



UNIVERSITY of  
DENVER

MORGRIDGE COLLEGE OF EDUCATION



UNIVERSITY of  
DENVER

SchoolCounseling@Denver

## PRACTICUM & INTERNSHIP HANDBOOK

SchoolCounseling@Denver

Online School Counseling Master of Arts

Handbook Year 2022 – 2023

Department of Counseling Psychology

University of Denver

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*Note: This document will frequently reference "School Counselor in Training." This will be abbreviated as SCiT as appropriate throughout the document.*

## INTRODUCTION

This Handbook provides foundational information necessary for successful completion of the Practicum and Internship portions of the SchoolCounseling@Denver curriculum. Questions related to its contents should be directed to the SchoolCounseling@Denver Practicum & Internship Specialist ([contact information](#)).

### WORDS FROM THE FACULTY

Congratulations! You're ready to embark on the experiential portion of your degree requirements! This includes one quarter of practicum and two quarters of internship. Your practicum and internships experiences promise to be some of the most exciting and challenging experiences of your time in this program, if not your life! These opportunities to begin applying what you've been studying to real-life situations will prove invaluable as you transition from student to professional.

Our goal for this course sequence is to provide you with the experiences and education recommended in the fourth edition of the *ASCA National Model: A Framework for School Counseling Programs*. We hope you keep in mind the ASCA themes of leadership, advocacy, collaboration, and systemic change in the work you do, and we look forward to reflecting on how you are interweaving these themes into your work as a school counselor in training (SCiT).

There is a community of support here at the University of Denver to help you in this experience. In addition to receiving one hour of individual supervision by a certified/licensed school counselor at your placement site, you will also receive 100 minutes of group supervision from a faculty member at the University of Denver per week. Although getting the 700 hours of experience in the schools is important, the meaning that you are able to attach to these experiences is equally valuable. Therefore, we encourage you to push yourself. Ask your site supervisor questions, bring "ah ha" moments to share with the class, step out of your comfort zone, share your ideas with your peers. Remember that, while you may be the only SCiT at your site, you are a member of the SchoolCounseling@Denver community, and are joined by your peers and faculty in this experience. Support each other in your successes; support each other in your struggles; reach out when you need support.

The SchoolCounseling@Denver program's mission is to develop the next generation of school counselors to become agents of change, embracing a holistic approach to meeting the academic, career, and social/emotional needs of students from diverse backgrounds within the P-12 school system(s) and across the communities in which they serve. We hope that the P-12 schools see this mission shine in the amazing work you will be doing during the experiential component of your program. We look forward to supporting you throughout this experience and feel privileged by the opportunity to witness the incredible impact you will have on the P-12 students and community served by the schools.

Sincerely,

The SchoolCounseling@Denver Faculty and Staff

## PRACTICUM AND INTERNSHIP COURSE OBJECTIVES

Upon completion of each experiential course, students can expect to meet a set of objectives outlined in the respective course syllabus. These objectives were developed to adhere to the most recent guidelines outlined in the *ASCA School Counselor Professional Standards & Competencies*, *ASCA National Model*, and *CACREP Standards* to ensure School Counselors-in-Training are proficient in the knowledge, skills, and awareness necessary for competent school counseling.

### PLACEMENT OVERVIEW

#### INITIATING PLACEMENT

Prior to beginning the placement process, there are steps SCiTs must take in order to ensure a smooth process and beginning Practicum on time. Review each section below carefully to understand all placement expectations and requirements.

**Practicum & Internship Orientation:** Prior to enrolling in Practicum, students are required to attend a workshop on the entirety of the placement process lead by the Practicum & Internship Specialist and the Practicum & Internship Coordinator. This workshop experience will help the SCiT develop the basic knowledge needed in order to function on site and successfully complete requisite documentation related to the course. These workshops will be pre-recorded and provided to students prior to the beginning of their placement process. Students will be asked to watch the recording and complete a quiz indicating their understanding of the content and program requirements. In certain cases where significant improvement is needed, the SCiT will be asked to complete additional training or course work before proceeding with practicum. Note that in these cases, students may need to adjust their plan of study should a delay in practicum be needed.

