

# ***Rehabilitation Counseling***

# ***COMMUNITY BASED PRACTICUM MANUAL***



**Emporia State University**

**Department of Counselor Education  
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Emporia, KS 66801  
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## **PRACTICUM IN REHABILITATION COUNSELING STANDARDS AND REQUIREMENTS**

### **Purpose**

The purpose of practicum is to enable Rehabilitation Counseling students to practice the skills they have learned in the prerequisite courses in an applied, real world, clinical setting and to move to a more advanced level of counseling skill development. The focus of practicum is on the development of Rehabilitation Counseling skills and to give students the opportunity to advance those skills so they are ready for more independent counseling functions in the internship.

Students must reach a level of competency in counseling and have had sufficient counseling experience with clients while working within a continuing counseling relationship over time to enable the University Supervisor to make a decision regarding the students' readiness for more independent function in internship. Although the precise number of clients needed in order to meet requirements and the precise number of tapes to be reviewed is difficult to determine, it is recommended that the student have at least four continuing clients throughout the semester for which tape reviews have been conducted with the University Supervisor. In general, a minimum of 50 hours of recordings are required.

In cases where students have not received adequate experience in practicum, or where student competency in counseling skills needs continued development, students will receive a grade of incomplete and will be expected to re-enroll in practicum the following Spring until the competency is determined to be satisfactory to proceed. Incompletes are only given to students, who through no fault of their own, are in need of further training. In the event that with remediation the student is still unable to attain competency in counseling skills, in the judgment of the Rehabilitation Counseling faculty, the student may be counseled out of the program.

Students must obtain a "B" in practicum before entering the Rehabilitation Counseling Internship. Students who are not completing the course work (i.e., missing appointments with clients on site, missing supervision meetings) will be assigned a letter grade reflective of the work they are putting into their practicum experience. In those instances in which student progress in counseling skill development continues to be deficient, and after attempts at remedial skill attainment is still not forthcoming, practicum will be discontinued.

### **CORE Standards for Practicum**

Section D of the Council on Rehabilitation Education (CORE) Standards specifically state:

D.1. Students shall have a minimum of 100 hours of supervised rehabilitation counseling practicum with at least 40 hours of direct service to persons with

disabilities. Practicum students should have experiences that increase their awareness and understanding of the differences in values, beliefs, and behaviors of individuals from diverse populations. This sensitivity will promote cultural competence, foster personal growth, and introduce students to counseling approaches and rehabilitation issues that affect service delivery.

- D.1.1 The practicum shall include instructional experiences (audio/video recordings and individual and group interaction) dealing with rehabilitation counseling concerns, and clinical experiences (on or off-campus) that facilitate the development of basic rehabilitation counseling skills. During the practicum, students will conduct interviews that will be reviewed by a supervisor. If practicum experiences are provided off-campus, there will be direct and periodic communication throughout the semester between the site supervisor and the faculty (e.g., site visits, conference calls, video-conferencing, electronic communication).
- D.1.2 Written expectations, procedures, and policies for practicum shall be contained in a manual or other appropriate document(s) and distributed to students and supervisors. This will include the policy that the practicum is a prerequisite to the supervised rehabilitation counseling clinical internship experience.
- D.1.3. For the practicum, an on-site supervisor must be assigned to provide supervision throughout the practicum experience.
- D.1.4 Practicum experiences shall include an average of one (1) hour per week of individual or 1½ hours per week of group (with no more than 10 students/group) supervision by a program faculty member or qualified individual working in cooperation with a program faculty member.
- D.1.5 When using distance education modalities, practicum supervision may be provided using a variety of methods such as video conferencing, teleconferencing, real time video contact, or others as appropriate.
- D.1.6 In states that have specific practicum supervision requirements for counselor licensure, the program shall make the required supervision experiences consistent with the licensure requirements available to those students desiring to qualify for licensure.
- D.1.7 There shall be a progress review of all students enrolled in a practicum.
- D.1.8 There shall be a written procedure for responding to students who do not demonstrate satisfactory practicum knowledge or clinical skills.

## **Rehabilitation Counselor Program Standards for Practicum**

Rehabilitation Counselor Program requirements for practicum are:

1. Practicum must be completed at a site which has been approved by Rehabilitation Program faculty. All practicum sites must be sites that serve individuals with disabilities, allow videotaping of counseling interactions, and have a person on-site with at least a master's degree in Rehabilitation Counseling or closely related counseling field who agrees to act as the student's site supervisor.
2. Prior to entering practicum, students must have completed all pre-requisite courses with a B or better. These pre-requisites are RE701, RE724, MH 790, and RE725 .
3. Students must register for 3 credit hours of Practicum (RE855) with instructor approval.
4. Students are required to spend a minimum of 8 clock hours per week in practicum for 16 weeks (128 hours). At least half of this time must be spent in direct client counseling. Although 8 hours per week is required, expect to spend 12-14 hours per week on practicum and practicum related work.
5. Client contacts during practicum should be on-going, rather than for one session only. There needs to be sufficient counseling sessions so that the University Supervisor is able to observe the student's ability to develop the counseling process and help the client move toward their goals.
6. Students must record all counseling interactions during practicum. Students are expected to obtain their own digital video recorder if utilizing an agency practicum site.
7. Each student enrolled in a community based practicum must meet with the Agency Supervisor for one hour per week for supervision purposes, in addition to group supervision.
8. All tapes and associated paperwork must be handed in to the University Supervisor in a timely fashion and early enough to allow the University Supervisor time to review the tapes prior to supervision. The amount of time prior to supervision will be determined between the individual student and their University Supervisor.
9. Students must have reviewed their own recordings prior to meeting with the University Supervisor for supervision.
10. Students must keep a weekly log (Appendix E) of the numbers of clients, types of client issues, and other activities related to practicum. These logs must be handed in weekly to the University Supervisor.

