Adams State University

Department of Counselor Education

Practicum Manual

All Programs

Make Time for Change
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INTRODUCTION

Welcome to the Professional Practice Manual series. The Department of Counselor Education is committed to the development of counselors-in-training who provide ethical and effective counseling services. Supervised activities are vital to this development. Through professional practice coursework students benefit by receiving supervised practice from both faculty and practicing counselors.

The Professional Practice Manual series (Pre-Practicum Manual, Practicum Manual, and Internship Manual) provides an overview of the professional practice experiences in the Clinical Mental Health Counseling and School Counseling specialty programs, which occurs over four sequential courses: (a) Pre-Practicum, (b) Practicum, (c) Internship I, and (d) Internship II. In addition, expectations, guidelines, and requirements are also presented. These courses are defined as professional practice courses as they require experiential/clinical experiences under the direction of a qualified supervisor.

Students need to carefully read the manuals after acceptance into the program. Once students have become familiar with the material, they should contact their advisor to discuss any questions. Students should refer to the manuals as they move through the program and watch for updates in future revisions of these documents (typically updated every spring/summer).
## CONTACT INFORMATION, STAFF

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<th>TITLE</th>
<th>EMAIL</th>
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## CONTACT INFORMATION, FACULTY

*Adjunct faculty may be contacted via Blackboard*

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<th>TITLE</th>
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DEFINITIONS

The following are terms used throughout the professional practice manuals. This is not an exhaustive list and many of the definitions are taken directly from the CACREP 2009 Standards.

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
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<tbody>
<tr>
<td>Colorado Campus On-Campus</td>
<td>Students enrolled full or part time on the Alamosa campus</td>
</tr>
<tr>
<td>Colorado Campus Off-Campus</td>
<td>Students enrolled part time at sites in Grand Junction, Pueblo, or sites not yet determined</td>
</tr>
<tr>
<td>Online Plus</td>
<td>Students enrolled in the Online Plus program who attend two weeklong summer intensives on the Alamosa campus</td>
</tr>
<tr>
<td>Pre-Practicum</td>
<td>First professional practice course that acquaints students with the counseling experience, focusing on the personal qualities needed to develop an authentic and effective counseling relationship</td>
</tr>
<tr>
<td>Practicum</td>
<td>Second professional practice course that allows students to continue practicing foundational counseling skills and behaviors learned in Pre-Practicum, while integrating more advanced skills through coursework, supervised recorded sessions, and 100 hours of direct service at a Practicum site of choice</td>
</tr>
<tr>
<td>Internship</td>
<td>Capstone professional practice course intended to reflect the comprehensive work experience of a clinical mental health or professional school counselor and to further develop students’ skills and knowledge of counseling settings</td>
</tr>
<tr>
<td>Professional Practice Manuals</td>
<td>Series of manuals that review the expectations and guidelines for Pre-Practicum, Practicum, and Internship</td>
</tr>
<tr>
<td>Student Handbook</td>
<td>Department handbook to guide students in understanding the program, the degrees offered, policies and procedures, and student rights and responsibilities</td>
</tr>
<tr>
<td>Supervisor Handbook</td>
<td>Resource and guide for Site Supervisors, reviewing guidelines for Practicum, Internship, and site supervision</td>
</tr>
<tr>
<td>Clinical Coordinator</td>
<td>Administrative staff member at ASU who coordinates the professional practice experiences of students and serves as the point of contact between faculty and Site Supervisors</td>
</tr>
<tr>
<td>Biweekly Consultation</td>
<td>Communication regarding the student’s progress between the Site Supervisor and the Clinical Coordinator that occurs at least every other week throughout the student’s Practicum experience</td>
</tr>
<tr>
<td>LiveText</td>
<td>Web-based assessment management system designed to collect individual and group data for programmatic evaluation</td>
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<tr>
<td>Collaborate</td>
<td>Live-classroom platform through Blackboard; used for group supervision in Practicum and Internship</td>
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<tr>
<td>MediaSpace</td>
<td>Secure server that stores recorded counseling sessions completed by Pre-Practicum and Practicum students or students enrolled in other Counselor Education courses</td>
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<tr>
<td>Candidacy Interview</td>
<td>Interview occurring at the end of the Pre-Practicum experience in</td>
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which the student and faculty discuss the student’s progress in skill, professional, and personal development

**Student Liability Insurance**

Malpractice insurance provides liability coverage, legal defense, and investigative costs to students who are currently providing counseling services as a component of Practicum and Internship; this is a benefit of membership to selected professional counseling organizations.

**Licensure**

The process by which a state agency grants permission to a person to engage in a given profession and to use the designated title of that profession, after the applicant has attained the minimal degree of competency necessary to ensure that public health, safety, and welfare are reasonably well protected.

**Site Supervision**

A tutorial and mentoring form of instruction in which a supervisor monitors the student’s activities in Practicum and Internship, facilitates the associated learning and skill development experiences, and monitors and evaluates the work of the student while monitoring the quality of services offered to clients/students.

**Recording Supervision**

A type of supervision in which the focus of the session is on a recorded counseling session.

**Live Supervision**

A type of supervision in which the supervisor is directly observing the supervisee in action (e.g. in the same room or behind a one way mirror, etc.).

**Triadic Supervision**

A tutorial and mentoring relationship between a supervisor and two supervisees.

**Direct Service**

Interaction with clients/students that includes the application of counseling, consultation, or human development skills; generally, the term refers to time spent by Practicum or Internship students working directly with clients/students.

**Other Professional Activities**

For Practicum and Internship, these are the professional activities completed in addition to the direct service hours (e.g. record keeping, supervision).

**Supervisor Training**

Training in counseling supervision for Site Supervisors, including an understanding of models and theories of counseling supervision, ethical issues relevant to counseling supervision, and multicultural issues relevant to counseling supervision.
**PREREQUISITES FOR PROFESSIONAL PRACTICE COURSES**

Prerequisite courses are required for most professional practice courses. This is not an exhaustive list of prerequisites. Students should consult with their advisor to ensure they are following their program of study.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>REQUIRED</th>
<th>RECOMMENDED</th>
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<tr>
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<td>COUN 524: Philosophy and Theories of Counseling (can be concurrent)</td>
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<tr>
<td>COUN 537: Practicum</td>
<td>COUN 536: Pre-Practicum</td>
<td>-</td>
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<tr>
<td></td>
<td>COUN 550: Ethics and Professional Issues (can be concurrent)</td>
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<tr>
<td>COUN 585/586: Internship I</td>
<td>COUN 537: Practicum</td>
<td>-</td>
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<tr>
<td></td>
<td>COUN 555: Clinical Mental Health Counseling (Clinical Mental Health Specialty Program students; can be concurrent)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN 541: School Counselors: Paradigms and Practices (School Specialty Program students; can be concurrent and taken during I or II); requires COUN 540</td>
<td></td>
</tr>
<tr>
<td>COUN 595/596: Internship II</td>
<td>COUN 585/586: Internship I</td>
<td>COUN 542: Diagnosis and Psychopathology (Clinical Mental Health Specialty Program students; can be concurrent)</td>
</tr>
<tr>
<td></td>
<td>COUN 541: School Counselors: Paradigms and Practices (School Specialty Program students; can be concurrent and taken during I or II); requires COUN 540</td>
<td>COUN 554: Evidenced Based Clinical Mental Health Counseling (Clinical Mental Health Specialty Program students; can be concurrent)</td>
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<tr>
<td></td>
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<td>COUN 534: Evidenced Based School Counseling (School Specialty Program students; can be concurrent)</td>
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SITE/SUPERVISOR REGISTRATION

Pre-Practicum
Students typically take the first professional practice course, Pre-Practicum, during the first or second semester in the program. Pre-Practicum students do not need to submit any paperwork prior to enrolling in the course. Refer to the Pre-Practicum Manual for further information on the Pre-Practicum experience.

Practicum and Internship
Three important steps must occur for Practicum and Internship registration

1. Review Practicum or Internship Manual. It is essential that students understand what is required of the Practicum and Internship experience. Knowing this information will assist students in securing a site and supervisor that will be approved. Students may also consult with the Clinical Coordinator before completing the Practicum or Internship Registration document as the Clinical Coordinator can help students determine which sites will be the best fit for their personal and professional goals.

