

# DEPARTMENT OF HUMAN SERVICES

*Graduate Student Practicum Manual*

*Clinical Mental Health Counseling CNL 8650*

*Organizational Counseling CNL 8640*

*Rehabilitation Counseling RHB 8650*

*School Counseling CNL 8650*

Department of Human Services College of Education and Human Services

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## PURPOSE OF MANUAL

The counseling program and staff are an integral part of the College of Education and Human Services. The counseling faculty trains counselors with the basic skills to work in a wide variety of settings such as schools, human service agencies, and community mental health centers. These settings represent sites in numerous counties in Southwestern Ohio. The counseling practicum is meant to be a culminating experience, in that the student should be able to display essential knowledge, skills, and values in an actual clinical setting. This practicum manual provides a more explicit liaison between Wright State University's counseling program and the various sites that voluntarily accept our practicum students. This manual contains the procedures and requirements relative to the practicum experience.

### Prerequisite Experiences

A Program of Study signed by the student, his/her/their advisor, and the department chair, must be on file in the Department of Human Services Office before an application for practicum is filed. Each student must make an appointment with his/her/their advisor to complete the program of study and second evaluation of the dispositions. Students normally enter the practicum with a common core of academic experiences.

Practicum students will have completed coursework related to the basic principles and procedures utilized by professional counselors, and will have been exposed to the major theories and techniques of counseling.

<b>CMHC CNL 8650/8670 Practicum/Internship Prerequisite Classes</b>			
CNL 6010 Theories	CNL 6020 Techniques	CNL 6030 Stats	CNL 6200 Clinical Pathology
CNL 6210 Crisis Counseling	CNL 6220 or 7220 Groups	CNL 7230 Assessments	CNL 7240 Career
CNL 7260 Marriage and Family	CNL 7270 Lifespan	CNL 7280 Ethics & Prof. Orientation	CNL 7290 Multicultural
<b>School Counseling CNL 8650/8670 Practicum/Internship Prerequisite Classes</b>			
CNL 6010 Theories	CNL 6020 Techniques	CNL 6030 Stats	CNL 7220 Groups
CNL 6210	CNL 6620	CNL 7280	CNL 7650 Principles

Crisis Counseling	Problems in Student Behavior	Ethics & Prof. Orientation	and Practices in School Counseling
CNL 7290 Multicultural	CNL 6200 Clinical Pathology (only taken if practicum site is in a Mental Health setting)		

<b>Organizational Counseling CNL 8640 Practicum Prerequisite Classes</b>			
CNL 6010 Theories	CNL 6020 Techniques	CNL 6030 Statistics	CNL 7290 Multicultural
CNL 7280 Ethics & Prof. Orientation	Additional Class = 18 Credit Hours		
<b>Severe Disability Rehabilitation RHB 8650/8670 Practicum/Internship Prerequisite Classes</b>			
CNL 6010 Theories	CNL 6020 Techniques	CNL 6030 Stats	RHB 7000 Foundations
RHB 7020	CNL 6220 or 7220 Groups	CNL 7230 Assessments	RHB 7040 Psychosocial
RHB 7110 Vocational Evaluation	RHB 7200 Case Management	CNL 7280 Ethics & Prof. Orientation	CNL 7290 Multicultural
<b>Chemical Dependency Rehabilitation 8650/8670 Practicum/Internship Prerequisite Classes</b>			
CNL 6010 Theories	CNL 6020 Techniques	CNL 6030 Stats	RHB 7000 Foundations
RHB 7040 Psychosocial	CNL 6220 or 7220 Groups	CNL 7230 Assessments	RHB 7110 Vocational Evaluation
RHB 7070 Biopsychospiritual Aspects	RHB 7200 Case Management	CNL 7280 Ethics & Prof. Orientation	RHB 7310 Treatment and Prevention
CNL 7290 Multicultural	RHB 7300 Theory of Addiction		

### **University Requirements for the Counseling Practicum**

The following indicates the minimum requirements for counseling practicum placements (based on a 15-week semester). Practicum can only be done over the course of one semester.

## On-Site Requirements

### Clinical Mental Health Counseling

The student is required to spend a minimum of 7 hours per week\* (for a minimum total of 100 hours per semester) at his/her/their site; however, a site may require additional hours. Of the 100 hours, a minimum total of 40 hours must involve direct client contact. Of these 40 hours, at least 25 percent (10 hours) must be of individual counseling and at least 25 percent (10 hours) must be of group counseling. The remaining 50 percent (20 hours) may be a combination of counseling individuals, groups, couples, families, consultation, and appraisal. In addition, 1 hour per week must be direct individual supervision of the practicum student by the site supervisor. For purposes of critique and evaluation, a minimum of one audio or video taping per week is required. Intake interviews alone will not fulfill these requirements. Students have the responsibility for following site procedures, both for securing permission to tape and insuring the confidentiality of the obtained tape. Students are strongly encouraged to exceed the minimum number of required counseling hours per week.

### Organizational Counseling

The student is required to spend a minimum of one hundred (100) hours, spread over a 12-week summer term OR a 15-week Fall/Spring Term; however, a site may require additional hours. Of these hours, at least a total of 40 hours must be in direct service. Whenever possible and appropriate, either audio or video (preferred) recordings should occur for purposes of critique and evaluation. Students have the responsibility for following site procedures both for securing permission to record and insuring the confidentiality of the obtained recording. If recordings are not appropriate, students should then present samples of their work. Students are encouraged to exceed the minimum requirements.