11. Evaluations of student performance will be conducted on an on-going basis. Students will complete self-evaluations at midterm and at the end of the semester. Agency supervisors will be asked to complete evaluations (Appendix G) at midterm and to give a final evaluation (Appendix J). The University Supervisor will complete an evaluation of student performance (Appendix K ) at midterm and the end of the semester and will discuss overall evaluations with the student.
12. At the end of the semester, students will be expected to turn in a paper summarizing their practicum experience. (see page 15)
13. Professional liability insurance is required of all students prior to registering for practicum. Proof of purchase must be provided to the University practicum supervisor at the time of submitting the practicum application.
14. Students are expected to follow the policy and procedures of the agency or facility in which they are participating in practicum.
15. Students should realize the practicum experience is a work situation. You will be evaluated on your counseling skills as well as paperwork, attitude and professional behavior.
16. Students must submit to the University Supervisor their evaluation of the practicum (Appendix H) in addition to the written summary of the practicum experience. Before they can receive a course grade, evaluations from the Agency Supervisor must also be turned in.

### **Applying for Practicum**

Students wishing to enroll in practicum must receive advanced approval from their faculty advisor and the faculty practicum instructor. If university faculty has any concerns about the student's ability to safely and effectively work with clients with disabilities, admission to practicum will be deferred until concerns are resolved.

Students must complete the formal application by October 1<sup>st</sup> indicating their request to participate in a community based practicum.

<http://www.emporia.edu/dotAsset/f5712520-5889-4e3b-9500-3ee9cf4dc727.pdf>

Practicum is a highly individualized learning experience that involves intense supervision of the student's application of knowledge acquired in prerequisite coursework. Therefore, a grade of B or better is required for all program prerequisite courses. If the student is currently completing any of the prerequisite courses, consent to participate in practicum will be pending completion of the required prerequisite courses with the necessary grade.

Graduate students applying for practicum must provide evidence of professional liability insurance before beginning their practicum course experience. All practicum applications must contain evidence of liability insurance through a copy of the actual policy that will be kept on file by the practicum instructor. Coverage must be related to the practice of counseling and/or rehabilitation services and can be obtained by contacting professional organizations. Practicum experiences will not be permitted without actual proof of insurance verified through a policy copy. Professional liability insurance can be purchased through the web address listed below:

<http://www.hpsso.com/profession/counselor.jsp>

## **SELECTING A COMMUNITY BASED PRACTICUM SITE**

The student, his/her faculty advisor and the University Practicum Supervisor will discuss possible practicum sites. However, students are responsible for securing placement.

To secure a practicum site, the student should begin by arranging an on-site interview with the potential practicum supervisor. The student should provide a personal resume to the agency. The interview process provides an opportunity for both the students and the agency to clearly delineate their expectations for the practicum experience. If the agency representative believes that the student's and the agency's particular experiences or expectations are mismatched, the placement may be refused. When this occurs the student must seek another placement site.

The student, site supervisor, and university supervisor must sign the practicum agreement form when a site has been identified and agreed upon for the practicum (see Appendix B ).

## **CRITERIA FOR SELECTING PRACTICUM SITE**

### **Agency Selection**

1. Agencies should be selected that have a primary function of serving people with disabilities; this may also include agencies that serve the socially disadvantaged.
2. Agencies should have a broad variety of rehabilitation services, which are designed to serve persons with disabilities.
3. Agencies should be recognized in the community as a viable agency with appropriate accreditation (if it exists for that agency).
4. Agencies should be able to provide assurances that they can give adequate and appropriate opportunities for the student to work with people with physical, mental, psychological, chemical dependency, and social disabilities.

### **Qualifications of Site Supervisor**



Supervisor qualifications include:

1. Appropriate academic training at the Master's or Doctorate level.
2. Work experience that will provide the practicum student with a proper orientation to the field of rehabilitation.
3. An interest and willingness to become a part of an academic training program.
4. Flexibility of schedule that allows the necessary time required for training and supervising practicum as part of the supervisor's daily activities.
5. Sufficient experience and/or education in area of counseling or interpersonal relationships to provide practicum students with insight in interviewing and/or counseling techniques.
6. Familiarity with the working relationship with other community agencies.

## **RESPONSIBILITIES FOR PRACTICUM STUDENT, SITE SUPERVISOR, AND UNIVERSITY SUPERVISOR**

### ***Student Responsibilities***

1. Maintain regular attendance schedule and complete all assignments by specified due dates.
2. Conform to agency rules, regulations, and standards.
3. To adhere to the policies and procedures for professional personnel at the practicum site (e.g., working hours, dress, and activities) for the duration of the field experience.
4. To cooperate with the site supervisor and faculty supervisor submitting reports at appropriate times, and keeping a log of activities as performed as part of the practicum.
5. Demonstrate an awareness of personal skills and limitations by taking initiative when appropriate, yet seeking assistance when necessary.
6. Keep a log of all activities and reactions. The log should include:
  - (a) date and number of hours spent at the practicum site.
  - (b) description of activities (e.g., interviewing, personal or vocational counseling, interaction with staff and other professionals, planning, in service training, utilization of community resources, placement activities, attendance at conferences, workshops, observing similar activities of Rehabilitation Counselors and any other job duties performed).
  - (c) weekly personal reaction to activities performed.
7. To report concerns or problems promptly and completely to both the site and faculty supervisors so that issues may be resolved as soon as possible.
8. Attend all scheduled group supervisory sessions with university supervisor.
9. Establish personal objectives to be met during the practicum experience.

10. Provide an evaluation report of the practicum experience.
11. Abide by the CRCC Code of Ethics.

### **Site Supervisor Responsibilities**

Agencies should assign one staff member to direct the practicum experience. This supervisor may assign the student to other professional staff in the agency but is responsible for making sure the student's assignments best meet the needs of the student and the agency. The practicum site supervisor is responsible for planning, assigning practicum duties, observing and monitoring the student's work performance as well as setting up priorities in terms of work tasks.

