University of Wisconsin-Stout

Masters of Science
In
Clinical Mental Health Counseling

COUN 793: Practicum Handbook
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Practicum Overview

Practicum is an initial supervised field experience course in which the counselors-in-training develop basic counseling and conceptual skills and integrate professional knowledge under close supervision. Students will also begin developing an effective counseling style. They will have the opportunity to practice basic counseling skills in a community setting while obtaining supervision from university faculty in a laboratory setting. Students must complete a total of 150 hours of practicum experience.

Students are responsible for acquiring practicum positions and obtaining approval from the Program Director. Specific placements depend somewhat on the background, experience, maturity, and capability of the student at the time of placement, as well as chosen concentration or interest area. No particular kind of placement can be guaranteed. Brochures describing a variety of potential practicum sites are provided to students.

Site supervisors should have a master’s degree in counseling (or a related field) and a minimum of two years of experience. Weekly supervision should include processing of students’ experience with clients, review of goals, review of progress towards goals, and review or processing of other tasks as assigned by the site and/or university supervisor.

Throughout the course, students are required to attend group supervision classes as scheduled. Students are also required to meet with faculty supervisors for individual/triadic supervision weekly. During supervision, students will review a recorded client session and discuss supervisor feedback.

Course Pre-Requisites and Overview: Pre-requisites are Foundations of Clinical Mental Health Counseling (COUN 715) and Counseling Process Laboratory (COUN 788). This course will assist counselors-in-training in further developing their professional counseling skill competence. Upon completion of this course, students will possess an improved understanding of their counseling strengths and specific understanding of areas for counseling skill improvement.
Objectives

At the end of the semester, students will be able to demonstrate the following:

1) Demonstrates the ability to apply and adhere to ethical and legal standards in clinical mental health counseling (CACREP CMHC STANDARD B1).
2) Applies knowledge of public mental health policy, financing, and regulatory processes to improve service delivery opportunities in clinical mental health counseling (CACREP CMHC STANDARD B2).
3) Uses the principles and practices of diagnosis, treatment, referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling (CACREP CMHC STANDARD D1).
4) Promotes optimal human development, wellness, and mental health through prevention, education, and advocacy activities (CACREP CMHC STANDARD D3).
5) Applies effective strategies to promote client understanding of and access to a variety of community resources (CACREP CMHC STANDARD D4).
6) Demonstrates the ability to use procedures for assessing and managing suicide risk and can differentiate between diagnosis and developmentally appropriate reactions during crises, disasters, and other trauma-causing events (CACREP CMHC STANDARD D6, L3).
7) Applies current record-keeping standards related to clinical mental health counseling (CACREP CMHC STANDARD D7).
8) 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 (CACREP CMHC STANDARD D9).
9) Maintains information regarding community resources to make appropriate referrals (CACREP CMHC STANDARD D1).
10) Advocates for policies, programs, and services that are equitable and responsive to the unique needs of clients (CACREP CMHC STANDARD F2).
11) Demonstrates appropriate use of diagnostic tools, including the current edition of the DSM, to describe the symptoms and clinical presentation of clients with mental and emotional impairments and is able to conceptualize an accurate multi-axial diagnosis of disorders presented by a client and discuss the differential diagnosis with collaborating professionals (CACREP CMHC STANDARD L1, L2).

CACREP SECTION 3 STANDARDS MET: G1-G6: The Council for Accreditation of Counseling and Counseling-Related Educational Programs (CACREP) is an independent agency recognized by the Council for Higher Education Accreditation to accredit Master’s degree counseling programs. Most of the policies and procedures for practicum reflect CACREP standards. Programs are regularly reviewed for CACREP compliance. This accreditation is a highly valued standard in the counseling profession. For more information, visit http://www.cacrep.org/.
Course Requirements and Responsibilities

Recording Requirement:
1. Students in practicum are required to record (videotaping is preferred, audio is acceptable) many of their counseling activities. A consent form signed by the client must be completed before recording any activities. A copy of the consent form is provided elsewhere in this handbook.
2. Students are required to submit a minimum of one recording per week for review with their university supervisor.

