

**WILLIAM PATERSON UNIVERSITY
COLLEGE OF EDUCATION**

**DEPARTMENT OF
SPECIAL EDUCATION AND COUNSELING**

**CLINICAL MENTAL HEALTH
COUNSELING CONCENTRATION**

**SITE SUPERVISOR
PRACTICUM HANDBOOK**

Revised September 2017 by Meredith Drew, PhD, Paula Danzinger, Ph.D., Tim VanderGast Ph.D., Karen Decker, Ph.D., Michelle Hinkle, Ph.D., and LaShauna Dean, Ph.D.

TABLE OF CONTENTS

Definitions	3
Selecting and Acquiring a Placement Site.....	4
Liability Insurance	5
Placement Hour Requirements.....	5
Recording Requirements	5
Counseling Procedures.....	6
Competencies	6
Grading Procedures	7
SAMPLE FORMS	8
Practicum Application	9
Practicum Site Supervisor Data Form.....	11
Parental Consent Form	12
Permission to Record.....	13
Counseling Consent Form	14
Weekly Hour Log.....	16
Hour Log Summary.....	17
Session Critique.....	18
Site Supervisor Evaluation.....	19
Site Supervisor Evaluation Rubric.....	21
Student Placement Site Evaluation.....	23
Student Placement Site Rubric.....	24
Student Evaluation of Site Supervisor.....	25
Student Evaluation of Site Supervisor Rubric.....	26

**WILLIAM PATERSON UNIVERSITY
CLINICAL MENTAL HEALTH
SITE SUPERVISOR
PRACTICUM HANDBOOK**

Introduction

Welcome to the first field experience component for students in the Clinical Mental Health Counseling Concentration of the Professional Counseling Master's program at William Paterson University. This experience will be the counselor trainee's first opportunity to put his/her formal training into practice. This handbook is designed to provide information that will assist you in fulfilling the site supervisor requirements for the degree.

Definitions

Before beginning, there are several terms that need to be defined in order for you to have a clear understanding of the practicum experience.

Counselor Trainee – The counselor trainee is a student, under supervision, who has begun his/her Practicum experience and has been placed in a field setting

Practicum Placement Site – The site where the practicum experience takes place. The site must meet WPU training program standards and provide the counselor trainee with the opportunity to perform all activities, under supervision, that a regular staff member employed as a clinical mental health counselor would perform. Generally, practicum and internship are done at the same placement site, though the counselor trainee is encouraged to find more than one placement site in order to have a broad experience.

Practicum and Internship Coordinator- The coordinator is a designated University faculty member who is responsible for receiving practicum and internship applications. The coordinator will approve all practicum and internship placements before the course begins. The coordinator will also hold a practicum and internship orientation the semester before the placement begins.

Site Supervisor – The site supervisor is a designated professional staff member at the placement site who is directly responsible for the supervision of the counselor trainee. Site supervisors must be either a Licensed Professional Counselors (LPC), Licensed Clinical Social Workers (LCSW) or licensed psychologists (school psychologists are not appropriate supervisors). The site supervisor must also hold at least a Master's degree in counseling or a closely related field and have worked as a mental health counselor for at least two (2) years, with relevant training in clinical supervision. The duties of the site

supervisor are as follows:

1. Make provisions for orientation of the counselor trainee to the site, including procedures for assigning clients, emergency procedures, safety procedures, and any site-specific limits to confidentiality.
2. Provide space for the counselor trainee to perform his/her counseling responsibilities.
3. Make provisions for the counselor trainee to audio and/or video record clients with the client's written consent.
4. Work with the counselor trainee to develop practicum goals.
5. Maintain bi-weekly communication with University supervisor/Course instructor.
6. Maintain responsibility for counselor trainee's continuity on site.
7. Assist in the evaluation of the counselor trainee's performance relative to the objectives of the experience.
8. Provide regular supervision for the counselor trainee not to be less than one (1) hour of face to face supervision per week.