2. Submit Practicum/Internship Registration document by required deadline. To apply for Practicum and/or Internship, students need to submit a completed Practicum or Internship Registration document by the following deadlines. For example, for those students taking Internship I or Practicum in Fall 2014, they must submit a registration document to the Clinical Coordinator by July 1st, 2014.

   Fall semester courses: July 1st
   Spring semester courses: November 1st

Other helpful information

- The Practicum or Internship Registration document can be found on the Department of Counselor Education website. Students complete this electronic document and submit to the Clinical Coordinator via email. No hard copies will be accepted; however, students may submit scanned copies. Students should retain a copy of the document for their records.
- Students are expected to submit an Internship Registration document for Internship I, even if the site and supervisor remain the same from Practicum.
- Students need to submit an Internship Registration document for Internship II only if they are changing sites or supervisors.
- Failure to complete and/or earn an A or a B in Practicum or Internship I/II requires you to submit a new Practicum or Internship Registration document when repeating the course.

3. Register for course. Refer to ASU One Stop Student Services regarding course registration. If you have problems registering, first consult with your advisor.

   Additionally, Colorado Campuses students should contact Carol McCann at 719/587-7626. Online Plus students should contact Donna Griego at 719/587-8138.
LIVETEXT REGISTRATION

All students enrolling in the Counselor Education program need to register with LiveText, our web-based assessment management system. This system allows the Department to collect individual and group data throughout a student’s course of study in our program. For registration, students need to obtain a Student Membership Field Experience Edition, which must be purchased directly through the Adams State University Bookstore as students will receive an ASU specific key-code. This is a one-time expense that is good for five years. Note: Endorsement students also need to register with LiveText.

To purchase your membership, go to http://www.adams.edu/students/sub/bookstore/. Next, select “Graduation, Books, Clothing, and Merchandise,” and follow the prompts to purchase your membership as a textbook associated with COUN 524: Philosophies and Theories of Counseling. If you are approved to transfer in credit for COUN 524, you must still purchase your LiveText Student Field Experience Membership through the ASU bookstore by selecting the link to purchase as a textbook through any section of COUN 524: Philosophies and Theories of Counseling.

STUDENT LIABILITY INSURANCE

Students are expected to carry liability ("malpractice") insurance throughout the entire program. By joining a professional counseling association, (choices below) students are provided with FREE liability insurance that covers their practice as counselors-in-training. Note: Student liability insurance only covers work within the scope of professional practice experience and employee insurance does not cover these professional practice experiences.

American Counseling Association (ACA)
American School Counseling Association (ASCA)
American Mental Health Counselors Association (AMHCA)

To ensure liability insurance coverage is effective throughout the professional practice experiences, students first obtain this insurance during their Pre-Practicum class and renew on an annual basis. To provide evidence of coverage, students submit proof of liability insurance via LiveText for each of the professional practice courses: (Pre-Practicum, Practicum, and Internship I & II). A membership card from the professional organizations will suffice as proof of insurance. The due dates for submitting proof of insurance is as follows:

Fall courses: October 1st
Spring courses: March 1st
Summer courses: June 1st
PROFESSIONAL CONSIDERATIONS

Professional practice courses provide students with the opportunity to practice counseling skills under supervision. A successful student will be open to personal growth, become proficient at giving and receiving feedback, abide by ethical standards, and pay attention to their own wellness.

Personal Growth & Wellness
During professional practice experiences, students will encounter people and situations that will personally affect them in both positive and negative ways. This is a normal process in the journey of becoming a counselor. By being open to these experiences and learning from mistakes, students will become more capable and effective counselors. It is equally important for students to become aware of their beliefs and values and how these affect the counseling process, including the counseling relationship. Being inflexible in one’s beliefs and values can impact effectiveness as a counselor. Students are free to believe what they wish, but must be aware of the possible limits these beliefs may have on their work as a counselor. Participating in personal counseling is one way to achieve personal growth. Many students choose to invest in their professional future by receiving their own counseling.

Graduate students lead busy lives! Many students are juggling numerous roles, such as student, spouse/significant other, parent, child, employee, and community/professional leader. With all the day-to-day obligations counselors and students face, it is often difficult to find time to care for oneself. Wellness is essential for personal well-being and for being effective counselors. As such, students should consider ways to keep their student responsibilities a priority while maintaining a balance with other aspects in their life. Students can talk to the faculty and their peers about ways to enhance their wellness.

Use the following suggestions as starting points for developing a wellness plan:

- Physical health: Eat well, get lots of rest, and exercise
- Social support: Don’t forget about friends and family
- Spiritual: Nurture spiritual beliefs
- Recreation: Play and have fun
- Humor: Remember to laugh at yourself and with others
- Recognize limits as counselors: Remember, we cannot “fix” clients/ students, take away their pain, or make their decisions for them

Supervision
During professional practice experiences, students will receive extensive supervision and feedback from the site supervisor, course instructor, and/or peers. Supervision sessions will address (a) skill development, (b) professional development, and (c) personal development. To take full advantage of supervision, students must be prepared for supervision sessions. This will take the form of having paperwork ready for the supervisor to review, listening/ watching to recordings of the counseling sessions, and writing down specific questions. Extensive supervision is required for Pre-Practicum, Practicum and Internship I & II. Make note of the requirements listed in each section of this manual and plan your schedule accordingly.
Receiving Feedback and Supervision
In the counseling program, students have the unique opportunity to receive extensive, close supervision from faculty members as well as practicing counselors. Students are urged to take advantage of this opportunity by making the personal decision to be non-defensive to supervision and feedback. The following are suggestions on how to be open to the supervision process.

1. Focus: Before each supervision session, take time to focus on your professional goal of becoming an effective counselor.
2. Listen: Make a commitment to truly hear the feedback offered to you, even when the comments seem critical to you.
3. Reflect: Be open to new ways of thinking about yourself and what you believe. Be willing to grow and change.
4. Value: Remember what strengths you bring to the counseling process and pay attention to your own wellness.

Giving Feedback
Students will give one other feedback during group supervision and during in-class experiences. Peer-to-peer learning is invaluable in the process of becoming a counselor. It is also an opportunity for students to practice giving honest and accurate feedback in a sensitive manner. Giving honest feedback often feels like a risk, especially when it is done correctly. It may feel safer to say, “You did a good job.” However, this statement does not provide the counselor useful or helpful information. A better statement would be: “I really liked how comfortable you seemed with this client/student. I wonder how you felt in this moment.” Or, “I liked the fact you used a scaling question, but I’m not sure if that was the best way to ask the question. What if you asked them…?” Or, “It seemed to me you were in your head when your client started crying. I wonder if you are uncomfortable with tears.”

Ethical Responsibilities
Students are expected to engage in professional and ethical behavior at all times and to follow the American Counseling Association’s Code of Ethics and Standards of Practice.

- Download the 2014 ACA Code of Ethics; School counseling specialty program students should also download the ASCA Ethical Standards for School Counselors
- Become thoroughly familiar with this information!
- Abide by the ethical behavior and standards of practice endorsed by ACA and adhere to the laws of the state in which you conduct your Practicum or Internship experience
- Bring your general, non-emergency ethical questions to classes and supervision sessions
- Immediately consult with your site supervisor when emergency ethical dilemmas arise (i.e., suicide, duty to warn, child abuse, at risk adults)
- Become familiar with and abide by policies and procedures established by your Practicum or Internship site(s)

In summary, you are responsible for being familiar with and abiding by your state laws, professional ethics, and policies and procedures of your site. Failure to adhere to professional codes of ethics, standards of practice, and state laws may result in disciplinary action and/or dismissal from the program. Your first obligation is adherence to state and federal law.
IMPORTANT LINKS

Department of Counselor Education
For general department information, including access to clinical documentation

The Graduate School
For application, admission, financial aid, and graduation questions

State Board of Licensed Professional Counselors (Colorado)
To learn about the regulations governing mental health practice in the state of Colorado and to learn about licensure requirements as a Licensed Professional Counselor in Colorado

Colorado Department of Education
To learn about professional school counseling licensure in Colorado

State Professional Counselor Licensure Boards
To learn about licensure requirements as a Licensed Professional Counselor (or equivalent) across the United States

State School Counselor Certification and Licensure Agencies
To learn about certification and/or licensure requirements as a professional school counselor (or equivalent) across the United States

American Counseling Association
Professional association for professional counselors and student liability insurance coverage with membership

American School Counselor Association
Professional association for school counselors and student liability insurance coverage with membership

American Mental Health Counselors Association
Professional association for mental health counselors and student liability insurance coverage with membership

Association for Counselor Education and Supervision
Professional association for doctoral students and faculty in Counselor Education

Council for Accreditation of Counseling and Related Educational Programs (CACREP)
Counselor Education accrediting organization
Practicum

INTRODUCTION TO PRACTICUM

Practicum is the second of the four experientially based courses that focus on skill, professional, and personal development. It is the student’s responsibility to read the Practicum Manual carefully when he or she enrolls in the Practicum course. Please ask the Practicum instructor if there are further questions.