### Rehabilitation Counseling

The student is required to spend a minimum of 7 hours per week\* (for a minimum total of 100 hours per semester) at his/her/their site; however, a site may require additional hours. Of the 100 hours, a minimum total of 40 hours must involve direct client contact. Of these 40 hours, at least 25 percent (10 hours) must be of individual counseling and at least 25 percent (10 hours) must be of group counseling. The remaining 50 percent (20 hours) may be a combination of counseling

individuals, groups, couples, families, consultation, and appraisal. In addition, 1 hour per week must be direct individual supervision of the practicum student by the site supervisor. For purposes of critique and evaluation, a minimum of one audio or video taping per week is required. Intake interviews alone will not fulfill these requirements. Students have the responsibility for following site procedures, both for securing permission to tape and insuring the confidentiality of the obtained tape. Students are strongly encouraged to exceed the minimum number of required counseling hours per week.

### School Counseling

The student is required to spend a minimum of 7 hours per week\* (for a minimum total of 100 hours per semester) at his/her/their site; however, a site may require additional hours. Of the 100 hours, a minimum total of 40 hours must involve direct client contact. Of these 40 hours, at least 25 percent (10 hours) must be of individual counseling and at least 25 percent (10 hours) must be of group counseling. The remaining 50 percent (20 hours) may be a combination of counseling individuals, groups, consultation, and appraisal. In addition, 1 hour per week must be direct individual supervision of the practicum student by the site supervisor. For purposes of critique and evaluation, audio and/or videotaping is required to be submitted upon either the university instructor or site supervisor's request. Students have the responsibility for following site procedures, both for securing permission to tape and insuring the confidentiality of the obtained tape. Students are strongly encouraged to exceed the minimum number of required counseling hours per week. **School Counseling are not permitted to complete their practicum experience in the summer.**

### On-Campus Requirements

The practicum student will receive regularly scheduled group supervision by the university instructor. Regular attendance at class meetings is required of all practicum students. Opportunities will be available to use micro-counseling techniques, videos, videotape recorders, and other procedures to augment the counselor trainee's performance at the practicum site.

### Supervisor Responsibility

### Faculty Supervision will include:

1. Meeting all practicum students for weekly group supervision (1.5 hours per week).
2. Meeting with each practicum student individually (as needed) to review student's work.
3. Contacts (phone and face to face contacts preferred) with practicum site supervisor, in which one of these may be a site visitation.

### On-Site Supervision will include:

1. Weekly supervision reviewing the work of the practicum student. The minimum of one hour per week of individual supervision is required.
2. Assignment of appropriate experiences to practicum student in accordance with university requirements.
3. Communication with university supervisor.
4. Completion and the submission of the evaluation of supervisee form to the university.

## Practicum Site Criteria

Please note: students should begin their search for a site several months before the paperwork is due. Sites should be contacted to determine their processes for interviewing and accepting practicum students. Be prepared to provide an up-to-date resume.

If students use their place of employment as the practicum site, arrangements must be made for them to be supervised by someone who is not their regular supervisor and do their work in an area in which they are not employed. Sites may require hours on site in addition to the practicum requirements of 7 hours/week (9 hours/week summer semester).

## Site Supervisors

All sites:

- The site must provide adequate and appropriate experiences and facilities.
- The site supervisor and the student are jointly responsible for obtaining experiences that are suitable based on the student's level of experience and training.
- The university requires that there are opportunities for counseling sessions to be audio or video taped for purposes of supervision with the following criteria observed:
  - Consent of client and/or guardian
  - No identifying information on the tape
  - Played only for university supervision and educational purposes except with permission of the site and parties involved
- Practicum students and practicum sites are expected to abide by ethical standards (American Counseling Association (ACA), American School Counselor Association (ASCA), National Board of Certified Counselors (NBCC), American Mental Health Counselors Association (AMHCA), International Association of Marriage and Family Counselors (IAMFC), Ohio Counselor, Social Worker, and Marriage and Family Therapist Licensure Board).
- The university supervisor should be privileged to observe a practicum student at times that are mutually agreeable to each and to the site. When taping is not appropriate, another method of continuous feedback must be developed for the university supervisor to be apprised of the practicum student's progress.

- If the student's site requires Counselor Trainee (CT) status, then the student must apply for Counselor Trainee status with the Ohio Counselor, Social Worker, and Marriage and Family Therapist (CSWMFT) Board. Students can download the application at: <http://www.cswmft.ohio.gov/forms.stm> The student will need to print out the application, fill out the area designated for the student, and have the site supervisor(s) fill out the site supervisor section of the application. Once the application has been completely filled out, the student will need to attach a copy of their schedule, as proof that they are taking practicum, and mail it to the Ohio CSWMFT Board. The Board's address is 50 West Broad Street, Suite 1075, Columbus, OH 43215-5919. School counselors do not go through the CSWMFT board because CT status is not required. Some sites may require a background check but will be determined by individual sites.

### CLINICAL MENTAL HEALTH COUNSELING SITES

Site supervisors must have a master's degree in counseling or a related profession with equivalent qualifications, Ohio licensure as a professional clinical counselor with supervising status (PCC-S) with the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (OCSWMFT), and a minimum of two years of pertinent professional experience in the program area the student is completing practicum.

### ORGANIZATIONAL COUNSELING SITES

Site supervisors must have a master's degree in counseling or related field that is department approved. Ohio licensure as a professional clinical counselor with supervising status (PCC-S) with the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (OCSWMFT) if the practicum site is a clinical site and/or the student is seeking licensure. The site supervisor must have a minimum of two years of pertinent professional experience in the program area the student is completing practicum.

