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|  | College of Education, Health & Human ServicesCounselor Education and Supervision Program**Clinical Rehabilitation Counseling****Practicum and Internship Manual**CES Website: http://www.kent.edu/ehhs/ldes/CES | A screenshot of a cell phone  Description automatically generated |

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For more information please contact:

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330-672-5798

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|  | **Clinical Rehabilitation Counseling****Clinical Experience Planning Process** | A screenshot of a cell phone  Description automatically generated |

The practicum and internship experience are important facets of the Clinical Rehabilitation Counseling program. The practicum experience represents clinical experiences in which students are first exposed to clients in a rehabilitation setting. The internship experience represents the culmination of formal academic training in the Clinical Rehabilitation Counseling program. It is the opportunity students have to assume the role of professional counselor-­­in-­­training and to provide services under appropriate supervision. Students can be designated a “Counselor Trainees” when they are enrolled in either the Clinical Rehabilitation Counseling practicum or internship courses and are receiving appropriate face-­­to-­­face supervision. The practicum and internship experiences, therefore, serve as a “testing ground” of sorts. During both practicum and internship, students have the opportunity to test the academic course work and formal training received thus far. In addition, students are challenged to practice, in the role of Counselor Trainee, the counseling theories, techniques, and procedures learned in their program.

It is important that each student is matched to a practicum and internship setting that suits their learning requirements. In order to accomplish an appropriate practicum and internship experience, considerable planning and careful preparation must be completed before the student actually begins their clinical experiences. Clinical experiences must provide the student with opportunities to engage in rehabilitation counseling services, roles, and functions. Once potential practicum and internship site(s) have been located by a student, the Clinical Rehabilitation Counseling Practicum and Internship Coordinator will verify in writing the appropriateness of the setting and supervision prior to the student beginning their practicum and internship experiences.

Students will take three different clinical experiences:

* **CES 67492 Practicum I: Clinical Mental Health Counseling.** This experience will be completed in The Counseling Center in White Hall.
* **CES 69192 Practicum II: Clinical Rehabilitation Counseling.** This experience will be completed in the field at a jointly determined location between the student and the advisor.
* **CES 69792 Internship: Clinical Rehabilitation Counseling.** This experience will be completed in the field at a jointly determined location between the student and the advisor.

###### Prerequisites to CES 67492 Practicum I: Clinical Mental Health Counseling include:

* CES 57712 Orientation and Ethics: Clinical Rehabilitation Counseling

###### CES 67530 Counseling Theories

###### CES 67531 Counseling Skills & Techniques

* CES 67580 Multicultural Counseling
* CES 67820 Group Work: Theory & Techniques
* CES 68126 Introduction to Assessment in Counseling

**Prerequisites to CES 69192 Practicum II: Clinical Rehabilitation Counseling include:**

* CES 67492 Practicum I: Clinical Mental Health Counseling
* CES 67628 Diagnosis in Counseling
* CES 67725 Psycho-Social Impact of Disability

**Prerequisites to CES 69792 Internship: Clinical Rehabilitation Counseling include:**

* CES 68182 Career Counseling
* CES 68130 Psychopathology for Counselors
* EPSY 65523 Life Span Development
* CES 677921 Research in Clinical Rehabilitation Counseling
* CES 69192 Practicum II: Clinical Rehabilitation Counseling
* CES 67723 Medical Information for Clinical Rehabilitation Counseling
* CES 67732 Occupational Aspects of Disability

**Note: The only two classes that can be taken concurrently with internship are CES 68128 Clinical Assessment in Counseling and CES 68167 Case Conceptualization & Treatment Planning**

What follows is a step-­­by-­­step process for students to follow in identifying and securing a clinical experience in CES 69192 Practicum II: Clinical Rehabilitation Counseling and CES 69792 Internship: Clinical Rehabilitation Counseling. As a student, it is your responsibility to begin the process early (i.e., at least one full semester prior to the beginning of the practicum or internship experience). This means completing the Clinical Experience Eligibility Form and meeting with your CES faculty advisor to review and sign it. Your careful attention to the Clinical Experience Eligibility Form will ensure that the Practicum II and Internship location process begins smoothly and will help assure that you identify an appropriate rehabilitation setting. If you have questions about completing the internship materials, contact your CES faculty advisor or the Clinical Rehabilitation Counseling Practicum and Internship Coordinator.

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| **NOTE:****Students can enroll themselves into** **CES 67492 Practicum I: Clinical Mental Health Counseling****and do not need this manual.****This manual only pertains to****CES 69192 Practicum II: Clinical Rehabilitation Counseling****and** **CES 69792 Internship: Clinical Rehabilitation Counseling** |

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|  | **Step-by-Step Directions for Starting****Clinical Rehabilitation Counseling Practicum** | A screenshot of a cell phone  Description automatically generated |

**Step 1: Obtain Clinical Rehabilitation Counseling Practicum and Internship Manual**: Read this manual thoroughly.

**Step 2: Complete Clinical Experience Eligibility Form**: The second step of the practicum application process is completing the Clinical Experience Eligibility Form, with the two (2) necessary accompanying documents (a) current academic transcript and (b) Student Profile with accompanying documents. Your completion of this form will assist in clarifying your needs and goals for the practicum experience and will help identify an appropriate practicum. You will need to have completed the Clinical Experience Eligibility Form (and the two necessary accompanying documents) before meeting with your CES faculty advisor. Your faculty advisor’s signature is required on the Clinical Experience Eligibility Form and will indicate that you are academically ready to begin the practicum experience at the start of the semester you have indicated.

**Step 3: Meet with Faculty Advisor**: The next step in the process of locating a practicum site is meeting with your CES faculty advisor and discussing your Clinical Experience Eligibility Form. It is recommended that you schedule an appointment and meet face-­­to-­­face with your CES faculty advisor early in the semester prior to the semester that you want to complete practicum. Once the Clinical Experience Eligibility Form has been reviewed by your advisor, obtain his/her signature and make a copy of the form for yourself. Discuss with your advisor ways in which to find a practicum site and market yourself as a Counselor Trainee (especially for individuals without two years teaching experience). Remember, it is your responsibility to initiate contact with potential practicum/internship sites, schedule interviews, and finalize the internship agreement – if you have any questions about your responsibilities, talk with your faculty advisor.

**Step 4: Submit Completed Clinical Experience Eligibility Form to Clinical Rehabilitation Counseling Practicum and Internship Coordinator**: A copy of the Clinical Experience Eligibility Form, signed and dated by both you and your CES faculty advisor, along with the two necessary accompanying documents (i.e., current academic transcript and Student Profile), are due to the Clinical Rehabilitation Counseling Practicum and Internship Coordinator by the dates listed in the **Table of Contents** of this document. Failure to submit necessary paperwork by the deadlines specified in the Table of Contents may delay (by as much as an entire semester) the commencement of your Practicum experience.

