



COLLEGE OF EDUCATION
COUNSELING DEPARTMENT



PRACTICUM MANUAL



UNIVERSITY OF
Nebraska
Omaha

Table of Contents

<u>Section I: Introduction of the Counseling Practicum</u>	
Introduction	3
Terminology	4
<u>Section II: Application & Enrollment Policies & Procedures</u>	
Prerequisites & Co-Requisite courses	5
Enrollment Procedures	5
Site Selection	6
Documentation	8
Practicum Policies: Site Parameters, Timelines, & Compensation	9
Practicum Site Issues & Problems: Policy & Procedures	10
<u>Section III Responsibilities</u>	14
Stakeholder responsibilities	14
• Clinical Coordinator	15
• Course Instructor	15
• Site Supervisor	16
• Students	16
<u>Section IV: Practicum Requirements</u>	17
General Requirements	
- Overall requirements	17
- Direct & Indirect Hours	18
- Supervision: Individual/Triadic & Group	18
- Continuum of Care (“Transition Sessions)	19
<u>Part V: Evaluation</u>	21
Formative, Summative, & Supplemental Evaluation	21
Student Appeal Process	21
Grading Guideline	23
<u>Appendices</u>	24
<i>Appendix A: COUN 8220 Practicum Application</i>	24
<i>Appendix B: Student & Practicum Site Information</i>	25
<i>Appendix C: Site Supervisor Information</i>	26
<i>Appendix D: Memorandum of Understanding</i>	28
<i>Appendix E: Student Agreement</i>	33
<i>Appendix F: Consent to Record</i>	34
<i>Appendix G: Practicum Hours Log</i>	36
<i>Appendix H: Site Supervisor Evaluation of Trainee</i>	37
<i>Appendix I: Student Evaluation of Site</i>	40
<i>Appendix J: Student Evaluation of Site Supervisor</i>	42
<i>Appendix K: Student Evaluation of Practicum Instructor</i>	43
<i>Appendix L: Summary of Practicum Hours</i>	44
<i>Appendix M: Supplemental Evaluation</i>	45

Section I

Introduction

The UNO Practicum experiences follow the 2009 CACREP Standards (the Council for Accreditation of Counseling and Related Educational Programs), which state that these experiences are “considered to be the most critical experience elements in the program”. Practicum field experiences and associated coursework provide opportunities for students to demonstrate increasing counseling competence with progressively complex and diverse caseloads. Students will demonstrate these competencies while working under the supervision of instructors with licensed counseling and allied mental health professionals. Overall, the practicum experience focuses on the continued development and refinement of counseling skills and the provision of ethically and culturally competent counseling services to diverse client populations in the Omaha metropolitan region and surrounding communities.

The *Practicum Manual* describes the structure and standards associated with UNO’s Practicum experience. All UNO faculty, students, and site personnel are expected to abide by the policies and procedures herein. The standards are designed to meet and exceed the requirements consistent with the 2009 Standards of CACREP.

Practicum students are expected to conduct themselves in a professional manner at all times at their site and in the classroom. This includes, but is not limited to:

1. Attend mandatory UNO Counseling Department Practicum orientation
2. Complete practicum documentation by scheduled deadlines for site and course requirements
3. Punctuality on-site and for all scheduled classes and supervision meetings;
4. Attend all site orientation sessions and complete other site trainings as indicated by site supervisors
5. Professional behavior with all site supervisors, staff, clients, and collateral contacts as consistent with the current ACA ethical code and UNO Counseling Department requirements
6. Professional attire (i.e. business casual) in the clinic and on-site.
7. Openness to constructive feedback from course instructors, site supervisors/managers peers, and site/program staff
8. Attend all scheduled classes and site meetings/sessions/activities from first day of academic term to final day of academic term.
9. *Accrue 40 direct/60 indirect hour expectations at a minimum*
10. Meet all academic requirements provided by course instructor
11. Adherence to the current ethical code of the American Counseling Association.

CACREP terminology:

DIRECT SERVICE –face-to-face interactions that involve the application of counseling skills. Individual, group, couples, and family counseling are examples of direct service.

INDIRECT SERVICE – all miscellaneous activities related to Practicum that are not direct service. Engaging in supervision, clinical documentation, treatment planning, and participating in professional staff meetings are examples of indirect service.

CLINICAL COORDINATOR – a member of the faculty appointed to coordinate the administrative aspects of the program's Practicum.

- *Roles and responsibilities of the Clinical Coordinator are outlined in Section III of this manual.*

PRACTICUM SITE – a setting where counselors work. This could be a school, college or university setting, community mental health center, hospital, private practice or other organization.

SITE SUPERVISOR – a licensed mental health professional serving as the immediate and direct supervisor of a student at the site.

UNO Counseling Department Terminology:

Graduate Review Committee-a committee comprised of at least 3 core Counseling Department faculty members that has decision making responsibility for the program.

Section II

Application & Enrollment

Prerequisites

Students must complete the following coursework prior to enrollment in the practicum course. Course sequencing is designed to recognize the developmental nature of counselor training, and is to provide the knowledge base and skill set expected of a student entering into the clinical training dimension of their program of study. Students should remain in close contact with their academic advisor to ensure that proper courses are completed, and that appropriate sequencing is followed. Ultimately, students must receive permission from the Clinical Coordinator in order to enroll in Practicum.

Pre-requisites

The following courses must be completed prior to enrollment in Practicum:

- | | |
|------------------------|--|
| 1. COUN 8020 | Introduction to Counseling |
| 2. COUN 8030 | Counseling Practices |
| 3. COUN 8040 | Professional & Ethical Issues for Counselors |
| 4. COUN 8110 | Human Development & Psychosocial Intervention |
| 5. COUN 8200 | Counseling Theories |
| 6. COUN 8270 | Group Techniques and Practice |
| 7. COUN 8370 | Group Theory and Practice |
| 8. COUN 8306/8316/8406 | Techniques I/II/III |
| 9. COUN 8520 | Multicultural Counseling |
| 10. COUN 8920 | Diagnostic & Clinical Treatment Planning (DSM) |
| 11. COUN 8280 | Crisis Intervention |

Co-Requisites

The following co-requisite course may be taken during the practicum semester with permission from the course instructor if all pre-reqs have been completed:

- | | |
|---------------|---|
| 12. COUN 8610 | Marriage & Family Counseling |
| 13. COUN 8516 | Treatment Issues in Chemical Dependency |

Enrollment

The practicum experience is viewed as a critical element of the program, and the transition to the clinical training dimension of the program. It is important to note that class size is limited in order to maintain the appropriate instructor-student ratios consistent with our CACREP accreditation. Additionally, Practicum may be delayed when faculty believe that a student has not met the academic, personal, or professional standards expected of a counselor-in-training at this stage of their program. In addition, *enrollment priority* will be as follows: 1) Full time CMH students, 2) Part time CMH students. Admission dates (to the UNO Counseling Department) may be an additional factor for enrollment decisions for practicum.

