THE COUNSELING PRACTICUM AND INTERNSHIP

I. INTRODUCTION

A practicum that includes a minimum of 100 hours and an internship that includes a minimum of 600 hours of clinical experience is required in all specializations in the Master’s in Counseling Program and should be completed near the end of the program.

II. PREREQUISITES

All students MUST have completed Growth Group before they are able to enroll in practicum (see Program handbook). Information about Growth Group scheduling and registration will be sent to students by email at the beginning of each semester. It is the student’s responsibility to fulfill the growth group requirement in time to begin a practicum.

In addition to Growth Group, the student must successfully complete the following COUN courses before the start of the practicum semester: COUN 601, passing 633 and 634 with a ‘B’ or higher, 642 or 644, & 650.

Prerequisites for Internship include:

For Mental Health Counseling Students: COUN 645, 648, 680, 685, 669
For School Counseling Students: COUN 645, 648, 676, 677, 678, 669
For College Counseling Students: COUN 645, 648, 685, 686, 669

III. APPLICATION FOR PRACTICUM AND INTERNSHIP

Deadlines: The student must submit the Master's Practicum or Internship Application (form available on the program website: https://www.odu.edu/chs) to the Graduate Clinical Coordinator (clinicalcoord@odu.edu) by November 15th for a summer semester practicum/internship, January 15th for a fall semester practicum/internship, and July 15th for a spring semester practicum/internship. Late applications will not be accepted.

The application process includes submitting a formal application to clinicalcoord@odu.edu. After approval by the Graduate Clinical Coordinator students are responsible to register for COUN 669, complete a Site Supervision Agreement (form available on the program website: https://www.odu.edu/chs) and any additional steps required by the site, and coordinate scheduling with supervisors. The Site Supervision Agreement is due 4 weeks prior to the start of the semester in which you enroll in Practicum or Internship for Mental Health and College counseling students. For School counseling students, the site agreement is due 2 weeks after you are placed in the school.
Effective Fall 2016, you are required to complete your internship over two semesters, please make sure that you complete separate application forms for each semester of internship.

Students must also view an online orientation at least one week prior to the semester they begin their practicum. This orientation will be sent out via email to all students whose application has been accepted from practicum. After completion, students are required to sign and submit the acknowledgement receipt to clinicalcoord@odu.edu

If you decide to postpone the start of your internship after submitting your application, please immediately inform the Clinical Coordinator by requesting a deferment to the next semester. Students can only defer once semester, after that a new application must be submitted by the deadlines.

**Application Procedure for SCHOOL COUNSELING STUDENTS ONLY:**

All students specializing in school counseling must complete the Application and Placement Request for Master’s School Counseling Internship (form available on Program web page). The document contains four individual forms but may be completed and submitted together. The first form is application to the Counseling Program for permission to enroll in Internship. Approximately six months prior to the semester requested for internship, your request for placement (the remaining three forms) will be submitted by the Graduate Clinical Coordinator to the Office of Teacher Education Services in the College of Education. This office handles all educational placements with local school systems. Students will then receive notice of approval from the School Counseling Specialty Area Coordinator.

You have the opportunity to request a specific school and/or a school system by filling in the appropriate space on the “Request for Supervised Internship in Counseling Placement” form. The application forms for area school districts can be found on the TES website: http://education.odu.edu/tes/pages/teachercandidateinternship.shtml. If possible, the school system will honor your request; however, you need to be prepared to be placed in a different school from the one you may have requested. In addition, all students requesting placement must complete the Norfolk Public Schools forms (the two remaining in the document).

**Note:** Students should not contact school division or TES staff regarding placements for practicum, internship, or course observations until placements have been announced. Please direct all questions about your placement to the Clinical Coordinator.

On May 10, 2013, the 2013 General Assembly passed House Bill 2028 and Senate Bill 986 effective on July 1, 2013 for SCHOOL COUNSELORS:

§ 4. Every person seeking initial licensure or renewal of a license shall provide evidence of completion of certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators. The certification or training program shall be based on the current national evidence-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator, such as a program developed by the American Heart Association or the American Red Cross. The Board shall provide a waiver for this requirement for any person with a disability whose disability prohibits such person from completing the certification or training.…. Students must provide documentation of completion before they begin the practicum semester. Teacher Education Services may be contacted to sign up for the training, or students can seek training on their own. All specialties are eligible, although training is required for school counseling track students.
Please note that mental health agencies and colleges also might require students to attend an agency orientation, complete first aid and CPR training and other trainings, etc.

