



## ***GRADUATE PROGRAM IN COUNSELING***

### ***PRACTICUM MANUAL 2022***

#### Master of Arts in Counseling

48- & 60-credit degrees

#### Specialty Concentrations

Autism

Child and Family Therapy

Community Public Health

Foundations of BCBA®

Mental Health Counseling

Mediation and Conflict Transformation

Trauma: Clinical Bases of Treatment and Recovery

#### Dual Degrees

Master of Arts in Counseling and Master of Arts in International Peace and Conflict Resolution

Master of Public Health and Master of Arts in Counseling

#### Advanced Graduate Study Programs

Child and Family Therapy Certificate

Trauma: Clinical Bases of Treatment and Recovery Certificate

Post-Master's Program in Counseling for Licensure Readiness

#### Early Entry MA Counseling Program

### **Program Statement Regarding the Impact of the COVID-19 Pandemic**

It is students' voluntary decision to attend any in-person or other onsite activities at their Internship (PY630 and PY631) and Practicum (PY587) training sites. That is, the GPC is not requiring students to do any in-person work for the 2021-22 academic year. However, Practicum/Internship sites might require in-person work, and it is students' decision to accept placement at sites with this requirement. To assist Practicum/Internship students, the GPC has crafted two special forms (see Appendices in this manual) to help students understand our program's health and safety expectations for them, as well as gather specific information about their sites' health and safety protocols and their expectations regarding in-person work.

### **Overview**

The Graduate Program in Counseling (GPC) considers Practicum (PY587) and Internship (PY630 & PY631) to be among the most important elements of students' professional training. These experiences provide students the opportunity to apply their knowledge and skills from coursework while developing new skills at their sites. Moreover, these experiences serve as a vehicle for practicing professional communication and networking. The importance of the Practicum and Internship for students' professional development cannot be over emphasized. Accordingly, students are expected to become familiar with the requirements of and expectations for these field placements. The remainder of this manual focuses on Practicum; please see the Internship Manual for more information on Internship, which can be found on the GPC's Community Canvas page.

Practicum (PY587) is designed to provide a beginner counselor with appropriate developmental experiences as they enter the program, before the more advanced experience of Internship. Practicum consists of a minimum of 100 hours of applied experience, which is to be fulfilled during the Summer of the academic year. Practicum introduces students to clinical observation, interviewing, assessment, and therapy.

Students complete their field training for Practicum at external sites located outside of Arcadia University's campus. These placements vary in the nature of the experiences offered to students. Some placements are available for beginning clinicians and others are more suited to students with prior professional experience. Regardless of students' sites, Practicum is designed to help students contextualize what they are learning through their coursework with actual clinical work.

PY587-Practicum will include off-site group supervision. Off-site Practicum Supervision provides students with supervision from a Counseling faculty member to supplement the on-site supervision that students receive at their Practicum sites. Each student enrolled in PY587 is

required to complete 1 hour of off-site group supervision twice per month while completing their Practicum training (up to 6 hours).

Practicum supervision is designed to integrate work experience in a mental health setting with theoretical material covered in courses (e.g., PY570, PY572, PY586). The purpose of off-site practicum supervision is to support students' practicum experience, their work toward meeting self-assessment goals (formulated in PY570), and provide them an initial bridge between their academic and clinical training. Topics to be reviewed will reflect students' caseloads, practicum site concerns, reflection and processing of specific clinical questions, and most importantly reflection and processing of self-assessed practicum and self-care goals and progress towards meeting them.

Students may seek to complete additional practica. This is not required but certainly encouraged. Students completing additional practica must register again for PY587 and will be required to complete off-site practicum supervision while completing their additional practicum experience.

### **Eligibility**

To be eligible to begin Practicum (PY587) the student must meet the following requirements:

Students must meet with the Associate Director to review the Practicum application process. Students will then select sites from the electronic placement notebooks located on the GPC Canvas site and apply directly to sites for a Practicum position.

If a student is interested in completing Practicum at a site that is not listed in our notebooks, the student should contact the Associate Director immediately to ensure that all site and training criteria will be met at the proposed site. In addition, the student should provide the Associate Director with an agency brochure and supervisor resume. The Directors of the GPC will determine whether the site demonstrates sufficient depth and breadth of training for Practicum.

The following prerequisites courses are required before Practicum:

- PY570: Professional Issues in Counseling
- PY572: Concepts of Mental Health and Mental Illness
- PY586: Theories and Techniques of Counseling

Practicum Placement Agreement and supporting documentation must be completed and returned to the Associate Director by **April 1<sup>st</sup>, 2022**.

