



## Orientation to Practicum/ Internship

Counseling and Development  
Program

Graduate Studies in Education



### Purpose of Practicum/Internship

Field experiences provide counseling candidates with an opportunity, under supervision, to demonstrate and improve knowledge and skills learned in the classroom in a real world setting.

The purpose of the **Practicum** is the development of skills and knowledge in preparation for internship.

The **Internship** is a more intensive experience, the objective of which is the acquisition of competence in the skills required by the role of the counselor specific to the environment in which he/she will work.

These supervised learning experiences help to meet the professional needs and goals of the candidate while providing a service to the school or agency.

## Prerequisites

Practicum must be successfully completed and faculty permission must be obtained **before** students register for internship.



## Time Requirements

### Mental Health Counseling

#### Practicum

- One semester
- 100 hours: 40 direct/60 indirect
- One hour weekly on-site supervision
- Weekly seminar/supervision with university supervisor

#### Internship

- Three semesters
- 900 hours: 360 direct/540 indirect
- Weekly on-site supervision
- Weekly seminar/supervision with university supervisor

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## Time Requirements

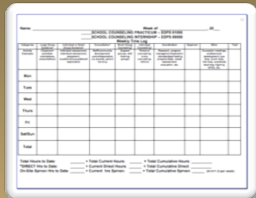
### School Counseling

Practicum

- One semester
- 100 hours: 40 direct/60 indirect
- One hour weekly on-site supervision
- Weekly seminar/supervision with university supervisor

Internship

- Two semesters
- 600 hours: 240 direct/360 indirect
- One hour weekly on-site supervision
- Weekly seminar/supervision with university supervisor



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## Time Requirements


### Human Services

Practicum

- Not required

Internship

- One semester
- 300 hours
- Weekly on-site supervision
- Weekly seminar/supervision with university supervisor



**Considerations**

- Select your site early
- Learn and meet requirements of site for practicum/internship placement
- Sites must be approved by the PUC Counseling Faculty
- Field placement sites and site supervisors must meet program requirements
- Site supervisors must have appropriate licensing/certification, experience, and training in supervision
- Sites should provide a full range of counseling activities
- Sites should provide potential for audio/video taping
- Diversify your experiences

**Practicum/Internship at employment site**

**Potential Complications**

- Dual relationships
- Overlapping and/or conflicting requirements for the site and the university
- Overlapping or conflicting procedures and policies
- Conflicting roles/expectations of site and university
- Conflicts occurring in practicum/internship may compromise employment
- Not meeting the need for new and diverse learning experiences

## Agreements

- The standard agreement forms for practicum and internship are included in the Practicum/Internship Handbook and also on the website.
- Some agencies and school districts may require a separate contract between the agency/district and the university.



## Practicum/Internship Experiences

### Mental Health Counseling

- Demonstrate skills in developing counseling relationships
- Articulate a counseling approach consistent with personal values and theoretical beliefs
- Accurately identify client concerns and issues
- Assess clients from a multicultural perspective
- Demonstrate the appropriate use of assessment instruments
- Demonstrate familiarity with and a understanding of the DSM-IV classification of disorders and diagnostic categories
- Make recommendations for clients/develop treatment plans
- Provide individual and group counseling services

**Mental Health Counseling**

- Demonstrate knowledge of legal and ethical guidelines and engage in professional and ethical behavior
- Engage in consultation with other professionals
- Educate clients on issues of self-care, daily living skills, parenting, education and other support services
- Demonstrate effective referral and collaboration skills
- Demonstrate clear, concise, and appropriate verbal and written communication skills in interactions with co-workers and other professionals
- Write reports required by the site supervisor including progress notes and written client records
- Demonstrate necessary computer/technology skills

**School Counseling**

School Counselors should demonstrate the competencies as described by ASCA





## Practicum/Internship Responsibilities

### Student Responsibilities

- Identifies potential sites in consultation with faculty
- Schedules and completes application, interview, and agreement with site administration and supervisor
- Arranges a work schedule with the site supervisor
- Develops goals and objectives for the field experience
- Follows behavioral and dress codes of the site
- Acquires liability insurance
- Keeps an accurate log of practicum/internship activities
- Completes course requirements and assignments



## Practicum/Internship Responsibilities

### Student Responsibilities

- Returns all paperwork in a timely manner
- Complies with all legal and ethical regulations
- Brings all potential legal and ethical issues to the attention of the site and university supervisors
- Cooperates with site and university supervisors

<b>PURDUE</b> UNIVERSITY CALUMET	<b>Practicum/Internship Responsibilities</b>
<b>On-Site Supervisor</b>	
<ul style="list-style-type: none"><li>•Provides adequate workspace, supplies and equipment for student</li><li>•Negotiates schedule and responsibilities with student</li><li>•Develops goals and objectives with student</li><li>•Reads the Supervisor's Handbook and completes supervisor's training provided by university</li><li>•Ensures that the student has appropriate experiences</li><li>•Meets with student for at least one hour per week for individual supervision</li></ul>	

<b>PURDUE</b> UNIVERSITY CALUMET	<b>Practicum/Internship Responsibilities</b>
<b>On-Site Supervisor</b>	
<ul style="list-style-type: none"><li>•Provides a written evaluation of the student at mid-semester and end of semester</li><li>•Maintains contact with the university supervisor to communicate assessment and performance of student</li><li>•Is available to meet with the university supervisor at least once during the semester</li><li>•Maintains confidentiality regarding information obtained during supervision with the student</li></ul>	

**University Supervisor**

- Offers orientation to students and site supervisors
- Approves student's goals and objectives for field experience
- Explains the requirements of the field experience
- Consults with site supervisor about the student's progress
- Encourages the site supervisor to contact the university supervisor for consultation and assistance

**University Supervisor**

- Encourages the site supervisor to contact the university supervisor for consultation and assistance
- Provides weekly supervision to the student in a group setting
- Appropriately maintains confidentiality about information obtained through supervision
- Schedules meetings with the on-site supervisor and student
- Reviews logs, work samples, assignments, and evaluations of the student's field experience
- Assigns field experience grades to the students

## Evaluations

- Site Supervisors complete evaluations of the student mid-semester and at the end of the semester.
- Site supervisors will complete two final evaluations for the school counselor intern at the end of the internship. One evaluation will reflect the intern's progress and performance, the other will reflect the impact of the intern's performance on the students with whom he/she has worked.
- Students will complete evaluations of the site and site supervisor at the end of practicum and internship.

Forms for these evaluations are included in the Practicum/Internship Handbook and on the website.

## Ethical Considerations

- Informed Consent
- Confidentiality
- Dual/Multiple Relationships
- Social/Sexual Relationships



## Hints for Success

- Dress and act professionally and appropriately
- Begin networking early
- Select a site closely resembling your ideal work setting
- Acquaint yourself with the site, its staff, and procedures
- Take advantage of co-workers' experience and expertise
- Become involved in site activities
- Become involved in professional organizations and development