IV. **Background Check Clearance for all students**

Old Dominion University requires a background clearance check of candidates interested in many of the professional education programs. Professional education programs have several field experiences which are required for continuance and graduation from the program. The background clearance must be successfully completed prior to a field experience placement. Candidates will be provided a field experience placement when the background check process is completed with resolution of any issues. The process to complete the ODU clearance background check is located at: [http://www.odu.edu/success/academic/teacher-education/placement/background-checks](http://www.odu.edu/success/academic/teacher-education/placement/background-checks). The ODU clearance process includes: an FBI fingerprint, a child protective service/social service review, and a Virginia State Police sex offender registry review. Students are advised to complete this clearance process immediately upon entry into the program since the clearance process takes a minimum of eight weeks to complete.

a. If you have had background checks completed within the last two years, you can submit a copy to TES by emailing them to Sherrie Deutsch at sdeutsch@odu.edu. She will confirm that the university can accept them. If the universality cannot, you will need to follow the steps outlined above to complete the necessary checks. You should submit to Sherrie Deutsch at sdeutsch@odu.edu 16 weeks prior to the first day of classes of the semester in which you enroll in practicum.

b. You can check Leo Online for your results. They will be located under your test scores. If your results have not been posted within 8 weeks of your submission, please contact Sherrie Deutsch at sdeutsch@odu.edu or 757-683-5179. A score of “1” is passing.

c. There will be no exceptions. Anyone who does not have satisfactory results on file will NOT be able to participate in Practicum/Internship.

d. It is essential that you read the instructions carefully and follow them accurately. Any delays in the processing of your background checks could result in deferring your application to the next semester. Please note there are specific instructions for candidates in the Hampton Roads area, outside the Hampton Roads area, and outside the state of Virginia.

e. Even if you have completed background checks at your work or site, you must do them through ODU too. If your work or site will release them, then you do not have to do them again. You need to submit them to Sherrie Deutsch as outlined in (a).

f. Once a candidate is cleared, ODU will not require an additional clearance unless there is a break in attendance that requires the candidate to go through the reactivation process with the admissions office.

g. If you completed the background checks for an observation for a class with ODU, you do not need to do them again as long as the results are in Leo Online.

h. School counseling students will receive a placement upon successful completion of the background check clearance process.
<table>
<thead>
<tr>
<th>Step</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ensure you will have completed all of the prerequisite courses before your practicum/internship semester.</td>
<td></td>
</tr>
<tr>
<td>2. Complete the Application for Master’s Practicum or Internship and email to <a href="mailto:clinicalcoord@odu.edu">clinicalcoord@odu.edu</a>. These applications can be found on our website: <a href="https://www.odu.edu/chs">https://www.odu.edu/chs</a></td>
<td>November 15 for summer January 15 for fall July 15 for spring</td>
</tr>
<tr>
<td>School Counseling PRACTICUM Students Only: Submit online placement request by selecting “Online Placement Request” from the right-hand column at <a href="http://education.odu.edu/tes/">http://education.odu.edu/tes/</a>, the ODU Teacher Education Services page.</td>
<td>Immediately upon registration</td>
</tr>
<tr>
<td>School Counseling INTERNSHIP Students Only: Submit an application for the school district and email it to <a href="mailto:clinicalcoord@odu.edu">clinicalcoord@odu.edu</a>. The applications can be found on the TES website: <a href="https://www.odu.edu/tes/internship#tab97=0">https://www.odu.edu/tes/internship#tab97=0</a> (Click Application and How To Apply)</td>
<td>November 15 for summer January 15 for fall July 15 for spring</td>
</tr>
<tr>
<td>3. Receive confirmation of your application's approval.</td>
<td>Usually 3-4 weeks after the application due date.</td>
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<tr>
<td>4. Complete background check clearance procedures</td>
<td>At least 10-12 weeks before experience begins to avoid delays from the 8-week processing.</td>
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<tr>
<td>5. Sign a Site Supervision Agreement with your site supervisor and submit to <a href="mailto:clinicalcoord@odu.edu">clinicalcoord@odu.edu</a>.</td>
<td>4 weeks prior to semester of practicum/internship Consult with the Graduate Clinical Coordinator if delays are expected. (For school counselor students Site Supervision Agreements are to be submitted within 2 weeks of the beginning of the semester due to later processing with school districts.)</td>
</tr>
<tr>
<td>6. Register for practicum course in LeoOnline.</td>
<td>After registration opens</td>
</tr>
<tr>
<td>7. Schedule university supervision with your doctoral student supervisor.</td>
<td>You should receive your individual assignments and hear from your supervisors about 2-3 weeks before classes begin.</td>
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<tr>
<td>8. View Practicum orientation BEFORE the semester starts; sign then email the acknowledgement receipt to <a href="mailto:clinicalcoord@odu.edu">clinicalcoord@odu.edu</a>.</td>
<td>Due one week before the semester starts.</td>
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</tbody>
</table>
Attend Practicum group supervision and individual/triadic supervision.

