



## **Addictions Counseling Practicum Manual**

Post-Secondary/Undergraduate Certificate in Addictions Counseling

<https://www.kent.edu/ehhs/ldes/ces/addictions-counseling-certificate-program>

Counselor Education and Supervision (CES) Program

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## What is Practicum in Addictions Counseling?

A practicum is field-based experience that takes place off campus in a community-based agency, hospital, or school setting. It is structured and supervised practice in a real-life work setting. Practicum is the final requirement and the culminating experience of the post-secondary/undergraduate certificate in Addictions Counseling Certificate Program (ACCP) at Kent State University (KSU). Practicum begins after students have officially enrolled in the ACCP at KSU and have completed a series of academic courses covering foundational content in addictions counseling, such as theories of addiction and diagnosis and treatment of substance use disorders. Practicum in addictions counseling is reserved for those students who have already obtained their Chemical Dependency Counselor Assistant – Phase 1 certificate from the Ohio Chemical Dependency Professionals (OCDP) Board (<https://ocdp.ohio.gov/>) and who remain in good standing with the OCDP Board.

Practicum is the opportunity for students to “test out” their academic or classroom learning in an off-campus work environment. This practical experience is intended to help students transition to the role of a professional helper, specifically a licensed chemical dependency counselor, doing so under the supervision of a licensed professional helper in the field and with the assistance of the practicum course instructor. During the practicum experience, students are enrolled in the academic course, CES 37692: Addictions Counseling Practicum, for variable credit (4-9 credits). This course is delivered face-to-face and meets five times during the semester or summer term. As with any course, there are readings and other assignments to complete. Time spent in these course activities are in addition to time spent at the practicum field site.

If students are already employed at their practicum field site prior to the start of the practicum course, students will need to modify their work roles or responsibilities for the practicum course requirements. This may mean working at a different site of the agency or in a different program of the agency (e.g., detox, in-patient, out-patient) during practicum or with a different population served by the facility. It may also mean engaging in new tasks, such as co-facilitating a new group or providing individual counseling. Practicum cannot be completed by continuing to engage in customary and expected work responsibilities at the practicum field site. As the culminating experience of the post-secondary/undergraduate certificate in addictions counseling at KSU, practicum needs to entail and introduce students to new field or worksite experiences.

### Roles and Responsibilities of Participants in Addictions Counseling Practicum

There are three major participants in practicum: (1) the addictions counseling practicum student, (2) the cooperating field or on-site supervisor, and (3) the university faculty consultant. Each person has their own set of roles and responsibilities. These are explained in this section of the manual.

#### The Addictions Counseling Practicum Student

The practicum student in addictions counseling is responsible for locating and securing a practicum site that meets the certificate program’s minimum requirements for an approved or appropriate site. Requirements of a practicum site typically include providing addictions counseling services (e.g., screening and assessment of substance use disorders, individual and group counseling) and having an on-site field supervisor with appropriate credentials who will provide weekly supervision to the practicum student for the duration of the student’s practicum experience. Additional requirements of an

approved or appropriate practicum site are explained in the Addictions Counseling Practicum Agreement Form in the *Addictions Counseling Practicum Manual*.

The coordinator of the addictions counseling certificate program (ACCP) maintains a list of approved practicum sites in the Northeast Ohio area and students are encouraged to begin their search for a practicum site using this list. Students are encouraged to begin their search at least 2 months prior to the start of practicum by contacting possible facilities to inquire about a practicum opportunity and to schedule, if invited, a professional in-person interview at the practicum site.

Once a practicum site has been secured, the practicum student must complete the necessary paperwork contained in this manual and submit this paperwork to the ACCP Coordinator prior to the start of the practicum course and the practicum experience. A face-to-face meeting with the ACCP coordinator must be scheduled to review completed paperwork. The student must also complete any additional paperwork required by the practicum site (e.g., paperwork required of the facility's volunteers or employees). Furthermore, practicum students will need to have completed on-site orientation and training (e.g., for all new hires or volunteers) prior to the start of practicum (i.e., accrual of practicum clock hours will not begin until after such orientation/training has been completed and verified).

Addictions counseling practicum students must complete criminal background checks (federal and state) and have the results sent to their practicum site prior to the start of the practicum course and the practicum experience. These fingerprinted background checks can be completed in the Instructional Resource Center (<https://www.kent.edu/ehhs/centers/irc>) in 221 White Hall, on the Kent campus of KSU. It is recommended that addictions counseling practicum students purchase and maintain Student Professional Liability Insurance for the duration of their practicum experience. This type of student professional liability insurance can be purchased from NAADAC, The Association for Addiction Professionals (see <https://www.naadac.org/student-insurance>).

Throughout practicum, students must conduct themselves as helping professionals, upholding the Ohio Chemical Dependency Professionals Board's rules of conduct set forth in the *Code of Ethics for Chemical Dependency Counselors* (<https://ocdp.ohio.gov/Laws-Rules/Laws-and-rules>). Addictions counseling practicum students are expected to abide by the Practicum in Addictions Counseling Agreement and fulfill their responsibilities as a student in CES 37692 (i.e., following the course syllabus).

### The Practicum Site Supervisor

The practicum site supervisor serves as a mentor and a guide for the student(s) they supervise. They hold the appropriate credentials (e.g., LICDC/LICDC-CS, LPCC-S, LISW) to provide direct supervision to a practicum student in addictions counseling and remain in good standing with the state regulatory board(s) that has issued their professional license. Site supervisors are expected to help meet the educational and professional goals unique to each practicum student's focus in addictions counseling, such as working with adolescents or practicing in a criminal justice setting. Site supervisors are also regarded as the educational colleagues of the university counseling faculty consultant. At the start of the practicum experience, practicum site supervisors will review and complete a supervision agreement form with each practicum supervisee, using the Practicum/Field Supervision Contract included in the *Addictions Counseling Practicum Manual*. This Contract includes a listing of each practicum student's devised learning objectives for practicum.