**Step 5: Register yourself for Clinical Rehabilitation Counseling Practicum:** It is up to the student to register himself/herself for CES 69192 Practicum II: Clinical Rehabilitation Counseling. Such sections fill up quickly so register as soon as possible because they are on a first come, first serve basis. If all of the sections are filled and you need to get into a practicum, please put yourself on the waitlist. There is NO guarantee that students on the Wait List will get into a practicum. The Clinical Rehabilitation Counseling Program Coordinator will try hard to make this happen but such additional sections or supervisors is depending on funding, budget, and availability of qualified personnel. If the required paperwork for Practicum is not submitted by the deadlines (see Table of Contents), the student will be dropped from their practicum section.

**Step 6: Contact Potential Practicum Sites**: Once you have identified several potential practicum sites (as a result of conferring with your CES academic advisor or the Clinical Rehabilitation Counseling Practicum and Internship Coordinator), it is recommended that you begin making telephone calls and scheduling appointments **early** in the process (i.e., at the very beginning of the semester prior to the start of your proposed practicum). When you call each rehabilitation site, ask to speak directly with the senior ranking rehabilitation counselor and/or the manager/supervisor, inquire about the specific services provided by each site that a counseling practicum student would be able to offer (e.g., individual & group counseling), and request an on-­­site interview for a possible practicum experience. Make the initial contact via telephone and not via a faxed or e-­­ mail message to the contact person. In addition, do not base a practicum agreement on a telephone interview! Schedule an on-­­site interview with the site contact person and meet directly with this person. Take a copy of this Clinical Rehabilitation Counseling Practicum and Internship Manual and your resume with you. Keep track of the sites and persons you contact and be certain you know with whom you are speaking and his/her title and position at the site. Also, (especially for those without two years teaching experience) keep in mind that this might be a potential internship site – you want to discuss the possibility of also conducting your 600-hour Clinical Rehabilitation Counseling Internship at these sites.

**Step 7: Interview Guidelines**: Once an interview has been scheduled, take with you a copy of your current resume and a copy of this Clinical Rehabilitation Counseling Practicum and Internship Manual to leave with the person with whom you interviewed. Provide that person with the name and telephone number of the Clinical Rehabilitation Counseling Practicum and Internship Coordinator and the Clinical Rehabilitation Counseling Program Coordinator. Clarify that **supervision** must be provided by a licensed / certified rehabilitation counselor who is an employee (part-­­time, full-­­time, or contracted with the site) of the site where you will conduct your practicum. In addition, the supervisor at the site must have at least two (2) years of experience as a rehabilitation counselor. Follow-­­up the in-­­person interviews with telephone calls inquiring about the status of your practicum request. Don’t wait for them to call you!

**Step 8: Completing and Submitting Necessary Paperwork** Upon securing a practicum site, meet with the site representative where you will be undertaking your practicum experience to complete necessary paperwork. There are two CES Program forms that need to be completed (including signatures). These forms include: (1) the original Clinical Rehabilitation Counseling Practicum Agreement form and (2) the original Assignment of Supervisor and Qualifications of Supervisor Form. Submit these two forms along with the proof of Professional Liability Insurance Policy to the Clinical Rehabilitation Counseling Practicum and Internship Coordinator. These forms and documents need to be completed and on file before you can begin your practicum. **Failure** to submit necessary paperwork by the deadlines specified in this Manual may **delay** (by as much as an entire semester) the commencement of your practicum experience.

**Step 9: Complete State and Federal Criminal Background Checks:** Please complete state and federal background checks. Check with your advisor, your potential site, and/or the Clinical Rehabilitation Counseling Practicum and Internship Coordinator on methods for obtaining your background checks (e.g., White Hall 221, district office, etc). Results of the State and Federal Background check should be sent directly to the site in which you are completing practicum. Verification that the results of state and federal background checks were sent to your site will be obtained on the Supervision Contract.

**Step 10: Attend CES 69192 Practicum II: Clinical Rehabilitation Counseling**

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|  | **Step-by-Step Directions for Starting****Clinical Rehabilitation Counseling Internship** | A screenshot of a cell phone  Description automatically generated |

###### Step 1: Keep in mind that forms used for Clinical Rehabilitation Counseling Practicum CANNOT be used for Internship even if you have the same supervisor!

**Step 2: Obtain Clinical Rehabilitation Counseling Practicum and Internship Manual**: Read this manual thoroughly.

**Step 3: Complete Clinical Experience Eligibility Form**: The third step of the internship application process is completing the Clinical Experience Eligibility Form, with the two (2) necessary accompanying documents (a) current academic transcript and (b) Student Profile with accompanying documents. Your completion of this form will assist in clarifying your needs and goals for the internship experience and will help identify an appropriate internship. You will need to have completed the Clinical Experience Eligibility Form (and the two necessary accompanying documents) before meeting with your CES faculty advisor. Your faculty advisor’s signature is required on the Clinical Experience Eligibility Form and will indicate that you are academically ready to begin the internship experience at the start of the semester you have indicated.

**Step 4: Meet with Faculty Advisor**: The next step in the process of locating an internship site is meeting with your CES faculty advisor and discussing your Clinical Experience Eligibility Form. It is recommended that you schedule an appointment and meet with your faculty advisor early in the semester prior to the semester that you want to complete internship. Once the Clinical Experience Eligibility Form has been reviewed by your advisor, obtain his/her signature and make a copy of the form for yourself. Discuss with your advisor ways in which to find an internship site and market yourself as a Counselor Trainee (especially for individuals without two years teaching experience). This last topic of discussion may not have to take place if you will be using the practicum site as your internship site.

**Step 5: Submit Completed Clinical Experience Eligibility Form to Clinical Rehabilitation Counseling Practicum and Internship Coordinator**: A copy of the Clinical Experience Eligibility Form, signed and dated by both you and your CES faculty advisor, along with the two necessary accompanying documents (i.e., current academic transcript and Student Profile), are due to the Clinical Rehabilitation Counseling Practicum and Internship Coordinator by dates listed in the **Table of Contents** of this document. Failure to submit necessary paperwork by the deadlines specified in the Table of Contents may delay (by as much as an entire year) the commencement of your Internship experience.

**Step 6: Contact Potential Internship Sites**: Once you have identified several potential internship sites (as a result of conferring with your CES academic advisor), it is recommended that you begin making telephone calls and scheduling appointments **early** in the process (i.e., at the very beginning of the semester prior to the start of your proposed internship). When you call each site, ask to speak directly with the senior ranking rehabilitation counselor and/or the site supervisor, inquire about the specific services provided by each site that a counseling intern would be able to offer (e.g., individual & group counseling), and request an on-­­site interview for a possible internship experience. Make the initial contact via telephone and not via a faxed or e-­­mail message to the contact person. In addition, do not base an internship agreement on a telephone interview! Schedule an on-­­site interview with the site contact person and meet directly with this person. Take a copy of this Clinical Rehabilitation Counseling Practicum and Internship Manual and your resume with you. Keep track of the sites and persons you contact and be certain you know with whom you are speaking and his/her title and position at the site. NOTE: This step may not need to be completed if you are using the same internship site and supervisor as you did during your practicum.

