Doctoral Practicum
and Internship Handbook

2016-2017
I. DOCTORAL PRACTICUM GOALS, OBJECTIVES, AND REQUIREMENTS

A. Goals
According to CACREP Standards, the purpose of this practicum is to develop and/or refine advanced counseling skills, which should conceptually link counselor practice to teaching and supervision.

B. Objectives
- Doctoral students will engage in direct and indirect counseling services in an organized, professional environment.
- Doctoral students will gain additional supervised clinical experience beyond their supervised experience in a master’s level degree program.
- Doctoral students will receive on-site supervision from a qualified professional (someone who is licensed as an LPC, LCSW, etc.) as well as university supervision from faculty in the ODU Counseling Department.
- Doctoral students will gain clinical experience in an environment the same as or similar to that in which their future master’s level supervisees will complete practicum and/or internship.

C. Requirements
1. Complete and submit the written application for Practicum to the Clinical Coordinator (clinicalcoord@odu.edu) by these dates:
   - For Fall, apply by January 15
   - For Spring, apply by July 15
   - For Summer, apply by November 15

2. Successful completion of university background checks (See Section IV)

3. Register for COUN 869, Advanced Supervised Practicum in Counseling (3 credit hours).

4. Turn in the Site Supervision Agreement form via email to clinicalcord@odu.edu four (4) weeks prior to the start of the semester of enrollment in Practicum.

5. Participate in group and individual supervision by a faculty member.

6. Keep a weekly log, on which one’s (direct and indirect) hours spent at the site are recorded. A minimum of 200 hours must be logged during the semester; a minimum of 80, of the total 200 hours, must be direct services. Direct hours must be face-to-face counseling services. Therefore, online or phone conversations cannot be counted as direct.

7. Keep a weekly supervision log, on which one’s group supervision (COUN 869) received by the university, faculty individual supervision received by the university, and individual site supervision received at the practicum site are recorded.
8. Record 3-5 counseling sessions with clients and review in individual faculty supervision at the university. Each recording should be accompanied with a case conceptualization. Consult with your individual faculty supervisor for more information.

D. Practicum Sites
Doctoral students are required to secure their own site. In order to be acceptable, proposed sites must offer:

- An organized, professional environment
- Adequate opportunities to engage in direct and indirect counseling services
- A qualified professional (with a license in a counseling or mental health-related field) to serve as the on-site supervisor

In addition, if the practicum is to be completed at the student’s current work site, CACREP requires that the practicum experience include new learning that is qualitatively different from the student’s occupational responsibilities.

II. DOCTORAL INTERNSHIP GOALS, OBJECTIVES, REQUIREMENTS, AND EVALUATION

A. Goals
The purpose of the doctoral internship is to give Ph.D. students ample opportunities to experience, firsthand, the variety of counseling related responsibilities they will encounter as counselor educators, master clinicians, and administrators.

B. Objectives
- Doctoral students will provide at least 100 hours of individual/triadic supervision to master’s level practicum students.
- Doctoral students will obtain at least 60 hours by co-teaching a master’s level counseling course with a counseling faculty member.
- Doctoral students are also given the opportunity to complete hours in a counseling setting (in addition to the Advanced Practicum).
- Doctoral students will participate in professional activities related to counselor education, including but not limited to:
  1. Conducting research projects with faculty members
  2. Presenting or co-presenting at conferences
  3. Providing leadership in professional counseling associations

C. Requirements
Ph.D. students will register for and complete 6 credit hours of COUN 868, Doctoral Internship in Counseling (600 hours). Of the 600 hours, a minimum of 100 hours will focus on providing clinical supervision, and a minimum of 60 hours will focus on co-
teaching; the remaining 440 hours will be tailored to the doctoral students’ professional goals and approved by their advisor.

1. Supervision
   a. Doctoral students will supervise master’s practicum students in coordination with their program handbook requirements.
   b. Doctoral students will meet with their assigned supervisees and faculty supervisor each week (starting the first week of classes, during each semester they are required to conduct supervision). Unless a scheduled supervision time falls on a day the University has a scheduled closing (e.g., holidays, breaks), any missed supervision sessions due to illness, scheduling conflict, etc., should be made up within the same week.
   c. Doctoral supervisors will review the competency scale twice with their master’s supervisees during individual supervision; once at the beginning of the semester and once at the end.
   d. Doctoral supervisors will review 5-8 recorded counseling sessions from the master’s supervisees throughout the semester. Doctoral supervisors will provide knowledgeable and thorough feedback to their supervisees regarding counseling skills, ability to conceptualize cases clinically, and ability to integrate theory into counseling sessions.
      • In the event that a supervisee is not placed in a school or allowed to see clients at their agency, at the beginning of the semester, supervisees should record sessions with an approved practice client. These recordings can count toward their 5-8 recordings. Practice clients should complete a consent and should not be an immediate family member or close friend. For supervisees who are already placed and have access to clients, practice clients should not be used; supervisees should be obtaining their recordings from their sites. Doctoral supervisors should discuss with their faculty supervisor and the Graduate Clinical Coordinator if any issue arises that would warrant a supervisee to use practice clients for their recordings.
   e. Doctoral supervisors will review and provide feedback to the master’s supervisees on two transcripts; transcripts can come from the 5-8 recordings required.
   f. Doctoral supervisors will record all supervision sessions with their master’s supervisees; recorded sessions will be presented during faculty individual/ triadic supervision sessions at the university.
   g. Doctoral supervisors will document any supervision they provide and receive on a weekly supervision log; in addition, they must sign the master’s supervisees’ supervision hours log each week. (Do not wait until the end of the semester to complete these documents).
   h. Doctoral supervisors will keep weekly supervision notes for all supervision sessions with their supervisees.
   i. Doctoral supervisors should consult with their faculty individual supervisor and the Graduate Clinical Coordinator about any issues or concerns they have regarding their supervisees. Bringing immediate attention to any urgent matters that involve
ethical concerns, accumulation of hours or recordings, or performance issues of the master’s supervisee that might warrant a Professional Development Plan.