Attend supervision weekly.

Students may direct questions about the practicum process to the Graduate Clinical Coordinator at clinicalcoord@odu.edu.

V. GOALS AND OBJECTIVES

Professional practice, which includes practicum and internship, provides for the application of theory and the development of counseling skills under supervision. These experiences will provide opportunities for students to counsel clients who represent the ethnic and demographic diversity of their community (CACREP, 2009 § III Professional Practice)

Course objectives are:
1. To practice basic counseling skills. (CACREP, 2009, § II.G.5.c)
2. To begin to expand repertoire of responses to clients.
3. To begin to conceptualize client problems. (CACREP, 2009, § II.G.5.d)
4. To begin to develop treatment plans based on case conceptualizations. (CACREP, 2009, § II.G.5.d)
5. To examine the personal characteristics needed to be an effective counselor. (CACREP, 2009, § II.G.5.b)
6. To keep case notes and records and learn referral skills. (CACREP, 2009, § II.G.1)
7. To understand the ethical and legal issues in counseling as applied in the practicum setting. (CACREP, 2009, § II.G.1.j)
8. To broaden one's theoretical basis for counseling strategies. (CACREP, 2009, § II.G.3.a-h)
9. To discuss multi-cultural issues as they relate to counseling clients of varying social/cultural/ethnic groups. (CACREP, 2009, § II.G.2)
10. To introduce and practice advanced counseling skills such as immediacy, confrontation, advanced accurate empathy, interpretation.
11. To examine how the counseling relationship can be used to foster client growth. (CACREP, 2009, § II.G.5.a; II.G.3)
12. To explore crisis intervention strategies. (CACREP, 2009, § II.G.3.c; II.G.5.g)

VI. REQUIREMENTS

a. General Requirements for Practicum

The program requires students to complete supervised practicum experiences that total a MINIMUM of 100 clock hours. CACREP additionally requires that practicum last for a minimum of 10 weeks (CACREP, 2009, § III.F).

The 100 clock hours should include the following:

1. A minimum of 40 hours of direct service with clients, including experience in individual counseling and group work (CACREP, 2009, § III.F)
2. A minimum of 10 hours of group work is preferred (these 10 hours count toward the 40 direct service hours.)
3. Observation of other clinicians working with clients
4. Opportunities to develop case conceptualizations, case reports, and treatment plans (CACREP, 2009, § II.G.7.g)

5. A minimum of one (1) hour per week of individual or triadic supervision per academic term by a university supervisor (CACREP, 2009, § III.F.2)

6. A minimum of one and one-half (1½) hours per week of group supervision with other students per academic term by a university supervisor (CACREP, 2009, § III.F.3). Students are required to meet the for the entire group supervision meeting for the duration of the semester, arriving late or leaving early counts as time missed. Students who miss more than two group supervision sessions will not pass and will be required to repeat practicum.

7. A minimum of one (1) hour per week of individual/triadic supervision by the student’s site supervisor (CACREP, 2009, § III.F.2)

8. Completion of hours logs weekly offering a summary of the hours spent in (a) counseling, (b) observation, and (c) other activities.

9. Completion of supervision logs weekly offering a summary of the hours spent in individual, group, and site supervision.

10. The audio and/or video recording of clients: Students will be required to submit a total of 5-8 30 video recordings during the semester of their practicum. Recording length should match the student’s environment (e.g., 45-55 minutes for traditional individual counseling sessions, 20 minutes for school counseling sessions, etc.) Students must discuss each recording in individual and group supervision. Students are advised to purchase a digital video recorder, as you will need to record regularly throughout your program. Recording devices should not be connected to the internet. Written documentation is required for any sites that only allow audio recording. Please email this documentation to clinicalcoord@odu.edu.

11. Each client (or parent/guardian of a minor client) must complete a Consent to Participate in Recorded Supervised Counseling form before beginning recorded counseling with the client.

12. Academic Responsibilities: Students are required to submit two verbatim transcripts of their direct client work to their university individual supervisor and two case conceptualizations to their university group supervisor. Further, students must do all other readings or assigned activities which may be provided by the group supervisor and individual supervisor.

13. Students must attend supervision throughout the semester, even if they are finished with their hours.

14. Students must complete all requirements for each semester enrolled in internship, including instructor specific requirements.

