G524: Practicum in Counseling

Student Information Packet and Application

Counseling and Counselor Education Program

Indiana University-Purdue University at Indianapolis

Revised January 2006

Submit application to:

Kelly Dunn, Field Placement Coordinator
ES 3108F
Phone: (317) 274-6835
E-mail: kedunn@iupui.edu

or

Dr. Floyd Robison, Faculty Director of Field Experiences
ES 3119
Phone: (317) 274-6815
E-mail: flip@iupui.edu
Fax: (317)274-6864

Please submit the following:
• Completed Application Form
• Copy of Program Outline (signed by faculty advisor)
• Two copies of your professional resume
• Verification of Professional Liability Insurance (before you begin work at the site)
Practicum in Counseling (G524)

The Practicum in Counseling is designed to provide students with closely supervised counseling practice at approved field sites in schools or agencies. This field experience requires a major commitment of time and energy and many students find it helpful to reduce their course loads while completing the practicum.

Application Deadlines:

- Fall Semester deadline: March 15
- Spring Semester deadline: October 1
- Summer deadline: March 15

Please indicate on the attached practicum application if you must perform your practicum in the evening only (available for agency sites only). You should be aware that "evening only" practicum sites are limited and it may not be possible to arrange such a placement for you during the term you request. "Evening only" practicum placements may not be available during the summer sessions.

Prerequisites:

Before enrolling in G524, students must have completed the following courses with grades of "B" or higher:

- G502: Professional Orientation and Ethics
- G522: Counseling Theory
- G523: Laboratory in Counseling

Additionally, at least two of the following three courses must be taken prior to or concurrently with the practicum: G505 (Individual Appraisal); G532 (Group Counseling); and G552 (Career Counseling). The student’s faculty advisor and the Director of Field Experiences must approve any exceptions.

Requirements:

Requirements for the practicum include departmental requirements, site-specific requirements, and faculty supervisors’ requirements. Departmental requirements are described below, but may be modified or extended by site or faculty supervisors:

1. **Minimum of 100 hours on site** (does not include group and individual supervision at IUPUI). The specific minimum requirements include:

   A. **Forty (40) hours of direct service** (individual counseling, group counseling, parent conferences, related direct service activities) including a minimum of 10 hours of group work;

   B. **One hour per week of individual supervision by the on-site supervisor** (using audiotape, videotape, and/or direct observation);

   c. Remaining hours should include activities such as professional development activities, participating in workshops as a learner, and involvement in other activities that would be expected of a staff member at the site.

2. In addition to the 100 hours on site: **Ninety (90) minutes per week of group supervision** through regular attendance of the weekly practicum seminar class conducted by the practicum instructor and one hour per week of individual or triadic supervision by the faculty supervisor.
3. Maintain a log detailing time spent at the practicum site, including specific activities.

At the conclusion of the practicum experience, a complete log for the course must be submitted to the Field Placement Coordinator. Also, it is strongly recommended that students keep permanent copies of all field experience logs as they might be required for securing future counseling credentials.

It is important for you to keep a running log of counseling activities when on site. Record the date, amount of time spent, and a description of each of your activities during the day. This log should be made available to the faculty and on-site supervisor throughout the semester. A sample log sheet is included in this packet. However, because supervisors may have different specific requirements for keeping logs, please discuss the requirements for the log with your on-site and faculty supervisors during the first week of your practicum experience.

4. Maintain client case notes appropriate to the school/agency and faculty supervisor requirements; a sample format for preparing client case notes is included in this packet. You may use another format desired by your practicum site or faculty instructor. Be sure to check on your site's policies concerning case notes and any restrictions on carrying them from the site. Ethical standards require that case notes and all other information about clients be maintained in a secure manner.

5. Provide video or audio tape samples of client sessions for review by faculty supervisor and site supervisor (be sure to obtain proper client written permission as required by the school or agency).

6. Complete all work assigned by the faculty supervisor at satisfactory levels.

7. Participate in activities of the site and follow the site's policies and procedures in a satisfactory manner.

8. All field experience students are required to have professional liability insurance in effect before beginning work at the site. The required minimum coverage for professional liability is $1,000,000 each incident / $3,000,000 annual aggregate. Low cost insurance rates are available through student membership in the American Counseling Association (ACA). ACA Insurance Trust, Inc. can be contacted at 800-347-6647 or online at www.acait.com. Please consult with the field placement coordinator or your faculty advisor for other insurance options.

Steps to Applying for a Practicum Placement:

1. MS degree students must meet with their faculty advisor and complete a Program Outline for MS Degree in Counseling form (included in this packet) before submitting the practicum application. This form must be signed by the faculty advisor.

2. Complete the attached practicum application and have your G522/G523 professor sign where indicated. If you are currently enrolled in G522/G523, submit the application without the signature.

