COUNSELING
Practicum
MANUAL
REHABILITATION COUNSELING
ST. CLOUD STATE UNIVERSITY
SPRING 2014
**COURSE TITLE:** Supervised Counseling Practicum  
CEEP 669 – 4 Credits  
Summer Session

**INSTRUCTOR:** Brad Kuhlman, Ph. D., CRC  
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**COURSE DESCRIPTION:** Application of theory and techniques to counseling.

**COURSE OBJECTIVES:**

1. To stimulate the formation of an identification with a professional role.

2. To acquire the ability to accept individual differences in clients and to develop and articulate an awareness of self as person.

3. To articulate and implement under supervision a personal theory of counseling.

4. To develop knowledge of ethical standards, decision-making strategies and governance considerations necessary for effective clinical practice.

5. To develop knowledge of a developmental approach to counseling and supervision.

6. To establish interpersonal relationships.

7. To acquire a feeling for the realities of the counselor-client relationship and the part that self-understanding plays in this relationship.
8. To develop knowledge and skill in clinical assessment using medical, psychological, social, educational, and vocational information.

9. To develop and articulate a case conceptualization based on tested, expressed, and gathered information.

10. To develop an individualized service plan based on client input and needs.

11. To apply knowledge and techniques learned in the classroom.

12. To become acquainted with the organizational structure, protocol, relationships, processes, and working conditions of rehabilitation agencies, including an awareness of community resources and the clientele those resources serve.

13. To gain experience in working as a member of the rehabilitation team.

**CLASS SCHEDULE:**

Student must complete 100 hours of Practicum.

Students will be meeting on campus, and in rehabilitation agency, institution, or facility.

On-site hours are to be arranged with site.

Students will fill out and submit weekly logs.

See “Procedures for the Rehabilitation Counseling Practicum” for additional information.

**GRADING:**

S = Satisfactory
U = Unsatisfactory
PROCEDURES FOR
THE REHABILITATION COUNSELING PRACTICUM

Accreditation Requirements:

The Council of Rehabilitation Education (CORE, the accrediting body for graduate rehabilitation education programs) states in Section D: Clinical Experience that:

D.1. Students shall have a minimum of 100 clock 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 tapes 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 1.5 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, 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 require supervision experiences consistent with the licensure requirements available to those students desiring to qualify for licensure.

D.1.7. There shall be progress review of all students enrolled in practicum.

D.1.8. There shall be a written procedure for responding to students who do not demonstrate satisfactory practicum knowledge or clinical skills.

D.1.9. The individual supervision of five students shall be considered equivalent to the teaching of one course due to the intensive one-on-one instruction and the ongoing evaluation necessary in practicum.

Our students also receive 45 hours of supervised experience in our counseling procedures course as a pre-requisite to the counseling practicum.

**Practicum Format**

Students are required to accumulate 100 hours of supervised practicum experience during the summer session. This will be accomplished by spending 2 hours a week in on-campus supervision and 8 to 10 hours a week in off-campus supervision.

All students enrolled in practicum will meet on-campus for 2 hours a week with the faculty practicum supervisor for group supervision.
Students will also be assigned to a rehabilitation agency, institution, or facility for 8 to 10 hours a week for the purpose of gaining counseling experience and supervision from a rehabilitation counselor.

**Weekly Logs**

Students are required to keep track of their hours and activities via a weekly log. See attached log sheet.

**On-Campus Supervised Experience**

On-campus supervision for the counseling practicum will consist of group meetings where the following activities will take place:

- Discussion of counseling theories, techniques and practices.
- Case presentation of student-client counseling sessions.
- Discussion of client issues and needs.
- Discussion of client assessment strategies.
- Discussion of planning strategies.
- Discussion of appropriate community resources.
- Discussion of appropriate services.
- Discussion of appropriate closure and follow-up.
- Discussion of appropriate counseling techniques and strategies.
- Evaluation and feedback from students and faculty supervisor.

Revised 9-11-13
**Off-Campus Supervised Experience**

Off-campus supervision for the counseling practicum will consist of the following:

Student will be spending 8 to 10 hours a week at an off-campus site.

A minimum of 5 hours a week is to be spent in direct client contact.