**Placement Welcome Call:** The SchoolCounseling@Denver Placement Team works collaboratively with SCiTs to ensure a quality and timely Field Placement experience. Students can expect to hear from their Placement Specialist approximately 100-120 days prior to the quarter in which students are scheduled to start placement. At this time, students will be prompted to schedule a "Placement Welcome Call" with their Placement Specialist, in which the placement process and important policies will be discussed in detail. A "Welcome Call" is a **required** step toward beginning the placement search process. Please note that the Placement Team cannot begin working on field placement more than 100-120 days prior to a student's placement start date, as the team is hard at work on other cohorts of placement. Students wanting to begin their placement process sooner than the 100-120 day standard should engage in the Referral Process, described in greater detail below. If at any time students have questions about their placement process, they can email the general placement inbox at [placement@morgridgeonline.du.edu](mailto:placement@morgridgeonline.du.edu). *Please expect a 24-48 business hour response window.*

In addition to these initial steps, SCiTs are encouraged to consider the following items in preparation for the placement process:

**Placement Context:** It is ideal for SCiTs to complete their practicum experience at schools with school counseling programs which are aligned with the ASCA Model. However, students should keep in mind that practicum sites are quite varied in nature and this may not always be the case. Furthermore, SCiTs are encouraged to work with a diverse variety of P-12 clients/students, and site supervisors are urged to give SCiTs these opportunities when possible. School Counselors in Training 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 placement (e.g., updating your resume, creating a statement of interest, and brushing up on your interviewing skills).

**Preferred Site:** If SCiTs have identified site(s) they already have relationships with or school districts they would like to engage with, they must communicate that to the Placement Team as soon as possible so appropriate steps can be taken to evaluate the qualifications of the site and explore placement opportunities. This is referred to as a "Referral" and additional information regarding the Referral Process can be found later in this document.

School Counselors in Training will work closely with the Placement Team throughout the Placement Process. Since SCiTs in the SchoolCounseling@Denver program come from different locations nationwide, the Placement Team offers an invaluable service to support all students in securing a qualified placement site.

**CAUTION:** Note that SCiTs should not make a formal commitment to a site, or even formally apply, prior to engaging in the associated process with the Placement Team. A timeline is provided later in this document to illustrate the formal process.

Please note each placement site will likely interview prior to agreeing to host the SCiTs. When interviewing with a P-12 school, SCiTs should take with them a copy of their own updated resume and should be prepared to discuss their training, experience, and goals for their practicum experience. These interviews should be treated with as much care as a job interview. Sites agree to interview/host SCiTs on a volunteer basis and it is critical that SCiTs demonstrate gratitude and professionalism in these interviews.

## PLACE OF EMPLOYMENT REFERRALS

In the interest of professional standards as well as for practical considerations, *Place of Employment* (POE) placements will be critically reviewed and only approved on a case-by-case basis. Placement experience in the SCiT's places of employment may produce a conflict of obligations for the employer. Experiences in other settings will provide the SCiT with a broader exposure to the school counseling field, which is important in a training program. Again, exceptions will be granted only on the recommendation and approval from the Practicum & Internship Specialist via consultation with the Faculty Advisor and/or Program Director, as needed. The SCiT must demonstrate that they will obtain new and relevant training at the current place of employment as well as appropriate supervision from someone *other than* their current professional supervisor. Also, it is important for SCiTs to keep in mind the program requirements and the reality of completing practicum and internship while also working part- or full-time at your place of employment. Please note, applying for this exception does not guarantee it will be granted.

**Applying for a POE Placement:** School Counselors in Training interested in pursuing a POE placement must work with their Placement Specialist to learn about the process, complete necessary paperwork, and initiate conversations with their Faculty Advisor. All students pursuing a POE placement must ALSO complete the below steps of the Referral Process.

**POE Placement when employed less than 90 days:** Special circumstances apply to students seeking a POE placement if current employment has started no more than 90 days prior to placement start date. If a SCiT has accepted a paid position/role which includes the supervision and activities necessary to fulfill the placement requirements and has done so no more than 90 days prior to their placement start date, they may use said role as their Placement site. SCiTs pursuing this option must notify the Practicum & Internship Specialist, in writing via email, as soon as possible. This notification must include the position description, the potential supervisor's name and contact information, and the formal start date of the paid position. Note that it is likely that your placement

supervisor will be different than your formal position supervisor at your place of employment, based on supervision requirements of the program. The Practicum & Internship Specialist retains the rights to update this policy as needed to comply with accreditation requirements based on details of individual circumstances.

## REFERRAL PROCESS

As a graduate student and professional, you may already have a network within your community. This can serve as a valuable lead for Placement. SchoolCounseling@Denver provides students with the opportunity to submit referrals to the Placement Team, allowing you to submit potential sites in your area with whom you have connected.

