseling/ under “Documents/Forms.” All Practicum Site Supervisors must complete the “Supervisor Information” form. Agreements and consent forms are required as follows:

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<th>Form</th>
<th>Due</th>
<th>To</th>
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</thead>
<tbody>
<tr>
<td>Disclosure of Information and Consent to Participate (client release)</td>
<td>Prior to recording</td>
<td>University Instructor</td>
</tr>
<tr>
<td>Risk Release</td>
<td>Must accompany all practicum agreement</td>
<td>Clinical Coordinator</td>
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<tr>
<td></td>
<td></td>
<td>Dept of Counseling and School Psychology</td>
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<td></td>
<td></td>
<td>Seattle University</td>
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<td></td>
<td></td>
<td>901 12\textsuperscript{th} Avenue, PO Box 222000</td>
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<td></td>
<td></td>
<td>Seattle, Washington 98122-1090</td>
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<tr>
<td></td>
<td></td>
<td>Phone: (206) 296-5750</td>
</tr>
<tr>
<td></td>
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<td>Fax: (206) 296-1892</td>
</tr>
<tr>
<td>Practicum Agreements</td>
<td>The last day of the quarter preceding the respective practicum</td>
<td>Clinical Coordinator</td>
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C. SITE SUPERVISOR EXPECTATIONS

Practicum site supervisors are expected to orient the student counselor to the counseling profession well as that of the administration and counseling staff, including emphasis on counseling policies, ethical guidelines, multicultural issues, and any other pertinent information that an emerging student counselor needs to know. Emergency procedures for dealing with potentially suicidal or homicidal clients and for reporting suspected abuse or neglect are
expected to be part of this orientation. In addition, practicum site supervisors are expected to provide the following:

1. Provide student counselors with a case load of 10-15 clients
2. Access to a confidential office equipped with necessary technology needed to provide quality counseling services
3. Support with developing individual and/or group counseling skills
4. Support of the student counselor in their development as a professional
5. Provide the student counselor with supervision as needed
6. Assist the student counselor in developing ethical and reflective decision making skills
7. Provide the student counselor opportunities to work with diverse populations.

D. ETHICAL STANDARDS

All students are expected to adhere to the ethical standards of the counseling profession. The American Counseling Association’s (ACA) Ethical Codes and/or the American School Counselor Association’s (ASCA) Ethical Standards for School Counselors should be used as guidelines when providing supervision of the practicum student.

E. SITE SUPERVISOR QUALIFICATIONS

Community Counseling site supervisors must hold a master’s degree in counseling and have at least three years of post-Master’s experience working as a counselor comparable to that in which the practicum will occur. It is desirable for supervisors to be licensed, which as Mental Health Counselors, Marriage and Family Therapists or Clinical Psychologists. School Counseling site supervisors are required to hold a master’s degree in school counseling and be an ESA Certified School Counselor with three years of post-Master’s experience working as a school counselor. All site supervisors are asked to complete the “Supervisor Information” form and return it along with a copy of the site supervisor’s resume/vita to the Clinical Coordinator at the same time the agreement is signed.

F. RELATIONSHIP WITH THE COUNSELING FACULTY

The counseling faculty seeks a collaborative relationship with each site supervisor toward the mutual goal of providing the highest quality learning experience possible for the student counselor. During each practicum quarter, a faculty member will meet with the student and the site supervisor on site to reviewing the student's progress and experience. If at any time the site supervisor has any questions or concerns about the student counselor or any aspect of the process or procedures, the practicum site supervisor is encouraged to call the students’ practicum instructor or the Clinical Coordinator. During each quarter of practicum there may be a different faculty member supervising the on-campus practicum. It is the intention of the faculty to provide the greatest amount of depth, breadth, and diversity in faculty supervision.
V. REQUIREMENTS

A. START OF PRACTICUM

The practicum begins on the first day of classes during the quarter the student enrolls. Exceptions must be documented on the respective practicum agreements. Practicum precedes internship; internship continues for three successive quarters, ending the final day of the third successive quarter.

B. PRACTICUM HOURS

Students must complete supervised practicum experiences that total a minimum of 100 clock hours. The practicum provides for the development of counseling skills under supervision. The student’s practicum includes all of the following:

1. 40 hours of direct service with clients, including experience in individual counseling and group work;
2. weekly interaction with an average of one (1) hour per week of individual and/or triadic supervision which occurs regularly over a minimum of one academic term by a program faculty member or a supervisor working under the supervision of a program faculty member;
3. an average of one and one half (1 1/2) hours per week of group supervision that is provided on a regular schedule over the course of the student’s practicum by a program faculty member or a supervisor under the supervision of a program faculty member; and
4. evaluation of the student’s performance throughout the practicum including a formal evaluation after the student completes the practicum.

C. VIDEO RECORDING

The counseling faculty requires that students use video recording of counseling sessions. Such recording allows the practicum student, site supervisor, and the university supervisor to effectively evaluate the quality of the student’s counseling skills and give appropriate feedback. Permission for recording and sharing must be obtained from the client, using the “Disclosure of Information and Client Consent” form. Requirements for recording vary. Parental permission may be required. Consent forms are available in Spanish.
D. PRACTICUM POLICIES

1. Practicum is graded Credit (CR) or fail (F). The student, university supervisor, and the site supervisor complete student evaluations for practicum.

2. If a student is dismissed by the practicum site supervisor or staff, such action can be grounds for dismissal from the counseling program. The Seattle University Fair Practices Policy (Part III) dictates the process to follow regarding the dismissal of a student in a program.

3. Supervision between fall and winter (3 weeks), winter and spring (1 week), and spring and summer (1 week) will be done on an on-call basis. A designated faculty member will be available for consultation. Logs must be kept during this 6-week interim.

4. Practicum placements must be at a site in the Seattle area.
VI. EVALUATION PROCEDURES

A. PRACTICUM SYLLABUS

The practicum syllabus and Practicum Evaluation Agreement delineates the course expectations, assignments, and evaluation procedures for students. In addition, students’ clinical counseling skills are assessed using the “Clinical Competencies” below.

The final evaluation will be based the following course objectives using the following rubric:

<table>
<thead>
<tr>
<th></th>
<th>Unsatisfactory/Inconsistent F (Fail)**</th>
<th>Satisfactory/Frequent CR (Credit)**</th>
<th>Exceptional/Consistent CR (Credit)**</th>
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<tbody>
<tr>
<td>Keeps the focus on the client</td>
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<tr>
<td>Uses a wide range of counseling responses and interventions</td>
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<tr>
<td>Identifies specific counseling theories relative to demonstrated responses and interventions</td>
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<td>Implements feedback</td>
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<td>Gives accurate feedback</td>
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<tr>
<td>Articulates the counseling process</td>
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<tr>
<td>Adapts responses and interventions to specific populations</td>
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<tr>
<td>Experiments with an individual counseling style</td>
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<tr>
<td>Establishes an appropriate professional relationship</td>
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** The F grade is the equivalent of grades B- or below. The CR grade is the equivalent of grades B through A, though students will be evaluated in either the “Satisfactory” or the “Exceptional” column.

VII. LIABILITY INSURANCE

All enrolled students in the field experience (practicum and internship) have liability insurance through Seattle University for up to $1,000,000.00. However, students are strongly encouraged to obtain additional liability insurance through student memberships in such organizations as the American Counseling Association (ACA) and the American School Counselors Association (ASCA).