

# COUNSELING PRACTICUM HANDBOOK



Permission granted from Western Oregon University to adapt circular design of conceptual framework for Prairie View A&M University, Whitlowe R. Green College of Education.

Educational Leadership and Counseling  
Whitlowe R. Green College of Education  
Prairie View A&M University  
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## Overview

### The Mission

#### Mission

Prairie View A&M University 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. Having been designated by the Texas constitution as one of the three “institutions of the first class” (1984), the University is committed to preparing undergraduates in a range of careers including but not limited to engineering, computer science, natural sciences, architecture, business technology, criminal justice, the humanities, education, agricultural sciences, nursing, mathematics, and the social sciences.

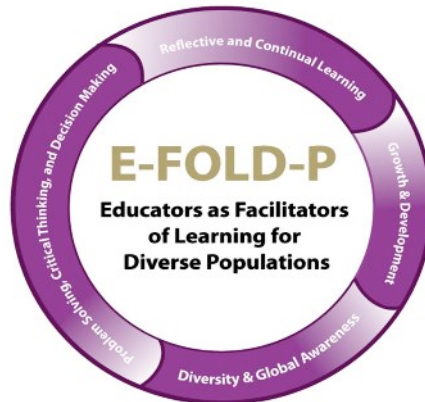
#### Conceptual Framework

The **conceptual framework** for both the basic and advanced programs at Prairie View A&M University has evolved over the last twelve years to view educators as facilitators of learning for diverse populations.

The framework consists of the following four major goals undergirded by technology: Problem Solving, Critical Thinking, and Decision Making; Reflective and Continual Learning; Student Growth and Development; and Human Diversity and Global Awareness. The components of the conceptual framework are incorporated in the course syllabi throughout the Unit.

The conceptual framework was developed by the Unit faculty after extensive review of the literature in education and guidelines of learned societies. The conceptual framework is based upon current issues such as changes in demographics, global perspectives, importance of problem solving, critical thinking and decision-making skills, technological demands, and the need for life-long learning.

The conceptual framework is predicated on the philosophy that the Unit prepares educators to work in a multicultural world where change occurs constantly. A guiding philosophy of the Unit educators is that all candidates must be encouraged to invest in their own learning processes. Professional educators must provide candidates with opportunities to develop knowledge, skills, and attitudes that will enable them to become competent and efficient decision makers and reflective, inquiring professionals who are productive contributors in a culturally diverse society. This basic philosophy guides the Unit in planning and implementation of course work and experiences in all of its programs.



## INTRODUCTION

The Counseling Program is a Department in the College of Education at Prairie View A & M University. The faculty goal is to graduate candidates who have developed and mastered the knowledge, skills, and dispositions and have a clear understanding of the vital need for quality and professional counseling services in school systems and community agencies.

The practicum is designed to provide candidates the opportunity to observe and participate in the processes involved in the operations of school counseling programs (K-12) and clinical mental health settings.

This manual has been developed to provide detailed information and required practicum forms between the Prairie View A & M University Counseling Program and counseling candidates that request placement in a practicum setting. This manual serves to communicate the policy and procedures and candidate requirements in regards to the field experience.

Please contact the following Counseling Program Faculty should you have any concerns or need additional information.

### Contact Person:

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## PURPOSE

The purpose of the Department of Educational Leadership and Counseling (ELC) is to provide quality instruction, research, and service and outreach programs that foster knowledge, appreciation and experience in order to prepare graduates to meet the challenges of their educational goals. Through a comprehensive program of graduate courses and practical experiences, candidates will be prepared as facilitators and professional decision-makers who can assist all learners in meeting expected learner outcomes. The program provides a master's degree in Educational Administration and Counseling and a doctoral degree in Educational Leadership. Candidates may also apply for the Texas Principal, Superintendent and School Counselor Certification.

