



Community Counseling Program

Clinical Experience Handbook

2010-2011

A Guide to:
GCOU 650 Supervised Practicum
GCOU 651 Supervised Internship

A Handbook for Students, Faculty, and Supervisors

Community Counseling Program
Psychology Department
A.J. Palumbo Academic Center, Rm. 2226
Gannon University
109 University Square
Erie, PA 16541-0001
(814) 871-7538 / (814) 871-5511 Fax
<http://www.gannon.edu/departamental/cc/default.asp>

Revised 11/25/09

Table of Contents

Community Counseling Program Mission Statement	2
Purpose of Clinical Experience & Overview	3
Background Checks	4
Professional Liability Insurance	4
Purpose of Video/Audio Recording and Record Keeping	4
Expectations for Professional Behavior	4
Practicum/Internship Student Retention Policy	5
Practicum Purpose and Objectives	6
Preparing for Practicum	8
Step-by-Step Process	8
Practicum Requirements	9
Internship Purpose and Objectives	10
Preparing for Internship	12
Step-by-Step Process	13
Internship Requirements	14
Appendix A: Practicum/Internship Request Form	15
Appendix B: Practicum Contract	16
Appendix C: Internship Contract	19
Appendix D: Practicum Activities Report	22
Appendix E: Internship Activities Report	23
Appendix F: Supervisor Data Form	24
Appendix G: Practicum/Internship Completion Form	25
Appendix H: Counseling Skills Scale (CSS)	26
Appendix I: Counselor Skill & Personal Development Form (CSPD-RF)	30
Appendix J: Student Site Evaluation Form	34
Appendix K: Supervision Styles Inventory	36
Appendix L: Client Video/Audio Consent Form	37
Appendix M: CPCE and NCE Exam Letter	38

The Clinical Experience Handbook

This Clinical Experience Handbook is designed to provide the information needed to complete GCOU 650 Supervised Practicum and GCOU 651 Supervised Internship. It defines and reviews the following: objectives, policies, procedures, and all of the forms required for Practicum and Internship. Students and site supervisors will receive a contract that outlines rights and responsibilities. Graduate counseling students enrolled in Practicum and Internship will be referred to as **“counselors-in-training”**.

Comments about this handbook are encouraged. Please send your comments to Dr. Timothy Coppock, Clinical Experience Coordinator. *The Community Counseling Faculty reserves the right to change the terms of the handbook.*

Community Counseling Faculty

David Tobin, Ph.D. Associate Professor of Community Counseling Community Counseling Program Director 814-871-7537 Tobin001@gannon.edu	Rebecca Willow, Ed.D., LPC, NCC Associate Professor of Community Counseling School Counseling Coordinator 814-871-7721 Willow004@gannon.edu
Kenneth McCurdy, Ph.D., LPC, NCC, ACS Associate Professor of Community Counseling CACREP Coordinator 814-871-7791 mccurdy003@gannon.edu	Timothy Coppock, Ph.D., LPC, PCC-S (Ohio) Assistant Professor of Community Counseling Clinical Experience Coordinator 814-871-5793 coppock001@gannon.edu

Adjunct Counseling Faculty

Richard Lewis, Ph.D.
Certified School Counselor

Community Counseling Program Mission Statement

The mission of Gannon University’s Community Counseling Program is to educate and train students to become professional counselors who are committed to the wellness of individuals, families, groups, and the greater community. The philosophy of the program focuses on the development of the competencies required of professional counselors. The program is committed to (a) enhancing students’ knowledge of counseling theory and concepts; (b) providing skills and training requisite of generalist entry-level counseling practitioners; (c) developing multicultural competencies; (d) promoting the development of sound legal and ethical decision-making skills; and (e) preparing individuals for national certification and professional licensure. Although students typically are drawn from the regional area, applicants with diverse backgrounds and from outside the region are encouraged to apply. Students are guided to embody and contribute to the spirit of diversity to which the program and profession are committed.

Purpose of the Clinical Experience

The purpose of the clinical experience is to provide community counseling students with structured and supervised counseling opportunities in order to develop effective counseling skills and competencies. The Community Counseling Program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The clinical experiences have been designed to comply with national certification standards set forth by CACREP and the National Board for Certified Counselors (NBCC) as well as the standards for licensure set forth by the Pennsylvania Board of Social Workers, Marriage and Family Therapists, and Professional Counselors.

Overview of the Community Counseling Program Clinical Experience

DATE	STUDENT FOCUS	TASKS REQUIRED
Upon Admission to the Program		
	* Complete New Student Orientation and receive: <ul style="list-style-type: none"> • Community Counseling Program Handbook • Clinical Experience Handbook 	* Review Community Counseling Program Handbook * Review Clinical Experience Handbook
FIRST SEMESTER		
	* Schedule meeting with Faculty Advisor to review Program Matrix and discuss clinical experience	* Review Community Counseling Program Matrix
FIRST YEAR		
	* GCOU 627 Professional Counseling * GCOU 648 Counseling Strategies & Techniques * Attend at least one Clinical Experience Orientation	
SECOND YEAR		
	* Meet with Faculty Advisor to discuss plans for clinical experiences, primarily focusing on Practicum.	* Review Approved List of Clinical Sites
SEMESTER BEFORE ENROLLING IN PRACTICUM		
<i>End of the second year/beginning of third year.</i>	* Mandatory attendance at the Clinical Experience Orientation * Complete all required clearance forms – a second clearance (in addition to clearance submitted at admission to program) MUST be obtained before registering for Practicum	* Complete Practicum Request Form * Complete and submit Supervisor Data Sheet * Complete and submit Practicum Site Contract * ACT 33 & 34 Clearance Forms
THIRD YEAR		
	* Enroll in GCOU 650 Supervised Practicum * Upon successful completion of GCOU 650, enroll in GCOU 651 Supervised Internship	* Complete and submit Internship Site Contract

Supervision in Practicum & Internship

Faculty Supervisors will provide a minimum of 1.5 hours of group supervision weekly. Faculty supervisors may also provide 1 hour of individual or triadic supervision in order to further meet the developmental needs of Practicum students. Upon request, this may occur several times throughout the semester. Faculty Supervisors will conduct two-hour group supervision sessions weekly with Internship students. Practicum and Internship supervision will focus on the development of the students' counseling skills and counselor identity. Client cases will be reviewed using audio and/or video recordings of counseling sessions. Faculty Supervisors are responsible to maintain biweekly contacts with Site Supervisors throughout the semester, either by on-site visits, telephone contacts, or by email (if permitted by agency policies).

Site Supervisors will provide a minimum of one hour individual clinical supervision weekly that will focus on counselor-in-training development and client welfare. Supplementary supervision may be scheduled as needed or requested. Appropriate Site Supervisor credentials include:

- a Licensed Professional Counselor (LPC) or other mental health practitioner with at least a masters level counseling or acceptable equivalent degree;
- at least two years counseling experience;
- training or experience in counselor supervision;
- familiarity with the practicum and internship expectations of the Community Counseling Program.

Background Checks

All students must have clearances completed within 90 days before and no later than 60 days following Practicum Orientation (4th Friday of semester). Clearances needed are (as per Pennsylvania Act 33 and Act 34): Pennsylvania Child Abuse History, Pennsylvania State Police Criminal Record Check, and FBI Fingerprint Check. **PLEASE NOTE: These are in addition to the clearances submitted for admission to the Community Counseling Program.**

Professional Liability Insurance

Students are required to purchase and maintain professional liability insurance throughout their supervised clinical experience. We strongly recommend student membership in the American Counseling Association which offers complimentary student professional liability insurance at <http://www.counseling.org>.

Purpose of Video/Audio Recording and Record Keeping

Practicum and Internship students will record at least two counseling sessions which will then be reviewed with the faculty supervisor. When not in use, it is the student's responsibility to keep the recording in a secure and confidential location. At the end of each semester, the student is responsible for erasing all recordings.

