



PRAIRIE VIEW  
A&M UNIVERSITY  
Health Services

# **Student Counseling Services**



## **Practicum/Internship Manual**

**Academic Year 2021/2022**

**Student Counseling Services**

**Practicum/Internship Training Program**

## About Prairie View A&M University

Prairie View A&M University (PVAMU) is dedicated to excellence in teaching, research and service. It is committed to achieving relevance in each component of its mission by addressing issues and proposing solutions through programs and services designed to respond to the needs and aspirations of individuals, families, organizations, agencies, schools, and communities--both rural and urban. Prairie View A&M University is a state-assisted institution by legislative designation, serving a diverse ethnic and socioeconomic population and a land-grant institution by federal statute. Further information about the university may be found at [www.pvamu.edu](http://www.pvamu.edu).

## About Student Counseling Services

Student Counseling Services (SCS) is a department within the Division of Student Affairs. Its' mission is to assist students achieve their personal and academic goals and overcome barriers that may impede their development. This is accomplished by offering individual, couples, and group counseling for students and through outreach, presentations, crisis intervention, training and consultation for the campus community. The goal is to create a learning environment where clients feel safe, respected and valued as they address issues and learn alternative ways of coping.

PVAMU students who have paid their student services fee are eligible to obtain SCS services at no cost. Counseling is primarily time-limited, with most students receiving up to 10 individual sessions per academic year. Occasional exceptions are made with the approval of the Director and the counselor.

## Program Description

Practicum training at the SCS focuses on gaining experience in providing time-limited therapy to a predominantly African American student population who present a wide range of developmental issues and psychological concerns.

Our training program emphasizes three areas:

1. Psychotherapy Experience
2. Supervision and Training
3. Supplementary Professional Experience

## Learning Outcome

To equip participants to achieve five primary areas of competency that will prepare them for internship and beyond.

### ***I. Professional Activity***

Trainees will assist in the provision of high-quality clinical services to clients which includes effective outreach and consultation.

## Behavioral Objectives

**In an individual or group consultation setting, trainees will demonstrate above average proficiency as they:**

- Conduct time-limited psychotherapy
- Demonstrate awareness of legal/ethical issues and apply an ethical decision-making model in working with clients
- Respond appropriately to crisis/walk-in situations
- Construct and deliver an outreach presentation on campus
- Evaluate needs and provide effective consultation

## ***II. Clinical Skills***

Demonstrate the ability to formulate and implement a theoretically-based treatment plan with clients in a time-limited framework.

### **Behavioral Objectives**

**In an individual or group consultation setting, trainees will demonstrate above average proficiency as they:**

- Conceptualize client's central issue(s) and assess need for appropriate referral(s)
- Establish rapport and maintain boundaries with clients
- Demonstrate awareness of transference/counter-transference issues and utilize therapeutically in session
- Demonstrate flexible use of intervention techniques
- Address termination issues effectively throughout treatment

## ***III. Supervision***

Demonstrate an understanding of their roles and responsibilities within the supervision process.

### **Behavioral Objectives**

**In an individual or group consultation, trainees will demonstrate above average proficiency as they:**

- Keep appointments for supervision and complete paperwork promptly
- Relate non-defensively to the supervision process, appear open to learning, and demonstrate insight into self
- Take initiative, prepare for supervision, and implement ideas generated from meetings

- Function semi- independently and consult with supervisor/SCS professionals as needed
- Participate in seminars and group supervision

#### ***IV. Diversity Issues***

Demonstrate sensitivity to culturally diverse clients and an understanding of how their own values impact their clinical work. *“Culture” is defined broadly and includes, but is not limited to, race, ethnicity, socioeconomic status, religion, age, gender, sexual orientation, and ability.*

#### **Behavioral Objectives**

**In an individual or group consultation, trainees will demonstrate above average proficiency as they:**

- Demonstrate an awareness of how cultural factors influence conceptualization and treatment
- Demonstrate an understanding how social, economic, and political factors and the role of privilege, prejudice, and discrimination may influence diverse clients
- Knowledge and practice of religious/spiritual integration with clients
- Relate to diverse clients and utilize culturally appropriate intervention strategies

#### ***V. Professionalism***

Increase the development of their professional identity as a future counselor and actively explore and utilize resources for professional growth.

## Behavioral Objectives

**In an individual or group consultation, trainees will demonstrate above average proficiency as they:**

- Dress and behave in a professional manner
- Demonstrate initiative and flexibility to meet the needs of clients and SCS
- Demonstrate self-care and accurate self-assessment
- Utilize effective written and oral communication skills
- Form positive relationships with other trainees and SCS staff
- Utilize conflict-management and problem-solving skills appropriately

Adapted from *Assessment of Competency Benchmarks*, APA Board of Educational Affairs (2007) and Association for Multicultural Counseling and Development: *Multicultural Counseling Competencies*

## Clinical Counseling Experience

Practicum students gain experience and training in the provision of clinical counseling which include a range of activities as indicated below:

- **Intake Assessment:** Weekly intake interviews and written reports with new clients
- **Individual Psychotherapy:** Mostly time-limited therapy, with a few long-term cases
- **Couples Counseling:** Pre-marital and traditional counseling/assessment
- **Group Therapy:** Co-facilitation of process-oriented and skills-based groups
- **Crisis Management:** Crisis intervention and consultation (in person and via phone) for SCS students, faculty/staff, and parents.

## Supervision and Training

Quality supervision is of the utmost priority in SCS. SCS utilizes a supervisory team model, in which each trainee has a primary supervisor, and also receives secondary supervision from group co-leaders and other staff. Supervisory issues are handled as a staff team.

