
RHB 865
GRADUATE PRACTICUM MANUAL
Masters of Rehabilitation Counseling
Chemical Dependency
Severe Disabilities

Department of Human Services
College of Education and Human Services
Wright State University
M052 Creative Arts Center
3640 Colonel Glenn Highway
Dayton OH 45435
(937) 775-2075
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Revised Fall 2008

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INTRODUCTION

This manual's aim is to provide students with detailed information and procedures for applying for and participating in their rehabilitation counseling practicum experience. Information is provided for applying for practicum, locating a practicum site, expected competencies, practicum requirements, and copies of required forms. Please read this manual carefully as it should answer most of your questions.

The rehabilitation counseling faculty of the Department of Human Services believes that practicum and internship are among the most important experiences in our graduate programs. Every effort will be made to enable students to have a range of experiences that will enhance their personal and career development.

PURPOSE OF THE PRACTICUM EXPERIENCE

The practicum requires the student to utilize the skills and techniques learned in previous coursework. The program coordinator, the specialty field supervisor, and the student will cooperatively determine the exact nature of the practicum experience, depending on the learning needs and interests of the student. The practicum experience allows the student to elect to work with various disability groups, which may include persons with physical impairments, sensory impairments, mental retardation, emotional disturbances, chemical dependencies, terminal illnesses, and others.

Students beginning the practicum must be able to demonstrate the following competencies:

1. basic listening skills;
2. an understanding of professional ethics and legal parameters of the rehabilitation process;
3. read medical and psychological and psychiatric reports and interpret the findings to a consumer;
4. an awareness of his/her interpersonal influence on the rehabilitation process;
5. advocacy skills for the population with which they are working;
6. an understanding of the multidisciplinary team as part of the rehabilitation process;
7. identify problems, design and assist in the implementation of rehabilitation planning;
8. locate and utilize community informational resources;
9. utilize supervision positively;
10. understanding of a variety of interview techniques and major individual counseling theories and techniques;
11. understanding the process of psychological adjustment to major disabling conditions;
12. understand the behavior assessment process.

REQUIREMENTS FOR ELIGIBILITY

The student must meet the following requirements in order to be eligible for the

internship experience:

- student has a program of study on file in the Department of Human Services
- student has completed a minimum of half of their required coursework
- student has a GPA of 3.0 or above

The following core courses must be completed with a grade of B or better prior to beginning practicum

RHB 701 CNL 863 EDL 751

The following courses must be completed prior to beginning internship

RHB 700 RHB 704 RHB 711
RHB 720 CNL 667 or 767 RHB 702 (SD) or 707 (CD)
RHB 865 CNL 972 (SD)

Chemical Dependency majors only must have the following completed

RHB 730 RHB 731

Please note, if there is only one rehabilitation course not yet taken, students will be allowed to take this course concurrent with their practicum.

REQUIREMENTS DURING QUARTER REGISTERED

The student is required to spend a minimum of 10 hours per week (100 hours per quarter) at his/her site. However, a site may require additional hours. Of these hours, at least 1 hour per week (10 hours per quarter) must be in group counseling; 3 hours per week (30 hours per quarter) should be in individual counseling. For purposes of critique and evaluation, a minimum of one video taped individual or group session per week is required. Intake type interviews alone will not fulfill these requirements. Students have the responsibility for following agency or school procedures, both for securing permission to tape and insuring the confidentiality of the obtained tape. Students are strongly encouraged to exceed the minimum number of required individual sessions per week.

Students must have a CRC faculty supervisor, a CRC site supervisor or a CCDC III site supervisor for Chemical Dependency internships. Students who plan to pursue a PCC must have site supervision by a PCC with supervision designation.

PROCEDURES FOR REGISTERING FOR RHB 865

Application Guidelines

Students must apply for practicum (Appendix 1) by the following deadlines:

Summer Quarter and Fall Quarter - April 15
Winter Quarter - October 10
Spring Quarter - January 26

The entire application package consists of:

- Resume
- Verification of Professional Liability Insurance (photocopy of the insurance application and check will fulfill this requirement)
- Copy of academic advising report from Wings Express.
- Verification of membership in rehabilitation professional organization (ARCA or NARCA)
- Application form (Appendix 1)

This information must be submitted to the Graduate Assistant for Practicum and Internship. The student must apply the quarter before they wish to take practicum. For those taking practicum during fall quarter, the application is due spring quarter.