**Step 7: Interview Guidelines**: Once an interview has been scheduled, take with you a copy of your current resume and a copy of this Clinical Rehabilitation Counseling Practicum and Internship Manual to leave with the person with whom you interviewed. Provide that person with the name and telephone number of the Clinical Rehabilitation Counseling Practicum and Internship Coordinator and the Clinical Rehabilitation Counseling Program Coordinator. Clarify that **supervision** must be provided by a licensed / certified rehabilitation counselor) who is an employee (part-­­time, full-­­time, or contracted with the site) of the site where you will be conducting your internship. In addition, the supervisor at the site must have at least two (2) years of experience as a rehabilitation counselor. Follow-­­up the in-­­person interviews with telephone calls inquiring about the status of your internship request. Don’t wait for them to call you! Even if you used the same site for practicum – such a discussion with your potential internship site supervisor is beneficial.

**Step 8: Completing and Submitting Necessary Paperwork**: Upon securing an internship site, meet with the site representative where you will be undertaking your internship experience to complete necessary paperwork. There are two CES Program forms that need to be completed (including signatures). These forms include (1) the original Clinical Rehabilitation Counseling Internship Agreement form and (2) the original Assignment of Supervisor and Qualifications of Supervisor Form. Submit these two forms along with proof of your Professional Liability Insurance Policy to the Clinical Rehabilitation Counseling Practicum and Internship Coordinator. These forms and documents need to be completed and on file before you can begin your practicum. **Failure** to submit necessary paperwork by the deadlines specified in this Manual may **delay** (by as much as an entire year) the commencement of your internship experience.

**Step 9: Complete State and Federal Criminal Background Checks:** Please complete state and federal background checks. Check with your advisor, your potential site, and/or the Clinical Rehabilitation Counseling Practicum and Internship Coordinator on methods for obtaining your background checks (e.g., White Hall 221, district office, etc). Results of the State and Federal Background check should be sent directly to the site in which you are completing internship. Verification that the results of state and federal background checks were sent to your site will be obtained on the Supervision Contract.

**Step 10: Enrollment in Clinical Rehabilitation Counseling Internship Course**: The Clinical Rehabilitation Counseling Practicum and Internship Coordinator will clear students to enroll in CES 69792 Internship: Clinical Rehabilitation Counseling (6 credit hours). Enrollment will only take place when all required paperwork has been completed and submitted to the Clinical Rehabilitation Counseling Practicum and Internship Coordinator.

**Step 11: Attend CES 69792 Internship: Clinical Rehabilitation Counseling**

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|  | **Clinical Rehabilitation Counseling Practicum****Log & Document Checklist** | A screenshot of a cell phone  Description automatically generated |

This checklist represents all of the major forms that are to be completed during the Clinical Rehabilitation Counseling Practicum. However, this checklist does not include any additional requirements found in the course syllabus. It is the student’s responsibility to keep the course instructor up-­‐to-­‐date on all paperwork. It is also the student’s responsibility to ensure that the course instructor initials this checklist in the appropriate box upon submission of documents. Keep this form in the student’s file at all times and update it weekly.

***\*\*As the student submits the log/document, please provide the date and initial on the appropriate line. This ensures all paperwork is submitted and the file is complete at the end of the semester\*\****

**Student’s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CRN and Semester**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Week 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week 9: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week 10: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week 11: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week 12: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week 13: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 6: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week 14: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 7: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week 15: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 8: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week 16: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Documents for Registration***

Clinical Eligibility Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Profile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Transcript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Other Semester Documents & Actions***

Practicum Agreement Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Liability Insurance: \_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_

Assignment of Supervisor & Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervision Contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessment of Clinical Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Practicum Completion Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Skill and Professional Behavior Evaluations: Midterm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Visit Conducted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Clinical Rehabilitation Counseling Internship****Log & Document Checklist** | A screenshot of a cell phone  Description automatically generated |

This checklist represents all of the major forms that are to be completed during the Clinical Rehabilitation Counseling Internship. However, this checklist does not include any additional requirements found in the course syllabus. It is the student’s responsibility to keep the course instructor up-­‐to-­‐date on all paperwork. It is also the student’s responsibility to ensure that the course instructor initials this checklist in the appropriate box upon submission of documents. Keep this form in the student’s file at all times and update it weekly.

***\*\*As the student submits the log/document, please provide the date and initial on the appropriate line. This ensures all paperwork is submitted and the file is complete at the end of the semester\*\****

**Student’s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CRN and Semester**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Week 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week 9: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week 10: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week 11: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week 12: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week 13: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 6: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week 14: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 7: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week 15: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 8: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week 16: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Documents for Registration***

Clinical Eligibility Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Profile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Transcript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Other Semester Documents & Actions***

Internship Agreement Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Liability Insurance: \_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_

Assignment of Supervisor & Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervision Contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessment of Clinical Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Internship Completion Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Skill and Professional Behavior Evaluations: Midterm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessment of Clinical Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clinical Rehabilitation Completion Forms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Visit(s) Conducted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Program Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Clinical Rehabilitation Counseling****Clinical Experience Eligibility Form** | A screenshot of a cell phone  Description automatically generated |

This Clinical Experience Eligibility Form is for: Practicum: \_\_\_\_\_\_\_\_\_\_ Internship: \_\_\_\_\_\_\_\_\_\_

Anticipated Date of Starting Practicum: \_\_\_\_\_\_\_\_\_\_ Anticipated Date of Starting Internship: \_\_\_\_\_\_\_\_\_\_

Date Submitted to Clinical Rehabilitation Counseling Practicum and Internship Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clinical Rehabilitation Counseling Practicum and Internship Coordinator Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### This form is Due March 1st if starting Practicum or Internship in the Fall Semester or October 1st if starting practicum in the Spring Semester.

* Read all directions carefully before completing the form.
* NOTE: Separate forms must be used for practicum and internship – this form is NOT to be updated for internship.
* Type or print neatly all information on this form.

###### 1) IDENTIFYING INFORMATION

Name: Banner ID #:

Local Address:

Permanent Address:

Telephone Number(s):

E-­­Mail Address:

**2) ATTACH A CURRENT ACADEMIC TRANSCRIPT**: This is available from the Registrar’s Office or through FlashLine and should include all courses completed to this date.

**3) CLINICAL REHABILITATION COUNSELING COURSES CURRENTLY IN PROGRESS**: List all courses in which you are currently enrolled. Include courses you are now taking, or will be taking prior to practicum or internship, and for which you have not received a final grade. You will need to verify the completion of all prerequisites for practicum or internship.