For the duration of practicum, the site supervisor will meet weekly and face-to-face with each Practicum Student supervisee for a structured supervision session. This time will be to review the counseling services the practicum student is providing (e.g., client case review) and the student's professional development (e.g., challenges of addictions counseling work). The supervisor will provide oral (or formative) feedback to the supervisee in each supervision session, noting strengths or skills demonstrated and areas that require improvement. The supervisor will also review and sign the Weekly Practicum Activity Report and Supervisor Evaluation Form provided by the practicum student and included in this manual. The practicum student will submit this completed form to the practicum course instructor. A Final Evaluation of Addictions Counseling Practicum will be required at the conclusion of the practicum experience.

The practicum site supervisor's evaluation of each student supervised will be based on live observation of the student's work at the site, review of audio recorded samples of the practicum student's interactions with clients, and/or consultation with other licensed helping professionals at the practicum site who have worked directly with the practicum student and observed the practicum student's work. Supervisors must not limit their evaluation of the practicum student to the student's self-report of their work. Further information about the evaluation process—and evaluation forms—is found in *Addictions Counseling Practicum Manual* and will be provided to the practicum site supervisor by the instructor of CES 37692.

### The University Faculty Consultant

The university faculty consultant is a full-time faculty member in the Counselor Education and Supervision (CES) program at KSU and serves as the coordinator of the addictions counseling certificate program (ACCP). The university faculty consultant coordinates, collaborates, advises, and evaluates the addictions counseling practicum experience for all parties involved. This includes maintaining communication between the practicum site supervisor and each addictions counseling practicum student, making sure that each participant is clear about the goals and experiential criteria for the practicum experience.

Once the student has identified a practicum site, the university practicum faculty consultant will contact the practicum site supervisor to establish a professional connection and to review the expectations of practicum in addictions counseling. Throughout the practicum experience, the university practicum faculty consultant will maintain routine contact with the practicum site supervisor by telephone and email. The Weekly Practicum Activity Report and Supervisor Evaluation Form, completed by the practicum student and the practicum site supervisor and submitted to the university practicum supervisor, will be an additional means of communication. Furthermore, the university practicum supervisor will conduct at least one in-person practicum site visit during each student's practicum experience, meeting jointly with the practicum site supervisor and the practicum student.

## Structure and Expectations of Practicum in Addictions Counseling

The Practicum in Addictions Counseling for post-secondary/undergraduate students enrolled in the 16-credit Addictions Counseling Certificate Program (ACCP) at Kent State University (KSU) is designed to be completed in one 10-week Summer term or one 15-week academic semester (Fall or Spring). It is the culminating experience of ACCP students who have completed requisite coursework in theories of addiction, diagnosis of substance use disorders (SUDs), treatment planning for SUDs using *The ASAM Criteria*, evidence-based practices in addictions counseling, and ethical and legal practice in addictions counseling. It requires enrollment in CES 37692: Addictions Counseling Practicum. Practicum students hold the CDCA-Phase 1/preliminary credential from the Ohio Chemical Dependency Professionals (OCDP) Board and are expected to remain in good standing with the Board throughout their practicum experience. They are also expected to uphold the OCDP Board's rules of conduct set forth in the *Code of Ethics for Chemical Dependency Counselors* (<https://ocdp.ohio.gov/Laws-Rules/Laws-and-rules>).

### Enrollment, Academic Credit, and On-Site Clock Hour Requirements

Post-secondary/undergraduate students at KSU enroll in CES 37692 for variable academic credit, depending on Summer term or Fall/Spring semester enrollment. The number of clock hours to be completed at the practicum site are determined by the number of credits for which the student is enrolled in CES 37692. The university guideline is that seven (7) hours per week must be completed in the field/at the practicum site for each credit hour of enrollment beyond one (1) credit (and 1 credit is the equivalent of 15 contact/clock/training/education hours). Because the minimum number of credits for CES 37692 to qualify for ACCP completion is four (4) credits, students are expected to complete a minimum of 315 clock hours of field work (i.e., supervised experience at the practicum site).

Regardless of the number of academic credits of practicum students are enrolled in, practicum students are required to participate in and complete 15 clock hours of class instruction. CES 37692 is offered face-to-face during the Summer term and during the Fall/Spring semester. Approximately seven (7) 2.5-hour class sessions (or 15 hours of instruction total) are held.

Table 1 presents the allotment of credit and corresponding clock hours completed at the practicum site for a **10-week** practicum undertaken in the Summer term. The maximum number of credit hours in the Summer is 6.

Table 1  
*Summer Credit and Clock Hours for Addictions Counseling Practicum*

Credit Hours	Number of Weeks	Weekly Class Hour	Weekly Clock Hours of Supervised Practice at Practicum Site	Total Clock Hours of Supervised Practice at Practicum Site
4	10	1.5	31.5	315
5	10	1.5	42	420
6	10	1.5	52.5	525

Table 2 presents the allotment of clock hours and respective activities for a **15-week** practicum, undertaken in the Fall or Spring semester.