On-site supervision includes:

1. Assign work assignments according to the student's level of competence based upon the student's education, experience level and objectives.
2. Provide opportunities for student to engage in a variety of counseling activities under supervision and for evaluating the student's performance.
3. To provide the student with adequate work space, telephone, office supplies, and staff to conduct the professional activities.
4. Schedule weekly conferences to review the work of the student and to monitor work performance. This enables both the student and supervisor to modify the practicum experience to meet the needs of both parties.
5. Communicate with the University Supervisor if any problems arise and give feedback regarding the student's quality of work.
6. Abide by the ethical standards of the Rehabilitation Counseling profession and/or the ethical standards of the primary professional organization of the agency supervisor.
7. Provide written evaluation of student based on criteria established by the university program.

### **University Supervisor Responsibilities**

1. Review progress of the practicum student on a regular basis.
2. Contact practicum Site Supervisor at least twice within the semester.
3. Assignment of a practicum grade.
4. Meet on a regularly scheduled basis with the practicum student to assess clinical skills and review progress
5. Collaborate with the Site Supervisor in evaluating the practicum student's professional growth.
6. Reserves the right of final retention or dismissal of the student, and agrees to withdraw the student from the practicum site when the student's practice and/or

behavior does not meet minimum standards of the Agency and is so requested by the Agency Supervisor.

### **VERIFICATION OF LIABILITY INSURANCE**

A photocopy of the application and check to the insurance company will meet this requirement. Professional liability insurance must be in place at the time of application for Practicum.

### **EVALUATION DURING PRACTICUM**

The student's performance during the practicum is evaluated by the Agency Supervisor and University Supervisor. After the practicum objectives have been delineated, the student will be evaluated at the end of the semester. Other scheduled evaluations will be performed at request of any of the three parties.

### **UNSATISFACTORY PROGRESS**

When a student is deemed to be proceeding in an unsatisfactory manner in a Practicum course, a report will be prepared by the University Supervisor in conjunction with the Agency supervisor summarizing both the points of concerns and a specific action plan for remediation, including specific recommendations, behavioral outcomes, and deadlines for review that offer a realistic opportunity for the student to experience an ultimately successful practicum experience. Successful completion of this Plan is required in order for the student to receive a passing grade in the Practicum course (See Appendix J).

### **DISMISSAL FROM PRACTICUM**

Behaviors that may result in dismissal from practicum include, but are not limited, to the following:

1. Breach of confidentiality
2. Failure to show for appointments
3. Lack of professionalism (e.g., failing to contact supervisor regarding absence)
4. Client endangerment
5. Failure to comply with agency procedures
6. Failure to communicate with ESU Practicum Supervisor
7. Failure to provide counseling tapes and participate in supervision
8. Failure to abide by the recommendations of the Corrective Action Plan

## FINAL EVALUATION OF PERFORMANCE

The final grade issues for the practicum will be based on counseling skills proficiency, knowledge of topical issues in the field, and demonstrated professionalism as determined by both the Agency Supervisor and the University Supervisor. Specific evaluative criteria include:

1. Adherence to the Code of Professional Ethics for Rehabilitation Counselors (See Appendix M ).
2. Compliance with all policies and directives issued by the practicum site and the University pertinent to performance as a practicum student.
3. Completion of all documentation in an accurate, timely, comprehensive, and legible fashion.
4. Compliance with all session recording and preview requirements.
5. Attendance and active participation in all supervisory sessions.
6. Final evaluations from self, Agency Supervisor and University Supervisor.

## REQUIREMENTS FOR JOURNAL

The student will be expected to keep a weekly reflection journal with entries for each day that you are working at your practicum setting. Each entry should demonstrate LEARNING acquired from your work experience, not what you did. One model for doing this is to apply the **EIAG (Experience, Identify, Analyze, Generalize)** process:

1. Describe an **Experience**.
2. **Identify** ONE thing you learned from that particular experience. Whether your experiences reflect your successes or failures, they are significant if you learned something important from them. Describe the experience(s) in detail.
3. **Analyze** why you think that was an important insight or learning for you; why did that experience stand out. Try to figure out what you accomplished, identify problems that emerge and how you plan to follow up, and distill from the experience(s) what you learned.
4. **Generalize** how you will use this knowledge in the future to help you be a better rehabilitation counselor. As an example, you might describe whether you learned what works or what does not.

## Time Commitment

The practicum student will complete a minimum of 100 clock hours in performing the functions required. A minimum of 40 hours of this time shall be spent in direct services to persons with disabilities.

## **Instructional Experiences**

### **Group Supervision**

The practicum student is expected to spend a minimum of 1.5 hours per week in a supervisory group session facilitated by the University Supervisor. After addressing immediate concerns, practicum students may view and discuss videotaped counseling sessions, discuss theories and techniques related common problems, exchange feedback with peers regarding personal and professional impressions, and discuss professional growth and development areas.

### **Individual Supervision**

The practicum student is expected to spend a minimum of one hour per week engaged in individual supervision with the Agency Supervisor or University Supervisor. These sessions provide an opportunity for intensive review of the student's work and are often regarded as one of the most valuable of the course experiences.

### **Tape Critiques**

The practicum student is expected to videotape the counseling sessions which will be submitted to the University Supervisor for evaluation. These practicum sessions will be reviewed by the student prior to submission and accompanied by written critique. No recordings will be accepted for review without an accompanying Counseling Session Evaluation Form (Appendix D).

### **Equipment Required**

Practicum students are required to obtain a Flipcam or other digital recording device to record counseling sessions and have the ability to forward counseling session videos to the University Supervisor. Students are also required to have a webcam and microphone abilities in order to participate in weekly group practicum experiences through the use of distance technology.

