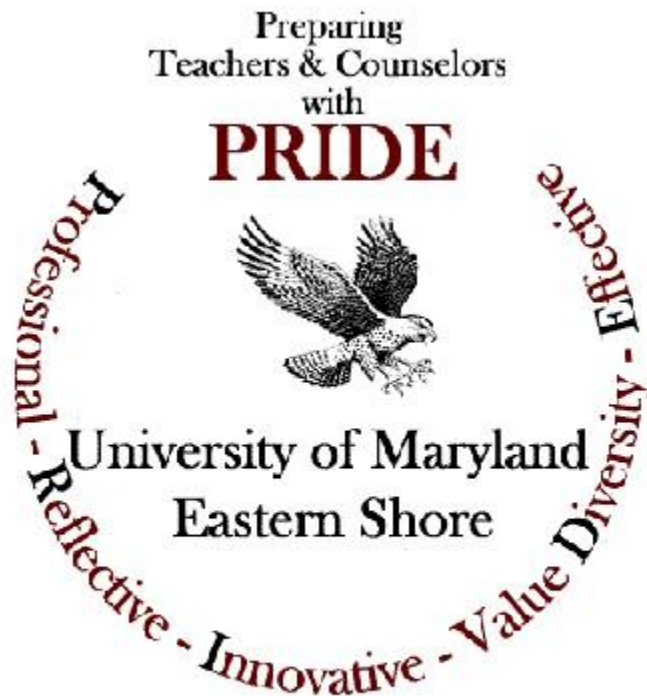


# SCHOOL COUNSELING PRACTICUM HANDBOOK



**2007-2010**

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## **Counselor Trainee Practicum Packet**

Practicum students are expected to integrate and apply the knowledge and skills acquired throughout the program. Students are placed in school settings at the elementary/middle and high school levels where they can participate in all activities that a professional school counselor is expected to perform.

All practicum experiences are supervised by a Counselor Education faculty member and an on-site supervisor. Students receive both individual and group supervision. Students are required to submit documentation of their practicum work through video tapes, audio tapes, written reports, and self-assessment of counseling work. Student evaluations are a compilation of feedback from several sources, the documentation stated above, input from the field supervisor, and the comprehensive overview of the university supervisor.

The practicum will have sufficient duration and continuity to assure optimum professional development (minimum 500 hrs). Students are expected to:

1. Be involved with two practicum experiences, one at the elementary/middle school level and the other at the high school level
2. Participate in all relative experiences of the guidance program
3. Have regular meetings with the on-site supervisor
4. Attend practicum seminar meetings under the University's Counselor Education faculty
5. Be available for individual supervision with the University's supervisor
6. Keep accurate documentation of all practicum activities on the specified forms
7. Provide audio/video recordings of individual and/or group counseling session.

The practicum will be under the supervision of a practicing school counselor who is certified by the Maryland State Department of Education and endorsed by the Guidance Supervisor of the local educational agency. The on-site supervisor is expected to:

1. Provide the student with an orientation to the school, the faculty, and the guidance program
2. Inform student of all activities that a professional school counselor is expected to perform
3. Develop, with the student's assistance, a format, including duties and responsibilities for the semester
4. Meet at least weekly with student to plan appropriate professional activities and to discuss progress or any problems or concerns of either of the two
5. Provide the student with clients and facilities for the counseling sessions
6. Review weekly logs on a regular basis to determine effectiveness of activities
7. Meet with the university supervisor on scheduled visits to review student's progress
8. Aid the practicum student in receiving permission for audio taping
9. Complete the evaluation forms and discuss observations with the student

The university's supervisor is a Counselor Education faculty member who is competent and has experience in the counseling field. The university supervisor is expected to:

1. Facilitate placement of the Counselor Education students who have met the program's pre-requisites for practicum
2. Advise students of the practicum requirements
3. Establish the competencies and performance criteria for the field experience
4. Provide individual and group supervision in the practicum seminar
5. Maintain liaison with the on-site supervisor via scheduled on-site visits and telephone communications.
6. Evaluate the student's performance and assign a grade

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**Practicum**

**Summary of Activities**

1. Prepare and submit case notes for each client.
2. Complete and present a typewritten self-critique.
3. Maintain a log of all counselor training activities (supervision sessions; counselor-client sessions; workshops; testing, etc.)
4. Other assignments directed by practicum supervisors.