The purpose of the Practicum course is for students to continue gaining skills and knowledge of the counseling experience. Students will continue to practice foundational counseling skills and behaviors learned in Pre-Practicum, and will have the opportunity to integrate more advanced skills through practice in class, supervised recorded sessions, and direct service at a Practicum site.

Under the direction of an approved supervisor, each student will record counseling sessions with a designated client. The number of recorded sessions will be determined by the Practicum instructor. The student will meet face-to-face with the supervisor between each session to review the recording and work on skill, professional and personal development. Additionally, students are required to complete 100 hours at an approved Practicum site and receive Site Supervision. Students will be evaluated throughout the semester by their supervisor(s) and instructor. More details about evaluation are included in the Department of Counselor Education Student Handbook.

As in Pre-Practicum, Practicum focuses on the personal qualities needed to develop an authentic and effective counseling relationship. This relationship requires that counselors be in touch with their experience of self as well as their experience of the client. It demands that counselors be able to move outside of their own frame of reference into the client’s frame of reference, in an attempt to see the world as the client sees it.
CACREP STANDARDS FOR PRACTICUM

The Council for Counseling and Related Education Programs (CACREP) is our accrediting organization. In order to (a) maintain CACREP accreditation and (b) follow a best practice model, the Department of Counselor Education developed the Practicum course around the 2009 CACREP standards. CACREP defines Practicum as a distinctly defined, supervised clinical experience in which the student develops basic counseling skills and integrates professional knowledge. The Practicum is completed prior to Internship (and includes):

1. At least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills.
2. Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the Practicum by a program faculty member, a student supervisor, or a site supervisor who is working in biweekly consultation with a program faculty member in accordance with the supervision contract. (Note to ASU students: this supervision is provided by the “Site Supervisor”)
3. An average of 1 1/2 hours per week of group supervision that is provided on a regular schedule throughout the Practicum by a program faculty member or a student supervisor. (Note to ASU students: this supervision is provided by the face-to-face Practicum instructor and/or the live classroom Practicum instructor, e.g. Collaborate class)
4. The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student’s interactions with clients.
5. Evaluation of the student’s counseling performance throughout the Practicum, including documentation of a formal evaluation after the student completes the Practicum.

Specific CACREP Standards met for this course include, but are not limited to:

- Clinical Mental Health Standards:
  B.1: Demonstrates the ability to apply and adhere to ethical and legal standards in clinical mental health counseling.
  D.9: Demonstrates the ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision or refer clients when appropriate.

- School Counseling Standards:
  B.1: Demonstrates the ability to apply and adhere to ethical and legal standards in school counseling.
  D.5: Demonstrates the ability to recognize his or her limitations as a school counselor and to seek supervision or refer clients when appropriate.
CORE EXPECTATIONS OF PRACTICUM STUDENTS

A. **Skill Development**

To develop the skills necessary to engage in a counseling relationship or alliance, students will practice and be evaluated on particular skills. These skills include the foundational skills learned in Pre-Practicum, as well as more advanced skills.

<table>
<thead>
<tr>
<th>Foundational Skill</th>
<th>Name</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-verbal</td>
<td>Use of eye contact, gestures, and facial expressions</td>
<td>Direct eye contact with breaks for client comfort, keeping different cultural backgrounds in mind; use of facial expressions to indicate understanding</td>
</tr>
<tr>
<td>Non-verbal</td>
<td>Use of body position</td>
<td>Posture of involvement or shifting towards client to convey interest</td>
</tr>
<tr>
<td>Non-verbal</td>
<td>Use of voice</td>
<td>Attentive silence, matching the client’s tone, indicating warmth and acceptance</td>
</tr>
<tr>
<td>Opening</td>
<td>Minimal encouragers</td>
<td>Brief supportive statements such as “uh huh”, “okay”, “I see” as appropriate</td>
</tr>
<tr>
<td>Opening</td>
<td>Door openers</td>
<td>A non-coercive invitation to talk such as “tell me more about that” or “say more about that”</td>
</tr>
<tr>
<td>Opening</td>
<td>Open questions</td>
<td>Do not request specific information but invite client to speak, allowing more freedom of expression than closed questions</td>
</tr>
<tr>
<td>Opening</td>
<td>Closed questions</td>
<td>Ask for specific information and require a short factual response</td>
</tr>
<tr>
<td>Reflecting</td>
<td>Paraphrasing</td>
<td>A distilled version of the content of client’s message that restates the facts and thoughts in different words and in a nonjudgmental way</td>
</tr>
<tr>
<td>Reflecting</td>
<td>Reflecting feelings</td>
<td>Recognizing client’s emotions and reflecting them verbally; involves listening and then expressing in one’s own words the emotions stated or implied by client</td>
</tr>
<tr>
<td>Reflecting</td>
<td>Summarizing</td>
<td>Pulls together everything a client has said in a brief synopsis; lets the client hear his or her viewpoint in a more organized way</td>
</tr>
<tr>
<td>Core Condition</td>
<td>Empathy</td>
<td>Ability to recognize and understand another’s state of mind or emotion; the ability to enter into another’s frame of reference</td>
</tr>
<tr>
<td>Core Condition</td>
<td>Congruence</td>
<td>Demonstrates the ability to be real or honest with clients; counselor verbalizations are congruent with inner feelings</td>
</tr>
<tr>
<td>Core Condition</td>
<td>Positive regard</td>
<td>A counselor’s non-possessive caring or acceptance of the individuality of each client</td>
</tr>
<tr>
<td>Advanced Skill</td>
<td>Name</td>
<td>Examples</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Advanced</td>
<td>Reflecting</td>
<td>Reflecting meaning; Identify and respond to the meanings behind a client’s story; restate the personal impact and significance of the event being described</td>
</tr>
<tr>
<td>Challenging</td>
<td>Giving feedback</td>
<td>Giving feedback; Supplying information to a client about what the counselor sees, feels, or suspects about the client; should be constructive and specific</td>
</tr>
<tr>
<td>Challenging</td>
<td>Confrontation</td>
<td>Confrontation; Interventions that point out discrepancies in client beliefs, behaviors, words, and nonverbal messages</td>
</tr>
<tr>
<td>Challenging</td>
<td>Focusing on the client</td>
<td>Focusing on the client; Keeping the focus on the client rather than others; asking the client to take responsibility and ownership</td>
</tr>
<tr>
<td>Change Techniques</td>
<td>Setting goals</td>
<td>Setting goals; Working with the client to create specific, positive, simple, realistic, and relevant goals for sessions</td>
</tr>
<tr>
<td>Change Techniques</td>
<td>Giving information</td>
<td>Giving information; Supplying data or facts to help client reach his or her goals; providing accurate information about certain topics (i.e., drugs, parenting, etc.)</td>
</tr>
<tr>
<td>Change Techniques</td>
<td>Reframing</td>
<td>Reframing; Helping the client recognize there are several ways to frame a problem or that it can be seen in many different lights</td>
</tr>
<tr>
<td>Change Techniques</td>
<td>Brainstorming</td>
<td>Brainstorming; Identifying and challenging assumptions about the problem; generating ideas; evaluating potential solutions</td>
</tr>
</tbody>
</table>

In addition, students will perform professional duties at their Practicum site. While specific counseling skills (e.g. reflecting meaning) might not be directly evaluated, these skills do have an impact on the students’ effectiveness during a team staffing or while teaching a guidance curriculum lesson. Site work allows for students to integrate and apply counseling skills learned throughout the program.

