



**Counseling Psychology Program  
MA Degree**

**FIRST YEAR PRACTICUM (CNP 4750) / INTERNSHIP I (CNP 4761)  
STUDENT PACKET  
2016-2017**

1. Introduction to Practicum/Internship I
2. Role of Practicum/Internship I Instructors and On-Site Supervisors
3. Field Supervisor Memorandum
4. Agreement/Contract
5. Training Goals
6. Daily Practicum or Internship I Schedule
7. Monthly Hours Practicum Log
8. Practicum or Internship I Hours Quarterly Summary Sheet
9. Consent Form
10. Guidelines for Case Report and Presentation
11. Evaluation of Student's Practicum or Internship I Performance
12. Site Evaluation



UNIVERSITY of  
DENVER

MORGRIDGE COLLEGE OF EDUCATION

## Masters' Degree in Counseling Psychology

### INTRODUCTION TO PRACTICUM (CNP 4750) / INTERNSHIP I (CNP 4761) 2016-2017

The first year Practicum and Internship I experience for the Counseling Psychology program at the University of Denver's Morgridge College of Education provides a supervised transition from an academic setting to the professional field of counseling. A professor from the Counseling Psychology program works with selected on-site supervisors (practitioners from approved field settings) to coordinate the Practicum and Internship I experience. Components of Practicum and Internship I include: (1) supervised experience in the field setting and (2) additional individual and group consultation sessions with the Counseling Psychology Practicum and Internship I instructor. The Practicum and Internship I consists of two quarters: the first quarter (winter) is Practicum, and the second quarter (spring) is Internship I for school counseling students.

The first quarter of Practicum/Internship I is Fieldwork, and it is usually scheduled in the fall. Training consists of 30 on-site hours of basic professional orientation at the Practicum site. During the Fieldwork orientation period students may attend case conferences or staff meetings, sit in on client sessions or intake interviews as appropriate, or be assigned readings that will aid the orientation process. Students **do not** participate in individual counseling with clients during the fieldwork orientation. The fieldwork orientation must include at least one hour per week of individual supervision with the on-site supervisor. The student may count up to 20 hours towards the total on-site Practicum hour requirement after completing 30 hours of on-site fieldwork orientation.

The Beginning Practicum in Counseling Psychology, scheduled in the winter quarter, begins immediately after the Fieldwork orientation. The Internship I course follows the Beginning Practicum course and is scheduled in the spring quarter. The Counseling Psychology Practicum/Internship I requires a minimum of 10 on-site hours per week.

Students in the Clinical Mental Health Counseling track must complete at least 200 hours of Practicum/Internship I on-site work over 2 to 3 quarters. The 200 hours must include at least 100 hours of client contact and 25 individual client contact hours.

Students in the School Counseling track must complete 200 hours of **Practicum/Internship I** in the first year over 2 to 3 quarters. The 200 hours must include at least 100 hours of direct client contact and 25 individual client contact hours. Further, according to the Colorado Department of

Education requirements, students must be supervised by a licensed school counselor. Finally, in considering the first and second year of Internship, school counseling students must complete their internships at two different levels. Levels are defined as elementary, middle, and high school.

Students should be able to record by audio or video at least three individual counseling sessions per quarter and receive a minimum of one hour of face-to-face individual on-site supervision per week. Students also attend case conferences, staff meetings, in-service training, etc. as part of their Practicum and Internship I.

In the interest of professional standards as well as for practical considerations, students are encouraged to pursue practicum and internship experiences in settings other than their normal place of employment. Practicum and internship experience in regular places of employment may produce a conflict of obligations for the employer. Experiences in other settings will provide the student with a broader exposure to the counseling field, which is important in a training program. Exceptions will be granted to this rule only on the recommendation of the advisor and with the approval of the Counseling Psychology faculty. The student must show that he/she will obtain new and relevant training at the current place of employment as well as appropriate supervision.

## ELIGIBILITY

Students must complete CNP 4743 Fieldwork in Counseling during the first quarter of the academic year. The Fieldwork orientation experience should help the student develop the basic knowledge needed in order to function on site. Students will meet with the DU instructor in Fieldwork class once a week to review progress. Students will also take other academic courses to prepare them for Practicum and Internship. A student needs to develop fundamental skills for a practicum. A student should:

1. Be able to evaluate him/herself in terms of strengths and weaknesses in specific counseling areas.
2. Possess basic counseling skills and be effective at a level that is more than just minimally facilitative.
3. Demonstrate a willingness to learn new approaches or techniques and have the flexibility to change styles.
4. Demonstrate a willingness to learn the basic differences as well as similarities of major counseling and psychotherapeutic theories and be open to using these theories in practical applications.