Extra hours obtained for practicum are not permitted to “roll-over” into internship hours. Practicum and internship are considered two distinct experiences (CACREP, 2009, § III.G).

b. General Requirements for Internship

The program requires completion of a supervised internship in the student’s designated program area of 600 clock hours over two semesters, begun after successful completion of the practicum. The internship is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area (CACREP, 2009, § III.G).

The 600 clock hours should include the following:

1. A minimum of 240 hours of direct service with clients, including experience in individual counseling and group work (CACREP, 2009, § III.G)
2. A minimum of 10 hours of group work (these 10 hours count toward the 240 direct service hours.)
3. Observation of other clinicians working with clients
4. Opportunities to develop case conceptualizations, case reports, and treatment plans (CACREP, 2009, § II.G.7.g)
5. A minimum of one and one-half (1½) hours per week of group supervision with other students per academic term by a university supervisor (CACREP, 2009, § III.F.3) Students are required to meet the for the entire group supervision meeting for the duration of the semester, arriving late or leaving early counts as time missed. Students who miss more than two group supervision sessions will not pass and will be required to repeat internship.
6. A minimum of one (1) hour per week of individual/triadic supervision by the student's site supervisor (CACREP, 2009, § III.F.2)
7. Completion of hours logs weekly offering a summary of the hours spent in (a) counseling, (b) observation, and (c) other activities.
8. Completion of supervision logs weekly offering a summary of the hours spent in individual, group, and site supervision.
9. The audio and/or video recording of clients: Students will be required to submit a total of 5-8 thirty (30) video recordings during the semester of their practicum. Recording length should match the student’s environment (e.g., 45-55 minutes for traditional individual counseling sessions, 20 minutes for school counseling sessions, etc.) Students must discuss each recording in individual and group supervision. Students are advised to purchase a digital video recorder, as you will need to record regularly throughout your program. Recording devices should not be connected to the internet. Written documentation is required for any sites that only allow audio recording. Please email this documentation to clinicalcoord@odu.edu.
10. Each client (or parent/guardian of a minor client) must complete a Consent to Participate in Recorded Supervised Counseling form before beginning recorded counseling with the client.
11. Academic Responsibilities: Students are required to submit two verbatim transcripts and two case conceptualizations of their direct client work to their university group supervisor. Further, students must do all other readings or assigned activities which may be provided by the group supervisor.
12. Students can “roll-over” internship hours from one semester to the next as long as the hours log is signed off by the site supervisor and group supervisor. See pg. 12 for additional information.
13. Students must attend supervision throughout the semester, even if they are finished with their hours.
14. Students must complete all requirements for each semester enrolled in internship, including instructor specific requirements.

For School Counseling Students:

Practicum: School counseling students are strongly encouraged to complete their practicum in a mental health agency that provides counseling services to children in order to reinforce their counseling skill set. Students would be required to find their own placement using the Site Directory found on the website (https://www.odu.edu/chs). If students choose to seek a practicum in a school setting, they must apply through TES’ website. https://odu.co1.qualtrics.com/jfe/form/SV_bekVVAIE2UOfcRD. Students should be aware that
school counseling practicum sites in the schools are often delayed and students could be required to complete additional assignments to ensure they meet all the requirements. Please contact the School Counseling Coordinator, Dr. Goodman-Scott (egscott@odu.edu) or the Graduate Program Director, Dr. Moe (jmoe@odu.edu) for more information.

Internship: State licensure requirements for school counselors mandate that students must have supervised clinical experiences in an elementary school setting (grades pre-k - 6) and middle or secondary school setting (grades 7 - 12). Thus, some students may opt to complete their internship in an elementary and middle school, while others may choose to be placed in an elementary and high school. All of the internship hours must be completed in a school setting and the hours should be divided equally between the elementary and middle or secondary level (as referred to above).

Please note that school counseling internships are NOT available in the summer. School counseling students should complete their internship requirements during the fall and spring semesters. School counseling students are allowed to complete their internship in the summer only if (a) they submit a statement indicating the need for a summer internship; (b) a school or district representative is willing to agree that a school will provide an internship for the student, and (c) a placement has been arranged that meets the standards of program faculty for a meaningful school counseling experience.

