



UNO Department of Counseling

COUN 8220: CMHC Practicum

Practicum Manual



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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 2009 standards of the Council for the Accreditation of Counseling and Related Programs (CACREP, 2009).

Key/CACREP Terminology

DIRECT SERVICE –face-to-face interactions that involve the application of counseling skills. Individual, group, couples, and family counseling are examples of direct service.

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 COORDINATOR – 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 consisting of a minimum of three core Counseling Department faculty members and the department chair. At least one (1) core faculty member on the GRC will be from the specialization of the student appearing before the committee. Specifically, the GRC 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).

- Additional GRC policies and procedures are found in the Student Handbook.

Professionalism

Practicum students are expected to act and dress in a professional manner at all times at their site and in the classroom. Professionalism also includes, but is not limited to:

1. Being punctual to all COUN 8220 classes and supervision sessions (individual/triadic)
2. Punctuality to all practicum site activities (counseling sessions/supervision/meetings/staffing, etc.).
3. Professional attire is expected at all times at clinic site--in a manner consistent with site policies.
4. Openness to constructive feedback from peers, instructors, site supervisors/managers, and site/program staff;
5. Completion of all required course and site-relate documentation in accordance to stated deadlines;
6. Full engagement at clinical site during official academic semester regardless of completed direct/indirect hours.
7. Adherence to current American Counseling Association (2014) ethical standards and UNO Counseling Department standards of conduct.

UNO Holiday and Weather Closure Schedules

The UNO Community Counseling Clinic (CCC) will be closed during official UNO Holidays and breaks-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.

COUN 8220 students who are placed at outside sites are not expected to schedule clients during official UNO holidays/student breaks. However, students are responsible for clarifying all UNO official holidays/student breaks with their site supervisors. Students may continue to see clients for direct hours during official UNO holidays/student breaks with the written approval of their approved site supervisor and COUN 8220 course instructor (Appendix O).

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 program coordinator. The CMHC program coordinator will make this decision following a review of the students 8220 clinical file and subsequent discussions with the student and the student’s COUN 8220 course instructor, faculty advisor, and site supervisor.

Enrollment

Due to CACREP (2009) faculty/student ratios, **enrollment in COUN 8220 is limited and not guaranteed**. Enrollment in COUN 8220 may also 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). 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.

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 sites may be utilized. However, students should plan to be based in the 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 off-campus sites are necessary, the clinical coordinator and other faculty may assist students in identifying sites. Ultimately, 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 coordinator well in advance of the semester to discuss possible sites.

Practicum sites and opportunities may close and new ones open outside the awareness of the department. Off campus practicum sites are listed on the department’s current “**Internship Site List**” found on the department’s webpage. If a site is not listed on the official list, the department’s clinical coordinator must confirm the site prior to a student accepting the practicum.

Additional Items:

1. Practicum is competitive and not guaranteed. When necessary, 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 hrs/wk, 1 hour of which can be used for triadic/individual supervision.
3. Practicums are unpaid. Some sites may offer a stipend, which may be allowed with the approval of the clinical coordinator. Practicum students should contact the clinical coordinator immediately if a site offers any/all type of financial incentive.
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 coordinator 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 made by the clinical coordinator.
 - 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.

***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 second background check be completed prior to the beginning of the student's COUN 8220 semester. Students will NOT be allowed to begin COUN 8220 without this background check. This background check is completed following the same guidelines for the initial background check required following admission to the department. Directions can be found on the department's webpage.

Professional Liability Insurance

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 8220/8220/8260 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).

Site Orientation

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 supervisor(s) and/or course instructor. to learn the clinic's recording system and establish a schedule for seeing clients.

On-Site* Video-Recording & In-Class Presentation

The following procedure are mandated to ensure on and 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 Coordinator (Dr. Carter; dcarter@unomaha.edu) for additional information regarding these procedures.