After the above information is received, you will be notified of your conditional acceptance and you will have approximately two weeks to submit the following to the Graduate Assistant for Practicum and Internship:

- Placement Contract (Appendix 2)
- Site Supervisor Information Form (Appendix 3)
- Copy of the Supervisor's License
- Site Information Sheet (Appendix 4)
- Copies of Trainee Supervision Agreement which you will submit to the CSWMFT board for counselor trainee status (only if you are working toward the PC/PCC licensure)
- Proposal of Practicum Objectives (this should be submitted to your university supervisor)

Once the practicum has been completed the following must be submitted to the university supervisor:

- Site Supervisor Evaluation for Practicum Students (Appendix 5)
- Student's Practicum Placement Evaluation (Appendix 6)
- Time Log (Appendix 7)

If you have counselor trainee status, your hours must be reported to the CSWMFT board within 30 days of completing practicum, using the Practicum Report Form which can be downloaded from the board's website (www.cswmft.ohio.gov/forms.stm). Copies of this do not need to be submitted to the Graduate Assistant for Practicum and Internship.

SELECTING A PRACTICUM SITE

NOTE: Students and the Faculty Supervisor will discuss possible practicum sites. However, students are responsible for securing placement.

To procure a practicum site the student should begin by arranging an on-site interview with the potential practicum supervisor. The student should provide a personal resume to the agency. This interview provides an opportunity for both the students and the agency to clearly delineate their expectations for the practicum experience. If the agency representative believes that the student's and the agency's particular experiences or expectations are mismatched, the placement may be refused. When this occurs the student must seek another placement site.

CRITERIA FOR SELECTING PRACTICUM SITE

Agency Selection

- Agencies should be selected that have a primary function of serving people with disabilities, this may also include agencies that serve the socially disadvantaged.
- Agencies should have a broad variety of rehabilitation services, which are designed to serve persons with disabilities.
- Agencies should be recognized in the community as a viable agency with appropriate accreditation (if it exists for that agency). Affiliation with appropriate funding agencies will be considered in lieu of accreditation.
- Agencies should be able to provide assurances that they can give adequate and appropriate opportunities for the intern to work with people with physical, mental, psychological, chemical dependency, and social disabilities.

QUALIFICATIONS OF SITE SUPERVISOR

The agency supervisor needs to be a **CRC** (certified rehabilitation counselor) or **CCDC III** (certified chemical dependency counselor III) and if you are interested in being a licensed counselor in the state of Ohio they should also be a **(L)PC** (professional counselor) or **(L)PCC** (professional clinical counseling). All supervisors must have Supervisor Counseling Status with the Ohio CSWMT Board.

Other supervisor qualifications include:

- appropriate academic training at the Master's or Doctorate level.
- work experience that will provide the intern with a proper orientation to the field of rehabilitation.
- an interest and willingness to become a part of an academic training program.
- flexibility of schedule that allows the necessary time required for training and supervising interns as part of the supervisor's daily activities.
- sufficient experience and/or education in area of counseling or interpersonal relationships to provide interns with supervision in interviewing and/or counseling techniques.
- familiarity with the working relationship with other community agencies.

RESPONSIBILITY FOR PRACTICUM STUDENT, SITE SUPERVISOR, AND UNIVERSITY SUPERVISOR

Student Responsibilities:

1. Maintain a regular attendance schedule and complete all assignments.
2. Conform to agency rules, regulations, and standards.

3. Demonstrate an awareness of personal skills and limitations by taking initiative when appropriate, yet seeking assistance when necessary.
4. Keep a log of all activities and reactions. The log should include:
 - a) date and number of hours spent at the internship.
 - b) description of activities (interviewing, personal or vocational counseling, interaction with staff and other professionals, planning, in service training, utilization of community resources, placement activities, attendance at conferences, workshops, and any other job duties performed).
 - c) weekly personal reaction to activities performed.
5. Establish personal objectives to be met during the internship.
6. Provide an evaluation report of the practicum experience using form in Appendix 6.
7. Abide by the NRCA, CRCC, and ACA/ARCA Code of Ethics.