Students are to assume responsibility for developing the above skills before entering the practicum training program. In certain cases where deficiencies are apparent, a student will be asked to complete additional training or course work before proceeding with practicum. Students should choose a practicum/internship site in consultation with the practicum instructor.

## INITIATING PRACTICUM and INTERNSHIP I

The student must be aware that some sites require one or more interviews with practicum candidates before agreeing to provide training experience. Therefore, advance planning is essential when preparing for the Practicum/Internship I placement.

As this is an extremely important part of the student's professional training, determining where and when the practicum will take place should be decided with great care. Practicum/Internship I sites in the area are quite varied, and choices should be made on the basis of the student's interests, preparation, and experience. Students are encouraged to work with a diversity of clients, and supervisors are urged to try to give students these opportunities.

There are three ways to initiate a Practicum/Internship I placement: (1) If a student plans to do a school practicum, he/she should contact his/her instructor. The instructor will review potential sites and either initiate a contact or will instruct students to initiate their own contacts. (2) Students who are planning to do their Practicum/Internship I in a non-school setting and who are familiar with other agencies may contact these agencies directly. It is also suggested that after reviewing the potential sites with their instructor, students visit several sites and talk with each on-site contact person about possible practicum activities. Students should take with them a copy of their own vita/resume and be prepared to discuss their training, experience, and goals for the practicum. Copies of the Introduction to the Counseling Psychology Practicum/Internship I should also be taken for the potential supervisor. Students should not make a final commitment to a site before clearing the site with their practicum instructor. (3) If students are unfamiliar with potential practicum sites, they may make an appointment with their instructor to review alternatives. After this review, they should proceed as in step "2" above. Final approval for a practicum site is the responsibility of the Fieldwork or Practicum class instructor.

## PRACTICUM/INTERNSHIP I REQUIREMENTS

The Practicum and Internship I classes should foster: (1) social and professional responsibility in accordance with the profession's ethical code; (2) the ability to understand and conceptualize human problems; (3) knowledge of human differences and multicultural diversity issues; (4) an understanding of how personality, individual biases, environmental and cultural factors may influence human interactions; (5) skill development such as interviewing, diagnosis, testing, treatment planning, etc.; and (6) the ability to contribute to current knowledge and/or practice.

At least half of the on-site Practicum/Internship I time should be spent in direct service. Unless specifically contracted ahead of time, part of this direct service time must include individual contacts with clients, e.g., intake procedures, counseling and psychotherapy, career counseling, and crisis intervention. Other appropriate direct service experience may include group counseling and assessment. Practicum may also include research, program development and evaluation, consultation, and record keeping. All students must participate in and receive individual on-site supervision.

### The Master's level Practicum/Internship I requirements include:

During the first quarter all Master's level students must participate in and complete the Fieldwork seminar offered in conjunction with the Basic Counseling Skills class.

Students in both the Clinical Mental Health Counseling (CMHC) concentration and the School Counseling concentration must accumulate a minimum of 200 hours of Practicum/Internship I, including 100 client contact hours and at least 25 individual client contact hours over 2 or 3 quarters.

Students must be able to record client sessions. A minimum of three recordings and transcripts per quarter will be reviewed with the practicum class instructor.

At a minimum, students in the CMHC concentration must be supervised by a Master's level mental health professional (license not required). Students in the School Counseling concentration must be supervised by a licensed school counselor.

The policy of the Counseling Psychology program is that students are not allowed to pay for practicum supervision due to the risk of problems arising from a dual relationship. Different DU practicum instructors will require different assignments as specified in course outlines. All students will participate in 2 hours of Practicum or Internship I class each week and three hours of individual consultation during the quarter with the DU instructor. Students are required to accumulate the required 200 Practicum/Internship hours at one site. If, however, a student wants to change sites for some extraordinary reason, the procedures outlined below must be followed: (1) Discuss the situation with the Practicum or Internship I instructor and advisor; (2) Write a letter of petition to the faculty explaining the situation and requesting a change; (3) Wait for a faculty decision before any new site is contacted. It is very important that these steps be followed in order to ensure that both practicum students and sites have the best experience possible.

### THE CONTRACT

The University of Denver will provide students with an agreement or contract to assist the practicum sites, the students, and the University in delineating responsibilities. The agreement/contract will address issues of time commitment, specific duties and expectations of the student, the functions of the on-site practicum supervisor, the practicum agency, and the DU practicum instructor.

### INSURANCE

Practicum and Internship I students are required to obtain their own psychology malpractice insurance during the time you are doing supervised practicum experience. This insurance may be purchased from ACA or APA for greatly reduced student rates.

## GRADING (from the course syllabus)

Grades for this class will be based on your (a) case presentation, (b) case report, (c) class participation and willingness to consider comments from others, (d) consultation sessions--some on your counseling skills, but also on your receptiveness to feedback, implementation of suggestions, etc., (e) your evaluation by your site supervisor, (f) your self-evaluation, and (g) the timeliness of handing in your paperwork.

