



CARSON-NEWMAN

A CHRISTIAN UNIVERSITY

Counseling Practicum Handbook

2023 - 2024

Graduate Studies in Counseling
Department

COUN 589

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INTRODUCTION

The Graduate Studies in Counseling provides this handbook to support successful practicum experiences for both supervisors and students. This handbook contains guidelines and expectations that will help prepare those involved with counseling practicum experiences. Students will be expected to refer to this handbook often throughout their clinical experiences and are responsible for understanding the policies and procedures mentioned herein. Since a single document is unlikely to address all issues that may arise during practicum, students should consult with their supervisors and program advisors often. This handbook is organized under the following headings:

- Program Mission and Goals
- Prerequisites for Practicum
- Ethical Conduct
- Practicum Requirements and Expectations
- C-N Supervisor Responsibilities
- Site Supervisor Guidelines
- Student Responsibilities
- Appendices

PROGRAM MISSION AND GOALS

The mission of the Graduate Studies in Counseling program at Carson-Newman is to equip counselors to care for the holistic needs of others. It is the GSC goal to prepare individuals with counseling competencies essential to deliver evidence-based practices that promote holistic well-being to diverse clients and students. Practicum experiences represent the culmination of counselor education where students apply their knowledge and skills in a variety of settings with a variety of clients and or students.

In accordance with Tennessee licensure requirements, CACREP standards, and our training goals, the C-N GSC program prepares counselors to work with children, youth, adults, and families in a variety of settings. Our graduates work in private practice, community agencies, private and public schools, and non-profit organizations. We train future counselors to work in urban, suburban, and rural communities. Faculty coordinators of clinical field experiences intentionally place students in settings with qualified, licensed, and experienced counselors who can supervise their work for a wide range of clients and students.

The purpose of the practicum experience is to provide counseling trainees with the opportunity to practice and increase individual and group counseling skills under the supervision of a qualified, experienced site supervisor and a faculty supervisor. In addition to these experiences, the trainee works with the site or faculty supervisor to review counseling sessions, plan for group sessions, and receive feedback on experiences and address questions and concerns. Large group guidance or seminar presentation opportunities are recommended and/or provided whenever possible.

Practicum students participate in weekly group class meetings with the faculty supervisor. During these meetings students have the opportunity to reflect on experiences and skill levels, to staff complicated cases, and to identify techniques and strategies for use in the following week. Ethical standards, social justice issues, and advocacy are addressed during weekly meetings and students have the opportunity to share ideas and develop plans to increase their individual and group counseling skills.

Practicum students will participate in weekly group supervision meetings with a C-N faculty supervisor to reflect on their experiences, share their challenges and integrate theory and practice. These sessions ensure that clinical field experiences are progressing in their development of counselor competencies. Each GSC practicum faculty member holds appropriate credentials and a doctoral degree from a CACREP approved Counselor Education program. Group supervision by faculty will not exceed a ratio of 1:12; and time in **group supervision will not count toward the 100 clock hours for practicum.**

PRACTICUM EXPERIENCE

Field Placement Program Director

Dr. Anna Lora Taylor

- Office: 865-471-3288
- Cell Phone: 423-920-1345
- Email: annaltaylor@cn.edu

Prerequisites for Practicum

- Completion of appropriate core and specialty counseling courses (see C-N Graduate Catalog.). **Students may not begin practicum until all core and specialty courses have been completed.**
- Permission from the Practicum Coordinator.
- Successful criminal background check. (See Ashley Bryant Cheney in Baker Room 200A or Amanda Willocks-Giles in the Education Department in the basement of Stokley Memorial Building for the proper forms and locations for fingerprinting.)
- Documentation of current liability insurance. (Liability insurance may be purchased by obtaining a student membership in the American Counseling Association at: <http://www.counseling.org/membership/join-reinstate-today> or American School Counseling Association at: <http://schoolcounselor.org/school-counselors-members/member-benefits-info/join-or-renew-today>.)
- Active student membership in the Tennessee Counseling Association, a state division and local chapter, which is the Smoky Mountain Counseling Association. Membership in the Tennessee Counseling Association will offer the student additional membership in the Tennessee School Counselor Association and the Smoky Mountain Counseling Association (or Watauga Counseling Association for those living near the Johnson City area) as part of the TCA membership fee. See Dr. Taylor for more information.

