



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

### ***PRACTICUM MANUAL 2023-2024***

Master of Arts in Counseling  
60-credit

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

## **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 at least 1 hour of off-site group supervision twice per month while completing their Practicum training (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:

1. Students must meet with the Associate Director via mandatory workshop to review the Practicum application process. Students will then utilize the electronic placement notebooks as well as other professional resources to identify appropriate sites and apply directly to sites for a Practicum position.
2. After an initial interview with a prospective site is completed, if a student remains interested in completing practicum with the site, they are required to request that their prospective clinical supervisor complete a Prospective Clinical Training Site Qualification Form (via google form) to be submitted to the Associate Director for review and approval. The core-faculty of the GPC will determine whether the site demonstrates sufficient depth and breadth of training for Practicum.
3. If approved, the student will then be permitted to formally accept the Practicum position and complete and submit the Practicum Placement Agreement (via google form.) with their clinical site supervisor.

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 on or before **April 1<sup>st</sup>, 2023**.

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. 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, 2023 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 via the Prospective Clinical Training Site Pre-Approval Form.

## **REVIEW OF PRACTICUM PLACEMENT PROCEDURES:**

1. Students must meet all eligibility requirements prior to the start of practicum (see section A).
2. Students must attend the Practicum Planning Workshop in November OR if unable to attend the workshop, students must schedule an appointment with the Associate Director by **December 1**.
3. Students should select and apply to sites (using electronic notebooks, preferred site lists, online searches, etc.)
4. Students should complete the Practicum Site Application List and return it, along with their updated resume (PY570-Professional Issues), to the Associate Director by **Monday, January 23, 2023**.
5. Students should interview at several agencies or schools and send *thank you* notes /emails after interviews.
6. Potential supervisors should complete and submit the Prospective Clinical Training Site Pre-Approval Form.
7. Students should select one site that has accepted them and tell the other sites, *no thank you*.
8. Once the student has secured a Practicum site, the following must be completed, collected, and submitted to the Associate Director on or before April 1, 2023:
  - Practicum Placement Form (via google form link)

## **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 however licensure is highly recommended. 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 the Prospective Clinical Training Site Pre-Approval Google Form
- To complete the Practicum Clinical Placement Google Form.
- 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 via Qualtrics Link 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

- 2-3 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, discussion boards)
- 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 strongly 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 2023 Semester- May 22, 2023-Aug 18, 2023).

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 via shared google sheet 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 clinical 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.

#### **Practicum Evaluations**

Practicum Evaluations must be completed by site supervisors towards the end of students' 100 hours of training (once they reach 75-80 hours). Once a student completes 75 hours of Practicum experience the Associate Director will send the evaluation form link 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 and copy of students resume/cv is due to the Associate Director on Monday, January 23, 2023. A list of 5-10 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 23, 2023** it will be assumed that the student is not completing PY587 during Summer 2023 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 via Practicum Placement Agreement 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 via Practicum Placement Agreement 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:

<i>Clearance</i>	<i>Additional Info</i>	<i>Fee</i>
<b>1. PA State Police Request for Criminal Records Check</b>	Usually <b>immediate turnaround</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:</b> <a href="https://epatch.state.pa.us/NewRecordCheckAction.do">https://epatch.state.pa.us/NewRecordCheckAction.do</a>		
<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



GO TO: <a href="http://www.identogo.com">www.identogo.com</a>		
4. TB Test	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 strongly encouraged but not necessary **unless** you are completing practicum and internship in succession. 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

### **Practicum Checklist, Timeline & Links**

1. RSVP and attend Practicum Workshop- 11/9/2022
2. Practicum Site Application List and Student Resume/CV
  - a. Due on OR before 1/23/2023
  - b. Submit via email to Associate Director in one email
  - c. [cainbaxter1@arcadia.edu](mailto:cainbaxter1@arcadia.edu)
  - d. "Practicum Site Application List and Resume" in Subject Line
3. Prospective Clinical Training Site Pre-Approval Form
  - a. At **least** 1 on OR before 3/1/2023
  - b. Submitted via google form
  - c. <https://forms.gle/AG19thfAcvTsG78T6>
4. Practicum Placement Agreement – Due on OR before 4/1/2023
  - a. Submitted via google form
  - b. <https://forms.gle/KpYaj2kV523knguP8>
5. First Day of Practicum Clinical Experience- Indirect/Training
  - a. May 15, 2023
6. First Day of Practicum Clinical Experience- Direct Work
  - a. May 22, 2023
7. Practicum Group Supervision Dates (Tentative)- Possibly 3 Sections
  - a. May 31, 2023
  - b. June 14, 2023
  - c. June 28, 2023
  - d. July 12, 2023
  - e. July 26, 2023
  - f. August 9, 2023



# Practicum Site Application List

Name \_\_\_\_\_

Please list 5-10 sites you have contacted concerning a potential practicum for next year. This form along with your resume/CV is due back to the Associate Director by **Monday, January 23, 2023**.

	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

