



**Rehabilitation and Career Counseling Practicum Manual,  
Guidelines, and Contract  
ADRE 6360 Practicum**

Counseling Practicum Faculty Supervisors

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**Welcome to Field Site Supervisors!**

Dear Colleagues,

Thank you for willingness to provide Field-Site Supervision of our Master's in Rehabilitation & Career Counseling practicum student! The experience, wisdom, and knowledge you will share with the student is absolutely critical to the student completing the "capstone" experiences of field work. The following practicum guidelines are intended to help establish and maintain a good working alliance between you, the student, and ECU's rehabilitation and career counseling faculty. Specific roles and responsibilities for you and the practicum student are offered to help make this a meaningful experience for all those involved in the practicum process. The guidelines for the Rehabilitation and Career Counseling (RCC) Practicum experience are somewhat flexible, recognizing that each situation will vary, depending upon the unique nature of the student, the field-site supervisor, the caseload, and the program where the field experience is taking place.

The primary objective of the RCC Practicum experience is to provide students with an opportunity to further develop their skills in clinical rehabilitation counseling, case recording, and case management. Students will see the practical application of treatment policy, client services, and counseling philosophy in a human service program. During the Practicum, students will need to complete supervised rehabilitation counseling activities that will include a minimum of 100 hours of applied experience in your agency/program, with at least 40 hours of direct service to individuals with disabilities (CACREP Standard 3.G). The RCC Practicum is followed by a 600-hour Internship in Rehabilitation and Career Counseling experience where the student assumes all of the functions of a beginning counselor.

Again, we are very grateful for your willingness to help facilitate an excellent practicum experience!

Sincerely,

Dr. Susan Sherman Ph.D., CPM, CRC, LPC, Director of Rehabilitation and Career Counseling

## **Introduction**

The guidelines for the Rehabilitation and Career Counseling (RCC) Practicum experience are somewhat flexible, recognizing that each situation will vary, depending upon the unique nature of the student, the field-site supervisor, the caseload, and the program where the field experience is taking place.

The primary objective of the RCC Practicum experience is to provide students with an opportunity to develop further their skills in clinical rehabilitation counseling, case recording, and case management. Students will see the practical application of treatment policy, client services, and counseling philosophy in a human service program. The RCC Practicum is followed by a 600-hour Internship in Rehabilitation and Career Counseling experience where the student assumes all of the functions of a beginning counselor.

### **The Rehabilitation and Career Counseling Practicum Experience**

The purpose of the RCC Practicum experience is different from the Prepracticum in RCC and the Internship in RCC experience. The RCC Practicum is preceded by the Prepracticum in RCC course, which is a foundational counselor skill-training course taught on campus, utilizing the Department's counseling lab. The RCC Practicum is a field-based experience in a community-based counseling program with actual clients. The RCC Practicum is designed to provide opportunities for students to focus on the application of counseling techniques that they have been developing in on-campus laboratory situations (e.g. Prepracticum in Rehabilitation and Career Counseling; Group Counseling for Addictive Behaviors).

The Internship in RCC follows the RCC Practicum and includes 600-hours of clinical field experience (15-weeks of full-time work experience) in a Rehabilitation program (e.g., state vocational rehabilitation agency, community rehabilitation program). The Intern is expected to participate in the same activities as an employed Rehabilitation or clinical counselor (see Internship Manual for guidelines).

### **Practicum seminar**

The RCC Practicum course builds on the basic rehabilitation counseling skills learned in the Prepracticum in RCC course and includes more advanced on-campus counselor skill-training and supervision for three hours each week throughout the 15-week semester. The practicum supervision includes reviewing and providing feedback to students' taped counseling sessions with clients. In order to meet effectively the students' needs, group supervision generally does not exceed 12 students per group.

This opportunity to try out, under close supervision, various clinical methods for working with clients and their families is an important component in learning to be an effective rehabilitation and clinical counselor.