University Supervisor/Course Instructor – The university supervisor/course instructor is the instructor of the practicum course (CSP 6320) and provides the counselor trainee with bi-weekly triadic supervision. The duties of the university supervisor/course instructor are as follows:

1. Receive status of placement from counselor trainee prior to the start of the semester.
2. Provide group supervision of the counselor trainee.
3. Provide triadic supervision of the counselor trainee.
4. Monitor progress of counselor trainee during the practicum experience.
5. Maintain bi-weekly communication with site supervisors.
6. Make on-site visits when needed.
7. Initiate resolution of any problem occurring on-site.
8. Review counselor trainee's session recordings.
9. Secure evaluations.
10. Assign final grades.

Selecting and Acquiring a Placement Site

The counselor trainee must find his/her own placement sites. The Practicum and Internship Coordinator will help in any way, but the ultimate responsibility is the counselor trainee's. The counselor trainee may be able to use the practicum site for internship also, however this is contingent on the counselor trainee's workload and must be approved by the Practicum and Internship Coordinator. All sites must be approved by the University.

The counselor trainee is required to have experience in conducting both individual

and group counseling (with at least one hour of group over the total 700 fieldwork experience) and have one (1) hour of face to face site supervision per week. In addition, the counselor trainee **must** audio or video record counseling sessions. These requirements should be taken into consideration when selecting a practicum site.

The counselor trainee should contact the appropriate person at the possible placement site and discuss the requirements of the placement with this person. A qualified site supervisor should be identified at the time of this contact. The site supervisor and any other relevant administrators (clinical directors or an agencies Board of Directors) must sign the Practicum Application and Practicum contract before a site will be approved by the Practicum and Internship Coordinator (see appendix for application and contract). The Practicum and Internship Coordinator will be available to answer any questions the site supervisor or administrator might have.

Liability Insurance

The counselor trainee is required to purchase liability insurance through the American Counseling Association (ACA) while they are taking practicum. The counselor trainee needs to have his/her own policy, even if he/she is covered at the placement site. ACA offers low cost liability insurance for practicum students, however you must be a member of ACA to take advantage of these low rates. Applications for membership in ACA can be obtained from counseling faculty, from the ACA website at www.counseling.org, or by calling ACA at 1-800-347-6647.

Placement Hour Requirements

For the Practicum (CSP 6320) requirement, the counselor trainee must have a total of 100 clock hours. These hours include a minimum of 40 hours of direct service with clients, with a majority of those hours in individual counseling. The counselor trainee may also have group counseling hours to be included in the 40 hours of direct service. The remaining 60 hours of the placement includes: individual site supervision (at least 5 hours), group supervision, case write ups, peer consultation, and required paperwork as well as other experiences that familiarize the counselor trainee with the culture and procedures of their setting.

Recording Requirements

The counselor trainee in practicum is **required** to provide audio and/or video recordings of individual counseling sessions. These recordings will be reviewed and evaluated by the course instructor. The counselor trainee is required to provide at least two (2) recordings for the practicum (CSP 6320).

Consent for Recording forms must be signed by client and/or minor clients' parent or

guardian. Minor clients must also sign their assent. The client must be made aware that recordings will be listened to by the course instructor and may be reviewed in class for instruction purposes only. The client should be told that the recordings will be confidential and anonymous. They should also be informed that the recordings will be destroyed after they are reviewed. Some placement sites will have their own taping consent forms. The Consent for recording form is included in this handbook.

Counseling Procedures

The counselor trainee is required (as all counselors are) to make sure their client gives informed consent for counseling. Some sites will have their own Permission to Counsel Forms. A University form is included in this handbook. **It is required that the counselor trainee has a University permission form filled out and signed by each client and/or client's parent or guardian along with any forms your site may require.** Minor clients must also sign their assent. The counselor trainee must inform each client that he/she is a counselor trainee fulfilling a requirement for a Master's degree in counseling. The client must be informed that the counselor trainee is under supervision. When informing the client of confidentiality and the limits of confidentiality, the counselor trainee must inform the client that his/her case will be discussed with supervisors, who are under the same obligations of confidentiality as the counselor trainee.

Competencies

It is essential that the counselor trainee acquires certain competencies during the practicum experience. The following lists some of these competencies.

1. Counseling skills: The counselor trainee will
 - a. begin to develop skills necessary to obtain a psychosocial history.
 - b. demonstrate the ability to use interviewing skills such as observing and active listening.
 - c. begin to develop skills necessary to ascertain present mental status.
 - d. demonstrate the ability to make tentative impressions and recommendations based upon interview.