COUN 589: Counseling Practicum

In accordance with the 2016 CACREP Standards, students must complete supervised practicum experiences that total a minimum of 100 clock hours over a minimum 10-week academic term. The student's practicum site will be determined in collaboration by the student and faculty supervisor; **however, the faculty supervisor is responsible for initiating and ensuring this placement and students should not solicit a placement on their own.** It is required that each student's practicum placement occurs in the context of a placement where a qualified (master's level, licensed) supervisor is present and available to the practicum student.

- At least 40 clock hours of direct service with clients contributes to the development of counseling skills.
- Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member, a student supervisor, or a site supervisor who is working in consultation with a program faculty member in accordance with the supervision contract.
- An average of 1 1/2 hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member or a student supervisor. Group supervision will not exceed 12 students as per CACREP 2016 standards. The development of program-appropriate audio/video recordings (in adherence to the site agency standards of practice) for use in supervision or live supervision of the student's interactions with clients. In the event that a GSC student is unable to video a client based on the policies and procedures of the agency, an audio recording may be substituted, or the faculty supervisor may observe the session in person or behind a two-way mirror. **Students must adhere to the Double Lock Rule in maintaining and transporting their recordings.** (See Appendix H in GSC Student Handbook.)
- Evaluation of the student's counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum. (See Appendix L and M) Students will also be evaluating their placement (See Appendix K).

Distinction Between Practicum and Internship Placements

Carson-Newman University's Graduate Studies program is designed to provide a comprehensive and differentiated experience in the field of professional school and mental health counseling. In an effort to provide students with the most complete learning experience, it is imperative that the practicum and internship experiences are differentiated as these experiences must be fundamentally distinct. If a student intends to complete an internship at a site that has been used for practicum, he/or she must provide the faculty with written documentation as to how the experiences differ. As is the case with any internship or practicum experience, each site must be pre-approved and made in conjunction with the faculty supervisor.

ETHICAL CONDUCT

All counseling practicum students are expected to follow the American Counseling Association *Code of Ethics* and the American School Counselor Association *Professional Standards of Ethics*, if in school counseling. All practicum students should have copies of these codes for ready reference and must be familiar with these practices. Copies of these codes are online at [2014 Code of Ethics.indd \(counseling.org\)](http://2014CodeofEthics.indd.counseling.org). Practicum students are expected to conduct themselves in a professional manner at all times and to dress appropriately. Practicum students should keep in mind that they are representatives of Carson-Newman University as well as the counseling profession. **Any situation involving an ethical dilemma must be brought immediately to the attention of the site supervisor and to the internship supervisor at Carson-Newman. Also, if you must report suspected abuse or suicidal or homicidal ideation, you must contact your faculty advisor immediately.**

Dr. Carolyn Carlisle, Director of Counseling Department, contact information:

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- Email: ccarlisle@cn.edu

Dr. Anna Lora Taylor, Field Placement Coordinator

- Office: 865-471-3288
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GSC STUDENT REQUIREMENTS AND EXPECTATIONS

1. **Professional Development:** GSC students are expected to develop professional behaviors and characteristics necessary to work effectively with people with diverse needs and backgrounds. Students should review the Professional Development and Performance section of the GSC Student Handbook beginning on page 25. The Rubric for these expectations includes counselor behaviors as: attends to ethical and legal considerations, takes initiative, accepts personal responsibility, effectively deals with conflict, cooperates with others, and awareness of impact on others.
2. **Time Requirements for Practicum:** A completed practicum requirement consists of a minimum of 100 clock hours of supervised work. A minimum of 40 hours of direct service is required. At Carson-Newman University, the 40 hours are required to consist of individual and group counseling.
3. **Orientation and Observation:** C-N practicum supervisors will orient practicum students, and site supervisors to program expectations and responsibilities. Practicum students are to observe the on-site supervisor performing various tasks expected of a professional counselor and to observe other professionals within the setting, such as counselors, administrators, teachers, school psychologists, school nurse, etc.
4. **Development of Individual and Group Counseling Skills:** Practicum students are required to counsel either under the supervision of the faculty supervisor and or the site supervisor. Field experiences are designed to support the development of individual and group counseling skills. Site supervisors and practicum supervisors will provide feedback to practicum students regarding their skill development.
5. **Consultation and Collaboration Skills:** Counselors must work cooperatively with others to achieve maximum success for clients and students. Therefore, practicum students will be expected to enhance their collaboration skills during practicum. Practicum students are

expected to provide supportive and effective consultation to assessment teams, teachers, parents, and others as needed. Areas of consultation may include concerns regarding student: emotional development, social development, academic development, career development, etc.

6. **Leadership Skills:** Practicum students are expected to demonstrate leadership skills during their field experiences. Examples of leadership include identifying and meeting unrecognized needs of the population served by the organization. These needs might include, organizing a clinical or support group to supplement clinical services, organizing a tutoring program, developing a mentorship service, sharing data, conducting in-service for the staff, or implementing a new counseling program for students. For school counselors, conducting needs assessments are effective ways of assisting the site supervisor with identifying issues that could be addressed through a comprehensive developmental school counseling program.
7. **Social Justice:** All practicum students are required to treat ALL students with equity and justice. Students are to be helped in any area of need. Practicum students will not discriminate against **any** student or client as per our Counseling Code of Ethics. Marginalized and at-risk clients and students are to be prioritized for immediate attention, help, and consultation under the guidance and supervision of the site supervisor. Service to each student is to be designed based on student needs utilizing student strengths and collaborative efforts of the agency, school, or community.
8. **Confidentiality:** One of the most important aspects of counseling is confidentiality. It is also a critical component in earning trust with teachers, parents, clients, students, and others. The following is a list of important issues that should be discussed by practicum students and supervisors:
 - Regulations regarding confidentiality of notes, files, and/or recording at their school site. If possible, the practicum students should receive a written copy of these regulations.
 - Written permission from parents or guardians for recording minors. Consent forms should explain the limits of confidentiality and should state clearly that the recording will be used for supervision purposes only. Many schools and counselors have consent forms for use or practicum students may modify the sample form in Appendix I.
 - The confidentiality of all information shared in supervision. Site supervisor should help the practicum student maintain the confidence of client and student conversations, teacher concerns, parent issues, etc.
 - The anonymity of clients when recording sessions is essential, consequently, client and student names. Client names or surnames must not be used to identify recordings. Use initials or pseudonyms to label recordings.
 - Double Lock Rule to maintain security of counseling recordings. Practicum students must adhere to the Double Lock Rule (See GSC Policy on Security of Media in GSC Student Handbook, Appendix H.) when maintaining and transporting recordings of counseling sessions to supervisors for evaluation.
9. **Classroom Guidance Skills for School Counselors:** School counseling practicum students are expected to prepare classroom guidance units appropriate to the needs and developmental levels of students. Carson-Newman University requires school counseling practicum students to deliver service to students in accordance with the Tennessee Model for Comprehensive School Counseling and the ASCA National Model. Classroom

management skills are essential to an effective school counselor and should be practiced during practicum.

10. **Community Outreach for School Counselors:** School Counseling practicum students are required to become familiar with available school and community resources. Community outreach is a vital part of the comprehensive school counseling practicum experience. In order to address the needs of students, counselors often obtain the assistance of such community agencies as the local mental health center, church benevolent groups, child and family support groups, and other such organizations.

C-N SUPERVISOR OF PRACTICUM RESPONSIBILITIES

C-N supervisor of practicum has the overall responsibility for the success of field experiences of trainees and of site supervisors. Those responsibilities include:

- develop collaborative relationships with local counselors, agencies, and schools to support positive field experiences for practicum students:
- arrange practicum placement in which each practicum student has the opportunity for a meaningful field experience and obtain commitments of all parties (Appendix A).
- provide orientation for site supervisors and trainees to the practicum experience.
- approve practicum contracts.
- meet with practicum in a regularly scheduled weekly seminar for at least 90 minutes to provide supervision.
- visit sites at least once during each field experience and review practicum student's progress and performance with site supervisor.
- regularly monitor practicum student's progress.
- give practicum student feedback on counseling competencies as needed (Appendix K). In the event that a GSC student is unable to video a client based on the policies and procedures of the agency, an audio recording may be substituted, or the faculty supervisor may observe the session in person or behind a two-way mirror.
- inform practicum student of the Double Lock Rule to secure video and audio recordings of counseling sessions.
- review practicum student's records and documents.
- facilitate ethical practice in practicum students.
- submit final practicum grades; and
- maintain departmental records of practicum.

SITE SUPERVISOR GUIDELINES

Supervisors at practicum sites must have a minimum of a master's degree in counseling and must hold appropriate counselor credentials/licensure. Site supervisors must have a minimum of two years of experience as a counselor at the level in which they are supervising. Site supervisors receive training from program faculty prior to beginning their supervision with students.

