

PRACTICUM IN SCHOOL COUNSELING ORIENTATION

The Practicum in Counseling is the CAPSTONE experience of the program in school counseling. You MUST pass the Practicum with a grade of "B" or better.

Pre-requisites:

We expect that students have taken all 33 credits that are prerequisite and have only their elective left or taken. You must have passed Intro, Techniques and Groups with a grade of "B" or better. You must have successfully passed the Comprehensive Exam.

Students will need to petition, in writing, the graduate committee of Educational Psychology and Counseling for a meeting before October 1st to decide appropriateness for practicum placement if:

- 1) they have been convicted of a crime (felony or misdemeanor other than minor traffic violations)
- 2) they have charges pending on a crime (felony or misdemeanor)
- 3) they have had disciplinary proceedings initiated against them per Education Law 3020
- 4) they have been enrolled in Practicum before.

Practicum policies:

You may not do Practicum where you attended school or where you work.

You may not do Practicum in a district in which you have worked during the past five years.

You may not do Practicum if you are on academic probation.

Your field coordinator must have tenure and be a NYS certified school counselor.

You must work under **ONE** supervisor even if your duties overlap with other counselors.

You must be on-site for time commitment (not a consultant) and train there during school hours.

You must be there weekly for an entire semester.

You must complete your time commitment during the course of **ONE** semester (incompletes cannot be planned and are for emergency situations only).

You must do Practicum in a generic school counselor role (not BOCES, Alternative School).

No site further than one hour from Oneonta is acceptable.

Most areas within the counties around Oneonta including Otsego, Chenango, Schoharie, and Delaware counties are acceptable. Sites in Broome, Herkimer, Oneida, and Madison counties may be acceptable, if within one hour of Oneonta. Talk to me before approaching an "iffy" location. We are looking to use the same sites repeatedly to establish rapport and clear expectations.

You are expected to find your own placement, treating this as a job interview, but Dr. Tang has names and locations to suggest, if you're stuck, and feedback from prior students in a binder in her outer office.

If you incur felony or misdemeanor charges from the time of prepracticum orientation through the end of practicum, you **MUST** notify the department, submitting required paperwork and attending a review meeting.

Time commitment:

YOU ARE NOT TO BEGIN BEFORE THE FIRST DAY OF THE SEMESTER AT SUNY ONEONTA, OR TO CONTINUE AFTER THE LAST DAY OF UNDERGRADUATE FINALS

Field-based; 180 hours (min. of 2-2 1/2 days per week, appx. 14 weeks - 90 hours in direct service with a required 30 hours minimum in individual and/or group counseling combined)
 Campus-based: Weekly group supervision during the day, with appts. for individual supervision after class approximately every other week. These are usually daytime commitments arranged on Practicum class days.

*** Additional time will be required for: transcribing tape portions, preparing for peer and instructor supervision meetings, writing casenotes, logs, PILs, and peer feedback sheets. Plan for one to two week breaks in school schedules and for possible snow days, school emergencies, etc..

Course requirements:

Taping: You will tape EVERY counseling session for EVERY student for whom you get permission.

One to two transcripts and self-critiques are required for class presentations.

Three peer critiques and consultation meetings are required.

Regular supervision meetings with instructor with transcript of tape segment and self-analysis.

Casenotes on ALL regular counselees.

A caseload of 4-10 students per week; established by the 3rd week of the semester.

Weekly time and activity logs

Personal Insight Logs, weekly.

Liability Insurance (through ACA or ASCA).

Child Abuse Reporting training.

SAVE training.

DASA training.

Other commitments and stressors: Balancing time

I recommend the fewest other course and work commitments possible. You need to be able to provide CONSISTENCY in your schedule at your field site and FLEXIBILITY for scheduling appointments with your field supervisor, course instructor, and peer consultant.

- * Rethink your course and work schedule. *Rethink your timing for Practicum
- * Go to your site when SUNY is on break *Consider 3 days a week at site

Field coordinator responsibilities:

Providing a private and quiet workspace. (Is there an office/room for taping?)

Assistance quickly building a caseload which meets SUNY Oneonta requirements

Providing weekly supervision (one hour minimum)

Mid-term and final evaluations

Policies, procedures, and orientation to the setting

Facilitating you obtaining permission for taping

Field activity requirements:

Your site and field supervisor must be able to provide you a balanced program covering the "Four C's" - counseling, consulting, coordinating, and classroom guidance. This includes:

A balanced client caseload to include students with disabilities, groups, a range of issues, ages, grades, and cultural backgrounds - as available in the setting; and

A wide range of varied activities such as teacher consultations, parent consultations, classroom guidance, student observations, participation in or observance of CSE meetings, Child Study teams, grade level teams, faculty meetings, county counselor organizations meetings, Superintendent's days, contacts with referral resources, testing, and professional development activities.

The process:

1. Complete and hand in your Intention to Register for Practicum by September 30th.
2. Prepare a resume.
3. Call site for an interview. Go for the interview. You need to assess the site and supervisor's ability to provide you the experience you require, as well as giving them the opportunity to assess you. You are required to share this information sheet and the Guidelines for Field Supervisors with your potential field placement so they know what to expect and can make an informed decision.
4. Once a site accepts you, complete the Practicum Plan and return it to me by October 15th.
5. Make arrangements to meet with field supervisor to complete the Practicum Agreement, to establish your days on site, and to discuss your duties/caseload before Nov. 30th. Use the Guidelines for Field Supervisors for discussion. You, the field supervisor, and the school superintendent must sign it.
6. Submit your proof of liability insurance before or with your Practicum Agreement to obtain instructor permission that allows you to Register for Practicum.
7. For trainings completed off-campus (e.g., SAVE, Child Abuse...etc), you should deliver proof to the Graduate Office. For all trainings that are completed through the College (e.g., DASA), the trainer submits proof to the Registrar's office and the Registrar adds transcript comments accordingly.

