

INTRODUCTION

Many students have questions or concerns about the clinical course sequence, and this manual is designed to assist in addressing these concerns.

The Practicum/Internship course sequence is designed as a culminating departmental experience which allows the student to practice and refine the skills that have been learned in previous courses. In the clinical courses the student will apply what has been learned by integrating theory and experience in a way that makes sense to the student and is helpful to his/her clients. Therefore, the student: (a) must have completed a minimum of 24 credit hours of course work which includes the completion of the following core courses: COUN 501 Introduction to Counseling, COUN 515 Statistics and Research in Counseling, COUN 670 Counseling Theory and Techniques and for those in the School Counseling Program, COUN 660 Organization and Administration of School Counseling (or concurrently) and (b) must plan to finish his/her program in the academic year the internship is completed.

This course sequence is designed to include participation in intensive “hands on” experiences in an area of counseling at a site of the student’s choice. Weekly on-campus-seminars will be held to integrate theory and small group practice and to enable the student to discuss clinical experiences and concerns. In addition, one hour of individual supervision is also scheduled on campus with a faculty individual supervisor.

The clinical sequence is a series of two or three semester courses offered only during the academic year. No clinical course is offered during the summer session.

The Department assumes that the individual who takes this series of courses is ready for this intensive experience. In the event the individual cannot demonstrate the basic counselor skills and knowledge competencies required to counsel clients at the Clinical Site, the TCNJ faculty instructor may require course withdrawal, appropriate remediation, and/or alternative placement and scheduling.

Students are expected to behave professionally at their clinical sites and to follow the American Counseling Association (ACA) Ethical Standards in the performance of all clinical responsibilities. The faculty supervisor reserves the right to (1) discipline and/or dismiss from the course any student who behaves unprofessionally or unethically at the site, and (2) exact grading penalties, including grades of F, for the course or for any work or assignments associated with such disciplinary actions.

The following page provides a summary of important information concerning the clinical sequence.

THE CE CLINICAL EXPERIENCE
IMPORTANT INFORMATION

Do you qualify for clinical placement at this time?

- Completed 24 credits
- Completed the following core courses: COUN 501 Introduction to Counseling, COUN 670 Counseling Theory and Techniques, and for those in School Counseling, COUN 660 Organization and Administration of School Counseling (or concurrently)
- Plan to graduate at the completion of internship

Select your clinical site

- Does it meet your professional needs?
- Does the site supervisor have a minimum of an MA and 2 years professional experience?
- Will you have time for regular supervision?
- Will you be able to audio/videotape counseling sessions?

How much time must I devote to my clinical experience?

- A total of 700 hours
- 280 hours (of the 700) must be direct client contact including individual, group, and consultation
- 1 hour per week of supervision by your site supervisor
- 1 hour per week of individual supervision **ON CAMPUS** during the Practicum
- 1 1/2 hours per week in class with your faculty group supervisor

PRACTICUM SEMINAR (COUN 690)

Course Description

The purpose of this course is to provide students with highly supervised counseling experiences. Students will establish counseling relationships with appropriate clients, develop and implement counseling interventions and work within the structure of a counseling site. Students are required to participate in a practicum placement experience specific to their counseling program specialization. The practicum placement will be approved and supervised by the college. Field visitations as well as individual and group supervision will be integral parts of this practicum experience.

Learning Objectives

Content Learning Goals

1. Demonstrate knowledge of social and cultural issues which affect clients and how these issues affect counseling processes. (II K. 2. d)
2. Demonstrate knowledge of appropriate individual, couple, family, group, and community strategies for working with diverse populations and ethnic groups. (II K. 2. e; II K. 5. d)
3. Explain the formal and informal organizational structure of a counseling agency (community agency students) or analyze the similarities and/or differences of counseling services across the K-12 grade levels (school counseling students). (II K. 1. b)
4. Discuss professional issues pertinent to counselors such as professional organizations, licensure and certification, and continuing education. (II K. 1. e)
5. Identify the legal and ethical issues involved in working with clients and their families. (II K. 1. h; II K. 2. f; II K. 5. g)