The practicum site supervisor agrees to provide clinical experiences for the practicum student in accordance with Internship Guidelines, which include:

- assist in completing the Practicum Agreement (Appendix A and B).
- support practicum student in obtaining 40 client contact hours, including individual counseling, group counseling, and classroom guidance experiences.

- orient the C-N supervisor and practicum student to the facilities and policies of counseling site (Discuss with the intern the mission, goals, and objectives of the site as well as any internal operating procedures including reporting suspected abuse, suicidal and homicidal ideation).
- meet weekly with the trainee to discuss progress, cases, future experiences, projects, lesson plans, etc.
- inform the practicum student of any agency, school or district procedures for audio or video taping within the school and to assist the student in identifying clients and students for individual counseling sessions and video recording.
- consult with C-N supervisor about trainee's progress.
- provide a private space for intern while he/she is seeing clients or students.
- provide the practicum student with the opportunity to gain supervised experiences in the use of professional resources such as assessments, student data management systems, professional literature, and other resources as appropriate to professional development; and
- evaluate the practicum student using the C-N Evaluation of Intern by Site Supervisor form (Appendix L and M).

RESPONSIBILITIES OF PRACTICUM STUDENT

Practicum students should seek to bring all their training into focus and demonstrate their competencies as a counselor under the supportive and encouraging eyes of an experienced professional counselor. Practicum students should review ASCA School Counselor Competencies, ACA Advocacy Competencies, ALGBTIC Competencies, Multicultural Competencies, and other appropriate resources. These competencies outline knowledge, attitudes and skills that ensure counselors are equipped to deliver appropriate services to diverse clients.

Practicum students are expected to be aware of their responsibilities for practicum participation, including learning the policies and procedures of their site agency, school, supporting the goals and programs of site supervisor, and conducting oneself in accordance with ACA Code of Ethics and ASCA's Ethical Standards for School Counselors. In addition to representing Carson-Newman University, practicum students exhibit professional demeanor and behavior. Their functioning at a practicum site should coincide with expectations of employees at their site. Specifically, practicum student responsibilities include:

- adhere to C-N Practicum Requirements and Expectations.
- ensure that Site Supervisor has a copy of C-N Practicum Handbook.
- establish and complete the requirements of the Practicum Contract (Appendix C).
- maintain records of conferences with site supervisor (Appendix D).
- log a minimum of 100 hours of contact with 40 hours of direct service (Appendices E, F, G, & G-2).
- compile total number of hours on Cumulative Record of Practicum Hours form (Appendix H).
- attend weekly scheduled Practicum Seminar sessions and complete assignments.
- maintain personal reflections of practicum experience and submit as per class syllabus.

provide counseling recordings for feedback as needed and complete appropriate forms (Appendices I, J, & K). In the event that a GSC student is unable to video a client based on the policies and procedures of the agency, an audio recording may be substituted, or the faculty supervisor may observe the session in person or behind a two-way mirror.

- complete Evaluation of Site Supervisor form (Appendix L); and
- complete any other required practicum records.

APPENDICES



Appendix A

MEMORANDUM OF PRACTICUM AGREEMENT

TO: _____, Counselor
_____, Agency/School

FROM: Dr. _____, C-N Counseling Supervisor

RE: Counseling Field Experience for _____

DATE: _____

This is to confirm that _____ has been approved for progression into the clinical field experience portion of our Graduate Studies in Counseling for practicum. With your approval, s/he will do his/her experience with you during _____ Semester 20_____. S/he will contact you to discuss specific hours, dates, and arrangements.

Enclosed are additional copies of this letter for you and your administrator to sign and return to the C-N Clinical Field Experience Supervisor (C-N Box 71900, Jefferson City, TN 37760) to indicate your agreement to this practicum.

Please contact the C-N field supervisor if you have any questions or concerns. Thank you very much for your assistance and willingness to support the training of this practicum student.

Signed _____ Date _____
Counselor

Signed _____ Date _____
Administrator

Signed _____ Date _____
C-N Supervisor

Signed _____ Date _____
Practicum Student



Appendix B

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

Agreement for the On-Site Field Experience

This agreement is made on _____ by and between _____ and the Carson-Newman Graduate Studies in Counseling Program. The agreement will be in effect for a time period starting _____ until _____ for _____ per week for the student, _____.

