



UNIVERSITY *of* ALASKA  
ANCHORAGE

**College of Education**

Department of Counseling & Special Education



# **PRACTICUM and INTERNSHIP MANUAL**

Counselor Education Graduate Program  
Spring 2007

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# Counselor Education Graduate Program

## Counseling Practicum and Internship Manual

Candidate seeking a degree/endorsement in counselor education from the University of Alaska Anchorage (UAA) are required to complete two practicum experiences, EDCN A634 Practicum I and EDCN A636 Practicum II. An internship is offered (EDCN A661 Internship) for qualifying individuals. The course descriptions for all three of these field-based experiences can be found in the UAA Course Catalog which is located on the University's website ([www.uaa.alaska.edu](http://www.uaa.alaska.edu)).

The Counseling Practicum and Internship Candidate Manual is designed to provide candidate with information primarily on the generic policies and procedures for practicum. Information specific to school placements, agency placements, and internship is also noted in the appropriate places.

### Purpose of Practicum and Internship

The counseling practicum is an opportunity for candidate to integrate the various aspects of their counselor education training program into actual supervised practice in counseling settings. Through this experience, candidate have an opportunity to encounter the typical responsibilities of practicing counselors. In order to meet the challenges of practicum, candidate develop their programs-of-study to complete core and specialty courses prior to the semester of beginning practicum. At a minimum, the following courses must be successfully completed (i.e., graded "C" or better):

EDCN A610 Foundations of Counseling  
EDCN A616 Counseling Theories  
EDCN A623 Counseling Skills  
EDCN A624 Group Counseling

Note: Candidate seeking practicum placement in schools must have completed EDCN A611 Roles and Responsibilities of the Elementary Counselor and/or EDCN A615 Roles and Responsibilities of the Secondary Counselor prior to placement in an elementary or secondary school, respectively.

The intent of the counselor education program is to train candidate to be leaders in the counseling profession and not followers of existing counseling programs. To this end, candidate will be expected to demonstrate knowledge and skills in basic and advanced theoretical concepts of empirically-based approaches to individual and group practice from diverse populations. Candidate should be able to implement their knowledge and skills in universal counseling situations that they will likely encounter in school/agencies in Alaska and beyond. Therefore, within the two practicum experiences, candidate should have practical learning experiences with increasing responsibility in the following areas:

- Individual counseling
- Group counseling
- Initial client/Candidate contact

Moreover, the school counseling tracks of the UAA Counselor Education Graduate Program are designed to provide learning experiences in the delivery of the Alaska Comprehensive Counseling Program (ACCP). The ACCP was created by Alaska counselors based on Gysber's Models for

School Counseling Programs and standards set-forth by the American School Counselor Association. The ACCP was adopted by the Alaska State Department of Education. It is expected that candidate in a school setting practicum will have experience in the four areas of the Alaska Comprehensive Counseling Program:

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

## **Practicum and Internship Policies**

### Placement Preferences

Candidate desiring specific practicum sites can note their preferences and rationales on the practicum application. The University cannot guarantee that such requests will be granted. Practicum hours must be accrued in a setting appropriate to the degree emphasis. Candidate will be placed in practicum settings that match their program option. For example, Candidate choosing the dual school option at the elementary and secondary levels must do one practicum in an elementary setting and one in a secondary setting (middle or high school). Candidate seeking certification in just one level, such as secondary, will do one practicum at a middle school and one at a high school. Candidate choosing adult, general, or vocational counseling options may perform both practica at one setting or may choose one setting for EDCN A634 and another setting for EDCN A636.

Note: In order to have a meaningful practicum experience, typically only one site per practicum course will be allowed.

### Liability Insurance

Practicum candidate are also guided and mandated by the same ethical and legal issues as their site supervisors, including confidentiality. Practicum candidate must secure liability/malpractice insurance prior to beginning work with clients. Candidate may select their own carriers. The most widely used sources are through the American Counseling Association ([www.counseling.org](http://www.counseling.org)) or the American School Counselor Association ([www.schoolcounseling.org](http://www.schoolcounseling.org)). Both organizations have a Candidate membership category that allows candidate to join at a reduced price.

Note: The University includes insurance for candidate work in external settings. The insurance is automatically included in tuition for EDCN A634, RDCN A636, and EDCN A661. Candidate desiring to opt out of the University group insurance plan must do so in writing. It is recommended that Candidate retain this insurance policy as a complement to the required professional liability insurance.

### Supervision

The counseling practicum provides an opportunity to apply previously gained knowledge about counseling theories, techniques, and practices to work with actual clients at the client-service delivery site. Candidate must have a qualified individual on-site who agrees to provide supervision and feedback for practicum/internship duties. Feedback on performance will come from several sources: supervision from a counselor at the agency/school where the candidate is working, academic instruction from counseling practicum faculty, and group support from classmates.