j. At the end of the semester doctoral students will complete an evaluation of their master’s supervisees and review it with them during their last supervision session. Master’s supervisees are responsible for turning in the document with their completed practicum paperwork. It is per the doctoral supervisor’s discretion if a midterm evaluation is incorporated in the supervision; but it is not required. Doctoral supervisors are expected to provide ongoing feedback to their master’s supervisees, throughout the supervisory relationship.

k. Doctoral students will complete an evaluation of their faculty supervisor at the end of the semester; this document will be turned directly into clinicalcord@odu.edu to protect one’s anonymity.

l. Master’s supervisees and the faculty individual supervisor will complete an evaluation on the doctoral supervisor, at the end of the semester. Faculty individual supervisors should review this evaluation with their doctoral supervisees during the last supervision session of the semester.

m. Doctoral supervisors are not permitted to contact the site supervisor of their master’s supervisees. Concerns of the student should be brought to the master’s students’ group supervisor, your faculty individual supervisor, and the Graduate Clinical Coordinator.

2. Teaching

a. Doctoral students should notify the Graduate Clinical Coordinator (clinicalcord@odu.edu) via email before the semester the student would like to teach (for internship hours or volunteering) with up to three (3) courses they are interested in teaching. The Graduate Clinical Coordinator will then assign doctoral students a master’s-level course to co-teach. Priority will be given to doctoral students needing to complete their internship requirement.

b. Doctoral students will teach a minimum of three (3) class periods prepped and facilitated by the doctoral student. Doctoral students will create two (2) supplemental preps to be uploaded to BlackBoard (e.g., a narrated PowerPoint, additional information on instructor’s topic, etc.)

c. Doctoral students will attend class weekly. Doctoral students should be on time and remain active in each class.

d. Doctoral students will have a minimum of four (4) meetings, throughout the semester, with the instructor. The instructor should meet with the doctoral student prior to the beginning of the class to discuss syllabus development and expectations. The instructor should also meet with the doctoral student prior to each class facilitation; all materials should be sent to the instructor beforehand. Instructors are encouraged to informally debrief with the student after each class facilitation.

e. Doctoral students are expected to gain experience in grading, but should grade no more than 50% of assignments for the course.

f. At the conclusion of the semester, the doctoral student will receive feedback from the instructor using the Teaching Observation Form. Students are encouraged to request a copy for professional records.
g. If students volunteer to co-teach a course, the same guidelines should be followed.

3. Clinical
   a. Doctoral students can choose to complete additional clinical hours during their internship. All procedures outlined in the advanced clinical practicum section should be followed. (Please see Section I, C).

4. Other
   a. The remaining 450 hours of internship shall be tailored to the doctoral student’s professional development needs and goals, but can consist of any experience outlined in Section I, C. The doctoral student should discuss the remaining hours and seek approval from their academic advisor on how the hours will be obtained.

D. Evaluation
   Upon completion of the required hours for the semester, please submit appropriate paperwork with clear documentation of the services rendered, to the Graduate Clinical Coordinator via clinicalcord@odu.edu. During internship, all faculty and/or site supervisors observing the doctoral student’s experiences must sign hour logs. Group supervisors will sign off on the overall experience, but only after each individual experience shows the required signatures.

III. SUPERVISION OF PH.D. STUDENTS
   Doctoral students receive supervision-of-supervision from faculty members while supervising master’s students or completing clinical hours for practicum or internship. Doctoral students enrolled in the doctoral-level internship course (COUN 868) will provide supervision to master’s students and participate in professional counseling-related activities. The doctoral student is responsible for collecting all required forms throughout the semester and obtaining appropriate signatures; all forms must be turned into the Graduate Clinical Coordinator at the end of the semester.

IV. BACKGROUND CHECK PROCEDURES
   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:
   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 enrolled 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, also. 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.

V. LIABILITY COVERAGE
Old Dominion University covers all registered and enrolled students with liability insurance
provided through the Commonwealth of Virginia. This policy applies to any students who are
required by their curriculum to participate in supervised and graded service outside the
University at various internship sites (CACREP, 2009, § I.S). A copy of this certificate can be
obtained from the Graduate Clinical Coordinator (clinicalcoord@odu.edu). 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.

VI. 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.

VII. 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 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 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.
This Handbook was developed based on the 2009 CACREP Standards: