

PRACTICUM MANUAL

Master of Science
In
Rehabilitation Counseling

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Introduction

Practicum in the Rehabilitation Counseling Program at Fresno State consists of three classes – Rehab 237 Case Practices in Rehabilitation Counseling (4 units), Rehab 238 Rehabilitation Counseling Practicum (4-8 units) and Rehab 268 Advanced Career Placement (3 units). The 268s offer four options- 268A, working with CalWorks (Welfare) clients; 268B working with California Department of Rehabilitation clients; 268C, working with Social Security recipients; and 268D working with transition students. Students are required to do only one 268 but may choose to repeat to get experience of different clients and different agencies. **Students must obtain a grade of “B” or better in each class to pass Rehab 237 and 238.** A grade lesser than “B” will require repetition of the course or other remedial action. In addition to this manual both 237 and 238 have their individual syllabus that provide more details on each class.

REHAB 237 Practicum Experience (1st or 2nd semester)

This practicum experience provides students with an opportunity to begin their “hands on” training in community rehabilitation or other human services facility. During the semester that students are enrolled in REHAB 237 they will provide **8 hours of clinical services over approximately a 10-week period for a total of 80 hours.** The experience constitutes an extension of educational activities into delivery of services to people with disabilities of the various Rehabilitation organization, agencies, institutions, or facilities. It is important, during the practicum experience that students be viewed as a students and not an employee. The students will be expected to meet the established work schedule per week and be supervised in delivering clinical or case management services. During the practicum experience, students will learn to conduct interviewing and counseling or case management skills with clients who present with various disabilities. This class meets once a week.

Prerequisites

The following courses are prerequisites to Rehab 237:

REHAB 201: Seminar in Rehabilitation Counseling (3 units)

REHAB 204A: Medical Aspects of Psychiatric Disability (3 units) **or**

REHAB 204B: Medical Aspects of Physical Disability (3 units)

REHAB 238 Practicum Experience (3rd semester)

This practicum experience provides students with one-on-one supervised counseling experience within a counseling clinic settings. The Program has three such clinics, one on campus and two at community agencies. The Program has a contract with two community agencies where comparable facilities and equipment are available to for students to see clients and be observed by faculty/supervisors. Students will have 10-13 weeks of individual counseling experience. Each student will see two clients a week. Students will be observed by their peers and faculty supervisors and receive feedback from both. Counseling experience begins by the 6th week of class. Students will be

assigned individual clients by the faculty supervisor from clients referred to our clinics. Students will implement counseling approaches and techniques learned in the didactic classes and in the beginning weeks of the 238 class. Students will be partnered in pairs. During the first hour of class the first set of the paired students will provide counseling observed by their partners. In the second hour, the second set of the paired students will provide counseling to a new set of clients observed by their partner. All students who are not currently providing counseling due to no shows or unavailability of a client are required to observe a counseling session of their choice. In the third hour, all students will gather for feedback and supervision. Students are expected to both provide and receive feedback. **Students will provide between 20-26 hours of individual counseling. Enrollment is limited to 8 students per section.**

Prerequisites

The following courses are prerequisites to Rehab 238:

COUN 200: Seminar in Counseling Techniques
REHAB 201: Seminar in Rehabilitation Counseling (3 units)
REHAB 204A: Medical Aspects of Psychiatric Disability (3 units) **or**
REHAB 204B: Medical Aspects of Physical Disability (3 units)
REHAB 205: Career Placement in the Rehabilitation Process
REHAB 237: Case Practices in Rehabilitation Counseling

REHAB 268 Practicum Experience (3rd semester)

This is an advanced practicum experience where students work in small classes of 2-5 students a class with referral from various community agencies. There are four practica available each semester as described earlier – 268A-D. Each work with a specific clientele. 268A works with referrals from the county welfare office under the CalWorks program. 268B works with referrals from the California Department of Rehabilitation. 268C works with referrals from the Social Security Administration and 268D works with transition students with intellectual disabilities referred by a local school district. In each, students carry a caseload of 2-5 clients and provide a variety of services according to client need. These include case management, vocational counseling, vocational placement, work adjustment, job retention and advocacy. Students obtain experience not only of working with clients providing a spectrum of services but also familiarity with the referring community agency. **Students provide between 50-100 hours of direct client service. Enrollment is limited to 6 students per section.**