Note: It is not ethical and in some cases, legal (e.g., FERPA, HIPPA), for candidate to discuss specific clients with any person other than the site supervisor/designee. Candidate must refrain from

revealing identifying client data to other sources. Failure to maintain confidentiality may be grounds for removal from the site, course, and/or program.

### Credit Hours and Clock Hours

The Counselor Education Graduate Program requires a minimum of six credit hours of practicum. The required practicum courses are EDCN A634 Practicum I (3 CR) and EDCN A636 Practicum II (3 CR). Each practicum course is equal to 150 clock hours. Thus, a candidate must devote a minimum of 300 clock hours of practicum experience to complete degree requirements.

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 actual schedule for completing the hours will be made in collaboration with the candidate and the site. However; 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 Completion

Both practica may be completed during one semester provided the candidate is able to devote fulltime to the site. The practica can be divided over the academic year (e.g., EDCN A634 Practicum I in the fall and EDCN A636 Practicum II in the spring). Ideally, candidate should complete each practicum experience in one semester; however, the nature of a placement site may necessitate that candidate begin prior to the semester or may need to extend beyond the academic semester. Practica that begin prior to the beginning of the UAA academic semester must be approved by the Counselor Education Program Coordinator (or designee). Candidate who will not complete a practicum prior to the deadline for grade submission but are in good standing in the course (e.g., attended class, completed significant clock hours) will be awarded a “DF” in the course. A contract for the DF must be in the Candidate’s file.

### Outside Employment

Ordinarily, candidate will not be able to maintain fulltime employment while engaged in practicum due to the need to spend quality time at the site. Candidates believing that they can work out a schedule that will allow them to effectively maintain employment and complete practicum requirements must provide a letter of support from their current employer. The letter should be attached to the practicum application.

### Summer Placements

Practica and internships are not generally available during the summer due to a lack of suitable sites and adequate resources.

### Internship

A third practicum experience, EDCN A661 Counseling Internship (1-12 CR), may be available for qualifying candidates. The prerequisites for internship include the completion of EDCN A634 Practicum I and EDCN A636 Practicum II. Candidates requesting EDCN A661 must complete the practicum/internship application, including obtaining liability insurance. Candidate must also include a rationale for the internship request.

EDCN A661 Internship is a good choice for candidates seeking a third experience in supervised practice. The course can be used to fulfill the elective requirement for the degree. Candidates choosing one of the school program options may elect to perform an internship in an agency setting. Candidates choosing adult, general, or vocational counseling options will not be allowed to perform an internship in a school setting unless they have taken the appropriate school counseling specialty course.

#### Removal from Practicum and/or 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.

The university is in no way obligated to support or accommodate a candidate whose conduct violates professional ethics or codes of conduct. Counselor education candidates should also note that unacceptable practices on the part of other employees at the practicum/internship site will not constitute an effective defense of a candidate's unacceptable practice or unprofessional conduct.

### **General, Adult, Vocational Counseling Practicum/Internship Activities**

Practicum activities and experiences will vary per site and change in the levels of responsibility as candidates gain experiences and skills. The settings may vary as well, from working individually with clients, working with small groups, working with staff, working with others such as parents. Typically, practicum 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)

### **Elementary and Secondary Practicum/Internship Activities**

The overriding mission of school-based placements is to provide candidates with supervised practice of counseling duties in traditional school settings. Candidates should have placement sites that will provide opportunities to engage in work with public school students across the spectrum of learning

abilities, demographics, and grade levels. Thus, first priority of placements will be in traditional public school settings. Typically, elementary practicum sites are in traditional public schools with grades 1-6 and secondary practicum sites are in traditional public schools with grades 7-12. Availability of preferred sites will vary from semester to semester depending on number of candidates seeking placement and number of schools seeking interns. In some cases, candidates may need to accept an assignment at an alternative setting such as a school setting within an institution, or complete practicum/internship during another semester. Alternative sites must have an appropriate supervisor and the sites must allow for candidates to engage in appropriate counseling duties.

Typical practicum activities include those listed above for general, adult, and vocational counseling as well as the following:

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

## **Practicum and Internship Enrollment Requirements**

No candidate will be allowed to engage in practicum unless the candidate has been officially placed in a site and is registered for the course during the semester that practicum/internship is to officially begin. Thus, there is no avenue for “back dating” a practicum.

A placement will not be pursued by the University until a complete application has been received. A complete application includes a face sheet, practicum goals, fingerprint documentation, resume, and insurance documentation.

All of the following must be met prior to enrollment in counseling practicum.

### **1. Admission**

Candidates must be fully admitted to the UAA Counselor Education Graduate Program. Admission requires the approval of the program coordinator, the department chair, and the associate dean of the College of Education.

