



**UNO Department of Counseling**  
**COUN 8220: CMHC Practicum**  
**Practicum Manual**



# Table of Contents

<b>Section I: Purpose &amp; Expectations .....</b>	<b>3</b>
Terms used in the Practicum Manual .....	3
UNO Counseling Department Terminology .....	3
<b>Section II: Policies &amp; Procedures .....</b>	<b>4</b>
Prerequisites .....	4
Enrollment (CACREP 3. S, T, U) .....	4
Practicum Site(s) .....	4
Background Check .....	6
Professional Liability Insurance (CACREP 3.A).....	6
Professionalism and Counseling Dispositions .....	6
UNO Holiday and Weather Closure Schedules .....	6
Site Orientation and Video Recording In Clinic (CACREP 3.B) .....	7
Off Campus Video-Recording & In-Class Presentation (CACREP 3.B) .....	7
Telehealth Training (CACREP 3.D) .....	7
Termination from Off-Campus Site .....	7
Change of Site Supervisor .....	9
<b>Section III: Roles and Responsibilities .....</b>	<b>9</b>
Program and Site .....	9
Qualifications of Supervisors/CE Faculty for Practicum 8220 (CACREP 3.N, P).....	9
Ethical, Legal, and Professional Conduct .....	10
CMHC Clinical Training Director Roles and Responsibilities (CACREP 3.Q).....	10
COUN 8220 Course Instructor/Faculty Supervisor Roles and Responsibilities .....	10
Site Supervisor Roles and Responsibilities .....	11
COUN 8220 Practicum Students.....	12
<b>Section IV: Practicum Requirements .....</b>	<b>13</b>
Direct and Indirect Hours (CACREP 3.F, G).....	13
Individual/Triadic and Group Supervision: (CACREP 3.H, I) .....	13
Group Counseling Requirement (CACREP 3.E) .....	13
Campus/Community Resource/Referral Packet (CACREP 3.D).....	13
Summary & Clarification of Hours/Supervision for COUN 8220.....	14
<b>Section V: Evaluation (CACREP 3.C) .....</b>	<b>15</b>
Formative Evaluation .....	15
Summative Evaluations .....	15
Supplemental Evaluations .....	16
Grading Guidelines .....	16
<b>Section VI: Documentation and Appendices .....</b>	<b>17</b>
Appendix A .....	18
Appendix B .....	19
Appendix C .....	20
Appendix D .....	21
Appendix E.....	22

Appendix G ..... 27  
Appendix H ..... 28  
Appendix I ..... 35  
Appendix J ..... 37  
Appendix K ..... 38  
Appendix L ..... 39  
Appendix M ..... 41  
Appendix N ..... 42

## **Section I: Purpose & Expectations**

Practicum provides opportunities for students to demonstrate competence with increasingly complex and diverse client caseloads. Practicum students will provide direct and indirect counseling services under the supervision of UNO Counseling Department instructors and licensed mental health professionals. Practicum experiences focus on both personal and professional development, with particular attention given to the development and refinement of counseling skills and the provision of ethically and culturally competent counseling services to diverse clients.

This manual describes the policies and procedures for COUN 8220. Documents required for the successful completion of the course are provided with appropriate timelines for submission as needed. All UNO Counseling Department instructors, practicum students, and site supervisors must abide by the policies and procedures herein. The UNO Counseling Department's clinical mental health counseling concentration (CMHC) is accredited under the 2016 standards of the Council for the Accreditation of Counseling and Related Programs (CACREP, 2016).

### **Terms used in the Practicum Manual**

**DIRECT SERVICE** – face-to-face interactions that involve the application of counseling skills. Individual, group, couples, and family counseling are examples of direct service. CACREP defines direct service as: supervised use of counseling, consultation, or related professional skills with actual clients (can be individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation. The following is NOT considered direct service: (1) observing others providing counseling or related services, (2) record keeping, (3) administrative duties, (4) clinical and/or administrative supervision.

**INDIRECT SERVICE** – all miscellaneous activities related to Practicum that are not direct service. Engaging in supervision, clinical documentation, treatment planning, and participating in professional staff meetings are examples of indirect service.

**CLINICAL TRAINING DIRECTOR** – a member of the faculty appointed to coordinate the administrative aspects of the program's practicum and Practicum courses.

**SITE SUPERVISOR** – a licensed mental health professional serving as the immediate and direct supervisor of the practicum student at the site.

### **UNO Counseling Department Terminology**

**Graduate Review Committee** - the Graduate Review Committee (GRC) is a UNO Counseling Department committee that addresses serious issues and concerns brought to their attention by faculty, practicum students, staff, and/or practicum/Practicum supervising staff/personnel related to the personal, academic, and/or ethical conduct of UNO Counseling practicum students (degree and non-degree seeking). The GRC policies and procedures are found in the Student Handbook

## Section II: Policies & Procedures

### Prerequisites

A minimum grade point average of 3.00 (“B” average) on all counseling graduate work is required for enrollment in COUN 8220: Practicum. Additionally:

- A grade lower than a “B” in COUN 8220 will require the student to re-take COUN 8220 at a time and under the parameters determined by the CMHC Clinical Training Director (CTD).
- The CMHC CTD will make this decision following a review of the student’s 8220 clinical file and subsequent discussions with the student and the student’s COUN 8220 course instructor, faculty advisor, and site supervisor.

### Enrollment (CACREP 3. S, T, U)

Due to CACREP (2016) faculty/student ratios, **enrollment in COUN 8220 is limited and not guaranteed in the semester you may prefer.** The on-site Practicum courses offered in the Community Counseling Clinic where the Counselor Education Faculty is both the site supervisor and the group supervisor/course instructor, are limited to 6 students per section. Off-campus sections of Practicum where site supervisors provide the individual/triadic supervision and the counselor educator education faculty provides group supervisor, is limited to an enrollment of 12 students per section.

Enrollment in COUN 8220 requires a permit from the Clinical Training Director/Program to enroll and will be issued after attending the mandatory orientation conducted by the Clinical Training Director at the end of each semester.

Priority enrollment for COUN 8220 is given to full and part-time students who have maintained consistent progress toward their degree and completed all pre-requisite courses. Practicum students in good standing with the department with gaps in their enrollment or completed pre-requisite courses will be accommodated as quickly as possible to ensure progress toward their degree. Enrollment in COUN 8220 may be delayed if/when department faculty finds that a student has engaged in or displayed conduct that is inconsistent with departmental and/or professional counseling standards (ethical/academic/personal).

### Practicum Site(s)

The UNO Community Counseling Clinic, the department’s in-house training clinic, is the primary site for COUN 8220. Depending on enrollment, additional sections of COUN 8220 may be offered with off-sites clinics being used as training sites, however, students should plan to be based in the UNO Community Counseling Clinic and adjust their schedules accordingly. For example, the UNO Community Clinic is open Monday thru Thursday from 2-7 pm (last sessions at 6pm) and closed during official UNO holidays.

If Community sections of COUN 8220 are necessary, the Clinical Training Coordinator and other faculty may assist students in identifying appropriate training sites, however practicum students

are responsible for identifying and contacting a practicum site, securing an interview, and formally accepting or declining any offer from a site. Practicum students should meet with their advisor and/or Clinical Training Coordinator well in advance of the intended practicum semester to discuss possible sites. This will be discussed in the practicum orientation held every semester for students who are planning to enroll in COUN 8220 for the upcoming semester.

Off campus practicum sites are listed on the department's current "**Internship Site List**" found on the department's webpage. Practicum sites and opportunities may close and new ones open outside the awareness of the department, so if a site is not listed on the official list, the department's Clinical Training Director must confirm the site prior to a student accepting the practicum.

***Additional Items:***

1. **Practicum is competitive** in the sense that many students are looking for placements at the same time. Practicum students should begin the process of identifying and securing a site as early as possible during the semester prior to their enrollment in practicum.
2. **Practicum students are expected to be on-site for direct hours a minimum of 10 hours a week**, 1 hour of which can be used for triadic/individual supervision.
3. **Practicums are often unpaid**. Some outside sites may offer a stipend or a paid position however this is only allowed with the approval of the Clinical Training Director. Practicum students should contact the Clinical Training Director immediately if a site offers any/all type of financial incentive to work out the details and to ensure that the hours needed for the practicum will follow the guidelines for clinical training.
4. **Students cannot use a current job for practicum hours**. However, students may complete a practicum at their current place of employment under the following parameters:
  - a. The site/position is verified by the Clinical Training Director and aligns with all practicum guidelines in this manual.
  - b. The site/activities is/are consistent with the activities of a licensed professional counselor (i.e., individual, group, crisis counseling, biopsychosocial assessment, documentation) --not a paraprofessional position.
  - c. **The position is qualitatively distinct from the student/student's current position at the site**. This distinction will be approved by the Clinical Training Director.
  - d. Violation of any/all of these requirements may result in immediate termination from COUN 8220 and a mandated review of student's actions by the Graduate Review Committee.
5. All contact with a site, beginning with your initial phone call, requires professional behavior (you could be talking to your future employer!)
6. Practicum students should provide site supervisor(s) with the UNO Counseling Department website and link to the practicum manual.
  - a. *\*\*Practicum students should be prepared to provide potential site supervisor(s) with a hard copy of the manual if requested.*
7. Practicum students are expected to be knowledgeable of practicum requirements at all times-and when interviewing for a practicum position (e.g., direct/indirect hours, clinical supervision needs, documentation, course requirements, etc.).