Note: "On-site" means COUN 8220 students placed in community-based practicum sites-NOT students placed in the UNO Community Counseling Clinic (CCC). Students in CCC follow clinic recording procedures.

Procedure:

After securing written consent from client and or legal guardian:

1. COUN 8220 student checks out Ipad from College of Education Technology Office (Roskens Hall 405; 402-554-2939). May need to reserve Ipad in advance.
 - i. No personal recording devices are allowed (phone/computer/ipad, etc).
2. COUN 8220 student records video/audio session on COE Ipad.
3. Following session, **and prior to leaving the internship site**, the COUN 8220 student must complete the following procedures:
 - a. Download the session directly from COE Ipad into the UNO HIPAA-compliant **"Box"** system (See Appendix P: Ipad/Box Procedures)
 - b. Confirms session is in the "Box" system w/non-identifying name.
 - c. Upon confirmation of session, intern deletes the session/empties trash from the COE Ipad. This must be done before leaving the internship site.
 - d. Student returns Ipad to COE Technology Office; Technology Office will re-boot Ipad, completely erasing session from Ipad.
4. For in-class presentation, COUN 8220 student accesses the recorded session in "Box" & presents their case.
5. Immediately following the conclusion of student's presentation, the student deletes (and confirms) the recorded session is deleted from their "Box" account.

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 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, 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 Coordinator. All documentation/communication concerning the issue/concern will be provided to the Clinical Coordinator.
- d. The Clinical Coordinator 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: a) 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 official clinical file.
- e. If the intern was terminated from a site due to circumstances outside their control, and the intern's personal and professional conduct is not in question, the clinical coordinator shall help the student find another placement site. However, the 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 Coordinator 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 shall appear before the department's Graduate Review Committee within 7 business days of the site termination date. While the student is required to appear in person, 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 will be provided to the student 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 Coordinator.
- Complete updated Site Supervisor form (Appendix C)

Section III: Responsibilities

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 department and site.

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 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).

COUN 8220 Course Instructor Roles and Responsibilities

- Collect & keep secure all required course documentations and submit to Office Associate (Barb Newell) at completion of semester. These documents include:
 - Required: Appendices A, B, C, D, E, G, H, I, J, K, L
 - PRN: Appendices M, N, O
- Teach the course consistent with the course description given in the UNO Graduate Catalogue 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.
- 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 (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 coordinator.

- **Note: All email communication between UNO course instructors and COUN 8260 intern must communicate using their official UNO email addresses.**
- Coordinate with Clinical Coordinator 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 (VIA assessments & Course Level Assessment document).
- Submit final grades through Mavlink on time.
- Be responsive to UNO Counseling Department clinical coordinator and/or department chair.

CMHC Concentration Program Coordinator Roles and Responsibilities

The CMHC program coordinator has primary responsibility for ensuring that the clinical courses (COUN 8220: Practicum; COUN 8250: Practicum; COUN 8260: Advanced Practicum) meet and/or exceeds departmental and CACREP standards. The Program Coordinator will provide the official practicum orientation and outline procedures and policies related to practicum.

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/practicum 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. 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.

Site Supervisor Roles and Responsibilities

- Ensure COUN 8220 student is able to complete required number of direct hour client contact hours.
- Provide minimum one (1) hour of weekly on-site individual/triadic supervision to COUN 8220 intern.
- Facilitate COUN 8220 student’s ability to complete video recorded counseling sessions. If video recording is not allowed at site, provide 1 hour of live supervision

per week and complete Appendix F for student's clinical file.

○ **See: On-Site Video-Recording & In-Class Presentation**

- Provide one hour of weekly individual/triadic site supervision to the UNO Counseling student under his/her supervision as site supervisor.
- Provide opportunity for student to complete audio/video record counseling sessions. If audio/video recording is not allowed at site, provide 1 hour of live supervision per week and review, complete Appendix F, and provide a copy of F to student for their clinical file.
- 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 coordinator 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, clinical coordinator, 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 Clinical Coordinator and/or Department Chair when necessary.
- Maintain all communication (emails, etc.) with practicum students.