Full-time teachers who are completing their school counseling internship while they are employed must spend a minimum of 10 full days as a school counselor intern (5 days at an elementary school and 5 days at a secondary school). The remainder of the 600 hour internship may be spread out over more than semester and completed as the teacher can make arrangements to perform school counselor internship duties (during planning periods, after school, evenings, etc.). Full-time teachers may complete 450 hours at one level and 150 hours at the other level, rather than completing 300 hours at each level if an uneven split of hours would be helpful.

c. Semester Schedule And Record Keeping
Responsibilities include attending weekly supervision meetings (site, university group, and university individual); preparing, analyzing, and sharing 5 – 8 recordings of client sessions; two case conceptualizations with oral presentations accompanied by a recording of a counseling session; two verbatim transcriptions based on two additional counseling sessions; maintaining all required documentation; and submitting a complete file at end of the semester. Students should retain all paper documentation and submit the file to their university group supervisor. The file will include:

<table>
<thead>
<tr>
<th>Name of Form</th>
<th>Deadline</th>
<th>Turn Form In To...</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coversheet (1)</td>
<td>First Day</td>
<td>NA</td>
<td>Explanation of paperwork and deadlines</td>
</tr>
<tr>
<td>Site Agreement (2)</td>
<td>Four weeks prior to the start of the semester for COL/MH; Second week of classes for SCH</td>
<td>Clinical Coord <a href="mailto:clinicalcoord@odu.edu">clinicalcoord@odu.edu</a></td>
<td>Agreement completed by the site supervisor prior to the student accruing contact hours. If you have a second site, please make sure to fill out a second site agreement.</td>
</tr>
<tr>
<td>Group Supervision Agreements (3)</td>
<td>Second week of classes</td>
<td>Group Supervisor</td>
<td>This form is completed by the group supervisor. Submit this with the final packet.</td>
</tr>
<tr>
<td>Form Type</td>
<td>Submission Period</td>
<td>Responsibility</td>
<td>Notes</td>
</tr>
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<tr>
<td>Clinical Competency Scale (4)</td>
<td>Second week of classes</td>
<td>Group Supervisor</td>
<td>This form is to be completed by the student in collaboration with their University Supervisors at the beginning and end of the semester. Submit this with the final packet. Individual supervisor for Practicum students. Group supervisor for Internship students.</td>
</tr>
<tr>
<td>Individual Supervision Agreement (5) (PRACTICUM ONLY)</td>
<td>Second week of classes</td>
<td>Group Supervisor</td>
<td>This form is completed by the university assigned individual supervisor. PRACTICUM students only. Submit this with the final packet.</td>
</tr>
<tr>
<td>Final Evaluation of Student (6 a &amp; b)</td>
<td>Last week of classes</td>
<td>Group Supervisor</td>
<td>6a is completed by the group supervisor. 6b is completed by the site supervisor(s).</td>
</tr>
<tr>
<td>Final Evaluation of Group, Individual, and Site Supervisors (7 a, b, &amp; c)</td>
<td>Last week of classes</td>
<td>Clinical Coord <a href="mailto:clinicalcoord@odu.edu">clinicalcoord@odu.edu</a></td>
<td>These forms are to be completed by the student. It is an evaluation of the group supervisor, individual supervisor, and site supervisor. These are submitted to <a href="mailto:clinicalcoord@odu.edu">clinicalcoord@odu.edu</a>. 7a, 7b, and 7c are completed by both practicum and internship students.</td>
</tr>
<tr>
<td>Final Evaluation of Student by Individual Supervisor (8) (PRACTICUM ONLY)</td>
<td>Last week of classes</td>
<td>Group Supervisor</td>
<td>This form is an evaluation of the student by the individual supervisor. PRACTICUM students only. Submit this with the final packet.</td>
</tr>
<tr>
<td>Hours &amp; Supervision Logs (9a and b)</td>
<td>Last week of classes</td>
<td>Group Supervisor</td>
<td>This form is to be completed throughout the semester by the student. It documents the number of direct and indirect hours as well as the number of supervision (group, site, and individual) hours. All supervisors MUST sign both form. Submit this with the final packet.</td>
</tr>
<tr>
<td>Consent to Record (10)</td>
<td>Last week of classes</td>
<td>Group Supervisor</td>
<td>This form should be completed for each recorded session and signed by the site supervisor.</td>
</tr>
<tr>
<td>School Counseling Portfolio</td>
<td>2-3 weeks before end of internship (as determined by group supervisor)</td>
<td>Group Supervisor</td>
<td>This portfolio is to be completed by all school counseling students at the end of their 600 hours of internship and is required for graduation. See rubric for grading information.</td>
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All forms will be disseminated by the university group supervisors at the beginning of the semester via email or Blackboard.