### REHABILITATION COUNSELING SITES

Students must have a CRC faculty supervisor, a CRC site supervisor or a CCDC III site supervisor for Chemical Dependency internships. Students who plan to pursue a PCC must have site supervision by a PCC with supervision designation.

## SCHOOL COUNSELING SITES

Site supervisors must have a master's degree in school counseling, certified or licensed as a school counselor by the Ohio Department of Education, and at least 2 years of experience as a school counselor.

## PROCEDURES FOR REGISTRATION FOR PRACTICUM CLASSES

### Application Deadlines

Summer and Fall Semester- February 15

Spring Semester- October 10

The following procedures are to be observed to register for practicum:

The student must file an application EACH SEMESTER of practicum with the Graduate Assistant for Practicum and Internship in 108 ALLYN HALL by the specified date.

### PHASE 1

- Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI) Background Checks and Fingerprints (mail to the Ohio CSWMFT Board)
  - Note: Only those school-counseling majors completing their practicum in a community mental health agency should submit their background checks and fingerprints to the Ohio CSWMFT Board.
  - School-counseling majors completing their practicum in a school should contact their site supervisor and the school district's Human Resources Office to determine where to send the background check and fingerprint results. In some cases, the school district may request our department to house the information. The background check and fingerprint information should be appropriately current.
- Complete and submit the application (Appendix 1) online at <https://education-human-services.wright.edu/human-services/practicum-and-internships>
- Program of Study must be completed prior to application and on file with graduate school.

### PHASE 2

Complete and submit **2 hard copies** of the following to the Practicum Graduate Assistant:

- Appendix 2: Contract (to be completed by student) STUDENTS MUST obtain the site supervisor's signature and date, and sign and date the form themselves, before submitting.
- Appendix 3: Site Supervisor information sheet (to be completed by site supervisor) Attach a copy of the site supervisor's license (a supervisor who is a PCC-S is required for students working towards a PC license) to this appendix.

- Appendix 4: Site information sheet (to be completed by student)
- Copy of the Counselor Trainee Supervision Agreement (if required)
- Proof of liability insurance
- Unofficial transcript/academic advising report from Wings Express

### ***POLICIES***

A student will be admitted to practicum if all prerequisites have been met, with a grade of B, or better, and all paperwork is complete and submitted by the due date. Once ALL paperwork has been received, the student will be registered for the class.

Occasionally it is not possible to accommodate all students applying for practicum. Should this occur, a priority list will be developed based on the following criteria:

- a. full time student on a leave of absence or sabbatical
- b. percentage of coursework completed (students with a greater percentage of coursework completed will be given priority)
- c. grade point average (G.P.A.)
- d. order in which paperwork is submitted (i.e. first come, first serve)

All deadlines are strictly enforced. The application and site materials are current for ONE semester only. If a student drops the class without notifying the Graduate Assistant for Practicum, the student will not be eligible for practicum the following semester unless there is space available after all other applications have been received. Registration fees must be paid or the student can be removed from the assigned practicum.

## PERSONAL CHECKLIST FOR PRACTICUM PAPERWORK (FOR PERSONAL USE ONLY):

### PHASE 1:

Deadline for initial Application (Appendix 1). Check which one you applied for:

Summer and Fall Semester- February 15 \_\_\_\_\_

Spring Semester- October 10 \_\_\_\_\_

Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI) Background Checks and Fingerprints (mail to the Ohio CSWMFT Board) (School Counselors see requirements above). \_\_\_\_\_

Program of Study must be completed and signed by the student's advisor and the department chair. This must be on file with the main office. \_\_\_\_\_

### PHASE 2:

TWO hard copies of appendix 2 \_\_\_\_\_

TWO hard copies of appendix 3 (include 2 copies of site supervisors license) \_\_\_\_\_

TWO hard copies of appendix 4 \_\_\_\_\_

TWO hard copies of liability insurance \_\_\_\_\_

TWO hard copies of unofficial transcript \_\_\_\_\_

## APPENDIX 5-8 SUMMARY

### APPENDIX 5 PURPOSE

Feedback from the practicum site is essential for evaluating student effectiveness. It is the student's responsibility to provide site supervisor with Appendix 5 to complete assessing student behaviors. The rating form should be returned to the university supervisor no later than the next to last practicum class. Any additional comments the site supervisor wishes to make should be included.

### APPENDIX 6 PURPOSE

Feedback about the practicum site is important for evaluation of site effectiveness. It is the student's responsibility to provide university supervisor with a completed Appendix 6. The rating form should be returned to the university supervisor no later than the next to last practicum class.

### APPENDIX 7 PURPOSE

The completion of this form allows the department to ensure student has completed number of required hours at site.

### APPENDIX 8 PURPOSE

Counselor Trainee status is required for certain sites during the student's Practicum and Internship Field experience. This form explains how to access and obtain Counselor Trainee Status through the Counselor, Social Worker, Marriage and Family Therapy Licensure Board.

