

APPLICATION FOR PRACTICUM

Revised August, 2019

POLICIES REGARDING SUPERVISED PRACTICUM

Please retain the first two pages of this application for your future reference.

Students wishing to enroll in practicum must have achieved certain benchmarks and completed other tasks prior to the desired starting semester. Approval to begin practicum is conferred by the faculty advisor and the Clinical Experience Coordinator, and it is not guaranteed for a particular semester.

The prerequisite benchmarks and tasks are:

- Successfully complete the required pre-requisites (see page 3 for list of classes) and pass the required decision points of program evaluation
- Obtain student liability insurance prior to applying for practicum. Insurance can be obtained from various vendors and several professional organizations provide student liability insurance along with membership to the organization. For dual students, the last two sources on the list have been checked by faculty to confirm that the insurance companies cover both art therapy and clinical counseling interns so that you do not need to have two sets of insurance.
 - NBCC <http://locktonmedicalliabilityinsurance.com/nbcc>
 - ACA <https://www.counseling.org/membership/aca-and-you/students>
 - CPH www.cphins.com/
 - AATA (HPSO) https://myaata.arttherapy.org/MyAATA/New_Join_Process/Student_Plus
- Complete the “Application for Practicum” form (page 3), have it signed by your advisor, and submit it with required attachments by the deadline
- Schedule and attend an interview with the Clinical Experience Coordinator or her designee. At this time, you should have an idea of your desired site.
- Practicums will take place at approved counseling sites in the community. A list of practicum/internship sites will be provided to students, but students are still allowed to seek out other sites. New sites must be approved by the Clinical Experience Coordinator or program faculty.
- Once the student has been approved to start practicum and a site is found, students will submit the required site-related paperwork per deadlines required by faculty supervisors.

During practicum:

- Students are required to record sessions with audio devices that can then be reviewed with their supervisor to develop and improve their counseling skills.
- Students must complete supervised practicum experiences that total a minimum of 100 clock hours over the 10-week to 16-week academic term.
- At least 40 clock hours of the 100 must be in direct service with actual clients.
- Weekly interaction with supervisors averages one hour per week of *individual and/or triadic* supervision throughout the practicum, by a site supervisor who is working in biweekly consultation with a program faculty member in accordance with the supervision contract;
- An average of 1½ hours per week of *group* supervision is provided on a regular schedule throughout the practicum by a program faculty member or a student supervisor;

(cont.)

- Program-appropriate audio/video recordings are used in supervision of the student's interactions with clients; and,
- A formally documented final evaluation of the student's counseling performance throughout the practicum is completed when the student completes the practicum.

In addition to understanding these policies, you are expected to be familiar with the *CC Field Experience Manual*, which may be accessed on Canvas, or by emailing Libby Schmanke, Field Experience Coordinator or Tarrah Latimer, Administrative Assistant.

All RC/CC/Dual Degree students applying for practicum will complete a personal interview with the Clinical Experience Coordinator or designee the semester prior to enrollment.

Applying to practicum does not guarantee that you will be placed in practicum the following semester.

Submit your completed application to:

Libby Schmanke, MS, LCAC, ATR-BC, ATCS, MAC
Assistant Professor and Clinical Experience Coordinator
Department of Counselor Education
Emporia State University
1 Kellogg Circle
Emporia, KS 66801
785-840-5280
eschmank@emporia.edu

Application deadlines are:

March 1 – Summer Session
June 1 – Fall Semester
October 1 – Spring Semester

APPLICATION FOR CLINICAL COUNSELING PRACTICUM

Requested Semester and Year: _____

Name: _____ **Date Submitted:** _____

Program: Dual ____ CC ____ RC ____

Concentration: Mental Health: ____ Addictions: ____ Rehabilitation: ____

Cell or Home Phone: _____ **Work Phone:** _____

Current Mailing Address: _____

University E #: _____ **Email:** _____

ESU Advisor: _____

The following PREREQUISITES must have been completed before you can enroll in Practicum.
Any exceptions to these prerequisites must be approved by the program faculty of the student's major and the Clinical Experience Coordinator. CE830 may be taken concurrently with advisor permission.

	Term Completed	Grade
CE833 Diagnosis and Treatment	_____	_____
CE810 Pre-Practicum: Counseling Skills Development	_____	_____
CE825 Counseling Theories	_____	_____
CE893 Ethical, Professional, & Legal Issues in Counseling	_____	_____
CE830 Group Processes in Counseling	_____	_____

Advisor's Signature

Date

****You must attach a copy of your unofficial transcript and proof (the certificate) of your professional liability insurance to this application****

____ You are approved to enroll in practicum for: _____
(Semester and Year)

____ Your application has **not** been approved at this time. Please address the following:

Date student was notified on (date): _____ by: _____

Clinical Experience Coordinator or Designee

Date