Site Supervisor Responsibilities:

Agencies should assign one staff member to supervise the intern. (However, if no one at the agency has both a CRC and (L)PC or CCDC III and (L)PC you will need two supervisors.) This supervisor may assign the intern to other professional staff in the agency but is responsible for making sure the intern's supervision and assignments best meet the needs of the intern and the agency. The practicum site supervisor is responsible for planning, assigning practicum duties, observing and monitoring the interns work performance as well as setting up priorities in terms of work tasks.

On-site supervision includes:

1. Assign work assignments according to the student's level of competence based upon the student's education and experience level.
2. Schedule weekly conferences to review the work of the intern, to monitor work performance, and to establish goals for the next week or two weeks. This enables both the intern and supervisor to modify the practicum experience to meet the needs of both parties.
3. Communicate with University Supervisor if any problems arise and to give feedback regarding the interns quality of work.
4. Abide by the ethical standards of the rehabilitation counseling profession and/or the ethical standards of the primary professional organization of the agency supervisor.
5. Completion of final evaluation of intern's work.

University Supervisor Responsibilities:

1. Review progress of the practicum students on a regular basis.
2. Contact practicum Site Supervisor at least twice within the quarter.
3. Reserves the right of final retention or dismissal of the student, and agrees to withdraw the student from the practicum site when the student's practice and/or behavior does not meet minimum standards of the Agency and is so requested by the Agency Supervisor.

EVALUATION PROCESS

The student's performance, during the practicum is evaluated by the site supervisor. After the practicum objectives have been delineated, the student will then be evaluated at mid-term and the end of the quarter in a joint conference with the University Supervisor, the field supervisor and the student him or herself. Other scheduled evaluations may be performed by request of any of the three parties.

The field supervisor will be asked to utilize the following system for each listed objective.

Principles of Evaluation

The following principles should be observed:

1. the underlying philosophy and approach of evaluation should be directed constructively toward strengthening the student both personally and professionally.
2. evaluation should be conducted and reviewed with the intern.
3. evaluation should be regarded as a continuing process, not as a single event in time.
4. in its most helpful form, the evaluation will also provide an opportunity to evaluate objectively the clinical practice supervision and setting as well as intern's progress from this experience.

The field supervisor will be asked to utilize the following system for each listed objective.

Please indicate the degree each competency has been demonstrated using the following scale:

- 5 - Indicates a frequently demonstrated very high degree of competence.
- 4 - Indicates a frequently demonstrated high degree of competence.
- 3 - Indicates an adequate degree of competence.
- 2 - Indicates a relatively low level of competence.
- 1 - Indicates extremely low level of competence.

PROFESSIONAL CERTIFICATION AND LICENSURE

Upon graduation students should pursue both licensure and rehabilitation certification. Most students will pursue the CRC (certified rehabilitation counselor) or CIRS (certified insurance rehabilitation specialist) or CCDC (certified chemical dependency counselor). Other certifications include CVE (certified vocational evaluator), CWA (certified work adjuster), and CCM (certified case manager). Students planning on staying in Ohio should consider getting their PC (professional counselor) or PCC (professional clinical counselor).

For information about CRC, CIRS, CVE, CWA, and CCM certification contact:

Commission on Rehabilitation Counselor Certification
Certified Insurance Rehabilitation Specialist Commission
1835 Rohlwing Road Suite E
Rolling Meadows, IL 60008
(708) 394-2104

Students in a CORE accredited program are allowed to sit for the CRC exam following completion of 75% of their coursework.