PRACTICUM - School Counseling GUIDELINES FOR FIELD COORDINATORS

OVERVIEW

The counseling Practicum is a field-based, supervised counseling experience which focuses heavily on development of counseling skills for students generally in the second semester of master's-level study. The Practicum is designed to be a bridge from campus course work to the realities of counseling practice in educational settings.

Counseling Defined

The highest priority of the counseling Practicum is to provide students with the opportunity to extend their skill in counseling relationships, although it is understood that the role of school counselors encompass more than just the counseling aspect. Counseling is defined as a process by which essentially normal individuals, facing developmental issues common to persons of their age group, are helped. This help is offered in one-to-one and small group relationships that foster openness to change, self-exploration, and examination of the interpersonal and physical setting. Such activities as information giving, advising, advocacy, and intervention with clients' significant others, may play a role in the counseling process. The goal is not only to resolve the presenting concern, but, as well, to help clients develop skills and understandings that can be used in dealing with future concerns.

COURSE REQUIREMENTS

Time Required

Students are expected to spend 180 hours in the field. This averages out to two days a week (12-16 hours) for 14 or 15 weeks. The particular weekly schedule will be determined by the student and the field coordinator to their mutual convenience. Students should work your legal contracted full day.

In addition, students will attend a group supervision seminar weekly and need to arrange 5 meetings times for individual supervision.

The instructor will schedule a brief conference with the student and supervisor. Email contact will be maintained regularly.

Students are required to maintain a daily log that needs to be signed by the field coordinator and brought to class weekly.

Counseling Activities

Given the importance attached to the Practicum as an opportunity to strengthen counseling skills, it is necessary that the placement setting can provide students a varied counseling clientele, including students receiving special education services. Students are encouraged to target approximately 90 hours (one half of their time) in individual and small group counseling. This can be arranged directly through the school counselor or through appropriate related services staff. A caseload of between 4-10 students is reasonable for ongoing counseling. **Students must complete a minimum of 30 hours of counseling in order to pass Practicum. Note: Students are expected to develop a core caseload by the end of the 3rd week of Practicum and to begin taping.**

In addition to counseling, it is appropriate for students to engage in such counseling-related activities as:

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| * Consultation with other professional staff | * Contact with referral agencies |
| * Conferences with parents | * Team meetings |
| * Professional development activities | * Testing activities |
| * Child study meetings | |

It is expected that students will begin by shadowing/observing but increase in ability to function independently by semester's end. Students should not spend most of their time observing but become actively involved in all aspects.

Audio Recording

Practicum students are expected to record all their counseling sessions for which client and/or parent permission is obtained. These audio recordings are the chief vehicle for students to receive counseling supervision. Students and the supervisor will treat these recordings with due regard for clients' rights to confidentiality. Each student will make one case presentation during the course seminar. Tape excerpts will be used as a part of the case presentations. Students are required to turn in their tapes for destruction or delete the recordings from their digital device/computer. **See attached tape policy and confidentiality pledge.**

Students are supplied with a tape permission form. Students are expected to conform to the requirements of their field setting in their taping.

FIELD COORDINATOR RESPONSIBILITIES

Field coordinators play a central part in making the Practicum an effective element of students' counseling preparation. Field coordinators provide counselors-in-training with models for professional practice. They also serve as sources of information concerning counseling practice in general, and provide information necessary to understand the counselor's role in the placement setting. Various, field coordinators act as mentors, teachers, quality control persons, advocates, information sources and supports to Practicum students. Although every effort has been made to assure that students are appropriate for field placement, field supervisors should interview and assess potential candidates as they would a prospective employee.

Specific Responsibilities:

- * Orienting student to placement setting
- * Providing student with information concerning policies and procedures
- * Helping student make contact with other professionals
- * Locating appropriate (e.g., **private and quiet**) work space
- * Assisting student in building a caseload which meets university needs.
- * Providing one hour a week of individual counseling supervision
- * Completing mid-term and final evaluation forms on student

Evaluation of students

The responsibility of assigning the student's **final grade** for the Practicum rests with the course instructor. However, the evaluation of the field coordinator will play a major role in determining the final grade that is given. Field coordinators will be asked to provide a formal evaluation at mid-term and at the end of the semester. The forms to be used in making these evaluations will be provided. When field supervisors have

completed the evaluations, they should set aside time to discuss their observations and judgments with the Practicum student **before** returning the forms to the course instructor. **Please, if issues arise regarding your student, discuss these with him/her immediately and inform me so that a remediation plan can be instituted.**

Contact

Every effort will be made by instructors to foster regular communication. You have been supplied with email address(s). Coordinators are encouraged to initiate contact with the instructor if any issues or questions arise. Also, field coordinators are welcomed to attend the weekly seminar, especially when the student whom they are supervising is making a case presentation. At least once during the semester the instructor will make a site visit. Field supervisors are invited to attend folio presentation at the end of the semester.

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