Child agencies, schools, and most mental health agencies require clearance on FBI, Criminal, and Child Abuse records. Copies of the clearances should be submitted directly to the Practicum sites (not the GPC). For information regarding procedures for obtaining clearances please refer to the Appendix. Certain sites may also require students to obtain health clearances, such as medical clearances or immunizations. Students are expected to promptly comply with such requests and to realize that procedures and requirements can change. The Public Safety Office at

Arcadia University has provided fingerprinting services in the past. Please see the Appendix (*Procedures for Obtaining Clearance Certificates*).

### **Finding a Practicum Site**

Students should apply to a number of sites simultaneously. Interviews and acceptance to Practicum sites are not automatic and may take some time to obtain. Practicum sites have the right to not accept students if they feel that the match is not suitable. Students are encouraged to visit potential Practicum sites and are required to meet their potential supervisor before committing to a site. If a student has difficulties finding a placement, they should seek the assistance of the Director, Associate Director, and Faculty Mentor well in advance of the April 1, 2022 paperwork deadline.

PLEASE visit your site and meet your supervisor prior to accepting the placement. It is important that you feel comfortable with your surroundings and with the people you will work with.

It is possible to complete the Practicum experience at your place of employment. For more information about this, please see the later section, *Requirements for Practicum at a Student's Place of Employment*.

Final determination and selection of the site is subject to approval by the Director and Associate Director, in consultation with the Faculty Mentor.

### **Qualifications for Practicum Site Supervisors**

Practicum supervisors must have a Master's degree in Counseling or a related field and have 5 years of experience practicing within the last 10 years. It is preferred that the supervisor has been employed by the site for at least one year. Of note, supervisors do not need to hold a license (e.g., LPC, LSW, Psychologist) for Practicum. If a student is doing a Practicum in a state other than Pennsylvania, supervisors are expected to have all necessary credentials required by that state to practice counseling.

### **Responsibilities of Practicum Site Supervisors**

Practicum site supervisors have the following responsibilities to our students:

- To complete and sign the Practicum Placement Agreement
- To review and sign the emergency contact information sheet
- To provide Arcadia University with their resume or curriculum vitae
- To provide a minimum of 1 hour of supervision per 20 hours, for a minimum of 5 hours during the 100 hours of Practicum
- To provide the student with as wide a range of experiences as possible
- To submit a written evaluation of the student upon completion of the Practicum

### **PY587: Practicum Course**

Students will need to complete a practicum log/reflection of their experiences twice per month (while they are completing their practicum training). Students must complete off-site practicum supervision which will provide online group supervision twice per month (while completing their Practicum training). Successful completion of PY587 includes:

- Completion of at least 100 clock hours of applied experience during the Summer
- Two hours of online group supervision per month (while completing Practicum training)
- Receipt of a successful Practicum Evaluation from site supervisor
- Submission of ALL hour logs/reflections
- Successful completion of all assignments for Practicum Supervision (e.g., logs/reflection's, CASES Goals, self-care goals)
- All students enrolled in our Master of Arts in Counseling (MAC; 60 credits) and dual degree programs must accumulate a minimum of 700 clock hours, including at least 280 direct hours, through a combination of their work on Practicum (PY587) and Internship (PY630 and PY631). Students complete at least 100 clock hours on Practicum and are encouraged to complete 40 direct hours *to ensure that they reach a total of 280 combined direct hours across Practicum and Internship.*

Once PY587, Practicum, has been successfully completed, a grade of *S*, for successful completion, will be assigned. The same criteria will be used to evaluate completion of additional practica.

### **B. Duration & Hour Requirements**

Practicum starts the first week of scheduled classes in the Summer semester and continues until approximately the last week of classes in the Summer semester (Summer 2022 Semester- May 23, 2022-Aug 19, 2022).

Students are allowed to complete trainings, orientations, file reviews, and treatment team meetings BEFORE the start of the Summer semester. However, students are NOT allowed to provide any direct care (seeing clients or leading groups, independently or with other clinicians) nor any experiences that could put them in a position to provide direct care (e.g., shadowing other clinicians). If students start Internship prior to the Summer semester, they are allowed to count indirect hours for just one week before the Summer semester begins (and no sooner). Students cannot count any direct hours before the semester begins because they are prohibited from providing care before the start of the Summer semester.