- A = Above expected level
- B = At expected level
- C, D, and F= Below expected level

- A = All assignments turned in and quality meets high standard of professionalism (timeliness, thoroughness, coherence, succinctness, above expected level of counseling skills, high level of demonstrated self-awareness, etc.).*
- B = All assignments turned in and quality meets average standards of professionalism (inclusion of relevant data, addresses salient issues, adequate awareness of conceptual issues, at expected level of counseling skills).*
- C = All assignments turned in on time but quality of work on site, in class and/or in individual meetings is below expected level of professionalism for a beginning practicum student. Lack of initiative to work with instructor and site supervisor to get an adequate number of clients.*
- D = Quality of assignments is well below average standards of professionalism (late, inclusion of irrelevant data, rambling, unfamiliarity with case, lack of cohesion, low level of demonstrated self-awareness).*
- F = Performance demonstrates serious deficiencies in key area(s) outlined above.*

It is most typical for students in their first practicum experience to be “at the expected level.” Therefore, a B or B+ is a typical grade for the first quarters of practicum. Some students may demonstrate A- or A level performance in some skills, yet this is a time for learning and few students are able to conduct all of the skills taught in the Techniques Classes at “above expected level.” **If you receive a grade below B-, you will need to repeat this practicum quarter.**

**Please remember to remain flexible and edit any perfectionistic qualities you might have about “doing it right.”** Counseling skills are complex and will improve with experience and training! We hope you will allow yourself to learn, make mistakes, and listen to feedback as a way to improve your counseling skills. Becoming a competent counselor is a long process. We hope that you will remember this when you set expectations for yourself.



## **ROLE OF PRACTICUM AND INTERNSHIP I INSTRUCTORS AND ON-SITE SUPERVISORS 2016-2017**

Because both students and on-site supervisors have sometimes been confused with the role of the Practicum and Internship I instructor, the Counseling Psychology faculty wrote the following clarification.

According to Colorado State Grievance Board Rule 16, Supervision of Psychotherapists, clinical supervision occurs when there is a close, ongoing review and direction of a supervisee's clinical practice. Since the practicum instructor only meets with students three times during the quarter, the instructor is not offering clinical supervision according to the definition. By contrast, that is the role of the on-site supervisor since the on-site supervisor is meeting with the student weekly and providing direction and review of the student's cases.

The Practicum and Internship I instructor plays the role of the program monitor of student's counseling skills and skill development. While the instructor uses many of the same skills and procedures that a supervisor would use, because of the limited contact with the student and the student's cases, his or her role is different. As a skill monitor, the practicum instructor will ask students to bring in tapes that both illustrate strengths and weaknesses in their work.

**Sometimes because of theoretical or other differences, the DU instructor and the on-site clinical supervisor may have different views about treating a client. Ideally, students should integrate both sets of recommendations; however, since on-site supervisors have primary responsibility for students' work, students should ultimately follow the on-site supervisor's feedback.**

It should be noted that students may sometimes have difficulties on their site. Under those circumstances, students should assume the responsibility of bringing up issues or difficulties for discussion with his or her on-site supervisor. The Practicum and Internship I instructor will work with the site in resolving training issues. On-site supervisors are encouraged to contact the practicum instructor.



UNIVERSITY of  
DENVER

MORGRIDGE COLLEGE OF EDUCATION

## Counseling Psychology Practicum/Internship I

### FIELD SUPERVISOR MEMORANDUM

**TO:** Counseling Practicum/ Internship I Field Supervisor

**FROM:** Dr. \_\_\_\_\_

**SUBJECT:** Supervision of Counseling Practicum /Internship I Students from the University of Denver

Thank you for agreeing to supervise one of our Counseling students for their Practicum and Internship I. Your main requirement as a Field Supervisor is to meet with the practicum student for at least one hour per week for a face-to-face supervisory conference. Your comments may be based on observing the student's counseling sessions, listening to tapes, or reading session notes. It is expected that you will be responsible for screening clients and matching them with the supervisee's ability level. Students are encouraged to work with a diversity of clients. Activities considered appropriate for the practicum experience are direct services such as: individual and group counseling, consultation with parents and teachers, career counseling and assessment opportunities commensurate with the student's skills. Students are also required to record at least three of their individual client sessions for instructional purposes at DU. Each student will be asked to present some of his/her counseling case material to the practicum class on campus. Client names will not be used so that confidentiality is observed. If any of these requirements cannot be met at your site, please contact the practicum instructor at DU as soon as possible. The student must be able to meet these requirements in order to complete the practicum course.