Expectations for Professional Behavior

Students are expected to be familiar with and follow the procedures of GCOU 650 Supervised Practicum and GCOU 651 Supervised Internship as well as the clinical site rules and regulations. While both site and faculty supervisors are eager to help, it is the responsibility of the counselor-in-

training to develop professional habits of responsibility, accountability, personal appearance, and self-management.

Student Retention in Practicum & Internship

Please review the Retention and Student Review Policy in the Community Counseling Program Student Handbook.

The counseling profession demands the highest level of individual integrity as well as demonstration of professional expertise in developing knowledge and skills appropriate to effective counseling. The Faculty regularly review students' academic performance as well as monitor students' professional behavior. Students who do not demonstrate the qualities and skills associated with effective counseling may be advised not to enroll in or to withdraw from Practicum or Internship. Students may be advised to complete a remediation plan to address specific deficiencies. Students advised to withdraw from the program shall be offered assistance in identifying an area of study or specialization that is more suited or appropriate to their talents and skills.

Prior to Practicum all students will be reviewed by the Community Counseling Program Faculty. Students are expected to behave in a responsible and professional manner while functioning in practicum and internship. Failure to conform one's behavior to acceptable standards of practice shall be considered cause for dismissal from practicum/internship or the program. Cause for dismissal from either Practicum or Internship shall consist of, but not be limited to:

1. Any activity that is prohibited under the ethical standards and practices of the American Counseling Association (ACA). Students should obtain these standards and practices and thoroughly read them.
2. Malicious disrespect toward instructors, supervisors, or fellow students; failure to follow reasonable instructions; use of profanity or verbal or physical intimidation toward instructors, supervisors, or fellow students.
3. The use of fraud or deceit to obtain admission to the department, a course, a practicum or an internship.
4. Soliciting or accepting a personal fee, monetary gift, or other form of remuneration or compensation for counseling or other services while functioning as a practicum student or as an intern.
5. Use of alcohol or other drugs to the extent that it impairs the student's ability to perform properly or adequately, or which may pose a threat to the welfare or safety of potential or actual clients.
6. Conviction of an offense involving the sale, possession, or consumption of a controlled substance.
7. Conviction of an offense that is a felony.

8. Conviction of an offense involving moral turpitude.
9. Conviction for a misdemeanor offense committed during the practice of any counseling activity.
10. Any behavior, activity, procedure, or practice that is prohibited under the Counselor Licensure laws of the Commonwealth of Pennsylvania.

Due process: Students who wish to appeal remediation decisions made by the department are encouraged to follow the guidelines outlined in the most recent edition of *The Gannon University Graduate Catalog and the Gannon University Student Handbook*.

COMMUNITY COUNSELING GCOU 650 SUPERVISED PRACTICUM

Purpose of Practicum

The practicum clinical experience provides the counselor-in-training with the opportunity to engage in the practice of counseling under the supervision of Community Counseling program faculty and clinical site supervisors. Students are expected to demonstrate the basic competencies of professional counselors. 100 hours are required and must include direct counseling and related professional activities. Students must complete a minimum of 1.5 hours of group supervision weekly. Faculty supervisors may also provide 1 hour of individual or triadic supervision in order to further meet the developmental needs of Practicum students. Upon request, this may occur several times throughout the semester. In addition, students will complete one hour of individual supervision with an on-site supervisor. Supervision hours are not included in the 100 hour requirement. Students can anticipate a grand total of at least 140 combined hours of required clinical experience and supervision. Community counseling students will see clients at a community mental health agency or similar institution that provides mental health counseling.

Practicum Objectives

The main objective of Practicum is to provide graduate counseling students with closely supervised and highly structured clinical experiences to facilitate development as a professional counselor-in-training. Practicum requires dedication, a willingness to attempt new techniques, willingness to accept feedback and experience the responsibilities of professional counseling. Counselors-in-training are closely supervised and receive specific practical training in individual and group counseling with clients/students.

Objectives for the Counselor-in-training

Knowledge

Students will:

CACREP Standards

Core Comm.

A.	Explain the core counseling skills required to develop a therapeutic relationship and successfully terminate the counselor-client relationship;	II.K3.d, 5.b III. G	C.7
----	---	------------------------	-----

B.	Describe counselor characteristics and behaviors that influence helping processes including age, gender, and ethnic differences, verbal and nonverbal behaviors and personal characteristics, orientations, and skills;	II.K.2.b,c, 5.a,b, III. G	
C.	Distinguish appropriate affective, behavioral, and cognitive techniques, verbal and nonverbal counseling skills, and techniques so that one can develop a personal model of counseling;	II.K.5.a-c, III. G	
D.	Examine the appropriate integration of technological strategies and applications within the counseling process;	II.K.1.c, 5.f, III.E	
E.	Compare and contrast professional competencies, orientations, scopes of practice, and professional development among professional counselors and other related professionals;	II.1.a,b	B.1
F.	Explain the implications of ethical, legal principles and guidelines as applied to essential interviewing and counseling skills in professional counseling.	II.K.1.h, 2.f, 5.g, III.G	A.4
G.	Examine the process of identifying, coordinating and utilizing community resources and services to meet client needs;	II.K.2a	C.3 B.4
I.	Examine the organizational, fiscal, and legal aspects of the community counseling setting.	II.k, 2b	B.2
J.	Compare and contrast various ways of assessing community agencies' interventions, programs, and systems.		B.3

Skills

Students will:

A.	Demonstrate effective application of core counseling skills required to develop a therapeutic relationship;	II.K.5.a,b	C.7
B.	Examine attitudes, beliefs, understandings, affective and behavioral characteristics, verbal and nonverbal communication, and acculturative experiences of diverse individuals, couples, families, and groups;	II.K.2.b,c 5.a	C.1 C.7
C.	Analyze ethical and legal issues, identifying professionally acceptable counseling skills and interventions, in professional counseling.	II.K.1.h, 2.f, 5.g	A.4

Attitudes & Values

Students will:

A.	Examine the importance of self-awareness so that the counselor-client relationship is therapeutic and the counselor maintains appropriate professional boundaries;	II.K.1.h, 5.b,g	
B.	Recognize the importance of competent and highly ethical practice of professional counseling in community counseling settings;	II.K.1.h, 2.f, 5.g	
C.	Develop an understanding of diversity issues, as well as personal biases, in the therapeutic relationship;	II.K.2.a,b,c, 5.a	C.1
D.	Relate one's own personality characteristics to how they may affect counseling skills.	II.K.5.b	

Preparing For Practicum

Prerequisites for Practicum: To be eligible to register for Practicum (GCOU 650), students:

- Must be in good standing in the program;
- Are recommended to have prior experience working within a helping profession;
- Must have completed or be concurrently enrolled in GCOU 690 Seminar in Counseling;
- Must have completed all of or be concurrently enrolled in the FOUNDATIONS, CORE I, and CORE II courses.