### **Practicum Hour Logs/Reflections**

Hour logs/reflections are required for Practicum. Students must complete hour logs/reflections of their experiences and turn them in to their off-site Practicum Supervision instructor twice per month (while they are completing their practicum training). Credit is not given for hours if the

log is not submitted on time. ALL hours need to be accounted for on these logs. The bi-weekly reflection serves as a vehicle to further process the practicum experience. Specific information about bi-weekly reflections will be found on the syllabus provided by the Off-site Practicum Supervision instructor. The log/reflection form can be found in the Appendix of this manual.

### **Practicum Evaluations**

Practicum Evaluations must be completed by site supervisors at the end of students' 100 hours of training. Once a student completes 75 hours of Practicum experience the Associate Director will send the evaluation form to the on-site supervisor. The supervisor and the student are expected to review the evaluation together. Credit for completing practicum can't be given if an evaluation is not received.

Students are expected to discuss their goals and expectations with the off-site Practicum Supervisor at the beginning of their Practicum placement. Some supervisors may ask the student to develop a learning contract detailing these goals and objectives. A learning contract is not required though.

### **Practicum Site Application List**

After attending the Practicum Workshop, students should begin to develop a list of potential practicum placements. The Practicum Site Application List is due to the Associate Director on the date determined at the workshop. A list of up to 10 potential sites (and a description of where you are in the process with each site) should be listed. The form can be found in the Appendix of this manual. If the list is not submitted by **Monday, January 24, 2022** it will be assumed that the student is not completing PY587 during Summer 2022 semester.

### **Practicum for the Foundations in BCBA® Concentration**

Students in the Foundations in BCBA concentration *must* do their Practicum in a site where ABA work is done. If the initial practicum is not BCBA-related and a student later switches to that concentration, another (second) practicum must be completed that meets this requirement.

### **Student Liability Insurance and Affiliation Agreements**

If necessary, Arcadia University can provide an affiliation agreement between the University and an Internship/Practicum site. Some agreements are already in place if multiple departments on campus have students engaged in internship-type activities. Please know that this process goes through the University Counsel's Office and can take several weeks to complete. *Please let the Associate Director know if your site requires an affiliation agreement.*

Additionally, Arcadia University provides student professional liability insurance coverage. This coverage is offered through the University's General Liability Policy to Counseling students participating in Practicum or Internship within the scope of the GPC's curriculum. *Please let the Associate Director know if your site requires a copy of the insurance certificate.*

Affiliation agreements and student liability insurance are only valid while students are enrolled as a student in the GPC.

### **Transporting Clients**

The University's auto insurance policy does not cover students unless they are using University-owned vehicles. Students using their own vehicles or vehicles belonging to their Practicum or Internship sites to transport clients would be doing so using their own personal automobile insurance or the insurance of the Practicum or Internship site. Please be sure to check with your site about whether you are covered if this issue arises. *We strongly discourage you from driving clients.*

### **PROCEDURES FOR OBTAINING CLEARANCE CERTIFICATES:**

Students must present **all** updated clearance (most are valid for 1 year from the date issued) to their Practicum or Internship site prior to beginning Practicum or Internship.  
(Do not submit to the GPC.)

1. Students are encouraged to obtain all clearances; particularly students who take courses in the Education Department that requires any type of fieldwork will need these clearances before class begins.
2. Clearance must be annually renewed and must be current, in order to begin Practicum or Internship. Should you already have obtained clearances, you must make sure to renew them before they expire. Students will be denied entry into schools and many Internship sites if all clearances are not updated.
3. Please retain original clearances in a safe, accessible place and make copies for your internship site(s).
4. The following clearances must be current, as required by the Pennsylvania Department of Education and many Internship sites:

<b><i>Clearance</i></b>	<b><i>Additional Info</i></b>	<b><i>Fee</i></b>
<b>1. PA State Police Request for Criminal Records Check</b>	Usually <b><u>immediate turnaround</u></b> , available to be printed out, using online application. If labeled UNDER REVIEW, response time is 2-3 weeks from the date the request was made. 1-888-783-7972	\$22.00 (Credit Card)
<b>GO TO: <a href="https://epatch.state.pa.us/NewRecordCheckAction.do">https://epatch.state.pa.us/NewRecordCheckAction.do</a></b>		

<b>2. PA Child Abuse History Clearance</b>	Please select “Volunteer having direct volunteer contact with children” if your experience is unpaid.	Free or \$13.00
<b>GO TO:</b> <a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a>		
<b>3. FBI Criminal History Background Check</b>	You will start the fingerprinting process (if required) once you have committed to a site.	Varies
<b>GO TO:</b> <a href="http://www.identogo.com">www.identogo.com</a>		
<b>4. TB Test</b>	Many sites will also require health screenings such as a TB test. This can be done through your own doctor’s office or pharmacy.	Varies
Please remember that if any of these clearances show an offense of any kind, a site <b>might not</b> accept you for an internship.		

