

COUNSELOR EDUCATION


Site Supervisor Information
Spring 2019
www.nccucounseling.com
(click *supervisors* heading)



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DIFFERENTIATION OF PRACTICUM & INTERNSHIP


Practicum	Internship
<ul style="list-style-type: none"> • 100 hour experience • May or may not have regular site supervision • Students expected to engage in individual and group counseling—not just observation 	<ul style="list-style-type: none"> • 600 hour experience—can be broken up into two semesters • Should mirror activities of working counselors • Final task before graduation



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DIRECT AND INDIRECT CONTACT HOURS

Direct	Indirect
<ul style="list-style-type: none"> • 40% required (minimum of 40 for practicum; 240 for internship) • “Breathing the same air” • Individual, group counseling and psychoeducation • Consultation—formal and informal 	<ul style="list-style-type: none"> • Can be up to 60% (60 for practicum; 360 for internship) • Examples: Paperwork, staff meetings, continuing education, telephone follow-up



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WHO DOES WHAT?

University Supervisor	Site Supervisor
<ul style="list-style-type: none"> • Critiques recordings – always with written client consent • Facilitates group supervision (and dyadic supervision for practicum) • Provides a grade of experience with supervisor input 	<ul style="list-style-type: none"> • Critiques recordings (not required, but allowed) • Provides one hour per week of individual supervision (Internship) • Rates student performance on evaluation form, ethics attestation • Provides place and resources for work • Helps to secure clients/students • Trains to conduct day-to-day activities at the site

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UNIVERSITY REQUIREMENTS

- You may receive a syllabus from the individual faculty supervisor.
- Course assignments for Practicum & Internship are uniform across instructors.
- Recordings are our primary means of supervising the clinical skills of our students.
- Students are given a consent form on our letterhead but could use one from you if you prefer.
- We want our students to be reflective.



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MEMORANDUM OF AGREEMENT

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MEMORANDUM OF AGREEMENT BETWEEN

Counselor Education Program, North Carolina Central University

and

Please print or type the name of the student

and

Please print or type the name of the cooperating agency/instructor

This Memorandum of Agreement (MOA) is for: PRACTICUM INTERNSHIP

Please select: Career Mental Health School

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STUDENT LIABILITY INSURANCE

All students must purchase liability insurance through the university. We handle this prior to the student's placement with you so you can rest assured they are covered as they join your site and work with clients/students.

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THE LOG

CON 5390: Internship in Counseling -- LOG of hours

For _____

Student Name _____

Department of Counselor Education
North Carolina Central University

ACTIVITY	WEEK														TOTAL	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14		15
Teaching																
Supervision																
Office of counseling																
Mental Counseling																
Group Counseling																
Administration																
Counseling																
Other (Specify)																
Other (Specify)																
Administrative																
Supervision																
Other (Specify)																

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DRESS CODE

THE NCCU COUNSELOR EDUCATION PRACTICUM/INTERNSHIP GUIDELINES FOR PROFESSIONAL DRESS

Wednesday, 19 November 2014

We have set some guidelines for you as you begin to move into your practicum and internship. Before you begin your practicum/interhip, check with your advisor about dress expectations. It is widely accepted that there is a "dress code" for presenting yourself in a professional way to clients and to potential employers. Remember, many of you will secure your first counseling job either directly or through connections made in your on-site experience. We want you to present yourself in a way that gives you an edge for success. Amy Beebe Connolly of ACA (Online Counseling Today, 10/1/07) offers reminders of what works in presenting yourself in the job market. Here is a summary of her advice:

- Professional appearance invites professional treatment.
- Dress for the position to which you apply.
- Dress with sensitivity to your audience.
- Always wear clothes that fit you now.
- Invest in classics such as black, navy, tan, brown pants/skirts and traditional tops, jackets, sweaters.
- Pay attention to details of grooming such as hair, nails, shoes, hygiene, unrimmed & mended clothes.
- Avoid the "body", too much of anything isn't advantageous whether it is makeup, jewelry, patterns, colors, high heels, etc.

In that same spirit, here are our expectations of how you will present yourself on-site:

- Dress to support your role not to engage attention for yourself personally. You are forming important perceptions in the eyes of others to whom you are offering service or representing yourself as a professional counselor.
- Absolutely no jeans are to be worn on-site or at professional meetings/conferences.
- Men should wear basic dress pants, shirts, and shoes. Avoid athletic shoes or sandals. Avoid t-shirts or slogan shirts. Ties and jackets are appropriate at times when you want to make a presentation.
- Women should wear basic dress pants, tops, and shoes. Avoid athletic shoes, flip-flops, high heels, and only wear lower heel dress sandals or boots. When wearing skirts, just above the knee length or longer is appropriate. Tops should not be at all revealing therefore off the shoulders, strapless, thin

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PROGRAM EVALUATION FORM

North Carolina Central University
171 E. Fifth St., Durham, NC 27608
919.487.2100 ext. 2100 Fax 919.487.2100

Clinical Placement Evaluation
Clinical Mental Health Counseling Placement

Counseling Student's Name: _____

Site Supervisor: _____

Site Address: _____

City: _____ **State:** _____ **Zip:** _____

Your name: _____ **Title:** _____ **City:** _____ **State:** _____ **Zip:** _____

Profession: _____ **Employer:** _____ **Phone:** _____

For most of the semester, we ask that you rate the student on the following scale:

1 = Below Standard
2 = Average Standard
3 = Above Standard

Please rate the items, with the sites that you are willing to place the student with other student counselors or successors, and the time.

Thank you for your time invested in our professor's future!

FOUNDATIONAL SKILLS	Scale				
	1	2	3	4	5
1. Ability to establish rapport with clients					
2. Ability to establish rapport with supervisors					
3. Ability to establish rapport with peers					
4. Ability to establish rapport with community					
5. Ability to establish rapport with clients					
6. Ability to establish rapport with supervisors					
7. Ability to establish rapport with peers					
8. Ability to establish rapport with community					
9. Ability to establish rapport with clients					
10. Ability to establish rapport with supervisors					
11. Ability to establish rapport with peers					
12. Ability to establish rapport with community					

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Continuing Education Webinars

Webinars on held on Tuesdays from 1-2pm

- February 12th: *Essential School Counseling* (Dr. Barrow)
- March 5th: *Understanding Bias-Based Bullying: A Guide for Professional School Counselors* (Dr. Dames & Panel)
- April 9th: *Bibliotherapy for Helpers: A Bookshelf for Personal & Professional Development* (Drs. Wasik & Barrow)
- May 7th: *Understanding Teens and Addiction: Trends and Treatment* (Dr. Horne)

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QUESTIONS/CONTACTS

- The student's university supervisor will be in contact with you regarding questions, evaluations, and concerns. Feel free to contact them at any time!
- Dr. Taheera Blount is the program's Field Site Coordinator and may be reached at tblount5@nccu.edu or 919-530-5207.
- Dr. Peggy Whiting is the Coordinator of all Counselor Education Programs and may be reached at pwhiting@nccu.edu or 919-530-6182.

THANK YOU FOR ALL YOU DO FOR OUR STUDENTS!

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