For information regarding the CCDC certification contact:

Ohio Credentialing Board
740 Lakeview Plaza Blvd.
Worthington, Ohio 43085-4784
614-847-0330

For information regarding PC and PCC licensure contact:

Ohio Counselor, Social Worker, Marriage and Family Therapy Board
50 West Broad Street, Suite 1075
Columbus, OH 43215-5919
614-466-6462
www.cswmft.ohio.gov

Date: _____

APPENDIX 1
Wright State University
College Of Education And Human Services
Department Of Human Services
M052 Creative Arts Center
Dayton, OH 45435
(937) 775-2075

Application For Practicum - RHB 865

Deadlines for Application: Summer & Fall - April 15, Winter - October 10, Spring - January 26

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ (home) _____ (work)
Email _____
University ID Number _____

Rehabilitation Counseling Major:

_____ Chemical Dependency _____ Severe Disabilities

Application for: _____ Winter _____ Spring _____ Summer _____ Fall Year: _____

Core Courses: (please write in grade received)

_____ RHB 701 _____ CNL 863 _____ EDL 751

Rehabilitation Courses Completed: (please write in grade received)

_____ RHB 700 _____ RHB 704 _____ RHB 705
_____ RHB 711 _____ RHB 720 _____ RHB 865
_____ CNL 972 (SD) _____ RHB 702 (SD) or 707 (CD)*

*can be taken concurrently with RHB 865

Chemical Dependency majors only

_____ RHB 730 _____ RHB 731

Application for Practicum (continued)

Student Name _____ **Date** _____

Courses which you are presently taking this quarter:

Course _____ **Anticipated Grade** _____

List courses that may be taken simultaneously with Practicum.

Verification of liability insurance must be attached to this application. A photocopy of the application and check to the insurance company will meet this requirement. No student will be permitted to enroll in practicum without such documentation.

A copy of your academic advising report from Wings Express must be attached to this application.

List previous experiences at human service agencies:

Name of Agency	Dates	Responsibilities
-----------------------	--------------	-------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of program hours completed: _____

GPA _____

Anticipated date of graduation: _____

Are you a full or part-time student? _____

Attach a signed copy of the program of study? _____

Are you on an approved for limited leave of absence or sabbatical? _____ Yes _____ No

If yes, attach appropriate documentation from your employer.

Application for Practicum (continued)

Registration Commitment:

By signing for this class: (RHB 865)

- 1) I acknowledge the commitment of the Department of Human Services to hold a place for me until the mass registration date for this term, as class size allows.
- 2) I certify that I will have completed all prescribed course work and that I am eligible to take the course designated.

- 3) I accept the responsibility for registering as indicated. I realize that failure to do so on my part deprives another student of the opportunity and leaves the Department with partially filled classes, and that my slot may be given to a student on the waiting list.
- 4) If conditions arise so that registration is not possible, I will notify the Graduate Assistant for Practicum and Internship.
- 5) I understand that failure to register and/or failure to provide notification will result in my being denied the opportunity to take this course for the next term.

Signature _____ Date _____

APPENDIX 2
Wright State University
College Of Education And Human Services
Department Of Human Services
M052 Creative Arts Center
Dayton OH 45435
(937) 775-2075

Counseling Practicum Contract / Memo of Understanding - RHB 865

Student's Name _____

Phone _____ (home) _____ (work)

Quarter: Fall _____ Spring _____ Year: _____ Credit hours: _____

Winter _____ Summer _____

Site Name _____

Site Address _____

City _____ State _____ Zip _____

Phone _____

This memo of understanding is entered into between

_____ site supervisor for
(Site Supervisor's Name)

_____, a practicum student from Wright State
(Student's Name)

University, College of Education and Human Services, Rehabilitation Counseling Program

as represented by _____
(University Supervisor's Name)

The site supervisor agrees to assume responsibility for assisting the student in conducting activities related to his/her practicum experience. These activities are here defined between the student and the College of Education and Human Services and are agreed to by the site

Counseling Practicum Contract / Memo of Understanding (continued)

Student Name _____ **Date** _____

supervisor. The university supervisor agrees to be available for consultation with the site supervisor either personally or by phone and to make on-site visits.