The Placement Team will, separate from referrals, work to identify *one* qualified, faculty-approved, and educationally robust placement experience for each student. **Should you have a specific interest, travel restriction, or schedule preference**, you are *strongly encouraged* to network in your community and submit qualified referrals that can accommodate these desires. Again, SCiTs with specific preferences (e.g., schedule, distance, grade level/population/school district) are highly encouraged to submit referrals.

A qualified referral is a site that either has agreed to host you for your Field Placement or has expressed interest in hosting you. Referrals are **not** lists of sites or contacts in your area. Referrals are subject to the approval from the Practicum & Internship Specialist.

All referrals **must** have the following qualities:

- A qualified supervisor;
- Robust educational experiences and opportunities for students to engage directly with students, school employees, and other appropriate staff personnel.

Please contact the Placement Team to receive a copy of the Referral Form which will be completed by the SCiT. Upon receipt of the completed Referral Form, your Placement Specialist will contact the Referral Site to obtain supervisor credentials, paperwork, legal affiliation, and to ensure the site is qualified to host a SchoolCounseling@Denver student.

## PRE-PLACEMENT DOCUMENTATION

Prior to beginning Practicum, SCiTs are required to submit the following 4 documents by the deadline stated in the Practicum & Internship Orientation:

1. American School Counselor Association (ASCA) Membership
2. Certificate of Liability Insurance
3. Mandatory Reporter Training
4. Practicum & Internship Compliance Attestation

Details of each required Pre-Placement Document are provided on the next page.

## 1 & 2. American School Counselor Association (ASCA) Membership & Certificate of Liability Insurance

School Counselors in Training are required to obtain their own malpractice insurance during the supervised practicum and internship experience through membership with the [American School Counselor Association](#) (ASCA). School Counselors in Training are required to maintain current malpractice insurance throughout the entirety of the experiential component of this program. School Counselors in Training must submit proof of ASCA Membership **and** the [Certificate of Liability Insurance](#) through the [SchoolCounseling@Denver Placement Documentation Submission survey](#) by the deadline stated in the Practicum & Internship Orientation. If the placement experience spans over one year, SCiTs will be required to resubmit updated proof of their ASCA membership **and** the Certificate of Liability. If a SCiT's ASCA membership has expired, they will not be allowed to go to their site or accrue any indirect or direct hours until they have renewed their membership and submitted the appropriated documentation.

During an unpaid internship, SCiTs may be covered under the University's Workers' Compensation program if injured while performing the essential duties of the practicum or internship. The University's Enterprise Risk Management Office manages the University's Workers' Compensation Program. Please contact the Practicum & Internship Coordinator should an event occur.

## 3. Mandatory Reporter Training

School Counselors in Training are required, by the SchoolCounseling@Denver program (at minimum), to complete mandated reporter training. This can be done in one of two ways.

**Site-Required Training:** Many states/districts will require SCiTs to complete mandated reporter training provided by their state. Sites will often provide SCiTs with instructions to complete this training during the onboarding process.

**No Site-Required Training:** If a SCiT is not required to complete mandated reporter training by their site/district, they must pursue the training by visiting the [State Training Resources for Mandatory Reporters of Child Abuse and Neglect](#) website and locating the appropriate training for their state.

Once a SCiT has completed the appropriate training, they must submit proof of completion through the [SchoolCounseling@Denver Placement Documentation Submission survey](#) by the deadline stated in the Practicum & Internship Orientation.

## 4. Practicum & Internship Compliance Attestation

All SCiTs must complete this Attestation form prior to beginning their Practicum experience. Completing this form acknowledges that receipt of the Practicum & Internship Handbook and agreement to comply with requirements of the relevant district, state, and/or other relevant governing body in order to receive clearance to begin the practicum and/or internship experience. School Counselors in Training must download, complete, sign, and submit the [P&I Compliance Attestation form](#) through the [SchoolCounseling@Denver Placement Documentation Submission survey](#) by the deadline stated in the Practicum & Internship Orientation.