The ELC instructional outcomes are integrated throughout the curricula, which reflect the understanding of the need for transitions to an age of information and global economy. The ELC instructional goals provide a seamless learning environment that supports individual and group collaboration as the basis for the core curriculum. The learning outcomes include the following and are designed to provide instruction that adapts effectively to changing needs:

- **Functional Domain**  
*is to empower candidates to organize, implement, monitor and lead in the collaborative governance of school related activities.*
- **Interpersonal Domains**  
*prepare candidates to increase skills in oral, written and nonverbal communication while exemplifying character that is moral and ethical in working with teachers, staff, candidates and the community.*
- **Contextual Domains**  
*emphasizes student understanding in philosophical, cultural, political and public relations values in creating a school culture that is learner-centered.*
- **Professional Curricula**  
*instruction identifies various: curriculum designs, effective procedures for working with faculty and staff, methods of evaluation and techniques for creating instructional and learning environment that fosters diversity, affective and cognitive learning experiences.*
- 

The Master in Arts (M.A.) and the Master of Education (MSED) which include Practicum I and Practicum II in the Whitlowe R. Green College of Education is designed to prepare counseling candidates to fully integrate theory and practical application.

The School Counseling and Community Mental Health track at PVAMU, is based upon the principles of the **Council for Accreditation of Counseling and Related Educational (CACREP) Programs** and the **American School Counseling Association (ASCA)**. Candidates training to become counselors at PVAMU are guided to incorporate the standards and competencies of coursework assimilated throughout the matriculation process at PVAMU.

## **PRACTICUM OBJECTIVES**

The objectives of Practicum I and II is as follows:

- ❖ To provide the candidate with an appropriate practicum experience;
- ❖ To provide school counseling and mental health experience based on candidates' competence;
- ❖ To provide a specific practicum process that all candidates will be notified of before practicum hours are approved;
- ❖ To provide a nurturing environment that builds upon the skills, knowledge, and experiences of counseling candidates;
- ❖ To provide a specific communication process to be a bridge between PVAMU, the candidate and the practicum site supervisor.

## **RECOMMENDED COURSEWORK FOR COUN 5063 AND 5073 PRACTICUM:**

### **Master of Science (MSED.) in Counseling**

**COMMON CORE (12 SCH)**

CNSL 5093 - Educational Statistics  
CNSL 5123 - Appraisal Techniques  
CNSL 5143 - Human Growth and Development  
CNSL 5153 - Cross-Cultural Issues

**SUGGESTED PROGRAM CONCENTRATION (18 SCH)**

CNSL 5013 - Counseling Techniques  
CNSL 5023 - Counseling Theory and Practice  
CNSL 5053 - Professional Orientation  
CNSL 5083 - Psychology of Abnormal Behavior  
CNSL 5113 - Career Development Counseling  
CNSL 5133 - Group Dynamics

**PRACTICUM (3 SCH)**

**CNSL 5063 - Counseling Practicum**  
**(Prerequisites: CNSL 5013, 5023, 5113, and 5123)**

**RESEARCH (3 SCH)**

EDFN 5903 - Thesis Research

**MASTER OF ARTS (M. A.) in Counseling**

(12 semester hours)

CNSL 5093 - Educational Statistics  
CNSL 5123 - Appraisal Techniques  
CNSL 5143 - Human Growth and Development  
CNSL 5153 - Cross-Cultural Issues

**SUGGESTED PROGRAM CONCENTRATION** (18 semester hours)

CNSL 5013 - Counseling Techniques (CNSL 5023 Prerequisite)  
CNSL 5023 - Counseling Theory and Practice  
CNSL 5053 - Professional Orientation (**Candidates for School Counselor Certification must take CNSL 5003**)  
CNSL 5083 - Psychology of Abnormal Behavior  
CNSL 5113 - Career Development Counseling  
CNSL 5133 - Group Dynamics

**CNSL 5063 - Counseling Practicum**  
**(Prerequisites: CNSL 5013, 5023, 5113, and 5123)**

CNSL 5163 - Research (CNSL 5093 Prerequisite)

**ELIGIBILITY REQUIREMENTS**

To be approved for an internship, the candidate must meet all of the following requirements:

- Submit an application prior to the semester scheduled to begin the internship;
- Approval of site supervisor where internship is scheduled;
- Satisfactory completion of the following prerequisites (*CNSL 5013, 5023, 5113, and 5123*);
- Approval of Practicum Coordinator;
- Liability Insurance, **if required**, as a condition of practicum site placement.