2. Evaluation skills: The counselor trainee will
 - a. begin to develop the skills necessary for conceptualization of client issues based on intake information and information obtained in counseling sessions.
 - b. begin to develop the skills and knowledge necessary to understand ramifications of DSM 5 diagnosis.

3. Treatment skills: The counselor trainee will
 - a. demonstrate the ability to provide appropriate counseling sessions.
 - b. begin to develop the skills necessary to implement treatment plans.

- c. demonstrate awareness of how client's cultural and/or ethnic background can impact case conceptualization, test interpretation, and diagnosis.
 - d. Demonstrates development of appropriate counseling strategies when working with clients with addiction and co- occurring disorders.
 - e. begin to develop the ability to work with other professionals in a joint treatment effort.
4. Knowledge of Agency Administration: The counselor trainee will
- a. begin to familiarize his/herself with the administrative and operative structure of the agency. begin to familiarize her/himself with the philosophy of the agency in regard to counseling.
 - b. begin to develop an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources.
 - c. begin to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit.
 - d. begin to demonstrate the ability to keep appropriate records and case reports.
5. Professional Behavior: The counselor trainee will
- a. demonstrate knowledge of and adherence to the professional ethics and standards as outlined in the Standards and Practices and Ethical Codes of the American Counseling Association.
 - b. demonstrate knowledge of and adherence to the professional legal responsibilities in accordance with the standards of local, state and national government.
 - c. demonstrate knowledge of counselor preparation standards and state licensure and national certification requirements.
 - d. demonstrate knowledge of and adherence to the agency's professional standards and quality assurance policies, including policies on client-counselor relationship, record keeping, referral policies, and peer review process.

Grading Procedures

A good part of the grade in practicum (CSP 6320) is input from site supervisors. If the site supervisor has any concerns about the counselor trainee's progress, the course instructor will meet with the counselor trainee and the site supervisor to discuss these concerns and to determine the appropriate course of action.

PRACTICUM HANDBOOK

SAMPLE FORMS

**WILLIAM PATERSON UNIVERSITY
APPLICATION FOR MENTAL HEALTH COUNSELING CONCENTRATION
PRACTICUM**

Date placement begins _____

Name _____

Address _____

City _____ ZIP _____

Home Phone _____ Cell Phone _____

Email _____ Social Security # _____

Important!

Experience has shown that the more course work a student has completed, the better he or she will do in a field placement. It is therefore recommended that you have most, if not all your coursework completed before beginning practicum and internship. If this is not possible, you must have completed the course listed below before beginning your field placement.

Record the grade you have received in each of the following courses. If you have not completed a requirement, please indicate the semester in which you plan to do so. Full-time students must have completed a minimum of 24 credit hours before beginning Practicum. Part-time students must have completed a minimum of 36 hours before beginning Practicum.

A. Courses required for all students to have taken before or concurrently with Practicum:

____ CSP 6010

____ CSP 6030

____ CSP 6040

____ CSP 6050

____ CSP 6060

____ CSP 6080

____ CSP 6090

____ CSP 6160

____ CSP 6210

____ CSP 6220

____ CSP 6510

B. Other courses taken:

List electives taken: _____

Student signature

Date

Site Supervisor signature

Date

Practicum and Internship
Coordinator signature

Date



**Professional Counseling Program
Practicum Site Supervisor Data Sheet**

Student Name: _____

Name: _____

Site Name: _____

Email: _____ Phone: _____

Credentials: _____

License: _____

Have you worked in the area of your specialty (school counseling or mental health counseling) for a minimum of two years? (Please circle response)

YES NO

Do you have knowledge and understanding of WPU Professional Counseling Program Practicum/Internship requirements, policies, and procedures? (Please circle response)

YES NO

Have you attended training for supervision in counseling? (Please circle response)

YES NO

If yes, can you please select the training that you have received?