Step-by-Step Procedures:

1. **Attend Practicum / Internship Orientation** prior to submitting application.
Orientation: Fall semester – 4th Friday after classes begin 4:30 – 6:00 pm.
 Spring semester – 4th Friday after classes begin 4:30 – 6:00 pm.
2. **Practicum/Internship Request Form, Transcript, Program Matrix, and Clearances.** All students intending to take Practicum must complete a Practicum/Internship Request Form, obtain a current academic transcript (unofficial), complete a Program Matrix, and obtain evidence of Professional Liability Insurance. These materials must be reviewed by the Faculty Advisor (step 6) and submitted to the Clinical Experience Coordinator (steps 6 & 10).
3. **Background Clearances.** Clearances must be obtained within 90 days before and no later than 60 days following Practicum Orientation (4th Friday of semester). Clearances needed are (as per Pennsylvania Act 33 and Act 34): Pennsylvania Child Abuse History, Pennsylvania State Police Criminal Record Check, and FBI Fingerprint Check. The processes for completing the clearances are available on the Community Counseling Program webpage and on ANGEL. Clearances must be submitted to Clinical Experiences Coordinator (step 6).
4. **Review list of approved Clinical Experience sites.** A current list of Approved Clinical Experience Sites is available through ANGEL on CC Program Communication Group. In addition, review is recommended of the “Evaluation of Clinical Experience” documents that past students have completed on specific sites. These are available in the Psychology Department Office, Palumbo Room 2231.
5. **Faculty Advisor Consultation.** Students will determine the preferred type of practicum experience in consultation with their Faculty Advisor. It may prove helpful to consult with students who have already participated in practicum. Issues to consider include: further development in an area of prior experience or interest, introductory exposure to a new area of interest, and interests in line with career goals. When the Practicum/Internship Request Form has been reviewed and signed by the Faculty Advisor it is recommended that a copy be retained.
6. **Submit the following to the Clinical Experience Coordinator:**
 - a. **Completed Practicum/Internship Request Form,**
 - b. **Act 33 & 34 Clearances and FBI Fingerprint Check**
 - c. **Evidence of Professional Liability Insurance**

7. **All Sites Must Be Approved by the Clinical Experience Coordinator.** All Clinical Experiences must be completed within an 80-mile radius of Gannon University.
8. **Contact sites for information.** Students should investigate if the site can provide the types of counseling and related activities that they are seeking as well as meet the supervision requirements. It is recommended that students make telephone (not email) contacts to schedule an appointment. Practicum contracts should not be negotiated by phone.
9. **Prepare for interview at selected site(s).** Students should:
 - a. Prepare a curriculum vitae (CV) and present to site interviewer.
 - b. Take the Clinical Experience Handbook to give to potential site supervisor.
 - c. Be prepared to present interests and goals along with the requirements set forth by the Community Counseling Program.
 - d. Make sure the site can meet all of the requirements of practicum.
 - e. Upon mutual consent, obtain dated signature of site supervisor on Practicum Contract.
10. **Return the following to the Clinical Experience Coordinator:**
 - a. **Practicum Site Contract AND**
 - b. **the Clinical Site Supervisor Data Sheet**

DUE DATES: **Spring Semester Practicum** - the 1st Monday in November
 Fall Semester Practicum - the 4th Wednesday in March.

The Clinical Experience Coordinator must approve all practicum and internship placements.

11. **The Clinical Experience Coordinator will sign Course Registration Form.** A copy will be given to the Student's Faculty Advisor indicating the student has registered for Practicum/Internship.

Please remember the Practicum and Internship are not offered during the Summer!

Practicum Requirements

The Practicum requires a Counselor-in-training to complete 100 hours of supervised clinical experience (excluding group, individual, and triadic supervision) that must:

- { 1 } include a minimum total of 40 hours of direct service work with clients (extra direct hours may be used as indirect hours) which may include: assessment, individual counseling, other therapeutic interventions, consultation, family counseling, group therapy, instructional interactions, and case conferences; clients should represent the ethnic, lifestyle, and demographic diversity of the larger community;
- { 2 } include 60 hours of indirect counseling related activity not involving direct service to clients which may include: contact with clients other than counseling, staff meetings, report writing, case notes, case research, administrative duties, resource exploration as directed by site supervisor;

- {3} be under the supervision of an approved site supervisor; L.P.C. or related masters level mental health provider who has at least two years of counseling experience;
- {4} include a minimum of one hour per week of individual supervision by an approved site supervisor; supervision hours do not count as direct or indirect hours but must be recorded on Practicum Activity Report;
- {5} include a minimum of 1.5 hours per week of group supervision provided by program faculty supervisor; and one hour of individual or triadic supervision may be provided several times throughout the semester in order to further meet developmental needs of students; supervision hours do not count as direct or indirect hours but must be recorded on Practicum Activity Report;
- {6} include other related professional activities in addition to direct service work;
- {7} allow the Counselor-in-training to obtain information pertaining to his/her interactions with clients for use in individual and group supervision including but not limited to audio and/or videotapes, information for case presentations, etc.;
- {8} allow Counselors-in-training to gain supervised experience in the use of a variety of professional resources such as appraisal instruments, computers, print and non-print media, professional literature, and research;
- {9} include formal evaluations of the student's performance by a program faculty supervisor in conjunction with a site supervisor for both academic and licensure purposes.

GCOU 650 Supervised Practicum must be completed before GCOU 651 Supervised Internship.

COMMUNITY COUNSELING GCOU 651 SUPERVISED INTERNSHIP

Purpose of Internship

The internship clinical experience provides the Counselor-in-training with advanced opportunities to engage in the practice of counseling under the supervision of Community Counseling Program faculty and clinical site supervisors. Students will demonstrate advanced counseling competencies and case conceptualization required of professional counselors. 600 hours of counseling practice is required which includes direct counseling, individual and group supervision. Community counseling students will see clients at a community mental health agency or a similar institution that provides mental health counseling.

Internship Objectives

The main objective of internship is to provide graduate counseling students with closely supervised and highly structured clinical experiences to facilitate advanced development as a professional counselor-in-training. Internship requires dedication, a desire to advance counseling skills, case conceptualization skills and clinical skills consistent with professional counseling, as well as a willingness to accept feedback. Counselors-in-training are closely supervised and receive specific practical training in individual and group counseling with clients/students.

Knowledge

Students will:

CACREP Standards
Core / Comm.

A.	Demonstrate an understanding of the major counseling theoretical approaches in order to develop a personal approach to counseling;		
B.	Formulate an understanding of the role Professional Counselors play in the vocational, social, personal development, and mental health of clients, their parents/guardians, and other human service professionals in community settings.		
C.	Explain the basic aspects of organizational structure, protocol, procedures, and conditions present in community counseling settings that provide counseling and consultation services;	5.e	B.1
D.	Formulate an understanding of, and identification with, the personal characteristics of Professional Counselors, other treatment team personnel, and other human service professionals; knowledge of personal strengths, weaknesses, biases, values, professional approaches to counseling, and their impact on one's professional approaches to counseling and on one's professional role as a community counselor;		
E.	Examine the process of identifying, coordinating and utilizing community resources and services to meet student/client needs;		B.4 C.2 C.3
F.	Distinguish components of research in professional counseling related to current issues and trends, especially relevant to the mission of a community counseling setting.		
G.	Examine and implement professionally accepted counseling methodologies and standards such as JCHO, etc.		
H.	Demonstrate an understanding of professional ethics in community counseling settings reflective of ACA, ASGW, and NBCC ethical codes.		
I.	Examine the organizational, fiscal, and legal aspects of the community counseling setting.		B.2
J.	Compare and contrast various ways of assessing community agencies' interventions, programs, and systems.		B.3

Skills

Students will:

A.	Analyze the use of a variety of professional written and technological resources such as assessment instruments, computers, print and non-print media, professional literature, and research in professional counseling;		
B.	Demonstrate a clear, concise, and complete understanding and application of a treatment plan in a community counseling setting;		
C.	Demonstrate effective interaction including consultation with site supervisor and other human service professionals in order to gain knowledge, skills and experience in working as a member of comprehensive treatment team;	5.e	B.1
D.	Describe and conduct structured psychoeducational groups, appropriate to the developmental level, age, culture, and gender of clientele in accordance with a developmental treatment team;	6.a	C.1

E.	Apply a personal approach to counseling based on selected individual and group counseling models appropriate to the age and clientele of a community counseling setting;	6.a	C.1
F.	Identify and demonstrate the essential services provided by professional counselors that are not performed by other human service professionals.		B.1

Attitudes & Values

Students will:

A.	Recognize the importance of a personal approach to counseling and guidance based on the major counseling theories, to accurately identify client needs, develop individual plans of action and assist clients in enhancing their personal, social, academic, vocational success, and mental health;		
B.	Appreciates the role and the availability of community resources and services to meet client needs;		B.4 C.3
C.	Examine how assessment, diagnosis, individual and group counseling, and supervision are aspects of the holistic approach to enhance the development of human potential for professional counselors and their clientele;		
D.	Recognize the importance of strengthening one's professional identity as a Professional Counselor in community settings while at the same time recognizing the importance of, and building collaborative relationships with others including colleagues, other human services professionals, and students/clientele;		B.1
E.	Examine how the individual humanity of those diverse persons for which he/she has been entrusted to provide counseling and guidance services regardless of developmental level, age, culture, gender, faith, vocational, social, personal development adjustment, and mental health status.	2.a 2.b	

Preparing For Internship

Prerequisites for Internship:

To be eligible to register for Internship (GCOU 651), students:

- Must be in good standing in the program;
- Must have completed GCOU 650 Supervised Practicum, GCOU 690 Seminar in Counseling, and GCOU 691 Counselor Preparation (Comps)*;
- Must have completed all or concurrently enrolled in the FOUNDATIONS, CORE I, and CORE II courses.