Practicum Student Responsibilities:
1. Secure an approved site
2. Follow the directions as stated in the practicum syllabus and manual
3. Work within the regulatory framework of the practicum site and participate in the activities assigned at the site
4. Complete Weekly Counseling Session Recordings and Ongoing Case Conceptualizations for Clients
5. Develop Treatment Plans as required in course syllabus
6. Participate in COUN 793 Group Supervision (bi-weekly)
7. Participate in Individual/Triadic Supervision (weekly)
8. Submit Time Logs documenting site activities
9. Submit bi-weekly Professional Journal entries
10. Complete Self-Evaluation at mid-term and at the conclusion of the semester
11. Complete Site Supervisor Evaluation at mid-term and at the conclusion of the semester
12. Submit all documentation and evaluation materials at the conclusion of the semester
13. Represent self and the university in a professional manner
14. Follow the most recent edition of the American Counseling Association’s Ethical Guidelines
Practicum Site Supervisor Responsibilities:
1. Review Practicum Handbook
2. Assist the student with the planning of the practicum experience
3. Provide the student an opportunity to perform all the activities that an employed mental health staff member would be expected to perform in this setting as appropriate
4. Provide a minimum of one (1) hour of weekly individual or group supervision
5. Maintain contact with the student's university supervisor to express any concerns that may arise
6. Be available for at least one site visit or phone conference from the university supervisor during practicum (*site visit preferred*)
7. Evaluate the student at mid & end of each semester and as requested

Practicum Faculty Supervisor Responsibilities
1. Assist the student with the planning of the practicum/internship experience
2. Provide a minimum of 1.5 hours per week of group supervision
3. Provide feedback and facilitate group discussion for student case presentations and/or video recorded sessions
4. Maintain contact with the student’s site supervisor for consultation and to address any concerns that may arise
5. Complete at least one phone conference or on-site visit (on-site visit preferred) with the site supervisor during practicum and/or internship
6. Review all submitted materials by students and site supervisors, including contracts, agreements, time logs, and evaluations
7. Maintain a file containing all relevant documents submitted by the student for academic evaluation at the conclusion of the semester
Course Expectations and Requirements

**Professional Liability Insurance:** All Practicum students are required to obtain professional liability insurance. There are several insurance companies that offer insurance to student trainees at discounted rates. The ACA Insurance Trust offers student rates through HSPO. See the ACA site for more information, or go to [http://www.hpso.com/students](http://www.hpso.com/students).

Proof of insurance is required before beginning work at the practicum site. You may forward an electronic copy of a confirmation to your instructor, send a photocopy of proof of insurance via regular mail, or bring a photocopy to seminar on the first day of classes (Meets Course Objective 1).

**Group Supervision:** Students are required to attend and participate in all scheduled group supervision classes (scheduled every other week for three hours). Evidence of participation will be determined by your involvement in class discussions (i.e., asking questions, providing personal/professional reflections, and/or professionally related insights regarding class topics). Minimal participation in group supervision may result in supervision discussions with your instructor in weekly triadic supervision. Failure to attend more than two classes could result in a lowered final grade by one letter grade (Meets Course Objectives 1-11).

**Time Requirements/Documentation:** Students are expected to accrue a total of 150 hours of service at their Practicum sites within the semester for which they are enrolled. **40 of these hours are to be in direct contact with clients (individual or group counseling);** 110 hours can be in an indirect capacity (i.e., note taking, trainings, and supervision). Your group supervision hours and weekly triadic supervision count toward your indirect hours, so be sure to include these on your indirect hour log. You are required to work at your site a minimum of 10 weeks during the semester. All days and hours are to be recorded on the time logs attached at the end of this document. When the University is not in session, students are not to attend their practicum site. Thus, University breaks, such as Thanksgiving and Spring Break, are specific occasions where students are not permitted to work at their practicum site. These specific weeks will be discussed at the beginning of each semester (Meets Course Objective 1). Failure to meet the minimum number of contact hours (150 total/40 direct) will require the student to retake the practicum class the following semester (Meets Course Objective 7).

At the beginning of each individual/triadic supervision session you are to present your ongoing weekly log sheets. Students are expected to retain and submit them in the end-of-semester packet.