We highly value the time and effort you will give to the supervision of this student. In exchange, we expect the practicum student will give you service of good quality. It is the policy of our program at this time that supervisors will not be compensated by either the student or the University for supervision time.

You will receive your copy of the student's Practicum evaluation form to be completed independently by you. The student is responsible for evaluating him/herself on a duplicate form and arranging a joint feedback session so you can discuss your perceptions of the student's skill level. Both forms must be returned by the student to the Practicum/Internship I instructor by the end of the quarter.

Please contact Dr. \_\_\_\_\_ with any questions or concerns.

Phone: \_\_\_\_\_ Email: \_\_\_\_\_





**AGREEMENT/CONTRACT  
2016-2017**

THIS AGREEMENT, by and between

- 1) Counseling Psychology Program  
Morgridge College of Education  
University of Denver, 1999 E. Evans Ave.  
Denver, CO 80208-1700  
303.871.2473
  
- 2) School or Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
Field Supervisor Name \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_
  
- 3) Student Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Is for the purpose of providing practicum training for the above-named student for:

Course Number: \_\_\_\_\_: Course Title: \_\_\_\_\_

**NOTE: A minimum of 200 hours is required over two quarters. A minimum of 100 of the 200 hours must be direct contact hours, and a required minimum of 25 direct individual contact hours of the 100 hours must be accrued.**

Quarter and Credits per Quarter: \_\_\_\_\_

Total Credits: \_\_\_\_\_ Total Quarters: \_\_\_\_\_

It is mutually agreed that the above-named school or agency will provide the following services and supervision for the above-named student:

- 1) An orientation to the school or agency and specific student duties.
- 2) Supervision with the Field Supervisor for a minimum of one hour per week.

In addition it is agreed that:

- 3) Supervision of the student will be done in accordance with the guidelines established by the school or agency for all regular personnel.
- 4) The supervisor will actively work with the University of Denver staff in eliminating problems that might arise during placement.
- 5) The supervisor will be responsible for determining that assigned cases are within the ability of the student.
- 6) The supervisor will submit an evaluation of each student at the end of each quarter and share the evaluation with the student.

It is mutually agreed that the student will:

- 1) Arrange for own transportation.
- 2) Be at the agreed upon location at the following days and times (minimum 10-20 hours/week):

---

---

---

- 3) Be assigned the following specific duties and responsibilities:

---

---

---

- 4) Be accountable directly to the agency or school supervisor.
- 5) Follow the policies/regulations of the agency or school. Maintain client confidentiality.

- 6) Attend weekly seminars at DU to discuss common problems and experiences.
- 7) Keep a log of the time spent in the practicum (dates, hours) and the duties performed.
- 8) Write an evaluation of his/her experience in the field to be submitted to the faculty instructor at the end of the quarter.

It is mutually agreed that the University of Denver Counseling Psychology faculty will provide the following:

- 1) Advise the student as to the requirements (seminars, reports, evaluations) involved in the practicum course.
- 2) Provide seminars to discuss common problems and experiences and assist the student in report writing.
- 3) Maintain periodic contact with the field supervisor and the student to discuss the student's progress.
- 4) Give the student feedback regarding the faculty's consultation and maintain appropriate records for registration and grading.
- 5) Provide consultation for recorded samples of counseling interviews.
- 6) Actively work with the agency in eliminating problems which arise during placement.
- 7) Maintain client confidentiality.

It is the expectation of all three parties involved that the above-stated conditions be met. Should they not be met, it is imperative that all three parties discuss why these expectations have not been met at the earliest possible date.

The following signatures verify agreement with the above-stated conditions:

Student \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

School Administrator (if appropriate) \_\_\_\_\_ Date \_\_\_\_\_

University of Denver Instructor \_\_\_\_\_ Phone: \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_

**University of Denver**  
**Counseling Psychology Practicum/Internship I**  
**TRAINING GOALS**  
**2016-2017**

Name \_\_\_\_\_ Quarter \_\_\_\_\_ Year \_\_\_\_\_

Site \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

1. List below your learning goals for this quarter at your practicum site. Be specific about what counseling skills you want to work on and be realistic about what is achievable.
  
  
  
  
  
  
  
  
  
  
2. List counseling issues which are of concern to you and/or that you would like to discuss in the practicum group during the quarter.