## COMPLETING HOURS PRIOR TO THE AUTUMN TERM (AUGUST THROUGH SEPTEMBER TERM START DATE)

Many schools/districts begin their year prior to DU's Autumn term start date. To begin accruing hours prior to the start of the Autumn quarter, beginning in August through the Autumn quarter start date in September, SCiTs must meet the following criteria:

- have an approved site and supervisor on file, as indicated through the "SchoolCounseling@Denver - Intern CONFIRMATION" email;
- submitted all required pre-placement documents (i.e., liability insurance, proof of ASCA membership, P&I compliance form, Mandatory Reporter Training); and
- mutual agreement, in writing (email correspondence is acceptable), between SCiT and Site Supervisor, to hold weekly, 1-hour supervision meetings, beginning the first week on-site.

If SCiTs meet the criteria listed above and choose to begin accruing hours prior to the Autumn term, they must do so in accordance with the following parameters:

- **SCiTs beginning at a new site** (i.e., all Practicum students and Internship students who have changed sites) may not accrue more than 15% of their total direct hours preceding the Autumn quarter. Maximum limits on direct hours accrued prior to the start of the Autumn quarter, as they relate to specific courses, are listed below.
  - Practicum: 6 hours
  - Internship: 21 hours
- **SCiTs returning to a site** (i.e., Internship students who have NOT changed sites) may not accrue more than 30% (i.e., 40 hours) of their total direct hours preceding Internship I or II, given they are returning to a site at which they've already completed Practicum or Internship I.

SCiTs who meet the criteria, understand the associated parameters, and would like to start accruing hours prior to the Autumn quarter must complete the [SC@Denver Early Placement Start](#) survey no later than five business days prior to beginning the accrual of hours. SCiTs will receive an email confirming their eligibility to start early within five business days after submission. **SCiTs may not begin to accrue direct hours prior to receiving the confirmation email. Any hours accrued without approval cannot be counted toward the required hours for the placement experience and are done so at the risk of the student, outside of affiliation with the SchoolCounseling@Denver program.**



## THE PRACTICUM EXPERIENCE (AUTUMN & WINTER QUARTERS)

The Practicum experience for the SchoolCounseling@Denver 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 and school counseling. The Practicum is scheduled in either the Autumn or Winter Quarters and must be completed before moving on to Internship. The SchoolCounseling@Denver Placement Team will work with SCiTs to coordinate the practicum experience. Components of the practicum experience include:

1. enrollment in the 4-credit hour practicum course;
2. supervised field experience alongside a practicing, appropriately licensed/certified and experienced school counselor;
3. additional individual and group supervision sessions with a SchoolCounseling@Denver Practicum instructor via your synchronous class meetings;
4. Completing all necessary documentation as described in detail below.

Information concerning the College's compliance with NC-SARA regulations may be obtained from the program's Practicum and Internship Specialist.

Practicum provides SchoolCounseling@Denver SCiTs with supervised field experience in professional school counseling and with direct experience in P-12 schools. The Practicum Experience is an introduction to the experiential component of the program, carrying fewer hours than the subsequent Internship I and Internship II courses.

Students are required to:

1. Complete a minimum of 100 hours of Practicum at an approved site within a 10-week quarter or about 10 hours a week. The 100 hours must include at least 40 hours of direct client/student contact with a minimum of 10 hours seeing clients/students individually.
  - a. **Direct client/student contact** includes individual and group counseling, academic planning/advising, career counseling, crisis intervention, assessment, phone consultation with family members/legal guardians/other staff personnel, workshop/presentation by the SCiT when there are students present, and classroom developmental guidance lessons.
  - b. **Indirect services** include completing session notes, observing, attending meetings at site, and completing asynchronous content for all experiential courses.
  - c. The SCiT **must** be working one-on-one with students for it to count toward the 10 hours of direct client/student contact.

Direct contact hours **DO NOT** include any indirect work with clients (e.g., observation; writing notes; staff meetings).

Note that if SCiTs do not complete a minimum of 90 hours of service, including 35 direct hours, during Practicum, will result in a delay to enroll in Field Supervision and/or Internship I.

2. Record (audio or video) **at least** two individual counseling sessions. School Counselors in Training **must** present two recordings during the Practicum course or they will fail the course. Ideally these will be two different recordings, but a case-by-case discussion is up to the discretion of the course instructor and Practicum & Internship Specialist.
3. Receive an average of **one** hour of face-to-face individual on-site **supervision** per week with your on-site supervisor.