Performance Goals

1. Establish counseling relationships with appropriate clients and utilize essential interviewing and counseling skills to develop a therapeutic relationship, establish appropriate counseling goals, design intervention strategies, evaluate client outcomes, and successfully terminate the counselor-client relationship. (II K. 5. b)
2. Apply affective, behavioral, cognitive and systemic counseling theories to actual case studies. (II K. 5. c, d)

3. Utilize appropriate client record keeping systems. (II K. 5. b,g)
4. Provide peer support and supervision through class discussion and exercises.
5. Prepare, review and discuss audio and/or videotapes of student's interactions with clients (II K. 5. b)

Clinical Requirements for Practicum

Practicum COUN 690 requires a one hundred (100) hour professional clinical experience during one academic term. Forty (40) of these hours must be in direct client contact, ten (10) hours of which must be with group work. The remaining hours will be in other professional activities. The Practicum will also consist of a variety of supervised clinical experiences such as:

1. A one and one-half (1 1/2) hour group seminar will meet each week at the college. A faculty member will give direction to the practicum experiences and will be a liaison with the Individual Supervisor and Site Supervisor. A student taking a one term Internship will take Practicum COUN 690 in the fall semester. A student taking a two-term Internship will take Practicum COUN 690 in the spring term prior to Internship.
2. A minimum of four and one-half (4 1/2) hours per week will be spent at the clinical site. Of these 4 1/2 hours, 2-3 hours per week will be spent engaged in counseling. A total of at least 10 hours during the semester must be spent in group counseling. The remaining time will be concerned with other professional activities.
3. The Site Supervisor will provide one (1) hour of personal supervision each week and direct the student's work at the site. Weekly written feedback will be provided to the student by the Site Supervisor. Refer to the Individual Supervision Session log on the CE website.
4. The student also will be assigned a faculty or affiliate faculty member who will be the Individual Supervisor who will review client progress each week. This supervision will be for one hour a week and take place at a time to be determined by the assigned Individual Supervisor at the beginning of the Practicum. The student will be required to provide audio and/or video tapes for review during the individual sessions throughout the term. All tapes must be of good auditory quality to fulfill this requirement.

INTERNSHIP COUN 693 (ONE TERM) OR COUN 694/695 (TWO TERMS)Course Description

The purpose of this course is to provide students with an intensive, supervised on-the-job counseling experience specific to students' counselor education program specialization and totaling a minimum of 600 hours. Emphasis will be upon analyzing and strengthening the application of counseling skills, maximizing utilization of community resources and facilities, and identifying and developing the consultation skills needed to negotiate professional counseling and administrative systems. Internship placements will be approved and supervised by the college. Advanced level weekly individual and group supervision sessions are required components of this internship experience.

Learning Objectives

Content Learning Goals

1. Demonstrate knowledge of social and cultural issues which affect clients and how these issues affect counseling processes. (II K.2c)
2. Discuss professional issues pertinent to counselors such as professional development, advocacy, professional organizations, licensure, and certification. (II K.1.e)
3. Identify the legal and ethical issues involved in working with clients and their families. (II K.1.h; II K.2.f)

Performance Learning Goals

1. Gather, analyze and interpret increasingly more complex individual and group counseling interactions; (II K.5.b)
2. Generate, test and identify treatment hypotheses appropriate to a broad range of presenting counselee issues and concerns; (II K.5.b)
3. Describe, differentiate among, and employ major counseling theories and techniques as they apply to a broad range of presenting counselee issues and concerns; (II K.5.c,d)
4. Screen, conduct and critically analyze a counseling group appropriate to their level of competence and area of program specialization; (II K.6.c,d,e)
5. Conceptualize client cases with respect to nature of the problem, history of the client (including strengths and resources), and personality and environmental factors, and then develop treatment goals and strategies based on this conceptualization. (II K.5.b,c)
6. Strengthen, evaluate and discuss the impact of his/her own counseling style and skills on individual and group client populations. (II K.5.c)

7. Provide peer support and supervision through class discussion and exercises.
8. Expand both their network and use of community resources and facilities.
9. Understand and perform effective consultation, coordination and referral services. (II K.5.e)
10. Prepare, review and discuss audio and/or videotapes of student's interactions with clients (II K.5.b)

