**THE MICO UNIVERSITY COLLEGE**

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**DEPARTMENT OF BEHAVIOURL SCIENCES**

**B.Sc. GUIDANCE AND COUNSELLING**

**COUNSELLING PRACTICUM**

**(450 HRS)**

**GUIDELINES FOR STUDENTS, SITE AND UNIVERSITY COLLEGE SUPERVISORS**

**Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Mico University College**

**Department of Behavioural Sciences**

**Counselling Practicum Guidelines**

**Welcome!**

Hello Students!

Welcome to the Counselling Practicum Course for 2019-2020! Getting to this point is a remarkable achievement on your part, and we celebrate you! You have demonstrated tenacity, resilience and a great level of ‘stick-to-it-iv-ness’. The fact that you are reading this, means that you are now in the process of transitioning from a student to a professional counsellor, and that is something worth celebrating! We wish for you continued success as you embark on this final leg of your undergraduate academic journey. Again, welcome to this exciting aspect of your studies! We look forward to a rewarding Counselling Practicum experience.

**Overview**

The Counselling Practicum Course is structured to develop the clinical and professional skills in Year 4 students pursuing Guidance and Counselling in the Department of Behavioural Sciences. The practicum aims to provide students with experiences necessary to make the transition from that of practicum students to counselling professionals. It requires a commitment from practicum students to read, apply and read some more, as each intervention used must be grounded in research and best practices. The Practicum period is from September 2022 to June, 2023 and will include direct counselling hours, indirect hours, attendance at case conferences, group and individual supervision sessions.

**Prerequisites:**

Students are permitted to participate in the Counselling Practicum only if they have successfully completed the courses: Skills in Counselling, Theories & Techniques in Counselling, Group Guidance and Counselling and Abnormal Psychology. In addition, a minimum of 6 hours of Individual Psychotherapy with a Department approved Counsellor is required before the Practicum engagement.

**Practicum Period**: September – June 30, 2022

**Professional Expectations of Student Counsellors**

All student counsellors are expected to conform to the ethical guidelines for teachers, as stipulated by the Ministry of Education, as well as the guidelines for counsellors defined by the Jamaica Association of Guidance Counsellors in Education.

In addition, Practicum Students are expected to:

1. Identify at least **3** personal goals for their practicum experience.

2. Complete **450** hours of service for the duration of their practicum placement.

3. Provide a minimum of **300** hours of direct clinical service. Activities that count toward direct hours include Individual Counselling and Group Counselling sessions. For the first semester, the emphasis will be on group engagement. Students are expected to complete a minimum of 120 hours for this period. Each group should have a minimum of 6 sessions. For the second semester, the emphasis will be on Individual Counselling Sessions. Students are expected to complete a minimum of 180 hours for this period.

4. Provide a minimum of **150** hours of indirect clinical service. These activities may include supervision sessions, attending workshops/seminars/webinars, attending case conferences and agency responsibilities.

5. Participate in at least **90%** ofcase conferences that will be convened by the Department, participate in themandatory group and individual supervision sessions and attend **90%** of the Practicum Training Sessions

6. Utilize unscheduled time to complete reading assignments and submit reading reports (due the last Friday of each month before 3 pm)

7. Write two **5-page Reflection Papers** (one per semester)on their practicum experience in which at least 3 of the assigned readings are incorporated. Please note that articles from the General Reading List can also be used.

8. Conform to the professional rules and guidelines of their respective placement sites, and in the event of a conflict of interest, consult with their agency or faculty supervisor.

**Supervision and Evaluation**

There is an expectation that faculty supervisors, agency supervisors, and practicum student will work collaboratively to evaluate supervisees’ growth, and to promote their development. All supervisees therefore, will participate in supervision with at least two supervisors: one agency supervisor and one faculty supervisor. While faculty supervisors are expected to provide supervision at least 6 times per semester (including 2 group sessions, 2 individual sessions in house and 2 site visits) for the duration of the practicum, supervisees are expected to participate in weekly or bi-weekly supervision with their agency supervisors.

It is anticipated that, given the importance of the supervisory relationship, feedback will be ongoing for the duration of the practicum experience. However, at the end of practicum, a written evaluation process will occur; both supervisors will provide an evaluation of the supervisee’s competencies and progress, while supervisees will complete an evaluation of their experiences with their faculty supervisors.

**Expectations of Supervisors**

***Agency Supervisors***are expected to:

1. Facilitate individual weekly supervision of all clinical experiences. This includes:

a. fostering supervisees’ application of counselling theory and research to client presentations in both individual and group counselling;

b. encouraging supervisees’ conceptualization of client presentation based on their identified theoretical orientation;

c. assisting supervisees in clarifying their diagnostic impressions of clients and

d. overseeing supervisees’ development of treatment plans and utilization of therapeutic interventions.