### **Documenting Practicum Activities**

In compliance with accreditation, certification and licensure requirements it is necessary that both the total number of hours spent in practicum and the number of hours involved in performing particular counselor activities be accurately and completely reported (see Appendix I).

### **Prior to Beginning Your Practicum**

1. Apply for professional liability insurance.

2. Prior to enrolling in practicum, complete and submit the application for practicum form to the University Practicum Supervisor. This must be submitted by October 1st.
3. The student in conjunction with their advisor and the University Practicum Supervisor will discuss potential practicum sites.

### **Beginning Your Practicum**

Submit the Practicum Agreement form to the University Practicum Supervisor. It must be signed by the student, Agency Supervisor, and University Practicum Supervisor. This must be submitted by Dec. 1st.

### **During Your Practicum**

1. Complete the Practicum Contact Hours form each day the student is on site and have it initialed by the Agency Site Supervisor. Submit the form at the end of the semester to the University Supervisor.
2. Complete the Counseling Session Evaluation form to evaluate videotapes of counseling sessions and provide to the University Supervisor when tapes are reviewed.
3. Complete an entry in your Journal for each day on the practicum site.
4. The Agency Site Supervisor will complete the Midterm Evaluation Form and give to the University Practicum Supervisor.

### **At the End of Your Practicum**

1. Complete the Student Self-Assessment and submit it to the University Supervisor.
2. Complete the Student Evaluation of Practicum Site and submit it to the University Supervisor.
3. Submit journal to University Practicum supervisor.
4. The Agency Site Supervisor's Evaluation of Student Practicum Performance is completed by the Agency Supervisor and either given to the student or mailed to the University Supervisor. This form needs to be given to the Agency Supervisor by the student at the end of the practicum.

5. Complete Practicum Experience Summary sheet and submit to University Practicum supervisor.

### **STUDENT SELF-ASSESSMENT OF PRACTICUM LEARNING**

During the last week of practicum, each student is expected to write a short (3-5 pages) reflection on your performance and experience. This must be typed and submitted with your practicum site evaluation. Please use the following areas to structure your self-assessment:

1. An overview of the activities in which you participated with an analysis of the personal and professional development gained from these activities.
2. A self-assessment of your counseling skills and relative strengths and weaknesses
  - a. Active listening
  - b. Use of silences
  - c. Use of effective questions (both closed and open-ended)
  - d. Reflection
  - e. Confrontation
  - f. Interpretation
  - g. Self-disclosure
3. Implications for your learning goals in internship.
4. Summarize your personal and emotional reactions and insights to your clinical practice.

### **APPENDIX A**

**Emporia State University  
Department of Counselor Education  
1200 Commercial St.  
Emporia, KS 66801**

**Rehabilitation Counseling Program**

## Application for Practicum

**Deadline for Application:**                      **October 1st**

Semester and Year \_\_\_\_\_

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

University ID: \_\_\_\_\_ ESU Advisor: \_\_\_\_\_

Required Prerequisites to enroll in Supervised Practicum:

	Term Completed	Grade
RE701 Professional and Ethical Issues in Counseling	_____	_____
MH 891 Adv Professional, Ethical & Legal Issues	_____	_____
RE724 Counseling Skills Development	_____	_____
RE725 Counseling Theories	_____	_____

**I plan to complete my practicum experience at (check one):**

Community Counseling Services (ESU Campus) \_\_\_\_\_

Community Based Site \_\_\_\_\_

**If Community Based Site, provide the following:**

Name of Agency/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



Email: \_\_\_\_\_

**I need assistance in locating and securing a Practicum Community Based Site**

\_\_\_\_\_

**Registration Commitment:**

By signing I understand:

1. I certify that I will have completed all prerequisite course work and that I am eligible to take the course.
2. I accept the responsibility for registering as indicated. I realize that failure to do so on my part deprives another student of the opportunity to register for the course that my slot may be given to another student.
3. If conditions arise so that registration is not possible, I will notify the Practicum Supervisor immediately.
4. The practicum requires a 14 hour per week commitment.
5. The practicum requires one hour of field supervision per week.
6. The practicum requires a commitment from the agency for one-on-one counseling with clients.
7. The practicum requires I have liability insurance.
8. The practicum requires Professional Behavior at all times.
9. The practicum requires recording of one-on-one sessions.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Approval of enrollment in practicum for: \_\_\_\_\_  
(Semester and Year)

Date student was notified: \_\_\_\_\_ by: \_\_\_\_\_

**APPENDIX B**

**Emporia State University  
Department of Counselor Education  
1200 Commercial St.  
Emporia, KS 66801**

**Rehabilitation Counseling Practicum Agreement**

Student's Name \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Site Name \_\_\_\_\_

Site Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Phone \_\_\_\_\_

This contract is entered into between

\_\_\_\_\_, site supervisor for  
(Site Supervisor's Name)

\_\_\_\_\_, a practicum student from  
(Student's Name)

Emporia State University's, Rehabilitation Counseling Program as represented by

\_\_\_\_\_  
(University Supervisor's Name)

The site supervisor agrees to assume responsibility for assisting the student in conducting activities related to his/her practicum experience. These activities are here defined between the student and the Rehabilitation Program and are agreed to by the site supervisor. The university supervisor agrees to be available for consultation with the site supervisor either personally or by phone and to make on-site visits.

**Emporia State University  
Department of Counselor Education  
1200 Commercial St.  
Emporia, KS 66801**

**REHABILITATION COUNSELING PROGRAM  
AGENCY AGREEMENT**

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Fax: \_\_\_\_\_

Site Address (if different): \_\_\_\_\_ Fax: \_\_\_\_\_

**Primary Supervisor**

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Degrees: \_\_\_\_\_ Certification/License: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Secondary Supervisor**

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Degrees: \_\_\_\_\_ Certification/License: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Agency Tasks:** (To be performed by Practicum student)

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**Days and Hours Student Will Attend Agency:** \_\_\_\_\_

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## **Attachment to Practicum Agency Agreement**

It is understood that:

Prior to obtaining a site and prior to counseling with clients in the Agency, the student will have met all University requirements to do so.