COUN 8220 Students

- 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 clinical coordinator immediately when unsure on any policy, guideline, or potential action.
- Know and abide by the 2014 ACA Ethical Code at all times.
- 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**.
 - ****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

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.

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:

COUN 8220 practicum students are required to have **1** hour of individual/triadic supervision per week for a minimum of 15 hours. Practicum students cannot “double-up” on supervision hours to make up for missed weekly supervision. Site supervisors 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.

Summary & Clarification of Hours/Supervision

Direct Hours

- **40 minimum**
 - Individual/Couples/Group/Crisis counseling
 - Biopsychosocial interview/intake assessment
 - Presenting a case at a “staff meeting” or during class (“group supervision”)
 - “Shadowing” = indirect*
 - *Student must be an active participant (“co-therapist/minimum) in a session to count as direct hour.

Indirect Hours

- **60 minimum/semester**
 - 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 F).
 - Attendance at staff meetings without presenting a case.
 - **Note:** Activities such as driving/picking up clients from appointments or errands are considered indirect services and should be done only when another employee of the site is with the client and the activity is directly related to client care.

Individual Supervision

- **1 hr./week minimum; 15 hrs. 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
 - 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 for all live supervision sessions and provide a copy to practicum students for their clinical file.

Triadic supervision

- **1 hr./week minimum; 15 hrs 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 Coordinator.
 - 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 (aka COUN 8220 class)

- **Minimum 2 hrs/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**.
**The student's own case studies presented in class can be counted as direct hours-the only time direct hours are allowable for group supervision.
 - 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 coordinator, and/or the Graduate Review Committee.

Section V: Evaluation

Practicum students will receive formative and summative evaluation during COUN 8220.

- 1. 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 Counseling Department personnel charged with overseeing the field experiences (i.e., clinical coordinator) and/or the Department (Graduate Review Committee). Formative evaluation may be in verbal or written form.

- 2. Summative Evaluations:** Includes the formal, written mid-term and final evaluation of the student by the site supervisor. Practicum students are responsible for informing site supervisors of the due dates for mid-term and final evaluation, providing site supervisors with the proper evaluation forms (see 1 & 2):
 - i. Practicum students must meet face-to-face with their site supervisors prior to submitting their mid-term and final summative evaluations to course instructor.
 - ii. Evaluation forms must be signed/dated by the site supervisor and student prior to submission. Documents not signed by both will not be accepted.
 1. Mid-Term and Final Supervisor Evaluations are required and use Appendix G (Site Supervisor Evaluation)
 2. 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

- 3. 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) 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 I.

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 by the site supervisor and/or course instructor to be below what is considered developmentally and professionally appropriate by the UNO Counseling Department, CACREP, and/or the Counseling profession. Grades below “B” in COUN 8220 require the practicum students to re-take the course. The student may be required to provide evidence they are prepared to successfully complete COUN 8220 prior to being granted permission to enroll in the course for a second time.

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 required to obtain written approval from the student’s faculty advisor and department chair in order to receive permission to re-enroll in COUN 8220. Permission is not guaranteed.

A grade of “I”/Incomplete is provided in limited cases when there is evidence that the student has experienced barriers to making satisfactory progress toward completion of COUN 8220. Practicum students should provide instructors with real-time information of real or potential barriers to completing course requirements. Instructors will make the final decision regarding an “I” grade in consultation with the student and, if needed, the student’s advisor and clinical coordinator. If granted, the requirements for the course must be completed within the following parameters:

- All “I” grades must be resolved within 1 academic semester (2 if summer is the upcoming semester).
- Completion and submission of all course requirements must include verified documentation that all course requirements and documents are successfully completed.

Section VI: Documentation

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

- a. Appendix A: Practicum Application
- b. Appendix B: Student & Practicum Site Information
- c. Appendix C: Site Supervisor Information
- d. Appendix D: Attestation
- e. Background Check Verification document
- f. Documentation of Site Supervisor's professional credentials
- g. Documentation of current liability insurance.

Due prior to all client sessions**

- a. Appendix E: Informed Consent/Consent to Record
**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

Due at mid-term & end of semester

1. Appendix H: Site Supervisor Evaluation of Student

Due last week of semester

- Appendix I: Student Evaluation of Site
- Appendix J: Student Evaluation of Site Supervisor
- Appendix K: Student Evaluation of Course Instructor
- Appendix L: Summary of Practicum Hours

Completed at instructor/site supervisor discretion

- Appendix M: Supplemental Evaluation
- Appendix N: Live Supervision Evaluation
- Appendix O: UNO Holiday and Weather Closure Policy

Procedures for all recorded "On-site" counseling sessions*

- a. Appendix P: Ipad/"Box" Procedures

**"On-Site" refers to practicum placement sites outside the UNO Community Counseling Clinic. Practicum students in CCC use clinic recording procedures only.

Appendix A

COUN 8220 Practicum Application

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

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

COUN 8220: Practicum Pre/Co-Requisites		
Pre-Requisites		Semester Completed
COUN 8010:	Introduction to Counseling	
COUN 8030	Counseling Practices	
COUN 8040:	Professional & Legal Issues	
COUN 8200	Counseling Theories	
COUN 8400	Advanced Theory and Techniques	
COUN 8520	Multicultural Counseling	
COUN 8920	DSM-5 & Treatment Planning	
COUN 8280	Crisis Intervention	
COUN 8516	Treatment Issues in Substance Abuse	
COUN 8220: Practicum Co-Requisites		
Co-Requisites		Semester Completed
COUN 8360	Group Techniques & Practice*	
COUN 8610	Marriage & Family Counseling**	
COUN 8800	Clinical Mental Health Counseling	
<p>*Students taking COUN 8360 as a co-requisite will not be allowed to lead 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 Coordinator: _____ 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 C

Site Supervisor Information

Department of Counseling University of Nebraska at Omaha

Note: A copy of site supervisor's(s) valid Nebraska licensure is required. If practicum is outside NE, site supervisor must be licensed in that state.

Primary Site Supervisor

Name _____

Title/Position: _____

Degree: _____

Background: Counseling Social Work Psychology
 Marriage & Family Other: _____

Professional License #/Certification #: _____

Specialization Area: _____

Address: _____

Phone (office): _____

Email (Work): _____

Secondary Site Supervisor (PRN)

Name _____

Title/Position: _____

Degree: _____

Background: Counseling Social Work Psychology
 Marriage & Family Other: _____

Professional License #/Certification #: _____

Specialization Area: _____

Address: _____

Phone (office): _____

Email (Work): _____

Appendix D

Attestation

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 8220as outlined in this manual.

Student: _____ Date: _____

Appendix E

Informed Consent

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, 2009). 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 him/herself 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 via UNO email. The course instructor will notify the UNO General Counsel's office for direction on how to proceed with any court/legal related issue. The UNO General Counsel's office will instruct the course instructor and clinic director on how to proceed. The course instructor will notify the student via UNO email to follow the counsel's direction from the UNO general counsel's office.

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. For example, you can consent to be video recorded but you can require that you be off-camera.

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, UNO Counseling Faculty, 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 in the Roskens Hall Lot located at the North Entrance of the hall, pay for metered parking in Lot A located a short walk east of Roskens Hall, or access Lot T (the lower level of the East Parking Garage, located south of Arts & Sciences Hall) with the access code 93790#. Lots A and T do not require a permit for parking. If you are interested in obtaining a visitors permit for the Roskens Hall Lot, please refer to the Visitor Parking Permit Request Form and provide the information requested.

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, 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 both 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: \$10 – UNO Students, \$10 – Individuals, \$20 – Families/Couples.