## **LIABILITY INSURANCE**

Practicum candidates (if required by the practicum site) must obtain liability insurance coverage (minimum \$1,000,000 each incident, \$3,000,000 aggregate) prior to start of their practicum and in addition maintain such insurance throughout their clinical experience. Liability insurance is available to student members of the American Counseling Association (ACA - (800) 347-6647, ext. 222), the American Mental Health Counselors Association (AMHCA - (800) 362-2642), the American School Counselor Association (ASCA - (800) 306-4722) the National Board of Certified Counselors (NBCC - (877)539-6372) or Texas Counseling Association(TCA - (800) 580-8144) for a nominal fee. Candidates who do not provided proof of liability insurance (if required) will not be given consent to begin the practicum class.

## **PRACTICUM APPLICATION PROCESS AND DEADLINES**

Candidates interested in applying for either Practicum I or Practicum II must adhere to the following application process. To be considered, a candidate must submit the following:

1. An Practicum Application Form executed and signed by the candidate's site supervisor/mentor;
2. A completed Practicum Application;
3. A completed background check.

**All required documents must be completed and submitted by the following deadlines:**

|                                      |                          |                                |
|--------------------------------------|--------------------------|--------------------------------|
| <b><u>Application Deadlines:</u></b> | <b>Summer Practicum:</b> | <b>March 15th</b>              |
|                                      | <b>Spring Practicum:</b> | <b>October 15<sup>th</sup></b> |
|                                      | <b>Fall Practicum:</b>   | <b>May 15<sup>th</sup></b>     |

## **PVAMU, CANDIDATE, AND SITE SUPERVISOR RESPONSIBILITIES**

### **Student Responsibilities**

1. Candidates will meet with and interview with the perspective site supervisor, and finalize their practicum site placement.
2. Candidates will complete and submit the practicum application by the posted deadlines.
3. Candidates will evaluate the on-site supervisor at the end of the experience.



4. The practicum schedule is to be arranged by the student and site supervisor and must include a minimum of 100 direct client contact hours which include direct supervision by site supervisor.
5. Candidates are responsible for completing all records and forms required by site in a timely manner.
6. Candidates are responsible for honestly logging all time spent with clients, and in supervision.
8. Candidates are expected to follow practicum site, university, and practicum policies and procedures.
9. Candidates are responsible for obtaining liability insurance, if required, before counseling any client.
10. Candidates are responsible and expected to adhere to the ethical standards as published and maintained by the American Counseling Association and the American School Counseling Association throughout their practicum.

### **University Practicum Coordinator's Responsibilities**

1. Learn the philosophy, objectives, and organizational pattern of the practicum supervision site.
2. Orient the candidates to the host site in which they will do their practicum work.
3. Acquaint the host site with the philosophy and objectives of the PVAMU Counseling Program.
4. Establish and maintain good relationships between the University and practicum site.
5. Counsel with the candidates concerning problems of adjustment to their practicum role.
6. Facilitate practicum placement.
7. Plan and conduct practicum orientation.
8. Visit practicum sites, as needed.
9. Evaluate the effectiveness of the practicum sites.

### **Site Supervisor Responsibilities**

1. Be familiar with all aspects of the counseling program, especially the practicum component.
2. Provide orientation to the school and/or agency environment to include, but not limited to, the following:
  - Mission, goals, and objectives of the school and agency
  - Policies and procedures
  - Standard operating procedures
3. Introduce the candidate to the administrators and staff of the site.
4. Ensure that the candidate is totally aware of and adheres to all established institutional rules and regulations as they apply to protocol, schedules (including working hours), dress, and other formalities. Report all occurrences of noncompliance to the University practicum supervisor immediately.
5. Provide the candidates with the best possible facility as a base of operations.
6. Provide one hour of individual supervision per week.
7. Observe the candidates in counseling sessions and/or group guidance activities at least two times during the semester.
8. Complete a final evaluation report related to the candidate's performance and discuss the

evaluation with the site supervisor and candidate.