- a. **Supervision** must be provided by a qualified supervisor. This individual must be a Master's-level school counselor who holds current relevant licensure/certification for the state in which they practice, at least two years of experience related to school counseling, and relevant training in counseling supervision.
  - b. The supervisor is responsible for familiarity with and understanding of SchoolCounseling@Denver program expectations, requirements, and evaluation procedures, as presented within this and other relevant documents.
4. Complete **one** case report with corresponding case presentation.
5. Observe at least one group session at your site.
6. Attend and participate in weekly group supervision with a counselor education faculty member via attendance of your live class session through Zoom.

## COMPLETING PRACTICUM HOURS AT ONE SITE

School Counselors in Training are required to accumulate the required 100 practicum hours at **one site**. Changes in Practicum sites will only be approved on a case-by-case basis in extenuating circumstances and with the involvement of the Practicum & Internship Specialist and SchoolCounseling@Denver faculty, as needed. If a SCiT wants to change Practicum sites based on specific circumstances, they must refer to the **Change in Placement Site** section found later in this document, under **Practicum & Internship Policies, Procedures, & Documentation**. It is important to note that it can take anywhere from 4 – 8 weeks (or more) for a new placement site to be identified.

## INTERNSHIP OVERVIEW

Following successful completion of the 10-week Practicum and associated requirements, SCiTs will move into their Internship I and II experiences. The Internship component for the SchoolCounseling@Denver program in the Morgridge College of Education, University of Denver, is a fieldwork experience combined with two 4-credit courses that provides a supervised transition from an academic setting to the professional field of school counseling. The internship is typically completed across two quarters, Autumn, Winter, and/or Spring (internship cannot be completed during the Summer quarter) and is coordinated by the SchoolCounseling@Denver Placement Team, Practicum & Internship Specialist, Practicum & Internship Coordinator, and an instructor from the SchoolCounseling@Denver program in collaboration with your On-Site Supervisor.

Components of the internship include:

1. enrollment in the 4-credit hour Internship I or Internship II course, as appropriate;
2. supervised experience in the field alongside a practicing, appropriately licensed/certified and experienced school counselor;
3. additional individual and group supervision sessions with a SchoolCounseling@Denver Internship instructor via your synchronous class meetings;
4. Completing all necessary documentation as described in detail below.

## COMPLETING INTERNSHIP HOURS AT ONE SITE

School Counselors in Training are encouraged to accumulate the required 600 internship hours at **one site**. If a SCiT wants to change sites for any reason at any time they must refer to the **Initiating Change in Placement Site** section found later in this document, under **Practicum & Internship Policies, Procedures, & Documentation**. It is important to note that it can take anywhere from 4 – 8 weeks (or more) for a new placement site to be identified.

## THE INTERNSHIP EXPERIENCE (AUTUMN, WINTER, & SPRING QUARTERS)

Internship provides SchoolCounseling@Denver SCiTs with supervised field experience in professional school counseling and with direct experience in the P-12 schools. The Internship Experience, carrying significantly greater service hours, provides a more intensive, hands-on experience for the SCiT, in preparation for the transition from student to professional school counselor. The Practicum is scheduled in the Autumn or Winter Quarters and must be completed before moving on to internship.

Students are required to:

1. Complete a minimum of 600 hours of Internship at **an approved site** within two 10-week quarters. It is recommended that SCiTs complete 300 hours each quarter, or about 30 hours per week. **The 600 hours must include at least 240 hours of direct client/student contact with a minimum of 50 hours seeing clients/students individually. If an SCiT does not accrue the required number of hours, as described in this document, they will not pass COUN 4920: School Counseling Internship II and will not graduate from the SchoolCounseling@Denver program.**
  - a. **Direct client/student contact** includes individual and group counseling, academic planning/advising, career counseling, crisis intervention, assessment, phone consultation with family members/legal guardians/other stakeholders, workshop/presentation by the SCiT when there are students present, and classroom developmental guidance lessons.
  - b. **Indirect services** include completing session notes, observing/attending meetings at site, and completing asynchronous content for all experiential courses.