### **2. Course Prerequisites**

Currently, candidates must complete Foundations in Counseling (EDCN A610), Counseling Theories (EDCN A616), Counseling Skills (EDCN A623), and Group Counseling (EDCN A624) prior to enrollment in practicum. Candidate should also have a Plan-of-Study which plans for the completion of all counseling core courses prior to practicum including: Career Development (EDCN A632), Counseling Diverse Populations (EDCN A614), and if required for the degree emphasis, High Risk Issues for Youth (EDCN A633). Candidates requesting school-based practica must also complete the appropriate roles and responsibilities course (EDCN A611 Roles and Responsibilities of Elementary Counselors and/or EDCN A615 Roles and Responsibilities of Secondary Counselors).

### **3. Transfer Candidate**

Candidate who transfer from other programs must complete at least 9 CR through the UAA Counselor Education Graduate Program and receive program approval prior to enrolling in the UAA counseling practicum.

#### **4. Department Approval**

Prior to admitting Candidate into this final stage of counseling preparation, the program/department faculty will vote to approve candidates for practicum. Approval into this final phase of professional preparation is a faculty decision and is separate from entry into the graduate program. Denial of entry into practicum or internships may result from factors such as minimal academic performance, attitude problems, or poor field recommendations.

#### **5. Liability Insurance**

All UAA counseling practicum candidates must carry professional liability insurance. Available sites include the American Counseling Association Insurance Trust ([www.counselor.org](http://www.counselor.org)) and the American School Counselor Association ([www.schoolcounseling.org](http://www.schoolcounseling.org)). It is the candidates' responsibility to present evidence of current insurance coverage with the application packet. Furthermore, candidates will not be allowed to accrue direct client contact practicum hours until the documentation is received.

#### **6. Fingerprinting**

All candidates requesting school practicum placements must submit two fingerprint cards with the application packet. The only exception to this policy is for candidates who hold certification (e.g., "A" certificate) from the Alaska Department of Early Education Development. Candidates must also submit money order or cashiers check for \$66.00 payable to the Department of Education prior to beginning on-site practicum hours. A fingerprint packet is available in the College of Education Office of Clinical Services and Certification (PSB 209). Candidates seeking agency placements should complete the fingerprinting process at the site and submit documentation to the University.

#### **7. Registration**

Candidate must be enrolled in either EDCN A634 Practicum I and/or EDCN A636 Practicum II, or EDCN A661 Counseling Internship prior to beginning on-site clock hours.

#### **8. Application**

All prospective practicum candidates must submit a completed application for practicum/internship to the Counselor Education Program Coordinator in the CASE office (PSB Room 225). A completed application includes all required supporting materials.

### **Practicum/Internship Placement**

All practicum/internship placements are made/approved by the Counselor Education Program Coordinator. All candidates should submit completed applications to the Counselor Education Program Coordinator in the department of Counseling and Special Education office. Beginning fall 2006, school practicum sites will be coordinated through the Office of Clinical Services and Certification at the University of Alaska Anchorage (UAA). Candidates are encouraged to indicate their practicum site preference(s) on their application form. Preferences will be considered but cannot be guaranteed. Practicum application forms such as practicum goals and candidate resume may be sent to building principals/agency directors and potential supervisors for review. Site counselors and administrators may also require an interview with the potential practicum Candidate before approving placement.

Candidates seeking agency placements are responsible for making contact with directors/on-site supervisors about practicum placement. A guide for talking to potential site personnel is included in this manual. Candidates should use the form in the guide to secure the site supervisor's agreement to host the candidate. Final approval of a practicum site rests with the program and department.

Once a placement has been finalized, it is an official binding contract among the candidate, University, and the site. Candidates desiring a change in practicum sites must make such a request in writing. It is unlikely that such requests can be accommodated in the concurrent semester.

Once the candidate has been notified that a placement has been finalized, the candidate should make an appointment with the on-site supervisor to confirm the practicum placement, discuss hours, and to establish a practicum schedule. A guide for negotiating the first meeting is included in this manual.

Early in the semester, the University instructor will meet with the candidate at the site to discuss the candidate's goals, and to discuss the practicum contract and supervisor evaluation form. The candidate should have a copy of the practicum goals for this meeting. The University instructor will make another visit to observe the candidate performance in a counseling-related activity.

Any candidate or practicum supervisor questions should be addressed to the Counselor Education Program Coordinator through the Department of Counselor and Special Education office, (907) 786 6317, or e-mailed to [coun@uaa.alaska.edu](mailto:coun@uaa.alaska.edu).

## **Core Course Requirements for Practicum and Internship**

The actual course requirements will vary depending on the University instructor's mandates so candidate should refer to their syllabus when completing the course. All assignments must be evaluated as "passing" by the instructor in order to receive a "pass" for the course. The site supervisor's recommendation will be weighed heavily in the candidate's final grade. The forms noted in the assignments are included in this manual.

The standard requirements for the course, regardless of instructor, are as follows:

1. Completion of a minimum of 150 clock hours for every 3 CR. In some cases, candidates may be required to start and end the practicum experience outside of the regular UAA semester hours, require changes in internship responsibilities, and make site changes if the counselor is not receiving the level of experiences and supervision required. Candidates should use the approved Practicum Log that is included in this manual to log their hours. Note that site supervisors must sign the logs.