## **PRACTICUM PLACEMENT CHECKLIST**

This checklist serves as a guide prior to the candidate's beginning the practicum. Please check with the Practicum Coordinator to ensure you have met all the following requirements.

- \_\_\_ 1. Completed application form submitted said forms to the Practicum Coordinator.
  - \_\_\_ 2. Read handbook, including guidelines and expectations on field placement.
  - \_\_\_ 3. Sign and returned acknowledgement statement.
  - \_\_\_ 4. Met with Practicum Coordinator to discuss practicum/internship plan.
  - \_\_\_ 5. Learn expectations for candidates at site.
  - \_\_\_ 6. Schedule meeting to discuss placement with Practicum Coordinator.
  - \_\_\_ 7. Completed resume and prepare for interview with site personnel.
  - \_\_\_ 8. Scheduled and complete interviews with potential site supervisors.
  - \_\_\_ 9. Field placement application approved by the Practicum Coordinator.
  - \_\_\_ 10. Secured Professional Liability Insurance (if required by the practicum site).
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## **Acknowledgement Statement**

As a counselor-in-training in the Prairie View A & M University Counseling Program, I acknowledge that it is my responsibility to read and be thoroughly familiar with the content of this practicum manual. My signature below indicates that I have read and understood my copy of this handbook and that I agree to abide by the standards stated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:**

(This form should be submitted to the Practicum Coordinator no later than the first semester of the candidate's program. The Practicum Coordinator will place this form in the candidate's practicum file.)

Prairie View A & M University  
College of Education  
Department of Educational Leadership and Counseling

**STUDENT COUNSELING PRACTICUM APPLICATION**

Student Name and ID # \_\_\_\_\_

Practicum I \_\_\_\_\_ Practicum II \_\_\_\_\_

Practicum Site \_\_\_\_\_  
Name of Site Complete Physical Address

Practicum Supervisor Name and Credentials \_\_\_\_\_

Practicum Supervisor's Phone Number \_\_\_\_\_

- (1) Contact proposed site supervisor and make preliminary arrangements for your placement before completing this application
- (2) Practicum I and/or Practicum II: A minimum of 300 hours (a minimum of 150 hours for each practicum) of supervised experience (of which a minimum 100 hours of direct client contact) must be documented to satisfy the requirements of this practicum.
- (3) Completed application forms are required to be submitted to the Practicum Coordinator no later than the dates published in the counseling practicum manual.
- (4) Candidates will not be authorized or began to accumulate practicum hours until the first day of class, their application and contract have been approved and proof of liability insurance (if required) has been submitted.

\_\_\_\_\_  
Practicum Candidate's Signature /Date

\_\_\_\_\_  
Complete mailing Address

\_\_\_\_\_  
Practicum Student PVAMU Email Address

\_\_\_\_\_  
Daytime or Work Number Home Phone Number

List specifically/describe the proposed activities, duties, and responsibilities in which you will engage in during your practicum: \_\_\_\_\_

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Practicum Candidate \_\_\_\_\_

Explain why you have chosen this particular site/supervisor and how placement at this site will be beneficial to you:

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What is your expected work schedule (days per week/hours per day) at this site?