Table 2  
*Fall/Spring Credit and Clock Hours for Addictions Counseling Practicum*

Credit Hours	Number of Weeks	Weekly Class Hour	Weekly Clock Hours of Supervised Practice at Practicum Site	Total Clock Hours of Supervised Practice at Practicum Site
4	15	1	21	315
5	15	1	28	420
6	15	1	35	525
7	15	1	42	630
8	15	1	49	735
9	15	1	56	840

### Criteria for Approval of Practicum Sites

1. Practicum sites must be approved by the addictions counseling certificate program (ACCP) coordinator at KSU prior to the student entering into an agreement with a facility/agency to fulfill the practicum requirement of the ACCP. The ACCP coordinator maintains an updated practicum site list of approved facilities/agencies in Northeast Ohio.
2. An approved practicum site is one that provides students with a variety of professional growth experiences. These include attending in-service trainings (offered to the practicum student free of charge), floating around the agency (i.e., exposure to various programs within the agency), shadowing senior clinical staff (particularly at the beginning of the practicum experience), and accompanying a licensed clinician to participate in off-site professional activities (e.g., conducting assessments at the local jail, attending court hearings). The practicum student is expected to follow the agency's employee or volunteer policy and procedures manual.
3. At least 20% of overall services provided by the practicum student at the practicum site must constitute addictions counseling services (i.e., servicing persons with substance use disorders or SUDs). Appropriate types of addictions counseling services (that correspond to the 12 core functions required by the OCDP Board toward the 2,000 practice hours for CD counselor licensure eligibility; see <https://ocdp.ohio.gov/Portals/0/apps/CD%20Practical%20Exp.%20Form.pdf>) include:
  - a. providing orientation to new clients (e.g., co-facilitating a medication assisted treatment [MAT] induction group)
  - b. screening persons for possible SUDs
  - c. conducting intakes
  - d. initiating telephone contact with clients for follow-up
  - e. conducting diagnostic assessments to understand the nature and extent/severity of SUDs and possibly co-occurring psychiatric conditions

- f. facilitating (or co-facilitating) individual, group, and/or family counseling sessions wherein at least one person receiving services is struggling with an addictive disorder (e.g., SUD, gambling)
- g. engaging in case management and client education, including the provision of prevention-related services
- h. data entry for reporting purposes
- i. managing the referral process
- j. consulting with supervisors and other staff

It is at the completion of the practicum experience that at least 20% of the student's overall field hours at the practicum site must constitute addictions counseling services (as defined by the 12 core functions; see <https://ocdp.ohio.gov/Portals/0/apps/CD%20Practical%20Exp.%20Form.pdf>). This is calculated by dividing the total number of clock hours of supervised practice at the practicum site (last column in Table 1 and in Table 2 of this manual) by 5.

4. At least one-third (33%) and no more than half (50%) of overall services provided by the addictions counseling practicum student will be in providing direct client care. Direct client care is defined as interacting face-to-face or speaking live on the telephone with persons enrolled as clients at the practicum site. A portion of these direct services can entail observation (e.g., sitting in on a licensed clinician's counseling sessions) and shadowing another staff member in their interactions with clients. All services provided by the practicum student must be conducted under appropriate supervision.

#### Practicum Site Supervisor Qualifications and Responsibilities

5. Qualifications of supervisors of KSU post-secondary/undergraduate ACCP practicum students (practicum students who will have the CDCA Phase 1 or Phase 2) include any one of the following credentials:
  - LICDC, LICDC-CS, or LCDC III (only if LCDC III is concurrently supervised by a LICDC or LICDC-CS)
  - MD (Doctor of Medicine) or DO (Doctor of Osteopathic Medicine, who has appropriate training in addictions)
  - Licensed Psychologist (who has appropriate training in addictions and supervision)
  - LPCC-S (who has appropriate training in addictions) or a LPCC whose work is overseen by and/or is currently reporting to an independently licensed professional (e.g., MD, LPCC-S)
  - LISW-S (who has appropriate training in addictions and supervision) or LISW whose work is overseen by and/or is currently reporting to an independently licensed professional (e.g., LISW-S)
6. The practicum site supervisor will provide at least one clock hour of individual and/or group supervision each week for every 15 clock hours of practicum/on-site services provided by the practicum student (a 1:15 ratio must be fulfilled each week). If group supervision is provided, the practicum student's on-site supervisor must be the leader/facilitator of group supervision sessions. By the end of the first week of practicum, the on-site practicum supervisor and the practicum student will have established a written supervision contract (included in the *Addictions Counseling Practicum Manual*), outlining such things as a supervision schedule, how evaluation will be conducted, and the practicum student's learning objectives. The University will provide a template and sample supervision contract. The practicum student will receive a copy of the contract, as will the University.



7. Addictions counseling practicum students will only be allowed to practice on site at the practicum facility if a clinician with the appropriate supervisory qualifications is also on site at the same time or is accessible remotely and immediately (i.e., on call) during that time. In no instance will a practicum student be allowed to practice on site without a licensed clinician physically and immediately accessible to the practicum student. Any off-site and/or telehealth services the practicum student will conduct (e.g., in-home services, at school, in court) will only be possible once the practicum student has (a) completed agency training regarding the provision of off-site and/or telehealth services (including emergency procedures), (b) been accompanied an agency employee to off-site settings, and (c) received from the agency safety directives (e.g., agency-issued cell phone, use of agency vehicle).
8. On-site practicum supervisors, their designee, or other qualified providers at the practicum site must be able to observe (live observation or listening to audio recordings) at least 25% of the practicum student's direct interactions with clients and submit weekly written evaluations (form included in the *Addictions Counseling Practicum Manual*) to the practicum instructor. Audio recordings will be the property of and managed by personnel at the practicum site (including client release forms for audio recording). No audio recordings will be released to the University or listened to in a practicum class at the University. Only under certain circumstances (e.g., student remediation) and with practicum site approval (e.g., signing a confidentiality agreement) will the KSU practicum instructor and/or the KSU ACCP coordinator have access to audio recordings of practicum student interactions with clients.
9. The practicum site supervisor will assume all legal responsibility for the welfare of all clients seen by the Addictions Counseling Practicum Student.