The purpose of this counseling field experience is to provide a qualified graduate student with practical counseling activities and duties appropriate for the specialty setting.

The Carson-Newman Graduate Studies in Counseling Program agrees to:

1. Determine that C-N student has completed appropriate graduate level training to qualify for practicum placement.
2. Document that C-N student has been appropriately screened and has obtained liability insurance coverage.
3. Provide the counseling field site with the Carson-Newman academic calendar and initiate discussions of student's obligations to report to school whenever C-N classes are not in session.
4. Ensure that practicum student is aware of standards and code of conduct applicable to professional counseling.

5. Provide a Carson-Newman faculty member to support C-N students and site supervisors during practicum experience.
6. Conduct weekly meetings with practicum student facilitated by C-N faculty for ongoing supervision.
7. Visit practicum site at least twice during placement to discuss and review C-N student's progress and performance.
8. Confer with site supervisor if C-N student's department and/or disposition needs to be changed; and,
9. Provide the on-site supervisor with a C-N student's evaluation form at the beginning of the experience that will be submitted to appropriate C-N Practicum Experience Coordinator.

The Practicum Site Agrees to:

1. Assign a site supervisor who has the appropriate licensure, experience, time, and interest for working with practicum students.
2. Provide training activities listed below in sufficient amounts in order to allow an adequate evaluation of the competence of the practicum student in that particular activity.
3. Provide the practicum student with adequate workspace in order to conduct professional activities.
4. Provide one hour each week of supervision that will involve consulting on counseling activities, reviewing of audio or video tapes, observing, co-counseling, role playing, and reviewing objectives for the coming week.
5. Provide a written evaluation of the practicum using Appendix M; and
6. Review and abide by CACREP guidelines for site supervisors.

Possible Practicum Activities

- ____ 1. Individual Counseling
- ____ 2. Group Counseling-Co-Leading and Leading
- ____ 3. Classroom Guidance, if applicable
- ____ 4. Career Counseling
- ____ 5. Consultation with teachers, parents, and others
- ____ 6. Individual Supervision
- ____ 7. Group Supervision Meetings
- ____ 8. Consultation with faculty and site supervisors
- ____ 9. Collaboration with Practicum Team
- ____. Other (Please List)

Practicum/ Site Supervisor: _____ Date: _____

Carson-Newman Faculty Supervisor: _____ Date: _____

Counseling Student: _____ Date: _____



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Appendix C

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

Contract with Graduate Studies in Counseling Program for Practicum

As a practicum student placed at _____

_____, I understand the following to be my responsibilities:

- A. To be in attendance at my field site _____
- For _____ hours; _____ days during each week of my practicum.
- B. To report any absences to my site supervisor at least 24 hours in advance (unless an emergency). Absences of more than two days may result in my removal from the practicum field experience.
- C. To abide by the Professional Standards of Ethics as defined by the American Counseling Association (ACA) and/or the American School Counseling Association (ASCA).
- D. To dress and act professionally at all times while on-site.
- E. To understand that _____ is my site supervisor.
- F. To understand that _____ is my faculty supervisor during the entire practicum.
- G. To obtain the required background check and liability insurance as required for the practicum.
- H. To ensure that my site supervisor is provided a copy of the Carson-Newman Graduate Studies in Counseling Practicum Handbook.

Student name: _____ Date: _____

Faculty Supervisor name: _____ Date: _____

Appendix D
CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM
Weekly Objectives

This form is designed to give you an opportunity to think about and set up objectives that you may have each week with your on-site supervisor. Please complete this form each week and discuss it with your on-site supervisor each week.

Practicum Site: _____

Site Supervisor: _____

Work Phone: _____

Email Address for Supervisor: _____

List specific objectives of your practicum placement for the week of _____

List on-site activities in which you wish to participate in order to meet the above objectives:

List specific objectives for your one-hour meeting with on-site supervisor for the week of

_____.

Site Supervisor: _____ Date: _____

Student Name: _____ Date: _____

C-N Faculty Supervisor: _____ Date: _____

Appendix E

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

Counseling Practicum Time Log

Record Keeping Categories Definitions

Counseling Core Curriculum includes group lessons and processes designed to address typical developmental issues of students in the areas of academic, social/personal, and career in the classroom setting.

Counseling includes individual counseling or small group counseling in Individual Student Planning or Responsive Services.

Consultation includes consulting with parents, teachers, outside agencies and other professionals.