Permission to enroll in Practicum involves the following steps:

1. **Orientation.** *All* incoming practicum students are required to attend orientation the semester *immediately preceding the semester they intend to enroll in Practicum*. Orientation sessions are held mid-way through the fall and Spring Semesters of each academic year. Students planning to enroll in summer practicum are expected to attend the spring orientation session. Notification of orientation dates will be sent by the Clinical Coordinator via email and will also be disseminated through the Counseling Department's listserv and departmental newsletter, *The Communicator*. Each orientation session is two hours, and includes an overview of course requirements, expectations, and instructions on course documentation and timelines. ***Failure to attend orientation may delay enrollment.***
 - a. Complete all required documentation (*see: Documentation, p. 8*) to the Clinical Coordinator by the end of the semester immediately prior to enrollment in practicum.
 - b. Once approved by the Clinical Coordinator, a permission number will be provided and the student can officially register.
 - c. *Students are expected to maintain a personal copy of all practicum documents*-and are responsible for making their own copies PRIOR to submitting official documents to the Clinical Coordinator.
 - d. If the Clinical Coordinator is unavailable, students will submit practicum documents to the Department's administrative assistant (Barb Newell), who will deliver them to the Clinical Coordinator.
2. **Site Selection.** *Students are responsible for contacting sites, securing an interview, and accepting or declining any offer of.* Current practicum sites include the Counseling Department's Community Counseling Clinic and the Eastern Nebraska Community Action Partnership (ENCAP). In addition:
 - a. Sites are selected through registration. Students should clarify with their advisor before registration if they have a preferred setting.
 - b. All contact with a site, beginning with your initial phone call, requires professional behavior. You never know who might turn out to be your future employer.
 - c. Students should provide their site supervisor(s) with the UNO Counseling Department website and link to the practicum manual..
 - i. *Students should be prepared to provide potential site supervisor(s) with a hard copy of the manual if requested.*

- d. Students are expected to be knowledgeable of and provide site supervisors with the basic requirements of practicum (e.g., direct/indirect hours, clinical supervision, timeline, course requirements, etc.).
 - e. The UNO Counseling Department's Community Clinic and the Eastern Nebraska Community Action Partnership (ENCAP) serve as the current CMHC practicum sites.
 - f. Sites can be competitive and are not guaranteed. For example, UNO Counseling students may be competing for a position at ENCAP with several local graduate and undergraduate programs-or for an opening at the UNO Community Counseling Clinic.
3. **Background Check.** A background check is required for practicum and must be completed within **60 days** of the beginning of the semester enrolled. The UNO Counseling Department expects that all background checks be completed through **One Source** (<http://www.onesourcebackground.com/>). Students will not be allowed to attend class or be on-site until the background check is documented with the Department.

Documentation

Final approval for practicum requires that all documentation be completed and signed by the student, site supervisor(s), and Clinical Coordinator on or before the final day of the semester immediately preceding the student's enrollment in practicum. Students must also provide *proof of liability insurance* covering the entirety of their practicum semester (Note: liability insurance is generally based on 1 year intervals). Liability Insurance can be purchased at a reduced student rate through the American Counseling Association. In addition, students may be subject to additional background checks by a site.

Students will not be allowed to begin practicum until proof of current liability insurance is on file with the department.

Due to the Clinical Coordinator for final approval by end of semester prior to enrollment

Appendix A: Practicum Application
Appendix B: Student & Practicum Site Information
Appendix C: Site Supervisor Information
Appendix D: Memorandum of Understanding
Appendix E: Practicum Manual Agreement
Proof of Completion of UNO Group Experience
Proof of Background Check Verification
Proof of Liability Insurance
Copy of Site Supervisor's professional credentials

Due each time a new client is recorded

Appendix F: Consent to Record

Due Monthly (end of month) to course instructor

Appendix G: Practicum Hours Log

Due at mid-Term & end of semester to course instructor

Appendix H: Site Supervisor Evaluation

Due at the end of the Practicum semester to course instructor

Appendix I: Student Evaluation of Site
Appendix J: Student Evaluation of Site Supervisor
Appendix L: Summary of Practicum Hours

Completed at Instructor/Site Supervisor discretion

Appendix M: Supplemental Evaluation

Policies & Procedures

Timeframe for Completing Official Practicum Hours

Incoming practicum students are not allowed to engage in direct or indirect counseling services or activities at their site until the first day of the semester in which they are officially enrolled.

Exception I: Students may participate in official site orientation meetings prior to the beginning of the semester with permission from the clinical coordinator.

Exception II: Incoming practicum students may meet with “transfer” clients one time prior to the official start of the semester (See “*Continuum of Care/“Transition Session”*)

Financial Incentives

The UNO Counseling Department does not allow students to receive financial compensation for services provided as part of practicum.

Practicum Site Parameters

UNO Counseling students are not allowed to utilize their current employment for practicum hours. However, students may seek permission to complete their practicum at their current employer if the experience is qualitatively different from their current position and provides the opportunities to engage in the services provided by a licensed professional counselor (LMHP/LIMHP). Students interested in this option at their current employer must follow the steps below:

1. Provide a detailed accounting of a) how the proposed internship at their current employer is distinct from their current position and b) provides opportunities to engage in the activities of a licensed professional counselor (LMHP/LIMHP/LPC) and c) is consistent with departmental/CACREP standards.
2. Submit this written document to the Clinical Coordinator at least 60 days prior to the beginning of the expected beginning of the internship.
3. The Clinical Coordinator will provide the document for review by the Graduate Review Committee.
4. The student will meet with the Graduate Review Committee at least 45 days prior to the beginning of the intended internship semester.
5. The Graduate Review Committee will render a decision on the proposed internship.
Note: The committee may refuse the request or require modifications to the internship.
6. The student will have 48 hours to accept or decline the committee’s decision. If declined, an internship site outside the current employer is required.

Practicum Site Problems & Requests for Alternative Site

UNO Counseling students are expected to honor their commitment to a practicum site once they agree in writing. If a problem or concern arises on-site, students should first seek to resolve site concerns consistent with the current ACA Ethical guidelines, document the issues/events involved, and inform their course instructor and site supervisor of the situation. If a problem is not resolved, students should follow the procedures outlined below.

Process for Resolving Practicum Site Issues/Problems

1. Student has verbally communicated their concerns to their site supervisor(s) and to their course instructor in accordance with current ACA ethical standards.
2. Student will document their concerns and the content and result of each communication with the site supervisor. Students will then provide a copy of all communication (including emails) regarding the issue/concern to the site supervisor(s) course instructor. A copy of all communication will be placed in the student's clinical file.
3. If an acceptable solution at the site has not been found, the student should inform their course instructor immediately.
4. The course instructor will contact the site supervisor, clarify the issue, and seek to facilitate an acceptable resolution. The student may or may not be present for this meeting/discussion. The instructor will document all correspondence and place it in the student's clinical file.
5. **If a solution is found**, the student will continue with their current site for the remainder of the semester with both student and site adhering to all agreed upon (and documented) solutions. A copy of all documents (including remediation plans) associated with the resolution must be provided to the course instructor and placed in the student's clinical file.
6. **If no acceptable resolution is found**, and the site or UNO Counseling Department chooses to withdraw the student from the site, the student must immediately inform the course instructor and Clinical Coordinator, and follow the process outlined under "***Withdrawal from site***".

Termination (by Site) from Site

- The UNO Counseling Department and all practicum sites associated with the UNO Counseling Department retain the right to terminate a student from a practicum site prior to or during Practicum if it is determined that it is in the best interest of the student, site, client(s), the UNO Counseling Department, or any other invested party.
- In the event of a site terminating a student, the Clinical Coordinator will

request documentation from the site supervisor and the student outlining the issue, attempts made to resolve the issue, and the final reason(s) for termination. This will be placed in the student's clinical file.

- Clinical Coordinator will re-evaluate the site as a viable site for UNO Counseling students.

If a student is terminated by their site:

1. The student will inform the course instructor and Clinical Coordinator via phone/in-person and e-mail immediately following termination from the site.
2. Upon notification of termination, the Clinical Coordinator will schedule a meeting with the student, the student's course instructor, and the Counseling Department's Graduate Review Committee at the earliest available time.
3. The appointed chair of the Graduate Review Committee will request that written documentation from all parties related to the termination be provided to the Graduate Review Committee at least one business day prior to the scheduled meeting. Requests may be from, but not limited to, the student, site supervisor, course instructor, and Clinical Coordinator.
4. The Graduate Review Committee will review all written documents related to the termination prior to the meeting. The site supervisor, course instructor, Clinical Coordinator, and *student* will be invited to share their perspective at the meeting. *Student attendance at this meeting is **mandatory**.*
5. The Graduate Review Committee will solicit information from those present at the meeting and will then meet privately to discuss the situation and determine a course of action. In most cases the student will be notified within 24 hours of the Committee's decision. The student will then have 24 hours to accept or decline the committee's decision/course of action.