*Students remediating comprehensive examination content areas may enroll in Internship with permission of the Clinical Experience Coordinator.

Step-by-Step Procedure:

PLEASE NOTE: If remaining in the same site as Practicum, COMPLETE ONLY STEPS 1, 3, 4, & 8.

If Internship will be completed in a DIFFERENT site from Practicum, ALL STEPS MUST BE COMPLETED.

1. **Practicum/Internship Request Form.** All students intending to take Internship must complete a Practicum/Internship Request Form. The Practicum/Internship Request Form indicates that the student is academically ready to begin Internship.
2. **Review list of approved Clinical Experience sites.** A current list of Approved Clinical Experience Sites is available through ANGEL on CC Program Communication Group. In addition, review is recommended of the “Evaluation of Clinical Experience” documents that past students have completed on specific sites. These are available in the Psychology Department Office, Palumbo Room 2231.
3. **Faculty Advisor Consultation.** Students will consult with their Faculty Advisor to select their internship experience. When the Practicum/Internship Request Form has been reviewed and signed by Faculty Advisor and it is recommended that a copy be retained.
4. **Submit the following to the Clinical Experience Coordinator:**
 - a. **Completed Practicum/Internship Request Form.**
 - b. **Evidence of Professional Liability Insurance.**
5. **All Sites Must Be Approved by the Clinical Experience Coordinator.** All Clinical Experiences must be completed within an 80-mile radius of Gannon University.
6. **Contact sites for information** regarding the organization, training opportunities, and inquire if they are willing and able to provide the types of counseling and related activities, as well as the supervision required for a Community Counseling clinical experience. It is recommended that you make telephone (not email) contacts to schedule an appointment. Internship contracts should not be negotiated by phone.
7. **Prepare for interview at your selected site(s).**
 - a. Prepare your curriculum vitae (CV) and present to site interviewer.
 - b. Take the Clinical Experience Handbook to give to potential site supervisor.
 - c. Be prepared to present your interests and the goals along with the requirements set forth by the Community Counseling Program.
 - d. Make sure the site can meet all of the requirements of internship.
 - e. Upon mutual consent, obtain dated signature of site supervisor on Internship Contract.
8. **Return the following to the Clinical Experience Coordinator:**
 - a. **Internship Site Contract AND**
 - b. **the Clinical Site Supervisor Data Sheet**
 - c. **DUE DATES:** **Spring Semester Internship** - the 1st Monday in November
Fall Semester Internship - the 3rd Wednesday in March.
9. **The Clinical Experience Coordinator will sign Course Registration Form.** A copy will be given to the Student’s Faculty Advisor indicating the student has registered for Practicum/Internship.

Please remember the Practicum and Internship are not offered during the Summer!

Internship Requirements

The Internship requires a Counselor Trainee to complete 600 hours of supervised clinical experience (no clock hours may transfer from practicum to internship) that must:

- {1} include a minimum total of 240 hours of direct service work with clients; clients should represent the ethnic, lifestyle, and demographic diversity of the larger community; extra direct hours may be used as indirect;
- {2} include a 360 hours of indirect counseling related activity;
- {3} be under the supervision of an approved site supervisor; L.P.C. or masters level mental health provider who has at least two years of counseling experience;
- {4} include a minimum of one hour per week of individual supervision by an approved site supervisor;
- {5} include a minimum of 1.5 hours per week of group supervision provided by a program faculty member supervisor;
- {7} include a variety of other related professional activities other than direct service work;
- {8} allow the Counselor-in-training to obtain information pertaining to his/her interactions with clients for use in individual and group supervision including but not limited to audio and/or videotapes, information for case presentations, etc.;
- {9} allow Counselor-in-training to gain supervised experience in the use of a variety of professional resources such as appraisal instruments, computers, print and non-print media, professional literature, and research;
- {10} include formal evaluations of the student's performance by a program faculty supervisor in conjunction with a site supervisor for both academic and licensure purposes.

**Gannon University
Community Counseling Program**

Practicum/Internship Request Form

Student's Name: _____ Date: _____

E-mail: _____

Home Phone: _____ Work Phone: _____

I request to take practicum/internship: Fall Semester _____ Spring Semester _____
(circle one) YEAR YEAR

Courses to be completed concurrent with Practicum:

1. GCOU 690 Comprehensive Exam
2. GCOU 691 Seminar

3. _____

Potential Site(s)*: 1. _____

2. _____

3. _____

Academic Advisor approves the student to APPLY for practicum:

_____ Date _____

Signature of Advisor

To be completed by Clinical Experience Coordinator:

Date application received: _____

Name of Practicum Site Secured: _____

Relationship Contract in place:

YES NO

Background Clearances: Site Supervisor Data:

YES NO YES NO

Name of Primary Site Supervisor: _____



PRACTICUM
Clinical Experience Contract
Community Counseling Program – Department of Psychology

This contract between the MS-Community Counseling Program in the Department of Psychology at Gannon University and _____ clarifies the joint and separate responsibilities of each facility and for the practicum students during the _____ semester; from _____ to _____. This contract is in effect for the following student: _____ and the following on site supervisor: _____.

Practicum Site Responsibilities:

1. The practicum site is an equal opportunity employer.
2. The practicum site must provide an on-site supervisor who will provide one hour of individual supervision per week. The supervisor's credentials must include a minimum of a master's degree in counseling or a related field, and at least two years of professional experience in the field.
3. It is expected that students will be exposed to a variety of activities on-site, including direct client contact, supervision, consultation, staff meetings, in-service trainings, and assessment. Clients' presenting problems should be mental/emotional in nature to allow students to develop and refine their counseling skills. At least 40 hours of the required 100 hours must be in direct service. Student practicum will occur for the entire semester, averaging 8 hours per week. Direct service includes individual, group, and family counseling, assessment and intake services, psycho-educational services, and consultation provided to others.
4. Students are required to audio or video record at least two counseling sessions per semester, and the site will need to allow for this provision. Recordings used for instructional purposes should have all identifying information removed and be erased in their entirety following supervisory sessions.
5. The site will provide sufficient office space, privacy for counseling sessions, use of necessary equipment, office supplies, etc. for an effective practicum experience.
6. The site is responsible for informing the faculty supervisor of changes in agency policies, procedures, and personnel that might affect the practicum experience.

7. The site agrees not to terminate the clinical experience placement prior to completion of the university semester without a meeting between the student, the practicum coordinator, the on-site supervisor, and other interested parties.

On-Site Supervisor Responsibilities:

1. The site supervisor will make every effort to provide opportunities to students to counsel clients who represent the racial, ethnic, and demographic diversity of their community.
2. The on-site supervisor will be responsible for providing one hour of individual supervision per week.
3. The on-site supervisor will allow for biweekly contacts with the Community Counseling Program Faculty either by on-site visits, telephone contacts, or by email (if permitted by agency policies).
4. The on-site supervisor will complete two written evaluations of the student's performance, one at the middle and one at the end of the semester. The faculty supervisor will provide the approved evaluation forms. The on-site supervisor will discuss the evaluations with the student and provide a copy of the evaluations to the student and the faculty supervisor.
5. The on-site supervisor is responsible for informing the faculty supervisor of any problems that may be interfering with the student's progress during the semester.