## **Background Check**

The Counseling Department requires a background check to be completed and verified prior to enrolling in COUN 8220. The background check that was completed upon admission to the program can be used to verify a student's eligibility to enroll in COUN 8220, however, if necessary, another background check may be required. Students will NOT be allowed to begin COUN 8220 without a completed and verified background check.

## **Professional Liability Insurance (CACREP 3.A)**

Practicum students must provide proof of professional liability insurance prior to being able to engage in direct client contact. Proof of liability insurance will be maintained as part of the student's official clinical file. Practicum students should remember that liability insurance is generally based on 1-year intervals and, as such, liability insurance purchased at the outset of practicum will likely expire prior to the completion of COUN 8260 assuming 8220/8250/8260 are taken in consecutive semesters. Liability insurance can be purchased through **HPSO** at a reduced student rate through the American Counseling Association (student members of ACA are able to secure liability insurance as part of their membership) or through a provider of the student's choice.

## **Professionalism and Counseling Dispositions**

COUN 8260 interns are expected to maintain a professional manner at all times at their site and in the classroom. Professionalism also includes, but is not limited to:

1. Punctuality to all COUN 8260 classes and supervision sessions (individual/triadic);
2. Punctuality to all COUN 8260 site activities including, but not limited to: Counseling sessions, clinical supervision, meetings/staffing, etc.);
3. Professional attire at the internship site is expected, consistent with site policies and culture.
4. Openness to constructive feedback from peers, instructors, site supervisors/managers, and site/program staff;
5. Completion of all required course and site-related documentation in accordance to course and site deadlines, respectively;
6. On-site engagement for full/official COUN 8260 semester regardless of number of completed direct/indirect hours.
7. Adherence to current American Counseling Association (2014) ethical standards and UNO Counseling Department/UNO student code of conduct.

## **UNO Holiday and Weather Closure Schedules**

The UNO Community Counseling Clinic (CCC) will be closed during official UNO Holidays and breaks, and during the January term, as well as when campus is officially closed due to inclement weather. Thus, COUN 8220 students placed in the CCC will not schedule or see clients during these times. Students are expected to remain aware of all UNO holidays when scheduling clients and contact clients as soon as possible to reschedule weather related cancellations.

### **Site Orientation and Video Recording In Clinic (CACREP 3.B)**

Prior to the beginning of their practicum semester, students placed in the UNO Community Counseling clinic will attend a required clinic orientation led by the clinic coordinator and/or course instructor to learn the clinic's recording system and establish a schedule for seeing clients. The training clinic houses six counseling rooms, each fully furnished and equipped with audio and video recording equipment. Practicum students are required to video record each counseling session, and regularly review session recordings in supervision for pragmatic feedback on both clinical strengths and areas for growth. Faculty ensure that all recordings are encrypted and stored locally on an intranet to ensure confidentiality. Video recordings are only accessed on campus through the secure intranet system.

### **Off Campus Video-Recording & In-Class Presentation (CACREP 3.B)**

The following procedure are mandated to ensure off-site video/audio recordings of clients for COUN 8220 requirements are HIPAA compliant. COUN 8220 interns should refer their site supervisors to the Clinical Training Director for additional information regarding these procedures.

#### **Procedure:**

After securing written consent from client and or legal guardian:

1. COUN 8250 will be given access to a secure platform to store the audio-video recordings. The College of Education, Health and Human Sciences Technology Office (Roskens Hall 405; 402-554-2939) assists in setting up the secure site and providing technical support.
2. COUN 8250 intern video/audio records sessions and uploads to the secure storage site after completing the session.
3. Following session, **and prior to leaving the internship site**, the COUN 8250 intern must ensure the recording has transferred to the secure site and delete any information from the recording device.
4. For in-class presentations, the COUN 8250 intern accesses the recorded session on the secure site.
5. Immediately following the conclusion of student's presentation, the student deletes (and confirms) the recorded session is deleted from the storage site.

### **Telehealth Training (CACREP 3.D)**

Students are expected to complete an on-line training in telehealth before or during the first week of the COUN 8220 semester. This training will outline best practices and legal/ethical considerations of telehealth counseling. The training can be found on the Behavioral Education Center of Nebraska's website <https://www.unmc.edu/bhecn/education/telehealth/index.html> and must be documented as complete on Appendix A Practicum Application when completed.

### **Termination from Off-Campus Site**

The UNO Counseling Department-and all practicum sites associated with the UNO Counseling Department retain the right to terminate a COUN 8220 student prior to or during the practicum

semester. Termination shall be considered and applied when the UNO Counseling faculty/Clinical Training Director and/or site supervisor(s)/administrator(s) determine termination to be in the best interest of the student, site, client(s), the UNO Counseling Department, and/or any other invested party. The process for addressing a potential termination is as follows:

- a. During the COUN 8220 semester, COUN 8220 course instructors and site supervisors/administrators are responsible for identifying student issues that may require intervention by the COUN 8220 instructor, site, Clinical Training Director and/or COUN department. COUN 8220 Instructors and/or site supervisors/administrators shall document their concerns using Appendix M: Supplemental Evaluation and provide a copy to the appropriate other parties (i.e., COUN 8220 or site supervisor(s)/administrators).
- b. The COUN 8220 course instructor will seek to resolve the issue/concern directly with the identified intern and site supervisor/admin.
- c. If a satisfactory resolution is not achieved between the COUN 8220 instructor and student/site, the COUN 8220 instructor will report the issue/concern to the Clinical Training Director. All documentation/communication concerning the issue/concern will be provided to the Clinical Training Director.
- d. The Clinical Training Director will seek to resolve the issue/concern. If an acceptable resolution to all parties cannot be found, the student may be terminated from the site with documentation that includes, but is not limited to, the initial issue(s) leading to termination, attempts made to resolve the issue, and the final reason for termination. All documentation will become part of the student's file.
- e. If the intern was terminated from a site due to circumstances outside of their control, and the intern's personal and professional conduct is not in question, the Clinical Training Director / UNO Counseling Department cannot guarantee that a suitable alternative site will be available the same semester. If no alternative site is available, the student will work with the Clinical Training Director and/or department chair to address enrollment/tuition/grade related issues.
- f. If the COUN 8220 student was terminated from their site for cause based on their personal and/or professional conduct, the student will be referred to the department's Graduate Review Committee. Within 7 business days of the site termination date the GRC will meet with the student. While the student is required to appear in person or through remote video, site supervisors/administrators may choose not to attend and may submit written testimony or documentation regarding the site's official termination decision.
  - i. The Graduate Review Committee will review all available information regarding the termination in order to determine what, if any, action should be taken against the student. Options available to the GRC range from an intentional remediation plan to dismissal from the department. Written notification of the GRC's decision and recommendations will be provided to the student, Department Chair and additional practicum site stakeholders (i.e., site supervisor/site manager) within 10 business days of the GRC final decision.

## **Change of Site Supervisor**

Site supervisor changes may occur during a semester. In these cases, the student must secure another qualified supervisor at the site prior to engaging in further direct client service hours. The following actions must be taken when a change of site supervisor is pursued:

- Student must inform the course instructor and site supervisor(s) immediately of any change in their site supervision.
- Practicum students must not provide direct service until a new site supervisor has been approved by the Clinical Training Director.
- Complete updated Site Supervisor form (Appendix C)

## **Section III: Roles and Responsibilities**

### **Course Instructor/Faculty Supervisor, Site Supervisor, Clinical Training Director, and Counseling Practicum Student (CACREP 3.N, P, Q, R)**

#### **Program and Site**

The agreed upon guidelines, roles, and responsibilities between the UNO Counseling Department and the practicum site are noted in the signed Affiliation Agreement. This document will be completed between the site and the department and outlines the roles and responsibilities of all parties. The agreement will be maintained by the department with a copy available to the site.

#### **Qualifications of Supervisors/CE Faculty for Practicum 8220 (CACREP 3.N, P)**

Site Supervisors and Counselor Education Faculty who teach practicum and internship courses must have the relevant experience, credentials, and supervision training/experience to provide supervision to practicum/internship students.

