



UNIVERSITY of ALASKA
ANCHORAGE

College of Education

Department of Counseling & Special Education



EDCN Practicum/Internship Initial Meeting Guide

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

Candidate should go over the information in this guide with their site supervisors in their initial meeting. Early in the practicum/internship experience, the Candidate, site supervisor, and the University instructor will meet to sign a practicum agreement and to go over the Candidate's goals for practicum. The University instructor will make another visit to observe the Candidate in practice.

At the initial meeting with the site supervisor the following items should be discussed:

1. Work schedule. The Candidate and site supervisor should agree upon the times, days, and length of the practicum/internship experience. Beginning spring 2007, the following minimum the following standards for the practicum experience must be met:

The overriding purpose of the practicum experience is to provide a real-life study opportunity of counseling; therefore, candidate must be able to engage in practicum for a sufficient amount of time during the semester. The minimum number of weeks for any one practicum is seven (7) and the minimum number of hours per week is ten (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, classroom guidance, or site supervision. Indirect counseling activities include tasks such as graduation checks, reading or preparing materials, and writing reports (Practicum Candidate Manual, p. 4).

2. Practicum Goals. Candidate should present their tentative goals for the practicum to the site supervisor. Candidate should develop approximately goals for the practicum experience. Candidate should develop goals in the areas such as: individual counseling, group counseling, initial client contact interviewing, career development, testing, and consultation. An example of a goal is: "Upon conclusion of practicum I will be able to effectively interpret the Self-Directed Search with at least ten Candidate."

Note: Candidate will submit a portfolio to the University instructor that contains documentation that goals have been met. Examples of documentation include counseling notes, testing analysis, position statement, lesson plans, consultation plans. Do not include any identifiable client information in documentation.

3. Service Project. Candidate will develop a service project for the placement site or the community. The project topic should be developed by the Candidate and the details for carrying out the project should be created in collaboration with the site supervisor. Examples of service projects include developing advertisement brochures, providing staff in-service workshops, creating a resource book for counselors.

4. Practicum Activities. Candidate should discuss with their supervisors potential activities that will be a part of their practicum. Typical 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
- Case conferences at staff meetings
- Work with special populations
- Training (participate in training opportunities or deliver training workshops to clients, staff, or community)

Note: Over the course of the two practica, at a minimum, Candidate must engage in activities in the following areas:

- Individual counseling
- Group counseling
- Career development (beginning Fall 2007)
- Counseling diverse populations (beginning Fall 2007)
- Initial client contact interviewing

Candidate completing school-based practica must also document experiences in the following:

- Personal and career development curriculum
- Individual Candidate planning
- Responsive services
- System support services

5. Practicum/Internship Contract. The University instructor will meet with Candidate and site supervisors early in the experience to review and sign a Practicum/Internship Contract. The contract can be found on the department website at:

<http://coe.uaa.alaska.edu/programs/counseling/forms/index.cfm>

6. Supervisor Evaluation. Site supervisors will need to complete a Site Supervisor Evaluation Form. Candidate will need to have supervisors recommend that they pass practicum/internship in order to pass the course. The form can be found on the department website at:

<http://coe.uaa.alaska.edu/programs/counseling/forms/index.cfm>

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.

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

The University Program agrees:

6. To oversee the practicum/internship placement process in accordance with procedures and policies set by the College of Education.
7. To assign a University instructor to facilitate communication between University and site.
8. To notify the candidate that s/he must adhere to the administrative policies, rules, standards, schedules, and practices of the site.
9. 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.
10. That faculty instructor is responsible for the assignment of a field work grade.

The Practicum site agrees:

9. To assign a practicum/internship supervisor who has appropriate credentials, time, and interest for training the candidate.
10. 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.
11. To provide the candidate with adequate work space, telephone, office supplies, and staff to conduct professional activities.
12. To provide supervisory contact which involves some examination of candidate work using observation, consultation, participation, and/or live supervision.
13. 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.
14. 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:

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