PRACTICUM AND PROGRAM APPROVED
CLINICAL EXPERIENCE GUIDELINES

Counseling Psychology Program

Department of Special Education, Rehabilitation, and Counseling

Auburn University
Practicum and Program Approved
Clinical Experience (PACE) Guidelines
Counseling Psychology Program

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II. Philosophy

The procedures outlined in these guidelines are meant to assist you in your practicum and program approved clinical experience by (a) outlining the sequence to be followed in placing you at a practicum or clinical experience site; (b) detailing practicum requirements; (c) setting forth clearly your responsibilities about practicum and program approved clinical experiences; and (d) providing you with information concerning appropriate record-keeping. Your practicum experience is designed to be of the highest quality in terms of developing therapeutic skills and other related professional skills. The development of these skills is viewed in a broad sense, including acquisition of specific intervention skills, understanding of and ability to use conceptual skills, ability to link assessment and intervention, understanding the linkages between science and practice, personal growth as it relates to awareness of and appropriate handling of emotional reactions to clients, knowledge, awareness, and appreciation for human diversity, and development of mature professionalism (ethical behavior, good judgment, communication skills with fellow professionals, and commitment to contributing to the profession of counseling psychology). Beyond required practicum, many students participate in program approved clinical experience (PACE). In the program approved clinical experiences, quality supervision must be provided by supervisors on site. The program faculty are responsible for making determinations regarding the qualifications of supervisors and sites for program approved clinical experiences.

Note, this document does not address requirements related to internship (students and future students are encouraged to review program policies for details on the pre-doctoral internship requirements specific to the program). Students who have completed their internship but have not completed their degree are subject to these guidelines.

III. Responsible Individuals

Several persons are responsible for helping you to make the most of your practicum experiences. Some of these individuals are listed below with brief comments concerning their roles.

- **Counseling Psychology Faculty**: Sets overall requirements for practicum. Approves and revises this policy statement and all others. Has final authority for making decisions about appropriateness of potential training sites (this authority may be delegated to the Director of Training (DOT) or the Director of Practicum Training (DOPT)). In cooperation with Department Head, the program faculty has authority to make final decisions about whom your university practicum supervisor will be and is responsible for naming a DOPT for the program.
• **Your Faculty Advisor:** Assists you in applying for a practicum site by discussing with you your professional goals, skills, etc.

• **Director of the Counseling Psychology Training Program (DOT):** Responsible for developing new practicum sites as needed. Assists DOPT with liaison to sites. Informs other faculty and students of new national and regional trends in training, which might affect practicum training. Responsible (together with counseling psychology faculty) for integration of practicum training into complete training program.

• **Director of Practicum Training (DOPT):** (1) Responsible for on-going liaison with practicum sites. Assists Director of Training in developing new sites. Serves as overall coordinator of activities related to practicum. This includes obtaining feedback in-person from sites that provide such feedback and coordinating with Auburn University Student Counseling Services for the scheduling of class meetings and supervision/consultation sessions that occur within the agency. When similar relationships (where class occurs on-site) exist for other agencies, the DOPT assumes the same role with those agencies. (2) Oversees and coordinates placement of students in practicum and PACE. (3) In cases where the supervision at the site does not include a licensed psychologist within the “line” of supervision and the student is not enrolled in practicum class with an instructor who is a licensed psychologist, serves as the licensed psychologist available. (4) Responsible for documentation for clinically-related activities. This includes ensuring that evaluations from each site supervisor are completed at the end of each term, that students submit clinical hours appropriately at the end of each term, and reviewing and certifying to the DOT the total hours reported on the AAPI.

• **Your Practicum Class Instructor:** Conducts three-hour class each week. Assigns (with feedback from your on-site supervisor) your grade in practicum. Is available for additional supervision (which in essence is consultation) as needed based on development and client concerns. Provides emergency supervision in addition to that provided by the practicum site (because the faculty supervisor is in essence a consultant, this is secondary to the site supervisor’s emergency supervision and is effectively emergency consultation). Discusses with your on-site supervisor any issues of concern regarding your supervision.

• **Your On-Site Supervisor:** Ultimately responsible for clinical and administrative aspects of your practicum/training at the practicum or PACE location. Informs you of agency expectations and policies. Completes and submits to the program, using a format approved by the program, a written evaluation of your performance. Consults (concerning your performance) with your university supervisor, DOPT, DOT, and/or class instructor as needed.

**IV. Timetable**

You will begin your practicum experience in the fall of your second year in the program, after having satisfactorily completed COUN7350, Introduction to Counseling Practice, and other prerequisites. Students sometimes complete a PACE during the summer immediately prior to fall of the second year. You must achieve a grade of “Satisfactory” in COUN 7350 to
enroll in practicum. Students are normally placed for the academic year. Practicum is not typically offered during the summer. Students who make good progress in practicum will complete a total of 12 semester hours of practicum class -- 6 credit hours of COUN 7910 and 6 hours of COUN 8910. As such, most students are enrolled in practicum in their 2nd and 3rd years in the program. Following discussions with the DOPT, and after that person has ensured that you will have adequate supervision on-site, you may elect to remain at your practicum site during the summer, although this is not required. In such cases, this activity is considered PACE and not practicum.