Clinical Requirements for One Term Internship (COUN 693) (6 credit hours)

A student enrolled in full-time Internship must accumulate six hundred (600) hours in professional activities during one (1) academic term (spring semester). Two hundred and forty (240) of these hours must be in direct client contact, including consultation, individual and group counseling. The remaining hours will be in other professional activities. The Internship will also consist of a variety of supervised experiences such as:

1. A one and one-half (1 1/2) hour group seminar supervision will take place at the college each week with a faculty member. This faculty member will also be working with the Site Supervisor regarding site activities.
2. Thirty eight and one-half (38 1/2) hours per week will be spent at the site engaged in professional activity. At least sixteen (16) hours of direct client contact (counseling) must take place. The remaining hours will be in other professional activity.
3. The Site Supervisor will provide the student with at least one (1) hour of personal supervision per week. Weekly written feedback will be given to the student (Refer to the Individual Supervision Session log on the CE website).

Clinical Requirements for Two-Term Internship (COUN 694/695) (6 credit hours)

A student enrolled for a Two-Term Internship must accumulate six hundred (600) hours in professional activities during two (2) academic terms. (Fall and Spring semester sequence only.) Three hundred (300) hours in each of two terms will satisfy this requirement. One hundred and twenty (120) hours each term must be in direct client contact, including consultation, individual and group counseling. The remaining hours will be in other professional activities. The two-term Internship will also consist of a variety of supervised experiences such as:

1. A one and one-half (1 1/2) hour group internship seminar will take place at the college each week with a faculty member. This faculty member will also be working with the Site Supervisor regarding site activities.
2. Eighteen and one-half (18 1/2) hours per week will be spent at the site engaged in professional activity. At least eight (8) hours of direct client contact (counseling) must take place. The remaining hours will be in other professional activity.
3. The Site Supervisor will provide the student with at least one (1) hour of personal supervision per week. Weekly written feedback will be given to the student (Refer to the Individual Supervision Session log on the CE website).

It is important for you to understand that if you take a two-term Internship:

1. You will register for Practicum for the Spring Term prior to the Internship year.
2. You must register for a two-term Internship during the Spring registration preceding the academic year in which you plan to enroll in this “two-term” Internship. Registration for this two-term Internship requires separate registration for each term - COUN 694 (Fall) and COUN 695 (Spring). You must reregister in the Spring for the Fall Internship and in the Fall for the Spring Internship.
3. You must complete all requisite evaluation forms and have all requisite evaluations made of you during BOTH for the academic terms in which you are enrolled for the two-term internship.

NOTE:

The above models will work in most settings, but with the approval of your group supervisor the student can work more hours in the practicum term and “bank” these hours to meet the Internship requirement. As an example, the student worked two hundred (200) hours during the practicum term and “banked” one hundred (100) hours for Internship. During the second term five hundred (500) hours would be worked rather than six hundred (600) hours. Other variations in hours per term can also be worked out as long as the total of seven hundred (700) hours is achieved.

It is expected that a student in an Internship assumes far more professional responsibility than a student enrolled in a practicum. A student in an Internship is expected to assume all the responsibilities of a regular professional staff member of the setting in which the student is doing the Internship.

Supervision:

Students enrolled in Practicum or Internship are required to have at least one (1) hour per week of individual supervision and one and one-half (1 1/2) hour per week of group supervision by approved supervisors. The faculty member who leads your Practicum/Internship Seminar is your Group Supervisor. Your Individual Supervisor during Practicum may be any member of the faculty, or an adjunct faculty member. The Department Clinical Coordinator assigns the Individual Supervisors to students enrolled in Practicum. You will be notified who your Individual Supervisor will be by the Clinical Coordinator.

