

G624 Counseling Practicum Guidelines
Indiana University Department of Counseling and Educational Psychology
Master's in Mental Health 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 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. Group and individual supervision consist of reviewing cases while protecting client confidentiality, listening to video-recorded or audio-recorded 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 Director of Field Experience (DFE) Andy Bosk at abosk@iu.edu or 812-856-8035.

Requirements for Students (prior to beginning):

1. Students must follow the department's protocol in arranging practicum sites. This protocol is essential to the long-term success of all of our field experience opportunities.
 - a) Schedule an individual meeting with the DFE, bringing a current copy of your resume.
 - b) Read all email correspondence from the DFE regarding deadlines for submitting site preferences.
 - c) Respond in a timely manner to all contacts from schools about possible interviews.
 - d) Never decline an offer for a field experience until you have finished all your interviews. If you are unsure about your offers, consult with the DFE as early in the process as possible.
 - e) Inform the DFE of your placement as soon as you have accepted it.
 - f) Do not directly contact any site without permission of the DFE. Initiating contact without permission could lead to a delay in your progress through the program.
2. All students must have returned the signed practicum agreement to the DFE.
3. Students are required to purchase personal liability insurance. Low cost student liability policies are available online through Low-cost student liability policies are available online through HPSO: <http://www.hpso.com/individuals/professional-liability/student-malpractice-insurance-coverage-description>. The phone number is 1-800-982-9491.

Membership in ACA or ASCA also includes personal liability insurance. **Proof of insurance must be obtained prior to beginning practicum.**

Requirements for Students (during practicum):

1. 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.
 - b) One hour per week of on-site supervision.
 - c) 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.
2. Regular attendance at practicum seminars (G624 class).
3. Regular attendance at assigned individual supervision sessions.
4. 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.
5. Maintenance of an hour log detailing all time spent at the practicum site, as well as time spent in various professional activities. Hour logs should be completed monthly in CEPEX and approved by your site supervisor and your G624 instructor. It is also highly suggested that you keep a second running log as a backup.
6. Participation in related activities of the site when possible (case conferences, staffing, etc.) and adherence to all site policies and procedures.
7. ***Do not provide your personal contact information (email address or cell phone number) to any of your clients.***

Responsibilities of Agencies:

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). 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) Direct observation of the student's counseling with subsequent feedback;
 - b) Co-counseling with the supervisor or other experienced staff members;
 - c) Assign readings/experiences/projects with subsequent review by the supervisor;

- d) Participation in case conferences and staffings.
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 the Director of Field Experience as soon as possible 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.
 7. ***Do not request that field placement students furnish their personal contact information (email address or cell phone number) to their clients under any circumstances.***

Responsibilities of the Counselor Education Program:

1. Arranging and conducting weekly group supervision seminars (G624).
2. Obtaining periodic evaluations of the student's performance, including a formal final evaluation from the on-site supervisor of record and other supervisors.
3. Maintaining regular contact with the student and as necessary the participating agency/school to monitor the student's activities and professional development.
4. Responding to problems and concerns raised by the agency/school with regard to the student's performance or other matters pertaining to the practicum.
5. 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 Director of Field Experience Andy Bosk at abosk@iu.edu or 812-856-8035.

G624 Counseling Practicum Agreement
Indiana University Department of Counseling and Educational Psychology
Master's in Mental Health Counseling and Counselor Education

This agreement is established between:

1. the Counseling and Counselor Education Program, School of Education, Indiana University,
2. _____, a graduate student in said Program, and
3. _____, the Participating Agency.

Participating Agency

On behalf of the Agency, I indicate by my signature below that I have read the requirements for the counseling practicum described in the attached guidelines document and that I have explained same to those persons in the Agency who will be involved in the conduct of the practicum. Our questions about the practicum requirements have been answered to our satisfaction and the Agency will abide by them when providing a practicum to the above-named student. I understand that the Agency may replace the supervisor of record upon written notice to the Faculty Director of Field Placement of the Counseling and Counselor Education Program, School of Education, Indiana University. I understand that modifications to the practicum requirements described in the attached document may be made only after written agreement among this Agency, the practicum student, and the Counseling and Counselor Education Program. ***I understand that students should never be requested to provide personal contact information (cell phone number or email address) to any of their clients.***

Practicum Student

By my signature below, I indicate that I have read and understand the practicum requirements described in the attached guidelines/requirements document. My questions about the practicum requirements have been explained to my satisfaction and I agree to abide by same when performing a practicum in the above-named Agency.

Counseling and Counselor Education Program

On behalf of the faculty of the Counseling and Counselor Education Program, School of Education, Indiana University, I have read and understand the practicum requirements in the attached guidelines document and have explained them to those persons in the Program who will be involved in the conduct of the practicum. Our questions have been answered to our satisfaction and we will abide by the attached guidelines and requirements when providing a practicum to the above-named practicum student. Furthermore, we agree with arrangements

the Agency has made with regard to the substantive and procedural aspects of the practicum and supervision, including the designation of a supervisor of record.

By signature below we agree to the terms set forth above and agree further that these may be modified only with written consent of all parties.

_____ Date
Site Supervisor of Record

_____ Date
Practicum Student

_____ Date
Director of Field Experience

Terms of Practicum

1. The practicum will commence on _____ and will be completed on _____.

2. The supervisor of record for the above-named intern will be:

Supervisor Name and Title: _____

License Number: _____

Site Name: _____

Site Address: _____

Phone Number: _____

e-mail: _____

If you have questions about this agreement or the practicum guidelines outlined above, please contact Andy Bosk, Director of Field Experience, at 812-856-8035 or abosk@iu.edu. Thank you in advance for your contributions to the educational goals of our students.