

Practicum Handbook

Rehabilitation Counseling

Graduate College of Education
Department of Counseling and School Psychology
University of Massachusetts, Boston

Academic Year 2007-2008

Rev. 08/07

AGREEMENT FOR Practicum PLACEMENT
 COUNSELING PROGRAM
 DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY
 GRADUATE COLLEGE OF EDUCATION
 UNIVERSITY OF MASSACHUSETTS BOSTON

Statement of Agreement for Participants
 ID Practicum Placements:

The following participants are involved in a student's Practicum Placement experience:

- Practicum Students from the department of Counseling and School Psychology at the University of Massachusetts/ Boston
- Supervisors from Practicum Placement Institutions
- Faculty Instructors of the practicum placement of students from the Department of Counseling and School Psychology at the University of Massachusetts/ Boston

All participants in the Practicum Placement need to be aware of the requirements of students and supervisors.

The practicum placement is required of all students in the Department of Counseling, which includes four tracks (Marriage and Family Therapy, Mental Health, Rehabilitation, and School Guidance Counseling), and two concentrations (Forensic Counseling Services and School Adjustment Counseling). In the Mental Health, School Counseling and Rehabilitation Programs an additional 100 hours of practicum are also required and must be required prior to starting the practicum. In the Mental Health and Rehabilitation Counseling Programs, the practicum must be completed prior to starting the practicum. The following practicum requirements for these tracks must be fulfilled by students seeking an practicum placement.

- **Mental Health Counseling**—100 hours of a supervised field experience must be completed within one academic semester.
 - **Forensic Counseling Services Concentration**—(Same requirement for Mental Health Interns)
- **Rehabilitation Counseling**—100 hours of a supervised field experience must be completed within one academic semester.
- **School Guidance Counseling**—100 hours must be completed for certification as a Guidance Counselor in the Commonwealth of Massachusetts must be completed within one academic semester.
 - **School Adjustment Counseling**—100 hours of a supervised field experience must be completed within one semester for certification as a School Social Worker/ School Adjustment Counselor in the Commonwealth of Massachusetts.

CURRICULUM REQUIREMENTS PRIOR TO PLACEMENT

Students in Rehabilitation who plan to enroll in an practicum must have completed the following requirements:

- Students must have a grade point average of 3.0 in order to enroll in an practicum seminar and be placed at an practicum site.
- Students may not enroll in an practicum seminar and be placed in an practicum site if an Incomplete-Fail (I/F) appears on their transcript. Students may have only one Incomplete (I) listed on their transcript.
- Students in the **Rehabilitation Track** must have taken the following courses:
 - COU 602 Medical and Psychosocial Aspects of Disabilities
 - COU 603 Foundations of Rehabilitation
 - COU 605 Principles of Vocational, Educational, and Psychological Assessment
 - COU 614 Counseling Theories and Practice I
 - COU 615 Counseling Theories and Practice II

The following two courses may be taken concurrently with Practicum or the Fall semester practicum:

- COU 606 Ethical Standards and Professional Issues
- COU 616 Group Counseling

NOTE:

**ALL STUDENTS MUST OBTAIN APPROVAL
OF THEIR CURRICULUM AND PRACTICUM PLANS FROM THEIR ADVISOR
PRIOR TO PLACEMENT IN AN PRACTICUM**

STUDENT RESPONSIBILITIES THROUGHOUT PRACTICUM PLACEMENT

NOTE: *All students are required to obtain professional liability insurance prior to their practicum placement. Insurance is available through professional organizations (American Counseling Association, 1-800-347-6647 ext 222 or at www.counseling.org).*

- Students are required to comply with Procedural Policies of the Placement Agency and the University. (Copies of both documents should be provided by respective institutions)
- *Students must be aware at all times that they have an ethical responsibility to both the PLACEMENT INSTITUTION AND THE CLIENTS.* Ethical concerns and or problem situations should be presented to both the placement institution and the University supervisors.

If the student is terminated from the Practicum site for ethical misconduct, the student will receive an F grade by the faculty supervisor unless good cause is shown for withholding the F grade. In addition, the student May HAVE TO APPEAR BEFORE THE AD HOC ETHICS COMMITTEE OF THE DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY and receive permission to be placed at another practicum site.

- If either an On-Site supervisor, in consort with an On-Site administrator, or University faculty supervisor has determined that a student is not performing satisfactory in an Practicum placement, efforts by participating supervisors will be taken to identify problem areas with specific recommendations to the student for improvement. However, if problems continue to persist and the student does not improve his or her performance, **the student may be subject to termination from the practicum site.**

- Termination from clients and the on-site institution must be agreed upon by the student, on-site supervisor, and university instructor within a mutually accepted time. Failure to do so may result in an unsatisfactory grade and the student may have to retake the practicum course.

RESPONSIBILITY OF THE PLACEMENT INSTITUTION

- To determine their own criteria for accepting students for placement. Their criteria will include a procedure for interviewing prospective interns.
- To collaborate with the University faculty supervisor in evaluating the intern's performance. This collaboration will include an initial contract to determine clearly the intern's activities for fulfilling practicum requirements.
- To determine criteria for the intern's professional conduct in their institution in order to protect their client's rights.

RESPONSIBILITY OF THE UNIVERSITY FACULTY

- To inform students about practicum placement procedures and practices prior to their interview with Placement Institutions.
- To determine and submit University grades for student interns. University supervisors will determine practicum grades by integrating interns' performance at the placement sit, in the University seminar, and from the information provided by the On-Site supervisor's written and verbal comments.
- To insure completion of all documentation, e.g. agency supervisor tuition voucher form.
- To collect documentation including: intern evaluations, clock hours, and supervision clock hours.

REQUIREMENTS FOR ON-SITE SUPERVISOR

In order for students to meet the academic requirements in the Commonwealth of Massachusetts for licensure as a Rehabilitation Counselor, **Practicum supervisors** must meet the following qualifications for specialties:

Rehabilitation Counselor

- (a) A rehabilitation counselor currently certified as a CRC by the CRCC; or
- (b) A currently licensed rehabilitation counselor or an individual who meets the qualifications for licensure as a rehabilitation counselor by the board; or
- (c) A person who has a minimum of five years clinical experience in rehabilitation counseling and either:
 - (i) A masters degree in rehabilitation counseling or a related field; or
 - (ii) A doctorate in psychology; or
 - (iii) A medical degree with a subspecialization in psychiatry.

NOTE: If the on-site supervisor does not meet the above qualifications but has a masters degree in social work or a social service related discipline. The intern must receive additional weekly supervision from a faculty member with a CRC.

RESPONSIBILITIES OF PRACTICUM SUPERVISORS AND PLACEMENT INSTITUTIONS

In order to facilitate a successful learning experience for practicum students assigned to your institution and placed under your supervision, we recommend that you provide each practicum student with the following services and arrangements:

- Desk space or other suitable working facilities, etc, as feasible to the work assignment.
- Individual supervision. We request that the placement institution provide at least one hour of individual supervision to the intern every week in order to provide constructive critiques of their performance and progress.
- Background information about the placement institution and the client population. Please prepare placement site personnel and prospective clients for the arrival of each intern.
- Opportunities to engage initially in observational experiences during their first few days of the assignment, with increased responsibilities as you determine.
- Assignments that constitute work experience and responsibilities comparable to those expected of a professional counselor or school psychologist who might normally be assigned to the position or engaged in the same responsibilities to which the student has been assigned.

PROFESSIONAL CONDUCT OF Practicum Students

- Practicum students are expected to become familiar with, and to be held accountable for all existing rules, requirements, and regulations of the school system, department, or institution to which they are assigned.
- Attendance is required of all practicum students for all days of assignment and placement. Only valid and excusable reasons for absences should be accepted. Students are expected to notify both the On-site Supervisor and the University Supervisor on any given day when illnesses or other emergencies interfere with or prevent their attendance at their assigned placement.
- Students are expected to attend all orientation sessions, staff meeting critique or evaluation sessions, day or evening schedules or meetings, ect., as the school system or institution may require.
- Students are required to attend a weekly Practicum Seminar held at the University of Massachusetts at Boston. The seminar is a required part of their Practicum experience and necessary in order to receive graduate credit for their practicum assignment. They should therefore be excused from any assignments during such scheduled meetings. Notification of the specific time and evening of the week when the seminar is scheduled will be provided to you by the Practicum student.
- **Finally, students assume the responsibility of complying with all rules, policies, and regulations, approved codes for conduct and behavior, and legal and ethical standards of their respective professional state and national associations, as well as University, College and Department policies, regulations, and standards.**

**Practicum Clock Hours
Rehabilitation Counseling**

University of Massachusetts Boston

Total Hours

Directions: List the total hours spent in total practicum contact for each day and week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					
Week 13					
Week 14					
Week 15					
Week 16					

Practicum Student's Signature

Date

Practicum Agency Supervisor's Signature

Date

University Supervisor's Signature

Date

**Practicum Clock Hours
Rehabilitation Counseling**

University of Massachusetts Boston

Client Contact Hours

Directions: List the hours spent in client contact for each day and week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					
Week 13					
Week 14					
Week 15					
Week 16					

Practicum Student's Signature

Date

Practicum Agency Supervisor's Signature

Date

University Supervisor's Signature

Date

**Practicum Clock Hours
Rehabilitation Counseling**

University of Massachusetts Boston

Supervision Hours

Directions: List the hours spent in supervision, both individual and group supervision for each day and week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					
Week 13					
Week 14					
Week 15					
Week 16					

Practicum Student's Signature

Date

Practicum Agency Supervisor's Signature

Date

University Supervisor's Signature

Date