- Counselor Education Faculty (CE) must have a PhD in Counselor Education and Supervision or a closely related field with experience supervising counselors-in-training. CE Faculty must be licensed by the State of Nebraska.
- Adjunct Counselor Education Faculty must at a minimum have a master's degree in counseling or related field and be licensed by the State of Nebraska to provide clinical counseling.
- Site Supervisors must:
  - have at a minimum a master's degree in counseling or related field,
  - be licensed by the State of Nebraska or the state where the student is placed,
  - have a minimum of two years of professional experience,
  - have knowledge of the expectations, requirements, and evaluation procedures for students,
  - have relevant training in supervision.

## **Ethical, Legal, and Professional Conduct**

Practicum students and site supervisors/administrators with counseling degrees are governed by the following Ethical and Legal codes\*\*:

- American Counseling Association Code of Ethics (2014)
- The 1993 Association for Counselor Education and Supervision's Ethical Guidelines for Counseling Supervisors.
- All legal statutes governing counseling practice for the State of Nebraska.

**\*\*It's important to note that** practicum students may be supervised by Licensed Professional Counselors, Licensed Psychologists, Licensed Social Workers, Licensed Marriage and Family Therapists (LMFT), or Psychiatrists (M. D's). While there is overlap among professional ethical codes, practicum students are expected to adhere to the American Counseling Association Code of Ethics (2014).

## **CMHC Clinical Training Director Roles and Responsibilities (CACREP 3.Q)**

The CMHC Clinical Training Director has primary responsibility for ensuring that the clinical courses (COUN 8220: Practicum; COUN 8250: Internship; COUN 8260: Advanced Practicum) meet and/or exceeds departmental and CACREP standards. The Clinical Training Director will provide the official practicum orientation and outline procedures and policies related to practicum and internship for students, site supervisors, and adjunct clinical faculty.

1. Schedules and leads the official practicum orientation and outlines the UNO Counseling Department and CACREP policies and procedures for COUN 8220.
2. UNO Counseling Department liaison between student, practicum course instructors, professional community, and/or department chair on all practicum/internship related issues.
3. Verifies current and potential new practicum and practicum sites through on-site visits and follow-up visits when necessary.
4. In accordance with guidelines herein, works to address student/site concerns in conjunction with course instructor and/or site supervisor(s)/administrators.
5. Maintains current list of "Affiliation Agreements" between department and Practicum sites.
6. Conducts trainings and orientation and provides information on professional development opportunities for all site supervisors and adjunct clinical faculty.
7. Responds in a timely manner to all student, site supervisor/manager, and course student requests for information related to practicum & practicum related policies and procedures.

## **COUN 8220 Course Instructor/Faculty Supervisor Roles and Responsibilities**

- Collect & keep secure all required course documentations and submit to Office Associate at completion of semester. These documents must be in the student's file and include:

- Teach the course consistent with the course description given in the UNO Graduate Catalog and key CACREP standards for the course as determined by the UNO Counseling Department.
- Follow departmental policies/procedures outlined in this manual.
- Model ethical/professional behavior and ensure that practicum students and all relevant stakeholders follow appropriate ethical and legal standards.
- Provide minimum of two (2) hours per week of course instruction/group supervision.
- Ensure student is presenting video/audio recordings for review in class-and completing accompanying written documentation. In cases where student is not allowed to video/audiotape client sessions, supervisor must ensure site supervisor completes and records 1 hour per week of live supervision using Appendix N *Live Supervision Evaluation*. (CACREP 3.B)
- Complete all required documentation and secure in student's clinical file; Maintain accurate records of all required Practicum documents.
- Maintain on-going communication with student's site supervisor if off campus (max of 2 week intervals). Complete at least one site visit to meet with site supervisor and assess student performance.
- Be responsive to the needs of practicum students and site supervisors, including providing prompt responses to all email and phone communications from practicum students, site supervisors, and Clinical Training Director.
  - **Note: All email communication between UNO course instructors and COUN 8220 student must be from their official UNO email addresses.**
- Coordinate with Clinical Training Director and/or appropriate site personnel when warranted according to policies or procedures (e.g., concerns/issues at site, alleged misconduct (student and/or site personnel, clarification of direct/indirect hours, etc.).
- Challenge practicum students to be critical thinkers as well as ethical and reflective practitioners.
- Complete and submit all required department level program assessment requirements/materials.
- Submit final grades through MavLINK on time and by the required University deadline
- Be responsive to UNO Counseling Department Clinical Training Director and/or department chair.

### **Site Supervisor Roles and Responsibilities**

- Ensure COUN 8220 student can complete the required number of direct hour client contact hours.
- Provide minimum one (1) hour of weekly on-site individual/triadic supervision to COUN 8220 practicum student.
- Provide a minimum of (1) one hour of weekly individual/triadic site supervision to the UNO Counseling student under his/her supervision as site supervisor.
- Facilitate COUN 8220 student's ability to complete audio/video recorded counseling sessions. If video recording is not allowed at site, provide 1 hour of live supervision per week and complete Appendix N *Live Supervision Evaluation* for student's clinical

file. (CACREP 3.B)

- See: Off-Site Video-Recording & In-Class Presentation (above)
- Site supervisors are responsible for coordinating a replacement/secondary supervisor for UNO practicum student if they will be absent from the site.
- Communicate promptly with student's course instructor and/or Clinical Training Director concerning issues related to student conduct issues (personal and/or professional).
- Complete mid-term and final student evaluations.
- Respond promptly to all email and phone communications from practicum students, site supervisors, or Clinical Training Director, and/or department chair.
- Maintain proper documentation (e.g., signing hour logs) and complete all required documentation in a timely manner.
- Be aware of and follow all policies and procedures in related to site supervisors in the manual and seek guidance from the or Clinical Training Director and/or Department Chair when necessary.
- Maintain all communication (emails, etc.) with practicum students.

### **COUN 8220 Practicum Students**

- Know and abide by the 2014 ACA Ethical Code at all times.
- Complete and submit all required course and site documentation within timeframe outlined by department in this manual or by site supervisor/administrator.
- Be punctual and prepared for all scheduled classes (and case presentations), client sessions, and individual/triadic supervision.
- Behave and dress in a manner expected of a professional counselor.
- Know and follow the Practicum guidelines and requirements outlined in this manual.
- Learn and abide by the policies and procedures of the practicum site.
- Seek clarification immediately from course instructor, site supervisor, and/or or Clinical Training Director immediately when unsure on any policy, guideline, or potential action.
- Integrate and apply knowledge from all previous courses.
- Create audio/video recordings of sessions for weekly/group supervision. If audio/visual recordings of sessions are not available, work with site supervisor to set up weekly live supervision\*\* (CACREP 3.B)
  - \*\*Inform course instructor if above standard is not being met at site.
- Ensure that computers and other electronic devices are compatible with site equipment and have clear/audible video and audio **prior to** presenting cases in class.

## **Section IV: Practicum Requirements**

### **Direct and Indirect Hours (CACREP 3.F, G).**

COUN 8220 practicum students are required to complete a **minimum** of **40 direct** client contact hours and **60 indirect** hours for a **minimum** of **100** total clock hours during the semester; Fall and Spring Semesters are 16 weeks, Full Summer Semester is 12 weeks.

Practicum students should give considerable forethought to the amount of time required to complete Practicum hours-and how to balance practicum requirements with other personal and professional commitments. To obtain the required direct hours, practicum students are expected to be on site at the clinic for minimum of 10 hours per week. Additional hours may be required given the tendency for client “no-shows” is the student’s responsibility to communicate their direct/indirect hour needs to their site supervisor and adjust their schedules accordingly.

### **Individual/Triadic and Group Supervision: (CACREP 3.H, I)**

COUN 8220 practicum students are required to have **1** hour of individual/triadic supervision per week with the site supervisor for a minimum of 15 hours with a site supervisor or counselor education faculty member in the role of site supervisor and **2** hours of individual/triadic supervision with the group supervisor (course instructor) per week for a minimum of 30 hours of group supervision. Practicum students cannot “double-up” on supervision hours to make up for missed weekly supervision. Site supervisors must be licensed mental health practitioners in the state where the student is completing their Practicum and have a minimum of two years of professional/clinical experience or a counselor education faculty member who is acting as a site supervisor.

### **Group Counseling Requirement (CACREP 3.E)**

During the practicum course students will co-lead a psychoeducational group for a campus organization. In triadic pairs, students will develop and co-facilitate a 3-week psychoeducational group for UNO undergraduate students involved in campus organizations. Further details are included in the COUN 8220 syllabus regarding the group experience.

### **Campus/Community Resource/Referral Packet (CACREP 3.D)**

Students will assemble a file of campus and community resources, referral options, technological resources, and professional development activities as they become appropriate and share during the group supervision time. This will help in becoming familiar with community resources and professional development activities. Further details are included in the COUN 8220 syllabus regarding this expectation.