### **Requirements for Practicum at a Student’s Place of Employment**

The following criteria must be met in order for a student to use their place of employment as their Practicum site:

- Must be supervised by someone with a Master’s degree in counseling or a closely related field  
(someone holding a license is ideal but not necessary **unless** you are completing practicum and internship concurrently)
- Supervisor must have 5 years of experience within the last 10 years
- Supervisor **can** be student’s direct boss
- Student should get experience in areas outside of their regular responsibilities to cover the range of areas in which students are expected to gain experience
- Student must be exposed to direct service to clients although this may be done through observation or student’s direct participation
- Caseload must be separate from caseload for primary position
- Must meet all other requirements delineated in this manual.



ARCADIA UNIVERSITY  
GRADUATE PROGRAM IN COUNSELING

PRACTICUM PLACEMENT AGREEMENT

**Instructions:** Please complete and have your On-Site Practicum Supervisor sign this form **prior to beginning your practicum**. The form should then be emailed to the Associate Director of the program **on or before April 1, 2022**.

**Reminder:** Both you and your On-Site Practicum Supervisor must sign and date this form. Please **include a website link or brochure** describing the agency/site and services offered.

Student Name: \_\_\_\_\_

Practicum Site Name: \_\_\_\_\_

Practicum Site Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor Name and Title: \_\_\_\_\_

Supervisor Phone: (        ) \_\_\_\_\_

Supervisor Email Address: \_\_\_\_\_

Types of activities in which you will be involved as a practicum student:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Practicum to begin: \_\_\_\_\_ and to end: \_\_\_\_\_  
Date Date

**\*Attach (1) supervisor's resume and (2) agency/site website or brochure describing services.**

Is Proof of student professional liability insurance required? Yes \_\_\_\_\_ No \_\_\_\_\_

Is Affiliation Agreement required? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
On-Site Practicum Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## PRACTICUM EMERGENCY CONTACT INFORMATION SHEET

Site: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Zip Code

On-Site Supervisor: \_\_\_\_\_

*Emergency Phone*

*Number(s):* \_\_\_\_\_

Student:

*Emergency*

*Phone*

*Number(s):*

Michael

Morrow:

Director, Graduate Program in Counseling, Arcadia University

Lauren

Cain-Baxter:

Associate Director, Graduate Program in Counseling, Arcadia University

1. The practicum site has provided the Arcadia University student with emergency procedures and protocols upon beginning practicum.
2. If any emergency or unusual circumstances arise concerning the student, the on-site practicum supervisor will contact the following individuals:
  - a. Michael Morrow – if not immediately available, please contact
  - b. Lauren Cain-Baxter
3. If the student is involved in such an incident, the site will follow up with the student via a phone call or a meeting within 24 hours of the incident, and will establish rules for returning to the site in collaboration with an administrator of the Graduate Program in Counseling at Arcadia University.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
On-site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Assoc. Dir., GPC, Arcadia Univ.

\_\_\_\_\_  
Date

**ARCADIA UNIVERSITY**  
**PRACTICUM – EVALUATION FORM**  
*(Sample- For Content Only)*

The following evaluation will be used to assess a student's progress in the Graduate Program in Counseling. Please complete this form and **include specific behaviors or concrete examples** to illustrate your scoring. This information will be used to facilitate the student's professional development. On-site Practicum Supervisors are expected to review the evaluation with their student.

**Student's Name** \_\_\_\_\_

**Supervisor's Name and Title** \_\_\_\_\_ **Telephone number** \_\_\_\_\_

**Practicum Site Name** \_\_\_\_\_ **Date of Report** \_\_\_\_\_

**Context of Evaluation (check all that apply):**

Supervision \_\_\_\_\_ Audiotape \_\_\_\_\_ Videotape \_\_\_\_\_ Live Observation \_\_\_\_\_ Written Work \_\_\_\_\_  
Co-therapy \_\_\_\_\_ Role play \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**TOTAL NUMBER OF PRACTICUM HOURS COMPLETED AT THE SITE:** \_\_\_\_\_ hrs.