Note: The student should be aware that, in some cases, time parameters may be a determining factor in the committee's decision.

If a student requests to withdraw from their site:

1. The student will inform their course instructor via email of the specific reason(s) they seek to withdraw from the site. The written communication must include:

- i. Identification of situation(s) that is/are perceived as making continuing on-site untenable.
 - ii. Documentation of student's actions seeking to resolve the situation(s) with site staff, site supervisor, course instructor, and/or Clinical Coordinator. *(Note: Students should follow the ACA guidelines on resolving ethical dilemmas)*
 - iii. Specific reason(s) for deciding to request a withdrawal and/or site transfer.
- 2. Upon receipt of the student's written statement, the course instructor will meet with the student and site supervisor (if necessary) to seek a resolution acceptable to all parties.
- 3. If no resolution is found, and the student chooses to withdraw, the student will immediately notify the site supervisor and course instructor in-writing of the reasoning for their decision.
- 4. If the withdrawal request is due to a personal nature (e.g., significant personal issue/illness/), the course instructor and site supervisor will work with the student to address and/or resolve the issue/problem. If no resolution is found, the course instructor, student, and site supervisor will determine an appropriate withdrawal procedure.
- 5. All withdrawals require that the student meet with the Graduate Review Committee within five business days of the official request for withdrawal. All documents related to the student's withdrawal must be provided to the Graduate Review Committee at least two full business day prior to the meeting. In addition, the site supervisor, course instructor, and student will be invited to provide additional perspective at the meeting. Student attendance at this meeting is mandatory.
- 6. The Graduate Review Committee will hear from all stakeholders and determine if additional guidelines or actions are necessary. In most cases, the student will be notified within 24 hours of the committee's decision. The student will have 48 hours to formally accept or decline the Committee's decision/course of action. This must be done in a formal written statement or email to the committee chair.
- 7. The following is a partial list of potential outcomes following a student's withdrawal from practicum:
 - i. Student may be terminated from the program and UNO Counseling Department if the Graduate Review Committee finds evidence that the student has breached the current ACA Ethical Code, committed a crime, or has otherwise behaved in a manner inconsistent with the expected

standards of the counseling profession.

- ii. There is no guarantee that practicum hours completed prior to withdrawal will be counted toward future course requirements.
- iii. The student may not be allowed to transfer to another practicum site during the same semester.
- iv. Student may be required to re-take and satisfactorily complete (grade of A or B) one or more of the practicum pre/co-requisites prior to being allowed to re-enroll.
- v. Student may be required to provide documentation evidencing their engagement personal counseling, including a statement from the mental health professional in support of the student continuing in the course or re-apply for practicum at a later date.

- 8. Students who choose to withdraw from a site without permission from the UNO Counseling Department/Graduate Review Committee will be required to gain permission from the Graduate Review Committee before they are able to enroll in practicum in the future.**

Process for Obtaining an Alternative Practicum Site

Finding an alternative practicum site is considered only when permission for a change is provided by the Graduate Review Committee. Even if granted, the UNO Counseling Department cannot guarantee that a suitable alternative site can be found for the same semester given the timeframe involved. As a result, students may be delayed from completing the practicum experience/program until an appropriate site can be found. The process for requesting an alternative site is addressed below.

1. Student has followed the procedures for site termination/withdrawal and has written permission from the Graduate Review Committee to seek an alternative site.
2. If the transition to alternate practicum site is approved, all documentation must be completed and signed by the Clinical Coordinator, and placed in the student's clinical file before the student may begin at the site.
3. During this timeframe, the student must continue attending all scheduled practicum classes during the semester.

Change of Site Supervisor

Site Supervisor changes may occur during a semester. In these cases, the student must secure another qualified supervisor at the site ***prior to engaging in any additional direct service hours***. The following actions must be taken when a change of site supervisor is pursued:

- Student must inform the course instructor and site supervisor(s) immediately of any change in their site supervision.
- Students must not provide direct service until a new site supervisor has been approved by the Clinical Coordinator.
- Complete **Appendix C** for each site supervisor (initial supervisor and new supervisor) and place a copy in student's clinical file.

Section III

Responsibilities

Responsibilities of stakeholders

Program and site

The responsibilities of the UNO Counseling Department and the student's site are also noted in Appendix D (Memorandum of Understanding).

Ethical and legal standards

UNO CMH students are governed by the following Ethical and Legal codes:

- *American Counseling Association Code of Ethics (2014)*
- *The 1993 Association for Counselor Education and Supervision's Ethical Guidelines for Counseling Supervisors.*
- *All legal statutes governing counseling practice for the State of Nebraska.*

Note: In some cases, students may be supervised by Licensed Psychologists and LMHP/LIMHP's with Social Work backgrounds. While there is overlap among professional ethical codes, students are reminded that they are expected to adhere to the current Ethical Code of the American Counseling Association.

Clinical Coordinator

UNO Counseling faculty member with primary responsibility for ensuring that practicum sites meet departmental and CACREP standards. The Clinical Coordinator will provide the official practicum orientation and outline the UNO Counseling Department and CACREP policies and procedures for Practicum. The Clinical Coordinator also serves as the primary liaison between the practicum course instructor, site supervisor, the Graduate Review Committee, and UNO Counseling Department Chair.

1. Primary liaison between student, course instructor, Graduate Review Committee, department chair, and practicum sites/professional community on issues related to the experience (e.g., policies & procedures, documentation, CACREP requirements, hours, etc.).
2. Verifies current and new practicum sites through on-site visits and follow-up visits when necessary.
3. Collaborates with graduate assistants, faculty, and the professional community to maintain updated list of approved sites.
4. Coordinates and conducts orientation for incoming practicum students each semester.
5. Provides necessary and timely conflict resolution between students, course instructors, sites, and the UNO Counseling Department in accordance with policies and procedures outlined in this manual.
6. Schedules and serves on Graduate Review Committees.
7. Verifies all documentation related to the CMH practicum.
8. Along with student's advisor/counseling faculty, assists students in finding appropriate sites for practicum. Serves as initial contact for students experiencing unexpected site concerns.
9. Responds in a timely manner to all student, site supervisor/manager, and course student requests for information related to practicum/ policies/procedures.

COUN 8220 Course Instructors (applies to core and part-time faculty)

- Model professionalism (e.g., adherence to ethical/legal standards, working toward cultural competency, etc.)
- Provide minimum of 1.5 hour per week of group supervision (e.g., weekly scheduled class).
- Practicum instructor is "site supervisor". Therefore, practicum instructor will provide a minimum of one hour of weekly individual/ triadic supervision to practicum students.
- Be knowledgeable of and follow the policies and procedures in the student handbook and in this manual.
- Ensure that students adhere to the policies/procedures outlined in this manual.
- Be responsive to the needs of students and site supervisors, including

- providing prompt responses to email and phone communications from students and site supervisors.
- Document student's demonstrated skills/knowledge consistent with CACREP standards for COUN 8220.
 - Teach the course consistent with the course description given in the UNO Graduate Catalogue.
 - Maintain accurate records of all required practicum documents.
 - Maintain contact with site supervisors and complete at least one site visit to meet with site supervisor and assess student performance.