# Addictions Counseling Practicum Agreement Form

CES 37692: Addictions Counseling Practicum

Counselor Education and Supervision (CES)  
Kent State University

This 5-page Addictions Counseling Practicum Agreement Form (pp. 10-14) serves to clarify and to verify for the University, the Practicum Field Site, and the Addictions Counseling Practicum Student (CPS) the expectations of the practicum experience in addictions counseling and to document that all parties have agreed to take part in and to fulfill their respective obligations during practicum. Contents of this Agreement correspond to information explained in the *Addictions Counseling Practicum Manual*, a document that each practicum field site and each Addictions CPS is expected to have access to and to have read. This Agreement must be completed and signed by all appropriate parties and submitted to the Addictions Counseling Certificate Program (ACCP) Coordinator at least two weeks prior to the start of Practicum. The Practicum Site, the University, and the Addictions CPS should receive a copy of the completed Agreement for their records.

This Agreement is between the Counselor Education and Supervision (CES) Program at Kent State

University (KSU) and \_\_\_\_\_  
(name of practicum field site, i.e., agency/facility)

located in \_\_\_\_\_ for the purpose of  
(city in Ohio)

clarifying and verifying the expectations and all responsibilities and obligations assumed in the provision of

supervision to \_\_\_\_\_, an  
(full name of Addictions Counseling Practicum Student, or Addictions CPS)

undergraduate/post-secondary ACCP Student at KSU, while this Addictions CPS is enrolled in

CES 37692: Addictions Counseling Practicum for \_\_\_\_\_.  
(specify which Summer term or Fall or Spring semester  
and Year of Practicum Experience)

## General Policies of the Practicum in Addictions Counseling

The central purpose of this Agreement is to clarify and to verify the roles and responsibilities of all parties involved in the Addictions Counseling Practicum experience of Addictions Counseling Practicum Students enrolled in CES 37692 at Kent State University (KSU). It corresponds to information contained in the *Addictions Counseling Practicum Manual*. Practicum is the culmination of the Addictions Counseling Certificate Program (ACCP) at KSU, a certificate that supplies all education hours necessary for licensure eligibility in Ohio as a Chemical Dependency Counselor.

This Agreement shall remain in effect for the duration of the Addictions Counseling Practicum Student's experience at the practicum field site named on this page. Termination of this Agreement prior to the successful completion of practicum requires consultation of the Practicum Site Supervisor, KSU ACCP Coordinator, Practicum Instructor, and the Addictions Counseling Practicum Student.

For the practicum experience to qualify as a practicum in addictions counseling, at least 20% of the practicum student's overall field hours at the practicum field site must constitute addictions counseling services. Please see the *Addictions Counseling Practicum Manual* for a listing of these services.

Practicum in Addictions Counseling may be paid (by virtue of the practicum student holding the OCDP-issued CDCA Phase 1 or 2 credential) or it may be unpaid. The University does not require one or the other arrangement (i.e., paid or unpaid). Addictions Counseling Practicum Students may be eligible for scholarships during their practicum experience and practicum field sites may offer stipends to students.

During the Summer term, duration of practicum is 10 weeks. During the academic year (Fall or Spring semester), duration of practicum is 15 weeks. Extending practicum beyond 10 weeks (Summer term) or 15 weeks (Fall or Spring semester) is only possible with approval of all parties signing this Agreement and with an established and written practicum end date.

Practicum hours will be a minimum of 21 clock hours per week for a minimum total of 315 clock hours for the completion of the Addictions Counseling Practicum. (Tables 1 and 2 in the *Addictions Counseling Practicum Manual* specify the number of weekly hours required at the practicum field site depending on the number of academic hours the Addictions Counseling Practicum Student (CPS) is enrolled and whether completing practicum in the Summer term or during the Fall or Spring semester.)

Of the minimum total 315 clock hours required to complete the Practicum in Addictions Counseling, at least one-third (33%) and no more than half (50%) of overall services provided by the Addictions CPS must constitute providing direct client care. The *Addictions Counseling Practicum Manual* provides a list of these possible direct services.

Addictions Counseling Practicum Students cannot begin accruing clock hours towards practicum requirements until (a) all agreement forms have been signed by all parties and submitted in a timely fashion to the ACCP Coordinator, (b) the practicum field site and experience have been determined to be appropriate by the ACCP Coordinator, and (c) the academic term (Fall, Spring, Summer) at KSU has begun.

Addictions Counseling Practicum Students enrolled in CES 37692 are required to attend all face-to-face practicum class sessions for the entire term or semester they are enrolled in practicum.

### **Responsibilities of the University**

The University agrees to:

1. Assume full responsibility for the administrative duties associated with the academic requirements of the ACCP, including approval of the practicum field site and experience, maintaining ongoing and direct communication with practicum field site representatives, ensuring that Addictions Counseling Practicum Students are academically ready to begin the practicum experience, and grading.