### VII. Recording Policy

Counseling students will be required to record counseling sessions during the program for educational and supervision purposes. Select client must consent to be recorded for educational and supervision purposes by signing the department’s Consent to Record. Once the Consent to Record has been signed by the client, counseling students should submit the form to their instructor. Students should use appropriate recording devices such as flip cameras, camcorders, audio recorders, etc. Students are not permitted to use devices that are connected to the internet, if a student is using a laptop to record, the internet connect must be turned off. Once the session has been recorded the student must transfer the recording to a password protected USB drive to submit to their instructor/ supervisor. All recordings that are saved onto the student’s personal computer must be placed in a password protected folder on a computer that requires a password to log onto the device. All recordings must be deleted from the student’s personal computer after turning in to...
instructor/supervisor. Students are never permitted to share the recordings via email or to anyone other than their assigned instructor or supervisor. Students are required to video record sessions unless their practicum and internship placement only allows audio, in that case, the students must supply written documentation by the site supervisor stating audio recordings only allowed to the clinical coordinator.

The group supervisor will be in charge of housing all recordings throughout the semester. Once the student passes the course, all recordings will be deleted. The group supervisor will adhere to the same guidelines to secure confidentiality of all clients.

VIII. Practice Client Policy

During select courses, counseling students will be asked to work with practice clients for educational purposes only. Counseling students will have the opportunity to practice their counseling skills with approved practice clients under specific guidelines. Practice clients will be human services students that are participating in relation to courses in which they are enrolled. Often times the human services students will volunteer to participate to earn extra credit in their courses, however, they can volunteer solely for the experience. The following guidelines must be followed when working with approved practice clients:

1) Practice clients will be assigned by the clinical coordinator or their assistant. The assignment of practice clients will be based on scheduling availability to ensure the maximum likelihood of meetings.

2) Practice clients are only permitted to use counseling sessions only for minimal mental health concerns (e.g., mild depression or anxiety, relationship issues, stress or time management, etc.). Issues such as trauma, abuse, or severe mental health concerns are not permitted to be discussed during sessions. If a practice client brings any unapproved topic up in session, the counseling student should inform the practice client about the scope of practice and refer the practice client to the ODU counseling center. The counseling student should then email their instructor to request another practice client. Clients receiving professional counseling are not approved for practice counseling sessions.

3) Practice clients are required to complete five (5) sessions in order to receive their extra credit. The counseling student must report at the end of the sessions to the clinical coordinator or their assistant.

4) Counseling students will treat sessions in a professional manner. This includes timely scheduling, timely notification of cancellations, flexibility in rescheduling, confidentiality (including location), etc. The counseling student should alert their instructor of any issues or questions regarding the expectations. In the event of an emergency with a practice client, the student will contact their instructor immediately. If the instructor cannot be reached the student will contact the ODU Counseling center for a counselor on call.

VIX. EVALUATION OF STUDENTS

Each student will be enrolled in the practicum course for one semester and the internship course for two semesters. The student will be evaluated a minimum of two times during the semester from his or
her supervisor(s) (CACREP, 2009, § III.F.5). The Counseling Skills and Techniques Competency Scale will be used to assess student skills at the beginning and end of the semester. In addition, at the end of the semester, the student’s university supervisor(s) and site supervisor(s) will complete an evaluation of the student. The university group supervisor will use these evaluations to assist him or her in determining the student’s grade. In addition to this formal evaluation, it is expected that the student’s individual, group, and site supervisors will be offering ongoing “process” feedback (e.g., verbal, written feedback).

The course is graded on a "Pass/Fail" basis. In order to pass, a student must meet all requirements as noted under "General Requirements" and demonstrate beginning competency in:

1. applying core counseling skills, (CACREP, 2009, § CMHC. D.1; SC. D.1, 2)
2. understanding the relationship between specific client problems and particular treatment approaches, and
3. knowing one’s own attitudes and needs as they affect counseling while demonstrating sufficient personal adjustment to function ethically as a counselor.

If a student is not successfully progressing through practicum or internship, the student, university group supervisor, university individual supervisor, and the Graduate Clinical Coordinator will work collaboratively to create a Professional Development Plan (PDP). The PDP will serve as a guide with specific actions that should be taken by the student to meet the requirements to pass Practicum.

Students who have not completed all the “General Requirements” by the due dates as determined by their university individual and group supervisors will receive a failing grade from practicum.

On a case-by-case situation, students who have completed all the assignments but have not been able to collect all their hours, at no fault of their own, can work with the Graduate Clinical Coordinator to take an incomplete and finish the hours in the next semester. Please note, practicum and internship CANNOT be taken in the same semester. However, practicum incompletes can be finished in the semester a student is enrolled in internship before they start collecting internship hours. Students who are permitted to take an incomplete will be reassigned a faculty group supervisor for the next semester. Students are expected to fully participate in group supervision process including but not limited to completing case presentations, transcripts, recordings, etc. Students are expected to submit an approved plan to the clinical coordinator and their new group supervisor for completing the remaining hours and requirements. The student’s site supervisor should sign off on the plan as well.