## **Summary & Clarification of Hours/Supervision for COUN 8220**

### ***Direct Hours (CACREP 3.F, G)***

- **40 minimum**
  - Individual/Couples/Group/Crisis counseling
  - Biopsychosocial interview/intake assessment
  - Individual/Couples/Group psychoeducational activities
  - Co-Therapy with supervisor or another clinician
    - \*Student must be an active/consistent participant (“co-therapist/minimum) in a session to count as direct hour.

### ***Indirect Hours (CACREP 3.F)***

- **60 minimum**
  - “Shadowing”/ Observing another provider in session
  - Case management services, including documentation/treatment planning outside of session.
  - Research/readings consistent with Practicum site, counselor development, and client population.
  - Review of clinical files/documentation
  - Review of peer-reviewed literature or other appropriate readings consistent with Practicum requirements/client population/professional growth.
  - COUN 8220 class counts as indirect hours (label as “group supervision” on Appendix G *Practicum Hours Log*).
  - Attendance at staff meetings

### ***Individual Supervision (CACREP 3.H)***

- **1 hour week minimum; 15 hours minimum per semester**
  - Face-to face supervision with documented site supervisor.
  - Tele-supervision is allowable, but site supervisors are expected to be on-site unless otherwise addressed with the student.
  - Practicum students are not allowed to see clients or engage in other clinical responsibilities if they are not receiving the appropriate supervision each week.
  - May blend with triadic hours
  - Review video or audio recording of client sessions. Live supervision must be substituted in lieu of being able to video or audio record client session for case presentations in class. Site supervisors must complete/sign Appendix N *Live Supervision* for all live supervision sessions and provide a copy to practicum students for their clinical file. (CACREP 3.B)

### ***Triadic supervision (CACREP 3.H)***

- **1 hour week minimum; 15 hours minimum per semester**
  - Face-to-face supervision between site supervisor and no more than 2 practicum students.
  - Site supervisor(s) must be approved by the Clinical Training Director.
  - Minimally, practicum students must have the ability to directly communication with the verified site supervisor(s) or secondary site supervisor (when approved) while on

site. When this is not possible, practicum students will be restricted to indirect hours while on site.

- May blend with individual hours.

### ***Group Supervision with Counselor Education Course Faculty (COUN 8220 class) (CACREP 3.I)***

- **Minimum 2 hours week**
  - Group supervision = face to face supervision with course instructor and three or more practicum students in class.
  - Weekly class periods are recorded under indirect services
  - Group supervision hours are independent of required individual/triadic hour requirements.

**Note:** Additional supervision may be required per the discretion of the course instructor, site supervisor, Clinical Training Director, and/or the Graduate Review Committee.

## **Section V: Evaluation (CACREP 3.C)**

### **Formative Evaluation**

Involves consistent, on-going evaluation of student's conduct and/or performance on-site or in the classroom. Formative evaluation may come from the course instructor, site supervisor, or faculty with overseeing the field experiences (i.e., Clinical Training Director) and/or the Department (Graduate Review Committee). Formative evaluation may be in verbal or written form. The site supervisor and the faculty of the course will also provide formative evaluation by completing Appendix H: Supervisor and Faculty Evaluation of Student at midterm.

### **Summative Evaluations**

Includes the formal, written mid-term and final evaluation of the student by the site supervisor and faculty of the course. Practicum students are responsible for informing site supervisors of the due dates for the final evaluation and providing site supervisors with the proper evaluation forms. The site supervisor and the faculty of the course will also provide a summative evaluation by completing Appendix H: Supervisor and Faculty Evaluation of Student at the end of the course.

### ***Procedures for formative and summative evaluation:***

1. Practicum students must meet face-to-face with their site supervisors prior to submitting their mid-term and final summative evaluations to course instructor/faculty.
2. Faculty instructors will complete the Supervisor and Faculty Evaluation of Student at midterm and the end of the course.
3. Evaluation forms must be signed/dated by the site supervisor and student prior to submission. Documents not signed by both will not be accepted.
  - a. Mid-Term and Final Supervisor Evaluations are required and use Appendix H Supervisor and Faculty Evaluation of Student

4. When practicum students are unable to provide video/audio recordings from clients for required in-class presentations, Appendix N Live Supervision Evaluation must be complete

### **Supplemental Evaluations**

Site supervisors/managers and course instructors may submit supplemental written evaluations when they have information vital to the student's conduct or performance. Concerns may range from an isolated event to a pattern of personal or unprofessional/unethical conduct or performance. Supplemental evaluations (Appendix M: Supplemental Evaluation) should be shared with the student in a face-to-face meeting, with student holding the right to respond in writing to the evaluation.

### **Grading Guidelines**

A minimum grade point average of 3.00 ("B" average) on all graduate work in counseling is required in order to receive permission to enroll in COUN 8220: Practicum. Further, a grade of B or better is required in COUN 8220 in order to receive permission to enroll in COUN 8250: Internship.

**A grade of "A"** is consistent with the student demonstrating counseling skills, knowledge, and/or personal/professional behavior that clearly and consistently meet or exceed what is considered developmentally and professionally appropriate by the UNO Counseling Department, CACREP, and the Counseling profession at large.

**A grade of "B"** is consistent with the student clearly and consistently demonstrating counseling skills, knowledge, and/or personal/professional conduct consistent with the developmental and professional expectations of the UNO Counseling Department, CACREP, and the Counseling profession at large.

**A grade of "C"** is consistent with counseling skill, knowledge, and/or personal/professional behavior considered to be below what is considered developmentally and professionally appropriate by the UNO Counseling Department, CACREP, and/or the Counseling profession. A "C" grade in COUN 8220 require the COUN 8220 student to re-take the course. The student will be required to provide evidence they are prepared to successfully complete COUN 8220 and that their GPA is a B average or above per policy of the [Graduate College Quality of Work Standards](#) prior to being granted permission to enroll in the course.

**A grade of "D" or "F"** is consistent with evidence of a student's inability to demonstrate the skills, knowledge, and/or personal/professional behavior considered developmentally and professionally appropriate by the UNO Counseling Department, CACREP, and/or the Counseling profession. A student receiving a grade of "D" or "F" grade in COUN 8220 will be automatically dismissed from the program as per policy of the [Graduate College Quality of Work Standards](#).

## Section VI: Documentation and Appendices

### Due 1 week prior to official start date of COUN 8220 semester

- a. Appendix A: Practicum Application/Liability Insurance (CACREP 3.A, D)
- b. Appendix B: Student & Practicum Site Information
- c. Appendix C: Site Supervisor Information (CACREP 3.N, P)
- d. Appendix D: Attestation (CACREP 3.P, R)

### Due prior to all client sessions\*\*

- a. Appendix E: Informed Consent/Consent to Record (CACREP 3.B)  
\*\*COUN 8220 students placed outside UNO Community Counseling Clinic (CCC) should clarify the appropriate informed consent documentation to use prior to beginning direct hours with clients.

### Due beginning of each COUN 8220 class (signed by site supervisor)

1. Appendix G: Practicum Hours Log (CACREP 3. F, G)

### Due at mid-term & end of semester

1. Appendix H: Supervisor and Faculty Evaluation of Student (CACREP 3.C)

### Due last week of semester

- Appendix I: Student Evaluation of Site (CACREP 4.B)
- Appendix J: Student Evaluation of Site Supervisor (CACREP 4.B, K)
- Appendix K: Student Evaluation of Course Instructor (CACREP 4. K)
- Appendix L: Summary of Practicum Hours (CACREP 3. F, G)

### Completed at instructor/site supervisor discretion

- Appendix M: Supplemental Evaluation (CACREP 3.C)
- Appendix N: Live Supervision Evaluation (CACREP 3.B)

**Appendix A**

**COUN 8220 Practicum Application (CACREP 3. A, D)  
Department of Counseling  
University of Nebraska at Omaha**

Practicum Semester: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_  
 Preferred Phone #: \_\_\_\_\_  
 UNO Email (**required**): \_\_\_\_\_  
 UNO Faculty Advisor: \_\_\_\_\_

<b>COUN 8220: Practicum Pre/Co-Requisites</b>	
<b>Pre-Requisites</b>	<b>Semester Completed</b>
<b>COUN 8010: Introduction to Counseling</b>	
<b>COUN 8030 Counseling Practices</b>	
<b>COUN 8040: Professional &amp; Legal Issues</b>	
<b>COUN 8200 Counseling Theories</b>	
<b>COUN 8400 Advanced Theory and Techniques</b>	
<b>COUN 8520 Multicultural Counseling</b>	
<b>COUN 8920 DSM-5 &amp; Treatment Planning</b>	
<b>COUN 8280 Crisis Intervention</b>	
<b>COUN 8516 Treatment Issues in Substance Abuse</b>	
<b>COUN 8220: Practicum Co-Requisites</b>	
<b>Co-Requisites</b>	<b>Semester Completed</b>
<b>COUN 8360 Group Techniques &amp; Practice*</b>	
<b>COUN 8610 Marriage &amp; Family Counseling**</b>	
<b>COUN 8800 Clinical Mental Health Counseling</b>	
<b>COUN 8700 Child &amp; Adolescent Counseling</b>	
<b>Other Requirements</b>	
<b>Copy of Professional Liability Insurance provided</b>	
<b>Completion of BHECN Telehealth Training</b>	
<b>Background check completed and verified</b>	
<p>*Students taking COUN 8360 as a co-requisite can only lead psychoeducational group sessions in COUN 8220.            **Students taking COUN 8610 as a co-requisite will not be allowed to counsel couples in COUN 8220.</p>	

**Approval**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Practicum or CMHC Clinical Training Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B**

**Student & Practicum Site Information  
Department of Counseling  
University of Nebraska at Omaha**

Date of Application: \_\_\_\_\_

Term of Enrollment (circle):    Fall 20\_\_    Spring 20\_\_    Summer 20\_\_

**Student Information**

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

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

Phone: \_\_\_\_\_

UNO Email (required\*) \_\_\_\_\_

Emergency Contact:

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

Phone: \_\_\_\_\_

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

**Practicum Site Information**

Organization/Company: \_\_\_\_\_

Department/Program (w/in site):  
\_\_\_\_\_

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

Site Supervisor: \_\_\_\_\_

Site Supervisor Phone \_\_\_\_\_

Site Supervisor Email: \_\_\_\_\_



**Appendix D**

**Attestation**

(CACREP 3. P, R)

**Department of Counseling  
University of Nebraska at Omaha**

My signature below verifies I have read and agree to the policies, procedures, and requirements of COUN 8220 as outlined in this manual.

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

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix E**

### **Informed Consent (CACREP 3.B) Department of Counseling University of Nebraska at Omaha**

Dear (Potential client or parent/guardian/legal representative):

Your counselor (herein referred to as student or counseling student(s)) is an advanced graduate-level counseling student who has completed the majority of his or her required coursework for a graduate degree in Counseling with a specialization Clinical Mental Health Counseling (CMHC) from the University of Nebraska at Omaha. The University of Nebraska at Omaha's CMHC concentration is accredited by the Council for Accreditation for Counseling and Related Educational Programs (CACREP, 2016). As part of their training program, UNO counseling practicum students are required to participate in on-the-job training during which they provide direct counseling services under the supervision of experienced, licensed mental health professionals. In addition, practicum students are expected to abide by the American Counseling Association's Code of Ethics (ACA, 2014) and all applicable laws and guidelines governing mental health practice in Nebraska.

Counseling practicum students enrolled in COUN 8220: Practicum receive weekly individual supervision by licensed mental health professionals at their Practicum site and weekly group supervision at the University of Nebraska at Omaha. While confidentiality is critical to the therapeutic alliance and process, and documentation of client services are confidential, there are limits to confidentiality. These include, but are not limited to:

1. When a client is determined to be a danger to themselves or others;
2. When the counselor perceives there may be child or elder abuse and/or neglect.
3. In the event of a subpoena or court order\*

\*If a court order is received, the student will immediately notify their course instructor and/or site supervisor, and Clinical Training Director via UNO email.

It is also important to note that your student is also a mandated reporter, which requires them to report suspected abuse and neglect to the proper authorities. Your student is also required to formally demonstrate their counseling knowledge and skills in interactions with clients by providing their course instructor and clinical supervisor work samples in the form of recorded video/audio recordings of counseling sessions. When video and/or audio recordings of sessions are not possible, practicum students are required to receive "live supervision" from a licensed mental health professional who, in limited cases, may be present in the room during the counseling session. Thus, practicum students will request permission to video and/or audio record counseling sessions or, if necessary, to allow their approved clinical supervisor to observe your counseling session. It is important to note that the student is the focus of the recording, and that the primary purpose of recording sessions is to enhance the professional development of the student and, by extension, the quality of care for clients.

All recordings are considered confidential and will be protected by the student in keeping with all applicable laws (i.e. HIPAA). Confidentiality may be breached only under the concerns noted above or when required by law. Moreover, as a client you maintain “privilege”, which means you may provide your student with permission to provide detail(s) of your care to a party you designate in writing in a document known as a “release of information”.

#### Consent to Participate in Counseling

I, the undersigned, hereby acknowledge that I have read and understood the information presented above, and that I agree to receive counseling services from the undersigned UNO Counseling Department student.

(Signature of Client) \_\_\_\_\_ (Date) \_\_\_\_\_

(Signature of Client’s Parent or Guardian, if applicable) \_\_\_\_\_ (Date) \_\_\_\_\_

(Signature of Counseling Student) \_\_\_\_\_ (Date) \_\_\_\_\_

#### Consent to Record

I do \_\_\_/ do not \_\_\_\_\_ grant permission to allow my counseling sessions to be recorded via audio and/or video. I understand that a) my designated student, their approved clinical supervisor, course instructor, UNO Counseling Faculty, Clinical Training Director, and UNO CMHC practicum students in COUN 8220 may have access to video/audio recordings of my counseling sessions with my assigned student(s), and b) that all recordings, associated documentation, and noted personnel are subject to the confidentiality guidelines of the American Counseling Association’s Code of Ethics (ACA, 2014) and the laws governing the practice of professional counseling in Nebraska. I understand that I may withdraw this permission to record/allow live supervision at any time.

(Signature of Client) (Date) \_\_\_\_\_

(Signature of Client’s Parent or Guardian, if applicable) (Date) \_\_\_\_\_

## **Parking**

As a client of the UNO Community Counseling Clinic, you have three options for parking on campus. You may request a visitor permit for parking on campus through parking services, pay for metered parking in Lot A located a short walk east of Roskens Hall, or use a spot in the Roskens Hall clinic parking in front of the building. The clinic coordinator has passes that must be displayed when parking in front of the building.

## **Clinic Policies**

### **Appointments**

The UNO Community Counseling Clinic follows the UNO Academic Calendar. Therefore, no appointments are available when UNO is officially closed for official holidays, semester breaks, January Term or student holidays (i.e. Fall Break/Spring Break). Your clinician will inform you in advance if your regular appointment will be affected and will discuss rescheduling options with you.

Appointments are 50 minutes in duration, once per week, although sessions may be more or less frequent if warranted. If you desire to meet on the same day/same time weekly, please work with your student counselor and clinic coordinator to schedule appointments in advance. Please note that consistent attendance is required to maintain a regularly occurring appointment time.

Please plan to come to your session on time. If you arrive more than 10 minutes late, your session may need to be rescheduled.

### **Cancellation Policy**

Your consistent attendance at scheduled appointments is vital to your successful progression in counseling. If you do need to cancel a session, please provide 24-hour notice and indicate your desire to reschedule. If you cancel more than two times in a semester, the clinic reserves the right to terminate your services. Your student counselor will inform you of this issue and you will be formally notified in person or via phone if services are terminated.

### **No-Show Policy**

Not showing (“No-Show”) for an appointment without cancelling as indicated above may jeopardize the continuation of your regular meeting time. If you do not present for a session without contacting your clinician, your clinician will follow up with you via phone to discuss rescheduling. If you have not responded to your clinician within one week of not showing for your appointment, the clinic will assume that you wish to terminate your services here and may close your file. If you no-show more than two times during the course of your treatment, regardless of your follow-up with your clinician, the clinic reserves the right to terminate your services. Your student counselor will inform you of this issue- and you will be formally notified in person or via phone if services are terminated. The clinic reserves the right to refuse future services to clients discharged for cancellations or no-shows.

### **Payment Policy**

Our clinic provides quality counseling at a reasonable cost. The fees for a standard session are: \$15 – Individuals, \$20 – Families/Partners. Clients will be billed for services electronically. Payment is due at the time of billing.

### **Contacting Your Clinician**

You can reach your clinician directly at the following number:

\_\_\_\_\_. This number is provided to you so that you may communicate directly with your clinician regarding scheduling appointments. The UNO Community Counseling Clinic does not provide counseling services via telephone or text, so please refrain from using this number for such purposes. Further, the student counselor contact number is not an emergency or after-hours answering service. **In the event of an emergency, including if you feel like you want to harm (self-harm/suicide) and/or others, please call 911, 988, or any of the 24/7 lines below, or present to the closest emergency room.**

### **24/7 Crisis Lines**

- CHI Psychiatric Crisis Line, 402-717-4673
- Boys Town National Hotline, 1-800-448-3000
- Nebraska Family Helpline, 1-888-866-8660
- Suicide-Crisis Hotline, 988

### **Grievance Procedure**

Our clinic has an established policy and procedure for handling grievances and complaints in a timely fashion. The first step is to address the complaint with your student counselor. If the issue is not resolved, please contact the UNO Community Counseling Clinic coordinator (front desk of clinic), who will report the concern directly to the student counselor's COUN 8220 Instructor and/or supervisor. If the concern is not resolved, the concern will be directed to the Clinic Training Director.