**Weekly Individual/Triadic Supervision:** You are assigned a faculty supervisor who will meet with you each week, throughout the semester, for a minimum of one hour. Supervision may be in individual or triadic formats (2 students and one supervisor). You are required to attend and participate in the one hour on-campus supervision each week, in addition to site supervision (Meets Course Objective 8).
Recording Client Sessions: Each week you are to record at least one client session using the video equipment provided to you by your primary instructor (your site may provide you recording devices). After recording, you are to review the session and identify two specific areas that you would like to discuss during your weekly supervision session with your faculty supervisor/triad at Stout. In some cases, your individual supervisor may ask you to record more than one session per week. You are also required to bring your recordings to the bi-weekly class group supervision. Each student will share at least two of their recordings during the semester for group feedback and additional case conceptualization. Your individual instructor may have suggestions as to which recordings you should use for group supervision class. If not, then you are free to select any recording when it is your turn in class. Students will sign up for which weeks to bring in recordings at the first class meeting. Please keep in mind the opportunities you have available to record sessions. Any concerns at your Practicum site about recording sessions needs to be discussed with your instructor as soon as possible.

A specific video camera will be assigned to all students on the first evening of class. Students will receive training on how to use the equipment. Please note that you are responsible for your assigned recording device for the entire semester. Loss or damage to the camera for any reason is the assigned student’s responsibility. If the camera is damaged or lost you are responsible for repairs or replacement of the camera. You CANNOT earn a grade in COUN 793 until the original camera or a replacement is returned to the Counseling and Rehabilitation front office.

Finally, it is your responsibility to make sure that recorded sessions are clear and audible. Failure to meet this requirement will require you to complete a makeup tape for the following week. If more than two individual/triadic supervision sessions are impacted by recording failure, your final grade may be lowered (Meets Course Objective 7).

Conceptualization: For EVERY session, students are to continually conceptualize their client's problems/issues. The specific information that needs to be included in the conceptualization is found near the end of the practicum syllabus. The conceptualization is in addition of all site required paperwork. The conceptualization needs to be completed within one day of your session with that client. Each conceptualization needs to be saved with a specific file name (outlined at the end of the practicum syllabus) and then drop-boxed in D2L.
Treatment Plan: By the end of the semester, you are required to complete a treatment plan for a continuing client you worked with for at least 3 sessions using the format below. Please use the following format and key elements to organize your treatment plan. A typed, single-spaced case summary no longer than 4 pages must be submitted to your instructor at the conclusion of your presentation via the course drop-box (Meets Course Objectives 1-11).

The treatment plan should include the following sections:
1. Client Identifying Information
2. Mental Status Exam
3. Relevant Medical History
4. Education and Work History
5. Family and Significant Relationships
6. Conceptualization of Client's Dilemma(s)
7. DSM V Diagnosis
8. Therapeutic Plan/Interventions

Professional Journal: Every two weeks you are to write one journal entry describing your experiences in all aspects of the course. Specific sections need to address your experiences in the course, the course readings and your experiences in supervision. There are two specific areas:

- **Your first journal entry should include at least three goals** you hope to complete during the course of the semester. These goals will be created and refined in your first and second practicum class and in individual supervision. Finalized goals should be included in your second journal entry.

- Your last journal entry (#7) should be a minimum of 2-3 pages **summarizing your experience in practicum**. Please include all relevant sections and one additional section, your goals for internship (Meets Course Objectives 1-11).

Theoretical Orientation Paper: By week two you will need to outline your theoretical approach to counseling. This paper is to be between two and three single-spaced pages (do not exceed 3 pages).

- Some of the key components that must be included in this paper are your view of change, your role in this change process, the key theorists that influenced this view of change, your goals of therapy, and some of the primary techniques and interventions you will employ to achieve these goals.

- This paper is to be uploaded to the drop-box in learn@stout by the end of the second week and then revised and resubmitted the last day of classes.

- **For the second revision**, please include a one to two page single-space summary of any changes (and the rational for the change) you made to the original submission and/or if you did not change specific aspects of your orientation paper, please provide examples of how this aspect guided your practice during the course of the semester. (Meets Course Objective 3,4,5,11).
Mid Term and Final Evaluation: At the midpoint of the semester and at the end of the semester, you will schedule a 30 minute evaluation session with your faculty supervisor during your regular weekly individual/triadic supervision meeting. You will be directly evaluated by your individual faculty supervisor based on the rubric (attached). Prior to this supervision meeting, you are required to ensure that your site supervisor evaluates your skills also (attached) and that your faculty supervisor gets a completed copy prior to your evaluation meeting with them. Students are also required to complete a self-evaluation and bring it to their individual supervision session with their faculty instructor. At the conclusion of the semester, students are required to complete and submit the Site Evaluation.