## Counseling Practicum Preparation

Students will have the following required courses before they graduate:

**The program requires 62 s.h. as follows:**

### Required courses - 56 s.h.

- ADRE 6000 - Medical and Psychosocial Aspects of Disability
  - *CACREP Standards 2.F. & 5.H.2.b-h*
- ADRE 6010 - Introduction to Clinical, Addictions, and Rehabilitation Counseling
  - *CACREP Standards 2.F.1.a-m & 5.H.1.a-g*
- ADRE 6050 - Ethical and Legal Aspects in Clinical, Addictions, and Rehabilitation Counseling
  - *CACREP Standards 2.F.1.a-m & 5.H.2.q*
- ADRE 6100 - Occupational Analysis and Career Counseling
  - *CACREP Standards 2.F.4.a-j & 5.H.1.c.2.d.3.h*
- ADRE 6250 - Diagnosis and Treatment of Mental and Emotional Disorders
  - *CACREP Standards 2.F.7.h-m & 5.H.1.g.3.l*
- ADRE 6300 - Clinical, Addictions, and Rehabilitation Counseling Theories
  - *CACREP Standards 2.F.5.a-c & 5.H.1.b*
- ADRE 6310 - Prepracticum in Clinical, Addictions, and Rehabilitation Counseling
  - *CACREP Standards 2.F.1.k-m.5.d-n & 5.H.3.a*
- ADRE 6340 - Human Growth and Development in Clinical, Addictions and Rehabilitation Counseling
  - *CACREP Standards 2.F.3.a-i & 5.H.f-g*
- ADRE 6350 - Clinical, Addictions, and Rehabilitation Group Counseling
  - *CACREP Standards 2.F.6.a-h & 5.H.2.q*
- ADRE 6351 - Personal Growth Group Lab
  - *CACREP Standards 2.F.2.d.f.g & 5.H.2.c.e*
- ADRE 6360 - Practicum in Clinical, Addictions, and Rehabilitation Counseling
  - *CACREP Standards 2.F.5.d-n.7.b-e & 5.H.a-m*
- ADRE 6361 - Practicum in Clinical, Addictions, and Rehabilitation Counseling Lab
  - *CACREP Standards 2.F.5.d-n.7.b-e & 5.H.a-m*
- ADRE 6370 - Multicultural Issues in Clinical, Addictions, and Rehabilitation Counseling
  - *CACREP Standards 2.F.2.a-h & 5.H.2.e*
- ADRE 6380 - Career Counseling in Clinical, Addictions, Rehabilitation, and Counseling
  - *CACREP Standards 2.F.4.a-j & 5.H.1.c.2.k.3.h*
- ADRE 6401 - Assessment in Clinical, Addictions, and Rehabilitation Counseling
  - *CACREP Standards 2.F.7.a-m & 5.H.1.g.3.b-c*
- ADRE 6550 - Research in Clinical, Addictions, and Rehabilitation Counseling
  - *CACREP Standards 2.F.8.a-j & 5.H.3.d*
- ADRE 6991 - Internship in Clinical, Addictions, and Rehabilitation Counseling
  - *CACREP Standards 2.F.5.d-n.7.b-e & 5.H.a-m*

### Approved elective courses - 6 s.h.

(Choose 6 s.h. from the following.)

- ADRE 6375 - Military and Trauma Counseling
  - *CACREP Standards 2.F.2.d-h & 5.H.2.e-o*
- ADRE 6400 - Introduction to Vocational Evaluation and Career Assessment
  - *CACREP Standards 2.F.4.a-j & 5.H.1.c.2.k.3.h*
- ADRE 6703 - Foundations of Addictions and Clinical Counseling

Other courses must be approved in advance by the Program Director

Practicum students have many of the required courses before or during the practicum experience. Students need to apply as much academic training as possible during their RCC Practicum and subsequent Internship in RCC experience, but the focus is on counselor skill development. For more information concerning the RCC program visit the Department website at <http://www.ecu.edu/cs-dhs/dars/rcc.cfm>.

### **Field-Site Directory**

The Department maintains a Field-Site Directory of practicum and internship sites that former students have used. There are also sites listed that have expressed a willingness to accept students from the Department. The directory is available for viewing in the Addictions and Rehabilitation Studies Department. Ask the Departmental secretary for access to the directory. An online version of this director is also available at <http://www.ecu.edu/darsfieldsites/> once the student is admitted into the program.

### **Field-Site Approval**

Each student should arrange the RCC Practicum field-site in a human service program that offers counseling services after first gaining approval by the Practicum Coordinator. The field-site must be secured two months before the semester begins.

### **Field-Site Contract**

A contract must be in place between the field-site and East Carolina University before students can begin their Practicum. Check with the Departmental secretary to see if there is a current contract in place. If there is not a contract, students need to ask the Departmental secretary to initiate the process to secure one.

### **Supervision**

The goal of supervision, and of the entire RCC Practicum experience, is helping students develop the skills necessary to become an effective clinical counselor. Clinical supervision is a clinical teaching situation. In this relationship the faculty and field-site supervisor share with the supervisee the clinical knowledge and skill they have gained through years of practical experience in the field. The supervisors need to be aware of the capacity and potentialities of supervisees in order that they may be able to help supervisees develop their assessment, diagnostic, and rehabilitation counseling skills.