2. Candidates must submit to the UAA practicum faculty supervision signed contracts from the site supervisor. The contract specifies that the site supervisors will meet with interns and that the site will allow for the intern to observe/co-lead/lead activities in the following counseling areas: individual counseling, group counseling, initial student/client contact interviewing, and working with special populations.

Note: It is not necessary to have direct practice in each of the above areas in every practicum site. Candidates should have practice in each of the area over the course of Practicum I and Practicum II.

3. Candidates will evaluate themselves and be evaluated by their site supervisor. Both of these evaluations must be submitted with the Candidate's final portfolio

Note 1: UAA cannot provide an Institutional Endorsement until the supervisor evaluation has been received.

Note 2: Site supervisors' recommendation that the candidate receive a "pass" will be weighed heavily in the final grade of practicum.

4. Candidates will create ten (10) goals for the practicum experience. The goals should address the topics of individual counseling, initial interviewing, group counseling, and counseling-related activities that will be performed at the practicum site.
5. Candidates will be visited onsite by the University instructor. The initial contact will be to discuss the candidate's goals for practicum and the practicum contract. An additional contact will be made for the purpose of observation of counseling activities by the University Instructor. Additional contacts will be made as deemed necessary by the University Instructor, Candidate, and/or site supervisors.
6. Candidates will write a synthesis of their emerging philosophy and practice as a personal belief statement. The paper must provide (a) your current theoretical orientation; (b) your views of the practice of agency or school counseling; (c) professional ethics; and (d) any areas of special interest (e.g., diversity or leadership). Candidate should have approximately ten references from the professional literature to support their counseling orientation. Use APA 5<sup>th</sup> Ed. formatting and style for this assignment.
7. Candidates will attend professional seminars with other interning candidates. Candidates will prepare reading materials and will facilitate a discussion on a topic related to counseling practice. Examples of topics include burnout, Internet counseling, and ethical dilemmas.
8. Candidates are required to submit a final practicum portfolio that contains the following:
  - a. Logs
  - b. Site Supervisor Evaluation Form
  - c. Candidate's Evaluation Form of the Site
  - d. Counseling Philosophy Paper
  - e. Practicum Goals
  - f. Artifacts that demonstrate that Candidate completed course goals (see #4)



UNIVERSITY OF ALASKA ANCHORAGE  
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*Counselor Program*  
PRACTICUM/INTERNSHIP APPLICATION

Application Deadlines: Spring Semester – October 1      Fall Semester – March 1

**Procedures for Applying for Admission to Counseling Practicum**

Prior to admitting a candidate into the final stage of counselor preparation, which is characterized by participation in a practicum the program/department faculty will vote on the approval for recommending practicum placement. Admission into this final phase of professional preparation is a faculty decision and is separate from entry into the graduate program. Difficulties, including minimal academic performance, attitude problems, poor field recommendations, or other factors may result in denial of entry into practicum or internship.

It is the candidate's responsibility to assure that all of the procedures are completed and that the application materials are submitted to the Counselor Education Program Coordinator in the CASE office. They will be forwarded to the Office of Clinical Services and Certification and will be shared with practicum site supervisors and administrators. Documentation of liability/malpractice insurance is one of the application materials.

Candidates admitted into practicum or internships will be notified by the Office of Clinical Services and Certification. **Please note:** availability of practicum/internship sites may limit when you will be able to begin your practicum experience.

Candidates are expected to adhere to the administrative policies, rules, standards, schedules, and practices of the practicum site.

\_\_\_\_\_  
Candidate's name

\_\_\_\_\_  
Candidate ID

Check when completed:

- Complete Counseling Practicum Application packet, including goal statement
- Attach a current resume, appropriate for review by potential practicum site supervisors
- Complete required fingerprinting  
*You will not be allowed to start your practicum if the fingerprint process has not been completed.* This requirement does not currently apply to individuals holding valid certification from ADEED.
- Submit proof of Candidate liability/malpractice insurance  
*Candidate may not participate in counseling practicum/internships without evidence of liability insurance.* If you have not received confirmation of liability insurance before this application, submit copies of your application for insurance.
- File entire packet with the Counselor Education program office in CASE PSB225

*Attach this checklist to your completed Practicum Application Packet*

# Application for Counseling/Internship Practicum

Candidate's name	Candidate ID
Candidate's mailing address	City
Work e-mail	St
Home e-mail	Zip
Date of Acceptance into Counselor Program: _____	Current GPA _____

**Enrolling in:**

- EDCN A634 Counseling Practicum I
  EDCN 636 Counseling Practicum II  
 EDCN 661 Counseling Internship (attach a rationale for your request to this application)

**Practicum Application for:**

- Spring \_\_\_\_\_,
  Fall \_\_\_\_\_.