### **Client Rights and Responsibilities**

As a client of the UNO Community Counseling Clinic, you have the right to:

- Be treated with dignity, respect, and consideration in accordance with your cultural/ethnic background and to have freedom from any abuse, exploitation, retaliation, humiliation, or neglect
- To participate—as an expression of your self-determination—in the development of your treatment plan with clear explanations of treatment models, options, and desired achievement of outcomes
- To ask questions about your therapy
- To ask about your therapist's professional capabilities, including education, training, experience, specialization, and limitations
- To receive a second opinion at any time about your therapy and/or clinician's methods
- To report unethical and/or illegal behavior by a counselor
- To complete a client satisfaction survey and/or provide written suggestions

Your responsibilities while receiving services at the UNO Community Counseling Clinic include:

- Treating staff and other people in the clinic with respect, dignity, and consideration
- Working with your clinician to develop an individual treatment plan
- Taking an active role in your treatment
- Honoring the clinic's policies, including our Payment Policy and Cancellation/No-Show Policy

### *Acknowledgement of Clinic Policies*

I, the undersigned, hereby acknowledge that I have read and understood clinic policies regarding appointments and cancellations, no-shows, payment, communication with my clinician, grievances, and client rights and responsibilities.

\_\_\_\_\_  
(Signature of Client)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Client's Parent or Guardian, if applicable)

\_\_\_\_\_  
(Date)

**Appendix G**

**COUN 8220 Hours Log  
(CACREP 3. F, G)  
Department of Counseling  
University of Nebraska at Omaha**

Student: _____ Site: _____							
Week: _____							
Page: _____ of _____							
Date	Activity	Direct Service Hours			Indirect Service Hours		
		Individual Counseling	Group Counseling	Other Direct Services	Individual & Triadic Supervision	Group Supervision	Other Indirect Services
<b>Total Hours</b>		Direct Hours, Week ____:			Indirect Hours, Week ____:		
		Total Previous Direct Hours:			Previous Indirect Hours:		
		Total Direct Hours:			Total Indirect Hours:		
					Total Practicum Hours to Date:		

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

Site Supervisor: \_\_\_\_\_ DATE: \_\_\_\_\_

COUN 8220 Instructor: \_\_\_\_\_ DATE: \_\_\_\_\_

## Appendix H

### Supervisor and Faculty Evaluation of Student (CACREP 3. C) Department of Counseling University of Nebraska Omaha

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

Internship Site: \_\_\_\_\_

Name of Evaluator \_\_\_\_\_ Role \_\_\_\_\_

Course: 8220 Practicum \_\_\_\_\_ 8250 Internship \_\_\_\_\_ 8260 Advanced Internship \_\_\_\_\_

Type of Evaluation: Mid-Term: \_\_\_\_\_ End of Semester: \_\_\_\_\_

The Practicum/ Internship courses address a broad range of experiences that are consistent with the work of licensed professional counselors/mental health practitioners. In accordance with UNO Counseling Department requirements and national accreditation standards (CACREP, 2016). Students are required to have both a mid-term and end of semester evaluation from their site supervisor and course faculty to assess counseling performance and ability to integrate and apply the knowledge gained across counseling courses. Each evaluation is an important element of the student's personal and professional development. Site supervisor evaluations also provide vital performance indicators that course faculty utilize in determining the student's final grade. (CACREP 3.C)

### Directions for Supervisors and Faculty

In "Score" column, score the student on Counseling Skills, Professional Behavior, and Clinical Tasks using the following scoring guidelines **and** the developmental skill expectations of the course.

- **3=Exceeds Expectations:** the student demonstrates **consistent** knowledge, skills, and behaviors in the specified counseling skill(s), counseling professional behavior, and counseling case conceptualizations.
- **2=Meets Expectations:** the student demonstrates, **minimally**, knowledge, skills, and behaviors in the specified counseling skill(s), counseling professional behavior, and counseling case conceptualizations.
- **1=Does Not Meet Expectations or Not Observed:** the student demonstrates **limited to no evidence** of the knowledge, skills, and behaviors in the specified counseling skill(s), counseling professional behavior, and counseling case conceptualizations; Supervisor did not observe.

## Counseling Skills

Score	Counseling Skill(s)	Specific Counseling Skills Descriptors	Exceeds Expectations (3)	Meets Expectations (2)	Does Not Meet Expectations (1)
	Nonverbal Skills	Includes Body Position, Eye Contact, Posture, Distance from Client, Voice Tone, Rate of Speech, Use of silence, etc.	Demonstrates effective nonverbal communication skills for the majority of counseling sessions.	Demonstrates inconsistency in his or her nonverbal communication skills.	Demonstrates limited nonverbal communication skills.
	Encouragers	Includes Minimal Encouragers & Door Openers such as "Tell me more about...", "Hmm"	Demonstrates appropriate use of encouragers for the majority of counseling sessions, which supports development of a therapeutic relationship.	Demonstrates inconsistency in his or her use of appropriate encouragers.	Demonstrates limited ability to use appropriate encouragers.
	Questions	Use of Appropriate Open & Closed Questioning (e.g., <i>avoidance of double questions, asking initial intake/interview questions</i> )	Demonstrates appropriate use of open & close-ended questions for the majority of counseling sessions.	Demonstrates inconsistency in using open-ended questions & may use closed questions for prolonged periods.	Demonstrates limited ability to use open-ended questions with restricted effectiveness.
	Reflecting Paraphrasing	Basic Reflection of Content – Paraphrasing	Demonstrates appropriate use of paraphrasing (majority of counseling sessions).	Demonstrates paraphrasing inconsistently & inaccurately or mechanical or parroted responses.	Demonstrates limited proficiency in paraphrasing or is often inaccurate.
	Reflecting Reflection of Feelings	Reflection of Feelings	Demonstrates appropriate use of reflection of feelings (majority of counseling sessions).	Demonstrates reflection of feelings inconsistently & is <i>not</i> matching the client.	Demonstrates limited proficiency in reflecting feelings &/or is often inaccurate.
	Reflecting Summarizing	Summarizing content, feelings, behaviors, & future plans	Demonstrates ability to appropriately use summarization to include content, feelings, behaviors, and future plans (majority of counseling sessions).	Demonstrates inconsistent & inaccurate ability to use summarization.	Demonstrates limited ability to use summarization (e.g., summary suggests counselor did <i>not</i> understand clients or is overly focused on content rather than process).
	Advanced Reflection (Meaning)	Advanced Reflection of Meaning, including Values and Core Beliefs ( <i>taking counseling to a deeper level</i> )	Demonstrates ability to use advanced reflection effectively, supporting increased exploration in session (majority of counseling sessions).	Demonstrates inconsistent & inaccurate ability to use advanced reflection. Counseling sessions appear superficial.	Demonstrates limited ability to use advanced reflection &/or switches topics in counseling often.
	Confrontation	Counselor challenges clients to recognize & evaluate inconsistencies.	Demonstrates the ability to challenge clients through verbalizing inconsistencies & discrepancies in the clients' words &/or actions in a supportive fashion (can confront, but hesitant) or was <i>not</i> needed; therefore, appropriately <i>not</i> used (majority of counseling sessions).	Demonstrates inconsistent ability to challenge clients through verbalizing inconsistencies & discrepancies in clients' words &/or actions in a supportive fashion. Used minimally/missed opportunity.	Demonstrates limited ability to challenge clients through verbalizing discrepancies in the client's words &/or actions in a supportive & caring fashion, &/or skill is lacking.
	Focus of Counseling	Counselor focuses (or refocuses) clients on their therapeutic goals	Demonstrates ability to focus &/or refocus counseling on clients' goal attainment (majority of counseling sessions).	Demonstrates inconsistent ability to focus &/or refocus counseling on clients' therapeutic goal attainment.	Demonstrates limited ability to focus &/or refocus counseling on clients' therapeutic goal attainment.
	Facilitate Therapeutic	Expresses accurate empathy & care.	Demonstrates ability to be empathic & uses	Demonstrates inconsistent ability to be	Demonstrates limited ability to be empathic &/or

	Environment: <i>Empathy &amp; Caring</i>	Counselor is "present" and open to clients.	appropriate responses (majority of counseling sessions).	empathic &/or use appropriate responses.	uses appropriate responses.
	Facilitate Therapeutic Environment: <i>Respect &amp; Compassion</i>	Counselor expresses appropriate respect & compassion for clients	Demonstrates ability to be respectful, accepting, & compassionate with clients (majority of counseling sessions).	Demonstrates inconsistent ability to be respectful, accepting, & compassionate with clients.	Demonstrates limited ability to be respectful, accepting, &/or compassionate with clients.

