



UNIVERSITY of ALASKA
ANCHORAGE

College of Education

Department of Counseling & Special Education



EDCN Agency Practicum/Internship Site Selection Guide

The purpose of this guide is to provide Candidate and potential site supervisors with information regarding the practicum/internship requirement at the University of Alaska Anchorage.

Candidate desiring a community agency counseling practicum/internship are required to locate and propose an appropriate internship site. Candidate should make an initial contact with a potential site to discuss the requirements of practicum/internship, the Candidate's career aspirations, and the needs of the site. It is suggested that Candidate bring to the meeting a copy of their resume, counseling philosophy statement, and tentative goals for practicum/internship.

The following information should assist Candidate in ascertaining if targeted sites will meet the criteria for an approved practicum/internship placement. Candidate can use the information presented below as a guide for structuring questions that will help when rendering a decision as to whether or not to pursue the agency as a possible practicum/internship site. Candidate deciding to propose the site should complete the Agency Practicum/Internship Proposal Form (attached) and have the site official sign it. The form should be submitted to the Coordinator of Counselor Education Program. Note that final approval of a site rests with the Department of Counseling and Special Education.

Practicum/Internship Course Information

Catalog Description (2006-2007, p. 357)

The culminating experience of counselor preparation. Applied techniques course focusing on specific counseling strategies and intervention issues including problems encountered in schools or agencies. The counselor candidate works in a variety of therapeutic settings and experiences the real situation of a counselor.

EDCN A634 Counseling Practicum I Prerequisites: EDCN A611, A615, A623, & A624.

Restriction: Admission to the Counselor Education Program and departmental approval. Graded: Pass/Fail.

EDCN A636 Counseling Practicum II Prerequisites: EDCN A611, A615, A623, A624 & A636.

Restriction: Admission to the Counselor Education Program and departmental approval. Graded: Pass/Fail.

EDCN A661 Counseling Internship Prerequisites: EDCN A611, A615, A623, A624, A634, & A636.

Restriction: Admission to the Counselor Education Program and departmental approval. Graded: Pass/Fail.

Practicum/Internship Activities (Practicum Handbook, spring 2007)

Each counseling practicum entails 150 hours of work that reflects the working situations of a practicing counselor. The minimum number of weeks for any one practicum/internship is seven (7) and the minimum number of hours per week is fifteen (10). Hours will be documented through the use of practicum logs that are signed by the on-site supervisor. Furthermore, candidate must accrue a minimum of 70 hours in direct counseling-related activities such as individual or group counseling, consultation, or site supervision. Indirect counseling activities include tasks such as graduation checks, reading or preparing materials, and writing reports. Candidate should establish a schedule with the site early in the experience.

Practicum/Internship activities and experiences will vary per site and change in the levels of responsibility as the practicum/internship candidate gains experiences and skills. The most successful sites are one that will allow the Candidate to engage in individual counseling, group counseling, intake interviewing, and working with special populations. A comprehensive but not exhaustive list of practicum/internship activities include:

- Individual counseling (personal/social nature, occupational/educational nature)
- Group counseling (co-leading or leading)
- Intake interviewing (includes social history, information gathering)
- Testing (administration, analysis, interpretation of results)
- Report writing (records, treatment plans, treatment summaries)
- Consultation (referrals, professional team collaboration)
- Career counseling (occupational information, admissions and financial aid assistance)
- Individual; supervision, group or peer supervision with the site supervisor
- Case conferences at staff meetings
- Work with special populations
- Professional development (participate in training opportunities or deliver training workshops to clients, staff, or community)

Obligations of the University and Supervising Agency (Practicum Contract, Sp. 2007)

The University Program agrees:

1. To oversee the practicum/internship placement process in accordance with procedures and policies set by the College of Education.
2. To assign a University instructor to facilitate communication between University and site.
3. To notify the candidate that s/he must adhere to the administrative policies, rules, standards, schedules, and practices of the site.
4. That the University instructor shall be available for consultation with both site supervisors and candidate and shall be immediately contacted should any problem or change in relation to candidate, site, or University occur.
5. That faculty instructor is responsible for the assignment of a field work grade.

The Practicum site agrees:

1. To assign a practicum/internship supervisor who has appropriate credentials, time, and interest for training the candidate.
2. To provide opportunities for the candidate to engage in a variety of counseling activities under supervision and for evaluating the candidate's performance as noted in this contract.

3. To provide the candidate with adequate work space, telephone, office supplies, and staff to conduct professional activities.
4. To provide supervisory contact that involves some examination of candidate work using observation, consultation, participation, and/or live supervision.
5. To provide written evaluation of candidate performance based on criteria established by the Counselor Graduate Program.

The Intern agrees:

1. To secure student malpractice liability insurance prior to beginning work with students/clients.
2. To complete all security clearances required by the state, University, and/or site such as fingerprinting.
3. To complete all training/readings requirements of the site.
4. To complete all work-related tasks requested by the site including those documented in the goals for practicum/internship and the practicum/internship contract.
5. To complete course work in the practicum/internship syllabus.
8. To inform the site supervisor and the University instructor if I am not making progress or am experiencing difficulties in the site.

Removal from practicum/internship (Practicum/Internship Manual, Spring 2007)

If at any point during a practicum or internship placement, a candidate's conduct is deemed unprofessional or performance is deemed unsatisfactory by the school principal/agency director, the candidate's site supervisor, and/or the University's internship supervisor, the candidate will be removed from that placement and one of the following consequences will ensue: 1) the candidate will receive a grade of "fail" for the course; 2) the candidate will receive a "deferred grade" for the course; 3) the candidate will receive a grade of "withdrawal" for course; or 4) an action plan will be developed for the candidate which may include placement in another setting with restrictions. The consequence chosen depends upon the nature of the concern or infraction. The choice of consequence is determined by University personnel (i.e., CASE department chair, counselor education program coordinator) with input from the vested parties (e.g., university internship supervisor, public school representative/agency representative, candidate) The assignment of grade of "fail," "incomplete," or "withdrawal" for the course is carried out by the professor of record.

Further Information:

Please do not hesitate to contact the counselor education program coordinator with any questions. Dr. Debra Preston Russ at PHONE: (907) 786-4418. FAX: (907) 786-4474. EMAIL: druss@uaa.alaska.edu



Agency Practicum/Internship Proposal Form

I, _____ (Candidate) am requesting approval for a
practicum/internship at _____ (agency).

I have spoken with _____ (name and title)
on _____ (date) about the possibility on working as an intern.

The proposed site supervisor is _____ (name and title)

and he/she holds the following certification/license: _____ (name of
certification/license and certifying/licensing agency or state). The proposed site

supervisor has the following degree: _____ and _____
years of post-master counseling experience.

The proposed site supervisor has read the “University and Practicum Site Obligations”, “Candidate Obligations”, and “Practicum/Internship Activities” section of this guide and has agreed to provide supervision and evaluation duties for me. He/she understands that any questions regarding the practicum/internship can be directed to Dr. Debra Preston Russ, Counselor Education Program Coordinator at (907) 786-4418 or druss@uaa.alaska.edu.

The contact information for my proposed site supervisor is:

Agency Address:

Office Phone Number:

Office FAX Number:

Office Email:

Signatures:

_____ (Candidate) _____ (agency official)