X. SUPERVISION OF STUDENTS

All supervision must be entered weekly onto the Supervision Log including supervision received from university group supervisor, university individual supervisor, and site supervisor. Absences are not permitted; missing more than two supervision sessions will result in a failing grade. You are required to make up any missed individual/triadic supervision with your university individual supervisor or your site supervisor, with the exception of a school closure (e.g., university observed holidays).

a. University Individual Supervision

Doctoral Students as University Supervisors
In most cases, doctoral students will individually supervise master’s degree students for practicum. In such cases, the doctoral student supervisors will be receiving supervision from a faculty individual supervisor. All doctoral student supervisors who are supervising master’s degree students must meet the following requirements:

1. have completed a master’s degree, as well as counseling practicum and internship experiences equivalent to those in a CACREP-accredited entry-level program;
2. have completed or are receiving preparation in training in counseling supervision; and
3. be supervised by program faculty with a faculty/student ratio that does not exceed 1:6 (CACREP, 2009, § I.Q).

Students are required to meet with their individual supervision once a week for individual or triadic supervision. If students miss a supervision session, they are required to make it up. Supervision sessions will not be held when the university is officially closed.

**Faculty Instructors as Group and Individual Supervisors**

Each regular, adjunct, and affiliate program faculty member who is a faculty instructor or supervisor for the internship course must have the following (CACREP, 2009, § III.A):

1. a doctoral degree from a program in counselor education or a closely related field
2. relevant professional experience and demonstrated competence in counseling and/or human development at levels appropriate for the students supervised; and
3. course work or other training that shows competence in supervision of counseling students.

Students are expected to attend group supervision every week for 2 hours. Students are not permitted to miss more than two absences of group supervision, this includes arriving late and leaving early. Students who miss more than two group supervision sessions will not pass practicum/internship and will be required to retake it the next semester.

b. **Site Supervision**

All students must receive a minimum of one (1) hour per week of individual or triadic supervision by their site supervisor. Any site supervision missed, should be made up within the same week. Site supervisors should have a master’s degree in counseling or a related field and a minimum of two years of pertinent professional experience in their field (school counseling, mental health counseling, or college counseling), knowledge of the program’s expectations, requirements, and evaluation procedures for students, and relevant training in counseling supervision including appropriate licenses and credentials (CACREP, 2009, § III.C). Sites must also permit audio or video recording for review by the university supervisors. Weekly site supervision should be used to review goals, tasks as defined by the site supervisor, and progress toward those goals and tasks. Site supervision should also include processing of the student’s experience with clients. Site supervisors should have regular consultation with the student’s university group supervisor.

For college counseling students who are planning to apply for their LPC, you must have a licensed supervisor at your practicum/internship setting.

c. **Evaluation of Supervisors**
Students are expected to complete written evaluations of their university individual and group supervisors as well as their site supervisors. This should be completed at the end of each semester, as feedback is highly valued.

XI. PRACTICUM AND INTERNSHIP SITES

**For Mental Health and College Counseling Students:** You are responsible for identifying and securing your own practicum and internship sites prior to the start of the semester during which they will complete their experience. The Graduate Clinical Coordinator will provide all students with an up-to-date site directory as a guide. Students are not limited to the sites on the site directory. Please consult with the Graduate Clinical Coordinator if your potential site supervisor meets all the requirements outlined in VIII b.

Here are some tips for securing a practicum/internship placement:

1) Treat it like a job interview:
   a. Review the website and be knowledgeable about the agency
   b. Dress professionally
   c. Be on time

2) Make a commitment:
   a. 100 hours is the minimum in practicum, consider committing to more to secure a site
   b. Consider making a commitment to do your practicum and internship at the same location
   c. Sites prefer a whole year commitment; consider taking 300 hours of internship in a semester over two semesters

3) Know your requirements:
   a. Read the Practicum/Internship Handbook prior to emailing/calling/interviewing
   b. Read the Practicum/Internship Orientation
   c. Attend a Practicum/Internship Q&A session

**For School Counseling Students:** Teacher Education Services places all school counseling practicum and internship students. After you have obtained your placement information from the Teacher Education Services Office, contact your on-site supervisor and plan to have the necessary forms completed. Your on-site supervisor should carefully read the Site Supervisor Agreement form. Because site supervisors may not be familiar with the recording requirement, please be sure to discuss it with them. Note that the on-site supervisor can make changes to this agreement directly in writing on the form. The Graduate Clinical Coordinator should be consulted for approval of any changes. Have your supervisor sign the Site Supervisor Agreement (form available on the Program website), and submit it by email to clinicalcoord@odu.edu. Be sure to retain the original for your records and to ensure that you site supervisor keeps a copy.