Students will only work out Agency Agreements with agencies and agency supervisors that have been approved by Rehabilitation Faculty Supervisors.

If for any reason during the practicum, the student, primary site supervisor or secondary supervisor has reason to believe the student is unable to perform the essential functions of the on-site practicum, that person will notify the University Supervisor immediately. If the student is not meeting expectations of the Agency at any point, the Primary or Secondary Agency Supervisor will notify the University Supervisor immediately.

Students will purchase Professional Liability Insurance and will include the name of the company, the insurance policy number and the expiration date of the policy on the Agency Agreement Form.

Students will have both a primary and a secondary agency supervisor, one of whom will be on-site at the agency whenever the student is there.

The site supervisors and student will not have a dual relationship. Conflicts of interest or the appearance of a conflict of interest will be avoided. Any previous or other current relationship between supervisors, clients, other employees of the agency and the student will be discussed with the University Practicum Supervisor prior to the student beginning a practicum in the agency.

Students will receive orientation to the Agency and weekly supervision from the Primary and/or Secondary Agency Supervisors.

Students will have a minimum of four ongoing counseling clients assigned by Agency Supervisors. When or if a client discontinues participation, another client will be immediately assigned.

Students will conduct at least four individual counseling sessions with clients weekly (approximately one hour in length unless client functioning would indicate shorter sessions are more appropriate for that particular client).

Students will videotape all counseling sessions with clients. Students will obtain permission from clients prior to taping and will adhere to the limits specified within that permission. Tapes of counseling sessions with clients may not be listened to by Agency personnel unless the client gives written permission for such to occur PRIOR to the session.

Students will work directly with their clients only on the premises of the site.

Students will not enter the homes of clients without being accompanied by the Primary Site Supervisor.

Students will not transport clients.

Students will be formally evaluated by the Primary and Secondary Agency Supervisors using the University evaluation form. Grades will not be given to students without the Agency Supervisor written evaluation having been received by the University Supervisor. Agency Supervisors are requested to meet with students reviewing with them the evaluation information that they supply to the University.

Students will keep a weekly chart that will be initialed each week by the Primary or Secondary Agency Supervisor. The chart will include actual number of hours spent in agency activities and shall specify each activity performed during each hour.

The University Supervisor will be available to the student and the Agency Supervisors for consultation regarding the practicum experience during the entire academic term.

The student will meet weekly with the University Supervisor through Distance Technology for review of portions of counseling tapes. The student will meet with other students and the University Supervisor for 1.5 hours weekly through Distance Technology, and during the meeting the student may present a tape or conduct a case presentation regarding one of the student's assigned clients. All client information is confidential and will be treated as such by faculty and students involved in the course.

### **Student Responsibilities**

1. Behave according to the CRCC Code of Ethics and meet the standards for quality service as specified by the practicum site.
2. Be responsible for hours at the practicum site and maintain the mutually agreed upon time schedule. (Minimum of 8 hours per week, 100 hours per semester)
3. Comply with the rules and regulations of the practicum site and support the philosophy and objectives of the Agency and the department in which the experience is being obtained.
4. Be responsible for video taping and audio taping counseling sessions (not intake interviews) as required in the Practicum course and following proper confidentiality procedures.
5. Be responsible for submitting daily/weekly log of practicum experiences as required by course syllabi.

## Site Supervisor Responsibilities

1. Provide the student with an orientation to the agency, and establish goals and experiences for the student's internship.
2. Provide the student with opportunities to engage in a variety of rehabilitation counseling activities under supervision such as (client contacts, attend staff meetings, make contacts with other cooperating agencies, record case notes, contact employers, and have involvement with all aspects of rehabilitation services).
3. Hold weekly conferences with the student to review progress, provide supervision, and establish continuing goals for the practicum experience.
4. Complete the Evaluation Form and review with the student as a final feedback on the progress of the student.
5. Provide the student with adequate physical facilities in which to work.
6. Be available for conferences with the University Supervisor as scheduled.
7. Consult with the University Supervisor if there is a problem with the student. The Agency Supervisor may refuse to continue the clinical experience when a student's practice and/or behavior does not meet the minimum standards of the Agency.

## University Supervisor Responsibilities

1. Review progress of the practicum students on a regular basis.
2. Consult practicum Site Supervisor as needed.
3. Reserves the right of final evaluation of student competence in Practicum courses.
4. Agrees to withdraw the student from the practicum site when the student's practice and/or behavior does not meet minimum standards of the Agency and such action is requested by the Agency Supervisor.

---

Student's signature Date

---

Site Supervisor's signature Date

---

University Supervisor's signature Date

**APPENDIX C**

**Emporia State University  
Department of Counselor Education  
1200 Commercial St.  
Emporia, KS 66801  
(620) 341-5317**

**REHABILITATION COUNSELING PROGRAM**

***Video/audiotape Consent Form***

Date: \_\_\_\_\_

In order to provide quality counseling services, counselors in training for the degree in Rehabilitation Counseling from Emporia State University are required to receive clinical supervision. To facilitate this, counseling sessions are monitored by a faculty supervisor and supervision group through review of video/audiotape recordings and/or actual observations of counseling sessions. Tapes of sessions will be erased after they have been reviewed with the faculty supervisor.

I understand this counseling and/or assessment experience will be completed with a Rehabilitation Counseling student in the Emporia State University Rehabilitation Counseling Program. I understand this Rehabilitation Counseling student is working under the direct supervision of \_\_\_\_\_ (University Supervisor) at ESU, who can be reached at (\_\_\_\_)\_\_\_\_\_.

