MIDWEST COUNSELING PROGRAM

PRACTICUM HANDBOOK
LICENSURE 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 clinical 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. The nature of this experience should be as similar to a regular counseling position as possible, but with much more supervision than is usually the case with an employed counselor.

Your participation in this counseling 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. 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 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. A regularly employed staff member is defined as a person occupying the professional role to which the student is aspiring.

TIME REQUIREMENTS

The Counselor, Social Worker and Marriage & Family Therapist Board requires counseling students to complete a supervised practicum of “no less than one hundred hours of which forty hours are direct service” (Ohio Administrative Code, Section 4757-13-01). Students will need a minimum of one hour of supervision per twenty hours work performed (Ohio Administrative Code, Section 4757-17-01). The additional hours will be comprised of professional development, staff meetings, documentation, etc. These hours must be accrued on site.

Therefore, the practicum will include:

1. a minimum of 100 hours of which 40 hours are direct service to clients (examples include counseling, co-leading sessions with supervisor or another counselor, in-session observation);

2. a minimum of 1 hour of individual supervision by the site supervisor per 20 hours worked (covering direct and indirect hours) for a total of at least 5 hours of supervision;
3. the opportunity for the student to become familiar with a variety of professional activities other than direct service (e.g., case conferences, diagnosis and treatment planning under supervision, documentation);

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 a counseling site supervisor for the student. Once the student is approved for placement, all contact regarding the student will be directed to the site supervisor. A site supervisor should meet the following criteria:
   
a. a professional clinical counselor (PCC) or professional counselor (PC) who has **supervising counselor status**;
   
b. knowledge of the program’s expectations, requirements, and evaluation procedures for students.

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 observes, participates in, or conducts.

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) for a total of at least 5 hours of supervision.
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 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 counselor trainee.

c. Assistance from a practicum student in providing direct service to clients.

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. Oversee assignment of 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 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 functions agreed to and other functions as directed by the site supervisor.

2. Complete and submit the State of Ohio Counselor, Social Worker and Marriage & Family Therapist Board Professional Counselor Training Supervision Agreement form. The web page link is available on Dr. Mann’s web page for Practicum.
3. 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.

4. Attend weekly practicum classes.

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

6. 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.**

7. Follow consistently the requirements and procedure policies of the practicum site.

8. Demonstrate behavior in accordance with the highest ethical and professional standards.

9. 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).

10. Give a Field Supervisor Evaluation of Student form to the site supervisor to complete each quarter enrolled in practicum. **NOTE: It is the student’s responsibility to make sure that these evaluations are submitted to the small group professor by the date identified in the syllabus. The evaluations will then become part of the student’s permanent file.**

11. Complete a **minimum of 100 hours** at the practicum site. Of the 100 hours, 40 hours must be direct service with clients. 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 and turned in at the end of the 100 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><strong>State of Ohio Counselor, Social Worker and Marriage &amp; Family Therapist Board Professional Counselor Training</strong></td>
<td>Supervision Agreement and Criminal Records Check must be completed with the State of Ohio Counselor, Social Worker and Marriage &amp; Family Therapist Board before starting at your practicum site.</td>
</tr>
<tr>
<td>If students register by the registration deadline, the State will be notified by a program representative of the student’s enrollment. Otherwise, a photocopy of your transcript showing enrollment in a practicum class will serve as proof needed by the State each quarter.</td>
<td></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 at 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 Field 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 the 100 hour practicum</td>
</tr>
</tbody>
</table>

**NOTE:** All 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!*