2. Provide information regarding the ACCP at KSU (including ACCP curriculum) for the practicum field site to properly plan and execute assignments and supervision. Specifically included are the CES 37692 course syllabus, university calendar, and the *Addictions Counseling Practicum Manual*.
3. Designate one CES faculty member each academic semester or summer term to serve as the Practicum Instructor for the Addictions Counseling Practicum Student and to communicate directly with the practicum field site supervisor. The practicum instructor will facilitate 2.5 hours of practicum class on five occasions (15 hours of instruction total). The role of the Practicum Instructor and the ACCP Coordinator will be that of consultant only; the designated practicum field site will assume all legal responsibility for the Addictions Counseling Practicum Student while that student is performing practicum-related duties (e.g., addictions counseling services).

### **Responsibilities of the Practicum Field Site**

The Practicum Field Site agrees to:

1. Designate one licensed clinician as the Practicum Site Supervisor for the Addictions Counseling Practicum Student. This supervisor must hold the appropriate academic and professional credentials as specified in the *Addictions Counseling Practicum Manual* (e.g., earned graduate degree in a behavioral science, LICDC/LICDC-CS, LPCC-S). The supervisor must be an employee (part-time, full-time, or contracted with the agency/facility) of the practicum field site where the practicum will be undertaken. The designated practicum site supervisor will assume all legal responsibility for the welfare of all clients seen by the Addictions Counseling Practicum Student.
2. Develop work assignments and tasks for the Addictions Counseling Practicum Student commensurate with objectives of (a) the ACCP at KSU and (b) the scope of practice of a chemical dependency counselor assistant (CDCA Phase 1 or Phase 2) in Ohio.
3. Provide appropriate working conditions and physical arrangements for the practicum, such as desk space for completing paperwork, access to a telephone and computer, and office space in which to meet with clients confidentially. In addition, provide a clinical and ethical instruction environment that is conducive to modeling, demonstration, and training.
4. Provide the Addictions Counseling Practicum Student with a variety of professional growth experiences. These include attending in-service trainings (offered to the practicum student free of charge), floating around the agency (i.e., exposure to various programs within the agency), shadowing senior clinical staff (particularly at the beginning of the practicum experience), and accompanying a licensed clinician to participate in off-site professional activities (e.g., conducting assessments at the local jail, attending court hearings).
5. Ensure that at least one-third (33%) and no more than one-half (50%) of the Addictions Counseling Practicum Student's hours are devoted to direct, face-to-face service to clients or prospective clients.
6. Ensure that the practicum site supervisor is providing a minimum of one clock hour of individual and/or group supervision each week for every 15 clock hours of practicum/on-site services provided by the Addictions CPS (a 1:15 ratio of supervision provision must be fulfilled each week).

7. Ensure the practicum site supervisor, their designee, or other qualified providers at the practicum site observe (live or listening to audio recordings) at least 25% of the Addictions CPS's direct interactions with clients. Audio recordings will be the property of and managed by personnel at the practicum site (including client release forms for audio recording) and will not be released to the University.
8. Inform the University of agency/facility policies and procedures that are relevant to the experience of Addictions Counseling Practicum Students.
9. Maintain close communication with the University in relation to practicum activities through available means such as correspondence with the ACCP Coordinator, accommodating on-site visits by the Practicum Instructor, and initiating/responding to telephone contacts.
10. Monitor the practicum student's performance and report to the University Practicum Instructor and/or the ACCP Coordinator if difficulties in performance, ethical behaviors, or other practicum related activities arise.
11. Allow the Addictions Counseling Practicum Student to attend all practicum class sessions at KSU.

### **Responsibilities of the Addictions Counseling Practicum Student**

The Addictions Counseling Practicum Student:

1. Will enroll in CES 37692: Addictions Counseling Practicum the Practicum for one 10-week Summer term or one 15-week Fall or Spring semester for a minimum of 4 credits. The Counseling Practicum Student will attend all scheduled face-to-face classes of CES 37692 at the University in the term or semester the Counseling Practicum Student is enrolled.
2. Will complete Bureau of Criminal Investigation and Identification (BCII) and Federal Bureau of Investigation (FBI) background checks and submit results to authorized personnel at the practicum site prior to the first day of academic term in which practicum will take place.
3. Will provide the practicum site and assigned practicum site supervisor with a copy of (or have access to) the University calendar, the undergraduate/post-secondary ACCP plan of studies, and the *Addictions Counseling Practicum Manual*.
4. Is responsible for ensuring that all paperwork related to practicum is on file at the University. This includes ensuring the practicum site and the ACCP Coordinator each receives copies of the completed Practicum in Addictions Counseling Agreement and the Assignment of Supervisor and Qualifications of Supervisor Form. The student will also complete a Weekly Practicum Activity Report and Supervisor Evaluation Form and submit the originals to the addictions counseling practicum instructor in class.
5. Is expected to be familiar with and to follow the practicum field site's employee or volunteer policy and procedures manual.
6. Must complete duties assigned and hours scheduled at the practicum site, according to the Addictions Counseling Supervision Contract (see the *Addictions Counseling Practicum Manual*) completed between the CPS and the practicum site supervisor, and any other agreements established between

the practicum site and the CPS. Assigned duties include reporting directly to practicum site supervisor regarding client issues during regularly scheduled supervision sessions and as needed (e.g., in response to client crisis/emergency issues).

7. Is expected to conduct themselves in a professional manner throughout the entirety of the practicum experience. This includes upholding the rules of conduct set forth in the *Code of Ethics for Chemical Dependency Counselors in Ohio*, as established in section 4758 of the Ohio Administrative Code (see <https://ocdp.ohio.gov/Laws-Rules/Laws-and-rules>).
8. Will purchase student professional liability insurance (e.g., through NAADAC; <https://www.naadac.org/student-insurance>) and provide proof of current coverage throughout the practicum experience.