Gannon University Community Counseling Program Responsibilities:

1. The Community Counseling Program will make every effort to provide opportunities to students to counsel clients who represent the racial, ethnic, and demographic diversity of their community.
2. The Community Counseling Faculty Supervisor will provide a minimum of 1.5 hours of group supervision weekly. The faculty supervisor may also provide 1 hour of individual or triadic supervision in order to further meet the developmental needs of Practicum students. Upon request, this may occur several times throughout the semester. The faculty supervisor will review and verify the two written evaluations of the student's performance, one at the middle and one at the end of the semester.
3. The Community Counseling Program Faculty will provide bi-weekly contacts with the Site Supervisor either by on-site visits, telephone contacts, or by email (if permitted by agency policies).
4. The program will participate with the practicum site in the screening and selection of practicum students. The Gannon University Community Counseling Program will respect a request by a site to remove a practicum student from that site if the student is not capable of functioning at the required level of proficiency or if for any reason the student is found to be unsuitable for assignment in that site.

5. The program will share appropriate requested information regarding the student's background experience and educational accomplishments and needs.
6. The program will enforce rules and regulations governing the student that are mutually agreed upon by the Gannon University Community Counseling Program and the practicum site. Students will be expected to abide by the policies and procedures at the practicum site and to respect the confidential nature of the case records at the site.
7. The program will retain copies of Background Clearances and evidence of Professional Liability Insurance provided by the student.
8. The program will assume responsibility for the assignment of a final grade for the clinical experience.

Student Responsibilities:

1. The student will make every effort to counsel clients who represent the racial, ethnic, and demographic diversity of community affiliated with the practicum site.
2. The student will act in accordance with the highest ethical standards of the counseling professional as defined by ACA and ACA ethical standards.
3. The student will document all hours spent at the site and notify the faculty supervisor if the student should project any difficulty in meeting the required 100 hours before the end of the semester.
4. The student agrees to notify the faculty supervisor if the student has any difficulty performing counseling functions or establishing satisfactory relationships with personnel at the site.

All persons signing below acknowledge agreement with the conditions set forth in this contract. Any modifications to this contract will be negotiated between the faculty supervisor and the practicum site.

Name of Practicum Site

Practicum Site Representative and Title (if applicable)

Date

On-Site Supervisor

Date

Faculty Supervisor

Date

Student

Date



**INTERNSHIP
Clinical Experience Contract
Community Counseling Program - Department of Psychology**

This contract between the MS-Community Counseling Program in the Department of Psychology at Gannon University and _____ clarifies the joint and separate responsibilities of each facility and for the internship students during the _____ semester. This contract is in effect for the following student: _____ and the following on site supervisor: _____.

Internship Site Responsibilities:

1. The internship site is an equal opportunity employer.
2. The internship site must provide an on-site supervisor who will provide one hour of individual supervision per week. The supervisor's credentials must include a minimum of a Master's degree in counseling or a related field and at least two years of professional experience in the field.
3. It is expected that students will be exposed to a variety of activities on-site, including direct client contact, supervision, consultation, staff meetings, in-service trainings, and assessment. Clients' presenting problems should be mental/emotional in nature to allow students to develop and refine their counseling skills. At least 240 hours of the required 600 hours must be in direct service. Direct service includes individual, group, and family therapy, assessment and intake services, psycho-educational services, and consultation provided to others.
4. Students are required to audio or video record at least two counseling sessions per semester, and the site will need to allow for this provision. Recordings used for instructional purposes should have all identifying information removed and be erased in their entirety following supervisory sessions.
5. The site will provide sufficient office space, privacy for counseling sessions, use of necessary equipment, office supplies, etc. for an effective internship experience.
6. The site is responsible for informing the faculty supervisor of changes in agency policies, procedures, and personnel that might affect the internship experience.

7. The site agrees not to terminate the clinical experience placement prior to completion of the university semester without a meeting between the student, the faculty supervisor, the on-site supervisor, and other interested parties.

On-Site Supervisor Responsibilities:

1. The site supervisor will make every effort to provide opportunities to students to counsel clients who represent the racial, ethnic, and demographic diversity of their community.
2. The on-site supervisor will be responsible for providing one hour of individual supervision per week.
6. The on-site supervisor will allow for biweekly contacts with the Community Counseling Program Faculty either by on-site visits, telephone contacts, or by email (if permitted by agency policies).
3. The on-site supervisor will complete two written evaluations of the student's performance, one at the middle and one at the end of the semester. The faculty supervisor will provide the approved evaluation forms. The on-site supervisor will discuss the evaluations with the student and will provide a copy of evaluations to the student and the faculty supervisor.
4. The on-site supervisor is responsible for informing the faculty supervisor of any problems that may be interfering with the student's progress during the semester.

Gannon University Community Counseling Program Responsibilities:

1. The Community Counseling Program will make every effort to provide opportunities to students to counsel clients who represent the racial, ethnic, and demographic diversity of their community.
2. The Community Counseling Program Faculty will provide a minimum of 1.5 hours of group supervision for internship students.
3. The Community Counseling Program Faculty will provide bi-weekly contacts with the Site Supervisor either by on-site visits, telephone contacts, or by email (if permitted by agency policies).
4. The program will participate with the internship site in the screening and selection of internship students. The Gannon University Community Counseling Program will respect a request by a site to remove an internship student from that site if the student is not capable of functioning at the required level of proficiency or if for any reason the student is found to be unsuitable for assignment in that site.
5. The program will share appropriate requested information regarding the student's background experience and educational accomplishments and needs.
6. The program will enforce rules and regulations governing the student that are mutually agreed upon by the Gannon University Community Counseling Program and the internship site. Students will be expected to abide by the policies and procedures at the internship site and to respect the confidential nature of the case records at the site.

7. The program will retain copies of Background Clearances and evidence of Professional Liability Insurance provided by the student.
8. The program will assume responsibility for the assignment of a final grade for the clinical experience.

Student Responsibilities:

1. The student will make every effort to counsel clients who represent the racial, ethnic, and demographic diversity of community affiliated with the practicum site.
2. The student will act in accordance with the highest ethical standards of the counseling professional as defined by ACA and ACA ethical standards.
3. The student will document all hours spent at the site and notify the Clinical Experience Coordinator if the student should project any difficulty in meeting the required 600 hours before the end of the semester.
4. The student agrees to notify the faculty supervisor if the student has any difficulty performing counseling functions or establishing satisfactory relationships with personnel at the site.

All persons signing below acknowledge agreement with the conditions set forth in this contract. Any modifications to this contract will be negotiated between the faculty supervisor and the internship site.

Name of Internship Site

Date

Internship Site Representative and Title (if applicable)

Date

On-Site Supervisor

Date

Faculty Supervisor

Date

Student

Date

WEEKLY COMMUNITY COUNSELING PRACTICUM CLINICAL EXPERIENCE LOG

Week # 1 Name _____

Date: _____ Course # 650 Setting _____

	SUN	MON	TUES	WED	THU	FRI	SAT	This Week	Last Week Cum.	Cum. Total
Assessment Interviews								0		0
Individual Counseling								0		0
Group Counseling								0		0
Career Counseling								0		0
Family Counseling								0		0
Consultation-Client								0		0
Appraisal & Testing								0		0
Crisis Intervention								0		0
Other (Specify)								0		0
Psychoeducational Activities								0		0
Total Hours (Direct)	0	0	0	0	0	0	0	0	0	0
Consultation - Staff								0		0
Consultation - Community								0		0
Planning/ Coordination								0		0
Making Referrals								0		0
Observation								0		0
Recordkeeping								0		0
Professional Development								0		0
Total (Indirect)	0	0	0	0	0	0	0	0	0	0
Total Hours	0	0	0	0	0	0	0	0	0	0
Individual Supervision								0		0
Group Supervision								0		0
Total (Supervision)	0	0	0	0	0	0	0	0	0	0