Collaboration includes teaming with teachers, parents, and others to address student needs.

Coordination includes all activities related to counseling that practicum coordinates. Such activities could include: a career fair, a career development program, multicultural programs, peer tutoring, peer mentoring, substance abuse prevention, bullying and violence prevention, or other programs in accordance with the *ASCA National Model-Third Edition* and CACREP Standards.

Program Management includes System Support activities such as meetings at your school site in which you discuss issues related to a comprehensive school counseling program or treatment planning. PM also includes use of data to inform program goal setting, closing the gap (achievement, opportunity, & expectation), and monitoring student progress, and evaluation of programs.

Evaluation includes the collection and analysis of data as part of an accountability process for counselors. It is important that practicum students learn to show evidence that what they do makes a difference. The use of MEASURE is one method by which practicum students produce data to determine effectiveness of their programs.

Other Duties includes activities not specifically listed above or in the *ASCA National Model (3rd ed.)* and may include activities within the community, community outreach, and time spent identifying community resources for your students or other support for clients.

Appendix F

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

Practicum Activities and Time Requirements

In compliance with CACREP Standards for time allocation, the following hours are required:

Direct Contact: (minimum of 40 hours) Direct contact activities include: individual counseling, group counseling, classroom guidance, parent consultation/collaboration, and teacher consultation/collaboration.

Indirect Contact: Indirect contact includes activities such as: planning; program management; coordinating programs such as tutoring, mentoring programs, school testing, etc.; collaborating with other professionals; meetings such as training, staff meetings; individual supervision meetings; evaluations of the school counseling program, and other approved activities.

Expectations: In order for practicum students to gain complete practicum experience, the practicum student should spend at least 8-10 hours per week per semester on site. It is recommended that the practicum student counsel six (6) clients or students per week and two small counseling groups per semester as a minimum.

Documentation: Log each week on a separate chart. Keep a running total from week to week preferably in a notebook. **Round to closest ½ hour increment** and log the increments in decimals if needed.

Appendix G
CARSON- NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM
Weekly Time Log and Contact Log

Student Name: _____

Week of: _____

Activity	Mon	Tues	Wed	Thurs	Fri	Total Time	Total Contacts
Direct Contact							
Individual Counseling							
Group Counseling							
Core Counseling Curriculum							
Collaboration (with families, teachers, staff, etc.							
Other:							
Total Hours Direct Contact:							

Activity	Mon	Tues	Wed	Thurs	Fri	Total Time	Total Contacts
Indirect Contact							
Planning							
Program Management							
Coordinating Programs							
Meetings (Staff, IEP, etc.)							
Individual Supervision							
Group Supervision:							
Evaluation							
Other:							
Total Hours Indirect Contact:							

Appendix H

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

Cumulative Record of Clinical Field Experience Hours*

Student Name: _____

Clinical Field Site: _____

Total Hours to Date: _____

On-Site Supervisor's Signature _____

Activity	Hours	Number
DIRECT CONTACT		
*Individual Counseling		
*Group Counseling		
*Core Counseling Curriculum		
Consultation (with families, teachers, staff, parents, etc.)		
Collaboration (with families, teachers, staff, parents, etc.)		
INDIRECT CONTACT		
Planning		
Program Management		
Coordinating Programs		
Meetings		
Individual Supervision		
Group Supervision		
Evaluation		
List Other:		

*Note: This form is to be completed **only at the end of each** 100-hour practicum experience.

Unique initiative/activities/action research in which you engaged at this practicum site should be included.

Appendix I

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

Recording of Counseling Consent Sample Form

[Practicum Students: Check with your site supervisors before using this form. They may have a consent form they prefer to use. You should use the letterhead of your practicum site on your Consent Request form. Be sure to follow the guidelines required by your site supervisor and the site administration.]

PARENT/GUARDIAN CONSENT FOR COUNSELING FORM

I (we) give permission for my (our) child _____, a student at _____ (school), to participate in counseling sessions with _____, who is a graduate student at Carson-Newman in Graduate Studies in Counseling. It is understood that the counseling sessions will be electronically recorded, either video or audio, and they may be played for supervisors, instructors, and/or class members present.

These recordings will ONLY be used for educational purposes and will be erased at the end of the course. It is understood that my (our) child is entitled to confidentiality and that information regarding communications made during the counseling sessions will be limited only to those directly involved in the educational process. Please understand that limitations to confidentiality exist for all clients.