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Other Comments: \_\_\_\_\_

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**DO NOT WRITE BELOW THIS LINE**

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\_\_\_\_\_ Application for proposed practicum is approved for \_\_\_\_\_

Semester/Year

\_\_\_\_\_ Application for proposed practicum is approved for \_\_\_\_\_

Stipulation/changes:

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Application for proposed practicum is denied for the following reason(s):

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PVAMU Practicum Supervisor

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Date

Prairie View A & M University  
College of Education  
Department of Educational Leadership and Counseling

## Practicum Site Agreement

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ by and between

PVAMU University and \_\_\_\_\_,  
**Accepting School and District/ Community Mental Health Setting**

and candidate \_\_\_\_\_  
**Name of Candidate**

located at \_\_\_\_\_  
**address city state zip code**

This agreement will be effective for a minimum of 150 hours per practicum.

**Purpose:** The purpose of this agreement is to provide a qualified graduate candidate with field experience in working with individuals and groups in specific settings according to certain guidelines. Candidates in the School Counseling Program will work with school-aged children in a K-12 setting and candidates in Community Mental Health Counseling will work with clients in a community mental health setting.

The **Practicum Site Supervisor** shall be responsible for the following: (1) Selecting a candidate who has successfully completed all the prerequisite courses for this experience; (2) Providing the Site with this agreement which clearly delineates the responsibilities of the University and the Site; (3) Designating a qualified faculty member as the Supervisor who will work with the Site in coordinating the experience; (4) Notifying the candidate that she/he must adhere to the administrative policies, rules, standards, schedules, and practices of the Site; (5) Advising the student that she/he should have adequate liability insurance (if required by the practicum site); and (6) Advising the student of their responsibility in adhering to the ethical standards of the appropriate professional association that govern counselors.

The **School/Community Mental Health Setting** shall be responsible for the following: (1) Providing the candidate with an overall orientation to the Site's specific services necessary for the implementation of the experience; (2) Designating a qualified staff member to function as the on-site Supervisor that meets the following criteria:

- a. Master's degree in Counseling or closely related field
- b. Appropriate certification and/or licenses
- c. At least two years pertinent professional experiences
- d. Knowledge of the program's expectations, requirements, and evaluation procedures for candidates.

3. Providing the candidate with adequate work space, staff, and resources to conduct professional activities. The on-site supervisor shall be responsible for providing opportunities for the candidate to engage in a variety of counseling activities under supervision, and for evaluating the candidate's performance. Suggested experiences are attached, and forms for evaluating the candidate's performance will be provided by the University's Practicum Supervisor.

**ACTIVITIES**

The training activities listed above will be provided for the student in sufficient amounts to conduct an adequate evaluation of the student's level of competence in regards to the following activities:

- Counseling services (individual, group, family) of personal, social, educational, occupational nature
- Consultation (teachers, referral agencies, family members, administrators, professional team)
- Coordination (of counseling curriculum with regular curriculum)
- Observation
- Career development services
- Planning and development of program and services
- Individual assessment and inventory
- Research (including evaluation)
- Placement and follow-up
- Referral activities
- In-service
- Report-writing, intake interviewing, record keeping
- Case conferences, staff meetings
- Use of technology
- Other (as assigned by administration, classroom guidance, registration of new individuals in setting, grant writing)

**The names and signatures of the responsible individuals in fulfilling this agreement are:**

\_\_\_\_\_  
**Site Supervisor (Print) Signature Date**

\_\_\_\_\_  
**Principal or Director (Print) Signature Date**

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**PVAMU**

\_\_\_\_\_  
**Field Experience Student (Print) Signature / Date**

\_\_\_\_\_  
**Field Experience Student Signature / Date**

\_\_\_\_\_  
**PVAMU Practicum Supervisor, Signature / Date**

Prairie View A & M University  
College of Education  
Department of Educational Leadership and Counseling

***STUDENT PRACTICUM SITE EVALUATION***

Practicum Student's Name \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Practicum Site \_\_\_\_\_

Site Address \_\_\_\_\_

Practicum Site Supervisor Name/Phone \_\_\_\_\_

Practicum Faculty Supervisor Name \_\_\_\_\_

**A. Please rate your practicum site on the following areas from 1 (very poor) to 5 (very good) (circle one for each question).**