Practicum Site Supervisor

- Provide one hour of weekly individual/triadic site supervision to each student under their supervision.
- Provide detailed written mid-term and final student evaluations.
- Response promptly to all communications from students, site supervisors, Clinical Coordinator, or Department Chair.
- Maintain proper documentation (e.g., signing hour logs) and complete this documentation in a timely manner.
- Be aware of and follow all policies and procedures in this practicum manual and seek guidance from the Clinical Coordinator and/or Department Chair when necessary.
- Document all communication (emails, etc.) with students and submit documentation when stipulated by policies and procedures outlined in this manual.
- Attend Graduate Review Committee meetings as stipulated in this manual.

UNO Counseling Students

- Maintain all required documentation.
 - Complete all client documentation prior to leaving the site each day
- Be punctual and prepared for all scheduled classes, client sessions, and individual/triadic supervision.
- Behave and dress in a manner expected of a professional counselor at all times on-site.
- Review and follow the policies and procedures of this manual, as well as the policies and procedures of the practicum site.
- Seek clarification from site supervisor and/or Clinical Coordinator immediately when unsure on policies and/or procedures.
- Follow all appropriate ethical codes noted in this manual.
- Integrate and apply knowledge from all previous courses.
- Work on developing the conceptualization and treatment planning skills (theory, therapeutic alliance, stage of change, intervention, diversity, ethics, goals/objectives, etc.) expected of a professional counselor.

- Ensure that computers and other electronic devices are compatible with site equipment and have clear/audible video and audio.

Section IV

Practicum Requirements

Students must successfully complete their minimum **100 hour practicum** experience prior to being approved for practicum. These hours include a minimum of **40 direct** hours a minimum of **60 indirect** hours. Students are also expected to complete a minimum of **15 hours of individual/triadic site supervision** per semester (1 hr/week). Students should expect to average approximately **10 hours per week** on-site in order to ensure the **100 minimum** requirement is met. However, students should consider that client “no-shows” are a part of the profession and, as a result, additional hours may be need to meet direct/indirect hour requirements. It is the student’s responsibility to communicate their direct/indirect hour needs and adjust their schedules accordingly. **No** additional hours/services are to be provided at a time or location without the written consent of the Clinical Coordinator and verification that a qualified site supervisor is on-site when the student is present (*Appendix C*).

Additional Expectations and Responsibilities:

1. Practicum students will perform the duties of a licensed professional counselor while under the supervision of licensed counselors or other licensed mental health professionals (licensed psychologist, licensed psychiatrist, licensed social workers).
2. Students are not allowed to use their current employer for practicum hours. In other words, students must secure a practicum position ***distinct from their current position and consistent with the work of a licensed professional counselor***. If the potential site is not on the current approved list, it is the responsibility of the student to contact the clinical coordinator for verification of the site. The Clinical Coordinator will conduct a site visit and decide on the veracity of the site. If approved, the site will be added to the approved practicum site list.
3. Students found to be utilizing or claiming hours from their current position will be required to immediately cease seeing clients and will be required to meet within five business days with the Graduate Review Committee. The committee will be discuss the situation and will render a decision regarding how to proceed.
4. ***Students are expected to be on-site every week of the semester and remain actively engaged with their site through the entire semester.*** Students who complete the minimum hour requirements earlier than the final week of the semester are expected to maintain a consistent caseload throughout the semester. No service hours are transferable to internship.

Direct Hours (Minimum).....40hrs/semester

- Direct Hour activities involve face-to-face client services, including:
 - Individual, couple, or family counseling sessions
 - Group counseling session
 - Clinical intake
 - Presenting a case at a “staff meeting”.
- “**Shadowing**” cannot be used for direct hours.

Indirect Hours (Minimum).....60hrs/semester

- Case management services, including documentation/treatment planning outside of session.
- Research/readings consistent with practicum site, counselor development, and client population.
 - Clinical files
 - Peer-reviewed literature
- Weekly group supervision (class) and individual/triadic supervision.
- Attending “staff meetings” without presenting a case.
- **Note:** Activities such as driving/picking up clients from appointments or errands are considered indirect services and should be done only when another employee of the site is with the client and the activity is directly related to client care.

Supervision Requirements (minimums)

Individual/Triadic Supervision.....1 hr/week site supervision

- **Individual/triadic supervision**= face to face supervision with documented site supervisor.
 - Phone, skype, email, or other methods of supervision are not permissible. If site supervisors have a time conflict arise, they are permitted to reschedule supervision time for that same week.
 - Site supervisors are responsible for coordinating a replacement supervisor for UNO practicum students/interns if they will be absent during a regularly scheduled supervision.
 - Students are not allowed to see clients or engage in other clinical responsibilities if they are not receiving the appropriate supervision each week.
- **Triadic supervision**= individual supervision and supervision with the site supervisor and no more than 2 students.
- Site supervisor(s) must be approved by the Clinical Coordinator.
- Site supervisors must be employed by the practicum site.
- Students must have the ability to be in direct communication with the verified site supervisor(s) while on site. When this is not possible, the student will not be allowed to gain direct service hours unless an appropriate alternative supervisor has been approved.

Group Supervision.....1.5 hours/week

- **Group supervision** = face to face supervision with group supervisor (course instructor) and three or more supervisees. Group supervision is logged under indirect hours.

Note: Additional supervision may be required per the discretion of the course instructor, site supervisor, clinical coordinator, and/or the Graduate Review Committee.

Continuum of Care (“Transition Sessions”)

Incoming practicum students often have clients continuing with the UNO Community Clinic (and potentially ENCAP) from the previous semester. These clients will be “transferred” from outgoing to incoming practicum students in a formal “transition meeting” to ensure proper “continuity of care”. These are important meetings and, as such, *professional behavior and attire is expected at all transition meetings*. It is also the responsibility of the **incoming practicum student** to meet the client and current practicum counselor at the time of their scheduled appointment.

Transition Meeting Procedure

1. Clients are informed during their initial assessment at the UNO Community Counseling clinic that a transfer may be indicated if services are still warranted/requested at the end of their current student counselor’s practicum semester.
2. At least three weeks prior to the end of the semester, current practicum students inform each client when their practicum will be ending and that they may request continued services with an incoming practicum student.
3. If a client decides to terminate services at the end of the semester, appropriate termination is provided and the client’s clinical file is closed.
4. If a client chooses to continue services with a new practicum counselor, the following procedure is to be followed:
 - i. The current practicum student again explains the transfer process to the client and highlights the following information:
 1. A “transition” session will be held where the client can meet the incoming practicum student and clarify schedules.
 - a. These sessions are typically scheduled during the regular/standing appointment time of the current student counselor and client, and will occur on-site
 2. The incoming student will be required to complete a shortened assessment and review/update the current treatment plan with the client during their initial session the following semester. This process will be outlined by the Clinical Coordinator during the practicum orientation.

3. Sessions with the incoming practicum student start on the first official day of the semester. Thus, there will be a short gap between sessions during the transition.
 - a. If practicum students serving as the initial counselor believe there is reason to be concerned about this brief gap in services, they are responsible for communicating this concern to their course instructor, the Clinical Coordinator, and/or the Department Chair to determine how to refer the client for other services during this gap if warranted.

5. Assigning Transfer Clients
 - a. Current practicum students will be assigned transfer clients at the required practicum orientation meeting.
 - b. The out-going practicum student schedules a time for the incoming practicum student to attend an upcoming session with their assigned client ("transition session") at the Community Clinic.

6. The transition session is designed to:
 - a. Introduce the client to the incoming student, allow them to get acquainted, and allow the client to ask the incoming students questions relevant to their upcoming work together. Once completed, the incoming practicum student should exit the session and allow the current practicum counselor to resume their work with the client for the remainder of the session.
 - b. Clarify transition process for the client.
 - c. Serve as the initial contact between client and incoming practicum student.

7. The transition session is not designed for:
 - a. A counseling session between the client and incoming student.
 - b. An assessment of the client by the incoming student.
 - c. A "shadowing" counseling session.