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The signatures below indicate that each person understands the requirements for the Addictions Counseling Certificate Program (ACCP) at Kent State University. The signatures also represent each person's agreement to uphold their respective responsibilities outlined in this Addictions Counseling Practicum Agreement.

The Addictions Counseling Practicum will begin \_\_\_\_ / \_\_\_\_ (month/year) and conclude \_\_\_\_ / \_\_\_\_ (month/year) for a total of \_\_\_\_ weeks.

**Addictions Counseling Practicum Site Representative (e.g., Clinical Director):**

Name Printed: \_\_\_\_\_

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

Agency/Facility Name and Address: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**KSU Addictions Counseling Practicum Student**

Name Printed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**KSU ACCP Coordinator:**

Name Printed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Practicum On-Site/Field Supervisor Qualifications and Contact Information**  
**CES 37692: Addictions Counseling Practicum**

Counselor Education and Supervision (CES)  
 Kent State University

Please type or print CLEARLY all requested information. This 2-page form is to be completed along with the Addictions Counseling Practicum Agreement Form and submitted by the practicum student to the Addictions Counseling Certificate Program (ACCP) Coordinator at least two weeks prior to the start of practicum.

Name of Addictions Counseling Practicum Student: \_\_\_\_\_

Name of Practicum Site (agency/facility): \_\_\_\_\_

Dates of Practicum: \_\_\_\_ / \_\_\_\_ (month/year) to \_\_\_\_ / \_\_\_\_ (month/year) Summer Fall Spring \_\_\_\_\_

**PRACTICUM SITE SUPERVISOR CONTACT INFORMATION (or attach business card):**

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

Current Job Title: \_\_\_\_\_

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

Phone Number: (        ) \_\_\_\_\_ - \_\_\_\_\_

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

**PRACTICUM SITE SUPERVISOR'S PROFESSIONAL AND ACADEMIC CREDENTIALS**

**Licensure**

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

**Certification**

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

**Education**

Highest Degree Earned	Major / Program of Study

As outlined in the *Addictions Counseling Practicum Manual* and in the Addictions Counseling Practicum Agreement Form, the signatures below verify our understanding that:

1. The practicum site supervisor will provide at least one clock hour of individual and/or group supervision each week for every 15 clock hours of practicum/on-site services provided by the addictions counseling practicum student (a 1:15 ratio must be fulfilled each week). If group supervision is provided, the practicum student's site supervisor must be the leader/facilitator of group supervision sessions.
2. The practicum site supervisor will assume all legal responsibility for the welfare of all clients seen by the Addictions Counseling Practicum Student.
3. The practicum site supervisor, their designee, or other qualified providers at the practicum site must be able to observe (live observation or listening to audio recordings) at least 25% of the practicum student's direct interactions with clients and submit weekly written evaluations (form provided by KSU) to the addictions counseling practicum instructor.
4. At least one-third (33%) and no more than half (50%) of overall services provided by the practicum student will be in providing direct client care.

**Practicum Site Supervisor's Printed Name and Signature:**

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**Practicum Student's Printed Name and Signature:**

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**ACCP Coordinator's Printed Name and Signature:**

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)



# Addictions Counseling Supervision Contract

(based on Osborn & Davis, 1996\*)

This 2-page contract serves as verification and a description of the counseling supervision provided by

\_\_\_\_\_ (“Supervisor”), to \_\_\_\_\_ (“Supervisee”), a Kent State University (KSU) undergraduate student enrolled in the Addictions Counseling Certificate Program and enrolled in CES 37692: Practicum in Addictions Counseling for 15 weeks of Fall 2019.

## I. Purpose, Goals, and Objectives:

- a. Monitor and ensure welfare of clients seen by Supervisee.
- b. Promote Supervisee’s professional identity development and competence as a chemical dependency counselor.
- c. Fulfill academic requirement for Supervisee’s Practicum in Addictions Counseling at KSU.
- d. Fulfill requirements for Supervisee’s pursuit of chemical dependency counselor licensure in Ohio.

## II. Context of Services:

- a. One (1) clock hour of individual supervision weekly.
- b. Individual supervision will be conducted on \_\_\_\_\_ s [day of week], from \_\_\_\_\_ a./p.m. to \_\_\_\_\_ a./p.m. in the Supervisor’s office or in another location at the practicum site.
- c. Supervisor will directly observe Supervisee’s work (e.g., co-facilitating counseling group with Supervisee, listening to audio recordings of Supervisee’s sessions with clients) and/or will consult with licensed professionals who have directly observed Supervisee’s work.

## III. Method of Evaluation:

- a. Oral feedback will be provided to the Supervisee by the Supervisor in each supervision session. This will be formative feedback consisting of areas of strength and areas to improve.
- b. Supervisor will complete a weekly evaluation form supplied by the University and will review responses with the Supervisee prior to Supervisee’s submission.
- c. Approximately 3 weeks before the end of practicum, the Supervisor will complete a formal evaluation of the Supervisee’s performance, using the *Supervisor Evaluation of the Professional and Ethical Competence of Substance Abuse Counselors* (SPEC-SAC; Schmidt et al., 2013) supplied by the University. This will be reviewed with the Supervisee prior to submission to the University.
- d. Supervisor will consult with the instructor of CES 37692 at the University as needed.

## IV. Duties and Responsibilities of Supervisor and Supervisee:

### a. Supervisor:

1. Model and ensure professional ethics (e.g., Ohio Code of Ethics for Chemical Dependency Counselors) are upheld.
2. Assign developmentally appropriate tasks and oversee all activities of Supervisee during practicum.
3. Present, describe, and model appropriate directives.
4. Assume legal responsibility for welfare of all clients seen by Supervisee.
5. Intervene when client welfare at risk.