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**Practicum Case Notes**

First name of client \_\_\_\_\_ Interview number \_\_\_\_\_

Date \_\_\_\_\_ Taped: Yes \_\_\_\_\_ No \_\_\_\_\_

Length of session \_\_\_\_\_ Time of day \_\_\_\_\_

Conditions \_\_\_\_\_

Objective(s) of this interview

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1. Pertinent data from interview

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2. Impressions, interpretations and/or assumptions

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3. Goals for next session

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**PRACTICUM IN COUNSELOR EDUCATION**

**APPLICATION FOR PLACEMENT**

NAME \_\_\_\_\_ SOC.SEC.# \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

\_\_\_\_\_ PHONE# \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_

\_\_\_\_\_ PHONE# \_\_\_\_\_

UMES STUDENT STATUS \_\_\_\_\_

TIME TO SCHEDULE PRACTICUM \_\_\_\_\_ (Year) \_\_\_\_\_ (Semester)

**REQUESTED FOR PRACTICUM:**

	<u>Site</u>	<u>Field Supervisor</u>
1.	_____	_____
2.	_____	_____

**FACULTY ADVISOR APPROVAL**

\_\_\_\_\_ (Signature/ Date)

**STUDENT**

\_\_\_\_\_ nature/ Date)

Return to:

University of Maryland Eastern Shore  
 Guidance & Counseling Program/Dept. of Education  
 1125 Lida Brown Building  
 Princess Anne, Maryland 21853

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**Practicum**

**Practicum Log Sheet**

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

Semester/Year: \_\_\_\_\_ Supervisor: \_\_\_\_\_

ACTIVITY (type)

Date	Direct Service Individual or Group	Supervision Onsite Individual or Group	Staff Meeting or Consultation	Supervision /Class	Other	Total hours from date of entry
<b>Total</b>						

**SCHOOL COUNSELING****EVALUATION OF PRACTICUM FIELD PLACEMENT FORM**

COUNSELOR - TRAINEE \_\_\_\_\_  
PRACTICUM PLACEMENT \_\_\_\_\_ DATES \_\_\_\_\_ TO \_\_\_\_\_  
ON-SITE SUPERVISOR \_\_\_\_\_

For each of the following, please rate the practicum experience which you have just completed using the following scale:

Satisfactory (S)  
Unsatisfactory (U)  
Outstanding (O)  
Not applicable (N/A)

Space is provided below each item for your comments.

1. Orientation to the school, the guidance program and applicable policies and procedures.
2. Presentation of you as a trainee to students, staff, parents, etc.
3. Adequate and appropriate selection of clients.
4. Provision of appropriate facilities for counseling with clients.
5. Opportunity to engage in a variety of guidance activities.
6. Opportunity for, interaction with the feedback from field supervisor.

**Practicum Hours Final Summary Sheet**

Student name \_\_\_\_\_

**Placement I**

Dates of placement \_\_\_\_\_

Supervisor \_\_\_\_\_

School / Placement Phone Number \_\_\_\_\_

**Total Hours**

Direct Service (Ind or Grp)	Supervision (On-site)	Staff Mgt/Consultation	Supervision	Other
_____	_____	_____	_____	_____

**Placement II**

Dates of placement \_\_\_\_\_

Supervisor \_\_\_\_\_

School / Placement Phone # \_\_\_\_\_

**Total Hours**

Direct Service (Ind or Grp)	Supervision (On-site)	Staff Mgt/Consultation	Supervision	Other
_____	_____	_____	_____	_____

**Signatures:**

\_\_\_\_\_  
Practicum Student

\_\_\_\_\_  
University Supervisor

\_\_\_\_\_  
On-Site Supervisor

\_\_\_\_\_  
Coordinator of Counselor Education

Practicum Composite Hours \_\_\_\_\_