Student Responsibilities:

- 1) Behave according to the NRA/NRCA and ACA/ARCA Code of Ethics and meet the standards for quality service as specified by the practicum site.
- 2) Be responsible for _____ hours at the practicum site and maintain the mutually agreed upon time schedule. (Minimum of 10 hours per week, 100 hours per quarter)
- 3) Comply with the rules and regulations of the practicum site and support the philosophy and objectives of the Agency and the department in which the experience is being obtained.
- 4) Be responsible for video taping two counseling sessions (no more than one may be an intake interview) following proper confidentiality procedures and submit tape and C²SMF counseling form.
- 5) Be responsible for submitting daily/weekly log of practicum experiences at the end of week 3, week 6 and week 9 and final submission of logs and evaluation forms by the Tuesday of finals week by 4 p.m.
- 6) Have written objectives and guidelines for the clinical experiences desired.

Site supervisor responsibilities:

- 1) Provide the student with an orientation to the agency, and establish goals and experiences for the student's internship.
- 2) Provide the student with opportunities to engage in a variety of rehabilitation counseling activities under supervision such as (client contacts, attend staff meetings, make contacts with other cooperating agencies, record case notes, contact employers, and have involvement with all aspects of rehabilitation services).
- 3) Hold weekly conferences with the student to review progress, provide supervision, and establish continuing goals for the internship.
- 4) Complete the Evaluation Form and review with the student intern as a final feedback on the progress of the student.
- 5) Provide the student with adequate physical facilities in which to work.
- 6) Be available for conferences with the University Supervisor as scheduled.
- 7) Consult with the University Supervisor if there is a problem with the student. The Agency Supervisor may refuse to continue the clinical experience when a student's practice and/or behavior does not meet the minimum standards of the Agency.

Counseling Practicum Contract / Memo of Understanding (continued)

University Supervisor responsibilities:

- 1) Review progress of the practicum students on a regular basis.
- 2) Contact practicum Site Supervisor at least twice within the quarter.
- 3) Reserves the right of final retention or dismissal of the student, and agrees to withdraw the student from the practicum site when the student's practice and/or behavior does not meet minimum standards of the Agency and is requested by the Agency Supervisor.

Site Supervisor's signature and date

University Supervisor's signature and date

Student's signature and date

** Please obtain the Site Supervisor's signature and sign and date above **before** handing in to Graduate Assistant for Practicum and Internship.*

Student Name _____ Date _____

APPENDIX 3
Wright State University
College Of Education And Human Services
Department Of Human Services
M052 Creative Arts Center
Dayton, OH 45435
(937) 775-2075

Site Supervisor Information Sheet - RHB 865

* Please attach most recent copy of license

Name _____

Site Address _____

City _____ State _____ Zip _____

Phone _____

Present Position Title _____

Have you supervised WSU rehabilitation counseling students in the past? ____ Yes ____ No

If yes, when? _____

Who was your university contact? _____

Education: (Begin with the most recent)

Institution _____

Degree/Year _____

Institution _____

Degree/Year _____

Institution _____

Degree/Year _____

Certification: (CRC/CIRS or CCDC required and (L)PC preferred)

License Number _____ Expiration Date _____

Do you have supervisor counselor status with the Ohio CSWMFT Board? _____

Other Related Educational Experiences: (Begin with most recent)

1) _____

2) _____

Site Supervisor Information Sheet (continued)

Student Name _____ **Date** _____

Professional Experience: (Begin with the most recent)

Employer _____

Employer Address _____

Dates of Employment _____

Job Title _____

Please describe duties _____

Employer _____

Employer Address _____

Dates of Employment _____

Job Title _____

Please describe duties _____

Employer _____

Employer Address _____

Dates of Employment _____

Job Title _____

Please describe duties _____

Professional Affiliations:

1) _____ 2) _____

3) _____ 4) _____

Supervisor Signature: _____ Date: _____

For your assistance with the education and training of Wright State University students, we would like to show our appreciation with a \$100 stipend, which is to be distributed the following quarter. If the student has two supervisors, the stipend will be split between the two. If you are able to receive this stipend, please complete one of the following sections:

- I would like to have the check made out to my agency or school.

Site _____

Site Address _____

Tax ID # _____

- I would like to have the check made out to myself.

Name _____

(as it appears on your social security card)

Home Address _____

Social Security # _____

- I and/or my site are unable to accept the stipend.