____ Supervision Class

____ Supervision Training

____ Supervision Workshop

____ Training by Faculty at WPU for Site Supervisors

____ Other (please indicate) _____

**William Paterson University
Clinical Mental Health Concentration
Parental Consent Form**

Child's Name _____

Parent's Name _____

Phone # _____

I agree that a counselor trainee in the Clinical Mental Health Counseling Concentration at William Paterson University may counsel my child. I understand that the counselor trainee has completed Master's course work in counseling. The counselor trainee will be supervised by _____, a faculty member at William Paterson University and by _____, a site supervisor. Information gathered in the counseling will be held strictly confidential per the American Counseling Association Code of Ethics. Exceptions to this confidentiality occur when there is suspected child abuse or clear and imminent danger to the child or to others.

If for any reason you have questions about the counseling or are dissatisfied, you have the right to meet with the counselor trainee and/or the supervisors named above.

I have read the above and understand the nature of the supervisory procedures. All my questions have been answered to my satisfaction.

Parent/Guardian Signature

Date

Child's Signature

Date

Counselor trainee Signature

Date

**William Paterson University
Clinical Mental Health Concentration
Permission to Record**

I understand that the counseling sessions that _____ (counselor trainee) will have with my child _____ will be recorded for evaluation of the counselor trainee. I further understand that confidentiality will be maintained and only the counselor trainee and the counselor trainee's supervisor will have access to these recordings. I understand that these recordings might be reviewed by other counselors in training for the training purposes.

Understood and agreed to by the undersigned:

_____	_____
Parent/Guardian signature	Date
_____	_____
Child's signature	Date
_____	_____
Counselor trainee signature	Date

**William Paterson University
Clinical Mental Health Concentration
Counseling Consent Form**

Client Name _____

Phone # _____

I agree that a counselor trainee in the Clinical Mental Health Counseling Concentration at William Paterson University will counsel me. I understand that the counselor trainee has completed Master's course work in counseling. The counselor trainee will be supervised by _____, a faculty member at William Paterson University and by _____, a site supervisor. Information gathered in the counseling will be held strictly confidential per the American Counseling Association Code of Ethics. Exceptions to this confidentiality occur when there is suspected child abuse or clear and imminent danger to the client or to others.

If for any reason you have questions about the counseling or are dissatisfied, you have the right to meet with the counselor trainee and/or the supervisors named above.

I have read the above and understand the nature of the supervisory procedures. All my questions have been answered to my satisfaction.

Client Signature

Date

Counselor trainee Signature

Date

**William Paterson University
Clinical Mental Health Counseling Practicum Weekly Log**

Counselor trainee _____

Week #: _____

Dates: _____ to _____

Activity	Number of Hours		Activity	Number of Hours	
1. Individual Counseling			9. Professional Development (in-service)		
2. Group Counseling			10. Clinical meetings or other agency meetings		
3. Family/Marriage Counseling			11. Contact with interested parties		
4. Consultation			12. Other (explain below)		
5. Prevention			13. Peer supervision		
6. Crisis intervention			14. Site group supervision		
7. Record Keeping (& Report Writing)			15. Individual site supervision		
8. Recording review			16. University supervision		
			Total hours:		
			Direct service hours (1-6)		
			Non-direct service hours (7-12)		
			Supervision hours (13-16)		

Site Supervisor _____ **Date** _____

**William Paterson University
Clinical Mental Health Practicum Hours Semester Summary Form**

Counselor trainee _____ Semester _____
Site _____
Site Supervisor _____
University Supervisor _____

Total of weekly hours for:

Individual Counseling	_____	Consultation	_____
Group Counseling	_____	Prevention	_____
Family/Marriage	_____	Crisis intervention	_____
TOTAL DIRECT SERVICE HOURS FOR SEMESTER _____			

Total of weekly hours for:

Record Keeping (Report Writing)	_____	Clinical meetings	_____
Recording review	_____	Contact with interested parties	_____
Professional development	_____		
Other	_____		
TOTAL NON-DIRECT SERVICE HOURS FOR SEMESTER _____			

Total of weekly hours for:

Peer supervision	_____		
Site group supervision	_____	Individual site supervision	_____
University supervision	_____		
TOTAL SUPERVISION HOURS FOR SEMESTER _____			

Counselor trainee signature _____ Date _____

SESSION CRITIQUE

A. Date and length of time for the session (include how many times you have seen this client):

B. Background information about client:

C. Presenting problem:

D. Observation about client:

E. Observations about self:

F. Hindsight observations (what you liked, what you would have done differently):

G. What you would like assistance on:

Clinical Mental Health Practicum Evaluation Site Supervisor Form

Name _____ Date _____ Semester/year _____ Supervisor Name _____

Below is a list of behavioral objectives pertinent to the counseling profession. Using the four (4) point scale provided, please tell us how competent you feel this counselor trainee is in each of these areas. Target is defined as going past what would be expected for a counselor trainee in practicum or internship. Please use a pencil or pen and completely fill in one circle for each objective.