Supervisor Signature & Date _____

Student's Signature & Date _____

Faculty Supervisor's Signature & Date _____

WEEKLY COMMUNITY COUNSELING INTERNSHIP CLINICAL EXPERIENCE LOG

Week # 1 Name _____
 Date: _____ Course # 651 Setting _____

	SUN	MON	TUES	WED	THU	FRI	SAT	This Week	Last Week Cum.	Cum. Total
Assessment Interviews								0		0
Individual Counseling								0		0
Group Counseling								0		0
Career Counseling								0		0
Family Counseling								0		0
Consultation-Client								0		0
Appraisal & Testing								0		0
Crisis Intervention								0		0
Individual Supervision								0		0
Group Supervision								0		0
Psychoeducational Activities								0		0
Total Hours (Direct)	0	0	0	0	0	0	0	0		0
Consultation - Staff								0		0
Consultation - Community								0		0
Planning/ Coordination								0		0
Making Referrals								0		0
Observation								0		0
Recordkeeping								0		0
Professional Development								0		0
								0		0
Total (Indirect)	0	0	0	0	0	0	0	0		0
Total Hours	0	0	0	0	0	0	0	0		0

Supervisor Signature & Date _____

Student's Signature & Date _____

Faculty Supervisor Signature & Date _____

SUPERVISOR DATA
 Gannon University
 Community Counseling Program

Name of Supervisor _____
 Name of Agency or School _____
 Business Address _____
 _____ Zip _____
 Email Address _____
 Business Telephone Number () _____
 Current Job Title _____

LICENSURE INFORMATION

Type of License	State & Department Issuing License	License #/ID & Expiration Date
Type of License	State & Department Issuing License	License #/ID & Expiration Date

CERTIFICATION INFORMATION

Type of Certification	State & Department or Organization Issuing Certificate	Certification #/ID & Expiration Date
Type of Certification	State & Department or Organization Issuing Certificate	Certification #/ID & Expiration Date

EDUCATIONAL/ACADEMIC INFORMATION

Highest Degree Earned	Major/Program of Study	College/University
-----------------------	------------------------	--------------------

Supervision Training (Please Check All That Apply):

Graduate Coursework Professional Workshops Other _____

Years of Counseling Experience _____

****Please attach Professional Disclosure Statement or Resume***

Counseling Practicum / Internship Completion Form

The Completion Form is to be signed by the Site Supervisor and returned to the Faculty Supervisor for verification upon completion of each clinical experience: practicum and internship. This form then will be placed in the student's permanent file.

PART A: TO BE COMPLETED BY THE STUDENT

Name _____

Address _____ Zip _____

Home Phone () _____ Work Phone () _____

Course Completed (*check*): () GCOU 650 Supervised Practicum () GCOU 651 Supervised Internship

PART B: TO BE COMPLETED BY THE SITE SUPERVISOR

This is to certify that as of _____ (enter date) the above named student has completed _____ total hours experience under my supervision at:

Site Name _____

Address _____ Zip _____

Site Phone () _____ E-mail: _____

Site Supervisor Signature _____

PART C: TO BE COMPLETED BY THE FACULTY SUPERVISOR

1. Supervision during this experience has been provided as follows:

- _____ Individual supervision hours provided by Site Supervisor
- _____ Group faculty supervision hours provided by Gannon Faculty
- _____ Individual supervision hours provided by Gannon Faculty

2. Client contact hours verified (*check appropriate course being completed*)

- () Internship -600/240 () Practicum 100/40
- _____ Direct contact hours with clientele served on site
- _____ Indirect contact hours in counseling related experiences on site

The accuracy of the reported information has been verified through student contact and an examination of the student's experience log.

Faculty Supervisor _____ Date _____

COUNSELING SKILLS SCALE (CSS)

University Name _____ Student Name _____
 Review by Audio _____ Video _____ Transcript _____ Reviewer Name _____
 Reviewed after: Strategies & Techs. _____ Practicum _____ Community Intern _____

This survey assesses the quality of student performance of counseling skills. It divides nineteen specific “microskills” into six groupings (in caps following roman numerals). Please first rate the student’s microskills as -2, -1, 0, +1, or +2 according to the scale below. Then summarize each grouping of skills by adding and averaging its individual microskills scores. Place that average in the blank following the grouping heading. NOTE: If a skill is not performed but does not seem necessary, then assign it an “NN” and average only those skills performed into mean grouping scores. If a skill is not performed but should have been, then give it a score of -2 or -1 and average it with the rest of the skills performed under that super-heading.

- +2 *Highly developed: helpful, well-timed, and consistently well-performed*
- +1 *Well developed: helpful and well-timed when performed, but not consistently smooth*
- 0 *Developing skills: somewhat helpful but too many missed opportunities*
- 1 *Continue practice: not helpful or well-timed, or no skill existent when it should be*
- 2 *Major adjustment needed: not at all helpful or well-timed*
- NN Not performed, but not necessary; (an)other skill(s) within this “grouping” used to effectively meet this grouping’s goals**

I. SHOWS INTEREST AND APPRECIATION Group Score _____

1. Body Language and Appearance – Maintains open, relaxed, confident posture with appropriate eye contact. Leans forward when talking, leans back when client talks on target. Uses head nods and body gestures to encourage client talk. Maintains professional dress. -2 -1 0 +1 +2

2. Minimal Encouragers -- Repeats key words and phrases. Uses prompts (uh huh, okay, right, yes) to let client know s/he is heard. Uses silence helpfully. -2 -1 0 +1 +2

3. Vocal Tone – Uses vocal tone that matches the sense of the session and session goals. Vocal tone communicates caring and connection with the client. -2 -1 0 +1 +2

4. Evoking and Punctuating Client Strengths -- Includes questions and reflections related to assets and competencies; positively reframes client experiences. -2 -1 0 +1 +2 NN

II. ENCOURAGES EXPLORATION Group Score _____

5. Questioning -- Asks open-ended questions that encourage the client to continue talking and to provide information. Uses when needed and when theoretically consistent. Uses closed questions judiciously. Does not overuse questions. -2 -1 0 +1 +2 NN

6. Requesting Concrete and Specific Examples -- Asks for concrete and specific instances when clients provide vague generalities. (“Give me an

example of how you might feel or behave when facing _____.") -2 -1 0 +1 +2 NN

- +2 *Highly developed: helpful, well-timed, and consistently well-performed*
- +1 *Well developed: helpful and well-timed when performed, but not consistently smooth*
- 0 *Developing skills: somewhat helpful but too many missed opportunities*
- 1 *Continue practice: not helpful or well-timed, or no skill existent when it should be*
- 2 *Major adjustment needed: not at all helpful or well-timed*

NN Not performed, but not necessary; (an)other skill(s) within this "grouping" used to effectively meet this grouping's goals

7. Paraphrasing (reflection of content) -- Engages in brief, accurate, and clear rephrasing of what the client has expressed. -2 -1 0 +1 +2 NN

8. Summarizing -- Makes statements at key moments in the session that capture the overall sense of what the client has been expressing. -2 -1 0 +1 +2 NN

III. DEEPENS THE SESSION

Group Score _____

9. Reflecting Feeling -- States succinctly the feeling and the content of the problem faced by the client ("You feel _____ when _____.") -2 -1 0 +1 +2 NN

10. Using Immediacy -- Recognizes here-and-now feelings, expressed verbally or nonverbally, of the client or the counselor. Can be related to the counselor-client relationship. ("As we talk about _____ problem, I sense you are feeling _____ about me. In turn, I'm feeling _____ about how you are viewing the problem right now.") -2 -1 0 +1 +2 NN

11. Observing Themes and Patterns -- Identifies more overarching patterns of acting, thinking, or behaving in problem situations ("In _____ situations, you regularly do _____ [or think _____ or feel _____."]) -2 -1 0 +1 +2 NN

12. Challenging/Pointing out Discrepancies -- Expresses observations of discrepancies. ("You expect yourself to do _____ when facing the problem of _____, but you do _____ instead. When this happens you feel _____ about yourself.") -2 -1 0 +1 +2 NN

13. Reflecting Meaning and Values -- Reflects the unexpressed meaning or belief/value system that is behind the words the client is saying. ("You feel strongly about making choices based on _____ belief.") -2 -1 0 +1 +2 NN

IV. ENCOURAGES CHANGE

Group Score _____

14. Determining Goals and Desired Outcomes -- Collaboratively

determines outcomes toward which the counseling process will aim. Helps client set goals.