**Please provide written feedback to the student regarding their counseling skills performance to date.**

### Professional Behaviors

Score	Counseling Disposition & Behaviors	Specific Counseling Professional Behavior Descriptors	Exceeds Expectations (3)	Meets Expectations (2)	Does Not Meet Expectations (1)
	Professional Ethics	Adheres to the ethical guidelines of the ACA, ASCA, IAMFC, APA, & NBCC; including practices within competencies.	Demonstrates ethical and professional behavior & judgment that exceeds expectations.	Demonstrates consistent ethical behavior & judgments, but on a concrete level with a basic ethical decision-making process.	Demonstrates limited ethical behavior & judgment, and a limited ethical decision-making process.
	Professional Behavior	Behaves in a professional manner towards supervisors, peers, & clients (e.g., emotional regulation). Is respectful and appreciative to the culture of colleagues and is able to effectively collaborate with others. Knows and applies evidence based practices when working with clients.	Demonstrates professional behavior that is appropriate within <i>all</i> professional interactions.	Demonstrates appropriate behavior within the majority of professional interactions. Evidence of need to address professional behavior in one or more areas.	On more than one occasion or in more than one situation, demonstrated evidence of behavior inconsistent with the expectations of a licensed mental health professional;
	Professional & Personal Boundaries	Maintains appropriate boundaries with supervisors, peers, & clients.	Demonstrates consistent, appropriate boundaries with supervisors, peers, & clients.	Demonstrates appropriate boundaries inconsistently with supervisors, peers, & clients.	Demonstrates inappropriate boundaries with supervisors, peers, & clients.

	Knowledge & Adherence to Site and Course Policies	Demonstrates an understanding & appreciation for <i>all</i> counseling site and course policies & procedures.	Demonstrates adherence to most counseling site and course policies & procedures, including strong attendance and engagement.	Demonstrates inconsistent adherence to counseling site and course policies & procedures, including attendance and engagement.	Demonstrates limited adherence to counseling site and course policies & procedures, including attendance and engagement.
	Record Keeping & Task Completion	Completes <i>all</i> weekly record keeping & tasks correctly & promptly	Completes <i>all</i> required record keeping, documentation, and tasks in a competent & timely fashion.	Completes <i>all</i> required record keeping, documentation, and tasks, but in an inconsistent & questionable fashion.	Completes required record keeping, documentation, and tasks inconsistently & in a poor fashion.
	Multicultural Competence in Counseling Relationship	Demonstrates respect for culture (e.g., race, ethnicity, gender, spirituality, religion, sexual orientation, disability, social class, etc.), awareness of, and responsiveness to ways in which culture interacts with the counseling relationship.	Demonstrates appropriate behavior/multicultural competencies (knowledge, self-awareness, appreciation, & skills) in interactions with clients/staff/supervisor.	Demonstrates inconsistent multicultural competencies (knowledge, self-awareness, appreciation, & skills) in interactions with clients/staff/supervisor.	Demonstrates limited multicultural competencies (knowledge, self-awareness, appreciation, & skills) in interactions with clients/staff/supervisor
	Emotional Stability & Self-control	Demonstrates self-awareness and emotional stability (i.e., congruence between mood & affect) & self-control (i.e., impulse control) in relationships with clients.	Demonstrates emotional stability & appropriateness in interpersonal interactions with clients.	Demonstrates inconsistent emotional stability & appropriateness in interpersonal interactions with clients.	Demonstrates limited emotional stability & appropriateness in interpersonal interactions with clients.
	<b>Motivated to Learn &amp; Grow / Initiative</b>	<b>Demonstrates engagement in learning &amp; development of his or her counseling competencies.</b>	Demonstrates consistent engagement in promoting his or her professional and personal growth & development.	Demonstrates inconsistent engagement in promoting his or her professional and personal growth & development.	Demonstrates limited engagement in promoting his or her professional and personal growth & development.
	<b>Openness to Feedback</b>	<b>Responds non-defensively &amp; alters behavior in accordance with supervisory &amp;/or instructor feedback.</b>	Demonstrates consistent openness to supervisory &/or instructor feedback & implements suggested changes.	Demonstrates openness to supervisory &/or instructor feedback; however, does <i>not</i> implement suggested changes.	Demonstrates a lack of openness to supervisory &/or instructor feedback & does <i>not</i> implement suggested changes.
	<b>Flexibility &amp; Adaptability</b>	<b>Demonstrates ability to adapt to changing circumstance, unexpected events, &amp; new situations.</b>	Demonstrates consistent ability to adapt & “reads-&-flexes” appropriately.	Demonstrated an inconsistent ability to adapt & flex to his or her clients’ diverse changing needs.	Demonstrates a limited ability to adapt & flex to his or her clients’ diverse changing needs.
	<b>Congruence &amp; Genuineness</b>	<b>Demonstrates ability to be present and “be true to oneself”.</b>	Demonstrates consistent ability to be genuine & accepting of self & others.	Demonstrates inconsistent ability to be genuine & accepting of self & others.	Demonstrates a limited ability to be genuine & accepting of self & others (incongruent).
	<b>Wellness &amp; Self-Care</b>	<b>Demonstrates ability to partake in wellness-related activities to maintain a sense of balance and overall well-being and promote wellness in clients.</b>	Demonstrates consistent ability to incorporate wellness-related behaviors in order to maintain overall well-being and promote wellness	Demonstrates inconsistent ability to incorporate wellness-related behaviors in order to maintain overall well-being and promote wellness in clients and others.	Demonstrates a limited ability to incorporate wellness-related behaviors in order to maintain overall well-being and promote wellness in clients and others.

			in clients and others.		
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**Please provide written feedback to the student/counselor regarding their professional behaviors to date.**

### Clinical Tasks & Activity

Score	Case Conceptualization Components	Specific Counseling Disposition & Behavior Descriptors	Exceeds Expectations (3)	Meets Expectations (2)	Does Not Meet Expectations (1)
	Clinical Interview/Intake	Demonstrates the ability to conduct an appropriate intake interview. Screens for aggression, harm to self, harm to others, suicidality.	Demonstrates ability to establish a culturally and developmentally appropriate clinical interview with clients.	Demonstrates inconsistent ability to establish a culturally and developmentally appropriate clinical interview with clients.	Demonstrates limited ability to establish a culturally and developmentally appropriate clinical interview with clients.
	Diagnostic Impression	Demonstrates the ability to derive an appropriate (i.e., developmentally and culturally) diagnostic impression using current DSM.	Demonstrates appropriate ability to derive and code an accurate diagnostic impression of a client's current symptoms and clinical presentation based on current DSM.	Demonstrates inconsistent ability to derive and code a diagnostic impression of a client's current symptoms and clinical presentation based on current DSM.	Demonstrates limited or poor ability to derive and code a diagnostic impression of a client's current symptoms and clinical presentation using current DSM.
	Goal Setting	Counselor collaborates with clients to establish realistic, appropriate, & attainable therapeutic goals (S.M.A.R.T. goals)	Demonstrates ability to establish collaborative & appropriate therapeutic goals with client (majority of counseling sessions)	Demonstrates inconsistent ability to establish collaborative & appropriate therapeutic goals with clients.	Demonstrates limited ability to establish collaborative, appropriate therapeutic goals with clients.

	Establishing Measurable Objectives/outcomes	Established measurable objectives that relate to the treatment plan and S.M.A.R.T. goals.	Demonstrates ability to construct measurable objectives that relate to the treatment plan and S.M.A.R.T. goals.	Demonstrates inconsistent ability to construct measurable objectives that relate to the treatment plan and S.M.A.R.T. goals.	Demonstrates limited ability to construct measurable objectives that relate to the treatment plan and S.M.A.R.T. goals.
	Use of evidence-based interventions	Demonstrates ability to identify and use appropriate counseling strategies with clients with addiction and co-occurring disorders.	Demonstrates above average ability to identify & implement appropriate evidence-based interventions consistent w/client treatment goals/objectives	Demonstrates average ability/developmentally appropriate ability to identify & implement appropriate evidence-based interventions consistent w/client treatment goals/objectives	Failure to demonstrate or demonstrates below average ability to identify & implement appropriate evidence-based interventions consistent w/client treatment goals/objectives
	Identifying Appropriate Stage of Change/Client Level of Care	Demonstrates the ability to identify the appropriate client stage of change; Demonstrates the understanding of clinically appropriate level of care consistent with the least restrictive environment emphasis	Demonstrates above average ability to identify the appropriate client stage of change; Demonstrates above average understanding of clinically appropriate levels of care consistent with the least restrictive environment emphasis.	Demonstrates inconsistent ability to identify the appropriate client stage of change; Demonstrates inconsistent understanding of clinically appropriate levels of care consistent with the least restrictive environment emphasis.	Demonstrates limited or no ability to identify the appropriate client stage of change; Demonstrates limited or no understanding of clinically appropriate levels of care consistent with the least restrictive environment emphasis.
	Appropriate Use of Theoretical Orientation	Demonstrates appropriate use of theoretical orientation and applies it effectively with diverse client situations.	Demonstrates appropriate application of theoretical orientation and application with diverse client situations the majority of the time.	Demonstrates inconsistent application of theoretical orientation and application with diverse client situations.	Demonstrates limited application of theoretical orientation and application with diverse client situations.
	Case Conceptualization (overall)	Is able to conceptualize an accurate multi-axial/non-axial diagnosis of disorders presented by a client and discuss the differential diagnosis with collaborating professionals.	Demonstrates above average ability to conceptualize an accurate multi/non-axial diagnosis presented by a client and discuss the differential diagnosis with collaborating professionals.	Demonstrates average/developmentally-appropriate ability to conceptualize an accurate multi/non-axial diagnosis presented by a client and discuss the differential diagnosis with collaborating professionals.	Demonstrates failure or limited ability to conceptualize an accurate multi/non-axial diagnosis presented by a client and discuss the differential diagnosis with collaborating professionals.