Some students complete one or more PACEs where they are receiving supervised training at quality sites outside of a practicum class. This is not considered practicum. However, because students are affiliated with the program during this experience, it is important that they understand that their behavior is still subject to program policies.

This can start as early as the summer of the first year (which is done at the same location as the practicum in the fall of the second year). During the summer prior to enrollment in COUN 7910, students may not exceed 8 hours per week at the training site.

Beginning in Fall, 2017, students completing PACE, when not part of an assistantship, will enroll in 1 hour of class as an externship with the DOPT. The purpose of this course is to document that the student is engaging in activities that are approved by the program. These activities are not part of practicum so students are not enrolled in practicum class. These activities are not required, so the externship is not a required class technically. In practicality, many students, if not most, do elect to do at least one semester of a PACE so many students will by the decision to engage in such activities be required to enroll in the course. Students will be exempt from enrolling in externship when they are simultaneously completing practicum class (in the case of students simultaneously completing a PACE in addition to a practicum placement), engaging in clinical activity as part of their university assigned assistantship (note, the full hours of the PACE must be paid assistantship or this exemption does not apply), and when students are obtaining PACE that is the pre-doctoral internship. In the rare event where students have completed the pre-doctoral internship but have not yet graduated, students who wish to obtain PACE will be required to request from program faculty an exemption from enrolling in the externship course (such exemptions will be at the discretion of the faculty).

Any time a student is engaged in work with clients and they are not enrolled in a practicum class associated with that work and not completing the work as part of a university assigned assistantship or pre-doctoral internship, they are considered to be engaging in PACE that requires enrollment in the course. These experiences must receive the approval of the program.

Using the PACE form (which is completed by the 1st day of the term by all students engaging in activities that may be “clinical” in nature), the faculty will determine if the site is appropriate and decide the requirement for supervision, evaluation of clinical work, and enrollment in externship.
In any case where the program determines that supervision is required, an evaluation from the site supervisor is almost always also required.

If a student does not complete the requisite PACE paperwork, the experience will not be considered sanctioned by the program and, thus, the hours cannot be counted toward those reported on the AAPI or any other formal documentation requested of the program.

Placement in PACEs generally follows the same policies as for practicum. Students should regularly communicate with the DOPT about such experiences and obtain approval before accepting such positions. The DOPT will assist the student in determining whether the experience is likely to be approved by the Counseling Psychology faculty.

Assistantships that are assigned by the department or in coordination with the DOT do not require enrollment in practicum or externship. Students should still complete the PACE form each term by the 1st day of classes. In addition, the pre-doctoral internship requires use of the PACE form and enrollment in internship. In both of these cases, the clinical activities of the student are sanctioned by the program and the oversight of the selection process is addressed in the placement or approval of application to the site. The PACE form is used to ensure appropriate documentation of all students’ clinical activities.

V. Placement Procedures

Practicum placements are discussed each year at ACOPS. Student co-chairs facilitate the discussion and a faculty representative is present to provide answers to questions. Students are encouraged to include this in the agenda for a fall ACOPS meeting. At the ACOPS meeting, the various practicum sites will be described and advantages and disadvantages of these sites will be discussed. Students who have previously been in practicum are invited to attend so that they may share their own experience where they have done a practicum. For students entering the program during and after Fall 2013, the first year of practicum will be completed at the Auburn University counseling center. In later years, in consultation with your advisor and the DOPT, you will identify from among the available training sites, those that are consistent with your goals, and needed skill development.

Under no circumstances should you independently (that is, without discussing the process with the DOPT or DOT) attempt to negotiate with, or make application to, a practicum or PACE placement. However, if you know someone at a particular agency, after discussing the situation with the DOPT, you may be able to make informal inquiries at the site. Many practicum and PACE placements require that you drive significant distances (e.g., we have had practicum placements in Atlanta, Columbus, and LaGrange, Georgia, and in Montgomery, Alabama). Subsequent to discussion with you, the DOPT will contact the appropriate agencies to ascertain which ones will have slots available and will then inform you of these slots. You will then need to arrange to be interviewed by the agencies in which you are interested. The interview is a critical part of practicum or PACE placement and requires that you set it as a very high priority in your schedule. Frequently, sites want you to send in advance or to bring with you a vita. It is a good idea to also have a list of the graduate courses that you have completed. At times, you may be the only student to interview at a given site. At other times, you may be one of several students to interview at a given site.
You are required to interview with a site you are considering (and which is considering you). No placement will be made without an interview. The interview is a time when you will have an opportunity to “look over” the site. For example, you will want to know the kinds of clients you would be seeing, type and amount of on-site supervision, special requirements (e.g., mandatory staffing or required in-service training or required commitment), and amount and distribution of required on-site time (e.g., whether you will be required to be on-site multiple days of the week, how time can be scheduled around your classes, etc.). The DOPT or DOT will have made contact with, and had discussions with, any site where you are interviewing. The site will already have been approved as providing a good practicum or PACE opportunity. However, we also recognize that some very good sites may make unusual demands that could be difficult for you to work out. Thus, to the extent that there are multiple opportunities available to you, you may elect not to continue your application for a slot at a particular agency where you have interviewed. There may also be times when, for a variety of reasons, a student will have no choice but to be placed at a site even though it represents some inconvenience. The interview is also an opportunity for individuals at the site to “look you over;” thus merely interviewing at a site does not guarantee your placement there.

It is extremely important that you do everything within your power to be forthcoming and in no way misleading about your intentions when you interview with a site. For example, although agencies will not typically ask if they are your number one choice, if one does ask this question and you prefer another place at which you are interviewing, be truthful (and not misleading) in answering the question. Similarly, if you are interviewing at more than one site, be sure that you don’t leave the impression that this is your only interview. Please remember that during the interview you represent not merely your own character, but the integrity of the program as well. To the extent you leave false impressions, come across as demanding, etc., you greatly reduce the opportunities for future students. After your interview, you should immediately inform the DOPT of the outcome from your perspective. You will be contacted (typically by the agency; at times by the DOPT) as soon as possible, letting you know the decision of the site and you will at that time discuss with the DOPT or the DOT any additional steps needed in the placement procedure. If you receive an offer from a site, but are still waiting to hear from another site that you prefer (or if for any other reason, you are not quite ready to make a commitment), tell the agency that has made you an offer what your situation is. Ask them in a diplomatic fashion for a specific amount of time to think it over. Although no hard and fast rule can be made regarding such situations, typically it would not be unreasonable to ask for up to a week to make your decision. If you anticipate that the delay in making your decision might be longer than a week, you should have a detailed discussion with the DOPT about this and make sure that there is clear communication with the agency making the offer. Once you have agreed with the agency on a specific time by which you will call them back, be sure that you do that. Furthermore, once you make the decision not to accept an agency’s offer, immediately inform them of this fact. Do not “leave an agency hanging.” Also, in every case in which you are offered a placement and choose to decline, be sure to express your appreciation to the agency for their offer and for the time they invested in interviewing you. You are bound by the norms in the profession,
including ethical principles, in the handling of interviews and post-interview behavior.

Please note that generally speaking, all policies which apply to agency personnel also apply to practicum and PACE students. In any event, you are bound by the rules and regulations of the agency which that agency deems applicable to you. So, you may be required to attend training in CPR or safe driving, or there may be other requirements which are levied on all agency personnel, including practicum and PACE students. Some agency policies may be different from University procedures. So, for example, placement at an agency may require you to work during University holidays, if those holidays are not also followed by the agency. As you are working out these issues in communicating with the agency, make sure that they understand your commitment to clients and your commitment to that agency should you be placed there. During the interview process, it would not be inappropriate for you to ask the individual who is interviewing you if there are specific policies in the agency that you might not know about and that would be important for you to know about prior to accepting an offer from the agency. If after you have begun your placement you believe that there is a direct and significant conflict between a University or departmental rule or regulation, or the APA Ethics Code and practices within the practicum agency, you should immediately inform all your supervisors (both on-site and university based) of this situation, and work to resolve the conflict.

VI. Practicum Requirements

A. Commission on Accreditation Guidelines

Although the Commission on Accreditation does not mandate a specific number of hours required in practicum, and although our emphasis is not on some minimum number of client contact hours, the Counseling Psychology Program at Auburn does require a minimum of 300 hours of client contact (supervised master’s level work may be counted in this minimum). However, almost all Auburn Counseling Psychology Students accrue many more client contact hours than this minimum. The total practicum experience at Auburn must be a minimum of two academic years, regardless of master’s work and regardless of client contact hours accumulated. Although we do not have a specific guideline about minimum number of hours on-site each week, it is generally expected that you would be at your placement a minimum of 8 hours per week, with the range being 8-20 hours. Also, there is no hard and fast rule about the number of clients you must see per week. However, because your total number of client contact hours must exceed 300, you obviously must average approximately five client contact hours per week (if you only take the minimum number of semesters of practica) in order to meet the minimum number of total required contact hours. Some sites require a commitment of a specific number of hours which may exceed 8 per week and/or which may exceed 5 client contact hours per week. Although we want you to see many clients, at the same time we do not want you to be overwhelmed with clients. Certainly, loads exceeding 8 or 9 clients per week should be discussed with your supervisor. Total hours of psychotherapy experience generally range from 500 to 900 hours for Auburn Counseling Psychology Students, although there is a rather wide range in this regard. Beyond general hours, it is expected that all students will acquire some group experience. The
DOPT will ensure that this program requirement is met.

B. Supervision

During practicum you receive several types of supervision. You have a practicum class instructor and an on-site supervisor. Class is three hours per week and instructors can add additional requirements for individual supervision/consultation if they choose. During non-practicum PACE training, your supervision must be provided by the site. During pre-doctoral internship and program-assigned assistantships that involve provision of clinical services, your internship or assistantship must provide the supervision, respectively. In general, the policies outlined in the next paragraph for practicum also apply for PACE (with the exception of class requirements).

In addition to the three hours/week of group supervision/class at the university when enrolled in practicum, you are required to have regularly scheduled individual supervision at your practicum site. Agencies vary widely on what they require. You are required to have an on-site supervisor who can help you when you need it and to be responsible for assisting you in on-site emergency situations that may necessitate immediate action. Beyond that (and assuming all of our policies are being adhered to), we try to follow the training requisites preferred by the agency in terms of what you will be required to have “on-site.” Although you will have an assigned on-site supervisor, in all cases you should use your own initiative and good judgment to secure additional supervision should it be needed. When you are in training, the general rule is, “The more supervision, the better.” The program requires that your training experience be monitored at some level by a licensed psychologist. This means that at least one of the following individuals must be a licensed psychologist: (1) your practicum class instructor, (2) your on-site supervisor, (3) an on-site training director (or person of similar position) who is responsible for your performance, or (4) the DOPT for the counseling psychology program. When there is a choice about who will be your on-site supervisor, between your having a licensed psychologist as a supervisor as opposed to a non-licensed person, we will attempt to have you supervised by a licensed psychologist. Similarly, to the extent that the choice is yours (e.g., some agencies may allow you to choose your supervisor), you should select a licensed psychologist. There will, of course, be exceptions to this rule. For example, if we have strong reason to believe that an available non-licensed person is more skilled in the areas for which you will need supervision, we will recommend that person. Consideration will also be given to factors such as gender and cultural diversity in supervision. Our first commitment is to the highest quality supervision, when all factors are considered. Although practicum placements are typically made once per year, faculty instructors/supervisors are assigned each semester. For example, in the Spring Semester, you may or may not have the same university instructor/supervisor as in the Fall, although you will typically be at the same practicum location.

Each time you have practicum class you should plan to bring a clear videotape (it is important that the audio quality is sufficiently clear that the class can hear). Audio tapes may be substituted for some tapes but at least one video tape of a counseling session must be shown during the semester. If your site specifically forbids the removal of tapes from the
agency site, you should discuss options with your supervisor and class instructor. You should review this tape prior to bringing it to class. You are required to record all your sessions, although agency policy must be followed and wishes of the client must be considered. Under no circumstances should you make a recording without the client’s knowledge and permission. You should use whatever format is used by the practicum site to secure permission. You are required to inform the client of your status as a graduate student and also of the fact that your supervisor, your course instructor, and a small group of fellow graduate students may be listening to or viewing the tapes. The client should be provided with the name of your supervisor(s) and course instructor. If any client refuses to be taped, you should discuss this matter with your university instructor and your on-site supervisor.

In all cases of practicum class, supervisors at sites must have observed you do therapy effective January 1, 2017. This can be done through live observation, live video streaming of your work, or videotape review of your work. Supervisors will be asked to verify that they visually observed your work at least at some point during the period under observation. In cases where students are at multiple sites, a supervisor from each site must have visually observed the work. Students will receive a grade of incomplete and may be required to repeat practicum class if the on-site supervisor completing the evaluation did not at least once during the evaluation period visually observe the clinical work (for assessment, supervisors may need to watch tape of the testing or feedback with clients).

You are entitled to good consultation/supervision by your university instructor/supervisor. There are things which you should expect from your instructor/supervisor and things which you should expect from yourself in supervision. You should expect honest feedback from your instructor/supervisor in the context of a supportive environment. You should expect some help in deepening your knowledge of case conceptualization and you should expect some ideas about how to proceed in difficult situations. Your instructor/supervisor can be more helpful to you if you are well-prepared for class/supervision and if you ask for help which is more specific in nature than “I just want your feedback.” As noted above, you are required to review your tape before bringing it to class/supervision. If you find yourself not wanting to discuss certain types of cases or certain aspects of a particular case with your instructor/supervisor, this is fairly good evidence that there is a problem in the consultation/supervisory process which should be addressed. If you do have concerns about the quality of your consultation/instruction/supervision, or the nature of your relationship with your instructor/supervisor, you should make a strong effort to resolve these issues with your instructor/supervisor. There may be times when your instructor/supervisor will be unaware of the fact that you are upset about class/consultation/supervision, or unaware of the intensity of your dissatisfaction. Only if the instructor/supervisor understands that you do have a concern can the problem be actively addressed. When you propose specific counseling interventions, your instructor/supervisor may or may not agree with your ideas. However, you do have the right to be listened to respectfully by your instructor/supervisor. If, after making a good faith effort to resolve difficulties with your
instructor/supervisor, you believe that you have been treated unfairly, you should discuss your concerns with the DOPT or the DOT. A copy of this policy statement is available for online access for each practicum and PACE agency. However, it is recommended that you take a copy of this policy to your first meeting with your on-site supervisor.

**Supervision for PACE that is not part of practicum or internship.** Policies for supervision for PACE will be similar to practicum with the exception that the student is not enrolled in a practicum class, instead the student enrolls in an externship, and does not have a supervisor from the program (the externship instructor is there to ensure that the clinical experience is appropriate and consistent with standards of the program). In such cases, the licensed psychologist will need to either be (1) the on-site supervisor or (2) another person on-site (such as the on-site training director or a supervisor for your supervisor) who is responsible for your performance. In rare circumstances, the DOPT, who typically will be the instructor of externship class, may agree to operate in the role to ensure that you meet the requirement for a licensed psychologist to oversee your training. All students should understand that the program may set stricter requirements for supervision at sites for students engaging in PACE than set for practicum.

**Supervision for internship.** Supervision during internship will be governed by internship sites. Similarly, supervision during assistantships is covered by the assistantship site. In cases where the assistantship site does not have a licensed psychologist available to provide supervision, the DOPT may agree to operate in the role to ensure that you meet the requirement for a licensed psychologist to oversee your training/clinical work.

C. **Academic Credit**

You are required to enroll for a minimum of four semesters (three credit hours per semester) of practicum for academic credit. You will receive academic credit each semester that you have performed satisfactorily in your setting while enrolled in practicum (COUN 7910/8910). If you want additional pre-internship clinical training after two years of practicum class, you should discuss this issue with your advisor, the DOPT and the DOT. We may be able to help you secure additional training (PACE) in a program-approved setting (in which case, the site bears the full responsibility of supervision). The majority of our students do in fact seek out clinical training beyond the required four semesters of practica. In each of the four semesters of practica, you must meet program minimums.

1. Accrue at least 30 hours of direct service.
2. Complete specific requirements of the instructor, which provide additional valuable training.
3. Attend all weekly group supervision classes and actively participate.
4. Show video of your clinical work at least twice during the term. In some cases, and with instructor approval, the video may only include you in the visual frame or may be limited to audio. In these cases, the on-site supervisor must be a licensed psychologist and provide video- or live-observation of your work or you
will have to repeat the class. If a site allows and the class instructor agrees, the instructor may engage in live observation at the site so that the “observed” by a licensed psychologist requirement can be met. You should discuss this with sites before agreeing to train at a particular site.

5. Engage in activities demonstrating the development of clinical skills that are not directly observable on tape:

6. For the first semester of practicum: Students will complete a treatment plan that meets the specific needs of the client using evidence-based interventions. Specifically, the student must satisfactorily develop service delivery goals for a selected client and an evidence-based intervention plan specific to the service delivery goals for the client.
   a. Because the nature of this requirement is to be developmental, the faculty instructor will identify at least one additional element to include in their class requirements (these are frequently things like a case conceptualization presentation) that is designed to provide training that is developmentally appropriate and will increase the skills of students in the course. The instructor will take into account the current skill level of students in the class when setting the nature and evaluation standards for this requirement
   b. Complete outcome activities appropriate with the course sequence. In each semester, students should review their practicum class requirement with their site supervisor and have their site supervisor sign the form documenting that they reviewed the outcome data requirement no later than the 4th week of classes.

7. First semester of practicum: Students will complete an outcome assignment in which they present (in a format determined by the instructor) data documenting their ability to obtain and appropriately interpret outcome data, using it to inform their therapy for one client. For this semester, standard measures used by the site can be used by students to meet the minimum criteria of this requirement. The students must reflect on what the outcome data means about their therapy and what they should do differently (if anything) based on the outcome data.

   Students must have a minimum of two data-points on one outcome measure (can be the standard measure used by the site) from two different sessions across their work with one client to meet this requirement.

8. Second semester of practicum: Students will complete an outcome assignment in which they present (in a format determined by the instructor) data documenting their ability to obtain and interpret outcome data across time, using it to inform their therapy for one client. For this semester, the students must use some other measure in addition to any standard measures used by the site. The student can also choose to present data from the standard measure used by the site, but the standard measure cannot be the only data collected. Students must also be able to articulate whether the client has made reliable improvement using the measure they select and must reflect on what the outcome data means about their therapy and what they should do differently (if anything) based on the
outcome data. **Students must have at least three data-points on a measure (other than the standard one used by the site) from three different sessions across their work with one client to meet this requirement.**

9. **Third semester of practicum:** Students will complete an outcome assignment in which they present (in a format determined by the instructor) data documenting their ability to obtain and interpret outcome and alliance data across time, using it to inform their therapy for one client. For this semester, the students must use two different sources of outcome data across at least three different sessions and a measure of the alliance (e.g., PCOMS system) used as appropriate (frequency of the use of the alliance measure will depend on the individual measure and its intended use as well as instructor preferences). Students must be able to articulate whether the client has made reliable improvement using the outcome measures, reflect on what the outcome data means about their therapy and alliance, and what they should do and/or did differently (if anything) based on the outcome and alliance data. **Students must have at least three data-points for two outcome measures (other than the standard one used by the site) from three different sessions for one client and have at least one data-point from an alliance measure for that client.** One of the outcome measures (though not the alliance measure) can be behavioral observation data (e.g., timely arrival to session, completion of assigned homework, process response to process statements made by therapist, frequency of expression of affect).

10. **Fourth semester of practicum:** Students will complete an outcome assignment in which they present (in a format determined by the instructor) data documenting their ability to obtain and interpret outcome data across time, using it to inform their therapy for one client (students must do this for a minimum of two clients). For this semester, the student must use two different sources of outcome data for at least three different sessions and at least one data-point from a working alliance measure (e.g., PCOMS system) used as appropriate (frequency of the use of the alliance measure will depend on the individual measure and instructor preferences). The student will do multiple presentations for 1 client across time (unless a client drops out, in which case they can retroactively present data on another client and start using that client). The presentations are as follows: (1) Pre-Treatment presentation – students present baseline data on the two outcome measures and describe how it will inform their work with the client; (2) Pre-to-Mid Treatment change presentation – students present current outcome data describing whether the client has changed [or not] and how their work with the client will be modified [or not] based on the data and the student will discuss the meaning of available data (at least one data-point) from the alliance measure; and (3) Change Through Final Session presentation – students present outcome data and describe how the client made progress [or not] and their assessment of why the change or lack of change occurred. **In sum, the student will present at least three data-points on two different outcome measures (other than the standard one used by the site) from three different sessions for one client and**
present data from an alliance measure. One of the outcome measures (though not the alliance measure) can be behavioral observation data (e.g., timely arrival to session, completion of assigned homework, process response to process statements made by therapist, frequency of expression of affect). The presentations must occur throughout the work with the client. Students must be able to articulate whether the client has made reliable improvement using the outcome measures and reflect on the meaningful progress of the client. Students will reflect on what each aspect of the outcome data means about their therapy and what they should do and/or did differently as a result of the data. Students must also integrate the outcome data for each client.

D. Client Contact Hours

1. Policies concerning group counseling. The practicum experience and PACE are designed to train you to a high level of competency in individual counseling/psychotherapy. However, you are also expected to have some experience in leading groups. Students who enter the program during or after Fall, 2017 are required to have experience leading/co-leading a group (in addition to the simulated groups completed as part of the Group Counseling course) and must have a satisfactory Group Therapy Evaluation Form submitted as part of the Professional Competency Portfolio. This requirement can be met at any point in the program where the student obtains group therapy experience prior to submitting the portfolio and must be successfully completed by the time the student takes the oral exam. Some clock-hour credit toward your 300 hours can be met by seeing individuals in group sessions, however, in no case should your number of individual psychotherapy contact hours fall below 200.

2. Policy concerning client diversity. One of the most important considerations in practicum and PACE training is that you see clients of diverse backgrounds and cultural groups. If your “client load” persistently consists of only one ethnic group, this issue should be discussed with your practicum instructor and the DOPT, who will do what they can to assist you in obtaining a more diverse group of clients. If for some reason your particular practicum or PACE placement affords little opportunity to see individuals of diverse cultural groups, this fact will be considered by the program (and should also be considered by you) in your placement the following year. Diversity is also important along the dimension of “presenting complaint.”

3. Policy concerning brief sessions. It is assumed that the majority of your client sessions will be 50-60 minutes in length. If you are placed in a setting requiring, as a general rule, shortened sessions, these should be recorded as fractions of a client contact hour. For ease in record keeping, isolated instances of a slightly shortened session may be counted as a full hour of contact just as isolated instances of unusually long sessions should be counted as one hour. If you are in doubt about a situation, check with your university supervisor.

4. Policy concerning number of sessions per client. Although we have no hard and fast rules about how many of your client hours should be in cases where clients
were seen for longer than, just as an example, eight sessions, we will try to choose sites that do offer you diversity. We hope you will be able to see at least a few clients for 15-20 sessions, although this may not be possible at any given site. The majority of your client contact hours should be in the range of 3-15 sessions per client.

VII. **Student Evaluation**

Grades in practicum are assigned as either “satisfactory” or “unsatisfactory.” The grade is assigned by your practicum class instructor with input from your university supervisor (if these two are not the same individual) and your on-site supervisor. For practicum and externship, your on-site supervisor will be asked to complete a written evaluation (see downloadable “Practicum Student Evaluation Form” on the Program’s webpage) at the end of each semester. Also see Policy #23 (Practicum Evaluation) in our Program Policies for additional explicit rules concerning minimum performance requirements in practicum as a function of whether you are in your first year versus your second year of practicum.

A grade of “unsatisfactory” may for practicum be assigned when the student fails to meet the criteria in Policy #23, as well as for egregious underperformance in any of the evaluated dimensions on the evaluation form. The following language is directly from Policy #23 describing the required ratings on the form completed by the supervisor for a grade of Satisfactory in Practicum:

The following scale will be used for on-site supervisors to evaluate students on each of the dimensions listed on the program practicum evaluation form:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unacceptable</td>
<td>Substantially Below Beginning Practicum Student Skill Level</td>
<td>Below Beginning Practicum Student Skill Level</td>
<td>Consistent with Beginning Practicum Student Skill Level</td>
<td>Consistent with Some Prior Clinical Experience</td>
<td>Consistent with Advanced Practicum</td>
<td>Above Skill Level of Advanced Practicum Student</td>
<td>Substantially Exceeds Skill Level of Advanced Practicum Student</td>
</tr>
</tbody>
</table>

A. **For Students in COUN 7910**

To receive a grade of “satisfactory” in practicum, the student must receive ratings from the on-site supervisor which have the following characteristics:

1) *No dimension may be rated “unacceptable”*
2) *No more than two of the rated dimensions can be rated “substantially below beginning practicum student skill level” starting in spring term of 2017*
3) *At least half rated dimensions must be rated “consistent with beginning practicum student skill level” or better*
In addition, a grade of “satisfactory” in practicum requires that the on-site supervisor who completes the form be a licensed psychologist in the jurisdiction where the student engaged in the clinical work and that the on-site supervisor who completes the form indicate that their evaluation is based at least in part on video-taped or live observation of the student’s work. Audio-taped observation will not be sufficient. If the on-site supervisor does not verify that they are a licensed psychologist and that their supervision of the student involved videotaped or live observation, the practicum instructor can substitute their own observation provided that they were able to observe the student’s work through video-tape review or live observation.

B. For Students in COUN 8910

To receive a grade of “satisfactory” in practicum, the student must receive ratings from the on-site supervisor which have the following characteristics:

1) No rating of “unacceptable”
2) No more than one rated dimension may be rated “below beginning practicum student skill level” starting in spring term of 2017
3) At least half of the rated dimensions must be rated “consistent with some prior clinical experience” or better

In addition, a grade of “satisfactory” in practicum requires that the on-site supervisor who completes the form be a licensed psychologist in the jurisdiction where the student engaged in the clinical work and that the on-site supervisor who completes the form indicate that their evaluation is based at least in part on video-taped or live observation of the student’s work. Audio-taped observation will not be sufficient. If the on-site supervisor does not verify that they are a licensed psychologist and that their supervision of the student involved videotaped or live observation, the practicum instructor can substitute their own observation provided that they were able to observe the student’s work through video-tape review or live observation.

Note. The above are typically considered necessary, but not sufficient conditions to receive a grade of “satisfactory” in practicum. Although the instructor will carefully consider the on-site supervisor’s feedback, because the instructor bears final responsibility for assigning the grade, and because a variety of factors (including but not limited to, class attendance, class performance, responses to instructions from the instructor, and overall competence of the on-site supervisor) must be considered in assigning the final grade, exceptions to the above can be made by the instructor.

For externship, the following criteria from Policy #23 (pasted from the policy) describe the minimum levels of performance required for a grade of Satisfactory:

Starting in Fall, 2017, students will be required to register for “Externship” in terms when they are completing a Program Approved Clinical Experience (initially taught as COUN 8970). Because students from a range of training levels enroll in externship, a grade of “satisfactory” in
externship requires that:

- Students must submit documentation of the hours earned while completing clinical work
- Students must submit an evaluation of their program approved clinical experience from a supervisor
- In general, the evaluation must be from a licensed psychologist who observed the student’s work

The following policies will govern how your supervisor completes the evaluation:

1) At the start of each semester, you will receive a message from the DOPT or DOT explaining what system we will use for obtaining the evaluations. The system will typically be either TK20 or Qualtrics. You will receive a link (within that email or directly from the system being used) that requires you to enter your supervisor’s or supervisors’ contact information. That information you submit will inform the system that you are enrolled in practicum and/or completing one or more program approved clinical experiences.

2) At the end of the semester by direction of the DOT or DOPT, the system used will send an evaluation to your supervisor for completion.

3) Students in practicum should print a copy of the evaluation form for the practicum class supervisor/instructor (this can be submitted to the instructor as a PDF).

Given the complexity of judging performance in practicum, it is impossible to list all student behaviors which might result in a grade of “unsatisfactory.” These behaviors include, but are not limited to, failure to meet course requirements as stated in the course syllabus, failure to keep your supervisor appropriately informed concerning your clients, especially any high-risk situations, failure to work satisfactorily within the context of your practicum setting, failure to follow the instructions of your supervisor, or for violation of the APA’s Ethical Principles of Psychologists and Code of Conduct. If you receive a grade of “unsatisfactory,” the counseling psychology faculty will meet to determine a course of action designed to assist you in improving your skills, unless your behavior is so egregious as to merit dismissal from the program. As a minimum, the program requires that you receive a grade of “satisfactory” in each of four semesters of practicum enrollment.

Students completing a PACE outside of practicum do not receive a grade unless they are enrolled externship or internship (for which the instructor receives input from the supervisor at the site prior to assigning the grade); however, the DOT or DOPT will review each evaluation to be sure that the student is receiving satisfactory ratings (generally, in making this determination, the same guidelines used for the 1st year of practicum will be used for those who have not yet completed their first year of practicum and the guidelines for the 2nd year of practicum will be used for all other students). In the event that the evaluation does not reflect satisfactory ratings, the DOT or DOPT will take steps to identify a plan for the student to improve. These steps may involve consultation with the supervisor at the site, meeting with the student, recommendations for the student, and/or development of a formal remediation plan.
VIII. Documenting Experience and Keeping Client Records

Students in practicum or another PACE are required to complete the applicable portions of the most recent APPIC Form which is also used for students applying for internship. In general, students are encouraged to use Time2Track, but students may also use the system developed by APPIC or the excel file available from the University of Kentucky. The recommendation for using Time2Track is based on feedback from previous students. The decision to allow students to use the MyPsychTrack or the excel file reflects the fact that students will need to pay for Time2Track.