Payment is due before each session unless prior arrangements have been made. Please submit payment in check or cash. Any returned checks are subject to an additional fee of \$30.00 to cover bank fees. The UNO Community Counseling Clinic does not accept credit card payment at this time.

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, 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 Hotline, 1-800-273-TALK

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 Director, Dr. Dan Kissinger, who can be contacted at 402-554-3565 or dkissinger@unomaha.edu.

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

Department of Counseling University of Nebraska at Omaha

Student: _____ Site: _____							
Week: _____							
Page: _____ of _____							
Date		Direct Service Hours			Indirect Service Hours		
		Individual Counseling	Group Counseling	Other Direct Services	Individual & Triadic Supervision	Group Supervision	Other Indirect Services
Total Hours		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

Site Supervisor Evaluation of Student

Department of Counseling
University of Nebraska Omaha

Name of Student: _____

Practicum Site: _____

Type of Evaluation: Mid-Term Evaluation: _____ End of Semester Evaluation: _____

In accordance with UNO Counseling Department requirements and national accreditation standards (CACREP, 2009), COUN 8220 practicum students are required to have both a mid-term and end of semester evaluation from their site supervisor. Each evaluation is an important element of the student's personal and professional development and site supervisor evaluations provide vital performance indicators that COUN 8220 instructors utilize in determining the student's final Practicum grade.

The COUN 8220 (Practicum I) course addresses a broad range of experiences that are consistent with the work of licensed professional counselors/mental health practitioners. The following CACREP (2009) standards illustrate the range of experiences, skills, content knowledge, and behaviors that align with the general knowledge base and skills of COUN 8220 practicum students.

“Key” standards (CACREP, 2009) assessed in COUN 8220 in the rubrics below:

1. Promotes optimal human development, wellness, and mental health through prevention, education, and advocacy activities **(CMHC D.3)**
2. Applies current record-keeping standards related to clinical mental health counseling **(CMHC D.7)**
3. Provides appropriate counseling strategies when working with clients with addiction and co-occurring disorders. **(CMHC D.8)**
4. Applies relevant research findings to inform the practice of clinical mental health counseling **(CMHC J.1)**
5. Develops measurable outcomes for clinical mental health counseling programs, interventions, and treatments **(CMHC J.2)**
6. Understands the established diagnostic criteria for mental and emotional disorders, and describes treatment modalities and placement criteria within the continuum of care **(CMHC K.2)**
7. Demonstrates appropriate use of diagnostic tools, including the current edition of the DSM, to describe the symptoms and clinical presentation of clients with mental and emotional impairments **(CMHC L.1)**
8. Is able to conceptualize an accurate multi-axial diagnosis of disorders presented by a client and discuss the differential diagnosis with collaborating professionals **(CMHC L.2)**

The following CACREP (2009) core curriculum and clinical mental health specialization (CMHC) standards are not specifically assessed in COUN 8220, but are consistent with the COUN 8220 Practicum experience.

1. Understand counselor's roles in developing cultural self-awareness, promoting cultural social justice, advocacy and conflict resolution, and other culturally supported behaviors that promote optimal wellness and growth of the human spirit, mind, or body; **(CORE 2.e)**
2. Understand the importance of research in advancing the counseling profession **(CORE 8.a)**
3. Understand self-care strategies appropriate to the counselor role **(CORE 1.d)**
4. Understand ethical standards of professional organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling. **(CORE 1.j)**
5. Understand the effects of crises, disasters, and other trauma-causing events on persons of all ages; **(CORE 3.c)**
6. Understand the orientation to wellness and prevention as desired counseling goals **(CORE 5.a)**
7. Understand the essential interviewing and counseling skills; **(CORE 5.c)**
8. Awareness and understanding of crisis intervention and suicide prevention models, including the use of psychological first aid strategies. **(CORE 5.g)**
9. Understands the use of research to inform evidence-based practice; **(CORE 8.e)**
10. Understands professional roles, functions, and relationships with other human service providers, including strategies for interagency/inter-organization collaboration and communications; **(CORE 1.b)**
11. Understands ethical and legal considerations specifically related to the practice of clinical mental health counseling **(CMHC A.2)**
12. Understands a variety of models and theories related to clinical mental health counseling, including the methods, models, and principles of clinical supervision **(CMHC A.5)**
13. Understands the operation of an emergency management system within clinical mental health agencies **(CMHC A.10)**
14. Demonstrates the ability to apply and adhere to ethical and legal standards in clinical mental health counseling **(CMHC B.1)**
15. Describes the principles of mental health, including prevention, intervention, consultation, education, and advocacy, as well as the operation of programs and networks that promote mental health in a multicultural society **(CMHC C.1)**
16. Knows the etiology, the diagnostic process and nomenclature, treatment, referral, and prevention of mental and emotional disorders **(CMHC C.2)**
17. Knows the principles, models, and documentation formats of biopsychosocial case conceptualization and treatment planning **(CMHC C.7)**
18. Understands professional issues relevant to the practice of clinical mental health counseling **(CMHC C.9)**
19. Uses the principles and practices of diagnosis, treatment, referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling **(CMHC D.1)**

20. Applies multicultural competencies to clinical mental health counseling involving case conceptualization, diagnosis, treatment, referral, and prevention of mental and emotional disorders **(CMHC D.2)**
21. Demonstrates appropriate use of culturally responsive individual, couple, family, group, and systems modalities for initiating, maintaining, and terminating counseling **(CMHC D.5)**
22. Demonstrates the ability to use procedures for assessing and managing suicide risk **(CMHC D.6)**
23. Demonstrates the ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision or refer clients when appropriate **(CMHC D.9)**
24. Understands the implications of concepts such as institutionalized oppression and institutional racism, as well as the historical and current political climate regarding immigration, poverty, and welfare **(CMHC E.5)**
25. Demonstrates the ability to modify counseling systems, theories, techniques, and interventions to make them culturally appropriate for diverse populations **(CMHC F.3)**
26. Knows the principles and models of assessment, case conceptualization, theories of human development, and concepts of normalcy and psychopathology leading to diagnoses and appropriate counseling treatment plans **(CMHC G.1)**
27. Selects appropriate comprehensive assessment interventions to assist in diagnosis and treatment planning, with an awareness of cultural bias in the implementation and interpretation of assessment protocols **(CMHC H.1)**
28. Demonstrates skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management **(CMHC H.2)**
29. Screens for addiction, aggression, and danger to self and/or others, as well as co-occurring mental disorders **(CMHC H.3)**
30. Applies the assessment of a client's stage of dependence, change, or recovery to determine the appropriate treatment modality and placement criteria within the continuum of care **(CMHC H.4)**
31. Understands how to critically evaluate research relevant to the practice of clinical mental health counseling **(CMHC I.1)**
32. Knows evidence-based treatments and basic strategies for evaluating counseling outcomes in clinical mental health counseling **(CMHC I.3)**
33. Analyzes and uses data to increase the effectiveness of clinical mental health counseling interventions and programs **(CMHC J.3)**
34. Knows the principles of the diagnostic process, including differential diagnosis, and the use of current diagnostic tools, such as the current edition of the *Diagnostic and Statistical Manual of Mental Disorders (DSM)* **(CMHC K.1)**
35. Understands the relevance and potential biases of commonly used diagnostic tools with multicultural populations **(CMHC K.4)**
36. Differentiates between diagnosis and developmentally appropriate reactions during crises, disasters, and other trauma-causing events **(CMHC L.3)**

Directions for Supervisors

In “Score” column, score the COUN 8220 student on Counseling Skills, Professional Behavior, and Clinical Tasks using the following scoring guidelines.