3. Original Contract for Practicum Time

Activity

Number of Hours Per Week

4. Mid-Quarter Contract for Practicum Time

Activity

Number of Hours Per Week

**University of Denver**  
**Counseling Psychology Practicum/Internship I**  
**DAILY PRACTICUM or INTERNSHIP I SCHEDULE**  
**2016-2017**

Student's Name \_\_\_\_\_ Week of \_\_\_\_\_

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>A.M.</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>P.M.</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

**DAILY PRACTICUM / INTERNSHIP I SCHEDULE (continued)**

<b>P.M.</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

**UNIVERSITY OF DENVER COUNSELING PSYCHOLOGY PROGRAM  
MONTHLY PRACTICUM LOG**

Name: \_\_\_\_\_ Quarter: F \_\_\_ W \_\_\_ Sp \_\_\_ Su \_\_\_ Year \_\_\_ Month \_\_\_\_\_

Site: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates:								
<b>Direct Client Contact Hours</b>	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>(Week 5)</b>			
Individual Counseling						Individual		
Group Counseling						Group		
Intake								
<b>Other:</b>								
Couples Counseling								
Family Counseling								
Voc./Career Counseling								
Testing								
Phone Consultation								
Workshop/Presentation by Student								
Other (Specify) (Milieu)								
						Subtotal A:		
<b>Practicum Class</b>								
						Subtotal B:		
<b>Supervision</b>								
Individual								
Group								
Staff Meeting/Training								
Other (Specify)								
						Subtotal C:		
<b>Administrative/Case Management</b>								
Progress Notes								
Test Scoring/Interpretation								
Case Report Writing								
Audio/Videotape Review								
Program Planning								
Faculty Case Consultation								
Observation								
Research (reading, etc.)								
Other (Specify)								
						Subtotal D:		
A + B + C + D = Total Hours This Month								
		Previous Hours:		Total Cumulative Hours:				

**University of Denver  
Counseling Psychology Practicum/Internship I**

**PRACTICUM/INTERNSHIP I HOURS QUARTERLY SUMMARY**

Student's Name \_\_\_\_\_

Quarter:  Fall  Winter  Spring  Summer    Year: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Practicum Site: \_\_\_\_\_

Address: \_\_\_\_\_

	Hours From Previous Quarters	Current Hours	Cumulative Hours
<b>Direct Client Contact Hours</b>			
Individual Counseling			
Group Counseling			
Vocational/Career Counseling			
All Other Direct Client Hours			
<b>Subtotal</b>			
<b>Class Hours</b>			
<b>Subtotal</b>			
<b>Supervision and Consultation Hours</b>			
<b>Subtotal</b>			
<b>Administration/Case Management Hours</b>			
<b>Subtotal</b>			
<b>Total Hours:</b>			





UNIVERSITY of  
DENVER

MORGRIDGE COLLEGE OF EDUCATION

## Practicum, Internship I, and Internship II in Counseling Psychology

### CONSENT FORM

Date \_\_\_\_\_

I, \_\_\_\_\_, freely agree to participate as a client for \_\_\_\_\_. The purpose and procedures for recording the counseling sessions have been explained to me. I understand that recording the counseling sessions partially fulfills the requirements of the courses Practicum, Internship I, or Internship II, taught by Dr. \_\_\_\_\_ of the Counseling Psychology Program at the University of Denver. I have been informed that participation as a client is strictly voluntary and that I can withdraw at any time. I understand my present or future status as a client in the agency will not be affected by participation or non- participation.

\_\_\_\_\_ will hear the recordings. Finally, I understand that I am free to ask further questions about the counseling recordings.

If you have any questions or concerns, feel free to contact Dr. \_\_\_\_\_ at \_\_\_\_\_.

Required Signatures:

Client \_\_\_\_\_

Student \_\_\_\_\_

Witness \_\_\_\_\_

**University of Denver**  
**Counseling Psychology Practicum Beginning / Internship I**

**GUIDELINES FOR CASE REPORT AND PRESENTATION**

Although various formats may be used, psychosocial or case summaries generally include certain information. The following can be used as a guide.

**CASE HISTORY OUTLINE**

I. Identifying Data

Include demographic data such as age, race, ethnicity, gender, relationship status and occupation (employment/unemployment, school, etc.). Also include client's primary language and a description of the client's general appearance, behavior, mood, and manner of relating to you.

II. Presenting Problem

A brief statement, including the client's own words if possible, of why he/she came or was brought to see you. There may be more than one person. Also include a statement of how other significant persons view the situation (e.g., family members, teachers, peers). Describe potential system/environmental factors and potential contribution of multicultural factors.

III. Source of Referral

This may be self, family member, employer, teacher, etc.

IV. History of Present Problem

Include an elaborate description of the current problem as well as information about its onset, severity, apparent precipitating causes, and effect on others. Include attention to context and other ecological/system factors. Address multicultural factors. Also include the client's understanding of the problem and his/her attitude toward counseling.

V. Biographical Information

1. Interpersonal Relationships:

Include relevant family situation (past and present), relationships with peers, and general style of relating to others.

2. Educational History:

Describe current grade level (or highest grade completed) and degree of success and satisfaction with schooling.

3. Work History:

List jobs, including current employment and satisfaction.