CLINICAL SITE REQUIREMENTS

**NOTE: All Clinical forms may be found at the Counselor Education website:
www.tcnj.edu/~educat/counselor/index.html**

There are a number of requirements the Clinical Field Site must provide which should include:

1. The Clinical site must provide the student with the opportunity to counsel clients and provide personal supervision of the student's work. The key to student success in clinical is to have a Site Supervisor who spends time reviewing the student's work and coaching the student. At least one (1) hour of personal supervision is required per week. This supervision will span both the Practicum and the Internship experience. Weekly written feedback will be provided to the student and copies will be provided to the Faculty Group Supervisor.
2. The Site Supervisor must possess the minimum of a master's degree in counseling or a related field, and have two (2) years of relevant experience. The student will include all relevant site supervisor information with the Clinical Site Approval Request form. This information is to be submitted to the Clinical Coordinator by dates identified later in this manual.
3. Site Supervisors are asked to complete an evaluation after the student has completed 100 hours at the site and a final evaluation of the student's progress at the end of each academic term. Optimally, evaluations are based on individual learning objectives that are mutually developed at the inception of each clinical experience and which reflect the course objectives and site requirements. Areas of assessment include the following:
 - Counselor Personal Characteristics
 - Skill in Counseling
 - Career Counseling (if applicable)
 - Referral Skills
 - Strengths and/or weaknesses
4. In the event the clinical site cannot provide counseling opportunities and supervision that satisfy the Practicum/Internship requirements, The College of New Jersey faculty instructor may require student course withdraw, appropriate changes, and/or alternative placement and scheduling.

5. The student will need to spend a specific minimum number of hours each semester engaged in counseling and counseling related activity, including consultation, and individual and group counseling. Each term covers 15 weeks. **Students are required to stay at their clinical site for an entire semester, even if their clinical hours are completed.** Any other arrangement requires instructor and supervisor approval and is usually granted only in cases of medical or family crises.

6. Clinical Hours
 - a. Group counseling and home visits count double when recording direct client hours on your clinical log sheets.
 - b. Students may not begin to acquire hours at their Practicum site until the semester begins. Exceptions can be made for orientations and other activities pre-arranged with the Clinical Coordinator.
 - c. Students enrolled in the three term clinical sequence can accumulate up to 120 hours between the end of Spring semester and the start of Fall semester. Students enrolled in all clinical sequences can accumulate up to 120 hours between Fall and Spring semester.

7. While individual and group counseling are primary activities of any clinical experience, other professional activities will be part of the learning experience and will be shaped by the student's interests, abilities, past experiences and goals. Some traditional activities have included the following:
 - Individual Counseling (required)
 - Group Counseling (required)
 - Consultation
 - Case Conferences
 - Parent Conferences
 - In-Service and Training Programs
 - Orientation of New Clients
 - Participation in Departmental Staff Meetings
 - Information/Orientation Group Sessions
 - Workshop Presentation and Coordination
 - Testing
 - Writing Case Notes

8. While enrolled in the clinical sequence COUN 690, 693, 694/695, students are required to submit audio and/or video tapes of counseling sessions to be utilized during supervision. At least three tapes will be reviewed with their on-campus individual supervisor during COUN 690 and at least three tapes will be reviewed with their site supervisor during COUN 693,

694/695. Supervisors will indicate that a tape has been reviewed on the individual supervision session log sheet.

The course instructor for COUN 690, 693, 694/695 will explain this requirement to the site supervisor during the site visits and discuss ways in which the student will be able to meet this requirement at the site. If the site supervisor indicates that the site does not allow taping, then the student will have to make an alternate arrangement such as providing tapes of role-plays. This is only permitted after the group supervisor and site supervisor have explored all possible options for taping. At the end of each semester the course instructor will check the individual supervision log sheets to ensure that requirements have been met.

Copies of permission to audio/videotape consent forms can be found on the Department of Counselor Education website.

9. The college provides both physical injury insurance coverage and professional liability for the clinical student during the academic terms. However, the student is not covered by the college's insurance while at the site at times other than the official academic semester. Some sites also provide professional liability insurance for their interns. Each student will need to evaluate the clinical site to determine if professional liability insurance is available to the student. Although it is a rare occurrence that would require the protection provided by professional liability insurance, the Department recommends membership in ACA and enrollment in the professional liability insurance plan that is available to all ACA members. Membership and insurance information can be obtained in the Department Office.
10. Students who will be working in a school setting are required by State Law to have a negative Mantoux Intradermal Tuberculin Test (TB) result. This test may be completed by visiting the Health Center in Community Commons if the student has not already been tested.
11. Clinical sites may require graduate counseling student interns to be fingerprinted and undergo a criminal history background check or provide assurance that he/she has not been convicted of, or have charges pending for, any disqualifying offense, which may include, but not be limited to:
 - Any crime of the first or second degree;
 - Any crime involving sexual offense or child molestation;
 - An offense involving the manufacture, transportation, sale, possession, distribution or habitual uses of drugs or any violation involving drug paraphernalia;