B. Professional Development

In addition to maintaining high academic standards, students enrolled in the Department of Counselor Education must develop professional behaviors and characteristics necessary to work effectively with people with diverse needs and backgrounds. Emerging counselors should demonstrate a concern for people, possess self-management skills (being on time, prepared for class, completing paperwork, etc.), and have high quality oral and written communication skills.

The department faculty has the following expectations of emerging counselors:

- The student relates to peers, professors, and others in an appropriate professional manner.
- The student applies legal and ethical standards during the training program.
● The student respects the fundamental rights, dignity, and worth of all people.
● The student demonstrates the ability to receive, integrate, and utilize feedback from peers, instructors, and supervisors.
● The student behaves in accordance with the program's standards as outlined in course syllabi, the Student Handbook, and the Professional Practice Manual.
● The student behaves maturely and professionally, (e.g., completing assignments in a timely manner, arriving on time for class and appointments, communicating with instructors, supervisors, and peers as appropriate).

C. Personal Development

The Department of Counselor Education faculty believes personal development is a crucial component in the growth of the counselor-in-training. Instructors emphasize the importance of self-evaluation and self-exploration in an effort to understand and acknowledge the issues that may hinder work as a counselor. The Student Handbook makes clear the obligation of the faculty to monitor the personal growth and self-awareness of future counselors.

The department faculty has the following expectations of emerging counselors:

● The student demonstrates appropriate self-control (e.g., anger control, impulse control) in interpersonal relationships with faculty, peers, and clients/students.
● The student is aware of her/his own belief systems, values, and limitations and how they might adversely affect the student’s work with clients/students or peers.
● The student demonstrates a willingness to self-explore, grow, and compensate for deficiencies.
● The student participates in classes in an appropriate manner, (e.g., demonstrates awareness of personal boundaries and avoids inappropriate self-disclosure).

In meeting the standards above, students exhibit overall suitability for the field of counseling. Faculty, in conjunction with supervisors, possess the professional judgment necessary to determine whether a student is suitable for the field of counseling, for example making progress toward self-awareness and serving his or her future clients ethically and professionally.
PRACTICUM COURSE REQUIREMENTS

In addition to in-class and academic requirements as directed by your instructor, Practicum students must meet the following requirements.

1. **Carry Student Liability Insurance**

Students in the Department of Counselor Education are required to carry student liability insurance coverage during Pre-Practicum, Practicum, Internship I, and Internship II. As students are required to maintain membership in one of the national professional counseling organizations throughout the counseling program, consistent student liability insurance coverage is guaranteed. National professional counseling organizations such as ACA, ASCA, and AMHCA provide FREE student liability insurance as part of low-cost, student membership in those organizations.

   American Counseling Association (ACA)
   American School Counselor Association (ASCA)
   American Mental Health Counselors Association (AMHCA)

Students will ensure the Department has the most recent renewal information and will provide evidence of this on LiveText during their Pre-Practicum, Practicum, Internship I and Internship II courses, by the following deadlines:

   - Fall courses: October 1st
   - Spring course: March 1st
   - Summer courses: June 1st

Membership cards/ and or Evidence of Insurance Forms will suffice as proper documentation. Students are not allowed to conduct counseling sessions or accumulate Practicum hours unless they have proof of insurance. **Students will repeat the professional experience course if they fail to fulfill this requirement.** Insurance carried by an employer will not suffice as it does not cover the student’s role as a Practicum student.

2. **Complete 100 Hours at a Practicum Site**

   A. **Select Site:**

   The Practicum experience is designed to introduce students to clinical mental health and school counseling settings. Students should select a site that will allow them to *practice* foundational and advanced counseling skills. In addition, students can spend some of their time shadowing professionals in their respective settings. As students progress through the Practicum experience, they should begin to assume more responsibilities and independent work. It is up to the student to discuss their needs with his or her Site Supervisor to gain the most from the Practicum experience.

   For Practicum, students may be in either a school or clinical mental health counseling setting regardless of which specialty program they are pursuing. However, in Internship I and II, clinical
mental health specialty program students must be in a clinical mental health setting and professional school counseling specialty program students must be in a K-12 school setting. Additionally, students in the school counseling specialty program will need to complete hours at a minimum of two grade levels during Internship (e.g. high school and elementary school). Refer to the Internship Manual for more information on the school counseling Internship. Therefore, to get the most well rounded experience, students in the school counseling specialty program may want to consider completing their Practicum hours at a third grade level (e.g. middle school).

Selecting the Practicum site is an important step in the development of counseling skills and the successful completion of professional practice experiences. The following suggestions will aid the selection process:

- **Practicum Manual**: Carefully read the Practicum Manual to become familiar with the details of this professional practice course.

- **Professional Goals**: Students should determine his or her interests, needs, and expectations for professional practice experiences. When choosing a site, students should aim for a placement that represents a “good fit” with these interests, needs, and expectations. Students should then contact the site for an interview with the desired Site Supervisor to discuss learning objectives and expectations.

- **State Requirements**: Students should become familiar with the requirements for counseling licensure in his or her state. For example, some states require that a percentage of hours be spent diagnosing or conducting group work during their Practicum and Internship experiences. Licensure requirements may change without notice. It is the student’s responsibility to stay current with requirements. Obtain this information from the sources listed below:

  - [State Professional Counselor Licensure Boards](#)
  - [State School Counselor Certification and Licensure Agencies](#)

- **Locate a Site/ Supervisor**: The following are some suggestions when starting your search process. First, you can consult your local listing of schools (public, private, charter), mental health agencies, private practice, behavioral health medical centers, counseling centers, addiction, rehabilitation and recovery centers, and state/federal prisons.

  Additional resources/ suggestions are included below, and note that the Clinical Coordinator is here to assist you in this process.

  - **Websites**
    - [growinginterns.com](http://growinginterns.com) A list of site opportunities and potential supervisors in your area
    - [nbcc.org](http://nbcc.org) A list of Nationally Board Certified Counselors in your area
    - [counselinginternships.com/](http://counselinginternships.com/) Database of counseling Internship sites (fee for using site)

  - **Other resources**
    - ASU Counselor Education Site Database, request by emailing Clinical Coordinator:
Making Contact: The following are some suggestions when making contact with a potential site or supervisor.

- In order to convey interest and utilize all modes of communication, you should call, email, and visit the site personally.
- Make yourself familiar with the Practicum Manual as you will need to ensure that the site and supervisor can uphold the program requirements.
- Be prepared to provide a current resume, cover letter, the Practicum Registration document, and the Supervisor Handbook

If you get an interview, be sure to:

- Present yourself professionally
- Bring necessary items, e.g. resume, etc.
- Display good posture
- Do not chew gum
- Practice appropriate eye-contact
- Listen attentively
- Smile enough to convey your interest and positive attitude
- Sound enthusiastic and interested, yet sincere
- Turn-off all electronic devices
- Send a thank you letter, email, etc. thanking the potential site/supervisor for their time and consideration

Some questions that may be asked of you:

- What are your expectations for this Practicum?
- How do you handle conflict? Stress?
- You disagree with how your supervisor has rated your skills/development/performance at your site. How would you handle this?
- What are your areas of growth and what are your strengths?
- Why are you interested in completing your Practicum at our facility?
- What do you hope to gain from your Practicum?
- What is your experience working with diverse populations?
- What are your future career goals?
- Do you have any questions for us?

Some questions for you to ask:

- What will my duties be?
- Have you ever supervised a Practicum student before and if so, what was your experience? If not, what is your expectation?
- Will you be able to meet my program’s requirements? Be sure to ask about:
- Total hours for direct service and other professional activities
- Supervisor requirements (licensing/credentials, experience, supervisor training)
- Required weekly supervision, including web-based documentation in LiveText
- Maintaining communication with the Clinical Coordinator and faculty at ASU
- Required recorded sessions with client on site

- What would my weekly schedule be?
- What can you tell me about your school, agency, practice, etc.? What population do you serve?
- What experiences can you provide for me as a Practicum student?

B. Accumulate Required Hours

For Practicum, students are required to spend a minimum of 100 hours of supervised experience at an approved site. At least 40 of the 100 hours must be in direct service with clients/students at the site.

The following tables provides examples of direct and other professional activities for the two specialty programs. Direct hours are time spent with clients/students that contributes to the development of counseling skills. Please note that other professional activities (also known as “indirect” hours) are activities that contribute to the care of the client/student, utilizing the specialized skill set as a counselor.