- |    |  |           |
|----|--|-----------|
| 1. | Adequate assistance in meeting university requirements.            | 1 2 3 4 5 |
| 2. | Staff acceptance of you as a counseling practicum student.         | 1 2 3 4 5 |
| 3. | Support and cooperation of the administrative staff.               | 1 2 3 4 5 |
| 4. | Physical facilities (space to work in, phone ...).                 | 1 2 3 4 5 |
| 5. | Flexibility of site in meeting student's needs and client's needs. | 1 2 3 4 5 |
| 6. | Site requirements were reasonable.                                 | 1 2 3 4 5 |

**B. Please rate your Practicum Site Supervisor on the following areas from 1 (infrequently) to 5 (frequently) (circle one for each question).**

- |    |  |           |
|----|--|-----------|
| 1. | He/she offered constructive feedback.                            | 1 2 3 4 5 |
| 2. | He/she provided support when needed.                             | 1 2 3 4 5 |
| 3. | He/she provided assistance or referred you to someone who could. | 1 2 3 4 5 |
| 4. | He/she allowed adequate time for individual supervision.         | 1 2 3 4 5 |



5. He/she helped me integrate theory and practice. 1 2 3 4 5
6. Overall evaluation of Practicum Site Supervisor 1 2 3 4 5

C. Please describe how the practicum was a learning experience for you?

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D. What kind of supervision activities did you have? (e.g., listening to tapes, direct observation, group supervision, individual supervision, other)

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E. What suggestions could you offer to improve this field site?

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\_\_\_\_\_  
Practicum Student [Signature]

\_\_\_\_\_  
Date

**Submit completed and signed document to PVAMU Practicum Supervisor**

Prairie View A & M University  
College of Education  
Department of Educational Leadership and Counseling

**INTERN EVALUATION: SITE SUPERVISION FORM**

Intern Name \_\_\_\_\_

Date of Evaluation \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor: \_\_\_\_\_

Internship Site \_\_\_\_\_

**Instructions:**

This form is designed to help supervisors provide feedback about the performance of interns. I know you are probably busy, but the form usually takes just five or ten minutes to complete and your answers and comments will be much appreciated. This form will become part of the intern's record for this course and may be considered in assigning grades for the internship. Please answer each item using the scale provided following each category group for specific comments. There is also space at the end of this form for general comments. If you feel it would be helpful to put anything into context from the outset, please feel free to do so below.

**Initial Comments:**

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**Answer Code for Evaluation Items**

NA. Not Applicable or not enough information to form a judgment

- 1. Far Below Expectations\_ needs much improvement, a concern
- 2. Below Expectations - needs some improvement to meet standards
- 3. Acceptable – meets standards at average level for interns
- 4. Above Expectations – performs above average level for interns
- 5. Far Above Expectations – a definite strength performs well beyond average level for interns.

**1. Basic Work Requirements**

- \_\_\_\_\_ arrives on time consistently
- \_\_\_\_\_ Uses time effectively
- \_\_\_\_\_ Informs supervisor and makes arrangements for absences
- \_\_\_\_\_ Reliable completes request or assigned task on time
- \_\_\_\_\_ Completes required total number of hours or days on site
- \_\_\_\_\_ Is responsible to norms about clothing, language, etc., on site

Comments:

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Suggested areas for further study:

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**II. Ethical Awareness and Conduct**

- \_\_\_\_\_ Knowledge of general ethical guidelines
- \_\_\_\_\_ Knowledge of ethical guidelines of internship placement
- \_\_\_\_\_ Demonstrates awareness and sensitivity to ethical issues

\_\_\_\_\_ Personal behavior is consistent with ethical guidelines

\_\_\_\_\_ Consults with others about ethical issue if necessary

Comments:

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Suggested areas for further study: \_\_\_\_\_

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### Answer Code for Evaluation Items

NA. Not Applicable or not enough information to form a judgment

1. Far Below Expectations\_ needs much improvement, a concern
2. Below Expectations - needs some improvement to meet standards
3. Acceptable – meets standards at average level for interns
4. Above Expectations – performs above average level for interns
5. Far Above Expectations – a definite strength performs well beyond average level for interns.