(Must be at least 100 hrs)

**STUDENT PERFORMANCE EVALUATION**

Please evaluate the student's performance by indicating their degree of competency on the following professional behaviors according to the scale below. Circle the number corresponding to your evaluation. Please **give specific examples** to support your evaluation in the space provided.

**1= Problematic:** unacceptable performance, several major problems were identified and the student showed little or no potential to develop in this area.

**2= Marginal:** minimally acceptable work and either a major problem or a number of minor problems was/were identified, but student showed potential to develop in this area.

**3= Adequate:** fulfilled requirements with no problems.

**4= Very good:** solidly competent, clearly **above** average.

**5= Exceptional:** stood **far** above their peers

NA	Problematic	Marginal	Adequate	Very Good	Exceptional
0	1	2	3	4	5

1. Demonstrates respect for the emotional experiences of others.
2. Recognizes internal experiences (thoughts and feelings) and demonstrates skills in communicating these experiences with others.
3. Demonstrates the ability to critique one's own performance in a constructive and adaptive manner.
4. Demonstrates an awareness of one's impact on others.
5. Completes tasks and assignments in a timely manner.
6. Demonstrates appropriate standards of punctuality and attendance.
7. Takes responsibility for personal limitations and takes the necessary steps to address them.
8. Demonstrates the ability to receive and apply constructive feedback about one's ideas and performance.
9. Demonstrates thoughtful consideration of relevant socio-cultural and disability issues when interacting with others.
10. Utilizes counseling skills effectively in 1:1 settings.
11. Utilizes counseling skills effectively in group settings.
12. Demonstrates skill in generating and testing hypotheses about human behavior.
13. Writes clearly, accurately and in a manner consistent with professional standards.
14. Demonstrates skill in effectively developing and delivering educational interventions.
15. Demonstrates adherence to ethical standards.
16. Demonstrates ability to relate to other students or staff in a positive and effective manner.
17. Demonstrates effective coping skills and reactions to challenging situations (including interactions with staff and clients).
18. Other skills relevant to your setting:
19. Does the student exhibit problematic behaviors that you think need attention to better prepare them for professional work?  
No \_\_\_\_\_ Yes \_\_\_\_\_. If yes, please explain:
20. Student's strengths (**MANDATORY**)
21. Areas for improvement (**MANDATORY**)

Additional Comments:

**STUDENT RESPONSE TO THE EVALUATION:**

The student should fill out this section **prior to** both the student and the supervisor signing the form at the bottom of this page.

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Student's Signature

Supervisor's Signature

Date

## Practicum Site Application List

Name \_\_\_\_\_

Please list 10 sites you have contacted concerning a potential practicum for next year. This form is due back to the Associate Director by **Monday, January 24, 2022**.

	Site	Site contacted but student not interested	Site contacted but is not offering practica	Site contacted but never called/emailed student back	Material sent at sites request/application successfully submitted	Interviewed
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Practicum Hour Log & Reflection

Student Name: \_\_\_\_\_ Agency Name: \_\_\_\_\_

On-site Supervisor Name: \_\_\_\_\_ Dates Included in this log: \_\_\_\_\_

Service Provided	Observed/Indirect (#hrs)	Co-led/Direct (#hrs)	Led Indep. /Direct (#hrs)	SubTot Hours
Assessment (e.g., intake, testing)				
Counseling (e.g., career, coaching, advising)				
Individual, family, and/or couples psychotherapy				
Group Therapy				
Outreach or psychoeducation				
Consultation (e.g., case conferences, case management)				
Supervision				
Educational activities (, in-service trainings, orientations)				
Reports/note writing				
Staff meetings				
Research/preparatory (e.g., readings, research, case files)				
Off-site activities ( <b>specify</b> ):				
Other ( <b>specify</b> ):				

Total hours for CURRENT log (Direct) \_\_\_\_\_

Total hours for CURRENT log (Indirect): \_\_\_\_\_

Total hours TO DATE (Direct): \_\_\_\_\_

Total hours TO DATE (Indirect): \_\_\_\_\_

Please answer **ALL** of the following questions in their entirety and be prepared to discuss them during your next scheduled off-site supervision session:

1. What have been the most positive AND challenging aspect(s) of Practicum, *since your last log*:
2. Are there clinical or ethical challenges/concerns impacting your therapeutic experience that EITHER you have resolved OR you have not been able to resolve with your on-site supervisor, *since your last log*? If you have not resolved the concerns, why is that?
3. In what ways have you progressed/worked toward meeting your self-assessment, relationship skills goals, and CASES goals?
4. Assess progress and challenges as they relate to your SELF-CARE assessment goals, results, and areas of improvement. If you have not progressed, please summarize the challenges you are experiencing.