If students have questions about specific duties or assignments at the Practicum site, ask the Practicum instructor and Site Supervisor. Students may only count up to 10 hours for ASU group supervision. These 10 hours are built into the Final Paperwork document on LiveText.

Clinical Mental Health Counseling, examples include, but are not limited to:

<table>
<thead>
<tr>
<th>Examples of Direct Service</th>
<th>Examples of Other Professional Activities or “Indirect”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conducting individual, couple, family, or group counseling sessions</td>
<td>Completing paperwork, documentation</td>
</tr>
<tr>
<td>Conducting intake interviews and discharge planning</td>
<td>Attending staff meetings, site trainings, etc.</td>
</tr>
<tr>
<td>Participating in staffing with client (or family) present</td>
<td>Data collection, analysis, etc.</td>
</tr>
<tr>
<td>Speaking on phone with client or non-professional significant others</td>
<td>Preparing or planning for sessions and activities</td>
</tr>
<tr>
<td>Delivering prevention services to clients, families, and/or the community</td>
<td>Professional development (off site; not to exceed 5 hours)</td>
</tr>
<tr>
<td>Co-leading/ facilitating individual, family, couple or group counseling sessions</td>
<td>Making referrals, developing resource lists for client</td>
</tr>
</tbody>
</table>
- Attending weekly supervision at Practicum site and completing ASU group supervision (e.g. face-to-face classes and/or live classroom supervision), including preparation (e.g. reviewing recorded sessions)

_School Counseling, examples include, but are not limited to:_

<table>
<thead>
<tr>
<th>Examples of Direct Service</th>
<th>Examples of Other Professional Activities or “Indirect”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conducting individual, family, or group sessions</td>
<td>Completing paperwork, documentation</td>
</tr>
<tr>
<td>Delivering school guidance curriculum</td>
<td>Attending staff meetings, trainings, workshops, etc.</td>
</tr>
<tr>
<td>Individual student planning</td>
<td>Data collection, analysis, etc.</td>
</tr>
<tr>
<td>Speaking on phone with student or non-professional significant others; consultation with parent/guardian</td>
<td>Preparing or planning for sessions and activities</td>
</tr>
<tr>
<td>Co-leading/ facilitating individual, family, group sessions</td>
<td>Attending weekly supervision at Practicum site and completing ASU group supervision (e.g. face-to-face classes and/or live classroom supervision), including preparation (e.g. reviewing recorded sessions)</td>
</tr>
<tr>
<td>Contributing to student meetings with student and/or parent/guardian present</td>
<td>Professional development (off site; not to exceed 5 hours)</td>
</tr>
<tr>
<td>Consulting and collaborating on behalf of the student/parent/guardian with teachers, staff, etc.</td>
<td>Making referrals, developing resource lists for student/parent/guardian</td>
</tr>
<tr>
<td>-</td>
<td>System support, e.g. Response to Intervention preparation</td>
</tr>
<tr>
<td>-</td>
<td>Participating in fair share duties, e.g. recess duty</td>
</tr>
</tbody>
</table>

_C. Record Sessions:_

1. **Requirements for Colorado Campus/On-Campus Students**
   - Each student will provide counseling sessions to a designated client. Typically, instructors will recruit undergraduate students to serve as the designated clients for recordings. Students may also arrange to record clients/students at their Practicum site.
   - These sessions will be digitally recorded for review in supervision and in class. Students will be expected to demonstrate foundational skills learned in Pre-Practicum, as well as the
advanced skills learned in this course. Students will be expected to develop a counseling relationship with the client.

- Students may be expected to show their recorded sessions during class for group supervision.
- Sessions should run the traditional 50 minute counseling hour unless otherwise specified.

2. Requirements for Colorado Campus/Off-Campus Students

- Each student will provide counseling sessions to a designated client. These sessions will be digitally recorded for review in supervision and in class. Students will be expected to demonstrate foundational skills learned in Pre-Practicum, as well as the advanced skills learned in this course. Students will be expected to develop a counseling relationship with the client.
- Students at the off-campus sites will be expected to record clients at the Practicum site. If circumstances will not allow for recording to be completed on site, students should consult with their Practicum instructor for further instruction.
- Students may be expected to show their recorded sessions during class for group supervision.
- Sessions should run the traditional 50 minute counseling hour unless otherwise specified or due to developmental age of client (e.g. 30 minutes as appropriate for young children or for students seen within the school system).

3. Requirements for Online Plus Students

- Each student will provide counseling sessions to a designated client. These sessions will be digitally recorded for review in supervision and during intensives. Students will be expected to demonstrate foundational skills learned in Pre-Practicum, as well as the advanced skills learned in this course. Students will be expected to develop a counseling relationship with the client.
- Online Plus students will be expected to record clients at the Practicum site. If circumstances will not allow for recording to be completed on site, students should consult with their Practicum instructor for further instruction.
- Students will be expected to show their recorded sessions during the subsequent summer intensive for group supervision.
- Sessions should run the traditional 50 minute counseling hour unless otherwise specified or due to developmental age of client (e.g. 30 minutes as appropriate for young children or for students seen within the school system).

D. Fulfill Supervision Requirements:

*Colorado Campus/On-Campus Students:*
Students on the Alamosa campus of Adams State University will be assigned a faculty member for Recording Supervision. The instructor for the Practicum course will make the supervisor assignments. It is up to the student to contact the recording supervisor and arrange for regular supervision. Additionally, on-campus students must contract with a Site Supervisor where the 100 Practicum hours will be completed. It is the student’s responsibility to find an appropriate site and supervisor.
Colorado Campus/Off-Campus Students:
Off-Campus students must contract with a Site Supervisor where the 100 Practicum hours will be completed. Site Supervisors will also review the students’ recorded counseling sessions. Ideally, students should have only one supervisor. It is the student’s responsibility to find an appropriate site and supervisor.

Online Plus Students:
Off-Campus students must contract with a supervisor where the 100 Practicum hours will be completed to serve as the Site Supervisor. Site Supervisors will also review the students’ recorded counseling sessions. Ideally, students should have only one supervisor. It is the student’s responsibility to find an appropriate site and supervisor.

In regards to qualifications, supervisors must:

- Have a minimum of a master’s degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses. All supervisors must be licensed within the discipline they are working in, e.g. LPC, LMFT, LCSW, LAC, Licensed Psychologist, State licensed/ certified School Counselor.
- Have a minimum of two years of pertinent professional experience in the counseling field (e.g. clinical mental health counseling, school counseling), post master’s degree.
- Have knowledge of the program’s expectations, requirements, and evaluation procedures for students (e.g. supervisor has copy of Supervisor Handbook).
- Have relevant training in counseling supervision. [Relevant training in counseling supervision can be defined as having a minimum of three clock hours (e.g. workshop, class) in counseling supervision, that includes an understanding of (a) models and theories of counseling supervision, (b) ethical issues relevant to counseling supervision, and (c) multicultural issues relevant to counseling supervision.]

Supervisors will indicate their training and experience with counseling supervision on the Practicum Registration document. Those potential supervisors who do not have relevant training in counseling supervision are not excluded from participating as a supervisor; however, these potential supervisors are required to participate in a website-based training, provided free of charge by Adams State University. Note: All potential supervisors can be given access to this training by emailing the Clinical Coordinator for information; refer to the Supervisor Handbook.

Additionally, students must note the following:

- Each state has different requirements for supervisors during the Practicum and Internship experiences. It is the student’s responsibility to check with their state agency to determine if other requirements must be met.
  - State Professional Counselor Licensure Boards
  - State School Counselor Certification and Licensure Agencies
The Department of Counselor Education Clinical Coordinator approves all Practicum Registration documents in the order received. **Students may not begin at the Practicum site until the supervisor has been approved and the semester has begun. Additionally, if your supervisor needs training in supervision, he or she will need to complete the required training before you can begin your Practicum experience.**

Each student is expected to initiate contact with his/her supervisor. It is the student’s responsibility to ensure that he/she meets for supervision throughout the semester. Students are required to meet for Site Supervision an average of one hour every week they work at their site. It does not matter if the hours are in direct service.