## Field-Site Supervisor

The field-site supervisor contributes to the preparation of new counseling professionals entering the field as well as providing a gatekeeper function for screening out unqualified or impaired counseling students from entering the counseling profession.

**Field-site supervisor qualifications:** Qualified field-site supervisors must meet the following standards (CACREP Standard 3.P):

- hold a graduate degree in a mental health discipline (e.g. rehabilitation counseling, counseling, psychology, social work);
- have a minimum of 2 years of relevant rehabilitation or clinical counseling experience;
- hold a license (e.g. LPC) or certification (e.g. CRC) in their professional discipline;
- **have knowledge of the RCC program's expectations, requirements, and evaluation procedures for students; and**
- have relevant training in counseling supervision (faculty will provide regularly scheduled continuing education to field-site supervisors that include: orientation, assistance, consultation, and professional development opportunities).

**Field-site supervision activities:** Field-site supervisors arrange for students to see clients in their program and tape individual counseling sessions. Field-site supervisors are required to provide a minimum of 1 hour of individual or triadic (i.e. supervisor and two students) supervision per week to students including reviewing counseling tapes and case recordings, as well as teach rehabilitation counseling skills. If the field-site supervisor is the primary counseling supervisor, s/he will work in bi-weekly consultation with the practicum faculty supervisor.

Students must have the opportunity to conduct or obtain assessments and provide individual and group counseling services. Allowing students to co-counsel family therapy sessions is encouraged but not required. Ideally, student counselors will work with a small number of clients for several contacts over a period of time. Faculty (or doctoral student supervisors under the supervision of faculty) will review selected student audio/video tapes of counseling sessions with students.

**Focus of counseling practicum is counseling experience:** In order to reach desirable goals in the RCC Practicum experience, both the field-site program staff and student must fully understand the responsibilities of each in relation to practicum activity. The student is neither expected nor required to perform the same counseling responsibilities as full-time qualified staff members. Although there is a certain amount of quid pro quo expectation where students assist field-site supervisors with some of their non-counseling related activities such as vocational evaluation, case management, job development, and psychoeducational classes, the focus of the RCC Practicum is on students' counselor skill development.

**Supervisor's evaluation of counseling student:** Field-site supervisors evaluate students' performance on an evaluation form provided by the Practicum faculty (Evaluation of Student

Performance by Field-Site Supervisor Form, available on DARS website). This evaluation may be reviewed with the student and then given to the faculty supervisor at mid-point and upon completion of the RCC Practicum experience.

**Faculty/Doctoral Student supervision:** Doctoral counseling students may supervise practicum students under qualified faculty supervision. Doctoral students who provide weekly individual supervision must have clinical experience (master's degree in counseling that included a 300-hour Practicum and a 600-hour Internship) and have completed or be enrolled in the ADRE 8380, Substance Abuse and Clinical Counseling & Rehabilitation Counseling Supervision course.

Faculty and doctoral student supervisors have primary responsibility for supervision of practicum students and for counselor skill training. Faculty and/or doctoral student supervisors will maintain contact with the field-site supervisor throughout the RCC Practicum to coordinate student counselors' development. When using distance education modalities, practicum supervision may be provided using a variety of methods such as video conferencing, teleconferencing, real time video contact, or others, as appropriate.

**Counseling practicum seminar and group supervision:** Students receive an average of 1 1/2 hours a week of group supervision by faculty supervisor. Students are responsible for bringing a client case file and taped counseling session each week to present a case to the RCC Practicum class for review and feedback (CACREP Standard 3.I).

**Individual or triadic supervision:** Students receive an average of one-hour a week of individual or triadic of supervision by either (CACREP Standard 3.H):

- o the field-site supervisor working in bi-weekly consultation with the faculty-supervisor/doctoral student.

and either

- o the faculty supervisor, or

- o the doctoral student supervised by faculty

### **Student Responsibilities**

**Present self as a professional:** When students enter a community human service program as a practicum student they are entering as a professional counselor-in-training. Thus, students should act and dress as other professionals do in that setting. Also, students must assume responsibilities such as regularity of attendance, conformity to the program's rules, regulations, standards, ethics, and complete assignments that are given by the field-site supervisor. Both the field-site supervisor and the student must understand that the practicum field experience is designed to contribute to the professional preparation of the counselor-in-training.



**Technical Standards:** The mission of the Department of Addictions and Rehabilitation Studies (DARS) is to provide students with the knowledge, clinical skills, and leadership tools to become counselor educators, clinical mental health, addictions, and rehabilitation counselors, and rehabilitation service providers in a culturally diverse and global society. The DARS has established the following technical standards for the admission, matriculation, and graduation of students. Students are expected to meet these standards with or without reasonable accommodations. Specifically, students will demonstrate:

1. Ability to develop working alliance with clients and others:
  - a. Establish and maintain relationships based on shared objectives and goals.
2. Ability to develop professional relationships:
  - a. Establish and maintain collegial professional relationships.
3. Willingness to accept and use instructor/supervisor feedback:
  - a. Complete industry standard methods of instruction/supervision.
  - b. Incorporate instructor/supervisory feedback into own views and changes behavior accordingly.
4. Openness to new ideas:
  - a. Adoption of innovative ideas, approaches, and/or procedures.
5. Flexibility:
  - a. Adaptation to changing demands in the professional environment, with or without direction.
6. Awareness of their own influence on others:
  - a. Ability to examine how their words and actions influence others.
  - b. Appropriately responds to feedback regarding influence of their words and actions on others.
7. Ability to deal with conflict:
  - a. Ability to recognize conflicting points of view.
  - b. Ability to examine their own role in a conflict.
  - c. Participates in conflict resolution.
  - d. Implements agreed upon resolution.
8. Willingness and ability to express feelings effectively and appropriately.
9. Ability to accept personal responsibility:
  - a. Ability to account for their own role in problems.
  - b. Ability to accept consequences and make appropriate changes.

10. Adherence to relevant University rules, professional ethical codes, and legal standards.
11. Understanding the consequences of criminal behavior on matriculation through a DARS program and/or obtaining professional credentials.
12. Ability to utilize computer technology and University learning platforms when required.

**Limited caseload over time:** Practicum students should see a few clients over time versus many clients for just a few sessions. The student is to gain experience seeing a few clients throughout the counseling process from the initial interview, through the development of the therapeutic alliance, identification of client goals, and treatment planning, to helping clients achieve their personal goals. Practicum students should have a limited caseload and be supervised by a qualified field-site supervisor as well as the faculty supervisor.

**Time requirements:**

**Total required hours at field site (100 hours):** Practicum students spend 8-hours per week, for 15-weeks in the community based human service program for a minimum of 100 hours. Most students spend one day a week and some students spend two 4-hour two days a week. Variations of this may be approved by the field-site supervisor. Students must have at least 40 of the 100 total hours of direct contact with persons with disabilities. All of this time does not have to be spent conducting counseling sessions. Some of this time is spent conducting intakes, assessments, attending team staffing of clients, staff meetings, case recording, and consulting with staff and supervisors (CACREP Standard 3.F).

**Direct service hours (40 hours):** A minimum of 40 clock hours of direct service with actual clients that contributes to the development of rehabilitation counseling skills must be provided by the student. Students keep a record of their completed hours which is signed and initialed by their field-site supervisor (CACREP Standard 3.G).

**Seminar hours (45 hours):** Students attend a practicum seminar (in person or online) led by the course instructor. Students learn additional counseling knowledge and skills as well as receive group supervision throughout the 15-week semester.

**Audio- or video-taped counseling sessions:** Students will provide program- appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients. All recordings are destroyed at the completion of the practicum, with two exceptions, (a) if students are involved with a corrective action plan which includes skill improvement or (b) if they are contesting their RCC Practicum grade. In these cases the recording are stored in a locked cabinet in the Department until the corrective action plan or grade dispute is resolved.

**Written release-of-information forms:** Students will have a release-of- information form signed by each client giving permission to share the tapes and written case information with

supervisors and other counselors-in-training in the RCC Practicum course.

**Ethical standards:** Students are expected to adhere to the field-site program's policies regarding confidentiality as well as ethical standards specified in the code of ethics from the Commission on Rehabilitation Counselor Certification (CRC), American Counseling Association (ACA: same as NC-LPC Board), and North Carolina Rehabilitation Professional Practice Board (NCSAPPB).

**Obtain professional liability insurance:** Students must be covered by professional liability insurance and provide proof of coverage prior to participating in their practicum and internship experiences.

### **Description of Practicum Activities**

Students beginning a counseling practicum experience will be knowledgeable about counseling services, procedures, and the treatment/counseling process. When the student begins a field-based practicum experience the student should be prepared to participate in the following activities:

- Assessment
- Procedures involved in diagnostic work-up (required)
- Assessment summaries (required)
- Case or team staffings/conferences (optional)
- Medical and psychiatric consultations (optional)
- Clinical Rehabilitation Counseling Experiences
- Individual counseling sessions (audio- or video-taped sessions required)
- Psychoeducational or vocational (e.g., job readiness) group counseling: co-lead or lead (optional)
- Family counseling: co-counselor (optional)
- Provision of Other Counseling Services
- Case recordings and case management (required - see details below)
- Counseling and treatment plans (required)
- Termination/discharge summaries (required)
- Attend staff meetings (optional)

### **Case Recording**

A separate case file for each client with whom the student works will be maintained for faculty supervision and review and include the following:

- all client identifying information (e.g., name, address, phone, SS#) are removed from files used for faculty supervision. Use client initials or code letters;

- consent for release of information forms (kept in the field-site file);
- case/progress notes;
- client feedback and student self-review forms completed after each counseling session;
- assessment summary;
- rehabilitation plan (if seen more than 2X);
- discharge summary/termination report (if seen more than 2X);
- psychological and/or medical evaluations (if available);
- psychological tests/inventories (if used);
- copies of Professional Disclosure Statement and handouts/pamphlets given to clients.

## **Evaluation**

**Evaluation of students:** One of the most effective evaluation methods of students' practicum experiences for the field-site supervisor and the practicum faculty is through reviewing student counseling tapes and case recordings. Therefore, it is essential that students keep counseling tapes and case files on clients. As part of grade determinations, case records and a minimum of four counseling tapes will be examined by the practicum faculty or doctoral student supervisor under the supervision of faculty.

In addition, case records and counseling tapes will be reviewed periodically throughout the field experience by the field-site or doctoral supervisors. There is a mid-point and final written evaluation conducted by the field-site supervisor and faculty or doctoral student supervisor. Thus, it will be possible for both the faculty and field-site supervisors to evaluate how well student counselors are meeting the objectives of the counseling RCC Practicum course throughout and at the end of the RCC Practicum experience.

**Supervision Log:** Students should engage their site supervisors with the Supervision Log (see Practicum Supervision Log under "Clinical Supervision Guide and Forms" located on the Student Resources webpage: <http://www.ecu.edu/cs-dhs/dars/clinicalSupervision.cfm>) to ensure each week their supervision is documented.

**Journal:** Each student will maintain a weekly journal describing the week's activities to include: lessons learned, how counseling theory is applied in the field, personal growth experiences as a counselor, and other relevant information. The faculty or doctoral student supervisor reads and provides weekly feedback to the student.

**Evaluation by student:** A final typed summary report of the classroom (seminar) component, field experience component, and clinical supervision component of the practicum is required from the student at the completion of the course. Copies of this summary should be presented to the field-site, doctoral, and faculty supervisors. The report should include personal impressions, reactions, and examples of meaningful experiences, suggestions for improving the field experience, supervision, and other comments the student feels appropriate. The report should

present and reflect a concise picture of the total experience including both on- campus seminar and supervision, and the field-site experience.

**Final grade:** The assignment of the final grade is the responsibility of the faculty supervisor, with input from the field-site supervisor and doctoral student supervisor.

**Unsatisfactory performance:** Refer to Rehabilitation and Career Counseling Manual for monitoring, remediation, and termination procedures.

**Note:** All internship forms are located on the DARS website under Student Resources, Clinical Supervision Guide and Forms: [http://www.ecu.edu/cs-dhs/rehb/clinical\\_supervision\\_guide.cfm](http://www.ecu.edu/cs-dhs/rehb/clinical_supervision_guide.cfm).

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## Rehabilitation and Career Counseling Practicum Manual, Guidelines, and Contract

### ADRE 6360 Rehabilitation and Career Counseling Practicum

College of Allied Health Sciences East Carolina University  
 Department of Addictions and Rehabilitation Studies 4425 Health Sciences Drive  
 Greenville, North Carolina 27858 <http://www.ecu.edu/cs-dhs/dars/rcc.cfm>  
 252-744-6304

Signature below indicates the counseling practicum student, field-site supervisor, and faculty or Ph.D. student supervisor have been informed about the M.S. degree program in RCC at East Carolina University, as well as the RCC Practicum expectations and agree to follow the standards described in this *Rehabilitation and Career Counseling Practicum Manual*:

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Counseling Practicum Student Signature

Print Name    Date

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Field-Site Supervisor Signature

Print Name    Date

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Faculty or Doctoral Student Supervisor

Print Name    Date