1 = Needs Improvement 2 = Progressing 3 = Competent 4 = Advanced

		1	2	3	4
1	Demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management (CACREP 5.C.3.a.)	○	○	○	○
2	Demonstrates the ability to make tentative impressions and recommendations based upon client intake interview (CACREP 5.C.3.a., 5.C.2.d.)	○	○	○	○
3	Demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions (CACREP 5.C.3.a., 5.C.2.d.)	○	○	○	○
4	Demonstrates effective use of individual counseling strategies	○	○	○	○
5	Demonstrates development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis	○	○	○	○
6	Demonstrates an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis	○	○	○	○
7	Demonstrates development of appropriate counseling strategies when working with clients with addiction and co- occurring disorders	○	○	○	○
8	Demonstrates the development of the ability to work with other professionals in a joint treatment effort	○	○	○	○
9	Demonstrates the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, career testing, and other information sources	○	○	○	○
10	Demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy	○	○	○	○
11	Demonstrates development of skills for current record-keeping standards related to clinical mental health counseling	○	○	○	○
12	Demonstrates knowledge of and adherence to agency programs, policies, and procedures	○	○	○	○
13	Demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association	○	○	○	○
14	Demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state and national law	○	○	○	○
15	Demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements	○	○	○	○

Please give a statement of your judgment of the counselor trainee as a prospective clinical mental health counselor. You may wish to note specific strengths or weaknesses that may not be sufficiently explained in the preceding items. Please feel free to add an additional page if you feel it is necessary.

Signature of Counselor Trainee

Date

Signature of Site Supervisor

Date

**William Paterson University Professional Counseling Program
Clinical Mental Health Practicum Site Supervisor Evaluation Rubric**

Competency #	Needs improvement (1)	Progressing (2)	Competent (3)	Advanced (4)
1	Does not, or minimally, demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management.	Beginning to demonstrate developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management.	Competently demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management, meeting course expectations.	Consistently demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management exceeding course expectations.
2	Does not, or minimally, demonstrates the ability to make tentative impressions and recommendations based upon client intake interview.	Beginning to demonstrate the ability to make tentative impressions and recommendations based upon client intake interview.	Competently demonstrates the ability to make tentative impressions and recommendations based upon client intake interview, meeting course expectations.	Consistently demonstrates the ability to make tentative impressions and recommendations based upon client intake interview, exceeding course expectations.
3	Does not, or minimally, demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions.	Beginning to demonstrate development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions.	Competently demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions, meeting course expectations.	Consistently demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions, exceeding course expectations.
4	Does not, or minimally, demonstrates effective use of individual counseling strategies.	Beginning to demonstrate effective use of individual counseling strategies.	Competently demonstrates effective use of individual counseling strategies, meeting course expectations.	Consistently demonstrates effective use of individual counseling strategies, exceeding course expectations.
5	Does not, or minimally, demonstrate development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis.	Beginning to demonstrate development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis.	Competently demonstrate development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis, meeting course expectations.	Competently demonstrate development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis, exceeding course expectations.
6	Does not, or minimally, demonstrates an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis.	Beginning to demonstrate an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis.	Competently demonstrates an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis, meeting course expectations.	Consistently demonstrates an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis, exceeding course expectations.
7	Does not, or minimally demonstrates development of appropriate counseling strategies when working with clients with addiction and co- occurring disorders.	Beginning to demonstrate development of appropriate counseling strategies when working with clients with addiction and co- occurring disorders.	Competently demonstrates development of appropriate counseling strategies when working with clients with addiction and co- occurring disorders, meeting course expectations.	Consistently demonstrates development of appropriate counseling strategies when working with clients with addiction and co- occurring disorders, exceeding course expectations.
8	Does not, or minimally, demonstrates the development of the ability to work with other professionals in a joint treatment effort.	Beginning to demonstrate the development of the ability to work with other professionals in a joint treatment effort.	Competently demonstrates the development of the ability to work with other professionals in a joint treatment effort, meeting course expectations.	Consistently demonstrate the development of the ability to work with other professionals in a joint treatment effort, exceeding course expectations.
9	Does not, or minimally, demonstrates the development of	Beginning to demonstrate the development of an	Competently demonstrates the development of an	Consistently demonstrates the development of an understanding