Prerequisites

The following courses are prerequisites to Rehab 268:

COUN 200: Seminar in Counseling Techniques
REHAB 205: Career Placement in the Rehabilitation Process
REHAB 237: Case Practices in Rehabilitation Counseling

Goal of Practicum Experiences

The practicum experiences provide students with an opportunity to begin applying the theoretical concepts and skills learned in coursework and begin to supplement that knowledge with practical experience. The coursework is provided in way that students gradually work their way up to more advanced skills.

The 237 practicum experience is an introduction to a community agency in meeting the disability needs of an increasingly diverse and changing society. The practicum student will learn to participate as a cooperative and collaborative member of the community agency and begin the transitioning process from the academic setting to the actual work setting. The faculty and site supervisors will work cooperatively with the student to determine the nature of the practicum experience, depending on the learning needs and interests of the students.

The 238 practicum experience is an opportunity to practice and develop, under supervision, individual counseling skills applied to clients with various disabilities. It builds on skills learned in Coun 200, Rehab 205 and 237.

The 268 practicum that can be taken concurrently with 238 builds on skills learned in 205, 237 and 238.

Purpose of the Practicum Experience

To provide an opportunity to apply in a practical setting the knowledge the student has gained to this point in an academic setting.

To provide students feedback about their professional growth and development.

To provide learning through direct experience:

- Understanding Disabilities: One of the primary purposes of the practicum experience is to bring the student into a beginning relationship with people who have diverse types of disabilities. This is done so that the student can see how disabilities may interfere with individual functioning and how individuals respond. This observation and “hands on” experience helps promote the students’ understanding of the rehabilitation process by enhancing the understanding and skills needed about the functional limitations and vocational barriers.
- Rehabilitation Process: The practicum student will have an opportunity to participate in the agency’s and the individual’s rehabilitation process.
- Community Resources: The practicum student will have an opportunity to gain an understanding of the recourses in the community and will begin to become familiar with public agencies and develop an understanding of the private health and welfare organizations and their philosophies. The student becomes familiar with the procedures used by the various agencies in carrying out their missions.

- Agency Structure and Operation: During the practicum experience students will be introduced to the structure and function of the rehabilitation agency, institution, facility or office so that they may begin developing a realistic concept of how the rehabilitation counselor functions within the setting.

Specific learning objectives for each of these classes is presented in the syllabus of the respective classes. Practicum requirements such as hours of client contact are also provided in the respective syllabi.

Procedures for Placement

Procedures for placement vary with each practicum experience. In 237:

A. Student contacts faculty and agency of interest. Student will call and arrange an appointment with the agency site supervisor and describe an interest in performing approximately 8 hours of practicum over a 10 week period for a total of 80 hours.

B. During the meeting with the site supervisor the student should accomplish the following:

- Overview of the site's functions and procedures.
- Overview of student's role and responsibilities.
- Introduction to other staff members
- If both student and supervisor agree to the practicum placement, a "Practicum Information Sheet" will be signed by both parties
- A copy of the contract should be in the possession of the student, site supervisor, and the faculty supervisor prior to starting the practicum.

C. If the placement is not mutually acceptable, the student will repeat the practicum placement process with an alternate site assignment.

D. All sites must have a Practicum Agreement Form with CSUF on file.

For 238 and 268, students are assigned clients to counsel or case manage.

Practicum Site Expectations for 237

A. Disabilities

- Make a selection of files which represent various kinds of disabilities for the practicum student to review.
- Have the practicum student review a counselor's case load to see the various kinds of disabling conditions with which the counselor works. This would be a rather broad picture in brief form.
- Select for the practicum student a person with a disability for an initial interview.

B. Rehabilitation Process

- Familiarize the practicum student to the case conceptualization process of the agency (from initial interview to treatment plan implementation).
- Familiarize the student to the reports that counselors are responsible for completing.

C. Counseling

- Provide students the opportunity to assist individuals in understanding their needs and work collaboratively with the client in seeking solutions to their problems.

D. Community Resources

- Provide students the opportunity to review cases where various agencies work jointly.

E. Agency Structure and Process

- Provide the student with an opportunity to observe staff meetings and the problem solving process that is utilized by the agency. Encourage the student to be inquisitive about changes, events, and activities which might take place.

Since 238 and 268 experiences are provided directly by Program faculty, there are no site expectations to deal with. Instead, students are assigned clients by the faculty teaching the class.

Responsibilities/Qualifications of the Practicum Site Supervisor for 237

- Must have appropriate education, experience, or credentials. A Master's degree in a helping profession or other credential/certification is preferred. Ideally, the supervisor will possess a CRC credential.
- Provide practicum students with an orientation to staff, procedures, agency structure, and required report writing within the practicum site.
- Provide meaningful experiences/tasks with individuals who have a broad range of disabilities, from referral through plan development to closure.
- Obtain necessary permissions and releases for working with clients.
- Provide access to client staffing and other relevant clinical meetings.

Rehab 238 and 268 are taught by program faculty who all have at least a master's in rehabilitation counseling and the CRC. There are no external site supervisors.

Responsibilities of the 237 Practicum Student

- Adhere to all agency policies, schedules, and dress codes.
- Conform to ethical standards, especially in regard to confidentiality.
- Practicum students will understand they are representing the practicum site and the Rehabilitation Counseling Program and will conduct themselves in a professional manner.
- The practicum students will maintain a weekly log of activities on the form provided (see Appendix F). Students will submit the logs to the appropriate faculty and to the site supervisor if requested.
- The practicum student will abide by the Code of Professional Ethics for Rehabilitation Counselors and American Counseling Association Code of Ethics.

Responsibilities of the 238 and 268 students are spelled out in the syllabi of the respective classes. Both are provided in house (the counseling facilities in the two of campus sites are also managed by Program faculty) and do not need the special delineation of responsibilities and expectations needed when dealing with an external agency.

Responsibilities of Faculty Practicum Supervisor

- The faculty responsible for the practicum class will assist with development and refinement of the practicum contract experiences and will:
- Review the progress of the practicum student.
- Review the practicum logs at the midterm and at the end of the semester.
- Support students' understanding and application of the Code of Professional Ethics for Rehabilitation Counselors and American Counseling Association Code of Ethics.
- Address concerns, in collaboration with the student and site supervisor, related to unsatisfactory performance.

Again, 238 and 268 and taught by Program faculty and their responsibilities are the regular responsibilities of instructors of any regular class.

Responding to Unsatisfactory Performance

In the event that a practicum student's performance in Rehab 237 is deemed

unsatisfactory, the following procedure will be used. Unsatisfactory performance on the part of the student can include, but is not limited to, ethical violations, unprofessional behavior and/or skill deficiencies. These procedures may be adjusted to best address the specific needs of each situation, with special consideration given to meeting the educational goals of the student while maintaining the integrity of the program.

The faculty supervisor will first discuss the concern with the student in an effort to informally resolve the issue. This may occur during regularly scheduled supervision times or in a special meeting at the discretion of the faculty supervisor.

If no resolution can be reached by the student and faculty supervisor, plans for additional informal intervention will be discussed. The practicum students, faculty supervisor, as well as the site supervisor will be involved in this process. Both the student and site supervisor will be allowed to present concerns and suggestions and will work with the faculty supervisor to reach a practical solution (this may include adjusting expectations, requiring supplemental learning materials, or transferring the student to another site.

If the informal intervention is not successful, a formal remediation will take place, the student, faculty and site supervisors will meet to agree on specific expectations and remedial activities. Methods for evaluation and time frames will also be determined. The student's academic advisor, site supervisor and faculty supervisor must all sign-off on the plan for remediation. A copy of this plan will be placed in the student's permanent file.

Failure of formal remediation may result in probation and potential termination from the program. The decision to terminate will be made by the student's faculty supervisor in consultation with the department chair and dean.

In the event the student believes he or she was unfairly penalized or denied due process, the decision may be appealed in accordance with the Student Misconduct Appeal Procedures of the California State University, Fresno's Student Handbook.

Professional Liability Insurance Requirements

Students are mandated to have professional liability insurance coverage. Information on student liability coverage may be found on the National Rehabilitation Counseling Association website, <http://nrca-net.org/Liability1.html> and the Healthcare Providers Service Organization website, <http://www.hpso.com/students/studentindex.php3>

Grading Policy

The practicum fieldwork experiences portion of Rehab 237 are graded pass/fail (P/F), based on completion of the required hours of supervised experience and satisfactory performance evaluation by the site supervisor. If the requisite number of practicum hours has not been recorded by the end of the semester, an incomplete (I) will be assigned and removed upon completion of all the course requirements.

In addition, students must obtain a "B" or better in 237 and 238. A lesser grade will

require the student to repeat the class. Students must obtain a grade of “C” or better in Rehab 268 or have to repeat the class. In some cases special remediation may be designed through consultation with all faculty of the program at the regular faculty meetings.

Distribution List

This manual is distributed to students, faculty and field site supervisors. It is also available at the RCP website <http://www.csufresno.edu/rcp>. Students are required to provide their field site supervisor with a copy of this manual.

APPENDIX A

REHAB 237 FORMS

Practicum Information Sheet

REHAB 237

Practicum Student Name _____

Phone _____

Student email address _____

Agency Name _____

Agency Ph _____

Agency Address _____

City _____

Site Supervisor Name _____

Ph _____

Site Supervisor's Degree/Certifications _____

Site Supervisor's email _____

Placement Approval: Yes _____ No _____

Date: _____

Approved By: _____

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KEEP A SIGNED COPY OF THIS DOCUMENT FOR YOUR RECORDS

Practicum Fieldwork Agreement

The purpose of the Practicum Experience is to provide students an opportunity to apply in a practical setting the knowledge the student has gained to this point in an academic setting. The practicum activities require a total of **80** hours of clinical experience of services to individuals with disabilities.

Please check all that apply: Term: Fall _____ Spring _____ Year _____

Name of Practicum Student _____

Date _____

Site Supervisor Name: _____

Agency _____

Address _____

Phone No. _____

Supervisor's

Degree/Credentials: _____

What types of clients were assigned to the practicum student (circle all that apply):

Children Adolescents Adults-Working Age Older Adults

Male Female

Individual with Disabilities (please specify): _____

What was the racial/ethnic background of the clients (circle all that apply)?

White African-American Asian Asian-American Latino

Latino-American

What were the main duties of the practicum student? _____

Responsibilities of the Practicum Student

- Adhere to all agency policies, schedules, and dress codes.
 - Conform to ethical standards, especially in regard to confidentiality.
 - Practicum students will understand they are representing the practicum site and the Rehabilitation Counseling Program and will conduct themselves in a professional manner.
 - The practicum students will maintain a weekly log of activities on the form provided (see Appendix F). Students will submit the logs to the appropriate faculty and to the site supervisor if requested.
 - The practicum student will abide by the Code of Professional Ethics for Rehabilitation Counselors and American Counseling Association Code of Ethics.

Responsibilities of the Site Supervisor

- Must have appropriate education, experience, or credentials. A Master's degree in a helping profession or other credential/certification is preferred. Ideally, the

supervisor will possess a CRC credential.

- Provide practicum students with an orientation to staff, procedures, agency structure, and required report writing within the practicum site.
- Provide meaningful experiences/tasks with individuals who have a broad range of disabilities, from referral through plan development to closure.
- Obtain necessary permissions and releases for working with clients.
- Provide access to client staffing and other relevant clinical meetings.

Responsibilities of Practicum Faculty

- The faculty responsible for the practicum class will assist with development and refinement of the practicum contract experiences and will:
 - Review the progress of the practicum student.
 - Review the practicum logs at the midterm and at the end of the semester.
 - Support students' understanding and application of the Code of Professional Ethics for Rehabilitation Counselors and American Counseling Association Code of Ethics.
 - Address concerns, in collaboration with the student and site supervisor, related to unsatisfactory performance.