## APPENDIX 2

Name \_\_\_\_\_ Date \_\_\_\_\_

### Appendix 2

#### Wright State University

College of Education and Human Services, Department of Human Services 108 Allyn Hall,  
3640 Colonel Glenn Highway, Dayton, OH 45435

Phone: 937.775.2075 Fax: 937.775.2042

\*Please submit 2 copies

Program of Study: Clinical Mental Health Counseling CNL 8650 \_\_\_\_\_  
Organizational Counseling CNL 8640 \_\_\_\_\_  
Rehabilitation Counseling RHB 8650 \_\_\_\_\_  
School Counseling CNL 8650 \_\_\_\_\_

Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year: \_\_\_\_\_

Major: \_\_\_\_\_

Student's Name \_\_\_\_\_ Phone \_\_\_\_\_

Site Name \_\_\_\_\_

Site Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Site phone \_\_\_\_\_

This Contract/Memo of Understanding is entered into by:

\_\_\_\_\_ for practicum student from Wright State  
(site supervisor's name)

University, \_\_\_\_\_ College of Education and Human  
(student's name)

Services, Counselor Education Program as represented by \_\_\_\_\_.  
(university supervisor's name)

The site supervisor agrees to assume responsibility for assisting the practicum student in conducting activities related to his/her practicum experience. These activities are here defined between the student and the College of Education and Human Services and are agreed to by the site supervisor. The university supervisor agrees to be available for consultation with the site supervisor.

The university supervisor agrees to:

- (1) Availability for consultation with site supervisor during the semester.
- (2) Provide 1.5 hours minimum per week of group supervision and review student work on a weekly basis.
- (3) Collecting and verifying student logs, site supervisor evaluation, and student site evaluation and assigning student grade.
- (4) Complete University supervisory form and returning all the above paperwork for filing in student folder no later than one week following finals week.

The site supervisor agrees to:

- (1) Provide the CNL 8650 student with a minimum of 40 direct client contact hours over the semester and a minimum total of 100 clock hours over the semester. Of the 40 direct client contact hours, 25 percent (10 hours) must be individual counseling, and 25 percent (10 hours) must be group counseling. The remaining 50 percent (20 hours) may be a combination of counseling individuals, groups, families, couples, students, assessment, etc.
- (2) Provide a minimum of one (1) hour of individual supervision per week with the student.
- (3) Complete the Student Evaluation Form and communicate the same to student as final feedback on the student's progress.
- (4) Be available for consultation with university supervisor.
- (5) Permit a minimum of one (1) hour of audio taping or video taping per week.
- (6) Provide the student with adequate physical facilities in which to work.

- (7) Inform student of legal and ethical considerations and other rules that affect the practice of counseling at the site.

Please note: The student's start and end dates of practicum corresponds with the Wright State University academic calendar. In other words, a student begins practicum the first day of classes and terminates the last day of the finals week. However, it is understood that the practicum student may be required to complete orientation/training at his/her site prior to the first week of practicum.

The student agrees to:

- (1) Act in a manner consistent with ACA, ASCA, NBCC, AMHCA, IAMFC, OCSWMFT board, as appropriate to the site.
- (2) Be responsible for a minimum of 40 direct client hours (at least 10 individual hours and 10 group hours) and a minimum total of 100 clock hours over the semester.
- (3) Be responsible for being available to the site supervisor for conferences (e.g. staff meetings, consultation, etc.).
- (4) Be responsible for a minimum of one (1) hour of audiotaping or videotaping per week.
- (5) Be responsible for meeting with site supervisor for one hour per week outside of group supervision.
- (6) Comply with the rules and regulations of site (e.g. report writing, in-service training, etc.).
- (7) Complete practicum/internship hours in a different area than that in which they are employed and supervised by someone other than regular supervisor if practicum/internship site is also place of employment.

Check here if practicum/internship site is also place of employment \_\_\_\_\_.

If the above statement is applicable, provide the following information:

Name of Work Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

(8) Other: \_\_\_\_\_

(9) If student is required to have counselor trainee status at their site,  
please check here \_\_\_\_\_

(If checked, student is required to attach a copy of the Counselor Trainee application)

\*\*\* Please obtain site supervisor's signature and date, as well as your own, before handing in  
to the Graduate Assistant (108 ALLYN HALL)

\_\_\_\_\_  
Site supervisor's signature, License/Certification and Date

\_\_\_\_\_  
University supervisor's signature and Date

\_\_\_\_\_  
Practicum Student's signature and Date

## APPENDIX 3

Student Name \_\_\_\_\_ Date \_\_\_\_\_

### Appendix 3

#### Wright State University

College of Education and Human Services, Department of Human Services 108 Allyn Hall, 3640

Colonel Glenn Highway, Dayton, OH 45435

Phone: 937.775.2075 Fax: 937.775.2042

#### Site Supervisor Information Sheet – CNL 8650

\*\*\*Please attach a copy of the site supervisor's most recent renewal license card

\*\*\*Please submit 2 copies

Dr., Ms., Mr., Mrs. \_\_\_\_\_

Site Name \_\_\_\_\_

Site Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Preferred Email Address \_\_\_\_\_

Present Position/Title \_\_\_\_\_

Professional Certification No. (if applicable) \_\_\_\_\_ Area \_\_\_\_\_

Authorizing State Board or State Dept. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Counselor License No. (if applicable) \_\_\_\_\_

Authorizing State Board or State Dept. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Number of years experience as Licensed/Certified Counselor \_\_\_\_\_

Have you supervised WSU counseling students in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of WSU student you will be supervising at this time \_\_\_\_\_

For PCC's only: Do you have current supervising counselor status with the Ohio Counselor,  
Social Worker, Marriage & Family Therapist Board? Yes \_\_\_\_\_ No \_\_\_\_\_

Education: (please begin with the most recent)