Evaluation and Assessment of Course Requirements:

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples</th>
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<tbody>
<tr>
<td>Timeliness:</td>
<td>Arriving on time at your site, for all classes, and supervision sessions. Appropriate communication when issues arise.</td>
</tr>
<tr>
<td>Organization:</td>
<td>All paperwork completed neatly and on time, including evaluations. Responds to all emails in a timely manner.</td>
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<tr>
<td>Evaluations:</td>
<td>Positive marks (3 or above) in all scored evaluations areas. Continual improvement in clinical skills throughout the semester.</td>
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<td>Class participation and Attendance:</td>
<td>Complete all readings and bring discussion points to each class. Missing two supervision sessions and/or classes may result in the loss of one full letter grade.</td>
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<td>Supervision:</td>
<td>Discusses and implements feedback/supervision from both site and university supervisors</td>
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<tr>
<td>Ethics and Professionalism:</td>
<td>Maintains all ethical standards. Clearly follows all site and university policies. While this standard is listed with the above categories, a failure to follow the ACA code of ethics or engagement in unprofessional behavior could result in immediate dismissal from your practicum site which is grounds for failing the course.</td>
</tr>
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</table>

See statement of Ethical Considerations outlined below.

Grading Criteria:

A: Fully meets all requirements of the grading criteria
A-: Minor issues with one or more of the above categories
B+: Some issues with two of the above categories, or ongoing problems with one specific area (for example, multiple issues with paperwork)
B: Ongoing problems with more than two specific areas (for example, multiple issues with paperwork and issues with timeliness)
B- or less: Major, ongoing issues with any of the above categories and/or significant impairment with any of the specific categories and/or issues with ethics or professionalism (for example, breaches of confidentiality)

The instructor(s) of this course will give you an ongoing grade at midterm, it is your responsibility to seek out feedback during the course of the semester if you are unsure of where you stand academically.
Ethical Considerations

As graduate students providing services under the supervision of your site supervisor and Clinical Mental Health faculty and staff, students must abide by Wisconsin state law and appropriate ACA codes of ethics. Relevant standards will be reviewed with you in class. However, there are several critical ones that are emphasize here:

1. Except for purposes of supervision or consultation with your site supervisor, instructor and any associated in-class seminars, you are required to maintain the privacy and confidentiality of your clients and the information exchanged during your on-site work. This includes anything shared by classmates in seminar.
2. You must avoid dual relationships with clients. Under all circumstances, you should not form a personal or social relationship with any client or former client.
3. By Wisconsin law, and by being a student within this program you are a mandated reporter. The law mandates that you report if you are in a setting that is licensed or regulated by the state. The varied professional codes are also very clear about our responsibility to do no harm and as a result the relevant code may require reporting. All of us CAN report without negative repercussions according to state law. As a mandated reporter, you MUST act to protect a client from potential suicide, report suspected cases of child abuse or neglect, and contact authorities when a client indicates intent to harm someone else. If such a situation arises, consult with your site supervisor. If the site supervisor is unavailable, a senior administrator or your faculty supervisor should be consulted promptly so that the supervisor can determine appropriate reporting steps. In any event, the faculty supervisor should be notified as soon as possible thereafter.

Violations of these standards will result in swift and strong disciplinary action, which may include immediate removal from the course with a failing grade and possible dismissal from the program if violation is sufficiently serious.
Appendices
Clinical Mental Health Counseling Control Sheet  
University of Wisconsin - Stout  
Practicum and Internship

Student Name: ________________________________________________________________

Semester (circle one):  Fall  Spring  Summer  

Course (circle one):  Practicum  Internship

<table>
<thead>
<tr>
<th>Required Paperwork**</th>
<th>University Supervisor Initials</th>
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<tr>
<td>Site Agreement</td>
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<td>Site Schedule</td>
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<td>Insurance Form</td>
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<td>Midterm Evaluation (Site Supervisor)</td>
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<td>Midterm Evaluation (Self)</td>
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<td>Midterm Evaluation (University Supervisor)</td>
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<td>Practicum only</td>
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<td>Final Evaluation (Site Supervisor)</td>
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<td>Final Evaluation (Self)</td>
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<td>Final Evaluation (University Supervisor)</td>
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<td>Practicum only</td>
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<td>Direct Contact Hours log</td>
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<td>Indirect Contact Hours log</td>
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<td>Site Evaluation Sheet</td>
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<td>Reflection/Artifacts Packet</td>
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<td>Internship only</td>
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Signatures:

__________________________   _________________________  ________________  
Practicum Student  Signature  Date

__________________________   _________________________  ________________  
University Supervisor  Signature  Date

**All paperwork must be received and approved prior to grade assignment
COUN-793 Clinical Mental Health Counseling Practicum
Department of Rehabilitation and Counseling
Confidentiality Statement

The following session is being conducted by a counselor-in-training who is currently enrolled in the Master’s in Clinical Mental Health Counseling program at the University of Wisconsin-Stout. The session you are about to experience may be recorded or discussed during supervision. This is primarily to enhance my development as a counselor. The video/audio will also be observed by a supervisor and other counselors-in-training in order to provide me feedback so I am better able to respond to your needs in future sessions. Recorded information is used only for training, with all videoed material erased at the completion of your involvement in counseling. My supervisor for this experience is ____________________, a__________________________.

The video and the information you share will be treated as confidential in line with professional ethical guidelines as outlined by the American Counseling Association’s ethical standards. Both the students and the supervisor who review these recordings are also held by strict confidential guidelines. There are exceptions to this confidentiality. If the client were to talk of:

1) Harm to self (including but not limited to suicide) and
2) Harm to others (including but not limited to child abuse and neglect), this information must be reported to authorities to ensure safety.

As you complete your sessions, if you have any difficulties or concerns that can be better dealt with by a professional counselor, the trainee will assist you with a referral to other resources.

If you are under 18 years of age, it is necessary that a legal guardian give consent for you to be a client. Both you and your guardian are asked to sign this form in the indicated places.

Your signature(s) below indicates that you have read and understood this statement.

_____________________________________________   ________
Signature of Client                      Date

_____________________________________________   ________
Signature of Legal Guardian (if client is under 18)     Date

_____________________________________________   ________
Signature of Counseling Trainee             Date
COUN—793 CLINICAL MENTAL HEALTH COUNSELING PRACTICUM
DEPARTMENT OF REHABILITATION & COUNSELING
UNIVERSITY OF WISCONSIN—STOUT
TIME LOG

DIRECT HOURS

<table>
<thead>
<tr>
<th>Week</th>
<th>Direct Hours</th>
<th>Total Direct Hours</th>
<th>Activity and Comments</th>
<th>Supervisor’s Initials</th>
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Codes for activities (these are NOT all-inclusive):

- OBS—Observation
- CA—Career Assessment (test)
- IC—Individual Counseling
- I—Training
- SM—Staff Meeting
- IA—Individual Assessment (test)
- MC—Marriage Counseling
- RC—Record Keeping, Correspondence, Report Writing
- PT—Play Therapy
- PC—Parent Consultation
- FC—Family Counseling
- GT—Group Therapy
- SC—Staff Consultation
- CC—Case Conference
# COUN—793 CLINICAL MENTAL HEALTH COUNSELING PRACTICUM
## DEPARTMENT OF REHABILITATION & COUNSELING
### UNIVERSITY OF WISCONSIN—STOUT
#### TIME LOG
##### IN DIRECT HOURS

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Semester:</th>
<th>Year:</th>
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<tr>
<th>Week</th>
<th>Indirect Hours</th>
<th>Total Indirect Hours</th>
<th>Activity and Comments</th>
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- **T**—Training
- **RC**—Record Keeping, Correspondence, Report Writing
COUN-793 Clinical Mental Health Counseling Practicum
Department of Rehabilitation & Counseling
University of Wisconsin-Stout
Practicum Site Supervision Agreement

The Mental Health Counseling Practicum will assist counselors-in-training to further develop their professional counseling skill competence. Upon completion of this course, students will possess an improved understanding of their counseling strengths and specific areas for counseling skill improvement. Students are required to complete 150 of on-site hours during the course of the semester.

Student Information:
Name: ____________________________________________________________
Phone: ____________________________________________________________________
Address: ____________________________________________________________________
E-mail: ____________________________________________________________________

Internship Information:
Name: ____________________________________________________________
Phone: ____________________________________________________________________
Address: ____________________________________________________________________
E-mail: ____________________________________________________________________

Site Description and types of clients served:
__________________________________________________________________________________
__________________________________________________________________________________

Supervisor Information:
Name: ____________________________________________________________
Phone: ____________________________________________________________________
Address: ____________________________________________________________________
E-mail: ____________________________________________________________________
Degrees Held (Master's in Counseling or related field required):
______________________________________________________________________________

Practicum Recording Requirement
1. Students in practicum are required to record (videotaping is preferred, audio is acceptable) many of their counseling activities. A consent form signed by the client must be completed before recording any activities. A copy of the consent form is provided elsewhere in this handbook.