If you have questions or concerns regarding the stipend, please direct them towards:

The Graduate Assistant for Practicum and Internship

M052 Creative Arts Center

937.775.4208

Or

The Chair of the Department of Human Services

Stephen B. Fortson, Ed.D., LPCC

M052 Creative Arts Center

937.775.2075

APPENDIX 4
Wright State University
College Of Education And Human Services
Department Of Human Services
M052 Creative Arts Center
Dayton, OH 45435
(937) 775-2075

Site Information Sheet - RHB 865

Counseling Concentration _____

Site Supervisor _____

Site Name _____

Site Address _____

City _____ State _____ Zip _____

Site Phone _____

Directions to site _____

Clientele at site _____

Job Description / Special Requirements _____

APPENDIX 5
Wright State University

**College Of Education And Human Services
Department Of Human Services
M052 Creative Arts Center
Dayton, OH 45435
(937) 775-2075**

Site Supervisor Evaluation for Practicum Students - RHB 865

Quarter / Year _____

Name of Student _____

Practicum Site _____

Site Supervisor _____ Phone _____

University Supervisor _____

Directions: Please indicate the degree each competency has been demonstrated using the following scale:

- 5 - Indicates a frequently demonstrated very high degree of competence.
- 4 - Indicates a frequently demonstrated high degree of competence.
- 3 - Indicates an adequate degree of competence.
- 2 - Indicates a relatively low level of competence.
- 1 - Indicates extremely low level of competence.

- ____ 1. Developed valid treatment plans consistent with the counselor's theoretical framework which includes short and long-term goals.
- ____ 2. Taught skills to help clients handle their problems, e.g., relaxation, assertion.
- ____ 3. Developed an awareness of the areas and degree of their own competencies.
- ____ 4. Demonstrated an appropriate knowledge of the process of referral, follow-up and utilization of community resources.
- ____ 5. Assisted in the transfer of client learning from counseling session to other situations.
- ____ 6. Described how own value structure may affect counseling situations.
- ____ 7. Alleviated the specific symptoms.
- ____ 8. Conceptualized factors in own personality that influence counseling style.
- ____ 9. Took pertinent histories and recorded progress notes adequately.
- ____ 10. Described the dynamics of assigned cases.
- ____ 11. Adhered to the legal standards applicable to the counseling profession.

- ___ 12. Diagnosed and evaluated appropriately.
- ___ 13. Described the current medical status of the client and the effects of the status on client's behavior.
- ___ 14. Adhered to standards of ethical and professional conduct in relationship to clients, practicum sites and other professionals.
- ___ 15. Terminated counseling relationships in a therapeutic fashion.
- 16. Demonstrated focusing of group attention by:
 - ___ a. keeping attention upon member dealing with an issue.
 - ___ b. intervening to focus on a topic in the event of diversionary statements and tactics.
- 17. Demonstrated modeling by:
 - ___ a. soliciting feedback regarding the effectiveness of own behavior.
 - ___ b. giving feedback in a manner conducive to member growth.
 - ___ c. sharing personal feelings when appropriate for demonstrating desired group behavior.
 - ___ d. using verbal and nonverbal means to encourage facilitative behaviors on the part of other group members.
 - ___ e. recognizing and responding to verbal and nonverbal behaviors facilitating personal-affective involvement.
 - ___ f. challenging self-defeating behaviors of group members.
- 18. Demonstrated strategies for dealing with:
 - ___ a. problem group members.
 - ___ b. destructive interaction patterns, i.e., high-threat, game-playing.
 - ___ c. anti-therapeutic norms.
- 19. Demonstrated interpreting:
 - ___ a. transactions between group members.
 - ___ b. group stages and development.
 - ___ c. differences between cognitive-intellectual and affective-personal communication.
- 20. Demonstrated structuring:

- _____ a. emphasizing individual member responsibilities for self-expression and for facilitating the self-expression of others.
 - _____ b. pre-established norms clearly and explicitly.
 - _____ c. exercises appropriate to group situations and stages.
21. Demonstrated self-development by:
- _____ a. critiquing own behaviors for strengths and weaknesses and describe viable alternatives.
 - _____ b. developing and implementing methods of change in group process, member behavior.
 - _____ c. describing interaction-communication patterns in a manner consistent with own theory of group process.
22. In your overall judgment do you believe this student has the potential to be an effective counselor? Please explain.
23. Would you recommend this student for a counseling position in your agency? Please explain.
24. Add any information which may clarify above responses or provide insight into this student's qualifications.