### b. Supervisee:

1. Uphold the Ohio Code of Ethics for Chemical Dependency Counselors.
2. Maintain professional liability insurance coverage.
3. Be prepared to discuss all practicum activities and client cases in weekly supervision sessions.
4. Complete all required documentation in a timely fashion.
5. Consult Supervisor in cases of emergency.
6. Be open and receptive to supervisory feedback and implement supervisory directives.
7. Demonstrate willingness to discuss in supervision experiences of professional development.



**CES 37692: Addictions Counseling Practicum  
Weekly Log of Hours\***

\_\_\_\_\_  
Name of Practicum Student

**Week #** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**Name of Practicum Site:** \_\_\_\_\_

<b>Core Function</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>		<b>Week Total</b>	<b>Prac Total</b>
Screening									
Intake									
Orientation									
Assessment									
Treatment Planning									
Counseling: Individual									
Group									
Family									
Case Management									
Crisis Intervention									
Client Education									
Referral									
Consultation									
Reports & Recordkeeping									
<b>Totals</b>									

\* Enter the approximate number of clock hours for each core function engaged in each week, using time increments of 0.25 (for 15 minutes), 0.5 (for 30 minutes), and 0.75 (for 45 minutes).

\_\_\_\_\_  
Practicum Student Signature and Date

\_\_\_\_\_  
On-Site Practicum Supervisor Signature and Date

**CES 37692: Addictions Counseling  
Practicum Weekly Activity Report and  
Supervisor Evaluation Form (3 pages)**

Week # \_\_\_\_\_ Date Completed: \_\_\_\_\_

Student: \_\_\_\_\_

On-Site Supervisor: \_\_\_\_\_

The first six questions (Questions 1-6) comprise the Weekly Activity Report and are to be completed by the practicum student. The next three questions (Questions 7-9) comprise the Supervisor Evaluation Form and are to be completed by the on-site practicum supervisor. All nine questions are to be completed weekly and responses reviewed jointly by the supervisor and the practicum student/supervisee. The practicum student will submit to each practicum class the completed Weekly Activity Reports and the Supervisor Evaluation Form.

**Practicum Student's Weekly Activity Report (6 questions)**

Reflecting on your practice of addictions counseling at your practicum site, please provide thorough yet succinct responses to each of the first six questions at the end of each week of practicum.

1. Which one of the 12 core functions was most prominent for you this week? Explain and provide an example.

2. Describe what was most challenging for you this week and how you addressed it.



**Practicum Supervisor's Evaluation of Practicum Student's Weekly Activity**  
(3 questions)

Week # _____
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**Supervisor:** Please respond to the following three questions (Questions 7-9) after (a) reviewing the addictions counseling practicum student's responses to the six questions that comprise the Weekly Activity Report, (b) reflecting on your own observations of the practicum student's work for this week, and (c) consulting with any other clinical staff who observed the practicum student's work this week. To assist in formulating your responses, please review items in the Final Evaluation, the 51-item SPEC-SAC (Schmidt et al., 2013) included in the Practicum in Addictions Counseling Manual.

7. What has impressed you most this week about the practicum student's work performance? Provide one specific example.

8. What needs to be improved in the practicum student's work performance? Please be specific.

9. What is one item that needs to be reviewed with the KSU practicum instructor and/or ACCP Coordinator?

Supervisor Signature\* and Date: \_\_\_\_\_

* My signature verifies that I have reviewed this practicum student's completed Activity Report for this week.
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## Final Evaluation of Addictions Counseling Practicum

### The Supervisor Evaluation of the Professional and Ethical Competence of Substance Abuse Counselors (SPEC-SAC; Schmidt et al., 2013\*)

The SPEC-SAC was developed by Schmidt et al. (2013) to assist substance abuse supervisors in their evaluation of the professional and ethical competence of their supervisees, counselors or counselor trainees who provide substance abuse counseling services. It is intended as a guide for supervisors in the process of evaluation (i.e., what feedback to offer and how to provide feedback) for the purpose of advancing a supervisee's readiness to practice. The 51-item SPEC-SAC is divided into three parts: assessment of the supervisee/counselor trainee's **professional and ethical (a) knowledge** (items 1-22), (b) **skills** (items 23-38), and (c) **attitudes** (items 39-51). *This is to be completed approximately 3 weeks prior to the end of the student's practicum and submitted to the KSU practicum instructor.*

Supervisee Name: \_\_\_\_\_

Supervisor Name and Credentials: \_\_\_\_\_

Setting of Supervision (name of facility): \_\_\_\_\_

Dates of Supervision: from \_\_\_\_\_ to \_\_\_\_\_  
(month, day, and year) (month, day, and year)

Directions to Supervisor: Please review each item of the SPEC-SAC prior to completing the entire 4-page evaluation for each supervisee. Review supervision notes and consult with others who have observed the supervisee's performance prior to evaluating the supervisee's work. Enter a numerical rating for each item that corresponds to the ratings listed. Space is provided at the end of this evaluation for comments that should correspond to and explain the objective ratings you have provided. It is important to review your completed evaluation with each of your supervisees and explain the ratings you have given for each item, as well as your comments and recommendations for improvement.