For those few students who need two supervisors (one to supervise the recordings and one to supervise the Practicum site hours), students must attend both Recording Supervision and Site Supervision. Documentation of both types of supervision is mandatory as these supervision sessions require the completion of different evaluation documents.

Off-campus and Online Plus Students who have one supervisor for both types of supervision should consider scheduling two supervision sessions per week (when applicable) in order to complete Recording Supervision and Site Supervision.

ASU Group Supervision is provided via the weekly class time (face to face for On-Campus students or in the live classroom for Online Plus students) or through weekend classes for the Off-Campus students.

In summary, there are three types of supervision required for the Practicum experience.

**Recording Supervision**
Students are required to attend one hour of face-to-face supervision with a supervisor for the purpose of evaluating the recorded counseling sessions. Students must meet with the supervisor between each recorded session; for example, the student cannot conduct the second counseling session until his or her supervisor has reviewed the first recorded session. This way the student can integrate feedback into the subsequent session. The Recording Supervision Evaluation is completed at the end of these supervision sessions on LiveText.

**Site Supervision**
Students are required to meet for Site Supervision for an average of one hour every week. The Practicum Site Supervision Evaluation is completed for these supervision sessions on LiveText.

**ASU Supervision**
Group supervision is provided by an ASU faculty member. Group supervision occurs during the weekly/ weekend classes for the Colorado Campus students and during weekly live classroom sessions and the summer intensive for the Online Plus Students.
**Grading Note**

Evaluating a student’s skill, professional, and personal development is a highly subjective process. Our documents formalize this process. We use a 3, 2, 1, 0 system, with 3 being “exceeds expectations,” 2 being “meets expectations,” 1 being “below expectations,” and 0 being “does not meet expectations/ unsatisfactory.” Please discuss this rating system with your supervisor. If a student consistently receives 1’s or lower on his or her evaluations, he or she may earn a C or lower for the course. Please note that for professional practice classes, (i.e. Practicum), a C or lower is considered a failing grade. Also, dismissal from the site may result in dismissal from the course and/or program.
PRACTICUM DOCUMENTATION

Practicum Registration

- All students complete this electronic document with their Site Supervisor and submit to the Clinical Coordinator via email by the specified deadline for approval. If there is a change in site and/or supervisor, this document needs to be resubmitted for approval. A copy of this document can be accessed on the Counselor Education website.

Liability Insurance Coverage for Practicum

- Each semester a student is enrolled in a professional practice course, evidence of current professional liability insurance must be submitted into LiveText. Students must adhere to the following deadlines:
  
  Fall courses: October 1st  
  Spring course: March 1st  
  Summer courses: June 1st

Practicum Recording Supervision Evaluation

- This document is located in LiveText, our web-based assessment management system. This document needs to be completed on LiveText between each recorded session. This document evaluates the student on the core expectations required of Practicum students (e.g. skill, professional, and personal development). To access this document, go to your LiveText account.

Practicum Site Supervision Evaluation

- This document is located in LiveText, our web-based assessment management system. This document needs to be completed on LiveText during site supervision, which occurs for an average of one hour on a weekly basis. This document evaluates the student on the core expectations required of Practicum students (e.g. skill, professional, and personal development), CACREP standards required of Practicum students, direct hours, and other professional activities. To access this document, go to your LiveText account.

Practicum Final Evaluation

- This document is located in LiveText, our web-based assessment management system. This document should be completed with the Site Supervisor at the end of the Practicum experience. This document evaluates the student on the core expectations required of Practicum students and the CACREP standards required of Practicum students. Additionally, your Practicum instructor will fill out a Final Evaluation on LiveText. To access this document, go to your LiveText account.
Final Paperwork: Practicum

- This document is located in LiveText, our web-based assessment management system. This document is completed once all course requirements have been met for Practicum. This document allows for students to tally their final hours and to evaluate their Site Supervisor. Students may show this document to their supervisor but are not required to. To access this document, go to your LiveText account. Students must fill out the appropriate area, e.g. Practicum.

Consent Form

- Clients/students who enter into the counseling process have the right to certain information and must consent for treatment. In most cases, students should utilize the procedure used at their site. However, clients/students who participate in the recorded counseling sessions as required by Adams State University, must also complete the Consent Form. Review this form with your client/student at the beginning of the first recorded session. Student must fill in the blanks on the Consent Form and print two copies. One copy will be for the student’s records and one copy belongs to the client/student. If students have more than one client/student, they must complete additional Consent Forms.

- This document also contains a consent to record. Clients/students must be made aware of the recording, how it will be used, who will see it, and what will happen to it.

- A copy of this form can be accessed on the Counselor Education website. Note: There are two forms available, one for Clinical Mental Health Counseling and one for School Counseling. Be sure to use the correct version. Spanish versions of these forms are also available, contact the Clinical Coordinator for the document. However, the recorded sessions must be conducted in English.

- Students submit these forms in LiveText at the completion of the academic semester. When possible, a copy of this form should also be included in the client’s clinical record. Check with your Site Supervisor for further information. Note: For clients/ students seen by the counselor-in-training, but who are not being recorded for the Practicum course requirement, follow the site procedure for obtaining and documenting consent.

Personal & Professional Dispositions at Practicum

- This document is completed on LiveText by the Practicum instructor at the conclusion of the course.
CONFIDENTIALITY & TECHNOLOGY

- Please review the Consent Form for information on confidentiality as related to counseling sessions.

- In regards to documentation, all client/student paperwork must be kept secure. The Consent Form should be kept on site (e.g. placed in client’s clinical record) or shredded, in addition to being submitted into LiveText at the end of the semester.

- In regards to recorded sessions, the Department of Counselor Education uses a secure, password protected server to store all student recordings for later viewing by Site Supervisors and designated faculty members. This server is called MediaSpace. This is the only accepted format for recorded sessions. This system uses HTTP/SSL (hypertext transfer protocol secure/secure sockets layer) to protect all traffic in transport. MediaSpace also uses DRM (Digital Rights Management) which provides on-disk encryption of media assets, policies and access rules, and licensed protected playback.

- Students have two options for recording with MediaSpace. Students can record directly into the MediaSpace system or they can record their counseling sessions with their recording device (e.g. computer or video camera) and then upload the recordings to the MediaSpace server. Supervisors can view the counseling sessions with the students by accessing the recorded session through the secure, password protected server after the student logs into their account. Your Practicum instructor can also access the recordings by logging into MediaSpace, using their own account login and password.

- Students must maintain the security of these recorded sessions. For example, recorded sessions should not be viewed in settings where others can see or hear the session. Students may not send the recordings electronically to supervisors and/or instructors. Once the recording is successfully uploaded into MediaSpace, students must delete the original file from their recording device.

- Upon successful completion of the course requirements for Practicum, all recordings will be deleted from MediaSpace. The administrator for the Department of Counselor Education’s MediaSpace site is a full-time faculty member in the department. Only the Department of Counselor Education MediaSpace administrator, the student, and the Practicum instructor has access to the recordings.

- The Practicum instructor will have detailed information pertaining to recorded sessions. Additionally, the Department of Counselor Education MediaSpace administrator will provide instructions for use and the Online Plus and Colorado Campus Blackboard will have “how to” instructions for using the MediaSpace system.
FREQUENTLY ASKED QUESTIONS

Read this section very carefully! More often than not, you can find the answer to your question by reading this section. Other helpful hints include:

- Students should consult with their advisor and/or Clinical Coordinator before completing the Practicum Registration document or enrolling for Practicum.
- Students should ensure they have met the Practicum course prerequisites.
- Students must complete and submit the Practicum Registration document by the deadline.
- Students should retain copies of all paperwork to keep in their records with the exception of documentation with client information. Refer to the Practicum Documentation section for more information on how to handle client paperwork.

1. When will I need to start looking for a Practicum site?

It is never too early to begin looking for a Practicum site! Students who wait until the month before the deadline run the risk of not securing a site in time. Therefore, please do not delay in getting started. Your advisor and the Clinical Coordinator can help you with this process.

2. What if I fail to meet the application deadline for turning in the Practicum Registration document?

The registration deadline for Practicum is of great importance. As explained in question #1, students who are not actively searching for a site well before the deadline run the risk of not securing a site. If a student is not able to secure a site by the deadline, they will not be able to take the class and will have to take the class at a later semester. In most cases, this will push back the student’s graduation date by one year, at minimum.