Practicum student's signature

Faculty signature

Print Name

Print Name

Date

Date

Agency Site Supervisor Signature _____

Print Name and Title

Date

Practicum Weekly Log

California State University, Fresno

Rehabilitation Counseling Program

237 PRACTICUM LOG

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Record amount of hours							
Intake/Initial Interview							
Individual Counseling							
Group Counseling							
Case Conference /Meeting							
Report Writing							
Other Meetings							
In-services/Workshops							
Supervision							
Misc. Clerical Duties							
Other (please specify)							

The Practicum Log is used by the student to document her/his practicum activities and skills. This is a suggested form; however, it is highly recommended that students document what they do each week as this information will prove very useful for future certification/licensure related issues. Further, it provides the student and supervisor a retrospective view of the skills the student has developed and spent time performing. Practicum Student's Name: _____

_____ Indicate the following: W = Observation of activity P = Participating in activity

Practicum Evaluation Form

(Completed by Site Supervisor)

California State University, Fresno
Department of Counseling, Special Education & Rehabilitation
5005 N. Maple Ave ED3
Fresno, CA 93740
(559)278-0340
Fax: (559) 278-0045

REHABILITATION COUNSELING PRACTICUM EVALUATION FORM

Name of Practicum Student _____ Date _____

Period covered by report: Fall _____ Spring _____ Year _____

Site Supervisor Name _____

Agency _____

Address _____

Phone No. _____

EVALUATION

Please use the following numbers and standards in rating the practicum student and CIRCLE the appropriate rating scale number for each evaluation criteria.

Please feel free to use the space between questions to add any additional comments.

Rating Scale:

5 = Outstanding – Performance is superior, well above the standard required of a competent student.

4 = Above Average – Performance is substantially above that required of a competent student.

3 = Average – Performance is thoroughly satisfactory, equal to the standard required of a competent student.

2 = Below Average – Performance is inadequate, indicating the need for greater effort or training.

1 = Poor – Unsatisfactory

NA = Not Applicable

A. KNOWLEDGE, PROPER INTERPRETATION AND APPLICATION OF:

	Poor		Average		
Outstanding					
1. Client Case Information NA	1	2	3	4	5
2. Information from Psychosocial Assessments NA	1	2	3	4	5

B. WORK HABITS AND PERSONAL CHARACTERISTICS

1. Professional appearance NA	1	2	3	4	5
2. Attendance and punctuality NA	1	2	3	4	5
3. Listening to and following directions NA	1	2	3	4	5
4. Meeting deadlines NA	1	2	3	4	5
5. Creativity and imagination in problem solving NA	1	2	3	4	5
6. Self-understanding, knows own strengths and NA areas for growth	1	2	3	4	5
7. Oral expression and communication skills NA	1	2	3	4	5

C. UNDERSTANDING OF RELATIONSHIPS WITH CLIENTS

1. Understanding and accepting of client values NA	1	2	3	4	5
2. Sensitive to client's feelings and needs NA	1	2	3	4	5
3. Avoids negative biases about clients NA	1	2	3	4	5
4. Establishes and maintains productive relationships NA with clients and their support systems	1	2	3	4	5

5. Identifies client's significant issues NA	1	2	3	4	5
6. Understands the relationship of the client's NA Disability to personal, social, and vocational adjustment	1	2	3	4	5
7. Ability to relate to clients with varying disabilities NA	1	2	3	4	5

D. CASE RECORDING AND/OR REPORT WRITING

1. Reports are concise and well constructed NA	1	2	3	4	5
2. Reports are easy to comprehend NA and contain pertinent information	1	2	3	4	5
3. Overall quality of reports NA	1	2	3	4	5

E. INTERPERSONAL RELATIONS

1. Establishes effective interpersonal relations NA with clients and their support systems	1	2	3	4	5
2. Establishes effective interpersonal relations NA with agency staff and supervisors	1	2	3	4	5

F. PROFESSIONAL CHARACTERISTICS

1. Demonstrates professional and ethical conduct NA	1	2	3	4	5
2. Demonstrates obligation and commitment to clients NA	1	2	3	4	5
3. Shows professional and personal growth and NA development	1	2	3	4	5

G. SUMMARY

1. Student's overall performance	1	2	3	4	5
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