Institution \_\_\_\_\_

Major \_\_\_\_\_

Degree/Year \_\_\_\_\_

Institution \_\_\_\_\_

Major \_\_\_\_\_

Degree/Year \_\_\_\_\_

Institution \_\_\_\_\_

Major \_\_\_\_\_

Degree/Year \_\_\_\_\_

Other Related Educational Experiences: (please begin with the most recent)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Professional Experience: (please begin with the most recent)

Current Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Job Title \_\_\_\_\_

Please describe duties \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Job Title \_\_\_\_\_

Please describe duties \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Job Title \_\_\_\_\_

Please describe duties \_\_\_\_\_

Professional Affiliations:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

For your assistance with the education and training of Wright State University students, we would like to show our appreciation with a \$100 stipend, which is to be distributed the following semester. If the student has two supervisors, the stipend will be split between the two. If you are able to receive this stipend, please email our Practicum and Internship Graduate Assistant at [hs10@wright.edu](mailto:hs10@wright.edu) and he/she will send you the appropriate W-9 and OPERS forms for you to fill out and email back to her/him in order to receive payment for your supervisee. The Practicum and Internship Graduate Assistant will send several emails throughout the semester regarding requirements for individual versus organizational stipends. If at anytime, you need assistance, please feel free to call or email her/him: 937-775-3916 OR [hs10@wright.edu](mailto:hs10@wright.edu).

## APPENDIX 4

Student Name \_\_\_\_\_ Date \_\_\_\_\_

### Appendix 4

#### Wright State University

College of Education and Human Services, Department of Human Services 108 Allyn Hall, 3640

Colonel Glenn Highway, Dayton, OH 45435

Phone: 937.775.2075 Fax: 937.775.2042

#### Student's Practicum Site Information Sheet – CNL 8650

\*Please submit 2 copies

Site Name \_\_\_\_\_

Site Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Site Phone Number \_\_\_\_\_

Web Address \_\_\_\_\_

Hours of operation \_\_\_\_\_

Site Supervisor \_\_\_\_\_

Site Supervisor's Work Phone \_\_\_\_\_

Clientele at Site \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Directions to Site (include approximate mileage and time from WSU 1-way)

\_\_\_\_\_



## APPENDIX 5

### Appendix 5

Wright State University

College of Education and Human Services, Department of Human Services 108 Allyn Hall, 3640

Colonel Glenn Highway, Dayton, OH 45435

Phone: 937.775.2075 Fax: 937.775.2042

### **CNL 8650, Individual and Group Practicum Site Supervisor Evaluation of Practicum Student**

*To be completed at the end of practicum and submitted to university supervisor*

Student Name (Print)

Site Supervisor (Print)

Name of Site

Please rate student's competency in the following areas using this scale

- 5 = Frequently demonstrates very high degree of competence.
- 4 = Frequently demonstrates high degree of competence.
- 3 = Demonstrates an adequate degree of competence.
- 2 = Demonstrates a relatively low degree of competence.
- 1 = Demonstrates an extremely low degree of competence.
- NA = Competency is not applicable to this setting.
- NO = No opportunity to observe.

#### **I. Group Counseling Skills:**

The Practicum Student:

Revised Fall 2017

	Demonstrates basic interviewing and counseling skills that produce a therapeutic relationship.
	Demonstrates appropriate skills and procedures for initiating, maintaining, and terminating counseling sessions.
	Demonstrates appraisal skills that assist clients with exploration, insight, and goal attainment.
	Accurately identifies and/or assesses client's problem.
	Appropriately defines and articulates the dynamics of assigned cases.
	Appropriately recognizes the role of cultural factors (e.g. racial, ethnic, cultural heritage, nationality, socioeconomic status, family structure, age, gender, sexual orientation, religious and spiritual beliefs, occupation, physical and mental status), in understanding client presentation, issues, concerns, and help-seeking behaviors.
	Develops valid goal and/or treatment plans that include short and long-term goals as appropriate.
	Designs and implements appropriate intervention strategies.
	Keeps appropriate client progress notes.
	Evaluates client outcomes including evidence of client's transfer of learning to other situations.
	Appropriately executes referral processes and follow-up.
	Provides accurate information to client about community resources.
	Appropriately seeks consultation on client's case as necessary.

## II. Group Counseling Skills:

The Practicum Student:

	Uses appropriate selection criteria and procedures for admission.
	Establishes group norms.
	Helps clients to identify individual goals.

	Collaborates with group to set group goals.
	Recognize various stages of a group.
	Uses exercises appropriate to group stages and situations.
	Recognizes and appropriately handles problem group behaviors.
	Facilitates member interaction.
	Accurately interprets the group process.
	Evaluates individual and group outcomes.
	Appropriately terminates group sessions.
	Models optimal group behaviors.
	Knows various approaches to group work including task groups, support groups, classroom guidance, psycho-educational groups, etc.

### **III. Self Development**

The Practicum Student:

	Demonstrates awareness of areas and degrees of professional competence.
	Accepts feedback and recognizes constructive criticism during supervisory sessions.
	Commits to act on feedback and recommendations offered during supervisory sessions.
	Shows evidence of appropriate response to supervisor's recommendations.
	Performs in a professional manner.
	Maintains appropriate professional boundaries.
	Takes responsibility for growth and learning.
	Demonstrates appropriate oral and written communication skills.
	Demonstrates respect for others.
	Cooperates with others.
	Completes paperwork in a timely fashion.
	Demonstrates appropriate organizational and time management skills.