### III. Knowledge and Learning

#### A. Knowledge of Client Population

\_\_\_\_\_ Knowledge level of client population at beginning of internship

\_\_\_\_\_ Knowledge level of client population at end of internship

#### B. Knowledge of Treatment Approach

\_\_\_\_\_ Knowledge of treatment approach at beginning of internship

\_\_\_\_\_ Knowledge of treatment approach at end of internship

#### C. Knowledge of Treatment Setting

\_\_\_\_\_ Knowledge of treatment approach at beginning of internship

\_\_\_\_\_ Knowledge of treatment approach at end of internship

#### D. Learning

\_\_\_\_\_ Receptive to learning when new information is offered

\_\_\_\_\_ Activity seeks new information from staff or supervisor

\_\_\_\_\_ Ability to learn and understand new information

\_\_\_\_\_ Understanding of concepts, theories and information

\_\_\_\_\_ Ability to apply new information in clinical setting

Comments: \_\_\_\_\_

\_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_

**IV Response to Supervision**

- \_\_\_ Activity seeks supervision when necessary
- \_\_\_ Receptive to feedback and suggestions from supervisor
- \_\_\_ Understands information communicated in supervision
- \_\_\_ Successfully implements suggestions from supervisor
- \_\_\_ Aware of areas that need improvement
- \_\_\_ Willingness to explore personal strengths and weaknesses

Comments: \_\_\_\_\_

**V. Interactions with Clients**

- \_\_\_\_\_ Appears comfortable interacting with clients
- \_\_\_\_\_ Initiates interactions with clients
- \_\_\_\_\_ Communicates effectively with clients
- \_\_\_\_\_ Builds rapport and respect with clients
- \_\_\_\_\_ Is sensitive and responsive to client's needs
- \_\_\_\_\_ Is sensitive to cultural differences
- \_\_\_\_\_ Is sensitive to issues of gender differences

Comments: \_\_\_\_\_

Suggested areas for further study:

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**VI. Interaction with Coworkers**

\_\_\_\_\_ Appears comfortable interacting with other staff members

\_\_\_\_\_ Initiates interactions with staff

\_\_\_\_\_ Communicates effectively with staff

\_\_\_\_\_ Effectively conveys information and expresses own opinions

\_\_\_\_\_ Effectively receives information and opinions from others.

Comments:

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Suggested areas for further study:

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**VII. Work Products**

\_\_\_\_\_ Reliably and accurately keeps records

\_\_\_\_\_ Written or verbal reports are accurate and factually correct

\_\_\_\_\_ Written or verbal reports are presented in professional manner

\_\_\_\_\_ Reports are clinically or administratively useful

Comments:

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Suggested areas for further study:

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Overall, what would you identify as this intern's strong points?

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What would you identify as areas in which this intern should improve?

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Would you recommend this intern for employment at his or her present level? Please explain:

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\_\_\_\_\_ Would you recommend this intern for  
continued graduate  
studies? \_\_\_\_\_

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Supervisor's Signature:

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

**Thank you for your time in supervising this intern and in completing this evaluation.**

Prairie View A & M University  
College of Education  
Department of Educational Leadership and Counseling

**PRACTICUM LOG**

| NAME                  |          |       |       |   |   |
|-----------------------|----------|-------|-------|---|---|
| STUDENT ID NUMBER     |          |       |       |   |   |
| SEMESTER/ TERM / YEAR |          |       |       |   |   |
| DATE                  | TIME     | HOURS | MINS. | COUNSELING SERVICE  | DESCRIPTION OF ACTIVITY   |
| 1/5/2011              | 9am-11am | 2     | 0     | Example: Individual Counseling, Group Counseling, Couples Counseling, Testing, etc. | Example: Anger Management, Supervision, Case Note Documentation, etc. |
|                       |          |       |       |   |   |
|                       |          |       |       |   |   |
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