Section V: Evaluation

1. **Formative Evaluation:** Consistent, on-going evaluation of the student's behavior or performance on-site and/or in the classroom. Formative evaluation may come from the course instructor, site supervisor, or other Counseling Department personnel charged with overseeing the field experiences (e.g., Clinical Coordinator) and/or the Department (Department Chair, Graduate Review Committee). Formative evaluation may or may not be in written form.
2. **Summative Evaluations:** Includes the formal *mid-term* and *final* student evaluations by the site supervisor and/or course instructor (**Appendix H**).
Additionally:
 - i. Students must meet face-to-face with their site supervisors to review these evaluations prior to submitting their mid-term and final summative evaluations to course instructor.
 - ii. Student and Site Supervisor must sign/date the evaluation.
 - iii. Formative evaluations are due at **mid-semester** and at the end of **the semester**. Students should provide their site supervisors with the evaluation form (**Appendix H**) well in advance of the due date.
3. **Supplemental Evaluations:** A written supplemental evaluation may be completed when there is a concern that a student's behavior or performance is *unsatisfactory*, *unethical*, or *illegal*. A copy of all supplemental evaluations are to be placed in the student's clinical file. If the issues surrounding the supplemental evaluation are not resolved to the satisfaction of the author of the evaluation, the student will be required to meet with the Graduate Review Committee. In this instance, the following process will be followed:
 - i. The Graduate Review Committee will meet and discuss the issues described in the supplemental evaluation and render a decision on how to proceed. The committee will seek to resolve the issue in the most reasonable and efficient manner possible. In the committee recommends termination or withdrawal from the practicum course/site, the student should refer to the section titled "Termination or Withdrawal from Practicum site". All parties associated with the supplemental evaluation will be notified in writing of the committee's decision. Student's wishing to appeal the committee's decision should follow the procedures below.
4. **Student Appeal Process:**
 - a. Student will prepare and submit a **written appeal** outlining their disagreement with the Graduate Review Committee's decision within 5 business days of being notified of the committee's decision. The letter should be sent to the Chair of the Graduate Review Committee and must outline the student's reasoning for appealing the committee's decision.
 - b. The chair of the Graduate Review Committee will disseminate the letter to the full committee and schedule a meeting with the student and the committee at the earliest time to discuss the student's appeal.

- c. The student will be provided time to explain his/her position to the committee. The committee will then meet privately and decided on a course of action. The student will be brought back into the room and the chair of the committee will give the committee's final decision to the student. A written copy of the committee's decision and/or required remediation plan will be placed in the student's clinical file.
 - d. The student will have 24 hours to accept or decline the committee's decision.
5. Potential reasons for a student's performance and/or behavior being viewed as unsatisfactory, unethical, and/or illegal.
- i. Failure to follow the current ethical code of the American Counseling Association and/or the legal statutes outlining the expectations of a licensed mental health professional in the state of Nebraska.
 - ii. Student fails to demonstrate the professionalism expected of a student at the practicum level. This includes on-site, during supervision, and in the classroom.
 - iii. Failure to complete the academic and/or clinical requirements of practicum as noted in this manual and the course syllabus.
 - iv. Failure to demonstrate appropriate conceptualization and/or application of counseling skills.
 - v. Demonstrated unwillingness or inability to understand and/or maintain appropriate personal and professional boundaries with clients, course instructor, and/or site supervisor/site personnel.
 - vi. Student's unwillingness or inability to complete the expected ratio or number of clock hours for practicum (direct/indirect hours).
 - vii. Failure to provide supervisors with appropriate work samples (recorded client sessions), prepare for/engage in weekly supervision, and/or is resistant to supervisory feedback.

Grading Guideline

Practicum grade options are A, B, C, D, F, or I. No pluses/minus will be used. In general, these grades are consistent with the following:

“**A**” is consistent with the student demonstrating counseling skills, knowledge, and/or professional behavior that **consistently exceeds** what is considered developmentally and professionally appropriate by the UNO Counseling Department, CACREP, and the counseling profession at large.

“**B**” is consistent with the student demonstrating counseling skills, knowledge, and/or professional behavior that **meets** the developmental and professional expectations of the UNO Counseling Department, CACREP, and the Counseling profession at large.

“**C**” is consistent with counseling skill, knowledge, and/or professional behavior that is **below** what is considered developmentally and professionally appropriate by the UNO Counseling Department. This may or may not reflect an ethical or legal issue/concern. Students with a “C”, “I”, or below in practicum are required to re-take the course during the following semester if room allows. Students should meet with the clinical coordinator to review stipulations for re-enrollment. The clinical coordinator will use information from the student’s previous practicum instructor and site supervisor to assist in this decision. Students who do not earn a grade of “B” or “A” on the second attempt are required to meet with the Graduate Review Committee to determine their future status in the counseling department.

“**D**” or “**F**” is consistent with evidence of a student’s **inability to demonstrate the counseling skill, knowledge, or professionalism required** of a UNO Counseling student and future counseling professional. Although likely, this grade may or may not reflect an ethical or legal issue or concern. Prior to submitting a grade of “D” or “F”, the student must meet with the Graduate Review Committee. If the committee finds the student engaged in unsatisfactory, unethical, or illegal behavior or practices, the student may be dismissed from the Counseling Department. At a minimum, students receiving a grade of “D” or “F” will be required to re-take the course in full when enrollment numbers allow and with no credit for previously completed direct/indirect clock hours. Students may be held to additional stipulations as determined by the Graduate Review Committee.

“**I**” (incomplete) is provided only in cases where the student has made satisfactory progress (“A” or “B” per course instructor), yet is unable to complete the expected clock hours for practicum due to extenuating circumstances outside the student’s control. The student must provide a written explanation of these circumstances to the Clinical Coordinator, their course instructor, and potentially the Department Chair and provide a copy to the course instructor and clinical coordinator. The student will meet face to face with the course instructor and clinical coordinator at the earliest possible time to process the student’s request. The decision to provide an “I” must have the approval of the clinical coordinator prior.

- All “I” grades must be resolved within one academic semester (two if summer is the upcoming semester) and include a timeline and list of all requirements needed to complete the course at a passing level (A or B)

Appendix A

COUN 8220: Practicum Application

Department of Counseling University of Nebraska at Omaha

The UNO Counseling Department's CACREP accreditation requires COUN 8220 courses to have a 1:6 instructor/student ratio. Therefore, the Counseling Department cannot guarantee a seat in COUN 8220 during the semester requested. To qualify for COUN 8220, students must have satisfactorily completed the course pre-requisites outlined below. Students may take a limited number of co-requisites concurrent with Practicum with permission from the student's faculty advisor and course instructor.

Date of Application: _____
Applicant Name: _____
Practicum Semester: _____ of _____ (Fall of 2015)
Preferred Phone #: _____
UNO Email: _____
Secondary Email: _____
UNO Faculty Advisor: _____

Pre-Requisite/Co-Requisite for Practicum		
Course		Semester Completed (e.g., Fall, 2015)
COUN 8020	Intro to Counseling	
COUN 8030	Counseling Practices	
COUN 8040	Prof & Ethical Issues	
COUN 8110	Human Dev. & Psych Interv	
COUN 8200	Counseling Theories	
COUN 8270 & 8370	Group Techniques & Practice	
COUN 8306/8316/8406	Counseling Techniques I, II, III	
COUN 8520	Multicultural Counseling	
COUN 8920	DSM-5/Tx Planning	
COUN 8280	Crisis Intervention	
COUN 8516 (co-req)	Tx Issues In CD	
COUN 8610 (co-req)	Marriage & Family	

Approval

Student Signature: _____ Date of Application: _____

Clinical Coordinator: _____ Date Approved: _____

Semester Approved for Practicum: _____

**Appendix B
Student & Practicum Site Information**

**Clinical Mental Health Counseling
University of Nebraska at Omaha**

Date of Application: _____

Term of Enrollment (circle): *Fall* *Spring* *Summer* of 201____

Date Attended 8220 Orientation: _____

Student Information

Name: _____

Address: _____

Phone: _____

Primary Email: _____

Note: All course email will be sent to the student's UNO Email.