**4) CLINICAL EXPERIENCE SETTING PREFERENCE**: This is used while discussing possible internship settings and experiences with your CES faculty advisor. Rate your 1st, 2nd, and 3rd preference:

1st preference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd preference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3rd preference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5) EXPLAINATION OF PREFERED INTERNSHIP SETTINGS**: Explain (on a separate sheet of paper) your reasons for the selections you made in section IV above.

**6) STUDENT PROFILE or Résumé** This information should be in the form of a separate, typewritten, double-­­spaced **resume** addressing the following areas as they relate to your aspirations as a professional rehabilitation counselor.

* + - Experience Relevant to Clinical Rehabilitation Counseling: Describe paid or volunteer activities through which you have gained experience helpful to a rehabilitation counseling setting. This is general, so consider any experiences that demonstrate your potential to work with people, such as a residence hall advisor, crisis hotline volunteer, or other related activities.
		- Post-­­Graduation Plans: Indicate your employment aspirations, plans for further study, or other expectations that have a bearing on your professional future as a counselor.
		- Describe what goals or educational objectives you hope to accomplish through your clinical experience. What strengths do you take with you into this clinical experience? What areas are you aware of that need further work? Specify if you are interested in certain client groups or specific treatment approaches.
		- For Internship ONLY: describe what you have learned from your practicum experience and what are the aspects of your practice that you need to work more on based on your practicum experience.

Student’s Signature: Date: \_\_\_\_\_\_\_\_\_/ \_\_\_ /

CES Faculty Advisor’s Signature: Date: \_\_\_\_\_\_\_\_\_/ \_\_\_ /

**Accompanying Documents Needed: (1) Current & Original Academic Transcript, and (2) Student Profile or Résumé.**

|  |  |  |
| --- | --- | --- |
|  | **Clinical Rehabilitation Counseling****Practicum Agreement Form** | A screenshot of a cell phone  Description automatically generated |

**Directions:** This agreement is to verify for the University, the Practicum Site, and the Counselor Trainee the expectations of the practicum experience and to document that all parties have agreed to take part in this experience. The Practicum Site, the University, and the Counselor Trainee should receive a copy of the completed form for their records. This agreement MUST be completed and signed by all appropriate parties, and submitted to the Clinical Rehabilitation Counseling Practicum and Internship Coordinator by **May 1st if starting Practicum in the Fall Semester or December 1st if starting Practicum in the Spring Semester.**

This agreement between the Counselor Education and Supervision (CES) Program at Kent State University and

 of is for the purpose of identifying responsibilities (Site Name) (City and State)

responsibilities assumed in the provision of appropriate supervision for Clinical Rehabilitation Counseling Student

(Counselor Trainee Name)

while he/she is enrolled in the Clinical Rehabilitation Counseling Practicum course for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Semester and Year of Practicum Experience)

**General Policies**

1) The central purpose of this agreement is the formal education of students in preparation for practice as a certified rehabilitation counselor.

2) This agreement shall remain in effect for the duration of the student’s practicum experience at the site specified above. Termination of this agreement prior to the successful completion of practicum requires the consultation of the assigned site practicum supervisor, site representative, Practicum Instructor, Clinical Rehabilitation Counseling Practicum and Internship Coordinator at the University, the student’s faculty advisor, and the student.

3) The practicum experience is typically a voluntary arrangement with no financial remuneration required by the University or site for services provided in the course of fulfilling practicum duties; however, some sites may offer stipends to Counselor Trainees.

4) Duration of practicum is typically for one academic semester (approximately 16 weeks total), exclusive of vacations. Once all necessary paperwork and completed forms have been submitted to the Clinical Rehabilitation Counseling Practicum and Internship Coordinator by the deadline specified in this Manual, and the Master’s Practicum and Internship Coordinator has determined that the proposed practicum site and expected experiences are appropriate for fulfilling both CES Clinical Rehabilitation Counseling program and state licensure eligibility requirements, the student will enroll for 3 credit hours in CES 69192 Practicum II: Clinical Rehabilitation Counseling for the semester he/she is undertaking the practicum experience.

Practicum hours shall be in accordance with site work hours and shall total a minimum of 8 clock hours per week for a minimum total of 100 clock hours. Of the 100 clock hours needed, 40 must be in direct and face-­­to-­­face service to client.

5) The practicum experience must be representative of a professional rehabilitation counselor – with an emphasis on basic counseling skills / techniques. That is, during the practicum experience, the counselor trainee must utilize the CACREP (2016) standards.

6) Students cannot begin accruing clock hours towards practicum requirements until all agreement forms have been signed by all parties (i.e., CES faculty advisor, site/rehabilitation supervisor, Clinical Rehabilitation Counseling Practicum and Internship Coordinator, and Counselor Trainee), have been submitted in a timely fashion (according to deadlines specified in this Practicum and Internship Manual) to the Clinical Rehabilitation Counseling Practicum and Internship Coordinator, and the practicum setting and experience have been determined to be appropriate by the Master’s Practicum and Internship Coordinator. Internship hours shall be in accordance with internship site work hours.

7) Students who are engaged in rehabilitation practicum-­­related activities and are enrolled in the rehabilitation counseling practicum course, are required to attend weekly practicum class sessions. Exceptions to this must be approved jointly by the Clinical Rehabilitation Counseling Practicum Instructor and Clinical Rehabilitation Counseling Practicum and Internship Coordinator, and methods for fulfilling all practicum requirements must be clarified before the beginning of the practicum experience.

8) It is important to note that Clinical Rehabilitation Counseling Counselor Trainees may wish to complete their internship experience after they complete their practicum at the same site as their practicum. However, the Counselor Trainee, the Clinical Rehabilitation Counseling Practicum and Internship Coordinator, and the site supervisor must agree to do this. Any of these three parties may nullify this agreement. The major difference between the Clinical Rehabilitation Counseling Practicum and the Clinical Rehabilitation Counseling Internship are as follows:

* + Practicum is a three-credit hour course to be completed over one semester with 100 hours of experience (40 hours of which are direct client contact) and Internship is a six credit hour course with 600 hours of experience (240 hours of which are direct client contact).
	+ There are ten courses that must be completed before entering 69192 Practicum II: Clinical Rehabilitation Counseling while all coursework (with the exception of two courses) in the Clinical Rehabilitation Counseling program must be completed prior to internship.
	+ Practicum is an opportunity to PRACTICE therapeutic skill building, relating to clients, and working through the therapeutic process while Internship is an opportunity to serve in the role and function of a professional Clinical Rehabilitation Counselor.

###### Responsibilities of the University

The University agrees to:

1) Assume full responsibility for the administrative duties associated with the academic requirements of the Clinical Rehabilitation Counseling Practicum, including approval of the practicum site and experience, maintaining on-­­going and direct communication with site representatives, ensuring that Counselor Trainees are academically ready to begin the practicum experience, and grading.