- c. The SCiT **must** be working one-on-one with students for it to count toward the 50 hours of direct client/student contact.
  - d. Direct contact hours **DO NOT** include any indirect work with clients (e.g., observation; writing notes; staff meetings).
  - e. Notes related to the accrual of hours:
    - i. If an SCiT does not complete a minimum of 275 hours of service, including 110 direct hours, during **Internship I**, faculty will vote on eligibility to advance to Internship II. If it is decided that the SCiT is not eligible to advance, an incomplete will be awarded for Internship I until the 275/110 threshold is met.
    - ii. During **Internship II**, faculty reserve the right to delay any SCiT's completion of the course based on accrual of hours. If it is decided that the SCiT is not positioned to complete the course within the typical time frame, faculty will work with the student to identify potential alternatives, including the possibility of issuing an "Incomplete" for the course until the required hours are completed. Accordingly, faculty will review the file of **any** SCiT who meets the criteria below.
      1. Week 5: The SCiT has not accrued at least 180 direct hours (with a minimum of 37 hours seeing clients/students individually) and at least 270 indirect hours by the end of week five.
      2. Between Weeks 5 and 10: The SCiT is exhibiting behavior and/or circumstances that may risk their ability to accrue the required remaining hours by the end of the quarter.
2. Record (audio or video) at least **two** individual counseling sessions each internship quarter, with appropriate written consent from the student and their parent/legal guardian. School Counselors in Training **must** present two separate recordings in each of their experiential courses or they will fail the course. Case-by-case discussion is up to the discretion of the course instructor and Practicum & Internship Specialist.
  3. Receive an average of **one** hour of face-to-face individual on-site **supervision** per week with your on-site supervisor.
    - a. **Supervision** must be provided by a qualified supervisor. This individual must be a Master's-level school counselor who holds current relevant licensure/certification for the state in which they practice, at least two years of experience related to school counseling, and relevant training in counseling supervision.
    - b. The supervisor is responsible for familiarity with and understanding of SchoolCounseling@Denver program expectations, requirements, and evaluation procedures, as presented within this and other relevant documents.
    - c. Prior to approving the site, the Placement Team, in collaboration with the Practicum & Internship Coordinator, will ensure these supervision opportunities are available at the placement site and appropriate for a practicum student.
  4. Complete **one** case report with corresponding case presentation per quarter.
  5. Engage in group counseling sessions at your site, as described here:
    - a. (Co-)facilitate at least one counseling or psychoeducational group session, ideally during Internship I.
  6. Attend and participate in weekly group supervision with a counselor education faculty member via attendance of your live class session through Zoom.

## FIELD SUPERVISION

In some cases, students may wish to complete Internship hours beyond the parameters of the quarter in which they are enrolled in the School Counseling Internship I or II course. Generally, this will not be permitted due to the need for consistent group supervision, provided via the live session meetings for the courses within the Experiential Sequence (i.e., Practicum, Internship I, Internship II). However, students do have the option to enroll in COUN-4901: School Counseling Field Supervision (see program handbook for course description). Offered only during the Winter Interterm, which is the academic period between the Autumn and Winter quarters each year, this 1-credit supervision-based course will allow for accrual of Internship hours outside of the academic quarter. Eligibility for enrollment in this course includes:

1. successful completion of all required practicum hours and a passing grade in COUN-4900;
2. plans to complete hours at a site in which you have already completed at least one quarter of Practicum/Internship;
3. written confirmation from your previously approved site supervisor that you are able to continue accruing hours at that site under their supervision during the Winter Interterm.

## PRACTICUM & INTERNSHIP POLICIES, PROCEDURES, & DOCUMENTATION

While the Practicum and Internship courses and experiences are distinct from one another, many policies, procedures, forms, and other documents are similar in nature. This section will provide information that will be important for you to successfully navigate the breadth of your experiential courses and experiences.

## CHANGE IN PLACEMENT SITE

Changes in placement sites may occur for different reasons. The primary reasons and associated processes are listed below.

1. **Changes based on extenuating circumstances.** This type of change can be initiated at any time and will only be approved on a case-by-case basis with the involvement of Course Instructor, Faculty Advisor, and/or Program Director. If a SCiT wants to change sites based on specific circumstances, they must follow the procedure outlined below:
  - a. Discuss the situation with the Course Instructor and Faculty Advisor as soon as possible.
  - b. Write a letter of petition to the faculty explaining the situation and requesting a change.
  - c. Wait for a faculty decision before any new site is contacted. It is very important that these steps be followed to ensure that both students and sites have the best experience possible.
  - d. SchoolCounseling@Denver Faculty will communicate with the SCiT and the Placement Team about the status of the requested change.
2. **Changes based on removal from site.** Should a SCiT be asked to leave a site at any point of the experiential component, the faculty will review the circumstances surrounding the removal to determine any program remedial actions.
3. **Changes based on faculty removal from site.** Should a SCiT display behavior that does not adhere to the Professional Dispositions, including relevant ethical standards within the discipline, or is not up to date on their required documentation (e.g., ASCA membership, liability insurance), the faculty will review the circumstances to decide if the SCiT should be removed from their site. This decision may result in additional program remedial action and a potential delay in graduation.
4. **Changes based on delay in start date.** It is the SCiT's responsibility to inform their experiential course instructor **and** the Practicum & Internship Specialist of any delays in their placement start date. If the SCiT notifies their experiential course instructor **and** the Practicum & Internship Specialist that they have not begun accruing hours with the school (e.g., on-site or virtually, per the setting of the site) by the end of the