**Applicant Information** (check all that apply)

- Candidacy:**  M.Ed. / C level Certification  
**Emphasis:**
 Elementary Ed
 Secondary Ed
 K-12 Ed  
 Adult Counseling
 General Counseling
 Vocational Counseling

**Practicum Placement Requested by this application:**

- Elementary Practicum  
 Secondary Practicum -  Middle School  High School  
 Agency Placement

**Placement Site Preference and Rationale:** \_\_\_\_\_

**Prerequisite Academic Coursework**

Add grade and semester/year taken.

Campus	Prefix	Course	Title	Credits	Grade	Semester/year
<b>Required courses</b>						
	EDCN	A616	Counseling Theories			
	EDCN	A623	Counseling Skills			
	EDCN	A624	Group Counseling			
	EDCN	A610	Foundations of Counseling			
<b>Required course(s) for school placements</b>						
	EDCN	A611	Roles and Responsibilities of the Elem. SC			
	EDCN	A615	Roles and Responsibilities of the Secon SC			
Comprehensive exam _____				graduation _____		

**Rationale Statement (if applicable):**

Write a rationale if your application includes the following requests:

- Placement for EDCN A661 Counseling Internship
- Placement while maintaining fulltime employment (Attach letter of support from employer)

**Practicum Goals Statement (Note: This statement will be given to prospective supervisors):**

Attach ten goals that you wish to attain during practicum. Goals should be developed for topic areas such as individual counseling, group counseling, career development, testing, consultation, and professional development. Ex. "Upon conclusion of practicum I will be able to effectively interpret the Self-Directed Search with at least ten Candidate."

**Current Resume (Note: This document will be given to prospective supervisors):**

Attach a current resume that details your work experience, related volunteer experience, education history, membership in professional organizations, etc.

**Candidate Statement:**

I verify that I have been accepted for admission into the Counselor Education Graduate Program, have completed all the prerequisite courses, have completed all application materials including obtaining liability insurance and fingerprinting (if applicable), and that I will complete my graduate degree/certificate requirements by the following date: \_\_\_\_\_.

I understand that only placements approved by the Counselor Education Program Coordinator and the Director of Clinical Services (if applicable) will be accepted for credit. I agree not to enter into personally-acquired arrangements with sites or those made with faculty/staff members other than the Counselor Education Program Coordinator and the Director of Clinical Services (if applicable). I understand that representing myself as a Counselor Education Program intern at an unapproved site is a violation that will carry penalties as detailed in the section "Removal from Internship" in this manual.

I understand that I may be asked to interview at a potential site and that once placed, I will adhere to the policies of the site and engage in ethical and professional conduct.

I understand that I will have to enroll in the practicum/internship course(s) and pay tuition for the course(s) and that I will fulfill the requirements of the practicum/internship course.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
date



**UNIVERSITY OF ALASKA ANCHORAGE**  
**College of Education**  
3211 Providence Drive, PSB Suite 225, Anchorage, Alaska 99508-4614

***Counselor Program***  
**PRACTICUM/INTERNSHIP CONTRACT**

This agreement is made on \_\_\_\_\_ by and between the Counselor Education Graduate Program  
and

date

\_\_\_\_\_. This agreement will be effective from \_\_\_\_\_

Practicum site

start date

to \_\_\_\_\_, for candidate \_\_\_\_\_

end date

name

**Purpose:**

The purpose of this agreement is to detail the practicum/internship experience in the field of counseling.

**The University Program agrees:**

1. To oversee the practicum 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 supervisor who has appropriate credentials, time, and interest for training the practicum 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.
6. To inform the site supervisor and the University instructor if I am not making progress or am experiencing difficulties in the site.

\_\_\_\_\_ will be the University instructor with whom the candidate and practicum site supervisor will communicate regarding progress, problems, and performance evaluations.

The training activities checked below will be provided for the candidate in sufficient amounts to allow an adequate evaluation of the candidate's level of competence in each activity. Note to Candidate: You must document work in all areas over the course of the two practica.

- Individual counseling (personal/social nature, occupational/educational nature)
- Group counseling (co-leading or leading)
- Initial client/Candidate contact interviewing (identifying presenting problem, information gathering)
- Work with special populations

School (K-12) practicum sites should also have the following:

- Personal and career development curriculum
  - Individual Candidate planning
  - Responsive services
  - System support
  - Other, please specify \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Signatures:**

_____ Candidate	_____ date
_____ University faculty –	_____ date
_____ University faculty e-mail	_____ office phone
_____ Practicum supervisor	_____ date
_____ Practicum supervisor – printed	_____ office phone
_____ Practicum supervisor e-mail	_____ fax
_____ Site address	_____ city
	_____ state
	_____ zip



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Department of Counseling & Special Education



**EDCN School Practicum/Internship Information**

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

Candidate desiring a school-based counseling practicum/internship are required to complete an application for placement. The official placement will be made by the Director of Clinical Services and Certification at the University. The director works with school system personnel in securing the placement and notifies the Candidate of the placement site and designated site supervisor.