2) Provide information regarding the CES Clinical Rehabilitation Counseling program and curriculum in order that the site may properly plan and execute assignments and supervision. Specifically included are student data, university calendar, student handbook, and this Practicum and Internship Manual.

3) Designate one CES faculty member each academic semester to serve as the Practicum Instructor for the student and to communicate directly with the site supervisor. The practicum instructor will facilitate 2.5 hours of group supervision on a weekly basis (this group consists of the practicum instructor and no more than six students) and one hour of weekly individual or triadic supervision to students. The role of the Practicum Instructor and the Clinical Rehabilitation Counseling Practicum and Internship Coordinator will be that of a consultant; the designated site supervisor will assume legal responsibility for all clients seen by the Counselor Trainee.

**Responsibilities of the Clinical Rehabilitation Site**

The agency/site agrees to:

1) Designate one staff person as site supervisor with appropriate graduate degree and a rehabilitation counseling certificate. This person must be an employee (part-­­time, full-­­time, or contracted with the site) of the agency/site where the practicum will be conducted. In addition, the site supervisor must be a professional practicing as a licensed / certified rehabilitation counselor for at least two years. The designated site supervisor will assume legal responsibility for the welfare of all clients seen by the Counselor Trainee.

2) Develop work assignments and tasks for the Counselor Trainee commensurate with the CES program objectives and accreditation standards (e.g., CACREP), in consultation with the Practicum Instructor and Clinical Rehabilitation Counseling Practicum and Internship Coordinator.

3) Ensure that at least 40 clock hours are devoted to direct, face-­­to-­­face service to clients.

4) Provide opportunities for the Counselor Trainee to engage in the provision of services representative of basic skills needed to conduct face-­­to-­­face counseling to clients.

5) Students are not to engage in off-­­site services (e.g., home-­­based counseling, transportation of clients, etc.).

6) Provide the minimum face-­­to-­­face supervisory requirements of one (1) hour per week to the Counselor Trainee.

7) Complete the student evaluation materials in a timely fashion.

8) Inform the University of agency/site policies and procedures that are relevant to the experience of students.

9) Provide appropriate working conditions and physical arrangements for the practicum, such as desk space for completing paperwork, access to a telephone, and office space in which to meet with clients privately. In addition, provide a clinical instruction environment that is conducive to modeling, demonstration, and training and is accessible to the counselor trainee. The clinical instruction environment includes all of the following:

* + settings for individual counseling with assured privacy and sufficient space for appropriate equipment (for example, TV monitoring and taping);
	+ settings for small-­­group work with assured privacy and sufficient space for appropriate equipment;
	+ necessary and appropriate technologies that assist learning, such as audio, video, and telecommunications equipment;
	+ settings with observational and/or other interactive supervision capabilities; and
	+ procedures that ensure that the client’s confidentiality and legal rights are protected.

10) Maintain close communication with the University in relation to practicum activities through available means such as field supervisor meetings, correspondence with the Clinical Rehabilitation Counseling Practicum and Internship Coordinator, on-­­site visits by the Practicum Instructor, and telephone contacts.

11) Monitor student performance and report to the University Practicum Instructor and/or Clinical Rehabilitation Counseling Practicum and Internship Coordinator if difficulties in performance, ethics or other practicum related activities arise.

12) Allow the practicum student to attend weekly practicum class.

**Responsibilities of the Student / Counselor Trainee**

1) The Counselor Trainee enroll in the Practicum for Clinical Rehabilitation Counseling course for one semester (3 semester hours) and will attend all classes/seminars for Clinical Rehabilitation Counseling practicum for the entire length of the practicum experience. Within this class, 2.5 hours of group supervision /instruction will be provided and students will be actively participating in this experience

2) The Counselor Trainee will complete a weekly Clinical Rehabilitation Counseling Practicum and Log and will submit the originals on a weekly basis to the Practicum Instructor, and copies to the site supervisor.

3) The Counselor Trainee must complete duties assigned and hours scheduled at the practicum site, according to the agreement established between the student and site representative. This includes reporting directly to site supervisor regarding client issues during regularly scheduled supervision sessions and as needed (e.g., in response to client crisis/emergency issues).

4) Counselor Trainees are expected to conduct themselves in a professional manner throughout the entirety of the practicum experience. This means up-­­holding and abiding by the most current revision of the American Counseling Association's Code of Ethics and Standards of Practice and ethical codes provided by the American Clinical Rehabilitation Counseling Association.

5) Counselor Trainees are responsible for seeing that all paperwork related to the practicum is completed in a timely fashion (i.e., according to deadlines specified in this Manual and in Practicum class) and is on file.

6) The student will ensure that the practicum site and assigned site supervisor receive a copy of the University calendar, student handbook, and this Practicum and Internship Manual.

7) The student will ensure that the Practicum Site and Clinical Rehabilitation Counseling Practicum and Internship Coordinator receive copies of the completed Clinical Rehabilitation Counseling Practicum Agreement form and the Assignment of Supervisor and Qualifications of Supervisor Form by May 1st if starting Fall Semester or December 1st if starting Spring Semester. The student will also be certain that the Mid-­­semester and Final Skill and Professional Behavior Evaluations, Assessment of the Clinical Experience, and the Practicum Completion Form are properly completed and placed in the student’s practicum file.

8) The student must purchase professional liability insurance and provide proof of current coverage throughout the practicum experience.

**The signatures below indicate that each person understands the Practicum requirements for the Clinical Rehabilitation Counseling Master’s degree Program at Kent State University. The signatures also represent each person’s agreement to uphold his or her respective responsibilities outlined in this Clinical Rehabilitation Counseling Practicum Agreement Form.**

The Clinical Rehabilitation Counseling Practicum will begin (month/year) \_\_\_\_\_/\_\_\_\_\_ and conclude (month/year) \_\_\_\_\_/\_\_\_\_\_

for a total of weeks.

**Agency/site Representative:**

Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Agency / Site Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Practicum Student:** Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**CRC Practicum & Internship Coordinator:** Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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| --- | --- | --- |
|  | **Clinical Rehabilitation Counseling****Internship Agreement Form** | A screenshot of a cell phone  Description automatically generated |

**Directions:** This agreement is to verify for the University, the Internship Site, and the Counselor Trainee the expectations of the internship experience and to document that all parties have agreed to take part in this experience. The Internship Site, the University and the Counselor Trainee should receive a copy of the completed form for their records. This agreement MUST be completed and signed by all appropriate parties, and submitted to the Clinical Rehabilitation Counseling Practicum and Internship Coordinator **by May 1st if starting Fall and December 1st if changing sites for Internship II.**

This agreement between the Counselor Education and Supervision (CES) Program at Kent State University and

 of is for the purpose of identifying responsibilities (Site Name) (City and State)

responsibilities assumed in the provision of appropriate supervision for Clinical Rehabilitation Counseling Student

(Counselor Trainee Name)

while he/she is enrolled in the Clinical Rehabilitation Counseling Internship course for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Semester and Year of Internship Experience)

###### General Policies

1) The central purpose of this agreement is the formal education of students in preparation for practice as a certified rehabilitation counselor.