- **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 Environment a1: Empathy & Caring	Expresses accurate empathy & care. Counselor is "present" and open to clients.	Demonstrates ability to be empathic & uses appropriate responses (majority of counseling sessions).	Demonstrates inconsistent ability to be empathic &/or use appropriate responses.	Demonstrates limited ability to be empathic &/or uses appropriate responses.
	Facilitate Therapeutic Environment: Respect & Compassion	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	“KEY” CACREP Standard	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.
	CMHC D.7	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.
		Motivated to Learn & Grow / Initiative	Demonstrates engagement in learning & development of his or her counseling competencies.	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.
		Openness to Feedback	Responds non-defensively & alters behavior in accordance with supervisory &/or instructor feedback.	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.
		Flexibility & Adaptability	Demonstrates ability to adapt to changing circumstance, unexpected events, & new situations.	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.
		Congruence & Genuineness	Demonstrates ability to be present and “be true to oneself”.	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).
	CMHC D.3	Wellness & Self-Care	Demonstrates ability to partake in wellness-related activities to maintain a sense of balance and overall well-being and promote wellness in clients.	Demonstrates consistent ability to incorporate wellness-related behaviors in order to maintain overall well-being and promote wellness in clients and others.	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.

Please provide written feedback to the student/counselor regarding their professional behaviors to date.

Clinical Tasks & Activity

Score	"Key" CACREP standard	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 establish a culturally and developmentally appropriate clinical interview with clients.
	CMHC L.1	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.
	CMHC J.2	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.
	CMHC D.8 CMHC J.1	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

	CMHC K.2	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.
	CMHC L.2	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

Department of Counseling University of Nebraska at Omaha

Student's Name: _____

Semester: _____

Site: _____

Site Supervisor: _____

Scale (circle)

3: Exceeds Expectations

2: Meets Expectations

1: Does Not Meet Expectations

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 Department to know about the following positive aspects and challenges associated with my practicum site and experience at this site.

Student Signature: _____ Date: _____

COUN 8220 Instructor: _____ Date: _____

Appendix J

Student Evaluation of Site Supervisor

Department of Counseling
University of Nebraska at Omaha

Student Name: _____

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)

Student Signature

Date

Appendix K

Student Evaluation of Course Instructor

Department of Counseling
University of Nebraska at Omaha

Student Name: _____

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):

Student Name: _____ Date: _____

Appendix L

Summary of Practicum Hours

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 Counseling	Group Counseling	Other Direct	Individual Supervision	Group Supervision	Other Indirect Services

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

Student: _____

Date: _____

Site Supervisor: _____

Date: _____

COUN 8220 Instructor: _____

Date: _____

Appendix M

Supplemental Evaluation

**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.

5. Student's proficiency in creating and/or working toward client's treatment goals.

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

Appendix O

UNO Holiday and Weather Closure Policy

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

Department of Counseling Policy

COUN 8250 students placed at outside clinical training sites cannot, according to UNO policy, be required to work on official UNO holidays/student breaks. However, COUN 8250 students may, with site supervisor approval, provide direct and indirect care to clients at off-campus clinical training sites during official UNO holidays/student breaks.

Student Attestation

My signature below confirms I understand the policy above, have discussed the policy with my site supervisor, and am willing to provide counseling services to clients at my practicum site during official the following UNO holidays/student breaks on dates agreed upon below with my approved site supervisor and course instructor.

Dates:

Student: _____ Date: _____

Site Supervisor Attestation

My signature below confirms I understand the policy above, have discussed the policy with my UNO COUN 8250 practicum student, and agree to allow the student to provide direct and indirect counseling services to clients under my supervision and/or the supervision of their agreed upon secondary supervisor during official UNO Holidays/student breaks.

Site Supervisor: _____ Date: _____

Secondary Site Supervisor (PRN): _____ Date: _____

Appendix P: Ipad/Box Procedures

Department of Counseling
University of Nebraska at Omaha