2. Students are required to submit a minimum of one recording per week for review with their university supervisor.
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1. Secure an approved site
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3. Work within the regulatory framework of the practicum site and participate in the activities assigned at the site
4. Complete Weekly Counseling Session Recordings and Ongoing Case Conceptualizations for Clients
5. Develop Treatment Plans as required in course syllabus
6. Participate in COUN 793 Group Supervision (bi-weekly)
7. Participate in Individual/Triadic Supervision (weekly)
8. Submit Time Logs documenting site activities
9. Submit bi-weekly Professional Journal entries
10. Complete Self-Evaluation at mid-term and at the conclusion of the semester
11. Complete Site Supervisor Evaluation at mid-term and at the conclusion of the semester
12. Submit all documentation and evaluation materials at the conclusion of the semester
13. Represent self and the university in a professional manner
14. Follow the most recent edition of the American Counseling Association’s Ethical Guidelines

Practicum Site Supervisor Responsibilities:
1. Review Practicum Handbook
2. Assist the student with the planning of the practicum experience
3. Provide the student an opportunity to perform all the activities that an employed mental health staff member would be expected to perform in this setting as appropriate
4. Provide a minimum of one (1) hour of weekly individual or group supervision
5. Maintain contact with the student's university supervisor to express any concerns that may arise
6. Be available for at least one site visit or phone conference from the university supervisor during practicum (site visit preferred)
7. Evaluate the student at mid & end of each semester and as requested

Practicum Faculty Supervisor Responsibilities
1. Assist the student with the planning of the practicum/internship experience
2. Provide a minimum of 1.5 hours per week of group supervision
3. Provide feedback and facilitate group discussion for student case presentations and/or video recorded sessions
4. Maintain contact with the student’s site supervisor for consultation and to address any concerns that may arise
5. Complete at least one phone conference or on-site visit (on-site visit preferred) with the site supervisor during practicum and/or internship
6. Review all submitted materials by students and site supervisors, including contracts, agreements, time logs, and evaluations
7. Maintain a file containing all relevant documents submitted by the student for academic evaluation at the conclusion of the semester
PRACTICUM AGREEMENT

This agreement is made on (date) ________________ by and between (name of agency) ________________________________ and (student’s name) ___________________________________________ , a practicum student in the Rehabilitation and Counseling Department at the University of Wisconsin-Stout. The agreement will be effective from (date) ________________ to (date) ________________ for (# of hours) ________________.

Please note, when the University is not in session, students are not to attend their practicum site. Thus, University breaks, such as Thanksgiving and Spring Break, are specific occasions where students are not permitted to work at their practicum site.

Signatures of parties involved imply agreement with the foregoing terms. Changes in provisions of this agreement may be made through mutual agreement of the parties involved.

Practicum Student ________________________________ Signature ________________________________ Date ________________________________

Site Authorized Supervisor ________________________________ Signature ________________________________ Date ________________________________

University Supervisor ________________________________ Signature ________________________________ Date ________________________________
Student Name: ______________________________

University Supervisor: ________________________

Site Supervisor: ______________________________

Semester: ___________ Midterm Review Date: ___________ Final Review Date: ___________

At both the midpoint and at the end of the semester this rubric needs to be scored by the student, site supervisor, and university supervisor. The following criteria (Counseling Skills, Behavioral Elements, Therapeutic Relationship, Supervision, and Clinical and Professional Behavior) are the counselor functions that are needed to develop and maintain a therapeutic relationship and to promote personal growth and wellness within our clients.

Each of the items listed below will be rated in the following Likert scale:

N/A = NOT APPLICABLE
1 = UNDEVELOPED AND/OR NEGATIVELY IMPACTED SESSION
2 = SOME EVIDENCE OF DEVELOPMENT; NEED ADDITIONAL WORK PRACTICE
3 = FAIRLY DEVELOPED; STILL ISSUES WITH USE OR PRESENTATION
4 = USED EFFECTIVELY TO ENHANCE THE COUNSELING PROCESS AND/OR RELATIONSHIP
5 = HIGHLY DEVELOPED AND/OR WELL-TIMED USE OF THE SKILLS

COUNSELING SKILLS:

1) Paraphrasing/Reflection/Summary: from statements and on-verbal cues, the counselor accurately describes the client’s issues, affect, and behavior: a) Content  b) Feelings  c) Process  d) Non-Verbal
Rating:___________Notes:_____________________________________________________________________

2) Probes/Questions: the counselor’s statements result in the client providing additional information about his/her cognitions, behaviors, and/or feelings: a) Clarification b) Open-ended questions c) Close-ended questions
Rating:___________Notes:__________________________________________________________

3) Self-Disclosure: uses appropriate self-disclosure to enhance the counseling relationship
Rating:___________Notes:__________________________________________________________

4) Immediacy: the counselor addresses the client’s behavior in the “here and now”
Rating:___________Notes:__________________________________________________________

5) Identifies the Core Affect(s): names the central feeling(s) experienced by the client
Rating:___________Notes:__________________________________________________________
6) Explores and Tracks: the counselor stays with the client cognitively and affectively
Rating:_________ Notes:_____________________________________________________________________
________________________________________________________________________________________

7) Confrontation: includes noticing discrepancies and challenging clients as appropriate
Rating:_________ Notes:_____________________________________________________________________
________________________________________________________________________________________

8) Use of Metaphors: counselor demonstrates the use of metaphor during session
Rating:_________ Notes:_____________________________________________________________________
________________________________________________________________________________________

9) Closure/Termination: the counselor provides closure in each individual session, discusses termination in the
sessions proceeding the last session, and is international in bringing a positive end to the counseling process
(CACREP CMHC STANDARD D1)
Rating:_________ Notes:_____________________________________________________________________
________________________________________________________________________________________

BEHAVIORAL ELEMENTS:

10) Physical Presence: the counselor’s body posture, facial expression, and gestures are natural and congruent
with those of the client
Rating:_________ Notes:_____________________________________________________________________
________________________________________________________________________________________

11) Activity Level: the counselor maintains a level of activity appropriate to the client’s activity level. Non-
verbal: a) the counselor’s physical movements are appropriate to the client’s activity level during the counseling
session, Voice: b) the counselor’s tone of voice and rate of speech are appropriate to the client’s present state
and/or counseling session
Rating:_________ Notes:_____________________________________________________________________
________________________________________________________________________________________

12) Dress Code: Dresses professionally/appropriately based on site guidelines
Rating:_________ Notes:_____________________________________________________________________
________________________________________________________________________________________

THERAPUTIC RELATIONSHIP:

13) Supportive/Unconditional Positive Regard: the counselor makes statements that accept the client’s
cognitions, accepts the client’s behavior, and/or shares with the client that his/her feelings are not unusual
Rating:_________ Notes:_____________________________________________________________________
________________________________________________________________________________________

14) Genuineness: the counselor’s responses are sincere
Rating:_________ Notes:_____________________________________________________________________
________________________________________________________________________________________

15) Respect for Cultural Needs: shows appreciation for cultural and/or spiritual concerns and provides responsive
treatment based on unique client needs (CACREP CMHC STANDARD F2)
Rating:_________ Notes:_____________________________________________________________________
________________________________________________________________________________________
16) Transference and Countertransference: Counselor is aware of transfer issues within counseling and discusses these issues with both client and/or supervisor
Rating:____ Notes:__________________________________________

17) Validates positively by identifying client’s strengths and resources
Rating:____ Notes:__________________________________________

SUPERVISION

18) Student recognizes own limitations and seeks out supervision as needed (CACREP CMHC STANDARD D9)
Rating:____ Notes:__________________________________________

19) Non-Defensive: the counselor gives and receives feedback interactively with clients, peers, and supervisors in an appropriate, professional manner
Rating:____ Notes:__________________________________________

20) Implements feedback into counseling sessions
Rating:____ Notes:__________________________________________

21) Timeliness: arrives on time to supervision, notifies supervisor in a timely manner about any challenges with attendance. Keeps supervisor updated with regard to circumstances that affect supervision attendance
Rating:____ Notes:__________________________________________

22) Participation in Supervision: actively participates in individual or group supervision. Is prepared with recordings of sessions and analysis of session other than those required
Rating:____ Notes:__________________________________________

23) Is prepared in each supervision session with recorded and previously viewed counseling sessions
Rating:____ Notes:__________________________________________

CLINICAL AND PROFESSIONAL BEHAVIOR:

24) Is developing and demonstrating identity as a professional counselor
Rating:____ Notes:__________________________________________

25) Demonstrates awareness of the ACA code of ethics, statutes, and federal laws and uses these standards to guide practice (CACREP CMHC STANDARD B1)
Rating:____ Notes:__________________________________________
26) Completes all paperwork in a timely manner, maintains relevant client case notes, demonstrates understanding of documenting counseling sessions relevant to site requirements (CACREP CMHC STANDARD ARD D7)
Rating: ______ Notes:_____________________________________________________________________

27) The counselor is able to work with the client to set meaningful goals and assign homework that is directly tied into these goals (CACREP CMHC STANDARD D1)
Rating: ______ Notes:_____________________________________________________________________

28) Creates and revises a comprehensive treatment plan for at least one continuing client (CACREP CMHC STANDARD D1)
Rating: ______ Notes:_____________________________________________________________________

29) Demonstrates an ability to handle stressful situations constructively
Rating: ______ Notes:_____________________________________________________________________

30) Demonstrates an ability to use the DSM-V to make client diagnoses (CACREP CMHC STANDARDS D1, L1, L2)
Rating: ______ Notes:_____________________________________________________________________

31) Applies theory to practice. Uses acceptable theoretical, empirical and research-based formulations in counseling sessions and in the treatment planning process
Rating: ______ Notes:_____________________________________________________________________

32) Demonstrates the ability to use and interpret psychological assessment instruments with clients (CACREP CMHC STANDARDS L1, L2)
Rating: ______ Notes:_____________________________________________________________________

33) Student is gaining further knowledge related to public mental health policy, aspects of financing/billing and regulatory processes in clinical mental health counseling (CACREP CMHC STANDARD B2)
Rating: ______ Notes:_____________________________________________________________________

34) Student actively promotes optimal human development, wellness, and mental health through prevention, education, and advocacy activities (CACREP CMHC STANDARD D3)
Rating: ______ Notes:_____________________________________________________________________

35) Applies effective strategies to promote client understanding of and access to a variety of community resources (CACREP CMHC STANDARDS D4, F1)
Rating: ______ Notes:_____________________________________________________________________
36) Demonstrates the ability to use procedures for assessing and managing suicide risk and can differentiate between diagnosis and developmentally appropriate reactions during times of crisis (CACREP CMHC STANDARD D6, L3)
Rating:___________ Notes:_____________________________________________________

GOALS FOR CONTINUOUS IMPROVEMENT:

Create 3 goals that you will focus on for the semester. Please revise these goals at midterm if needed.

37._________________________________________________________________________
Rating:___________ Notes:_____________________________________________________

38._________________________________________________________________________
Rating:___________ Notes:_____________________________________________________

39._________________________________________________________________________
Rating:___________ Notes:_____________________________________________________

Site Supervisor’s Signature: _______________________________________   Date __________________
University Supervisor’s Signature: ________________________________ Date __________________
Student’s Signature: ________________________________________________ Date __________________
PRACTICUM SITE EVALUATION

Name of Site
Name of Site Supervisor
Title of Site Supervisor
Phone Number at Site

1. On the basis of your experience at this Practicum site, would you recommend it as a future Practicum site?
   YES ____ NO ____ MAYBE ____
   Comment on your response:

2. On the basis of the work you did at the site and the evidence shown regarding your professional skills, is it likely that the site will want a Practicum student from our program in the future?
   YES ____ NO ____ MAYBE ____
   Comment on your response:

3. Please rate the quality of site supervision using the following scale:
   Very Satisfied ____ ____ ____ ____ ____ ____ Poor
   Comment on your response:

4. On the basis of the competencies you have gained in the program and through previous experience, did the Practicum assist you in furthering professional growth and expertise?
   YES ____ NO ____ MAYBE ____
   Comment on your response:

5. On the basis of the competencies needed for you to perform your Practicum duties in a professional manner, did you feel that the counseling program at UW-Stout prepared you to meet the expectations of performance at your internship site?
   YES ____ NO ____
   Explain:

6. I have had ____ years of work experience prior to returning to Graduate School.
   Comment on the type of work experience you had:

   Place(s) of previous employment:
   __________________________________________________________
   __________________________________________________________

   Types(s) of previous experience:
   __________________________________________________________
   __________________________________________________________

   Student Signature: ___________________________ Date: _____________