**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 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, 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, initial Candidate contact, 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)
- Initial Candidate contact (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 by 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.
7. 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](mailto:druss@uaa.alaska.edu)



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](mailto: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](mailto: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)



UNIVERSITY of ALASKA  
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**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](mailto:druss@uaa.alaska.edu)



**UNIVERSITY OF ALASKA ANCHORAGE**

College of Education

3211 Providence Drive, PSB Suite 225, Anchorage, Alaska 99508-4614

***Counselor Program***

**Practicum Candidate Evaluation: SUPERVISOR FORM**

Candidate: _____	Date: _____
Supervisor: _____	Phone: _____
e-mail: _____	Fax: _____
Practicum Site: _____	

**The goals of the Counselor Graduate Program are to support and develop:**

1. counseling professionals with high standards of professional preparation, ethical practices, and personal accountability.
2. reflective counseling practitioners, with sound theoretical preparation, who can respond appropriately to individual client situations and needs.
3. dynamic counseling advocates and program managers prepared to provide leadership at local, state, and national levels.
4. holistic counseling practices and strategies with attention to mental, physical, and spiritual wellness for both counselors and clients.

**The goals of the counseling practicum are to offer Candidate opportunities to:**

1. work with a diverse population, experiencing a variety of problems and using varied intervention methodologies,
2. demonstrate ability to integrate counseling knowledge and skills in an agency or school setting, and
3. acquire new knowledge and skills in an agency or school setting.

**Instructions:**

This form is designed to help supervisors provide feedback about the performance of practicum Candidate. This form will become part of the Candidate's record for this course and may be considered in assigning grades for the practicum. Please answer each item using the scale provided. Space is provided following each category group for specific comments. There is also space at the end of this form for general comments. If you feel it would be helpful to put anything into context from the outset, please feel free to do so below.

Comments: \_\_\_\_\_  
\_\_\_\_\_

## WORK PLACE PERFORMANCE STANDARDS

- NA *Not Applicable* - not enough information to for a judgment, or not observed  
 1 *Far Below Expectations* – needs much improvement, a concern  
 2 *Below Expectations* – needs some improvement to meet standards  
 3 *Acceptable* – meets standards at average level for practicum Candidate  
 4 *Above Expectations* – performs above average level for practicum Candidate  
 5 *Far Above Expectations* – a definite strength. performs well beyond average levels

NA	1	2	3	4	5	
						Arrives on time consistently.
						Uses time effectively.
						Informs supervisor or makes arrangements for absences.
						Reliably completes requested or assigned tasks on time.
						Completes required total number of hours or days on site.
						Is responsive to norms about clothing, language, etc., on site.

Comments: \_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_

### II. Ethical Awareness and conduct

NA	1	2	3	4	5	
						Knowledge of general ethical guidelines.
						Knowledge of ethical guidelines of practicum placement.
						Demonstrates awareness and sensitivity to ethical issues.
						Personal behavior is consistent with ethical guidelines.
						Consults with others about ethical issues if necessary.

Comments: \_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_

### III. Knowledge and Learning

#### Knowledge of Client Population

NA	1	2	3	4	5	
						Knowledge level of client population at beginning of practicum.
						Knowledge level of client population at end of practicum.

#### Knowledge of Counseling Approaches

NA	1	2	3	4	5	
						Knowledge level of client population at beginning of practicum.
						Knowledge level of client population at end of practicum.

### Knowledge of Counseling Setting

NA	1	2	3	4	5	
						Knowledge level of client population at beginning of practicum.
						Knowledge level of client population at end of practicum.

### Learning

NA	1	2	3	4	5	
						Receptive to learning when new information is offered.
						Actively seeks new information from staff or supervisor.
						Ability to learn and understand new information.
						Understanding of concepts, theories, and information.
						Ability to apply new information in clinical setting.

Comments: \_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_

### IV. Response to Supervision

NA	1	2	3	4	5	
						Actively seeks supervision when necessary.
						Receptive to feedback and suggestions from supervisor.
						Understands information communicated in supervision.
						Successfully implements suggestions from supervisor.
						Aware of areas that need improvement.
						Willingness to explore personal strengths and weaknesses.

Comments: \_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_

### V. Interactions with Clients

NA	1	2	3	4	5	
						Appears comfortable interacting with clients.
						Initiates interactions with clients.
						Communicates effectively with clients.
						Builds rapport and respect with clients.
						Is sensitive and responsive to client's needs.
						Is sensitive to cultural differences.
						Is sensitive to issues of gender differences.