	an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, career testing, and other information sources.	understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, career testing, and other information sources.	understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, career testing, and other information sources, meeting course expectations.	of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, career testing, and other information sources, exceeding course expectations.
10	Does not, or minimally, demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy.	Beginning to demonstrate the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy.	Competently demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy, meeting course expectations.	Consistently demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy, exceeding course expectations.
11	Does not, or minimally, demonstrates development of skills for current record-keeping standards related to clinical mental health counseling	Beginning to demonstrate development of skills for current record-keeping standards related to clinical mental health counseling.	Competently demonstrates development of skills for current record-keeping standards related to clinical mental health counseling, meeting course expectations.	Consistently demonstrates development of skills for current record-keeping standards related to clinical mental health counseling, exceeding course expectations.
12	Does not, or minimally, demonstrates knowledge of and adherence to agency programs, policies, and procedures.	Beginning to demonstrate knowledge of and adherence to agency programs, policies, and procedures.	Competently demonstrates knowledge of and adherence to agency programs, policies, and procedures, meeting course expectations.	Consistently demonstrates knowledge of and adherence to agency programs, policies, and procedures, exceeding course expectations.
13	Does not, or minimally demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association.	Beginning to demonstrate knowledge of and adherence to the professional ethics and standards of the American Counseling Association.	Competently demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association, meeting course expectations.	Consistently demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association, exceeding course expectations.
14	Does not, or minimally, demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state and national law.	Beginning to demonstrate knowledge of and adherence to the professional legal responsibilities in accordance with local, state and national law.	Competently demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state and national law, meeting course expectations.	Consistently demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state and national law, exceeding course expectations.
15	Does not, or minimally, demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements.	Beginning to demonstrate knowledge of counselor preparation standards and state licensure and national certification requirements.	Competently demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements, meeting course requirements.	Consistently demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements, exceeding course requirements.

Clinical Mental Health Practicum Evaluation of Placement Site

Student Name _____ Date _____ Semester/Year _____ Site _____

Below is a list of behavioral objectives pertinent to mental health counseling practicum/internship placement sites. Using the 4 point scale provided, please tell us how well your site fulfilled each area.

1 = Needs improvement 2 = Progressing 3 = Competent 4 = Advanced

		1	2	3	4
1.	This site provided me with the appropriate amount of on-site supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	The site provided me with quality and useful site supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	This site provided me with appropriate exposure to and communication of agency procedures and goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	This site provided me with information about community resources available in the community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	This site provided me with ample opportunities and instruction for report writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	This site provided me with ample opportunities to observe and participate in staff presentations and case consultations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	This site provided me with appropriate opportunities to conduct individual counseling with clients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	This site provided me with appropriate opportunities to run group counseling sessions with clients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	I would recommend this site to another student/counselor trainee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	My overall evaluation of this site is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Counselor Trainee