You are expected to follow both agency policy as well as the APA Ethics Code in keeping records and in maintaining them. You should also consult the APA Record Keeping Guidelines. Obviously, confidentiality must be stringently observed. Furthermore, keeping complete, accurate, and timely records at your practicum or PACE site for each of your clients is a matter of good clinical practice and of ethical responsibility. Because the availability of a complete, accurate, and up-to-date file for each of your clients is an absolute must in any agency, failure to keep good client records at your site may result in serious disciplinary action. The APPIC internship form which you use to document your experience will enable both you and the counseling psychology program to have a good record of the types and numbers of clients which you have seen in your practicum experience and/or PACE. You will find such documentation to be of significant assistance to you as you apply for internship, state licensure, and other credentials in psychology. A pdf of the hours in APPIC format must be submitted to your practicum class instructor each Semester. The APPIC format is generally understandable. However, there may be questions about special circumstances, such as how to count certain hours. If you have such questions, contact the program DOPT or DOT.

You will submit your hours for the program using a data collection system designated by the program (typically, Qualtrics or TK20). At the start of each semester, you will receive a message from the program or directly from the selected system (either Qualtrics or TK20) allowing you to enter your supervisor’s or supervisors’ contact information. That will inform the system that you are enrolled in practicum and/or completing one or more program approved clinical experiences. At the direction of the DOT or DOPT, the data collection system the program uses will send an evaluation to your supervisor for completion. In addition, you will enter your hours at the end of each term. It is important that students enter the hours no later than the last day of the term. If the student will continue to accrue hours for a few more days, an updated pdf of the hours can be sent to the DOT or DOPT. Students enrolled in practicum class should only count hours from the experience that counts for the class when reporting their hours at the end of the term to their instructor. They should submit the DOT or DOPT a pdf with all their hours separately using the format specified by the DOT or DOPT (typically, Qualtrics or TK20). Finally, students in practicum should submit a copy of the hours for the practicum class supervisor/instructor.
IX. Insurance

The College of Education or the University has typically purchased insurance for all students with automatic billing to student accounts during their 3rd, 4th, and internship years.

X. Difficult Cases/Emergencies

As a matter of policy, you are required to bring, as quickly as possible, to the attention of your on-site supervisor as well as your university supervisor/instructor (when applicable), any case involving an expressed or implied threat to the life or property of either the client or others. You are also required to solicit assistance in any case involving the client’s admission of having committed, or threat to commit, any crime, including child abuse. Students are specifically directed to bring to the attention of their on-site supervisor and university supervisor/instructor any serious breach of the client-therapist boundary. Such examples include a client asking you for a date, expressing romantic interest in you, or threatening you in any way. Other cases which necessitate notifying supervisors include allegations by the client made to you or of which you become aware, suggesting that you have abandoned, mistreated, broken the confidentiality of, or romantically or sexually enticed the client. In cases of emergency, you should first attempt to contact your on-site supervisor and if he/she is not available, that person’s supervisor. Your university supervisor/instructor should also be notified as soon as possible.

The cardinal rule in emergencies is to seek supervision and consultation. It is imperative that you keep contacting supervisors (or their supervisors) when there is any serious situation (examples include, but are not limited to, the above).

XI. On-site Administrative Issues

You are bound by any and all policies established by the practicum or PACE site. You should ask for a copy of the site’s policies affecting you and read these immediately. As noted above, any conflicts between on-site personnel policies and requirements levied upon you by your training program should be brought to your supervisor’s attention immediately. The Director of Practicum Training is responsible for ensuring that such potential conflicts are kept to an absolute minimum.

XII. Ethics

Your behavior, specifically in carrying out your practicum and PACE responsibilities, is to be guided at all times by the APA “Ethical Principals of Psychologists and Code of Conduct.” You are asked to bring to the attention of your university supervisor/instructor, DOPT, or DOT any instance of unethical or unprofessional conduct at your practicum or PACE site, or among your peers, especially any activity affecting you, your clients, or the performance of your duties. The counseling psychology faculty requests that you report to your faculty advisor, or the DOT, or the DOPT, or the Department Head, any unethical or unprofessional conduct on the part of your university supervisor/instructor.
XIII. Your Rights/Protection

At all times, but in particular during your enrollment in practicum and completion of a PACE, we want to assure you that we are committed to protecting you appropriately. Be sure to read the policy statement concerning Discrimination and Harassment which outlines the Program's commitment to protecting you from discrimination and harassment. If you will bring problems to our attention, with your permission we will take action to end the discrimination or harassment.

XIV. Summary

These policies are designed to assist you in a number of ways. The counseling psychology faculty encourage you to make suggestions which you believe have the potential of strengthening the positive impact of the policies on your practicum experience and/or PACE. Your suggestions may be made to any member of the counseling psychology faculty and, in particular, the DOPT is available to hear such suggestions. We encourage you to make use of professional workshops and other training opportunities to augment the structured experiences described by these policies.