### **COVID-19 Student Acknowledgement Form**

While completing your education in the Graduate Program in Counseling (GPC) for the Academic Year 2021-22, it is your voluntary decision to attend any in-person or other onsite activities at Practicum or Internship training sites on and off campus.

This form is aimed to communicate the GPC's expectations for you in order to protect our community members, the clients that you serve, and the individuals you work with through your Practicum and Internship (e.g., support staff, clinical staff, supervisors, fellow trainees, etc.).

You are expected to follow any and all guidelines established by the Centers for Disease Control (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>); the local, state, or federal governments; Arcadia University; and your off-campus training sites.

At this time, general guidelines include (but are not limited to):

- Limiting travel, especially internationally or to other "hotspots"
- Maintaining physical distancing of 6 feet and avoiding large group gatherings
- Using appropriate personal protective equipment (PPE), including face coverings
- Rigorous handwashing and cleaning of high-touch surfaces
- Monitoring your own health for signs or symptoms of illness
- Self-isolating, for a minimum of 14 days or longer if recommended by your physician, if any signs or symptoms of illness are present
- Notifying your instructors and site supervisors immediately if you experience signs or symptoms of illness

- Notifying your instructors and site supervisors immediately if you feel that you are experiencing an unacceptable risk for yourself or family
- Directing questions about these guidelines or your health and safety while completing your clinical training to your instructors and site supervisors

Throughout the 2021-22 Academic Year, Arcadia University reserves the right to implement new procedures to ensure the health and safety of students, faculty, and staff. The GPC also reserves the right to modify program requirements and procedures. Students should also follow any new procedures required by their Practicum and Internship training sites.



By signing below, you indicate that you understand and agree to follow the guidelines included in this form. You also understand and agree that there are inherent risks (including, but not limited to, pandemic-related illness, injury, or even death) associated with participation in any in-person educational activities on and off campus. You also understand that the decision to participate in any in-person or other onsite activities at Practicum or Internship training sites for the Academic Year 2021-22 is entirely voluntary.

Student name (printed): \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please know that the GPC will work with you as needed to mitigate barriers to your training on Practicum and Internship (e.g., helping you identify alternate training sites) in a manner that prevents delay of graduation as much as possible. With that said, you are expected to communicate your needs regarding program completion to the Counseling faculty so that the program is able to support you in a timely manner.

## **COVID-19 Training Site Information**

A student from Arcadia University's Graduate Program in Counseling (GPC) intends to complete a clinical education experience (Practicum or Internship) at your site during the Summer 2022 semester. In light of the COVID-19 pandemic, this form is aimed to document your current training expectations for our student, as well as your site's current policies and procedures for mitigating risk from coronavirus. Please answer the following:

1) Please briefly describe the patient/client population (e.g., age range, primary presenting concerns, any common medical conditions, etc.) that you serve at your site.

2) Will the student be expected to complete any in-person or other onsite activities at your site for the current semester? Yes No Possibly

*\*If you answered No above, this indicates that the student will only be expected to perform telehealth services remotely (not physically at your site) and will not be expected to perform any in-person or other onsite activities for the full duration of the current semester.*

*\*If you answered Yes or Possibly above, please answer the remaining questions.*

3) Is personal protective equipment (PPE) necessary for student participation? Yes No

A) If PPE is necessary, what specific equipment is needed?

B) If PPE is necessary, will your site provide students with the needed PPE? Yes No

C) If your site does not require PPE of any kind (e.g., cloth masks or face shields), will you allow students to wear PPE at your site if they choose to do so? Yes No

4) Please describe any other safety protocols (e.g., cleaning practices) that your site has enacted to reduce exposure to coronavirus AND who is responsible for carrying out these protocols.

5) If the student experiences signs or symptoms of illness or feels their work at your site creates unacceptable risk for themselves or their family, will the student be allowed to complete their clinical experience via telehealth remotely? Yes No

**If you have not done so already, please discuss with our student all safety protocols to reduce risk of coronavirus AND who is responsible for carrying them out.**

**Also, please be sure to communicate with our student any changes made to your expectations for in-person/onsite activities, as well as changes in your safety protocols.**

---

Site representative (print name)

---

Site Name & Address

---

Signature

---

Date

*Thank you for your time!*