3. How will I know if my site is approved?

The Clinical Coordinator will review all registration documents in the order they are received. It is imperative that all information is filled out on the registration document; this ensures the Clinical Coordinator has all the information necessary to approve the site/supervisor. You will receive a notice via email (e.g. grizzly account) from the Clinical Coordinator noting if your site/supervisor have been approved. You cannot start accruing hours until (a) the ASU academic semester begins (see question #8) and (b) you have received the approval email.

4. My potential supervisor does not have prior training in supervision. Can he or she be my supervisor?

As long as a Site Supervisor meets the other requirements, they will have access to a free supervisor training provided by ASU. Have your supervisor contact the Clinical Coordinator for more information. Students cannot accrue any hours at their Practicum site until their supervisor has the required training in clinical supervision.
5. *I don’t know if I want to be a clinical mental health or school counselor. Can I use Practicum to explore my options?*

Students in Practicum may complete their hours at any setting regardless of the specialty program they are pursuing. However, if you know you are going into clinical mental health counseling, the faculty strongly recommends you complete your Practicum hours at a clinical mental health counseling site. The same applies for school counseling specialty program students. However, this is not a requirement.

Additionally, school counseling specialty program students should use Practicum as an opportunity to explore a site placement for Internship. For example, school counseling students may want to have experience at more than one grade level (e.g. elementary vs. high school) so they can choose their major area of focus for Internship (see Internship manual for more information).

6. *Can I use my current employment site as a Practicum site?*

This is a common, but tough question to answer. Students can get paid for their Practicum experience if they are fortunate enough to secure a site that provides compensation. However, not all students get paid for their professional practice experiences. That being said, many students are currently employed in the clinical mental health or school counseling field. These students can use their current employment setting as their Practicum site. However, a few items need to be taken into consideration:

1. Students should look at the professional practice experience as an opportunity to further develop and enhance their *counseling* skills. Students employed at sites longer than six months and/or doing professional work other than counseling (e.g. case management, case work, school aide) are **required** to seek out new opportunities at their employment site in consultation with their Site Supervisor. Students will be asked to list these additional duties on the Practicum Registration document.

2. Having the same person serve as your Site Supervisor and your employment supervisor may be a potential and problematic dual relationship. Students should strongly consider finding a different person to supervise their Practicum experience and at times, this may be required.

3. CACREP, our accrediting organization, has specific requirements for the professional practice experiences. Students should look closely at the CACREP standards required for Practicum (see p. 14) and ensure that their current employment/Practicum site will be able to fulfill these requirements. Ideally, the Practicum site should allow for practicing counseling skills and learning about the roles and responsibilities of counselors in the respective setting, e.g. school counseling.

7. *I understand I will have to video record sessions for Practicum. What else do I need to know?*

Students will record four individual counseling sessions, ideally with same client/student. Sessions can be with multiple clients/students if it is unlikely to obtain four recordings with the same client/student. Working with more than one client/student must be approved by the
Recording Supervisor.

Clinical mental health students working with adolescents or adults will record a traditional 50 minute counseling session; school counseling students or those students working with young children will record 30 minute counseling sessions, as deemed necessary by site demands and the developmental needs of young children.

In these recordings, both the client/student and the counseling student need to be clearly visible and audible in the recording. The Recording Supervisor and ASU faculty need to be able to assess the students’ counseling skills in these sessions. These skills may include: demonstrating empathy, congruence, and positive regard; using voice, eyes, and body position; using door openers and minimal encouragers; asking open and closed questions; using paraphrases, summaries, reflection of feeling, and reflection of meaning; and using change techniques (giving feedback, focusing on the client, confrontation, setting goals, giving information, reframing, and brainstorming). Therefore, students utilizing a specialized skill set at their site (e.g. Applied Behavioral Analysis, Equine-assisted Therapy, Client-centered Play Therapy), need to consider alternatives for the recorded sessions if the supervisor and ASU instructor cannot assess these counseling skills. In addition, students cannot use group, family, couples, or classroom guidance lessons as a recorded session. The instructor reserves the right to request additional recordings to better assess the student’s skill and progress.

After students have completed their first recorded counseling session, students must meet with their Recording Supervisor to review the session. At the end of this supervision, the student and Site Supervisor must complete the Recording Supervision Evaluation. Once this is completed, students can meet with their client/student for the second recorded session. This procedure is to ensure that students can integrate feedback throughout the counseling process.

Students will be expected to show their recorded sessions in class or at the subsequent summer intensive for group supervision and feedback.

Students may be told they cannot record at their site. If this happens, find out why recordings cannot be done. More often than not, Site Supervisors are concerned about client/student confidentiality. If this is the case, talk with your Site Supervisor about the secure server that will store all the recorded sessions as well as the steps you will take to ensure the recordings are safe. If you Site Supervisor is still concerned, you can ask your Practicum instructor or the Technology Coordinator to discuss any issues with your Site Supervisor.

If you have attempted to facilitate a discussion with your Site Supervisor about this requirement and still cannot record sessions at your site, please talk with your Practicum instructor as soon as possible about your options.

8. When can I begin collecting hours?

After their site and supervisor are approved, students can begin collecting hours once the official ASU semester begins (refer to Academic Calendar for specific dates), although the first face-to
face class or live classroom supervision may differ. We do not allow students to begin collecting hours before the first day of the ASU semester.

9. What is the purpose of the weekly/monthly/live classroom class?

The face-to-face class times and/or live classroom “Collaborate” class serves as group supervision. Students should be prepared to discuss their professional practice experiences during these sessions. Additionally, class time and/or live classroom supervision includes important instruction such as suicide assessment, working with special populations, etc. According to CACREP, students must receive an equivalent of “1.5 hours per week of group supervision that is provided on a regular schedule throughout the Practicum by a program faculty member or student supervisor.”

10. Who performs the biweekly consultation with my Site Supervisor?

For Practicum, the Clinical Coordinator, in consultation with the faculty instructor, will be in contact with each Site Supervisor on a biweekly basis. This contact is to (a) ensure ongoing communication with the site, (b) to help build relationships with sites and supervisors, (c) to field questions the supervisor may have, (d) to check in on the student’s progress at his/her site, and (e) to offer additional support to the Site Supervisor. The Clinical Coordinator will initiate this contact with the Site Supervisor. The consultation will consist of emails, phone calls, and a face to face meeting, if necessary. Note that the biweekly consultation process occurs in addition to the Practicum Site Supervision Evaluation in LiveText.

11. What if I don’t finish my practicum hours? Can I get an incomplete?

Incompletes are at the instructors’ discretion and are only awarded in extenuating circumstances. However, we want our students to complete their hours and understand that sometimes circumstances do not allow for completion in the allotted time. If a student does not feel he or she can complete the Practicum hours by the end of the semester, he/she needs to contact the instructor as soon as possible and work out arrangements. The instructor will request the student develop a plan for completing the hours in a timely fashion and will make arrangements for the student to continue with ASU supervision.

Note: All Online Plus students technically earn an incomplete in the Spring semester so they can attend the subsequent summer intensives. This incomplete grade does not grant permission to accrue hours past the spring semester deadline.

12. What else may be expected of me as a Practicum student?

Students are expected to behave professionally at their site at all times. This includes, but is not limited to the following: ensuring they are dressed appropriately for their site, maintaining their anticipated work schedule at their site, communicating to their Site Supervisor if they need to miss a day at their site, and for making arrangements to transition their clients/students to another counselor at the end of the Practicum experience.
13. I understand that I am required to have weekly site supervision that averages for one hour per week. My Site Supervisor was out this week for (fill in the blank). How do I get supervision for this week?

Students need to work out arrangements for site supervision directly with their Site Supervisor. If a supervisor will be out of the office, the student and supervisor can plan for additional supervision for the following week. If a Site Supervisor will be out of the office for longer than one week, the student and supervisor must make arrangements for the student to obtain supervision from another professional, under the guidance of the Site Supervisor.

Students should ideally schedule for 1-hour supervision sessions. However, this may not be possible at all sites or with all supervisors. As the CACREP standard requires weekly supervision that averages one hour per week, the student and Site Supervisor can schedule shorter, but more frequent supervision sessions as long as the student is receiving the benefit from the supervision process.