Comments: \_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_

**VI. Interactions with Co-workers**

NA	1	2	3	4	5	
						Appears comfortable interacting with other staff members.
						Initiates interactions with staff.
						Communicates effectively with staff.
						Effectively conveys information and expresses own options.
						Effectively receives information and options from others.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_  
 \_\_\_\_\_

**VII. Work Products**

NA	1	2	3	4	5	
						Reliably and accurately keeps records.
						Written or verbal reports are accurate and factually correct.
						Written or verbal reports are presented in presented in professional manner.
						Reports are clinically or administratively useful.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_  
 \_\_\_\_\_

**General Comments**

Overall, what would you identify as the candidate's strong points?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What would you identify as areas in which the candidate should improve?

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Do you believe the candidate is prepared for employment as a counselor at his/her present level? Please explain.

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Would you recommend that this candidate receive a “pass” for practicum/internship? Please explain.

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Additional Comments:

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Site Supervisor Signature

Date

Please return original to the Candidate. Alternatively, please mail to:  
Counselor Education Program Coordinator  
University of Alaska Anchorage  
College of Education  
Counseling and Special Education  
3211 Providence Drive, PSB225  
Anchorage, AK 99508 – 4614

*Thank you for your time in supervising this practicum candidate and for completing this evaluation.*



University of Alaska Anchorage  
College of Education  
3211 Providence Drive, PSB Suite 225, Anchorage, Alaska 99508-4614

***Counselor Education Program***  
**Candidate Evaluation: CANDIDATE FORM**

Candidate: _____	Date: _____
Supervisor: _____	Phone: _____
e-mail: _____	Fax: _____
Practicum Site: _____	

**The goals of the Counselor Graduate Program are to support and develop:**

5. counseling professionals with high standards of professional preparation, ethical practices, and personal accountability.
6. reflective counseling practitioners, with sound theoretical preparation, who can respond appropriately to individual client situations and needs.
7. dynamic counseling advocates and program managers prepared to provide leadership at local, state, and national levels.
8. holistic counseling practices and strategies with attention to mental, physical, and spiritual wellness for both counselors and clients.

**The goals of the counseling practicum are to offer Candidate opportunities to:**

4. work with a diverse population, experiencing a variety of problems and using varied intervention methodologies,
5. demonstrate ability to integrate counseling knowledge and skills in an agency or school setting, and
6. acquire new knowledge and skills in an agency or school setting.

**Instructions:**

Your supervisor will be asked to complete an evaluation form designed to assess your performance during your practicum. This form is provided to help you assess your own performance. It is essentially identical to the one given to your supervisor.

This form will become part of your record for this course and may be considered in assigning grades for the practicum,. Please answer each item using the scale provided. Space is provided following each category group for specific comments. There is also space at the end of this form for general comments. If you feel it would be helpful to put anything into context from the outset, please feel free to do so in the comment section below.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## WORK PLACE PERFORMANCE STANDARDS

NA	<i>Not Applicable</i> - not enough information to for a judgment, or not observed				
1	<i>Far Below Expectations</i> – needs much improvement, a concern				
2	<i>Below Expectations</i> – needs some improvement to meet standards				
3	<i>Acceptable</i> – meets standards at average level for practicum Candidate				
4	<i>Above Expectations</i> – performs above average level for practicum Candidate				
5	<i>Far Above Expectations</i> – a definite strength. performs well beyond average levels				

### VIII. Basic Work Requirement

NA	1	2	3	4	5	
						Arrives on time consistently.
						Uses time effectively.
						Informs supervisor or makes arrangements for absences.
						Reliably completes requested or assigned tasks on time.
						Completes required total number of hours or days on site.
						Is responsive to norms about clothing, language, etc., on site.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_  
 \_\_\_\_\_

### IX. Ethical Awareness and conduct

NA	1	2	3	4	5	
						Knowledge of general ethical guidelines.
						Knowledge of ethical guidelines of practicum placement.
						Demonstrates awareness and sensitivity to ethical issues.
						Personal behavior is consistent with ethical guidelines.
						Consults with others about ethical issues if necessary.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_  
 \_\_\_\_\_

### X. Knowledge and Learning

#### Knowledge of Client Population

NA	1	2	3	4	5	
						Knowledge level of client population at beginning of practicum.
						Knowledge level of client population at end of practicum.

#### Knowledge of Counseling Approaches

NA	1	2	3	4	5	
						Knowledge level of client population at beginning of practicum.
						Knowledge level of client population at end of practicum.

**Knowledge of Counseling Setting**

NA	1	2	3	4	5	
						Knowledge level of client population at beginning of practicum.
						Knowledge level of client population at end of practicum.