2) This agreement shall remain in effect for the duration of the student’s internship experience at the site specified above. Termination of this agreement prior to the successful completion of internship requires the consultation of the assigned site internship supervisor, site representative, Internship Instructor, Clinical Rehabilitation Counseling Practicum and Internship Coordinator at the University, the student’s faculty advisor, and the student.

3) The internship experience is typically a voluntary arrangement with no financial remuneration required by the University or site for services provided in the course of fulfilling internship duties; however, some sites may offer stipends to Counselor Trainees.

4) Once all necessary paperwork and completed forms have been submitted to the Master’s Practicum and Internship Coordinator by the deadline specified in this Manual, and the Clinical Rehabilitation Counseling Practicum and Internship Coordinator has determined that the proposed internship site and expected experiences are appropriate for fulfilling both CES Clinical Rehabilitation Counseling program and state licensure eligibility requirements, the student will be cleared to enroll in CES 69792 Internship: Clinical Rehabilitation Counseling for the semester he/she is beginning the internship experience.

5) Internship hours shall be in accordance with agency/site work hours and shall total a minimum of 20 clock hours per week for a minimum total of 600 clock hours. Of the 600 clock hours needed, 240 must be in direct and face-­­to-­­face service to clients, other agency/site personnel regarding clients.

6) The internship experience must be representative of the role and function of a professional rehabilitation counselor. That is, during the internship experience, Counselor Trainees must utilize the current CACREP academic standards. It is critical that students receive a wide variety of experiences during their internship – students from the Kent State University, Clinical Rehabilitation Counseling master’s degree program have completed all CACREP core curriculum standards prior to the start of internship.

7) Students cannot begin accruing clock hours towards internship requirements until all agreement forms have been signed by all parties (i.e., CES faculty advisor, site supervisor, Clinical Rehabilitation Counseling Practicum and Internship Coordinator, and Counselor Trainee). The forms need to be submitted in a timely fashion (according to deadlines specified in this Practicum and Internship Manual) to the Clinical Rehabilitation Counseling Practicum and Internship Coordinator, and the internship setting and experience is determined to be appropriate by the Clinical Rehabilitation Counseling Practicum and Internship Coordinator. Internship hours shall be in accordance with internship site work hours.

8) Students who are engaged in rehabilitation counseling internship-­­related activities and are enrolled in a rehabilitation counseling internship course and are required to attend weekly internship class sessions.

9) It is important to note that Clinical Rehabilitation Counseling Counselor Trainees may have completed their practicum experience at the same site as they wish to complete their internship. However, the Counselor Trainee, the Clinical Rehabilitation Counseling Practicum and Internship Coordinator, and the site supervisor must agree to do this. Any of these three parties may nullify this agreement.

###### Responsibilities of the University

The University agrees to:

1) Assume full responsibility for the administrative duties associated with the academic requirements of the Clinical Rehabilitation Counseling Internship, including approval of the internship site and experience, maintaining on-­­going and direct communication with agency/site representatives, ensuring that Counselor Trainees are academically ready to begin the internship experience, and grading.

2) Provide information regarding the CES Clinical Rehabilitation Counseling program and curriculum in order that the site may properly plan and execute assignments and supervision. Specifically included are student data, university calendar, student handbook, and this Practicum and Internship Manual.

3) Designate one CES faculty member to serve as the Internship Instructor for the student and to communicate directly with the site supervisor. The Instructor will lead and facilitate weekly rehabilitation internship class sessions (2.5 hours weekly) to which all Counselor Trainees are required to attend, and are available for consultation with the site supervisor and students throughout the duration of internship. The role of the Internship Instructor and the Clinical Rehabilitation Counseling Practicum and Internship Coordinator will be that of a consultant; the designated site supervisor will assume legal responsibility for all clients seen by the Counselor Trainee.

###### Responsibilities of the Agency/Site

The Agency/Site agrees to:

1) Designate one staff person as site supervisor with appropriate graduate degree and a rehabilitation counseling certificate. This person must be an employee (part-­­time, full-­­time, or contracted with the site) of the site where the internship will be conducted. In addition, the site supervisor must be a professional practicing as a certified rehabilitation counselor for at least two years. The designated site supervisor will assume legal responsibility for the welfare of all clients seen by the Counselor Trainee.

2) Develop work assignments and tasks for the Counselor Trainee commensurate with the CES program objectives and accreditation standards (e.g., CACREP), in consultation with the Internship Instructor and Clinical Rehabilitation Counseling Practicum and Internship Coordinator.

3) Ensure that internship hours shall be in accordance with site work hours and shall total a minimum of 20 clock hours per week for a minimum total of 600 clock hours. Of the 600 clock hours needed, 240 must be in direct and face-­­to-­­face service to clients, other site personnel.

4) Provide opportunities for the Counselor Trainee to engage in the provision of services representative of basic skills needed to conduct face-­­to-­­face counseling to clients.

5) Students are not to engage in off-­­site services (e.g., home-­­based counseling, transportation of clients, etc.).

6) Provide the minimum face-­­to-­­face supervisory requirements of one (1) hour per week to the Counselor Trainee.

7) Complete the student evaluation materials in a timely fashion.

8) Inform the University of Agency/Site policies and procedures that are relevant to the experience of students.

9) Maintain close communication with the University in relation to internship activities through available means such as field supervisor meetings, correspondence with the Clinical Rehabilitation Counseling Practicum and Internship Coordinator, on-­­site visits by the Internship Instructor, and telephone contacts.

10) Provide appropriate working conditions and physical arrangements for the internship, such as desk space for completing paperwork, access to a telephone, and office space in which to meet with clients privately. In addition, provide a clinical instruction environment that is conducive to modeling, demonstration, and training and is accessible to the counselor trainee. The clinical instruction environment includes all of the following:

* + settings for individual counseling with assured privacy and sufficient space for appropriate equipment (for example, TV monitoring and taping);
	+ settings for small-­­group work with assured privacy and sufficient space for appropriate equipment;
	+ necessary and appropriate technologies that assist learning, such as audio, video, and telecommunications equipment;
	+ settings with observational and/or other interactive supervision capabilities; and
	+ Procedures that ensure that the client’s confidentiality and legal rights are protected.

11) Monitor student performance and report to the University Internship Instructor and/or Clinical Rehabilitation Counseling Practicum and Internship Coordinator if difficulties in performance, ethics or other internship related activities arise.