4. Previous Reactions to Crisis and Stress.

## VI. Medical History

Include information about general health, significant illnesses, injuries, hospitalization, drugs, etc. Address lack of access to medical services if relevant.

## VII. Testing Information

Include rationale why specific instruments were chosen. If client has a multicultural background, address attention or lack of attention to relevant multicultural factors.

## VIII. Conceptualization

Conceptualize the client's problem and significant contributing factors based on an appropriate theoretical framework. Explain the symptoms, their cause, etc., from the perspective of theory.

## IX. Diagnostic Impression/DSM-V Diagnosis (Only if required/requested by instructor or course).

## X. Counseling Plan

Formulate your (and your client's) goals for counseling. Describe any specific counseling procedures to be used, specifying how this plan fits into your theoretical framework and the needs of the client. Include information about client's strengths which can be utilized toward achieving these goals.

## XI. Course of Treatment

Describe the course of treatment including success or failure, reformulation of the problem, and goals and problems yet to be dealt with.

## XII. Questions for the Class

Identify areas of your uncertainty in the process of gathering information, diagnosing, planning and conducting counseling sessions for this particular case and formulate questions for your classmates designed to help you improve your work.



UNIVERSITY of  
DENVER

MORGRIDGE COLLEGE OF EDUCATION

**COUNSELING PSYCHOLOGY**  
**University of Denver**  
**Evaluation of Student Performance**

**Trainee Name:** \_\_\_\_\_

**Date of Evaluation:** \_\_\_\_\_ **Supervision Dates: From** \_\_\_\_\_ **to** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Trainee Level:**                       **Masters**                       **Doctoral**

**Trainee Prior Clinical Experience** \_\_\_\_\_ **(direct client hours prior to this placement)**

**Practicum Site Name** \_\_\_\_\_

**Type of Site (e.g., CMHC, Hospital, UCC, VA, etc)** \_\_\_\_\_

**How many PhD students have you supervised** \_\_\_\_\_

**How many MA students have you supervised** \_\_\_\_\_

**Which of the following activities have you performed as a supervisor?**

\_\_\_\_ Observed student directly

\_\_\_\_ Listened to tapes or videos of sessions

\_\_\_\_ Read session notes

\_\_\_\_ Discussed cases with student

**What percentage of overall Practicum/Internship hours did the student spend in direct and indirect client activities?**

\_\_\_\_\_ % Direct (counseling)

\_\_\_\_\_ % Indirect (e.g., case conference, staff meetings, consultation, admin)

**Which of the following activities has the student performed?**

\_\_\_ Individual therapy

\_\_\_ Group therapy

\_\_\_ Couple and Family therapy

\_\_\_ Career Counseling

\_\_\_ Assessment

Other \_\_\_\_\_

This feedback form is consistent with the training model for our counseling psychology programs as it uses a developmental, competency-based model. The areas of competency listed below have been discussed in literature and are considered the critical areas of knowledge, awareness, and skills for the practice of psychology. Trainees should be provided feedback based on their level of professional development, *not* relative to peers. Expectations of trainees vary depending on their training level.

**Please use the following scale to rate your supervisee on the items below:**

**+7 Strongly Above Expectations:** The trainee has shown strong evidence of the knowledge, awareness, and/or skill. Performance is highly consistent.

**+6 Above Expectations:** The trainee has shown some evidence of the knowledge, awareness, and/or skill. Performance is mostly consistent.

**+5 Slightly Above Expectations:** The trainee has shown some evidence of the knowledge, awareness, and/or skill. Performance is fairly consistent

**+4 Meets Expectations:** The trainee has shown some evidence of the knowledge, awareness, and/or skill. Performance is inconsistent.

**+3 Slightly Below Expectations:** This is an emerging knowledge, awareness, and/or skill for trainee. The trainee's knowledge, awareness, and/or skill are not very evident in their performance or discussions. Extra attention and focus should be provided in supervision.

**+2 Below Expectations:** Trainee lacks understanding and demonstrates minimal to no evidence of the knowledge, awareness, and/or skill. Extra attention and focus should be provided in supervision. Remedial work may be required.

**+1 Extremely Below Expectations:** Trainee demonstrates problematic or harmful behavior requiring immediate attention. Immediate attention and remedial work will be required.