**Please provide written feedback for the student/counselor regarding their counseling case conceptualization skills to date.**

## Summative Narrative Feedback

**Please note the student's strengths:**

**Please note the student's areas for growth:**

**Supplementary information (as needed)**

\_\_\_\_\_  
*Practicum Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Site Supervisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*COUN 8220 Instructor Signature*

\_\_\_\_\_  
*Date*

**Appendix I**

**Student Evaluation of Site  
(CACREP 4.B)  
Department of Counseling  
University of Nebraska at Omaha**

Student's Name: (Optional) \_\_\_\_\_

Semester: \_\_\_\_\_

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

Site Supervisor: \_\_\_\_\_

**Scale (circle)**

**3: Exceeds Expectations  
Expectations**

**2: Meets Expectations**

**1: Does Not Meet**

I received formal orientation to my Practicum site.

**3 2 1**

I was provided initial and on-going assistance/training surrounding site policies and procedures and the expectations and parameters of my role, responsibilities, and opportunities on site.

**3 2 1**

I was provided reasonable confidential physical space to provide counseling with appropriate confidentiality.

**3 2 1**

I was regularly assigned clients (or allowed to recruit clients) at this site and allowed to develop an appropriate caseload.

**3 2 1**

I had difficulty gaining sufficient direct hours at this site to complete my direct hours requirements.

**3 2 1**

I had difficulty obtaining opportunities to participate as a co-leader or a leader of counseling groups at this site.

**3 2 1**

I had difficulty obtaining the necessary equipment and physical arrangements to video tape at this site.

3 2 1

I was treated with professional respect by all staff members at this site.

3 2 1

I received at least 1 hour of face-to-face clinical supervision on-site each week.

3 2 1

I felt supported in my clinical decision-making.

3 2 1

This site provided me with adequate resources to continue my professional development.

3 2 1

This site provided me with opportunities for learning and applying various counseling theories and techniques.

This site provided me with opportunities to work with persons of diverse backgrounds in the community.

3 2 1

I would recommend this site for future UNO practicum students.

3 2 1

Additional Comments:

I believe it is important for the UNO Counseling Clinical Training Director and Counseling Department to know about the following positive aspects and challenges associated with my practicum site and experience at this site.

COUN 8220 Instructor: \_\_\_\_\_

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

### **Appendix J**

#### **Student Evaluation of Site Supervisor**

(CACREP 4. B, K.)

**Department of Counseling**

**University of Nebraska at Omaha**

Student Name: (Optional) \_\_\_\_\_ DATE \_\_\_\_\_

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

Site Supervisor: \_\_\_\_\_

#### **Scoring**

**3: Exceeds Expectations    2: Meets Expectations    1: Does Not Meet Expectations**

- \_\_\_ I received a formal orientation to my COUN 8220 (practicum) site.
- \_\_\_ My site supervisor worked to ensure I was able to complete my required direct client contact hours.
- \_\_\_ Site supervisor met and/or otherwise communicated with me in timely manner when I requested it.
- \_\_\_ Site supervisor helped me identify and work on appropriate learning goals for my Practicum experience.
- \_\_\_ Site supervisor kept my regularly scheduled one hour of face-to-face Individual/triadic supervision.
- \_\_\_ Site supervisor assisted me in clarifying and developing/applying my own core theoretical orientation.
- \_\_\_ Site supervisor was helpful in expanding my case conceptualization abilities (e.g., theory, alliance, interventions, stages of change, diversity, ethics, etc.).
- \_\_\_ Site supervisor modeled and helped me become a more reflective practitioner.
- \_\_\_ Site supervisor provided a supportive and challenging environment where I felt able to address my strengths and challenges.

\_\_\_\_\_ I felt confident in my site supervisor's level of skill and knowledge.

Additional Comments (please use back of/additional page for comments)

### **Appendix K**

**Student Evaluation of Course Instructor  
(CACREP 4. K)  
Department of Counseling  
University of Nebraska at Omaha**

Student Name:

(OPTIONAL) \_\_\_\_\_ DATE \_\_\_\_\_

Course Instructor: \_\_\_\_\_

### **Scoring**

**3: Exceeds Expectations    2: Meets Expectations    1: Does Not Meet Expectations**

\_\_\_\_\_ Instructor met &/or communicated with me in timely manner when I requested it.

\_\_\_\_\_ Instructor helped me identify and work on appropriate learning goals for my Practicum experience.

\_\_\_\_\_ Instructor was prompt and prepared for the weekly 2-hour COUN 8220 class/group supervision.

\_\_\_\_\_ Instructor assisted me in clarifying and developing/applying my own theoretical orientation.

\_\_\_\_\_ Instructor was helpful in expanding my case conceptualization abilities (e.g., theory, alliance, interventions, stages of change, diversity, ethics, etc.).

\_\_\_\_\_ Instructor served as a professional role model, and helped me become a (more) reflective practitioner.

\_\_\_\_\_ Instructor provided a supportive and challenging environment where I felt able to address my strengths and challenges.

\_\_\_\_\_ I felt confident in my instructor level of skill and knowledge.

Additional Comments (please use other side/additional paper if necessary):

**Appendix L**

**Summary of Practicum Hours  
(CACREP 3.F, G)  
University of Nebraska at Omaha  
Counseling Department**

STUDENT'S NAME: \_\_\_\_\_

SITE: \_

SITE SUPERVISOR: \_\_\_\_\_

Instructions: Practicum students are responsible for maintaining the currency and accuracy of this form. Appendix L must be submitted to the course instructor upon completion of Practicum. The log will be kept in the student's clinical file and creates a record that may be requested by accreditation, certification, and licensing organizations. Students are strongly encouraged to maintain a copy of All Practicum appendices, and a particularly a signed Appendix L.

PRACTICUM LOG SUMMARY FOR: Fall 20\_\_\_ Spring 20\_\_\_ Summer 20\_\_\_

Month	Direct Service Hours			Indirect Service Hours		
	Individual Counselin	Group Counselin	Other Direct	Individual Supervisio	Group Supervision	Other Indirect

Totals						
Total Direct Hours:			Total Indirect Hours:			
				Total Practicum Hours		

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

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

Site Supervisor: \_\_\_\_\_

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

COUN 8220 Instructor: \_\_\_\_\_

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

**Appendix M**

**Supplemental Evaluation  
(CACREP 3.C)  
Department of Counseling  
University of Nebraska at Omaha**

Name of Evaluator: \_\_\_\_\_

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

Evaluator's Organization: \_\_\_\_\_

Position of Evaluator: \_\_\_\_\_

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

Time Period Involved: \_\_\_\_\_

Reason(s) for Supplemental Evaluation: (please use additional paper as needed)

**Attestation**

\_\_\_\_\_  
Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
COUN 8220 Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
COUN 8220 Student\*\*

\_\_\_\_\_  
Date

\*\*COUN 8220 Student has right to submit written response to this evaluation to the site supervisor, course instructor, and clinical coordinator.



6. Student's awareness of their role in session (i.e., "reflective practitioner")\*\*  
\*\*as noted during post-supervision feedback session.

Summary:

Student Strengths:

Student Growth Areas:

Summary:

Attestation

By signing this document, I attest that I have reviewed this document with my site supervisor. I also understand I have the right to provide a written response to any information contained in this document and that a copy of my response will be provided to the site supervisor and Practicum instructor.

\_\_\_\_\_  
UNO Counseling Student

\_\_\_\_\_  
Date

By signing this document, I attest that I have reviewed the information contained in this document with the above signed UNO Counseling student and have provided a hard copy of the document for the student to provide to their Practicum instructor.

\_\_\_\_\_  
Site Supervisor

\_\_\_\_\_  
Date