14. I would like to attend a two day training on (fill in the blank). Can I count these hours towards my 100 hours?

For Practicum, students can count up to 5 hours for professional development, such as trainings and workshops. Travel to and from the training cannot be counted as hours.

15. I accumulated the minimum Practicum hours before the end of the semester (40 direct, 100 hours total). Do I have to remain at my site?

The Department of Counselor Education requires students to remain at their site throughout the Practicum course, even if the minimum number of hours for Practicum have been completed. In addition, students need to honor their commitment made to the site and clients/ students. As such, students are responsible for maintaining appropriate ASU documentation, e.g. Practicum Site Supervision Evaluation.

16. If I accrue over 100 hours for Practicum, can these count towards Internship I hours?

Students can only accrue hours for Internship I and II once the course has officially begun and your site/ supervisor has been approved by the Clinical Coordinator.

17. I am staying at the same Practicum site and with the same supervisor for Internship I. Do I need to complete a new Internship Registration document?

As Internship has different requirements, a new Internship Registration document needs to be completed and approved by the Clinical Coordinator.

18. When does my final documentation and recorded sessions have to be submitted?

All Practicum documentation must be submitted by the last day of the academic semester (refer to Academic Calendar for specific dates). However, some instructors may require documentation
before this; check your course syllabus for specific dates. Recorded sessions must be uploaded into MediaSpace by the Friday before finals week.

19. How do I provide documentation of my activities, hours, etc.?

Students are not required to use or provide documentation of logs, etc. However, students will need to track their weekly activities and hours in some fashion so this can be entered into the Site Supervision Evaluation. Additionally, students will want to track their hours over the course of the semester, including direct service hours, other professional activity hours, and individual or triadic supervision. Follow up with your Practicum Instructor and/or Site Supervisor for suggestions on how to best stay on track with your weekly documentation.

20. I want to remain stay at my site past the Practicum experience. Is that okay?

Students may wish to remain at their site after Practicum is completed. If your former site agrees to you seeing clients/students between Practicum and Internship, you cannot refer to yourself as Practicum or Internship student at ASU and you need to be aware that your student liability insurance does NOT cover your work during this time. Liability insurance coverage is only active when the student is engaged in a master’s degree counseling curriculum; coverage is available to ACA student members while solely performing counseling services related to such curriculum (e.g. practicum and internship). Students performing counseling services unrelated to their professional practice experience (e.g. practicum and internship) should consider seeking coverage as individual professionals and/or ensuring their employer will cover them under employer insurance.

Questions regarding ACA’s student liability program can be accessed here; students may also want to contact ACA Member Services directly at (800) 347-6647, ext. 222. Students can contact Healthcare Providers Service Organization (HPSO) directly at (800) 982-9491. ASU students with liability insurance through ASCA and AMHCA will want to ensure coverage directly with these professional organizations. Additionally, Colorado students will want to ensure they are listed as a Registered Psychotherapist through the Department of Regulatory Agency if they are providing counseling services that are not part of their counseling curriculum. Students who live out of state will want to check with their certification/ licensure agency for any further requirements.
PRACTICUM RESPONSIBILITIES FOR UNIVERSITY, SITE AND STUDENT

The University Agrees:

- to assign a Faculty Instructor to facilitate communication between the University and the Site;
- to provide students who are not receiving payment of any form with coverage under the Colorado Workers’ Compensation Act [more information can be provided on section 8-40-302, sub-section (7)(a), and (b)];
- to notify the student that he or she must adhere to the administrative policies, rules, standards, schedules, and practices of the Site;
- to provide training in supervision as required by accreditation standards;
- that the Faculty Instructor shall be available for consultation with both Site Supervisor and student and shall be immediately contacted should any problem or change in relation to the student, Site, or University occur;
- that the Faculty Instructor is responsible for the assignment of the Practicum grade with consideration of feedback provided by the Site Supervisor; and
- that the University will maintain the security of the recorded sessions after the sessions are uploaded into MediaSpace and will delete the sessions once the student successfully completes Practicum.

The Practicum Site Agrees:

- to assign a Site Supervisor who has the time and interest for training a student as well as the appropriate credentials for the work setting (Site Supervisors must be certified/licensed in their state);
- to assign a Site Supervisor who has appropriate training in supervision before the Practicum experience begins (Site supervisors can access a free training on supervision through ASU);
- to provide opportunities for the student to engage in a variety of counseling activities under supervision and for evaluating the student’s performance;
- to provide the student with adequate work space, telephone, office supplies, and staff to conduct professional activities;
- to provide the opportunity for the student to digitally record counseling sessions (not necessarily the equipment necessary for recording) and to supervise these sessions. If digital recording cannot be done on site, the Site Supervisor agrees to supervise sessions completed off site as arranged by student and Faculty Instructor (check here if you will not agree to supervise the recorded sessions ___);
- to provide the opportunity for live supervision of the student’s interactions with clients/students;
- to participate in biweekly consultation with the Clinical Coordinator (in consultation with the Faculty Instructor) via email or telephone as initiated by the Clinical Coordinator;
- to alert the Clinical Coordinator or Practicum instructor of unsatisfactory performance or misconduct of student and provide documentation of any concern;
to provide an average of 1-hour of individual or triadic supervision per week and to document these supervision sessions on a weekly basis utilizing LiveText, a web-based assessment management program;

to assume legal responsibility for the welfare of clients/students seen by the supervisee as part of the Practicum experience; and

to provide timely evaluation of student performance and completing all required documentation.

The Practicum Student Agrees:

- to read and understand the ACA Code of Ethics and/or ASCA’s Ethical Standards for School Counselors and practice in accordance to these standards;
- to keep Faculty Instructor and Site Supervisor informed regarding Practicum experiences;
- to demonstrate a minimal level of competency in specified counseling knowledge, skills and attitudes in order to receive a passing grade;
- to digitally record a minimum number of counseling sessions (number determined by instructor, typically 4-6) at site and have these sessions supervised by Site Supervisor (or ASC faculty supervisor for On-campus students);
- to view the digital recordings before supervision as well as develop goals for supervision to maximize the supervision session;
- to receive supervision on each recorded session before the next recorded session occurs;
- to maintain the security of their recorded sessions. Recorded sessions are never to be sent to anyone electronically nor viewed in settings where others can see or hear the session. After the sessions are uploaded into MediaSpace, the student must delete the recorded session from the recording device;
- to make arrangements with Faculty Instructor and Site Supervisor if digital recordings cannot be completed at site, including supervision of the recorded sessions;
- to engage in individual or triadic supervision with Site Supervisor a minimum of one hour per week and to document these supervision sessions on a weekly basis utilizing LiveText;
- to attend classes and supervisory sessions fully prepared as outlined by the course requirements and supervisors’ expectations;
- to develop a work schedule with Site Supervisor that will be most conducive to student learning;
- to maintain their commitment to the site throughout the academic semester;
- to complete any documentation as required by Site and University;
- to maintain student liability insurance coverage throughout Practicum;
- to comply with any other requests of the Site, such as completing HIPAA training, background checks, or drug testing; and
- to contact and consult with the Site Supervisor in case of emergency.
Steps in Process:

All Students

- Locate site and supervisor to complete Practicum requirements
- Complete and email your Practicum Registration to the Clinical Coordinator by deadline
- Enroll in Practicum
- If applicable, renew student liability insurance coverage.
- Upload proof of insurance into LiveText by deadline.
- Accrue a minimum of 100 hours at site (40 hours must be direct service)
- Obtain weekly supervision at site and document this supervision on LiveText through the Practicum Site Supervision Evaluation on LiveText.
- Conduct recorded counseling sessions, meet with Recording Supervisor between sessions, and document this supervision through the Recording Supervision Evaluation on LiveText.
- Complete Practicum Final Evaluation with supervisor(s) on LiveText
- Be sure recorded sessions are uploaded and published in MediaSpace by the deadline (Friday before ASU Finals Week, check Academic Calendar for date)
- Delete recorded counseling sessions from recording device, if applicable
- Complete Final Paperwork (Practicum) in LiveText by the last day of the semester, or earlier if required by your instructor
- Submit copies of all Consent Forms for recorded counseling sessions in LiveText by the last day of the semester.
- Ensure all client paperwork is kept securely on site or shredded as appropriate to site.