**Learning**

NA	1	2	3	4	5	
						Receptive to learning when new information is offered.
						Actively seeks new information from staff or supervisor.
						Ability to learn and understand new information.
						Understanding of concepts, theories, and information.
						Ability to apply new information in clinical setting.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_  
 \_\_\_\_\_

**XI. Response to Supervision**

NA	1	2	3	4	5	
						Actively seeks supervision when necessary.
						Receptive to feedback and suggestions from supervisor.
						Understands information communicated in supervision.
						Successfully implements suggestions from supervisor.
						Aware of areas that need improvement.
						Willingness to explore personal strengths and weaknesses.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_  
 \_\_\_\_\_

**XII. Interactions with Clients**

NA	1	2	3	4	5	
						Appears comfortable interacting with clients.
						Initiates interactions with clients.
						Communicates effectively with clients.
						Builds rapport and respect with clients.
						Is sensitive and responsive to client's needs.
						Is sensitive to cultural differences.
						Is sensitive to issues of gender differences.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_  
 d. russ spring 2007

**XIII. Interactions with Co-workers**

NA	1	2	3	4	5	
						Appears comfortable interacting with other staff members.
						Initiates interactions with staff.
						Communicates effectively with staff.
						Effectively conveys information and expresses own options.
						Effectively receives information and options from others.

Comments: \_\_\_\_\_

\_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_

\_\_\_\_\_

**XIV. Work Products**

NA	1	2	3	4	5	
						Reliably and accurately keeps records.
						Written or verbal reports are accurate and factually correct.
						Written or verbal reports are presented in presented in professional manner.
						Reports are clinically or administratively useful.

Comments: \_\_\_\_\_

\_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_

\_\_\_\_\_

**General Comments**

Overall, what would you identify as your strong points?

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\_\_\_\_\_

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What would you identify as areas in which you should/could improve?

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Do you believe you are prepared for employment as a counselor at your present level? Please explain.

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Would you recommend yourself for employment as a counselor at your present level? Please explain.

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Additional Comments:

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Candidate Signature

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Date

Please place the original in your practicum portfolio.

**Counseling Demonstration Rubric  
(EDCN A634/EDCN A636/EDCN A661)**

Candidate Name: \_\_\_\_\_

Directions: Evaluate the candidate's demonstration of knowledge, skills, and dispositions with regards to this assignment using the following schema:

**1 = Below standard = The candidate did not demonstrate the competence in this demonstration that one would expect of a graduate counseling candidate.**

**2 = At standard = The candidate did demonstrate the competence in this demonstration that one would expect of a graduate counseling candidate.**

**3 = Above standard = The candidate clearly demonstrated multiple strengths in this demonstration beyond what one would expect of a graduate counseling candidate.**

Whereas:

Knowledge refers to the candidate's expressed mastery of the cognitive ability needed to perform the demonstration.

Skills refers to the candidate's expressed mastery of the behavioral ability needed to perform the demonstration.

Dispositions refers to the candidate's expressed mastery of the attitudinal ability needed to perform the demonstration.

The passing score for this assignment is 18.

Demonstration Activity:	Knowledge	Skills	Dispositions
Beginning			
Middle			
End			

Comments:



University of Alaska Anchorage  
 College of Education  
 3211 Providence Drive, PSB Suite 225, Anchorage, Alaska 99508-4614  
***Counselor Education Graduate Program***  
*School Placement Weekly Practicum Log*

Practicum Candidate: \_\_\_\_\_ Practicum Location: \_\_\_\_\_

Supervising Counselor: \_\_\_\_\_ University Instructor: \_\_\_\_\_

Log Beginning Date: \_\_\_\_\_ Log Ending Date: \_\_\_\_\_

	Number of Direct Hours (face-face activities)	Number of Indirect Hours (isolated activities)
Individual Planning/Counseling Skills (ex., advisement, career exploration, placement, individual assessment)		
Responsive Services (consultation, personal counseling, group counseling, crisis counseling, referral) SPECIFY HOURS SPENT IN: <ul style="list-style-type: none"> <li>• Individual counseling _____</li> <li>• Group counseling _____</li> <li>• Counseling diverse populations _____</li> <li>• Initial Candidate contact _____</li> </ul>		
Counseling and Guidance Curriculum (classroom activities, curriculum development)		
System Support Services (research, advisory boards, program management, community development)		
Other Duties and Special Projects		
Weekly Total		
<b>TOTAL DIRECT &amp; INDIRECT HOURS TO DATE</b>		

Comments about special skills, experiences, and competencies (use back if necessary):



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 College of Education  
 3211 Providence Drive, PSB Suite 225, Anchorage, Alaska 99508-4614

*Counselor Education Graduate Program*  
*Agency Placement Weekly Practicum Log*

Practicum Candidate: \_\_\_\_\_ Practicum Location: \_\_\_\_\_

Supervising Counselor: \_\_\_\_\_ University Instructor: \_\_\_\_\_

Log Beginning Date: \_\_\_\_\_ Log Ending Date: \_\_\_\_\_

	Number of Direct Hours (face-face activities)	Number of Indirect Hours (isolated activities)
Individual Counseling		
Group Counseling		
Intake Counseling		
Agency Support Services (research, advisory boards, program management, community development)		
Other Duties and Special Projects		
Weekly Total		
<b>TOTAL DIRECT &amp; INDIRECT HOURS TO DATE</b>		
<b>SUPERVISOR SIGNATURE:</b>		

Comments about special skills, experiences, and competencies (use back if necessary):