3. Prepare a current copy of your professional resume. The resume should include information about your educational (post-high school) background, counseling courses completed or enrolled in, professional work experience, career objectives, and any other information you believe to be relevant. If you are unsure how to prepare your resume, please consult with your faculty advisor.
4. Submit your **completed application, a copy of your Program Outline** and **two copies of your resume** to the Field Placement Coordinator listed on the cover page of this document. Submit your materials by the deadline for the academic term during which you wish to perform your practicum (see preceding page for deadlines).

5. **Do not contact a site on your own.** You will be notified when to contact a site to arrange an interview. Keep in mind that, prior to acceptance by a site, you may participate in one or more preliminary interviews at the site. These interviews should be treated as if they were employment interviews. Following your interview(s), the site will notify this department as to whether or not you have been accepted for a practicum.

6. When a site has accepted you, complete the attached **Final Practicum Site Placement Form** and obtain the necessary information and signatures. Return the completed form to the Field Placement Coordinator or your faculty supervisor by the first practicum class meeting.

7. Submit **verification of your professional liability insurance** to the Field Placement Coordinator before beginning any work at the site.
Client Case Notes Form

Identification: ________________________________     Date: ________________

1. Presenting Problem

2. Summary of Session

3. Assessment Information, Hypotheses

4. Goals Established, Plans made

5. Additional Counselor Comments
# Practicum/Internship Hours Log

**Counseling – School Track**

Name_____________________________________ G524 or G550 (circle one) Month/Year______

Name of School___________________________________________ Level: Elem MS HS

## I. Hours of Professional Service (direct client contact)

<table>
<thead>
<tr>
<th>Activities</th>
<th>Week ___</th>
<th>Week ___</th>
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<th>Week ___</th>
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<td>Individual Counseling</td>
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<td>Group Counseling</td>
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<td>Academic Advising</td>
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<td>Parenting Conferences</td>
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<td>Mediation/Conflict Resolution</td>
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<td>Classroom Guidance/Intervention</td>
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<tr>
<td>Crisis Intervention</td>
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<td>Career Counseling</td>
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<td>Testing</td>
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<tr>
<td>Other Categories:</td>
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</table>

**Total direct contact hours:**

This month: __________  
Semester: __________

## II. Hours of Educational Activities (Indirect service hours)

<table>
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<tr>
<th>Activities</th>
<th>Week ___</th>
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<tr>
<td>Ind. Supervision(on site)</td>
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<tr>
<td>Professional/Educational Presentations</td>
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<tr>
<td>Consultation</td>
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<tr>
<td>Research/Professional Reading</td>
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<tr>
<td>Staff Meetings</td>
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<tr>
<td>Report Writing/Case Notes</td>
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<tr>
<td>Case Conference/Staffing</td>
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<td>Other Categories:</td>
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</table>

**Total Indirect Contact Hours:**

This month: __________  
Semester: __________

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On Site Supervisor Signature  
Faculty Supervisor Signature  
Intern’s Signature

Turn in signed copies of this log to your faculty supervisor each month. Turn in a complete copy of all monthly logs to the Field Placement Coordinator at the completion of either G524 or G550 (at end of both semesters). **Be sure to keep a copy.**
FINAL PRACTICUM SITE PLACEMENT FORM

Student's Name: ________________________________________________________

School or Agency: ______________________________________________________

School/Agency Address: ________________________________________________

______________________________________________________

School/Agency Phone: _________________________________________________

Site Supervisor: _____________________________ Phone: ___________________

E-mail: ______________________________

Dates of Practicum Experience: _______________ to _______________

The above named student has been accepted for a practicum experience at this site during the time period specified above. I have read the “Counseling Practicum Program Guidelines” document and agree to abide by the terms of this document.

_____________________________ (Date)
School Principal or Agency Director

_____________________________ (Date)
School or Agency Site Supervisor

Site supervisors not employed by Indiana University are entitled to an honorarium payment. In order to process honorarium forms the following information is needed:

Site Supervisor's Full Legal Name: _________________________________________

Social Security Number: _________________________________________________

Present Home Address: ________________________________________________

______________________________________________________

______________________________________________________
Counseling Practicum (G524) Application

Student Name: ______________________________________

Social Security Number: ______________________________

Address: _______________________________________________________________________________________
______________________________________________________________________________________________

Phone: ____________________ __________________________ E-mail: ____________________

(Work) (Home)

Practicum requested for: Fall_____ Spring_____ Summer_____ 20_____

Setting desired:

___ elementary school
___ middle school
___ high school
___ social service/mental health agency

Particular Interests: (check all that apply)

___ marriage and family counseling
___ addictions counseling
___ group counseling
___ gerontological counseling
___ other __________________________

Other comments or requests concerning practicum site placement:

Can you reliably travel outside Indianapolis? YES NO

Please list all counseling courses completed or enrolled in, along with dates and grades (if equivalent course was taken at another institution, list course number, title, and institution):

<table>
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<th>Course</th>
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This student has successfully completed G522/G523 and is recommended for enrollment in G524.

G522/G523 Professor's Signature

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