I understand that I am not required to participate in taping. I understand all information I provide will be kept confidential and will be destroyed upon completion of the course. I understand I may withdraw from this educational experience at any time, without consequence to me for doing so and I understand that I may ask questions anytime during the experience.

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Rehabilitation Counseling Student's Signature

\_\_\_\_\_  
Rehabilitation Counseling Student's Printed Name



## APPENDIX D

Emporia State University  
Department of Counselor Education  
1200 Commercial St.  
Emporia, KS 66801  
(620) 341-5317

### Rehabilitation Counseling Program

### Student Self-Evaluation Of Counseling Session

#### Strengths

#### Needs Improvement

## Counseling Session Evaluation

Specific Skill Development:

Using the scale below rate yourself on your use of each skill during the counseling session.

- 1 – Counselor uses this skill extremely well
- 2 – Counselor has a solid understanding of the skill and integrates it in the session appropriately and consistently
- 3 – Counselor demonstrates knowledge of the skill and uses it occasionally or tentatively
- 4 – Counselor’s understanding and use of this skill needs improvement
- NA – Use of this skill not applicable and/or appropriate

SKILL	RATING	*VIDEO SECTION
Opening	_____	_____
Closing	_____	_____
Active Listening	_____	_____
Attending	_____	_____
Reflection of Feelings	_____	_____
Summarization	_____	_____
Clarification	_____	_____
Paraphrasing	_____	_____
Open Questions	_____	_____
Use of Silence	_____	_____
Immediacy	_____	_____
Confrontation	_____	_____

\*Identify where on the video your supervisor can find the skill listed.

**APPENDIX E**

**Emporia State University  
Department of Counselor Education  
1200 Commercial St.  
Emporia, KS 66801  
(620) 341-5317**

**REHABILITATION COUNSELING PROGRAM**

**WEEKLY SUMMARY LOG SHEET  
PRACTICUM REPORTING**

Student Name \_\_\_\_\_ Semester \_\_\_\_\_ 20\_\_\_\_\_  
Date \_\_\_\_\_

Record the total number of hours/activity to the nearest ¼ hour in which you were working in the following areas with persons with disabilities.

Job Shadowing	_____
Group Meetings	_____
Observations	_____
Interviewing	_____
Counseling	_____
Job Client	_____
Orientations	_____
Group Counseling	_____
Consultation – Staff	_____
Consultation – Agency	_____
Consultation – Family	_____
Vocational Assessment	_____
General Assessment	_____
Job Placement	_____
Job Development	_____
Work Site Evaluation	_____
Case Management	_____
Marketing	_____
Program Evaluation	_____
Other _____	_____

Name of On-Site Supervisor \_\_\_\_\_  
(Please Print)

Signature of On-Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_

*Signature of Student* \_\_\_\_\_ *Date*

*Signature of University Supervisor* \_\_\_\_\_ *Date*

**APPENDIX F**

**Emporia State University  
Department of Counselor Education  
1200 Commercial St.  
Emporia, KS 66801  
(620) 341-5317**

**REHABILITATION COUNSELING PROGRAM**

**PRACTICUM SUMMARY LOG SHEET**

Name of Student \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

**Record the total number of hours/activity to the nearest ¼ hour of activities of direct service with individuals observed/participated in during practicum experience.**

One-to-one Counseling	_____
Group Counseling	_____
Consultation – Staff	_____
Consultation – Agency	_____
Consultation – Family	_____
Vocational Assessment	_____
General Assessment	_____
Job Placement	_____
Job Development	_____

Work Site Evaluation \_\_\_\_\_

Case Management \_\_\_\_\_

Marketing \_\_\_\_\_

Program Evaluation \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Name of On-Site  
Supervisor \_\_\_\_\_  
(Please Print) Date

Signature of On-Site  
Supervisor \_\_\_\_\_  
Date

Signature of  
Student \_\_\_\_\_  
Date

Signature of University  
Supervisor \_\_\_\_\_  
Date

## APPENDIX G

Emporia State University  
Department of Counselor Education  
1200 Commercial St.  
Emporia, KS 66801  
(620) 341-5317

### Rehabilitation Counseling Program

#### **SITE SUPERVISOR'S MIDTERM EVALUATION OF STUDENT PRACTICUM PERFORMANCE**

Name of Student: \_\_\_\_\_

Agency/Field Supervisor: \_\_\_\_\_

ESU Faculty Supervisor: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

**Directions:** All students must have one hour of individual supervision per week at the placement site by their field (agency) supervisor. Please rate your supervisee in relation to your expectations of graduate student performance.

Use the following scale in making your evaluation of the student:

- (1) Demonstrates marked deficiencies in this area;
  - (2) Demonstrates some deficiencies in this area;
  - (3) Performance average in this area;
  - (4) Performance above average in this area;
  - (5) Performance superior in this area; and
- N/A – Not Applicable or not rated.

#### **Circle Appropriate Rating**

- |  |               |
|--|---------------|
| 1. Professional attitude and ethical standards.  | 1 2 3 4 5 N/A |
| 2. Ability to relate appropriately with clients and develop working and/or counseling relationships. | 1 2 3 4 5 N/A |
| 3. Ability to relate appropriately with field supervisor and employees of the agency.                | 1 2 3 4 5 N/A |