Emergency Contact:

Name : _____

Phone: _____

Email: _____

Practicum Site Information

Organization/Company: _____

Site Address: _____

Site Supervisor Phone: _____

Site Supervisor Email: _____

Website: _____

Department/Program (where student is working): _____

Population(s) Served: _____

Appendix C

Site Supervisor Information

Note: A copy of all site supervisor'(s) licensure/certification is required.

Primary Site Supervisor

Name _____

Title/Position: _____

Degree: _____

Background: Counseling Social Work Psychology Marriage & Family
Other: _____

Professional License #/Certification #: _____

Specialization Area: _____

Address: _____

Phone (office): _____

Email (Work): _____

Secondary Site Supervisor

Name _____

Title/Position: _____

Degree: _____

Background (circle 1): Counseling Social Work Psychology Marriage & Family
Other: _____

Professional License #/Certification #: _____

Specialization Area: _____

Address: _____

Phone (office): _____

Email (Work): _____

Attestation

My signature below indicates I have read and agree to the policies and procedures of COUN 8220 (Practicum) as noted in the University of Nebraska at Omaha Practicum Manual. This agreement is effective between the dates of _____ to _____

Practicum Student: _____ Date: _____

Primary Supervisor: _____ Date: _____

Secondary Supervisor: _____ Date: _____

UNO Clinical Coordinator: _____ Date _____

Appendix D

Memorandum of Understanding

Department of Counseling University of Nebraska at Omaha

I. This memorandum of understanding is made on _____ of _____, by and between the University of Nebraska at Omaha Department of Counseling (hereinafter referred to as UNO) and _____ (hereinafter called the Practicum Site), on behalf of _____ (practicum student's name).

II. WHEREAS, UNO has an established Clinical Mental Health Counseling specialization; and WHEREAS, one of the objectives of this program is to train students to work as counselors in community agencies and in schools; and

WHEREAS, it is the desire of the University to utilize resources of the Practicum Site for students (hereinafter also referred to as students) enrolled in the UNO Practicum course; and

WHEREAS, the Practicum Site has such resources and is willing to cooperate with the University in making them available for educational purposes;

NOW THEREFORE, THE PARTIES MUTUALLY AGREE TO THE FOLLOWING:

A. Joint Responsibilities:

1. Either party may terminate this initial agreement by giving the other written notice of termination, not less than thirty (30) days prior to the scheduled date for the next Practicum class. The agreement may be terminated at any time during the semester by mutual consent.
2. Determination of the number of students to be assigned to the site shall be negotiated between the site and UNO. The site has the final decision on the number it can accommodate.
3. The site has no obligation to work with a student considered initially or later determined to be unsuited to the site's program, and UNO has no obligation to place an student at a site it considers unsuitable.
4. No party to this agreement shall, in connection with any aspect of its performance, discriminate against any person by reason of such differences as socioeconomic status, race, color, disability, gender, age, religion, ability, sexual orientation, or national and ethnic origin.
5. Students are not to be considered employees and are not intended to replace paid employees or service contracts.

6. Practicum Site acceptance of a student does not obligate the Practicum Site to compensate the student or the University, nor is there any financial obligation on the part of either institution to the other. Further, practicum students are not to receive payment from the practicum site for services rendered as part of their practicum requirements. Practicum site stipend offers must be reviewed by UNO and the student granted permission to accept the stipend.
7. UNO and Practicum Site agree to prohibit students, faculty, or staff from publishing any materials as a direct result of a student's practicum experience, unless such publication is approved in writing for release by the site and the University, such approval not to be withheld unreasonably.
8. University and Practicum Site supervisors of students will comply with:
 - a. The 2014 American Counseling Association Code of Ethics and the 1993 Association for Counselor Education and Supervision Ethical Guidelines.
 - b. All State of Nebraska legal statutes regarding the practice of counseling.

**B. Responsibilities of the University of Nebraska at Omaha
Counseling Department:**

1. Designate one person to serve as the Clinical Coordinator. This person will be responsible for the primary coordination and administrative aspects of Practicum.
2. Ensure that the UNO Counseling program practicum manual contains current policies, guidelines, requirements, objectives and forms, and is available to students and site supervisor(s).
3. Provide the practicum site current information on required total hours of work, the nature of educational assignments, and expected student learning outcomes necessary for each student via a course syllabus when requested by the site.
4. When circumstances indicate that a practicum student must be withdrawn or terminated, and/or if the practicum site is unable to meet the conditions of the agreement, UNO has the responsibility to withdraw the student from the site. This action will be taken only after the appropriate policies and procedures for dismissal/withdrawal, or remediation of a student are followed in accordance with the policies and procedures outlined in the UNO Practicum Manual.
5. UNO counseling department will assist the practicum site supervisor in obtaining learning resources for students upon request.

C. Responsibilities of the Practicum Site:

1. The Practicum Site will designate one licensed staff member, known as the student's site supervisor, to instruct, supervise, and evaluate each student

and be available for consultation as requested by UNO. This professional should: (a) Have a Master's Degree or higher in a human services field from an accredited institution, (b) possess an appropriate active license and potentially relevant certification, (c) have a minimum of two years of professional experience as a licensed professional, (d) be aware of the practicum program's requirements, as outlined in the Counseling Program Practicum Manual, (e) be aware of the requirements for counselor supervision (f) be approved by UNO Clinical Coordinator to serve as site supervisor. If the professional is not a counselor by degree, she/he must also be familiar with and committed to the values, skills, ethics, and knowledge required for counselor practice. Site supervisors may be asked to submit a professional resume or curriculum vitae to the UNO Counseling Department to be kept on file for accreditation and other relevant professional purposes.

2. The practicum site will secure a secondary site supervisor to ensure the student has access to a licensed mental health professional at all times while on-site.
3. The practicum site will provide a formal orientation of site programs, policies, and procedures for the student.
4. The practicum site will provide adequate time for the site supervisor to hold face-to-face individual or triadic supervision sessions with the student for at least one hour per week of the semester.
5. The practicum site will have the student's primary and/or secondary site supervisor available to consult with or otherwise assist the student at all times while the student is on-site or seeing clients as part of their practicum agreement.
6. The practicum site supervisor will be responsible for the supervision of the student's professional activities at the practicum site.
7. The practicum site will provide time for the site supervisor to attend scheduled meetings for site supervisors, to be held at a designated time and place on the UNO campus.
8. The practicum site will provide office supplies, telephone facilities and office arrangements to facilitate the student to function effectively in their clinical role, and will make provisions for safeguarding materials the agency considers to be confidential.
9. The practicum site supervisor will provide learning experiences compatible with UNO's educational and clinical objectives, as outlined in the practicum manual.
10. The practicum site supervisor will provide the practicum course instructor written evaluations of the student at mid-semester and end-of-semester, and at any time the student is demonstrating unsatisfactory performance,

unethical, or illegal behavior as indicated in the practicum manual.