first week of the relevant quarter, the SCiT may request that the Placement Specialist begin to locate a replacement site. Note that the SCiT is expected to continue pursuing placement activities with the original site, but the Placement Specialist will begin gathering other options in the case that the original site does not meet the needs of the SCiT.

5. **Intentional site change** (for Internship I & II ONLY). This type of change is not based on extenuating circumstances. Again, students are encouraged to stay in the same site for their entire placement experience. However, if a SCiT would like to change placement sites between quarters for academic purposes, they must follow the procedure outlined below:
  - a. The change must be initiated no later than week 3 of the quarter prior to the quarter in which the change will become effective.
  - b. To initiate the change, the SCiT must email the Practicum & Internship Specialist, articulating the intent to change sites. SCiTs are encouraged to have another qualified site in mind prior to initiating a change in sites. If a SCiT has another potential site, they will need to submit a placement referral so that the Placement Specialist can begin the placement process.

*Note that it can take anywhere from 4 – 8 weeks (or more) for a new placement site to be identified.*

Changes in sites will only be approved on a case-by-case basis in extenuating circumstances and with the involvement of the Faculty Advisor and SchoolCounseling@Denver faculty.

## BASIC ROLES WITHIN THE PLACEMENT PROCESS

- **Practicum & Internship Specialist:** The Practicum & Internship Specialist is a SchoolCounseling@Denver faculty member. They will be in communication with all instructors teaching Practicum, Internship I, and Internship II for updated information regarding sites. The Practicum & Internship Specialist will provide tertiary support to students throughout the initial stages of the placement process but will be the primary contact for SCiTs on-site supervisors, and course instructors after student placement assignments have been finalized.
- **Practicum & Internship Coordinator:** The Practicum & Internship Coordinator is a dedicated staff member who works alongside the Practicum & Internship Specialist, providing administrative support throughout the placement process and field experience.
- **Course Instructor:** The Course Instructor will be the contact for students and site supervisors for any specific course-related questions regarding the Practicum and Internship courses.
- **Placement Team:** The Placement Team works to support SCiTs throughout the Placement Process, identifies one qualified site for SCiTs, and/or partners with students who are submitting referrals. SCiTs will work with the Placement Team from the beginning of the Placement Process until a student is “confirmed” in a Placement.
- **On-Site Supervisor:** The On-Site Supervisor works for the school in which the SCiT is completing placement and is responsible for the day-to-day supervision of the SCiT. They are responsible for supervising and supporting the SCiT during the practicum and internship experience. On-Site Supervisors also provide evaluations of the SCiT’s practicum and internship growth, learning, and overall performance.



## ESCALATION PROCESS

In the case that an issue arises at the site or between the SCiT and On-site Supervisor, refer to the process below. Note that, prior to escalating the issue, both the SCiT and On-Site Supervisor are encouraged to address the issue directly with one another. If the issue cannot be resolved at this level, the following hierarchy should be engaged to escalate the issue.



## DOCUMENTS & FORMS

A variety of documents and forms support the practicum and internship processes. Details of each document and form are articulated below. Note that all documents and forms listed in this section can be found on the [SchoolCounseling@Denver Practicum & Internship](#) Portfolio website. Explicit completion instructions are included within each individual file or link, as needed.