**N/A** Not applicable for this training experience or not assessed by this supervisor.

<b>I. Assessment / Diagnosis / Case Conceptualization</b>	<b>Rating</b>
1. Effectively gathers information about the nature and severity of clients' presenting concerns.	
2. Formulates meaningful case conceptualizations and hypotheses concerning client behavior and dynamics.	
3. Develops treatment goals that are appropriate.	
4. Knowledgeable about and open to various theoretical approaches and their application to diverse clients.	
5. Knowledgeable about when to seek further information to conceptualize the client.	
6. Demonstrates competence using diagnostic criteria (DSM-IV-TR) including differential diagnoses.	
7. Incorporates cultural considerations into assessment, diagnosis, treatment planning, and case conceptualizations.	
<b>OVERALL RATING</b>	
<b>Comments:</b>	

<b>II. Intervention</b>	<b>Rating</b>
1. Uses basic interviewing skills effectively, including initiating & terminating the interview appropriately.	
2. Ability to form a working alliance with clients.	
3. Tolerates difficult emotions and explores clients' feelings.	
4. Deals with ruptures effectively and negotiates differences with clients.	
5. Knowledgeable about different interventions, demonstrates flexibility and knowledge about when to change interventions, and selects interventions based on client needs.	
6. Adapts and tailors interventions and mainstream treatment methods to be culturally relevant and congruent to clients.	
7. Refers clients to appropriate resources when appropriate (e.g., psychiatry, group, community therapists, agencies).	
8. Considers empirically supported treatments or evidence-based treatments.	
9. Prepares clients for termination of treatment appropriately and sensitively.	
10. Understands and maintains appropriate professional boundaries with clients.	
<b>GROUP:</b>	
11. Demonstrates awareness and knowledge of group development and process	
12. Formulates specific, demonstrable and realistic treatment goals and discusses with the group	
13. Takes appropriate therapeutic actions	
<b>OVERALL RATING</b>	
<b>Comments:</b>	

<b>III. Psychological Testing</b>	<b>Rating</b>
1. Administers and scores psychological tests appropriately, in a standard way, and capably.	
2. Combines test data, referral information, observations and client statements into clear, theoretically verifiable statements about the client. Separates facts based on material at hand from speculations based on theory. Indicates basis for inferences.	
3. Demonstrates ability to develop appropriate recommendations and to relate recommendations to assessment findings and conclusions.	
4. Discusses evaluation results with client in language client can understand. Makes clear to client the status of assessment, statements, whether fact or hypothesis. Spells out for client how assessment is to be used in facilitating treatment.	
5. Reports clients' behaviors accurately (including client posture, expression, and verbalizations)	
6. Backs up inferences about client characteristics (e.g., defensiveness, anxiety, attitudes, etc) with specific behavioral observations.	
7. Selects appropriate assessment procedures based on referral information, initial contact, and continuing interaction with client.	
8. Reports are written in non-technical language and with absence of jargon. Reports address questions raised by referrer--implications of assessment results are spelled out.	
<b>OVERALL RATING</b>	
<b>Comments:</b>	

<b>IV. Crisis intervention</b>	<b>Rating</b>
1. Assesses crisis situations appropriately.	
2. Intervenes during crisis situations appropriately.	
3. Conducts suicidal and homicidality assessments thoroughly, effectively and appropriately. Elicits relevant information.	
4. Assesses for potential child and elder abuse/neglect and domestic violence thoroughly, effectively, and appropriately. Elicits relevant information.	
5. Seeks appropriate consultation or supervision when encountering crisis situations.	
6. Follows-up with client needs related to the crisis and provides case management when appropriate.	
7. Demonstrates ability to remain calm during a crisis situation.	
<b>OVERALL RATING</b>	
<b>Comments:</b>	

<b>V. Consultation and Outreach</b>	<b>Rating</b>
1. When seeking consult, trainee maintains rapport with colleagues and is aware of	

other disciplines' contributions.	
2. Knowledgeable about when to consult with other professionals or supervisors.	
3. Knowledgeable about didactic learning strategies that take into consideration developmental and individual differences during outreach programs.	
4. Demonstrates comfort in presenting to audiences and engages audience when presenting.	
5. Demonstrates clear and effective communication skills in both consultation and outreach.	
<b>OVERALL RATING</b>	
<b>Comments:</b>	

<b>VI. Personal Characteristics</b>	<b>Rating</b>
1. Monitors and accurately assesses own strengths and weaknesses (i.e., self-awareness).	
2. Empathizes with thoughts, feelings, and needs of others (i.e., empathy).	
3. Demonstrates ability to identify personal distress and uses resources that support healthy functioning when experiencing personal distress (i.e., self-care).	
4. Demonstrates awareness of one's own feelings toward clients and understands client's impact on self.	
5. Understands impact of self on others including colleagues and clients.	
6. Demonstrates consistent attendance of meetings and seminars and if there are absences, takes the initiative to plan ahead and/or to follow-up after the absence(s) to be caught up.	
7. Demonstrates professionalism in the workplace (e.g., dress, work ethic, timeliness)	
<b>OVERALL RATING</b>	
<b>Comments:</b>	

<b>VII. Relationships and Interpersonal Issues (Colleagues, Agency)</b>	<b>Rating</b>
1. Works collaboratively with peers and colleagues.	
2. Provides constructive feedback and support to peers.	
3. Receives feedback non-defensively from peers.	
4. Respects support staff roles and persons.	
5. Willing to acknowledge and correct interpersonal conflict with colleagues if applicable.	
<b>OVERALL RATING</b>	
<b>Comments:</b>	

<b>VIII. Use of Supervision</b>	<b>Rating</b>
1. Open and non-defensive to supervisory evaluation and feedback.	
2. Self-reflects and self-evaluates regarding clinical work with clients.	
3. Willing to voice own opinion and does not inappropriately defer to supervisor. Demonstrates good judgment as to when supervisory input is necessary.	



