

Practicum agreement **Guidelines for the Counseling Practicum (G524)**  
**Indiana University**  
**Department of Counseling and Educational Psychology**  
**Masters in Counseling and Counselor Education**

The Master of Science degree program requires students to complete a 100 hour supervised practicum that begins after successful completion of program prerequisites including an introductory counseling course, a counseling techniques and theory course, and a counseling laboratory course. In addition students should have completed or be concurrently enrolled in courses on group counseling, counseling assessment, and career counseling. Consideration is given to practicum sites that offer opportunities for students to engage in both individual counseling and group work. We are committed to placing students in agencies and schools in which site supervisors are interested in, and committed to, providing a quality training experience. Close supervision is the cornerstone of the practicum concept. It ensures that each student has the best possible opportunity to develop his or her professional counseling skills and helps guarantee that client care is not compromised. In addition to working with the assigned site supervisor, each practicum student meets weekly with a faculty supervisor in a small group setting. The practicum student also meets individually on a weekly basis with a faculty supervisor or doctoral student supervisor who is under faculty supervision. Group and individual supervision consists of reviewing cases while protecting client confidentiality, listening to audio taped or video taped session segments, exchanging feedback on the student's counseling skills, and helping the student integrate theoretical concepts into clinical practice. For additional information, please contact Catherine Gray at 812-856-8547 or by email at [catgray@indiana.edu](mailto:catgray@indiana.edu).

**Requirements for Students and Participating Sites**

Practicum experiences may vary according to the needs of the individual student and those of the specific site. Listed below, however, are the general requirements of all students enrolled in the practicum class.

1. Prior to beginning practicum, all students must have returned the signed practicum agreement to Catherine Gray (EDUC 0028).
2. Students are required to purchase personal liability insurance. Low cost student liability policies are available online through HPSO: [www.hpsso.com/quick\\_quote/](http://www.hpsso.com/quick_quote/) or by calling 1-800-982-9491. Proof of insurance must be on file in the field placement office (EDUC 0028) prior to beginning practicum.
3. Students are required to spend a minimum of 100 hours at the practicum site. *Minimum requirements include:*
  - a) 40 hours of direct service (individual, group, couples, family counseling, consultation, provision of workshops or educational programs) including a minimum of 10 hours of group work. Students should work up to a client load of approximately 3-5 clients per week. Students must be able to audio or video tape counseling sessions.
  - b) One hour per week of on-site supervision.

c) One hour a week of supervision provided by IU personnel which must include audio taped or video taped session material.

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d) Activities typical for a staff member at the site should make up the remaining hours. Recommended activities include participation in educational programs as a learner, participation in staff meetings, intake interviewing, testing and outreach activities.

4. Regular attendance at practicum seminars (G524 class).
5. Regular attendance at assigned individual supervision sessions.
6. Maintenance of client case notes appropriate to the practicum site and acceptable to the faculty supervisor. Be sure to check on your site's policies concerning case notes. Ethical standards require that case notes and all other information about clients be maintained in a confidential/secure manner.
7. Maintenance of an activity log detailing all time spent at the practicum site, as well as time spent in various professional activities. It is important to keep a running log of counseling activities when on site. This log should be made available to the faculty and on-site supervisor throughout the semester. Activities logs should be completed monthly and signed by your site supervisor and your G524 instructor.
8. Videotape or audiotape sessions with clients for review by the faculty supervisor and the site supervisor. In cases where taping is problematic, please consult with the field placement director.
9. Participation in related activities of the site when possible (case conferences, staffing, etc.) and adherence to all site policies and procedures.

**The following is required of all practicum sites:**

1. Assign a primary site supervisor for the student. For *agency* placements, the supervisor should have at least a Master's degree in counseling or a related human service profession (e.g., social work, psychology). For *school* placements, the supervisor must be a licensed school counselor, school psychologist, or related human service professional such as a social worker unless the director of field placement approves an alternate arrangement. All supervisors should have a minimum of two years of relevant professional experience.
2. Familiarize the student to the site's policies and procedures and discuss any special ethical and/or legal issues the student should be aware of when working with the target client population. If possible, have student 'shadow' clinical staff for a day.
3. Provide for a minimum of 30 minutes each week to be spent in direct supervision of the student. It is recommended that supervision include activities such as:
  - a) review of audiotaped or videotaped excerpts of counseling sessions;

- b) direct observation of the student's counseling with subsequent feedback;
  - c) co-counseling with the supervisor or other experienced staff members;
  - d) assign readings/experiences/projects with subsequent review by the supervisor;
  - e) participation in case conferences and staffing.
4. Provide opportunities for students to meet the practicum requirements for counseling and other direct service activities (see requirements for students and sites above).
  5. If any questions or concerns arise regarding the student's skills or knowledge, seek to remedy the deficit by discussion with the student, providing additional training experiences or assigning readings. In cases where the skill/knowledge deficit appears

severe or cannot be remedied by the actions above, please contact Catherine Gray at 812-856-8547 or [catgray@indiana.edu](mailto:catgray@indiana.edu) for consultation.

6. Evaluation of the student's performance throughout the practicum, including a formal written evaluation at the completion of the practicum. The evaluation form will be provided by the field placement director.

**Responsibilities of the counselor education program:**

1. Arranging and conducting weekly group supervision seminars (G524).
2. Providing 60 minutes of individual supervision each week in addition to the supervision the student receives at the site.
3. Obtaining periodic evaluations of the student's performance, including a formal final evaluation from the on-site supervisor of record and other supervisors.
4. Maintaining regular contact with the student and as necessary the participating agency/school to monitor the student's activities and professional development.
5. Responding to problems and concerns raised by the agency/school with regard to the student's performance or other matters pertaining to the practicum.
6. Issuing a final evaluation of the student's performance taking into account the site supervisor's evaluation of the student's counseling skills.

If any questions or problems arise regarding the student's responsibilities or performance, or the practicum site's responsibilities, please contact Catherine Gray, Field Placement Director, by email at [catgray@indiana.edu](mailto:catgray@indiana.edu) or by phone at 812-856-8547.

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