Direct client contact should involve the student as the primary interviewer or counselor, but may also involve the student as a secondary interviewer or counselor. While the student may take more of a secondary role during the first two or three weeks of practicum, it is expected that the student will take the primary role during the remaining weeks of practicum.

For the non-direct client contact hours, at least 1 hour a week should be used for direct feedback to the student regarding their counseling skills, techniques, and relationships. This can include discussion of the skills, techniques and strategies exhibits by the supervisor when the supervisor has taken the primary role in an interview or counseling session.

The remaining non-direct client contact hours can be used for case-noting, assessment, and planning activities or other activities deemed appropriate by the off-campus supervisor.

It is the responsibility of the off-campus supervisor and the student to schedule appointments and meeting times that satisfy the requirements of the counseling practicum.

If the student should experience a client “no-show” or tow, these will not have to be made up. However, more than two no-shows will require making up the direct client contact hours missed.
**Evaluation**

The grade for the counseling practicum will be **satisfactory** or **unsatisfactory**.

The faculty supervisor will assign a grade for the practicum experience, based on the evaluation and recommendation from the off-campus supervisor, completion of the weekly logs, and the student’s level of participation in the on-campus meetings. **Missing more than one on-campus meeting can be cause for an unsatisfactory grade.**

The off-campus supervisor may evaluate and provide feedback to the student in whatever way seems most appropriate considering their clientele and setting. As a minimum, the student should be given immediate verbal feedback following interviews and counseling sessions.

Written evaluation and feedback will be required at the end of the practicum. The Practicum Student Evaluation Form has been attached to the Supervised Manual for this purpose.

**Unsatisfactory Progress**

When it is determined that a student is not making satisfactory progress in the practicum, a meeting with the student, the on-site supervisor, and the faculty supervisor will take place to discuss the student’s weaknesses, and possible remedies. If it is determined that the student will not be able to satisfactorily complete the practicum, the practicum will be terminated at that time. Students who do not demonstrate satisfactory practicum knowledge or clinical skills will receive an unsatisfactory grade, and will be required to repeat the practicum. Students needing to upgrade their clinical skills may also be required to retake the Counseling Procedures class. The Practicum must be successfully complete as a prerequisite to the Counseling Internship.
# Rehabilitation Counseling Practicum Weekly Log

**Name:** _______________________

**Week of:** _______________________

**Site:** _______________________

**Supervisor:** _______________________

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**Comments:**

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Revised 9-11-13
PRACTICUM STUDENT EVALUATION FORM

Student Counselor: _____________________   Evaluator: _____________________   Date: ___________

On the scale below, please check one of the five blacks that most closely describes your feelings about the skill level of the students counselor listed above. Your honest assessment will help the student counselor become more aware of both strengths and weaknesses. This evaluation should be given to the student counselor, who will give it to the faculty supervisor. Thank you for completing this evaluation.

Thoroughly explains client’s rights and responsibilities.  Strongly Disagree _____ _____ _____ _____ Strongly Agree

Is genuine.  Strongly Disagree _____ _____ _____ _____ Strongly Agree

Is sincere.  Strongly Disagree _____ _____ _____ _____ Strongly Agree

Is caring.  Strongly Disagree _____ _____ _____ _____ Strongly Agree

Is empathic.  Strongly Disagree _____ _____ _____ _____ Strongly Agree

Establishes effective relationships.  Strongly Disagree _____ _____ _____ _____ Strongly Agree

Maintains effective relationships.  Strongly Disagree _____ _____ _____ _____ Strongly Agree

Helps client identify strengths and weaknesses.  Strongly Disagree _____ _____ _____ _____ Strongly Agree

Understand client’s issues.  Strongly Disagree _____ _____ _____ _____ Strongly Agree

Allows clients to freely express themselves.  Strongly Disagree _____ _____ _____ _____ Strongly Agree

Does realistic planning.  Strongly Disagree _____ _____ _____ _____ Strongly Agree

Effectively evaluates client’s progress.  Strongly Disagree _____ _____ _____ _____ Strongly Agree

Ends session appropriately.  Strongly Disagree _____ _____ _____ _____ Strongly Agree

Demonstrates effective counseling skill.  Strongly Disagree _____ _____ _____ _____ Strongly Agree

Additional comments? (Use back of page if you need more space.) Thank you

Revised 9-11-13