- |   |                 |
|---|-----------------|
| 4. Conscientiousness as reflected by responsibility to commitments, reliability and promptness.   | 1 2 3 4 5 N/A   |
| 5. Level of professional counseling skills with clients.  | 1 2 3 4 5 N/A   |
| 6. Ability to understand client needs and problems.   | 1 2 3 4 5 N/A   |
| 7. Ability to identify service needs of client.   | 1 2 3 4 5 N/A   |
| 8. Ability to develop and implement appropriate service plans.  | 1 2 3 4 5 N/A   |
| 9. Organizational skills as reflected by planning, case recording, budgeting time, etc.   | 1 2 3 4 5 N/A   |
| 10. Willingness to learn about the agency, case service process, policies and regulations.  | 1 2 3 4 5 N/A   |
| 11. Ability to deliver case management services.  | 1 2 3 4 5 N/A   |
| 12. Ability to interpret and effectively utilize social, psychological and medical data.  | 1 2 3 4 5 N/A   |
| 13. Knowledge and familiarity with community resources.   | 1 2 3 4 5 N/A   |
| 14. Capacity for independent decision-making and ability to take initiative.  | 1 2 3 4 5 N/A   |
| 15. Capacity for realistic self-appraisal and ability to profit from supervision and guidance.  | 1 2 3 4 5 N/A   |
| 16. Overall evaluation of student's performance.  | 1 2 3 4 5 N/A   |
| 17. Is the student's performance satisfactory at date of this report?   | Yes No Marginal |
| 18. Please comment on the student's strengths and limitations as you see them and review this evaluation with the student in one of your weekly meetings. Are there any areas that need significant improvement? What further training would you recommend? Use the back of the form if you need more space and mail it to the ESU faculty supervisor at the above address. |                 |



Supervisor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## APPENDIX H

Emporia State University  
Department of Counselor Education  
1200 Commercial St.  
Emporia, KS 66801  
(620) 341-5317

### REHABILITATION COUNSELING PROGRAM

#### Student's Practicum Site Evaluation

Student's Name \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Practicum Site \_\_\_\_\_

Site Address \_\_\_\_\_ City \_\_\_\_\_

Site Phone \_\_\_\_\_ Site Supervisor \_\_\_\_\_

Type of Clientele \_\_\_\_\_

University Supervisor \_\_\_\_\_

**A. Please rate your site on the following areas from 1 (very poor) to 5 (very good).**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Adequate assistance in meeting university requirements.      | 1 | 2 | 3 | 4 | 5 |
| 2. Staff acceptance of you as a counselor trainee.              | 1 | 2 | 3 | 4 | 5 |
| 3. Support and cooperation of the administrative staff.         | 1 | 2 | 3 | 4 | 5 |
| 4. Physical facilities (space to work in, phone...).            | 1 | 2 | 3 | 4 | 5 |
| 5. Flexibility of site in meeting student's and client's needs. | 1 | 2 | 3 | 4 | 5 |
| 6. Site requirements were reasonable.                           | 1 | 2 | 3 | 4 | 5 |

**B. Please rate your Site Supervisor on the following areas from 1 (infrequently) to 5 (frequently).**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Supervisor offered constructive criticism. | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|



5. Do you wish to make any comments regarding the site supervisor evaluation?

6. Outline areas of strength of this agency for a practicum experience.

7. Would you recommend this agency/site to another rehabilitation counseling practicum student?

Yes \_\_\_\_\_ No \_\_\_\_\_

Comments:

8. Other comments:

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

\* Please return one copy to the university supervisor.

**APPENDIX I**

**Emporia State University  
 Department of Counselor Education  
 1200 Commercial St.  
 Emporia, KS 66801  
 (620) 341-5317**

**Rehabilitation Counseling Program  
 PRACTICUM EXPERIENCE SUMMARY**

Student \_\_\_\_\_ Semester/Year \_\_\_\_\_

Agency Supervisor \_\_\_\_\_

University Supervisor \_\_\_\_\_

**MONTHLY SUMMARY OF EXPERIENCE (IN HOURS)**

<i>MONTH</i>	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>TOTALS</i>
<b><i>DIRECT COUNSELING</i></b>						
<i>Individual Counseling</i>						
<i>Group Counseling</i>						
<b><i>TOTALS</i></b>						
<b><i>INDIRECT COUNSELING</i></b>						
<i>Individual Supervision</i>						
<i>Group Supervision</i>						
<i>Consultation</i>						
<i>Related Activities</i>						
<b><i>TOTALS</i></b>						

\_\_\_\_\_  
*Student's Signature/Date*

\_\_\_\_\_  
*University Supervisor's Signature/Date*

## APPENDIX J

**Emporia State University**  
**Department of Counselor Education**  
**1200 Commercial St.**  
**Emporia, KS 66801**  
**(620) 341-5317**

### Rehabilitation Counseling Program

#### **SITE SUPERVISOR'S FINAL EVALUATION OF STUDENT PRACTICUM PERFORMANCE**

Student \_\_\_\_\_ Semester \_\_\_\_\_

Supervisor \_\_\_\_\_ Site \_\_\_\_\_

**Directions:** Check the box that best evaluates the practicum student and their performance in each area using the following rating scale:

- N/A Not Applicable or unable to assess
- 1 Unsatisfactory progress towards meeting performance standards
- 2 Satisfactorily working towards meeting performance standards
- 3 Meets performance standards
- 4 Exceeds performance standards

<b>General Skills</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
a. Accomplishes tasks with an appropriate level of supervision					
b. Demonstrates appropriate levels of confidence					
c. Is organized and efficient in accomplishing assigned duties					
d. Prepares adequately for counseling sessions (looks up diagnosis, client medications, medical information)					
e. Demonstrates problem solving by obtaining necessary information and asking for help when needed					
f. Formulates appropriate rehabilitation/treatment plans					
g. Writes complete and appropriate case notes					
h. Completes case notes and other paperwork in a timely fashion					
i. Dresses professionally and appropriately for the work setting					
j. Is professional in relationships with clients and staff					
k. Is punctual in reporting to work and meetings					
l. Maintains client confidentiality					

m. Follows agency policies and procedures					
n. Keeps appointments with clients					
o. Communicates with site supervisor appropriately					
p. Demonstrates problem solving by obtaining necessary information and asking for help when needed					
q. Accepts constructive criticism and positive feedback concerning performance					