- Any crime involving the use of force or the threat of force to or upon a person or property, including, but not limited to, robbery, aggravated assault, stalking, kidnapping, arson, manslaughter and murder;
- Any crime of possessing a weapon;
- A third degree crime of theft or a related offense;
- An offense of recklessly endangering another person, terroristic threats, criminal restraint, luring or enticing a child into a motor vehicle or isolated structure;
- An offense of causing or risking widespread injury or damage;
- Any crime of criminal mischief, burglary, usury, threat or other improper influences, perjury and false swearing, resisting arrest, or escape;
- Any conspiracy to commit or attempt to commit any of the crime described above.

12. Substance Awareness Coordinator (SAC) Clinical Requirements:

Students pursuing SAC certification must complete 300 hours of the total 700 clinical hours performing SAC activities under the supervision of a SAC certified supervisor. The SAC portion of the clinical requirements may or may not be in the same setting as the primary clinical site.

One-hundred and twenty (120) hours, of the required three-hundred (300) hours of professional clinical experience working with a SAC certified supervisor must be in direct client contact, ten (10) hours of which must be group work. The remaining hours will be in other professional activities.

13. School Counseling students:

Some school districts require a letter from the College indicating that the student is in good standing and is requesting an internship. To request a letter, contact the Clinical Coordinator and provide the following information: name and address of school personnel to receive letter, semester in which you intend to begin Practicum, in which level you would like to be placed (elementary, middle or high school) and preference for a particular school (optional, and only if pre-arranged with the school district). Allow at least one week for our office to send the letter.

14. Pennsylvania School Counseling Sites: Information for Students Seeking Internships in Pennsylvania Schools

Many school districts in Pennsylvania require intern applicants to submit an application for an internship containing the following information:

1. a letter from the college indicating that the student is eligible for an internship and requesting placement for a particular semester or semesters, and at which school level (elementary, middle or high school)
2. a letter from the student requesting a placement for which semesters and which school level
3. resume
4. original transcript from the Registrar's office
5. TB test results
6. child abuse clearance certification
7. criminal background check certification

It is the student's responsibility to gather this information into a packet and give to the Clinical Coordinator who will then write a letter to the district and send the entire packet. Provide the Clinical Coordinator with the name and address of the contact person at the school district who should receive the packet.

The TB test can be done through your own physician's office or the TCNJ's Health Services.

To obtain child abuse clearance and criminal background check:

1. Go to www.dpw.state.pa.us
2. Look at left column and click on "General Information."
3. Click on "Forms and Publications."
4. Click on "Pennsylvania Child Abuse History Clearance Forms".
 - Provides instructions
 - Bottom click for Child Abuse Clearance Form and Criminal Record Check
 - Print out copies of both
5. Child Abuse Clearance Form
 - Fill out section I only
 - Send to provided address with requisite money order
6. Criminal Record Check Form
 - Fill out Part I only
 - Send to provided address with requisite money order

SELECTING THE CLINICAL SITE

The student is responsible for identifying and securing his/her own clinical site. The selection of a site will depend primarily upon individual goals, but also upon the realities of the availability of site locations and Site Supervisors.

The student should begin in the Fall term prior to the clinical sequence to clarify his/her general areas of interest and to attend the Clinical Orientation meeting (date to be announced). If the student continues to have questions due to the nature of an unusual request the Clinical Coordinator should be consulted. The student will want to consider the expectations the Department has for this course, the individual's personal learning goals, and the potential site possibilities in reaching a decision. Once a decision has been reached the student will want to explore potential clinical locations.

The student should explore sites that seem most appropriate to his/her needs and contact a staff member within the agency who would act as the supervisor and/or an appropriate administrator with the authority to authorize the student to work at the site. A meeting with this individual should be arranged to determine if the student and the supervisor can work together and to negotiate a preliminary plan for the clinical experience. This agreement will be sent to the Department on the Clinical Site Approval Request form.

If the student is unable to identify a clinical site, departmental assistance may be provided by reviewing a list of organizations that have either expressed interest in having TCNJ clinical students and/or have been prior clinical sites. This list can be reviewed in the department office.

Some Settings to Consider:

Educational Settings

- Counseling Offices in Schools
- Vocational Schools
- College Counseling Offices
- Career Planning and Placement Offices
- Educational Opportunity Fund Offices
- Admissions Offices
- Continuing Education Offices
- Evening Program Offices
- Student Life Offices (Student Activities)
- Housing or Residence Life Offices
- Campus Ministry Offices
- Health Services Offices

Agency Settings

Community Mental Health Centers
Children's Homes
Correctional Settings
Crisis Intervention Centers
Family Planning Centers
Geriatric Care Centers
Hospitals for Mental Illness
Employee Assistance Programs in Industry
Pastoral Counseling Centers
Physician's Offices
Health Maintenance Organizations
Psychiatric Centers
Psychological Consultants to Business, Industry or Education State
Employment Agencies
Suicide Prevention Centers
Vocational Placement Agencies
Welfare Departments
State Department of Human Services

DATES AND DEADLINES TO REMEMBER

1. Fall (Prior to Clinical) Orientation to the Clinical sequence is required. The purpose of the orientation is to provide further explanation of Clinical considerations and to answer student questions. (Dates to be announced.)
2. Spring or Fall Pre-registration is the time to identify student interest in taking this course sequence.
3. December 1 and April 1 Deadline for selecting a site and submitting the Clinical Site Approval Request form to the Clinical Coordinator.
4. December or July The student and Site Supervisor will be notified by the Clinical Coordinator of the acceptance of the site and Site Supervisor.
5. January or September Begin work at the Clinical site during the week classes begin and attend the first class meeting of Practicum 690.
6. January or September Review Practicum or Internship course learning objectives as well as the list of the clinical requirements and establish specific learning goals to be achieved for the semester.
7. January or September Begin meeting with your Individual Supervisor. This will usually be someone other than your Site Supervisor.

BEGINNING THE CLINICAL SITE ACTIVITY

Weeks One and Two

1. Meet with the Site Supervisor and finalize the expectations each has of one another and the kinds of learning opportunities and experiences to be provided for the duration of the Clinical experience (subject to mutual periodic review and renegotiation). These learning objectives are developed to meet the course objectives.
2. Secure some work space; a desk, phone, paper, and pens are usually essential.
3. Meet their staff members and administrators.
4. Explore sources of information available (file system, cumulative records, other materials).
5. Attend a staff meeting.
6. Know the buildings and facilities.
7. Discuss the formal and informal organization structure.
8. Identify and begin to meet clients.
9. Consult with the Site Supervisor for one (1) hour per week. Bring questions, issues and requests for assistance to the Site Supervisor. Receive written feedback from the Site Supervisor on the Individual Supervision Session Log, and have the supervisor sign the Log of Practicum Activities.

Week Three

1. Begin counseling or working on related counseling activities more independently.
2. Discuss and learn referral sources.
3. Explore the relationship of the setting to the community and community resources.
4. Consult with the Site Supervisor for one (1) hour per week. Bring questions, issues and requests for assistance to the Site Supervisor.

Sample audio and/or video recordings of cases and case notes are examples of work that may be reviewed. Receive written feedback from the Site Supervisor on the Individual Supervision Session Log, and have the supervisor sign the Log of Practicum Activities.

Week Four and Each Week Thereafter

1. Counseling to include varying number of specified individual and/or group client hours each week depending upon whether you are in practicum, one term or two-term Internship.
2. Consult with the Site Supervisor for one (1) hour per week. Bring questions, issues and requests for assistance to the Site Supervisors. Sample audio and/or video recordings of cases and case notes are examples of work that may be reviewed. Receive written feedback from the Site Supervisor on the Individual Supervision Session Log, and have the supervisor sign the Log of Practicum Activities.
3. Solicit specific feedback from the Site Supervisor on how to improve.
4. Maintain other activities at the site.