- **Individual Supervision:** Practicum students receive 1 to 1.5 hours of individual supervision each week from a licensed professional counselor/psychologist or post-doctoral intern. Other staff is available for additional consultation as needed. Practicum students are required to audiotape or videotape all clinical work, and tapes are reviewed in supervision.
- **Group Supervision and Didactic Training:** Practicum students are required to attend a weekly seminar, which provides 1.5 hours of group supervision and/or didactic training each week. Seminars include topical material on a range of clinical issues, diversity training, and case vignettes. Seminars are provided by various staff members and outside professionals, offering exposure to a range of theoretical orientations and expertise.
- **Case Presentations:** Each practicum student is required to do two formal case presentations over the training year in the context of practicum seminars. Informal case presentations are also expected on a regular basis during group supervision.
- **Evaluation:** Ongoing feedback and communication is highly valued in SCS. Goals are developed with each practicum student at the beginning of the contract year, and progress reports are discussed at mid-semester. Practicum students are formally evaluated at the end of each semester, and given the opportunity to provide feedback to their supervisor and the training director throughout the year.

## **Supplementary Professional Experience**

- **Outreach:** Practicum students are expected to gain experience in providing creative outreach efforts to the university community. Opportunities may arise to provide psycho-educational presentations in undergraduate and graduate classes. Practicum students can also get involved alongside SCS staff during campus events.
- **Consultation:** Practicum students serve as liaisons to Community Assistance staff and will meet with a University College and Village director (on-campus Resident personnel) to provide consultation and support on a regular basis. Practicum students may also serve as consultants to students, faculty, and staff to answer questions regarding SCS services and to facilitate referrals.

Other supplemental activities may include program development, administrative support, or assistance with staff projects.

## **Application Process**

Student Counseling Services will be accepting applications for up to four post-masters' practicum positions and up to five masters practicum positions for each academic year.

## ***Required Qualifications***

To be considered for the Practicum Training Program, applicants must be at the end of their Master's program, have approval from their practicum coordinator, and should have completed the following courses:

- Theories of Counseling
- Abnormal Psychology
- Techniques of Counseling and Psychotherapy



## ***Desired Qualifications***

### **Commitment**

The contract commitment consists of one academic year (late August to early June) or one semester at the discretion of the Training Director at least 15 (masters) - 20 hours per week. Semester internships may be available and is at the discretion of the Training Director. Practicum/internship students are required to attend SCS orientation, which begins in late August or early January of each year.

All master/doctoral practicum applicants must be currently enrolled in a counseling program and must receive approval from their school's director of clinical training before applying. Applicants may also be eligible if they possess their license professional counselor intern certificate or psychological associate license and desire supervision for licensure hours.

### **How to Apply**

All applicants must submit an application (included), a letter of interest, curriculum vitae/resume, an unofficial copy of your resume/vita, and two letters of recommendation, as well as sign a SCS Confidentiality Agreement (once accepted into the internship/practicum program). An in-person interview will be required of all final candidates in mid-August or early January.

**Deadline for applications: For Fall - June 31, 2022**

For more information, please contact Dr. Bernadine Duncan at [bduncan@pvamu.edu](mailto:bduncan@pvamu.edu) or call 936-261-3564. Send applications to:

**Dr. Bernadine Duncan, LPC-S, NCC**  
**Training Director**  
**Student Counseling Services**  
**Prairie View A&M University**  
**PO Box 519, MS 1038**  
**Prairie View, TX 77446**

## **PVAMU Student Counseling Services Practicum/Internship Application**

Application Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Last

First

Middle Initial

Home Address: \_\_\_\_\_

Street

City

State Zip

Phone Number: \_\_\_\_\_

Home

Mobile or alternate number

Email Address: \_\_\_\_\_

Best way to contact you? \_\_\_\_Home\_\_\_\_ Cell \_\_\_\_Email



1. Are you currently enrolled in a Master's Program here at PVAMU? Yes \_\_\_\_ No \_\_\_\_

a. Program: \_\_\_\_\_

b. Desired practicum training: beginning (month/year) \_\_\_\_\_ ending  
(month/year) \_\_\_\_\_

2. List relevant practicum, volunteer or work experience. Attach additional page(s) if necessary.

a. Site Name: \_\_\_\_\_

i. Supervisor/Phone Number: \_\_\_\_\_

ii. Briefly describe your job duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Have you ever had any complaints against you by a supervisor or client regarding ethical or professional behavior? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

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4. Please list the hours you would be available for practicum (Student Counseling Services hours are in parenthesis).

**Monday:** (8:00 a.m. -7:00 p.m.) \_\_\_\_\_

**Tuesday:** (8:00 a.m. – 7:00 p.m.) \_\_\_\_\_

**Wednesday:** (8:00 a.m. – 7:00 p.m.) \_\_\_\_\_

**Thursday:** (8:00 a.m. -5:00 p.m.) \_\_\_\_\_

**Friday:** (8:00 a.m. - 5:00 p.m.) \_\_\_\_\_

**PLEASE NOTE:** For satisfactory completion of the practicum/internship experience, students are required to be engaged in on-site clinical activities for a **minimum** of 15 hours per week for at least 14 weeks during the semester. Students can make arrangements for additional practicum/internship hours depending on the requirements of their academic program.

*Send Completed Application To:*

**Dr. Bernadine Duncan, LPC-S, NCC**  
**Training Director**  
**PVAMU Owens-Franklin Health Center**  
**P.O. Box 519, MS 1038**  
**Prairie View, Texas 77446**