(Name of Site Supervisor)

(Site Supervisor's Signature & Date)

(Student's Signature & Date)

*Please return to the university supervisor.

APPENDIX 6
Wright State University
College Of Education And Human Services
Department Of Human Services
M052 Creative Arts Center
Dayton, OH 45435
(937) 775-2075

Student's Practicum Placement Evaluation - RHB 865

Student's Name _____ Quarter _____ Year _____

Placement Site _____

Site Address _____ City _____

Site Phone _____ Site Supervisor _____

Type of Clientele _____

University Supervisor _____

A. Please rate your site on the following areas from 1 (very poor) to 5 (very good).

- | | | | | | |
|---|---|---|---|---|---|
| 1. Adequate assistance in meeting university requirements. | 1 | 2 | 3 | 4 | 5 |
| 2. Staff acceptance of you as a counselor trainee. | 1 | 2 | 3 | 4 | 5 |
| 3. Support and cooperation of the administrative staff. | 1 | 2 | 3 | 4 | 5 |
| 4. Physical facilities (space to work in, phone...). | 1 | 2 | 3 | 4 | 5 |
| 5. Flexibility of site in meeting student's and client's needs. | 1 | 2 | 3 | 4 | 5 |
| 6. Site requirements were reasonable. | 1 | 2 | 3 | 4 | 5 |

B. Please rate your Site Supervisor on the following areas from 1 (infrequently) to 5 (frequently).

- | | | | | | |
|---|---|---|---|---|---|
| 1. He/she offered constructive criticism. | 1 | 2 | 3 | 4 | 5 |
| 2. He/she provided support when needed. | 1 | 2 | 3 | 4 | 5 |
| 3. He/she provided assistance or referred you to someone who could. | 1 | 2 | 3 | 4 | 5 |
| 4. He/she allowed adequate time for individual supervision. | 1 | 2 | 3 | 4 | 5 |
| 5. He/she helped me integrate theory and practice. | 1 | 2 | 3 | 4 | 5 |
| 6. Over-all evaluation of supervision. | 1 | 2 | 3 | 4 | 5 |

C. 1. What did you especially like or dislike about the site or supervision?

Appendix 8

Wright State University

College of Education and Human Services, Department of Human Services
M052 Creative Arts Center, 3640 Colonel Glenn Highway, Dayton, OH 45435

Phone: 937.775.2075 Fax: 937.775.2042

For student's working toward the PC or PCC license or completing your experience at a community mental health center, please Note:

Counselor Training Supervision Agreement forms must be filed with the Counselor, Social Worker, Marriage and Family Therapy Licensure Board **before** beginning your supervised experience. It is the **student's responsibility** to file this form with the Board.

Counselor, Social Worker, Marriage and Family Therapy Licensure Board
50 West Broad Street, Suite 1075
Columbus, OH 43215-5919
Phone (614) 466-6462

These forms can be retrieved from the board's website at <http://www.cswmft.ohio.gov/forms.stm>

The form to obtain status as a counselor trainee is to be submitted at the beginning of the practicum and again for the 1st quarter of internship: Trainee Supervision Agreement. *(For the following quarters of internship, the board only requires the student to send a copy of their class schedule, informing them of enrollment in the course and the need to renew CT status.)*

The form to be submitted within 30 days of completing the experience is

For practicum: Practicum Report Form

For internship: Internship Supervision Evaluation

Copies of the Trainee Supervision Agreement need to be submitted to the graduate assistant for practicum and internship when you submit appendix 2,3, and 4 at the beginning of practicum and the 1st quarter of internship.

It is **highly recommended** each student obtain a copy of the Rules and Regulations for Licensure from the State Board. This document contains information vital to your future as a counselor!