	Demonstrates punctuality and excellent attendance.
	Attires in appropriate dress.
	Serves as an advocate for the counseling profession.
	Serves as an advocate for the promotions of optimal human development and mental health.
	Practices according to legal, professional, and ethical standards.
	Adheres to organizational policies.
	Knows the role, function, and professional identity of the counselor in relation to the roles of other professional and support personnel in the organization.
	Communicates respectfully, authentically, and articulately.
	Conceptualizes factors in his or her personality that influence counseling style.
	Demonstrates emotional intelligence.
	Demonstrates knowledge of content essential for professional counseling.

**IV. This section is for community and mental health settings only. Rate as appropriate for your setting and student assignment.**

The Clinical Counseling Practicum Student:

	Demonstrates knowledge of the principles of diagnosis and the use of current diagnostic tools, including the current Diagnostic and Statistical Manual.
	Knows theories of human development and concept of normalcy and psychopathology leading to diagnoses and appropriate counseling interventions.
	Demonstrates knowledge of modalities (brief, intermediate, and long-term approaches) for initiating, maintaining, and terminating counseling and psychotherapy with clients who are mentally and emotionally impaired.
	Demonstrates knowledge of crisis intervention strategies for clients who are mentally and emotional impaired.

	Knows basic classifications, indications, and contraindications of commonly prescribed psychopharmacological medications so that appropriate referrals can be made for medication evaluations and identifying effects and side effects of such medications.
	Demonstrates competency in conducting an intake interview.
	Demonstrates competency in completing a mental status evaluation.
	Demonstrates competency in completing a biopsychosocial history and assessment.
	Demonstrates competency in completing a mental health history.
	Demonstrates competency in completing a psychological assessment (scoring, profiling, report writing, and interpretation) for treatment planning, case management, diagnosis, and therapeutic goal attainment.

### **V. For School Counseling Sites Only**

The School Counseling Practicum Student:

	Knows the procedures for in-school referral for individual and small group counseling (including self-referral).
	Uses age-appropriate counseling strategies and materials.
	Uses effective procedures to measure student outcomes (personal, social, career concerns).
	Accurately assesses the clients' academic standing and can generate appropriate counseling goals to address academic needs.
	Demonstrates effective observation skills of student behaviors for purposes of consultation and intervention.
	Constructs appropriate behavioral contracts and works with appropriate adults (e.g. teachers, parents) to monitor, sustain, and reinforce desirable client behaviors.
	Appropriately consults with teachers and parents regarding client goals.

	Knows and utilizes the services of other in-school support services for students and families.
	Knows, and adheres to rules and regulations regarding protection of student records.
	Understands the role of school counselor in your setting.
	Participates in various capacities, activities, and functions typically performed by school counselors in your setting.
	Understands the school counselor's role as consultant when serving on intervention teams.

## **VI. Final Comments**

1. In your overall judgment, do you believe this student has the potential to be an effective counselor? Please explain.

2. Would you recommend this student for a counseling position in your setting? Please explain.

3. Provide any information, which may clarify above responses or provide insight into this student's performance at your site.

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(Site Supervisor Name Printed)

---

(Site Supervisor Signature and Date)

---

(Student Name Printed)

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(Student Signature and Date)

## APPENDIX 6

### Appendix 6

Wright State University

College of Education and Human Services, Department of Human Services 108 Allyn Hall, 3640

Colonel Glenn Highway, Dayton, OH 45435

Phone: 937.775.2075 Fax: 937.775.2042

### Student's Practicum Placement Evaluation – CNL 8650

*\*to be completed at the end of practicum and submitted to university supervisor*

Student's Name \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Major: \_\_\_\_\_ Site Name: \_\_\_\_\_

Site Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Site Phone: \_\_\_\_\_ Site Supervisor: \_\_\_\_\_

Site accessibility for individuals with disabilities: Yes or No

Type of Clientele: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

University Supervisor: \_\_\_\_\_

A. Please rate your site on the following areas from 1 (very poor) to 5 (very good). Please note: this evaluation will be accessible to future students in the department in order to assist them in locating practicum/internship sites.

Adequate assistance in meeting university requirements.	1	2	3	4	5
Staff acceptance of you as a practicum student.	1	2	3	4	5
Support and cooperation of the administrative staff.	1	2	3	4	5
Multicultural sensitivity.	1	2	3	4	5
Physical facilities.	1	2	3	4	5
Flexibility of site in meeting student's and client's needs.	1	2	3	4	5
Site requirements were reasonable.	1	2	3	4	5
Site and/or supervisor provided orientation regarding laws, policies and regulations that govern the organization.	1	2	3	4	5
Overall evaluation of site.	1	2	3	4	5

B. Please rate your Site Supervisor on the following areas from 1 (infrequently) to 5 (frequently).

He/she offered constructive criticism.	1	2	3	4	5
He/she provided support when needed.	1	2	3	4	5
He/she demonstrated multicultural sensitivity.	1	2	3	4	5
He/she provided assistance or referred you to someone who could.	1	2	3	4	5
He/she allowed adequate time for individual supervision.	1	2	3	4	5

He/she helped me integrate theory and practice.	1	2	3	4	5
He/she coordinated assignments of your clients	1	2	3	4	5
Overall evaluation of supervisor.	1	2	3	4	5

C. Please answer the following questions.

1. Is there anything not previously mentioned that you especially liked or disliked about the site or supervision?

2. Was the practicum a learning experience for you? Please explain.

3. What kind of supervision did you have? (Ex.: listening to tapes, direct observation, group supervision, etc.)

4. Number of hours required per week by site.

5. Other comments:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX 7

### Appendix 7

Wright State University

College of Education and Human Services, Department of Human Services 108 Allyn Hall, 3640