-2 -1 0 +1 +2 NN

- +2 *Highly developed: helpful, well-timed, and consistently well-performed*
- +1 *Well developed: helpful and well-timed when performed, but not consistently smooth*
- 0 *Developing skills: somewhat helpful but too many missed opportunities*
- 1 *Continue practice: not helpful or well-timed, or no skill existent when it should be*
- 2 *Major adjustment needed: not at all helpful or well-timed*

NN **Not performed, but not necessary; (an)other skill(s) within this "grouping" used to effectively meet this grouping's goals**

15. Using Strategies for Creating Change – Uses

theoretically-consistent and intentional intervention strategies to help client move forward toward treatment goals [such as setting up reinforcement systems, using guided imagery, asking the miracle question, directives, self-disclosure, interpretation, advice, opinion, information instruction].

-2 -1 0 +1 +2 NN

16. Considering Alternatives and their Consequences -- Helps

the client review possible solutions and the value of each over the long term. ("One option would be _____, and that would mean _____. Another option would be....")

-2 -1 0 +1 +2 NN

17. Planning Action and Anticipating Possible Obstacles --

Reaches agreement about actions to take between sessions, who is responsible for them, and when they will be done. Helps client to list what obstacles might interfere and decide how to handle them. ("So, you will do _____ by _____ date. What could prevent you from accomplishing your plan?")

-2 -1 0 +1 +2 NN

V. DEVELOPS THERAPEUTIC RELATIONSHIP

Score _____

18. Consistently engages in caring manner with client, particularly by demonstrating such core conditions as genuineness and authenticity, warmth and acceptance, respect and positive regard, and empathy.

-2 -1 0 +1 +2

VI. MANAGES THE SESSION

Score _____

19. Opens session smoothly and warmly greets client. Begins work on counseling issues in a timely way. Structures session, directing client naturally through opening, exploration, deeper understanding, creating change, and closing; focuses client on essence of issues at a level deep enough to promote positive movement. Smoothly and warmly ends the session, in a timely way, planning for future sessions or for termination.

-2 -1 0 +1 +2

TOTAL CSS SCORE (add grouping averages): _____

Evaluator Comments:

Areas for Improvement:

Assets and Strengths:

General Comments:

Substantial agreement with evaluation [*By Student*]: _____ Yes _____ No

Comments [*By Student*]:

Signatures:

Site Supervisor: _____ Date: _____

Student: _____ Date: _____

Faculty Supervisor: _____ Date: _____

Intern Name: _____ Site Supervisor Name: _____

Check one: _____ **Midterm Evaluation** _____ **Final Evaluation**
Date: _____

**COUNSELOR SKILL AND PERSONAL DEVELOPMENT
 RATING FORM (CSPD-RF)**
 (Wilbur, 1991, modified by Torres Rivera, 1995)

Directions: Using the following 20 items, rate the counselor’s personal and/or skill development (depending on the personal development or skill focus of the item) based on your observation of his/her counseling session with the client. Each of the 20 items is to be rated, using the following Likert-type scale, from 1 (the lowest rating) to 6 (the highest rating). Circle a number, for each of the 20 items, that best indicates your observation and rating of the counselor’s personal and/or skill development in the session with the client.

Please respond to each question according to the following scheme:

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

1. The counselor’s observed ability to communicate directly and honestly in her/his interaction with the client.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

2. The counselor’s observed use of clarification skills in responding to client’s statements.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

3. The counselor’s observed awareness of his/her own emotional states while interacting and communicating with the clients.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

4. The counselor’s observed personal congruence between his/her own verbal and nonverbal behaviors in the session with the client.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

5. The counselor’s observed emotional sensitivity (empathy, not sympathy) toward the client’s statements of feelings, problems issues, conflicts, life situations, etc.

1	2	3	4	5	6
---	---	---	---	---	---

Unacceptable	Very Poor	Poor	Good	Very Good	Outstanding
--------------	-----------	------	------	-----------	-------------

6. The counselor's observed use of paraphrasing and summarization skills in responding to client's statements.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

7. The counselor's observed use of feedback skills in responding to client's statements.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

8. The counselor's observed awareness of his/her own personal strengths and weakness while interacting and communicating with the client.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

9. The counselor's observed use of attending and observational skills while responding to client's statements.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

10. The counselor's observed use of giving/providing directives in his/her responses to client's statements.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

11. The counselor's observed use of confrontation skills in responding to client's statements.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

12. The counselor's observed tolerance for differences between his/her perspectives (be they cultural, socio-economic, socio-political, gender, sexual preference, race, age, ethnicity, etc.) and differing perspectives observed in or expressed by the client.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

13. The counselor's observed use of advise/information and educational/instructional skills in his/her responses to client's statements.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

14. The counselor's observed awareness of his/her sexist, racist, ageist, and etc. beliefs, feelings, and behaviors while interacting and communicating with the client.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

15. The counselor's observed use of interpretation skills in his/her responses to client's statements.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

16. The counselor's observed awareness of his/her own interpersonal influence on the client while interacting and communicating with the client.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

17. The counselor's use of reflection of meaning and reflection of feelings skills while responding to client's statements.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

18. The counselor's observed awareness of his/her own general beliefs while responding to client's statements.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

19. The counselor's observed awareness of his/her own personal and familial development in response to client's statements.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

20. The counselor's observed use of self-disclosure skills in responding to client's statements.

1 Unacceptable	2 Very Poor	3 Poor	4 Good	5 Very Good	6 Outstanding
-------------------	----------------	-----------	-----------	----------------	------------------

Limitations and Weaknesses:

Assets and Strengths:

General Comments:

Substantial agreement with evaluation [*By Intern*]: _____ Yes _____ No

Comments [*By Intern*]:

Signatures:

Site Supervisor: _____

Date: _____

Intern: _____

Date: _____

Faculty Supervisor: _____

Date: _____

STUDENT SITE EVALUATION FORM

To be completed by Counselor Trainee

Counselor Trainee: Return to Faculty Supervisor Upon Completion of the Practicum or Internship

Name: _____ Clinical Experience Site: _____

Semester: _____ Check One: Practicum _____ Internship _____

This questionnaire has been developed as a means to gather factual information about Counselor Trainees regarding the Practicum/Internship clinical experience. The questionnaire has two general purposes: first, it should provide a standardized format for making generalizations about the Practicum or Internship for all Counselors-in-training; second, it should provide a basis upon which specific agencies/schools and the Community Counseling Program at Gannon University can base discussions regarding continued improvement of the clinical experiences. Please answer all questions based on your experiences this most recent term.

1. Estimated total number of clients/students you counseled _____.
2. Estimated total number of students/clients for which you participated in assessing _____.
3. Estimate the average number of sessions you completed per student/client _____.
4. List in order of most prevalent to least prevalent, which of the following characterizes the most common problems of students/clients you worked with at your clinical experience site.