12) Allow the student intern to attend weekly internship class.

**Responsibilities of the Student / Counselor Trainee**

1) The Counselor Trainee will be enrolled in Internship and will attend all classes/seminars for Clinical Rehabilitation Counseling Internship for the entire length of the internship experience.

2) The Counselor Trainee will complete a weekly Clinical Rehabilitation Counseling Internship Log and will submit the originals on a weekly basis to the Internship Instructor, and copies to the site supervisor.

4) The Counselor Trainee will complete duties assigned and at hours scheduled at the internship site, according to the agreement established between the student and agency/site representative. This includes reporting directly to site supervisor regarding client issues during regularly scheduled supervision sessions and as needed (e.g., in response to client crisis/emergency issues).

5) Counselor Trainees will be expected to conduct themselves in a professional manner throughout the entirety of the internship experience. This means up-­­holding and abiding by the most current revision of the American Counseling Association's Code of Ethics and Standards of Practice and ethical codes provided by the Commission on Rehabilitation Counselor Certification.

6) Counselor Trainees are responsible for seeing that all paperwork related to the internship is completed in a timely fashion (i.e., according to deadlines specified in this Manual and in Internship class) and on file.

7) The student will ensure that the internship site and assigned site supervisor receive a copy of the University calendar, student handbook, and this Practicum and Internship Manual.

8) The student will ensure that the Internship Site and Clinical Rehabilitation Counseling Practicum and Internship Coordinator receive copies of the completed Clinical Rehabilitation Counseling Internship Agreement form and the Assignment of Supervisor and Qualifications of Supervisor Form by indicated deadlines. The student will also be certain that the Mid-­­semester and Final Skill and Professional Behavior Evaluations, Assessment of the Clinical Experience, and the Internship Completion Form are properly completed and placed in the student’s internship file.

9) The student must purchase professional liability insurance and have proof of current coverage throughout the internship experience.

The signatures below indicate each person understands the Internship requirements for the Clinical Rehabilitation Counseling Master’s degree Program at Kent State University. The signatures also represent each person’s agreement to upholding his or her respective responsibilities outlined in this Clinical Rehabilitation Counseling Internship Agreement Form.

**The signatures below indicate that each person understands the Internship requirements for the Clinical Rehabilitation Counseling Master’s degree Program at Kent State University. The signatures also represent each person’s agreement to uphold his or her respective responsibilities outlined in this Clinical Rehabilitation Counseling Internship Agreement Form.**

The Clinical Rehabilitation Counseling Internship will begin (month/year) \_\_\_\_\_/\_\_\_\_\_ and conclude (month/year) \_\_\_\_\_/\_\_\_\_\_

for a total of weeks.

**Agency/site Representative:**

Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Agency / Site Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship Student:** Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**CRC Practicum & Internship Coordinator:** Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | **Clinical Rehabilitation Counseling****Assignment of Supervisor &** **Qualifications of Supervisor Form** | A screenshot of a cell phone  Description automatically generated |

Directions: ***Please type or print CLEARLY*** all requested information. This form is to be completed at or about the time the Clinical Rehabilitation Counseling Practicum Agreement Form or the Clinical Rehabilitation Counseling Internship Agreement Form is completed and the original submitted to the Clinical Rehabilitation Counseling Practicum and Internship Coordinator by May 1st for Practicums or Internships beginning in the Fall semester and December 1st for Practicum and any Internship changes in the Spring semester. NOTE: This form is not to be used twice – separate Assignment of Supervisor Forms is to be used for practicum and internship (even if the Counselor Trainee maintains the same supervisor for both practicum and internship).

Name of Counselor Trainee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency / Site Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assigned Supervisor Contact Information:

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

###### LICENSURE INFORMATION

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

**CERTIFICATION INFORMATION**

|  |  |  |
| --- | --- | --- |
| Type of Certification | State & Department Issuing Certification | Certification # / ID & Expiration Date |
|  |  |  |
|  |  |  |

**EDUCATIONAL / ADADEMIC INFORMATION**

|  |  |
| --- | --- |
| Highest Degree Earned | Major / Program of Study |
|  |  |

This Assignment of Supervisor Form being used for:

* + Practicum: . This Practicum will extend for hours a week for weeks, totaling at least 100 clock hours of service, of which a minimum of 40 clock hours are devoted to direct, face-­­to-­­face service. Minimum face-­­to-­­face supervision hours to be provided each week =1 hour of individual supervision for every 8 work hours. The site supervisor will assume full and direct legal responsibility for all clients seen by the student intern.
	+ Internship: . This Internship will extend for hours a week for weeks, totaling at least 600 clock hours of service, of which a minimum of 240 clock hours are devoted to direct, face-­­to-­­face service. Minimum face-­­to-­­face supervision hours to be provided each week =1 hour of individual supervision for every 20 work hours. The site supervisor will assume full and direct legal responsibility for all clients seen by the student intern.

Agency Rep. Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Agency Rep. Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CRC Practicum & Internship Coordinator: Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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|  | **Clinical Rehabilitation Counseling****Reporting of Weekly** **Practicum & Internship Logs** | A screenshot of a cell phone  Description automatically generated |

**1) Weekly Practicum Log:** A copy of the Clinical Rehabilitation Counseling Practicum Log can be downloaded at <http://www.kent.edu/ehhs/ldes/ces/documents>Students are required to turn in their completed logs (with signatures) weekly to their Practicum instructor.

**2) Weekly Internship Log:** A copy of the Clinical Rehabilitation Counseling Internship Log can be downloaded at <http://www.kent.edu/ehhs/ldes/ces/documents>Students are required to turn in their completed logs (with signatures) weekly to their Internship instructor.

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|  | **Clinical Rehabilitation Counseling****Instructions for Performance Evaluations** | A screenshot of a cell phone  Description automatically generated |

**1) Skill Evaluation Forms for Practicum:** A copy of the Clinical Rehabilitation Counseling Practicum Skill Evaluation Form can be downloaded at <http://www.kent.edu/ehhs/ldes/ces/documents>Students are required to turn in their completed evaluation forms (with signatures) to their practicum instructor at the designated time indicated on the syllabus.

**2) Skill Evaluation Forms for Internship:** A copy of the Clinical Rehabilitation Counseling Internship Skill Evaluation Form can be downloaded at <http://www.kent.edu/ehhs/ldes/ces/documents>Students are required to turn in their completed evaluation forms (with signatures) to their Internship instructor at the designated time indicated on the syllabus.