**For ALL students:** Please make sure that you learn and comply with all policies, including holiday schedules, relevant to the practicum/internship site in which you are working. If you have any difficulties on site, first talk with your site supervisor. If this does not resolve the problem, talk with your faculty group supervisor.

XII. LIABILITY INSURANCE COVERAGE
Old Dominion University’s registered and enrolled students who are required by their curriculum to participate in supervised and graded service outside the University at various internship sites are covered by liability insurance provided through the Commonwealth of Virginia. (CACREP, 2009, § I.S). Please email clinicalcoord@odu.edu for proof of coverage.

Some sites may require students to carry their own liability insurance. Note that members of ACA (www.counseling.org) have easy access to this insurance.

Students are not permitted to collect hours at their practicum and internship sites when the university is not in session and they are not receiving faculty supervision. If a student would like to continue at their site between semesters they should obtain their own liability insurance and/or be placed on their site’s liability insurance. Students must inform their sites that they are not under university supervision.

XIII. COUNSELOR CANDIDATE DISPOSITIONS

All counseling students at ODU are expected to demonstrate behaviors that are indicative of the following dispositions characteristic of effective education and counseling professionals throughout their program. Candidates understand that they must adequately and consistently demonstrate these dispositions in order to maintain good standing in their Counseling program at Old Dominion University. The candidate shows a disposition toward and commitment to each of the following:

1. Attends functions when required (punctual).
2. Maintains a professional appearance.
3. Solicits feedback from others.
4. Adjusts behavior based on professional feedback.
5. Communicates effectively orally (articulate, animated, few grammatical errors).
6. Communicates effectively in writing (clear organization of ideas, few misspelling and grammatical errors).
7. Demonstrates sensitivity to others’ feelings and opinions (e.g., diplomatic).
8. Demonstrates cultural competence.
9. Shows ability and disposition to act as an advocate and leader for equitable education for all, including promoting systemic changes to remove barriers to student success.
10. Participates with others in a collaborative manner.
11. Treats others with respect.
12. Provides information to all constituents in a professional and timely manner.
13. Demonstrates a commitment to remain current in knowledge of subject area content.
14. Demonstrates knowledge about school counseling.
15. Participates in professional development activities that represent subject area currently or in the near future.
16. Enjoys working with diverse (e.g., special education, gifted, English language learners, from various racial/ethnic and religious groups and sexual orientations, etc.)
17. Demonstrates effective decision-making and problem-solving skills.
18. Displays excitement about school counseling.
More information about the Policies and Procedures for Assessing Teacher Candidate Dispositions at Old Dominion University can be found at http://education.odu.edu/tes/pages/forms1.shtml.

XIV. SCHOOL COUNSELING PORTFOLIO

I. Introduction:
A professional school counselor portfolio is a collection of experience based and reflective materials that demonstrate dimensions of the school counselor trainee’s work, philosophy, abilities, attitudes and goals. The goal of the portfolio is to articulate how diverse activities and insights contributed to the student’s identity development as a professional school counselor.

II. Purposes
There are two primary purposes for the portfolio, to facilitate students’ intentional shaping and synthesis of their learning and to provide a format for presentation of professional qualifications.

III. Portfolio Structure
A. Physical Presentation:
The portfolio should be a well-organized, attractive presentation of professional materials. Students are encouraged to submit a digital version of the portfolio (e.g. using google sites, weebly, eportfolio, usb, or compressed zip folder file). Students may also submit a paper copy (e.g., a three-ring binder). Consider including a table of contents, and separate pages/sections. Appearance is left to the individual student.

B. Content:
A guiding principle in deciding what to include in the entries is to ask, “How will this entry demonstrate my knowledge, awareness, skills and developing professional identity?” Include experiences and learning that occur outside the formal academic program, such as participation in volunteer, advocacy, and leadership activities in civic associations or other community/professional activities. Other questions to consider in creating the reflective portions of this document include: How did it help you grow? In retrospect, how would you do things differently? What did you learn? What attitudes, values and beliefs were validated and/or re-examined as a result of the experience? How does this help in the attainment of one’s professional goals?

Ask your internship instructor for more details and resources about the school counseling portfolio.

XV: Other Important Policies

1. Any student seeking to move out of the area during practicum and internship must seek approval by the clinical coordinator. Online supervision groups are not guaranteed and students are required to attend weekly group supervision with the university.