<input type="checkbox"/> Personal (psychological/mental health)	<input type="checkbox"/> Family
<input type="checkbox"/> Career / Vocational	<input type="checkbox"/> Academic
<input type="checkbox"/> Social	<input type="checkbox"/> Substance Abuse
<input type="checkbox"/> Medical	<input type="checkbox"/> Other (specify) _____.
5. Generally, how would you characterize the clinical experience site's attitude toward the Counseling Program at Gannon University (circle one)?

a. Very positive	d. Negative
b. Positive	e. Very negative
c. Neutral	
6. Generally, how honest do you feel the site has been with the faculty supervisor regarding your work (circle one)?

a. Openly shared all relevant information about my work with the faculty supervisor.
b. Shared most relevant information about my work with the faculty supervisor.
c. Withheld quite a bit of relevant information about my work from the faculty supervisor.
d. Distorted information about my work it shared with the faculty supervisor.
7. Generally, did the contact between the clinical experience site and Gannon University or the faculty supervisor benefit you (circle one)?

a. Very much	c. Somewhat
b. Considerably	d. Not at all
8. Generally, did the site supervision benefit you (circle one)?

a. Very much	c. Somewhat
b. Considerably	d. Not at all
9. How would you characterize the adequacy of office space for counseling / related activities (circle one)?

a. Excellent	d. Poor
--------------	---------

- b. Very adequate
- c. Adequate
- e. Bad

10. Estimate (out of 100% of the time you spent involved w/ the clinical experience) the percentage of time you spent in each of the following activities:

- | | |
|---------------------------------|--|
| a. Individual counseling _____% | h. Family sessions _____% |
| b. Group counseling _____% | i. Career / Vocational counseling _____% |
| c. Home visits _____% | j. Meetings _____% |
| d. Case management _____% | k. Clerical Activities _____% |
| e. Testing _____% | l. Other contacts (within site) _____% |
| f. Diagnosis/Assessment _____% | m. Other contacts (outside of site) _____% |
| g. Guidance programming _____% | n. Other (specify) _____% |

11. Estimate the site's willingness to allow you to assume responsibility for services provided to students/clients.

For example, did the school/agency allow you sufficient opportunity to counsel students/clients, did the site generally accept your suggested counseling services for clients, etc. (circle one)?

- a. Very willing
- b. Willing
- c. Ambivalent
- d. Reluctant
- e. Unwilling

12. Was taping interviews / counseling sessions possible (circle one)? YES NO If NO, explain why not.

13. Would you still choose this clinical experience site if you had it to do over again (circle one)?

- a. Definitely
- b. Probably
- c. Neutral
- d. Unlikely
- e. No

14. Upon graduation and licensure, would you wish to work at this school/agency, assuming there was a vacancy?

YES NO

15. Overall, how would you rate your clinical experience at this site to date (circle one)?

- a. Excellent
- b. Good
- c. Fair
- d. Poor
- e. Bad

16. Very briefly summarize your feelings about your Practicum/Internship experiences at this site.

17. Please provide any additional comments.

Circle one: I give / do not give my permission to have a copy of this evaluation sent to the site / site supervisor.

Counselor Trainee Signature

Date

*Return Completed Form to Faculty Supervisor

SUPERVISION STYLES INVENTORY

Friedlander, M., L., & Ward, L., G. (1984). State University of New York at Albany

Counselor _____ Supervisor _____

Please rate your supervisor's general style of supervision on a scale of 1 to 7 on the following adjectives. Please respond keeping ONLY the supervisor named above in mind.

_____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____
Not very Very

- | | | | | | |
|------------------|-------|----------------|-------|------------------|-------|
| 1) Goal oriented | _____ | 12) Responsive | _____ | 23) Open | _____ |
| 2) Prescriptive | _____ | 13) Structured | _____ | 24) Realistic | _____ |
| 3) Concrete | _____ | 14) Evaluative | _____ | 25) Resourceful | _____ |
| 4) Explicit | _____ | 15) Friendly | _____ | 26) Invested | _____ |
| 5) Committed | _____ | 16) Flexible | _____ | 27) Facilitative | _____ |
| 6) Affirming | _____ | 17) Perceptive | _____ | 28) Therapeutic | _____ |
| 7) Practical | _____ | 18) Didactic | _____ | 29) Positive | _____ |
| 8) Sensitive | _____ | 19) Thorough | _____ | 30) Trusting | _____ |
| 9) Collaborative | _____ | 20) Focused | _____ | 31) Informative | _____ |
| 10) Intuitive | _____ | 21) Creative | _____ | 32) Humorous | _____ |
| 11) Reflective | _____ | 22) Supportive | _____ | 33) Warm | _____ |

Comments:

CLIENT VIDEO / AUDIO RECORDING CONSENT FORM

Community Counseling Program
Department of Psychology
Gannon University

GCOU 650 Supervised Practicum
GCOU 651 Supervised Internship

I, _____ consent to the audio and/or video recording of my individual/group/family counseling session(s) with _____, a student counselor-in-training from Gannon University Community Counseling Program. I understand that the recorded session(s) may be reviewed by the student counselor-in-training, his/her supervisors, and by students in the Supervised Practicum or Internship course as an educational and training tool. I understand that confidentiality will be safely guarded at all times. I understand that only first names will be used to ensure confidentiality. I understand that all recordings will be destroyed at the completion of the fall spring semester 20____. Should I have any further questions I may contact the student counselor trainee's site supervisor, _____, at (814) _____ or his/her university supervisor, _____, at (814) _____.

Signature of Client

Date

Signature of Parent/Guardian (if client is under 14yrs)

Date

Signature of Student Counselor-in-Training

Date

Signature of Site Supervisor

Date

The Counselor Preparation Comprehensive Examination (CPCE)

The Gannon University Community Counseling Program utilizes the Counselor Preparation Comprehensive Examination (CPCE) to evaluate students' core knowledge of counselor competency areas. The CPCE is maintained by the Center for Credentialing and Education (CCE), an affiliate of the National Board for Certified Counselors (NBCC). Students should plan on taking the CPCE after completing the Foundations courses, the Counseling Core I and Core II courses. The Advanced courses can be taken concurrently or after a student completes the CPCE. If possible, it is advisable to take the CPCE the semester before GCOU 650 Practicum. Students must enroll in GCOU 691 Counselor Preparation, a 0 credit course to take the CPCE. GCOU 691 should be taken concurrently with GCOU 690 Seminar in Counseling. All of the following courses should be completed, or taken concurrently with GCOU 691, in order to take the CPCE:

Foundations of Professional Counseling Sequence

GCOU 605 Group Dynamics
GCOU 608 Human Development Over the Life Span
GCOU 627 Professional Counseling
GCOU 648 Counseling Strategies & Techniques

Counseling Core I Sequence

GCOU 603 Research Methods
GCOU 610 Counseling & Personality Theory

GCOU 625 Multi-Cultural Aspects of the Help. Prof.
GCOU 631 Abnormal Psychology

Counseling Core II Sequence

GCOU 612 Family Systems
GCOU 613 Appraisal in Counseling
GCOU 622 Career Development & Counseling
GCOU 642 Child and Adolescent Counseling
GCOU 690 Seminar in Counseling
GCOU 691 Counselor Preparation

The National Counselor Examination (NCE)

The Gannon University Community Counseling Program participates in a special program through NBCC to allow our students to take the NCE, prior to graduation, here at Gannon; the GSA-NCC Program. Students who wish to become Nationally Certified Counselors and/or Licensed Professional Counselors in Pennsylvania must take and pass the NCE. As a participant in the GSA-NCC Program, Gannon Counseling Students can take the NCE one semester before graduation or one semester after graduation from Gannon. Students must communicate their intent to take the exam in advance, usually during GCOU Supervised Practicum. GSA-NCC Applications to take the NCE exam are available as follows:

- April NCE Exam Date Application available in November / Due Beginning of December
- October NCE Exam Date Application available in May / Due Beginning of June

Dr. McCurdy is the NCC-GSA Coordinator. All Applications and related material are available at his office during these designated timeframes. There is a cost for completing the GSA-NCE Application and taking the NCE Exam. It is currently \$290.00 payable with the application. If a student chooses not to take the NCE as part of the GSA-NCC Program, he/she will be required to contact the NBCC on their own and take the NCE as a "Professional" which has different requirements, application guidelines, a higher application fee, and may require travel to Pittsburgh or another testing site arranged by NBCC. It is strongly advised that students participate in the GSA-NCC Program and take the NCE prior to graduation. If a student would not pass the exam, he/she is eligible to retake it through the GSA-NCC Program here at Gannon.