2. Utilizing the form provided, complete formal evaluation of supervisee at the end of practicum.

3. Discuss evaluation with supervisee.

***Faculty Supervisors***are expected to:

1. Facilitate at least 6 supervision sessions (per semester); at least 2 are required to be on-site visits

2. Facilitate 2 group supervision sessions and 2 individual sessions

3. Complete formal evaluation of supervisee at the end of practicum

4. Discuss evaluation with supervisee

5. Provide a reading list for students based on their personal goals

**General Reading List**

Ener, L. E. E. ed., & Ray, D. C. . (2018). Exploring Characteristics of Children Presenting to Counseling for Grief and Loss. Journal of Child & Family Studies, 27(3), 860–871. https://doi.org/10.1007/s10826-017-0939-6

Maruniakova, L. 273565@mail. muni. c., Rihacek, T., & Roubal, J. (2017). How beginning counselors learn: The interaction of personal and professional experiences in counselors with an experiential orientation. Counselling Psychology Quarterly, 30(1), 48–66. https://doi.org/10.1080/09515070.2016.1148013

Sawyer, C. S. ed., Peters, M. L. ., & Willis, J. (2013). Self-Efficacy of Beginning Counselors to Counsel Clients in Crisis. Journal of Counselor Preparation & Supervision, 5(2), 30–43. https://doi.org/10.7729/52.0042

Springer, S. I. (2014). Get Fit for Life: Elementary School Group Counseling with a Twist. Journal of School Counseling, 12(17). Retrieved from http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ1034775&site=ehost-live

Todd, A., & Chehaib, H. (2019). Exploring How School Counselors Practice Self-Compassion. Journal of School Counseling, 17(9). Retrieved from http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ1213152&site=ehost-live

**The Mico University College**

**Department of Behavioural Sciences**

**Counselling Practicum Guidelines**

**Allotment of Hours for Duration of Practicum**

**Direct Hours: 300**

1. Individual Counselling (180 hours)

2. Group Counselling (120 hours)

**In-Direct Hours: 150 (75 per semester)**

1. Supervision – Individual and group

2. Seminars/Workshops/Webinars

3. Case Conferences

4. Video Analysis

**Counselling Practicum Final Grading**

Faculty Supervisor Appraisal - 35%

Site Supervisor Appraisal - 30%

Presentation at Case Conference - 15%

Reflection Paper - 10%

Reading Reports - 10%

**COUNSELLING PRACTICUM DIRECT HOURS LOG**

**(Individual, Group, In-take, etc)**

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 **(Student’s Name)** **(Contact Number)**

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 **(Field Supervisor’s Name) (Contact Number)**

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**(Name & Address of Agency)**

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**COUNSELING PRACTICUM IN-DIRECT HOURS LOG**

**(Case conference, Workshops, Seminars, filing, etc)**

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 **(Student’s Name)** **(Contact Number)**

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 **(Field Supervisor’s Name) (Contact Number)**

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**(Name & Address of Agency)**

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|  | **Hours Sub-Total** |  |  |  |

**Counseling Practicum Appraisal**

**End of Period Appraisal of Supervisor by Supervisee**

(Adapted from The University of Texas)

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

Name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please use the following scale to provide feedback on your experience with your supervisor:

**SA** = **S**trongly **A**gree

**A**= **A**gree

**U** = **U**ndecided

**D** = **D**isagree

**SA** = **S**trongly **D**isagree

My Supervisor:

1. Accepted and respected me as a person. **SA A U D SD**
2. Provided useful feedback for developing my skills **SA A U D SD**
3. Helped me to formulate a theoretically sound rationale of human behaviour **SA A U D SD**
4. Assisted in my application of theory to practice **SA A U D SD**
5. 5. Provided suggestions for developing my counselling skills **SA A U D SD**
6. Assisted me in understanding the implications of the approaches/techniques I used **SA A U D SD**
7. Assisted in my formulation of treatment goals and interventions **SA A U D SD**
8. Encouraged the development of my Professional Identity **SA A U D SD**
9. Enriched my understanding of counselling **SA A U D SD**
10. Impacted me positively **SA A U D SD**

**Signatures below indicate that this evaluation has been reviewed and discussed.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisee Supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

**Counseling Practicum Appraisal**

**End of Period Appraisal by Supervisor**

(Adapted from The University of Texas)

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

Name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please use the following scale to rate the practicum student's ability to perform the designated competencies:

**5** = **High:** Student possesses a **superior** level of competence in this area

**4** = **High Average:** Student possesses a **high** level of competence in this area

**3** = **Average/Expected level:** Student possesses **adequate** competence in this area

**2** = **Low Average:** Student possesses **limited** competence in this area and needs to improve performance

**1**= **Low:** Student clearly **lacks** competence in this area

NA = No opportunity to assess

**Counselling Skills Total: \_\_\_/ 50**

Please rate the student's ability to:

1. Develop a therapeutic relationship characterized by empathy and

 positive regard for the client NA 1 2 3 4 5

2. Develop a good working alliance with clients NA 1 2 3 4 5

3. Reflect both content and feeling during counseling NA 1 2 3 4 5

4. Utilize a theoretical framework to explain client presentation/issues NA 1 2 3 4 5

5. Identify and follow client’s issues as presented during the session NA 1 2 3 4 5

6. Demonstrate creativity, versatility and flexibility in counselling NA 1 2 3 4 5

7. Clarify and/or summarize important points/issues during counselling NA 1 2 3 4 5

8. Respond to clients verbally and non-verbally in ways that encourage

 exploration and deepening of the relationship NA 1 2 3 4 5

9. Recognize an appropriate termination point within therapy model NA 1 2 3 4 5

10. Prepare the client in advance for termination NA 1 2 3 4 5

**Supervision Total: \_\_\_/ 25**

Please rate the student's ability to:

1. Actively and willingly participates in supervision sessions NA 1 2 3 4 5

2. Is open to self-examination during supervision NA 1 2 3 4 5

3. Accept responsibility for learning NA 1 2 3 4 5

4. Remain open to suggestions and feedback NA 1 2 3 4 5

5. Summarize and clarify important client issues during supervision NA 1 2 3 4 5

**Professionalism Total: \_\_\_/ 25**

Please rate the student's ability to:

1. Exhibit professional behaviours that reflect the ethical codes of

 the counselling profession. NA 1 2 3 4 5

2. Exhibit an appropriate understanding of professional boundaries NA 1 2 3 4 5

3. Demonstrate initiative NA 1 2 3 4 5

4. Work collaboratively with others NA 1 2 3 4 5

5. Keeps timely and accurate client records NA 1 2 3 4 5

**Group Supervision/Case Conference Total: \_\_\_/ 25**

Please rate the student's ability to:

1. Actively participate in group supervision NA 1 2 3 4 5

2. Actively participate in case conference NA 1 2 3 4 5

3. Appropriately seek and consider the professional opinions of

 supervisors and others NA 1 2 3 4 5

4. Respect and appreciate differing opinions and beliefs of others

 in group supervision NA 1 2 3 4 5

5. Respect and appreciate differing opinions and beliefs of others in case conference NA 1 2 3 4 5

**TOTAL SCORE = \_\_\_\_\_\_/125**

*Kindly note that it is left to the discretion of the Supervisor to present a narrative evaluation of the Supervisee.*

**Signatures below indicate that this evaluation has been reviewed and discussed.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (SUPERVISOR) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (SUPERVISEE) Date

**SITE/FACULTY SUPERVISOR’S OVERALL**

**EVALUATION OF PRACTICUM STUDENT**

Please do not rate the student unless there is significant evidence on which to base your evaluation.

**Please check which applies**: Faculty Site

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

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practicum Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Score  | Grade  | GPA | Descriptor |
| 90 –100% | A+ | 4.00 | Excellent - outstanding performance |
| 80 – 89% | A | 3.50 | Very good - consistently credible performance  |
| 75 – 79% | A- | 3.25 | Good - credible overall performance |
| 70 – 74% | B+ | 3.00 |
| 65 – 69% | B | 2.75 | Fairly Good |
| 60 – 64% | B- | 2.50 |
| 55 – 59% | C+ | 2.25 | Pass |
| 50 – 54% | C | 2.00 |
| 40 – 49% | D | 1.50 | Fail/Re-sit/Re-submit |
| 00 – 39% | F | 0.00 | Fail/Redo |

***FINAL SCORE =\_\_\_\_\_\_/125 = \_\_\_\_\_\_(100%) (Example: 94/125 = 0.752 = 75.2% = A- )***

 ***( Numerical) ( Letter)***

Final Grade \_\_\_\_\_\_\_\_\_\_\_\_ (% Numerical) Final Grade \_\_\_\_\_\_\_\_\_\_\_ (Letter)

Comments on overall performance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**THE MICO UNIVERSITY COLLEGE: DEPARTMENT OF BEHAVIOURAL SCIENCES**

**PRACTICUM TIME RECORD SHEET**

(To be kept at institution until the end of placement)

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Year 201 \_\_\_\_\_/ 201\_\_\_\_\_

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| DATE WEEK BEGIN (FILL IN) | WEEK | HOURS PER DAY | NUMBER OF HOURS WEEKLY | DATE WEEK BEGIN (FILL IN) | WEEK | HOURS PER DAY | NUMBER OF HOURS WEEKLY |
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Placement Ended (Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**N.B: Students are required to do 450 hours.**