11. The practicum site supervisor will promptly communicate to the UNO practicum course instructor and/or to the Clinical Coordinator, in writing as well verbally, any concern regarding the student's performance
12. The practicum site supervisor will consult the UNO practicum instructor and Clinical Coordinator promptly if circumstances arise which require the practicum site to withdraw the student from the site. The site will follow the procedures outlined in the practicum manual and provide the Clinical Coordinator with a written explanation of the scenario and decision leading to withdrawing/terminating the student from the site.
13. The practicum site supervisor will arrange student work schedules that will not conflict with schedules of the University (e.g., class time).
14. The practicum site supervisor will permit, upon reasonable request, the inspection of related practicum site facilities by UNO and organizations charged with accreditation of the UNO's counseling-related programs.
15. The practicum site supervisor agrees to allow the course instructor and, if necessary, the Clinical Coordinator, access to practicum site facilities and records, including audio/video recordings, necessary to evaluate the professional performance of a UNO counseling practicum student. The student's progress in skill development will be the focus of the UNO supervisor; case conceptualization and management will remain solely within the purview of the site supervisors.
16. The practicum site supervisor will agree to provide each UNO practicum student all site policies, rules, and regulations pertinent to the student's role at the site. Particular emphasis will be placed on requirements for safeguarding client rights and confidential information.

D. Responsibilities of the Student:

1. The student will secure professional liability insurance prior to the beginning of the semester in which they are enrolled for practicum.
2. The student will provide complete and provide verification of a background check to the UNO Counseling Department and practicum site supervisor.
3. The student will follow practicum site and UNO policies, schedules, procedures, programs, and operating standards.
4. The student will abide by the 2014 American Counseling Association Code of Ethics and by all applicable statutes of the State of Nebraska which regulate the practice of professional counseling.
5. The student will complete 100 clock hours of Practicum over the course of their practicum semester, no less than 40 of which must constitute direct counseling

services. The remaining 60 hours may be completed in carrying out other duties normally assigned to counselors at the site.

6. The practicum student will work under the supervision of the practicum site supervisor.
7. The practicum student will ensure that a primary or secondary site supervisor is available at all times during their presence on-site—and will refrain from providing direct services to clients when a primary or secondary site supervisor is not available to assist the student if necessary
8. The student will promptly complete all required documentation, such as, progress notes, assessment reports, consent forms, and any other documentation required by UNO or the practicum site supervisor.
9. The student will prepare for and actively participate in weekly supervision sessions with the site supervisor and with their UNO faculty supervisor.
10. The student is responsible for maintaining appropriate (active) professional liability insurance. If the practicum site has additional health and safety requirements (e.g., immunizations, background checks, etc.), the student is expected to meet these requirements.
11. The student is not an employee and is not entitled to monetary compensation during the internship unless otherwise arranged for with the practicum site and UNO. The practicum site may reimburse the student for travel expenses incurred in fulfilling practicum duties.
12. The student will consult with the site supervisor and UNO practicum course instructor to formulate a professional/clinical learning contract, which will document specific learning objectives and activities, as well as means of evaluation.
13. The student will advise the site supervisor in advance of any anticipated need to be absent from the site. In any situation that prohibits advanced notification, the student will promptly contact the site supervisor and reschedule missed supervision/clinical appointments.

APPROVAL

Clinical Coordinator-UNO

Date

Practicum Site Supervisor

Date

Appendix E

Student Agreement

Department of
Counseling

University of Nebraska at
Omaha

My signature below verifies that I have read the Counseling Practicum Manual for the _____ (semester/year) and that I will follow the policies and procedures described therein for the entirety of the time I am enrolled in COUN 8220: Counseling Practicum.

Signature of Student

Date

APPENDIX F

Client Consent Form

Department of Counseling
University of Nebraska at
Omaha

Dear client, (and/or parent/guardian/legal representative):

Your counselor is an advanced graduate-level student who has completed much of the required coursework for a graduate degree in Counseling with a specialization in Clinical Mental Health at the University of Nebraska at Omaha. The University of Nebraska at Omaha graduate program in Counseling is accredited by the Council for Accreditation for Counseling and Related Educational Programs (CACREP) and its faculty and students adhere to the American Counseling Association's (ACA) Code of Ethics and Standards of Practice. CACREP and counseling program standards require graduate students to participate in on-the-job training during which they provide counseling services under the supervision of experienced licensed counselors, including UNO counseling faculty.

Counseling students enrolled in clinical practicum receive weekly individual supervision by licensed professionals at their practicum site and weekly group supervision at the University of Nebraska at Omaha. While confidentiality is critical to the therapeutic alliance and process, and documentation of client services are confidential, there are limits to confidentiality. These include, but are not limited to: when a client is determined to be a danger to him/herself or others and when the counselor perceives there may be child or elder abuse and/or neglect. It should be noted that your counselor is also a mandated reporter.

Because your counselor is a graduate student in counseling, he or she is required to formally demonstrate their counseling knowledge and skills in interactions with clients by providing supervisors work samples in the form of recorded video/audio recordings of counseling sessions. Thus, counseling students may request permission to record counseling sessions with audio or videotaping equipment. It is important to note that the student-in-training is the focus of the recording, and that the primary purpose of these recordings are to enhance professional training and improve the services that you receive. For example, you can consent to be video recorded but you can require that you be off-camera. If you consent to be recorded, all recordings are considered to be confidential information, and will be protected by the counseling student and the supervisors of the counseling student in keeping with the current ACA Code of Ethics. The only time this confidentiality may be breached is at your request or when required by law.

Consent to Participate in Counseling

I, the undersigned, hereby acknowledge that I have read and understood the information presented above, and that I agree to receive counseling services from this student.

(Signature of Client)	(Date)
(Signature of Client's Parent or Guardian, if applicable)	(Date)
(Signature of Counseling Student)	(Date)

Consent to Record

In addition, I do / do not (Circle one) grant permission to allow these counseling sessions to be recorded via audio and/or video. I understand that only counseling student supervisors and counseling practicum students will have access to review these recordings, and that these recordings will be subject to the same standards of confidentiality as all counseling records as specified by the American Counseling Association's Code of Ethics and Standards of Practice and the laws governing the practice of professional counseling in Nebraska. I understand that I may withdraw this permission to record at any time.

(Signature of Client)	(Date)
(Signature of Client's Parent or Guardian, if applicable)	(Date)

Appendix G

Practicum Hours Log

University of Nebraska at Omaha
Counseling Department

Student: _____ Site: _____							
		Week: _____		Page: _____ of _____			
Date	Activity	Direct Service Hours			Indirect Service Hours		
		Individual Counseling	Group Counseling	Other Direct Services	Individual & Triadic Supervision	Group Supervision	Other Indirect Services
Total Hours		Direct Hours, Week _____:			Indirect Hours, Week _____:		
		Total Previous Direct Hours:			Previous Indirect Hours:		
		Total Direct Hours:			Total Indirect Hours:		
					Total Practicum Hours to Date:		

Student Signature: _____ DATE: _____

Site Supervisor Signature: _____ DATE: _____

Instructor Signature: _____ DATE: _____

Appendix H

Internship Site Supervisor

Department of Counseling University of Nebraska at Omaha

Name of Student: _____

Internship Site/Program: _____

Dates of Supervision: _____ To _____

Please circle the number which reflects your observations concerning the performance of this student according to the following areas:

1=Poor, bottom 10% 2=Below Average 3=Average/Developmentally Appropriate
4=Above Average 5=Outstanding, top 5% N/O=Not Observed

General Observations

	<u>Rating</u>					
1. Is dedicated to professional development	1	2	3	4	5	N/O
2. Devotes energy to counseling & staff meetings	1	2	3	4	5	N/O
3. Is receptive to constructive criticism	1	2	3	4	5	N/O
4. Relates well to peers and supervisors	1	2	3	4	5	N/O
5. Shares own expertise with peers & supervisors	1	2	3	4	5	N/O
6. Able to identify areas needing improvement & personal value Systems that could impact therapeutic process.	1	2	3	4	5	N/O
7. Engages in personal and profession development	1	2	3	4	5	N/O
8. Presents self in professionally acceptable manner	1	2	3	4	5	N/O
9. Maintains hours, appointments, etc.	1	2	3	4	5	N/O
10. Adheres to documentation requirements	1	2	3	4	5	N/O
11. Displays interest and engagement in site/clients	1	2	3	4	5	N/O