Colonel Glenn Highway, Dayton, OH 45435

Phone: 937.775.2075 Fax: 937.775.2042

Program of Study:

Clinical Mental Health Counseling CNL 8650 \_\_\_\_\_

Organizational Counseling CNL 8640 \_\_\_\_\_

Rehabilitation Counseling RHB 8650 \_\_\_\_\_

School Counseling CNL 8650 \_\_\_\_\_

### Time Log

Date:	Indirect Hours	Sub	Direct Hours	Sub	Total/
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				Total				Total	Day
	Supervision	Class/Other	Prof. Dev.*		Assessment	Individual Counseling	Group Counseling		
				Indirect Hours				Direct Hours	Total Hours
Sub Totals									

Cumulative Total Semester Hours:	
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(Site Supervisor Signature and Date)

---

(Student Supervisor Signature and Date)

*\*\*Submit this form and all workshop materials for proof of Professional Development to your University Supervisor.*

## APPENDIX 8

### Appendix 8

Wright State University

College of Education and Human Services, Department of Human Services 108 Allyn Hall, 3640

Colonel Glenn Highway, Dayton, OH 45435

Phone: 937.775.2075 Fax: 937.775.2042

**For students working toward the PC or PCC license or completing your experience at a community mental health center, please Note:**

Counselor Training Supervision Agreement forms must be filed with the Counselor, Social Worker, Marriage and Family Therapy Licensure Board before beginning your supervised experience, if your site requires that you have Counselor Trainee (CT) status. It is the student's responsibility to file this form with the Board.

Counselor, Social Worker, Marriage and Family Therapy Licensure Board 50 West Broad Street,  
Suite 1075  
Columbus, OH 43215-5919  
Phone (614) 466-6462

These forms can be retrieved from the board's website at <http://www.cswmft.ohio.gov/forms.stm>

The form to obtain status as a counselor trainee is to be submitted at the beginning of the practicum and again for the 1st semester of internship: Trainee Supervision Agreement. (For the following semesters of internship, the board only requires the student to send a copy of their class schedule, informing them of enrollment in the course and the need to renew CT status.)

The form to be submitted within 30 days of completing the experience is

For practicum: Not Applicable

For internship: Internship Supervision Evaluation

Revised Fall 2017

Copies of the Trainee Supervision Agreement need to be submitted to the graduate assistant for practicum and internship when you submit appendix 2, 3, and 4 at the beginning of practicum and the 1st semester of internship.

It is highly recommended each student obtain a copy of the Rules and Regulations for Licensure from the State Board. This document contains information vital to your future as a counselor!

# COUNSELING AND WELLNESS SERVICES

**Counseling and Wellness Services 053 Student Union**

**Wright State University**

**2015-2016 Counselor Placement Agreement Form For Practicum and Internship  
Placement**

**Contact: David Toller, MS PCC-S 937-775-3407**

**allison.newlin@wright.edu**

## **Mission Statement**

Counseling and Wellness Services (CWS) is a unit of the School of Professional Psychology and functions in cooperation with the division of Student Affairs as Wright State University's counseling center. The mission of Counseling and Wellness Services is to promote optimal health through the provision of quality service and training to the Wright State University community in a welcoming environment that appreciates multiculturalism and diversity.

## **Diversity Statement**

Counseling and Wellness Services is committed to the promotion and celebration of multiculturalism and diversity. Within our model, Multiculturalism and Diversity refer to a holistic orientation that appreciates knowledge, skills, and awareness of the commonalities of humanity and the interacting factors of age, citizenship, ethnicity, gender, language, mental and physical ability, race, sexual orientation, social and economic status, spirituality, and world view. We are committed to providing a welcoming and comfortable environment where individuals feel that components of their identity are recognized, valued, and respected. This environment is established for all people with whom we come in contact through our missions of service and training. We aspire to an environment that is free from prejudice and discrimination through active training, and professional and personal growth. This growth will be enhanced by our openness to discussions about differences and how they impact both the people we serve and ourselves.

## **History of Counseling and Wellness Services**

Counseling and Wellness Services is the Wright State University counseling center serving University students. Like the University, counseling services began small with one provider offering assistance to a few students. Most students were working adults and operated in a

culture where they did not have an understanding of the impact of emotional issues on broader functioning.

The center gradually grew along with the University and added doctoral level staff to provide direct services to the University population. The center was given the title University Counseling Services and was assigned space in the Student Services wing, which was located in the hallway between Allyn and Millett Halls. The staff was affiliated with the mental health program in the College of Education and held adjunct faculty status. Students from this program obtained individual and group practicum experiences at the center in fulfillment of requirements for a Master's degree in Education.

In the late 1970's, the School of Professional Psychology was formed and planning began for the development of this innovative approach to the education and training of clinical psychologists. It was determined that the School was to operate at Wright State University and a search began to identify appropriate individuals to serve as faculty and to locate suitable training facilities for the forthcoming doctoral students. All parties associated with the fledgling School and the University perceived a fit between the University Counseling Services and the training needs of the doctoral students. The professional school would utilize counseling center staff as faculty and place doctoral students at the facility for training purposes. The School would also take responsibility for the administration of the training and service programs and support the service financially as needed. The counseling service was then given the title of Psychological Services Center.

In the early 1980's, it became obvious that the physical space of the center was not sufficient to meet the needs of the University. The center was then moved to the Frederick A. White Health Center. Professional and administrative staffs were added in an attempt to keep up with the growing demand for psychological assistance. At that time, specialized services were developed for clients with chronic pain and eating disorders.