3) It is expected that open communication between the counselor trainee, the site supervision, the course instructor, and the Clinical Rehabilitation Counseling Practicum and Internship Coordinator is maintained. In order to maintain communication, foster counselor trainee development, and maintain high standards of the Clinical Rehabilitation Counseling program and profession, a formal evaluation procedure has been developed. Please see the below evaluation procedures:

**CES 69192 Practicum II: Clinical Rehabilitation Counseling**

To be completed by the site supervisor:

* Complete the Supervision Contract at the start of practicum. Use this form as needed to meet, add, or modify counselor trainee goals.
* Complete the Skill Evaluation Form (both for skills and professional behavior) for practicum at mid-­­semester.
* Complete the Skill Evaluation Form (both for skills and professional behavior) for practicum at the end of the practicum experience (e.g., at the end of the semester).

To be completed by the course instructor / supervisor:

* Complete the Skill Evaluation Form (both for skills and professional behavior) for practicum at mid-­­semester.
* Complete the Skill Evaluation Form (both for skills and professional behavior) for practicum at the end of the practicum experience (e.g., at the end of the semester).

To be completed by the student:

* Complete the Assessment of Clinical Experience form.

**CES 69792 Internship: Clinical Rehabilitation Counseling**

To be completed by the site supervisor:

* Complete the Supervision Contract at the start of Internship I. Use this form as needed to meet, add, or modify counselor trainee goals.
* Complete the Skill Evaluation Form (both for skills and professional behavior) at the midterm and end of Internship.

To be completed by the student:

* Complete the Assessment of Clinical Experience form.

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|  | **Clinical Rehabilitation Counseling****Counselor Trainee’s Assessment** **of the Clinical Experience** | A screenshot of a cell phone  Description automatically generated |

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name of On-Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total Number of Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site/Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Assessment is pertaining to (circle one): Practicum OR Internship

This evaluation is for the purpose of providing feedback to the rehabilitation supervisor, the site, and the University regarding student perceptions of the clinical experience. This instrument is designed as a guide to facilitate the sharing of the most significant perceptions and impressions which occur throughout each clinical experience. As a Counselor Trainee and a beginning professional, you are urged to complete this instrument completely and honestly. You should already have begun this kind of critical sharing with your field supervisor, others at the site, and your faculty practicum or internship instructors. Your response can aid your own professional development, and your assessment will significantly help the site and the University be more responsive to student needs.

NOTE: The form titled “Counselor Trainee’s Assessment of the Clinical Experience” is used for both the Clinical Rehabilitation Counseling practicum and the Clinical Rehabilitation Counseling internship.

Complete the rating form as follows:

X = it is not possible to assess this item.

1 = Extremely Dissatisfied. Desired Behavior / Condition was Seldom Met

2 = Somewhat Dissatisfied. Desired Behavior / Condition was Often Absent

3 = Somewhat Satisfied: Desired Behavior / Condition was Sometimes Absent

4 = Moderation Satisfaction: Desired Behavior / Condition was Frequently Present

5 = Indicates Complete Satisfaction or an Extremely Positive Response.

Note: Please provide written comments if applicable.

###### The Clinical Experience Process

|  |  |  |
| --- | --- | --- |
| # | Item | Rating (circle one) |
| 1 | Was there sufficient information about this clinical experience prior to actually starting the experience? | X 1 2 3 4 5 |
| 2 | Did you feel the kind of setting was appropriate to your needs and interests? | X 1 2 3 4 5 |
| 3 | Was orientation at the site sufficient when the course you are in now (practicum or internship) began? | X 1 2 3 4 5 |
| 4 | Overall, did the faculty instructor meet his/her responsibilities for this clinical experience? | X 1 2 3 4 5 |
| 5 | During this clinical experience process, did you feel that you were treated as an individual with respect for your own special | X 1 2 3 4 5 |
| 6 | Was the site adequately prepared for your arrival? | X 1 2 3 4 5 |

**The Setting**

|  |  |  |
| --- | --- | --- |
| # | Item | Rating (circle one) |
| 7 | Was interaction with other counselors and related disciplines sufficient? | X 1 2 3 4 5 |
| 8 | Did the site provide you with agreed upon working conditions? | X 1 2 3 4 5 |
| 9 | Overall, did you feel the site attached sufficient importance to your clinical experience? | X 1 2 3 4 5 |

**Professional Development**

|  |  |  |
| --- | --- | --- |
| # | Item | Rating (circle one) |
| 10 | Did the experience acquaint you with the operation of a rehabilitation counseling program? | X 1 2 3 4 5 |
| 11 | Did this clinical experience improve your capacity to work with people in a helping relationship? | X 1 2 3 4 5 |
| 12 | Did this clinical experience acquaint you with resources available in the community? | X 1 2 3 4 5 |
| 13 | Did this clinical experience significantly increase your knowledge of the role and functions of rehabilitation counselors? | X 1 2 3 4 5 |
| 14 | Did this clinical experience significantly increase your knowledge of the specific problems in rehabilitation, e.g., poverty, substance abuse, mental health issues, anger management, abuse, and so on? | X 1 2 3 4 5 |
| 15 | Rate your general level of satisfaction with the amount and kind of counseling activity you were assigned? | X 1 2 3 4 5 |
| 16 | Was there a sufficient diversity of learning activities? | X 1 2 3 4 5 |
| 17 | Were there opportunities to be part of the larger agency/site such as attending staff meetings, in-•­service training, and so on? | X 1 2 3 4 5 |
| 18 | Did this experience help you understand and use professional record keeping procedures? | X 1 2 3 4 5 |

**Direct Supervision**

|  |  |  |
| --- | --- | --- |
| # | Item | Rating (circle one) |
| 19 | Did your supervisor stimulate professional counselor identity? | X 1 2 3 4 5 |
| 20 | Did your supervisor help you feel accepted and respected as a person? | X 1 2 3 4 5 |
| 21 | Did your supervisor help in demonstrating professional relationships with staff members at the site? | X 1 2 3 4 5 |
| 22 | Did your supervisor meet with you for supervision at established times and for the agreed upon time? | X 1 2 3 4 5 |
| 23 | Did your supervisor assist in conceptualizing your clients? | X 1 2 3 4 5 |
| 24 | Did your supervisor help clarify objectives for your counseling sessions? | X 1 2 3 4 5 |
| 25 | Did your supervisor help organize relevant case data in planning procedures for working with your clients? | X 1 2 3 4 5 |
| 26 | Did your supervisor guide you in generating your own solutions to problems faced with clients? | X 1 2 3 4 5 |
| 27 | Did your supervisor provide you with useful feedback regarding your counseling skills? | X 1 2 3 4 5 |
| 28 | Did your supervisor help you focus on how your personal style influenced clients? | X 1 2 3 4 5 |
| 29 | Did your supervisor adequately reinforce the development of your strengths and capabilities? | X 1 2 3 4 5 |
| 30 | Did your supervisor help you use appraisal instruments constructively in counseling? | X 1 2 3 4 5 |
| 31 | Was your supervisor helpful in critiquing your report writing? | X 1 2 3 4 5 |
| 32 | Did your supervisor allow and encourage you to evaluate your work with clients? | X 1 2 3 4 5 |

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_