Date

**William Paterson University Professional Counseling Program
Clinical Mental Health Practicum Site Evaluation Rubric**

Competency #	Needs improvement (1)	Progressing (2)	Competent (3)	Advanced (4)
1	The site did not, or minimally, provided me with the appropriate amount of on-site supervision	The site began to provide me with the appropriate amount of on-site supervision	The site competently provided me with the appropriate amount of on-site supervision, meeting my understanding of supervision expectations	The site consistently provided me with the appropriate amount of on-site supervision exceeding my understanding of supervision expectations
2	The site did not, or minimally, provided me with quality and useful site supervision	The site began to provide me with quality and useful site supervision	The site competently provided me with quality and useful site supervision, meeting my understanding of supervision expectations	The site consistently provided me with quality and useful site supervision, exceeding my understanding of supervision expectations
3	The site did not, or minimally, provided me with appropriate exposure to and communication of agency procedures and goals	The site began to provide me with appropriate exposure to and communication of agency procedures and goals	The site competently provided me with appropriate exposure to and communication of agency procedures and goals, meeting my understanding of supervision expectations	The site consistently provided me with appropriate exposure to and communication of agency procedures and goals, exceeding my understanding of supervision expectations
4	The site did not, or minimally, provided me with information about community resources available in the community	The site began to provide me with information about community resources available in the community	The site competently provided me with information about community resources available in the community, meeting my understanding of supervision expectations	The site consistently provided me with information about community resources available in the community, exceeding my understanding of supervision expectations
5	The site did not, or minimally, provided me with ample opportunities and instruction for report writing	The site began to provide me with ample opportunities and instruction for report writing	The site competently provided me with ample opportunities and instruction for report writing, meeting my understanding of supervision expectations	The site consistently provided me with ample opportunities and instruction for report writing, exceeding my understanding of supervision expectations
6	The site did not, or minimally, provided me with ample opportunities to observe and participate in staff presentations and case consultations	The site began to provide me with ample opportunities to observe and participate in staff presentations and case consultations	The site competently provided me with ample opportunities to observe and participate in staff presentations and case consultations	The site consistently provided me with ample opportunities to observe and participate in staff presentations and case consultations
7	The site did not, or minimally, provided me with appropriate opportunities to conduct individual counseling with clients	The site began to provide me with appropriate opportunities to conduct individual counseling with clients	The site competently provided me with appropriate opportunities to conduct individual counseling with clients, meeting my understanding of supervision expectations	The site consistently provided me with appropriate opportunities to conduct individual counseling with clients, exceeding my understanding of supervision expectations
8	The site did not, or minimally, provided me with appropriate opportunities to run group counseling sessions with clients	The site began to provide me with appropriate opportunities to run group counseling sessions with clients	The site competently provided me with appropriate opportunities to run group counseling sessions with clients, meeting my understanding of supervision expectations	The site consistently provided me with appropriate opportunities to run group counseling sessions with clients, exceeding my understanding of supervision expectations
9	I would not recommend this site to another student/counselor trainee	I would provisionally recommend this site to another student/counselor trainee	I would recommend this site to another student/counselor trainee, based on my understanding of placement expectations	I would strongly recommend this site to another student/counselor trainees, based on my understanding of placement expectations
10	My overall rating of this site is poor	My overall rating of this site is fair	My overall rating of this site is good	My overall rating of this site is excellent

Clinical Mental Health Practicum Student Evaluation of Site Supervisor

Intern Name _____ Date _____ Semester/year _____ Supervisor Name _____

Below is a list of behavioral objectives pertinent to clinical supervision. Using the 4 point scale provided, please tell us how competent you feel this Site Supervisor is in each of these areas. Please use a pencil or pen and completely fill in one circle for each objective.

1 = Needs improvement 2 = Progressing 3 = Competent 4 = Advanced

		1	2	3	4
1.	This supervisor helped me feel at ease with the supervision process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	This supervisor relayed clear expectations of the intern's responsibilities on site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	This supervisor provided me with specific help in areas that I need to improve and provides me with opportunity to adequately discuss the major difficulties I am facing with my clients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	This supervisor addressed issues relevant to my current concerns as a counselor trainee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	This supervisor helped me focus on how my counseling behavior influences the client	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	This supervisor emphasized the development of my strengths and capabilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	This supervisor enabled and encouraged me to become actively involved in the supervision process and enables me to express opinions, questions, and concerns about my counseling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	I feel this supervisor accepts me and respects me as a person	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	This supervisor conveyed competence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	This supervisor was able to accept feedback from me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.	This supervisor helps me clarify my counseling objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	This supervisor challenged me to make accurate diagnosis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.	This supervisor gave me useful feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.	This supervisor allowed and encouraged me to evaluate myself and to understand my underlying motivations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15.	This supervisor explained the criteria for evaluation clearly and in behavioral terms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Signature of Counselor Trainee

Date

**William Paterson University Professional Counseling Program
Clinical Mental Health Practicum Site Supervisor Evaluation Rubric**