MIDWEST COUNSELING PROGRAM

PRACTICUM HANDBOOK
NON-LICENSEURE TRACK

Ashland Theological Seminary
910 Center St.
Ashland OH 44805
Midwest Program Office 419-289-5472
INTRODUCTION

Practicum is an important experience in the student’s preparation as a pastoral counselor. It is intended to be an on-the-job experience conducted in a setting as close as possible to the one in which the student will seek employment for which licensure is not required.

Your participation in this practicum requires a commitment of time and effort. The expertise of the site supervisor, and her/his willingness to participate, should be valued and appreciated. Throughout the practicum, I welcome feedback and would be happy to discuss any questions and/or concerns you or your site supervisor may have.

This handbook will acquaint you with information regarding the practicum for the non-licensure track. Remember that these only serve as guidelines and you should work closely with Dr. Claudia Sadler-Gerhardt, PC, the Midwest Practicum Coordinator to assure that you meet all the requirements necessary for completion of your degree.

PRACTICUM PLACEMENT

Consideration should be given to selecting a practicum site that offers opportunities for a student to engage in both individual and group pastoral counseling. Practicum provides an opportunity for the student to perform, under supervision, a variety of activities that a regularly employed staff member would be expected to perform in that particular setting.

TIME REQUIREMENTS

Students who choose the pastoral counseling non-licensure track will complete a 250 hour practicum. These hours must be accrued on site.

The practicum will include:

1. a minimum of 250 hours of which 100 hours are direct service to counselees;
2. a minimum of 1 hour of individual supervision by the on-site supervisor per 20 hours worked;
3. a supervisor who must be approved by the Midwest Practicum Coordinator;
4. the opportunity for the student to gain supervised experience in the use of a variety of professional resources, including print and non-print media, professional literature, research, and information and referral to appropriate providers; and
5. formal evaluations of the student’s performance during the practicum by the site supervisor.
PRACTICUM RESPONSIBILITIES

Responsibilities of the Cooperating Practicum Site

1. Interview potential practicum student.

2. Designate an site supervisor for the student. Once the student is approved for placement, all contact regarding the student will be directed to the site supervisor.

3. Provide an opportunity for the practicum student to participate in the routine professional activities appropriate for her/his area of specialization.

4. Provide opportunities to process sessions the practicum student observed, participated in, or conducted.

5. The designated site supervisor should:
   a. Provide the practicum student with the rules and guidelines for the conduct of the practicum site.
   b. Co-sign the Practicum Affiliation Agreement form with the student and the Midwest Practicum Coordinator.
   c. Meet weekly with the student for supervision (maintaining a minimum of 1 hour of supervision per 20 hours worked) of the student’s work (direct and indirect service hours).
   d. Encourage the student to attend the meetings, training sessions, and workshops that the site supervisor attends as a part of his/her related duties.
   e. Complete an evaluation of the practicum student each quarter the student is enrolled in the non-licensure track practicum.
   f. Review and sign the logsheet of hours provided by the student.

6. A site supervisor may obtain, as a result of her/his role:
   a. Input from the Midwest Practicum Coordinator as a resource person for the practicum.
   b. An opportunity to engage in mentoring a student.
   c. Assistance from a practicum student in providing direct service to counselees.
Responsibilities of Midwest Counseling Program/Ashland Theological Seminary

1. Approve students for practicum registration and placement through the program’s Practicum Coordinator.

2. Provide a Practicum Coordinator who will serve as a resource during the practicum.

3. The Practicum Coordinator’s responsibilities are to:
   a. Be available for contact by the site supervisor during the practicum.
   b. Critique the practicum student’s performance in consultation with the small group professors.
   c. Assign course grades in consultation with the small group professors.

4. Work with the participating practicum site to ensure that the practicum is a reciprocal arrangement benefiting all who are involved.

Responsibilities of the Practicum Student

1. Arrange practicum and the completion of the Practicum Affiliation Agreement form for submission to the Midwest Practicum Coordinator. The student is responsible for meeting deadlines to ensure appropriate placement. The student is responsible to perform the counseling and guidance functions agreed to and other functions as directed by the site supervisor.

2. Secure appropriate liability insurance and provide documentation to both the site supervisor and the Midwest Practicum Coordinator that verifies liability insurance. This will be placed in the student’s file.

3. Attend weekly practicum classes (large and small group).

4. Continuously work to improve his/her performance in response to feedback made by the site supervisor, small group professor and peer feedback.

5. Keep a record of client contact hours, indirect service hours, and supervisory hours in accordance with the guidelines using the Midwest Counseling Program Logsheet. These must be signed by your supervisor and accompany the supervisor’s evaluation at the end of each quarter as well as the hours verification at the end of the practicum experience. **NOTE: It is the student’s responsibility to make sure that these logsheets are submitted to the small group professor by the date identified in the syllabus. The logsheets will then become part of the student’s permanent file.**

6. Follow consistently the requirements and procedure policies of the practicum site.
7. Demonstrate behavior in accordance with the highest ethical and professional standards.

8. Meet weekly with the site supervisor for supervision of work, including direct and indirect service (at least 1 hour of supervision is required per every 20 hours worked).

9. Give a Field Supervisor’s Evaluation of Graduate Student form to the site supervisor to complete for each quarter that the student is enrolled in practicum. **NOTE: It is the student’s responsibility to make sure that these evaluations are returned to the Midwest Practicum Coordinator by the date identified in the syllabus.**

10. Complete a **minimum of 250 hours** at the practicum site. Of the 250 hours, 100 hours must be direct service with counselees. The additional hours can be comprised of professional development, documentation, etc. The Practicum Hours Verification form and the Midwest Counseling Program Logsheet form need to be signed by the site supervisor turned in at the end of the 250 hours.

Revised 08/09
# PAPERWORK CHECKLIST

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicum Affiliation Agreement</td>
<td>Due before starting at your practicum site.</td>
</tr>
<tr>
<td>Proof of Professional Liability Insurance</td>
<td>Due before starting at your practicum site</td>
</tr>
<tr>
<td>Field Supervisor Evaluation of Student</td>
<td>Due end of each quarter student is enrolled in practicum</td>
</tr>
<tr>
<td>Midwest Counseling Program Logsheet(s)</td>
<td>Due at end of each quarter and accompany the site supervisor Evaluation of student and a final logsheet is to be attached to the Practicum Hours Verification</td>
</tr>
<tr>
<td>Practicum Hours Verification</td>
<td>Due at end of 250 hour practicum</td>
</tr>
</tbody>
</table>

**NOTE:** All of the above forms are to be turned in to the small group professor who will in turn submit them for placement in the student’s permanent file by the Midwest Practicum Coordinator. *Make copies of everything and keep them in a safe place!*