<b>Counseling Skills</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
a. Researches the case prior to the first interview					
b. Conducts interviews and counseling sessions in a relaxed and comfortable nature					
c. Communicates interest in and acceptance of the client					
d. Facilitates client expression of concerns and feelings					
e. Focuses on the content of the client's presenting issues(s)					
f. Uses relevant client information when deciding on various counseling techniques and their implications					
g. Uses silence effectively in the counseling session					
h. Uses self-disclosure in an appropriate manner					
i. Recognizes and pursues discrepancies and meaning of inconsistent information					
j. Facilitates realistic goal setting with the client					
k. Uses relevant case data in planning both immediate and long-range goals					
l. Encourages appropriate action-step planning with the client					
m. Explains, administers, and interprets tests correctly					
n. Demonstrates accuracy and clarity in written and verbal communication					
o. Completes case reports and records punctually and conscientiously					
p. Demonstrates ethical behavior in the counseling and case management activities					
q. Shows sensitivity to clients and colleagues while maintaining appropriate boundaries					
r. Keeps the session moving toward some therapeutic outcome					

1. What are this student's greatest clinical assets?

2. Areas of concern about the student's proficiency or progress and suggestions for improvement.
  
3. Suggestions for further development (e.g., types of clients, evaluations, etc.).

\_\_\_\_\_  
Signature of Supervisor      Date                      Signature of Student      Date

Agency Address \_\_\_\_\_

Telephone \_\_\_\_\_



## APPENDIX K

**Emporia State University**  
**Department of Counselor Education**  
**1200 Commercial St.**  
**Emporia, KS 66801**  
**(620) 341-5317**

### Rehabilitation Counseling Program

#### **UNIVERSITY SUPERVISOR'S EVALUATION OF STUDENT PRACTICUM PERFORMANCE**

Student \_\_\_\_\_ Semester \_\_\_\_\_

Supervisor \_\_\_\_\_ Site \_\_\_\_\_

Date of Evaluation \_\_\_\_\_

**Directions:** Check the box that best evaluates the practicum student and their performance in each area using the following rating scale:

- N/A Not Applicable or unable to assess
- 5 Unsatisfactory progress towards meeting performance standards
- 6 Satisfactorily working towards meeting performance standards
- 7 Meets performance standards
- 8 Exceeds performance standards

<b>Counseling Skills</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1. Maintains appropriate conduct in personal relationships with clients.					
2. Develops trust and rapport with clients.					
3. Is able to refocus client as appropriate.					
4. Maintains a non-judgmental attitude.					
5. Is able to discern and accurately reflect feelings the client is conveying.					
6. Is able to identify client themes.					
7. Uses open-ended questions appropriately.					
8. Uses confrontation with client appropriately.					
9. Is able to set attainable short and long-term goals in line with client readiness.					
10. Sets objectives for the session and is able to keep on track					

over the course of the session.					
11. Is able to formulate specific plans and strategies for client behavior change.					
12. Is able to prioritize client problems.					
13. Is able to manage expression of strong feelings by clients.					
14. Is able to conceptualize the client accurately within a theoretical frame of reference.					
15. Facilitates client expression of thought and feeling.					
16. Recognizes and interprets client's hidden messages.					
17. Resists being threatened by or defensive with the client.					
18. Is able to continue moving the session toward some therapeutic outcome.					
19. Is able to set clear boundaries with the client.					
20. Begins and ends the counseling session on time.					
21. Is aware of cultural differences and influences.					
22. Keeps their own personal issues out of the counseling session.					
23. Helps the client explore feelings/themes/and alternate approaches to presented issues.					
24. Keeps the client focused.					
25. Refrains from imposing personal values on the client.					
26. Recognizes their own limit of competency.					

<b>Preparation</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1. Prepares adequately for counseling sessions (looks up diagnosis, client medications, medical information)					
2. Completes client profiles in thorough and complete manner.					
3. Demonstrates accuracy and clarity in written and verbal communication					
4. Completes case reports and records punctually and conscientiously					

<b>Personal/Professional Growth</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1. Recognizes personal limitations and strengths.					
2. Is aware of own needs and conflicts.					
3. Identifies own feelings in sessions.					
4. Demonstrates knowledge of Rehabilitation Counseling Code of Ethics.					



**APPENDIX L**

**Emporia State University  
Department of Counselor Education  
1200 Commercial St.  
Emporia, KS 66801  
(620) 341-5317**

**REHABILITATION COUNSELING PROGRAM**

**CORRECTIVE PROCESS FOR IMPROVEMENT  
OF PRACTICUM SKILLS**

Name of Student \_\_\_\_\_

Practicum Site \_\_\_\_\_

Site Supervisor Phone \_\_\_\_\_

University Supervisor \_\_\_\_\_

When a student is deemed to be proceeding in an unsatisfactory manner in a Practicum course, a report will be prepared by the University Supervisor summarizing both the points of concerns and a specific action plan for remediation, including specific recommendations, behavioral outcomes, and deadlines for review that offer a realistic opportunity for the student to experience an ultimately successful practicum experience. Successful completion of this Plan is required in order for the student to receive a passing grade in the Practicum course.

By signature below, the student is agreeing to the Action Plan as stipulated. (Attach the written Action Plan to this contract.)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Supervisor Signature

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
University Supervisor Signature

\_\_\_\_\_  
*Date*

**APPENDIX M**  
**Emporia State University**  
**Department of Counselor Education**  
**1200 Commercial St.**  
**Emporia, KS 66801**  
**(620) 341-5317**

**Rehabilitation Counseling Program**

**Certified Rehabilitation Counselor**  
**Code of Ethics**

The CRC Code of Ethics can be accessed at:

[http://www.crccertification.com/pages/crc\\_ccrc\\_code\\_of\\_ethics/10.php](http://www.crccertification.com/pages/crc_ccrc_code_of_ethics/10.php)