4. Communicates self to the supervisor when appropriate (i.e., transparency)	
5. Willing to take risks and acknowledge troublesome areas and make mistakes.	
6. Applies what is discussed in supervision to interactions with clients.	
<b>OVERALL RATING</b>	
<b>Comments:</b>	

<b>X. Management and Administration</b>	<b>Rating</b>
1. Follows agency's policies and operating procedures.	
2. Documents crisis assessments appropriately.	
3. Maintains organized and timely notes and client records. Notes are completed within the week and prior to any significant leave; documents are up-to-date.	
<b>OVERALL RATING</b>	
<b>Comments:</b>	

<b>XI. Diversity – Individual and Cultural Differences</b>	<b>Rating</b>
1. Knowledge of one's own beliefs, values, attitudes, assumptions in the context of diversity.	
2. Recognizes own biases and stereotypes, personal limitations, and areas for future growth and takes action to reduce such biases.	
3. Open to exploring one's feelings and reactions to power and diversity issues.	
4. Knowledge about the nature and impact of diversity in different clinical situations.	
5. Facilitates discourse and acts as an ally when oppression or poor treatment is imposed on stigmatized and underserved groups.	
6. Infuses culture and diversity into all aspects of professional work.	
7. Demonstrates respect for and values differing worldviews in all domains of professional practice and professional interactions.	
<b>OVERALL RATING</b>	
<b>Comments:</b>	

<b>XII. Ethical and Legal Standards</b>	<b>Rating</b>
1. Knowledgeable about ethical principles, legal mandates, and standards of professional conduct.	
2. Recognizes and analyzes ethical dilemmas and legal issues using ethical decision-making skills across the range of professional activities in the clinical setting.	
3. Seeks appropriate information and consultation when faced with ethical issues and dilemmas.	
4. Behaves ethically across all aspects of professional work.	
<b>OVERALL RATING</b>	
<b>Comments:</b>	

**Summary of student's strengths and outstanding professional skills (these are skills which are above the level to be expected of a student at this level of development)**

**Summary of student's skills that need improvement. Please make brief suggestions for working on these skills. (These are skills which are not far below the level expected of a student with comparable training and experience, but which most immediately stand in the way of professional growth.)**

**Summary of deficient areas which need immediate correction. Please make brief suggestions for working on these skills. (These are skills considerably below the level to be expected of a student with comparable training and experience.)**

**Summary of populations or types of clients the student would benefit from working with in the future.**

**Trainee: \_\_\_\_\_ Date:**

**Supervisor: \_\_\_\_\_ Date:**

**Trainee's Response:**

**Counseling Psychology Practicum and Internship I**

**SITE EVALUATION  
2016-2017**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Site: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Academic Quarter:     Fall     Winter     Spring     Summer          Year: \_\_\_\_\_

Check all the counseling opportunities that are available on this site:

- Individual Counseling
- Men
- Women
- Adolescents
- Children
- Special populations (specify)- \_\_\_\_\_
- Career Counseling
- Marriage and Family Counseling
- Group Counseling (specify populations)
- \_\_\_\_\_
- Consulting (specify with whom)- \_\_\_\_\_
- Assessment
- Other (specify)- \_\_\_\_\_

Types of Clients Served: \_\_\_\_\_

What kind of supervision is provided?

- Individual Supervision      Hours/week \_\_\_\_\_
- Group Supervision              Hours/week \_\_\_\_\_ Number of students in group \_\_\_\_\_

What are the on-site responsibilities of the practicum student (e.g., biofeedback with in-patient pain patients, short-term groups with alcoholics, etc.)?

What is the theoretical orientation of the supervision (i.e., quality and style)?

Are there unique demands of this site that have not already been discussed? (full year commitment, requires at least 15 hours weekly, etc.)

Do you have any comments about this site you feel would be helpful to an interested student?

Is there an opportunity for a paid practicum?  No  Yes How much? \_\_\_\_\_

Would you recommend this site?

No  Yes - highly

Yes - under the following conditions (e.g., must have prior experience with alcoholism, request a specific supervisor, family counseling is main type of service, etc.)