In the mid-80's, the School of Professional Psychology obtained funding for the development of a new facility designed to meet the growing concern in the community for affordable, low cost mental health services. This facility was named the Ellis Human Development Institute and offered an alternative for training SOPP students and an alternative location for faculty. The School had to reallocate financial and personnel resources in order to accomplish the goals of two internal mental health facilities. The effect on the center was that resources were reduced

and demands for services could not be met in a timely fashion, resulting in a waiting list. In the late 1980's and early 1990's, the State of Ohio and the University began to experience financial shrinkage, which ultimately impacted the center. Due to downsizing, the waiting list grew excessively and consideration was given to disbanding the center. A University committee was formed to examine the functioning of the center. They recommended that the center continue, with the new name of Personal Counseling Services.

As the 90's continued, the center experienced further loss of personnel, with the center being operated by faculty members who supervised a small pre-doctoral trainee staff. In the mid-90's, a change in administration within the University and SOPP allowed new funding to be directed to the center. This funding provided a base for increasing the number of faculty supervisors at the center and for adding Pre-Doctoral interns. The center was renamed Center for Psychological Services and continued to provide services to University students and to provide training for SOPP doctoral students. The center has continued to grow with the addition of an Associate Director in 1999 and a Staff Therapist in 2003. In 2005 the name of the center was changed to Counseling and Wellness Services and a second Staff Therapist position was added. In 2007, Counseling and Wellness Services moved to the Student Union and added 16 hours per week of psychiatric services provided by Residents from the Department of Psychiatry. In 2008 we continued to grow with the addition of a full-time staff psychologist position and a half-time psychiatrist. In 2009, growth continued with the addition of a full-time counselor to the staff of CWS.

### **Training Opportunities in Mental Health Counseling**

Counseling and Wellness Services is continuing its commitment to the placement of counseling students from Wright State's counseling program for practicum and internship experiences. Due to the training mission and policies of the center, requirements for eligibility are specific in nature to address the needs of the center and its training mission. Counseling students interested in applying for a practicum and internship experience will have to meet the following requirements and agree to the following terms for placement:

- 1) Must meet program requirements for eligibility for a practicum and internship placement and be in good academic standing

2) CWS will only consider students in the Clinical Mental Health Counseling track, as practicum and internship trainees will be expected to be knowledgeable in the diagnosis and treatment of mental health disorders

3) Candidates who have received counseling services at CWS within one semester prior to the onset of practicum are not eligible for this training opportunity

4) Candidates must agree to complete both their practicum and internship placements, consecutively, at CWS and agree to the schedule below.

Prior to starting the spring semester practicum, candidates will come to CWS for a brief orientation to learn policies, procedures and the scheduling software. They will meet with their supervisor and appropriate staff and faculty for this learning experience.

Spring Semester 2015 Practicum – Register for 3 semester hours for the 100 hour practicum experience. Must commit to at least two scheduled work days per week from 8:30-5:00 and attend staff meetings on Wednesday mornings (8:30 – 10:00). Must also attend morning utilization review meetings (9:00 – 10:00) on your scheduled workdays.

Summer Semester Internship – Register for 1 semester hour for a 100-hour internship experience. Must commit to at least two scheduled workdays from 8:30 – 5:00. Must attend CWS summer orientation for the 2015-16 academic year, including Wednesday Staff Meetings (8:30 – 10:00). Must also attend morning utilization review meetings (9:00 – 10:00) on your scheduled workdays.

Fall Semester Internship - Register for 3 semester hours for the 300-hour internship experience. Must commit to at least two scheduled workdays per week from 8:30-5:00 and staff meetings on Wednesday mornings. Must also attend morning utilization review meetings (9:00 – 10:00) on your scheduled workdays. It is likely that candidates will need to consider three days per week to meet state hour requirements.

Spring Semester Internship - Register for 2 semester hours for the 200-hour internship experience. Commit to at least two scheduled workdays per week from 8:30-5:00 and staff meetings on Wednesday mornings. Must also attend morning utilization review meetings (9:00 – 10:00) on your scheduled workdays. It is likely candidates will need to consider three days a week to meet state hour requirements.

Practicum and internship candidates must agree to a three-day schedule. Business hours are 8:30 – 5:00 Monday thru Friday. Candidates must choose from either a Monday/Thursday or

Tuesday/Friday rotation. Candidates will need to commit to the same rotation days during both their practicum and internship experience. Candidates must also agree to attend and participate in Wednesday staff meetings and utilization review meetings. Wednesday staff meetings take place from 8:30 – 10:00 AM and utilization review meetings take place from 9:00 – 10:00 AM on scheduled workdays.

The rationale for this schedule will be explained during the interview process if you are considering a practicum and internship placement.

Candidates interested in placement at CWS will receive extensive training in multiple treatment modalities. Candidates will be expected to participate in individual and group therapy, assessment, crisis intervention, intake, and couples and family therapy. Candidates will also be expected to participate in outreach to Wright State students and/or organizations.

If you are interested in a practicum and internship opportunity at CWS, please email a letter of support (pdf format preferred) from a faculty member of your choosing. In addition, we require a one-page letter of intent describing your interest in working at a college counseling center and any previous professional experience.

Please email these documents to: [allison.newlin@wright.edu](mailto:allison.newlin@wright.edu) and [daniela.burnworth@wright.edu](mailto:daniela.burnworth@wright.edu)