SPEC-SAC Item Ratings:

- N= No Opportunity to observe/Not relevant at developmental level
- 0 = Does not demonstrate competency at current developmental level
- 1 = Demonstrates competency minimally or inconsistently at developmental level
- 2 = Demonstrates competency consistently at developmental level

Professional and Ethical <b>Knowledge:</b> The supervisee/counselor trainee...		N	0	1	2
1.	is aware of ethical, legal, and professional standards, particularly those governing addiction counseling.				
2.	understands the rights and responsibilities of clients, including confidentiality rules and regulations.				
3.	recognizes the importance of maintaining professional boundaries in professional and therapeutic relationships.				
4.	understands the difference between the role of the professional counselor and that of a peer counselor or sponsor.				
5.	knows the consequences of violating codes of ethics.				

6.	understands the appropriate means for addressing alleged ethical violations and grievances.				
7.	recognizes differences of diverse populations, including their unique needs, including:				
	a. how individual differences affect assessment and response to treatment				
	b. how personality, culture, lifestyle and other factors influence behavior				
	c. the appropriate use of culturally sensitive counseling methods				
8.	is aware of recertification requirements and the importance of satisfying those requirements as necessary.				
9.	is aware of nondiscriminatory practices and their importance.				
10.	is informed about and involved with at least one professional association.				
11.	is aware of resources to promote his/her professional growth/competency.				
12.	is informed about the dynamics of family systems in diverse cultures/populations.				
13.	is knowledgeable as to the signs, symptoms, and patterns of violence against persons.				
14.	is aware of the risk factors underlying to potential for harm to self or others.				
15.	understands the relationship between ongoing self-evaluation and professional performance/effectiveness.				
16.	applies ethical, legal and professional standards to enhance self-awareness and performance.				
17.	is aware, or becoming aware, of own professional strengths and limitations.				
18.	understand the rationale for regular assessment of professional skills and development.				
19.	understands the rationale and methodology for using consultation.				
20.	is aware of the benefits and methods with regard to case presentation.				
21.	recognizes own needs for clinical or technical assistance, including transference/countertransference issues.				
22.	understands the use and value of self-evaluation methods and the importance of implementing feedback.				
Professional and Ethical Skills: The supervisee/counselor trainee...		N	0	1	2
23.	demonstrates ethical and professional behavior as outlined by relevant ethical, legal, and professional standards.				
24.	interprets and applies relevant ethical, legal, and professional standards.				
25.	demonstrates appropriate boundaries in professional relationships, i.e., with both clients and supervisor.				
26.	uses an ethical decision making model to form and enact an appropriate ethical decision.				
27.	reads and effectively interprets current professional and research-based literature.				



28.	provides only those services and applies only those techniques for which she/he is qualified.				
29.	applies new skills in clinically appropriate ways.				
30.	seeks to compensate for identified professional deficits.				
31.	identifies, assesses and interprets culturally specific client behaviors and lifestyles in culturally appropriate ways.				
32.	adapts therapeutic strategies to client needs.				
33.	actively participates in ongoing supervision as needed/required.				
34.	utilizes supervision to process personal feelings and concerns, including:				
	a. initiates discussions on ethical and legal issues encountered with clients				
	b. addresses potential barriers to the counselor/client and supervisor/supervisee relationships				
	c. processes through transference and countertransference issues				
	d. demonstrates problems solving skills, including conflict resolution				
	e. discusses consequence/effects of client reassignment, including termination				
35.	seeks, obtains and applies feedback from supervisor and other relevant sources with regard to personal and professional strengths and limitations in order to promote growth.				
36.	identifies and processes her/his covert and overt feelings/beliefs and their effects on the counseling relationship.				
37.	seeks, obtains and implements education and training to promote professional competence.				
38.	develops and utilizes strategies to maintain one's physical and mental health, including:				
	a. an understanding of the rationale for periodic self-assessment regarding physical and mental health, as well as recovery from substance use disorders, as applicable				
	b. identifies and utilizes available resources for maintaining physical and mental health, as well as recovery from substance use disorders, as applicable				
	c. an understanding of the consequences for failing to maintain physical and mental health, as well as recovery from substance use disorders, as applicable				
<b>Professional and Ethical Attitudes:</b>					
The supervisee/counselor trainee...		N	0	1	2
39.	is open to changing personal attitudes and behaviors that may conflict with ethical/professional guidelines.				
40.	values compliance with relevant ethical, legal and professional standards.				
41.	recognizes that professional and personal growth continues throughout one's career.				
42.	respects cultural and lifestyle differences of all individuals.				

43.	realizes that professional development is an individual responsibility.				
44.	is committed to lifelong learning.				
45.	is open to feedback, both constructive and critical.				
46.	accepts responsibility for professional and personal growth.				
47.	appreciates the importance of self-evaluation and appears willing to change behavior when necessary.				
48.	values the life experiences of all individuals.				
49.	respects the value of both clinical and administrative supervision.				
50.	recognizes situations in which supervision is needed and appropriate.				
51.	appreciates that maintaining a healthy lifestyle enhances personal and therapeutic effectiveness.				

Supervisor comments (explanation of objective ratings; please use separate sheet as necessary):

Supervisor recommendations to supervisee for improvement of knowledge, skills, and/or attitudes (please use separate sheet as necessary):

Our signatures below indicate that we have reviewed together the completed SPEC-SAC.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisee/Practicum Student Signature

\_\_\_\_\_  
Date

\* The SPEC-SAC is an Appendix in the peer-reviewed journal article authored by Schmidt, Ybanez-Llorente, and Lamb (2013), Enhancing supervision in the addictions field: Introducing the Supervisor Evaluation of the Professional and Ethical Competence of Substance Abuse Counselors, *Alcoholism Treatment Quarterly*, 31, 78-94. Permission granted to Cynthia J. Osborn on 8/23/2019 by Dr. E. A. Schmidt to include the full SPEC-SAC in the KSU Undergraduate *Addictions Counseling Practicum Manual*.