The Counseling Process

13. Prepares appropriately for all sessions	1	2	3	4	5	N/O
14. Able to establish and maintain quality alliances w/client(s)	1	2	3	4	5	N/O
15. Relates in meaningful ways to a diverse clientele	1	2	3	4	5	N/O
16. Brings focus to issues expressed by clients	1	2	3	4	5	N/O
17. Encourages client involvement in goal development	1	2	3	4	5	N/O
18. Deals appropriately with manipulation by clients	1	2	3	4	5	N/O
19. Handles negative client behavior appropriately	1	2	3	4	5	N/O
20. Is congruent with most clients	1	2	3	4	5	N/O
21. Demonstrates awareness of own feelings toward clients	1	2	3	4	5	N/O
22. Works effectively with involuntary clients	1	2	3	4	5	N/O
23. Encourages appropriate action by clients	1	2	3	4	5	N/O
24. Uses judgement and timing with interventions	1	2	3	4	5	N/O
25. Uses tests and other "tools" appropriately	1	2	3	4	5	N/O

26. Assesses progress and encourages clients to assume responsibility for their behavior	1	2	3	4	5	N/O
27. Terminates sessions/relationships smoothly	1	2	3	4	5	N/O
28. Integrates academic knowledge with practical experiences	1	2	3	4	5	N/O

Conceptual Behaviors

29. Can distinguish between client's perceptions of their concerns and his/her professional judgement	1	2	3	4	5	N/O
30. Identifies both short and long-range objectives	1	2	3	4	5	N/O
31. Uses change-promoting strategies effectively	1	2	3	4	5	N/O
32. Senses the dynamics associated with clients and Their situation/dilemma	1	2	3	4	5	N/O
33. Uses referral procedures or consultation with other professionals appropriately	1	2	3	4	5	N/O
34. Exercises appropriate ethical behavior	1	2	3	4	5	N/O
35. Understands the organizational milieu	1	2	3	4	5	N/O
36. Is able to discern where counseling has assisted or have not been helpful to clients	1	2	3	4	5	N/O
38. Is able to use counseling interventions and techniques appropriate to the concern	1	2	3	4	5	N/O

Supervisor Grade Recommendation to date (see internship manual for guidance):

A B C D F I (incomplete)

Supervisor's Comments (please use additional paper if necessary):

(Please include progress made, major strengths and weaknesses). **If C or below**, a written explanation of the site supervisor's reasoning and suggestions for remediation and/or additional contact with course instructor and/or clinical coordinator are required below

Signature of Site Supervisor

Date

I understand my signature below indicates that I have reviewed the site supervisor's evaluation above and have discussed this evaluation in person with my supervisor. I understand that I have the right to disagree with this evaluation and address my concerns as indicated in the Internship Manual.

_____ I accept this evaluation

_____ I do not accept this evaluation and will address my disagreement(s) in accordance with the procedures outlined in this Internship Manual.

Signature of Student

Date: _____

Signature of Internship Course Instructor

Date

Appendix I

Student Evaluation of Site

Department of Counseling University of Nebraska at Omaha

Student's Name: _____

Site: _____

Site Supervisor: _____

Semester: _____

Please respond with a "Y" for "yes" and an "N" for "no" to the following statements about the site:

_____ I received formal orientation to my practicum site.

_____ I was provided initial and on-going assistance/training surrounding site policies and procedures and the expectations and parameters of my role, responsibilities, and opportunities on site.

_____ I was provided reasonable confidential physical space to provide counseling with appropriate confidentiality.

_____ I was regularly assigned clients (or allowed to recruit clients) at this site and allowed to develop an appropriate caseload.

_____ I had difficulty gaining sufficient direct hours at this site to complete my direct hours requirements.

_____ I had difficulty obtaining opportunities to participate as a co-leader or a leader of counseling groups at this site.

_____ I had difficulty obtaining the necessary equipment and physical arrangements to video tape at this site.

_____ I was treated with professional respect by all staff members at this site.

_____ I received at least 1 hour of clinical supervision on-site each week.

_____ I felt supported in my clinical decision-making.

_____ This site provided me with adequate resources to continue my professional development.

_____ This site provided me with opportunities for learning and applying various counseling theories and techniques.

_____ This site provided me with opportunities to work with persons of diverse backgrounds in the community.

_____ I would recommend this site for future UNO students.

Additional Comments:

I believe it is important for the UNO Counseling Department to know about the following positive and negative aspects of my practicum site and my experiences at this site:

Student Signature: _____ Date: _____

Clinical Coordinator: _____ Date: _____

Appendix J

Student Evaluation of Site Supervisor

Department of Counseling
University of Nebraska at Omaha

Student Name: _____

Site: _____

Site Supervisor: _____

Scale

1=Highly Unsatisfactory (Unethical/Illegal)

2=Unsatisfactory

3=Adequate

4=Satisfactory (met expectations)

5=Highly Satisfied (exceeded expectations)

___ Site supervisor met and/or otherwise communicated with me in timely manner when I requested it.

___ Site supervisor helped me identify and work on appropriate learning goals for my practicum experience.

___ Site supervisor kept my regularly scheduled one hour Individual/triadic supervision.

___ Site supervisor assisted me in clarifying and developing/applying my own core theoretical orientation.

___ Site supervisor was helpful in expanding my case conceptualization abilities (e.g., theory, alliance, interventions, stages of change, diversity, ethics, etc.).

___ Site supervisor modeled and helped me become a more reflective practitioner.

___ Site supervisor provided a supportive and challenging environment where I felt able to address my strengths and challenges.

___ I felt confident in my site supervisor's level of skill and knowledge.

Additional Comments (please use back of/additional page for comments)

Student Name: _____ Date: _____

Clinical Coordinator: _____ Date: _____

Appendix K

Student Evaluation of Practicum Instructor

Department of Counseling
University of Nebraska at Omaha

Student Name: _____

Course Instructor: _____

Scale

1=Highly Unsatisfactory (Unethical/Illegal)

2=Unsatisfactory

3=Adequate

4=Satisfactory (met expectations)

5=Highly Satisfied (exceeded expectations)

____ Instructor met &/or communicated with me in timely manner when I requested it.

____ Instructor helped me identify and work on appropriate learning goals for my practicum experience.

____ Instructor kept my regularly scheduled one hour Individual/triadic supervision.

____ Instructor assisted me in clarifying and developing/applying my own theoretical orientation.

____ Instructor was helpful in expanding my case conceptualization abilities (e.g., theory, alliance, interventions, stages of change, diversity, ethics, etc.).

____ Instructor served as a professional role model, and helped me become a (more) reflective practitioner.

____ Instructor provided a supportive and challenging environment where I felt able to address my strengths and challenges.

____ I felt confident in my instructor level of skill and knowledge.

Additional Comments (please use other side/additional paper if necessary):

Student Name: _____ Date: _____

Appendix L

Summary of Practicum Hours

University of Nebraska at Omaha
Counseling Department

STUDENT'S NAME: _____

SITE: _____

SITE SUPERVISOR: _____

Instructions: Students are responsible for maintaining the currency and accuracy of this form. It must be turned in to the practicum course instructor upon completion of Practicum. The log will be kept in the student's clinical file, and creates a record that may be requested by accreditation, certification, and licensing organizations.

PRACTICUM LOG SUMMARY FOR THE Semester of: _____

Month	Direct Service Hours			Indirect Service Hours		
	Individual Counseling	Group Counseling	Other Direct	Individual Supervision	Group Supervision	Other Indirect Services

Totals						
Total Direct Hours:				Total Indirect Hours:		
				Total Practicum Hours		

Student: _____ Date: _____

Site Supervisor: _____ Date: _____

Instructor: _____ Date: _____