Parent or Guardian _____ **Date** _____

Carson Newman Graduate Student _____ **Date** _____

Carson-Newman Faculty Supervisor _____ **Date** _____

Appendix J

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

Self-Reflection of Counseling Session

Counseling Student Name: _____

Session Number: _____ Date: _____

Must be completed for each taping experience and submitted to your Carson-Newman University supervisor.

Write a brief session/counseling summary:

In collaboration with the student or client, list the counseling goals:

Describe how the progress toward these goals will be monitored:

Describe your use of theory and specific techniques associated with theory in this session:

Describe further counseling/interventions with this student:

Describe your counseling strengths during this session:

Identify specific skills/strategies/techniques you wish to strengthen or implement during the next session:

Appendix K

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM Site Supervisor Midterm and Final Evaluation Form

Student Name: _____ Date: _____

Site Supervisor: _____

Please respond to each question regarding your clinical field experience with your site supervisor. This evaluation is to be completed at midterm and again at the end of your Practicum experience and turned into your faculty supervisor along with all required paperwork. Please read the questions and make a thoughtful response regarding your feelings and thoughts about your experience.

	Strongly Disagree	Disagree	Agree	Strongly Agree
1. Provides useful feedback pertaining to counseling.	1	2	3	4
2. Helps me feel at ease in counseling situations.	1	2	3	4
3. Teaches me new counseling strategies.	1	2	3	4
4. Weekly supervision sessions are helpful to me.	1	2	3	4
5. Adequately emphasizes my strengths and needs.	1	2	3	4
6. Motivates me to learn more.	1	2	3	4
7. Allows me to be active in the counseling process.	1	2	3	4
8. Listens to my counseling ideas.	1	2	3	4
9. Is open to feedback from me.	1	2	3	4
10.Reduces defensiveness in counseling process.	1	2	3	4
11.Lets me express my concerns openly.	1	2	3	4
12.Helps me to appreciate diversity in my students.	1	2	3	4
13.Listens to social justice concerns I have.	1	2	3	4
14. Helps me develop multicultural competencies.	1	2	3	4
15.Challenges me in counseling ideas.	1	2	3	4
16.Keeps the supervision process on track.	1	2	3	4
17.Treats me like a colleague.	1	2	3	4
18.Encourages me to talk freely and honestly.	1	2	3	4
19.Treats me with respect	1	2	3	4
20.Encourages me to evaluate myself	1	2	3	4

How would you rate your overall experience? Please include any remarks you may have about the site, the supervisor, or the experience: (Write more on back.)

Student Signature: _____ Date: _____

Faculty Supervisor Signature: _____ Date: _____

Appendix L

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

50-hour Evaluation of Counseling Student by Site Supervisor

Student Name _____

Placement Site _____

Supervisor _____ Phone# _____

Please evaluate the following skills of the student on a scale of 1-5 based on the following scale.

1	2	3	4	5	NA
Unsatisfactory	Poor	Satisfactory	Good	Excellent	Not Applicable

Counseling and Reflective Listening Skills

- ___1. Has counseling knowledge and skills, uses theories appropriately
- ___2. Applies empathy, respect, warmth, genuineness, unconditional positive regard, confrontation, and appropriate self disclosure
- ___3. Is able to work through critical incidents with clients or and students
- ___4. Develops and maintains professional relationships with clients and or students
- ___5. Is aware of his/her own personal issues that affects counseling
- ___6. Is willing to work on own weaknesses
- ___7. Accepts and responds well to feedback from supervisor
- ___8. Counsels effectively with individuals
- ___9. Counsels effectively with groups
- ___10. Consults well with parents, teachers, colleagues, site supports and others as needed

General Work Skills of Practicum Students

- ___1. Dependable, personally responsibility (on time, completes assignments)

- ___2. Shows initiative
- ___3. Appearance is appropriate for work setting and for clients and students
- ___4. Understands and follows policies and procedures
- ___5. Follows directions and plans effectively
- ___6. Makes effective use of time
- ___7. Demonstrates high quality in work
- ___8. Considers priorities appropriately and responds
- ___9. Attends staff meetings/ training
- ___10. Teaches guidance and or psychoeducational classes as appropriate
- ___11. Completes lesson or treatment plans for classes or work with clients
- ___12. Uses technology effectively and appropriately

Personal Characteristics and Emotional Stability of Practicum Students

- ___1. Promotes teamwork, is cooperative, handles delicate situations
- ___2. Tactfully, relates to students and colleagues
- ___3. Consistently maintains control under stress and crisis
- ___4. Interested in personal development and is eager to learn
- ___5. Takes initiative
- ___6. Displays self-confidence
- ___7. Follows appropriate ethical standards of ACA and or ASCA and

Additional Information

Please record a specific narrative about the student which includes any further remarks that you view appropriate for the practicum supervisor evaluation on the following page. Please

feel free to discuss any strengths and weaknesses. If you feel you need to elaborate on any of the above scores, please do so here.

Supervisor's Signature _____ Date _____

Student's Signature _____ Date _____

Faculty Supervisor Signature: _____ Date: _____

() Please indicate if you request a conference with C-N Clinical Field Experience supervisor.

Please return to appropriate supervisor:

Dr. Carolyn Carlisle
Graduate Program Director
Carson-Newman University
C-N Box 71900
Jefferson City, TN 37760

Dr. Anna Lora Taylor
Field Placement Coordinator
Carson-Newman University
C-N Box 71900
Jefferson City, TN 37760

Dr. Jennifer Moralejo
Assistant Professor of Counseling
Carson-Newman University
C-N Box 71900
Jefferson City, TN 37760

Dr. Nathan West
Assistant Professor of Counseling
Carson-Newman University
C-N Box 71900
Jefferson City, TN 37760

Appendix M

CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

100-hour Evaluation of Counseling Student by Site Supervisor

Student Name _____

Placement Site _____

Supervisor _____ Phone# _____

Please evaluate the following skills of the student on a scale of 1-5 based on the following scale.

1	2	3	4	5	NA
Unsatisfactory	Poor	Satisfactory	Good	Excellent	Not Applicable

Counseling and Reflective Listening Skills

- ___1. Has counseling knowledge and skills, uses theories appropriately
- ___2. Applies empathy, respect, warmth, genuineness, unconditional positive regard, confrontation, and appropriate self disclosure
- ___3. Is able to work through critical incidents with clients and students
- ___4. Develops and maintains professional relationships with clients and students
- ___5. Is aware of his/her own personal issues that affects counseling
- ___6. Is willing to work on own weaknesses
- ___7. Accepts and responds well to feedback from supervisor
- ___8. Counsels effectively with individuals
- ___9. Counsels effectively with groups
- ___10. Consults well with parents, teachers, colleagues, site supervisors and others as needed

General Work Skills of Practicum Students

- ___1. Dependable, personally responsible (on time, completes assignments)
- ___2. Shows initiative
- ___3. Appearance is appropriate for work setting and for clients and students
- ___4. Understands and follows policies and procedures
- ___5. Follows directions and plans effectively
- ___6. Makes effective use of time
- ___7. Demonstrates high quality in work
- ___8. Considers priorities appropriately and responds
- ___9. Attends staff meetings/ training
- ___10. Teaches guidance and or psychoeducational classes as appropriate
- ___11. Completes lesson or treatment plans for classes or work with clients
- ___12. Uses technology effectively and appropriately

Personal Characteristics and Emotional Stability of Practicum Students

- ___1. Promotes teamwork, is cooperative, handles delicate situations
- ___2. Tactfully, relates to students and colleagues
- ___3. Consistently maintains control under stress and crisis
- ___4. Interested in personal development and is eager to learn
- ___5. Takes initiative
- ___6. Displays self-confidence
- ___7. Follows appropriate ethical standards of ASCA and ACA

Additional Information

Please record a brief narrative about the student which includes any further remarks that you view appropriate for the practicum supervisor evaluation on the following page. Please feel free to discuss any strengths and weaknesses. If you feel you need to elaborate on any of the above scores, please do so here.

Supervisor's Signature _____ Date _____

Student's Signature _____ Date _____

() Please indicate if you request a conference with C-N Clinical Field Experience supervisor.

Please return to appropriate supervisor:
Dr. Carolyn G. Carlisle
Director of Graduate Studies in Counseling
Carson-Newman University
C-N Box 71900
Jefferson City, TN 37760

Dr. Jennifer Moralejo
Assistant Professor of Counseling
Carson-Newman University
C-N Box 71900
Jefferson City, TN 37760

Dr. Nathan West
Mental Health Program Coordinator
Carson-Newman University
C-N Box 71900
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Dr. Anna Lora Taylor
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