- **On-Site Supervisor Memorandum:** The Memorandum is an introduction to the Practicum or Internship Experience. This **downloadable document** is intended for the On-Site Supervisor, from the Program Director. A slightly different Memorandum exists for each experience (i.e., practicum, internship).
  - On-Site Supervisor Memorandum – Practicum
  - On-Site Supervisor Memorandum – Internship
- **On-Site Supervision Expectations Survey:** The document is intended to assist the on-site supervisor, SCiT, and University in delineating responsibilities and accessing relevant documents and forms. The responses to this survey will address issues of time commitment, specific duties and expectations of the SCiT, the functions of the On-Site Supervisor, the site itself, and the associated course instructor. Please note, the purpose of this survey is to be clear with roles and responsibilities and is not a legally binding document. A slightly different document exists for each experience (i.e., practicum; internship).
  - On-Site Supervision Expectations document – Practicum
  - On-Site Supervision Expectations document – Internship
- **Practicum & Internship Hourly Log:** This **online form** will serve as an official record for students to track their hours for both practicum and internship every week. The Site Supervisor will be required to approve and review the hourly logs submitted by SCiTs during week five and week ten. This will take place via Qualtrics. Approval and signatures from the SCiT and On-site Supervisor are required for program and accreditation requirements. Note that a spreadsheet template will be available on the Portfolio site for students to use to track their hours on a daily basis. This is provided for convenience only and is not required by the program. However, SCiTs are responsible for tracking their daily hours through some tracking system (e.g., planner, calendar).
- **Practicum & Internship Evaluation of Student Performance:** Formal evaluation of student performance takes place at both the middle and end of each quarter.
- **Consent Form for Student/Client Recording at Practicum/Internship Site:** This **downloadable form** is to be used by SCiTs) to acquire consent for audio/video recording of interactions with students at their placement site. In the case that the placement site has their own consent form related to audio/video

recording, that form should be used in lieu of this document. Note that the completed Consent Form is the property of the placement site and will not be removed from the site.

- **Placement Documentation Submission** – This **online form** is to be used by SCiTs to upload all required documents prior to beginning Practicum and throughout the experiential component.
- **Early Placement Start Survey** – This online form is to be used by SCiTs who wish to begin their Practicum or Internship prior to the start of the Autumn quarter. A confirmation email will be sent once the request has been approved.
- **Session Note Template**: This **downloadable form** is to be used by SCiTs after their interactions with student(s) to document the services provided. In the case that the placement site has their own mechanism for documenting student interactions, that process should be used in lieu of this document. Note that the completed session note is the property of the placement site and will not be removed from the site.
- **Site Evaluation**: The End of Term Evaluation will be used by the student to evaluate the site and site supervisor at the end of each term during which the SCiT is enrolled in experiential courses. This **online form** will be included in the applicable End of Term survey students receive at the end of every quarter. This survey will be completed by the SCiT and the data will be available to the program administration.

## IMPORTANT PLACEMENT POLICIES

As acknowledged in the SCiT's Intent to Enroll (ITE) Form, a variety of Placement-related policies exist to ensure a productive, effective, timely, and quality placement experience.

- **Communication Expectations**: Throughout the placement process, SCiTs will have ongoing communications with the Placement Team. SCiT's professionalism and patience is requested while the Placement Team explores appropriate placement sites. Please allow at least two business days for the Placement Team to respond to your outreach. Please monitor your University of Denver email account and provide timely responses to the Placement Team in order to continue moving forward in the placement process. It is imperative that SCiTs check their University of Denver email frequently. SCiTs are expected to use their University of Denver email address, as opposed to a personal email address, when communicating with potential personnel at your placement site, and faculty and staff SC@Denver.
- **Travel Distance**: The University of Denver values clinical placements as an integral part of the program experience and will make every reasonable attempt to place SCiTs as close to their preferred placement address as possible. However, if there are insufficient resources for sites in your area, SCiTs may need to travel (at the SCiT's expense) to complete required placement experience. All travel to and from placement locations, including but not limited to transportation and lodging, are at the SCiT's expense. SCiTs may not reject an approved placement within the established 75-mile radius, solely on the basis of site distance or required travel time. Rejecting a site based on distance will move the SCiT to a "Referrals-Based" Placement Process, in which the SCiT will be identifying referrals as placement options and will not receive another placement opportunity from the Placement Team. Exceptions to this policy will be made on a strict case-by-case basis.



- **Relocation Notification:** SchoolCounseling@Denver understands that SCiTs may need to relocate while they are in the program, for reasons unrelated to the program. If relocation occurs prior to or during placement terms and SCiTs have no additional coursework to complete, SCiTs may need to take a leave of absence from the program until the placement team is able to secure a placement in the new preferred placement area. **In an effort to minimize disruption to SCiTs' program of study, they must provide a minimum of 1 full term (10+ weeks) of written notice prior to relocation.** Placement is not guaranteed for SCiTs who do not adhere to the foregoing requirements. This also includes making sure that the Office of the Registrar has the most up-to-date residential address.
- **Late Placement Expectations:** A variety of circumstances may impact the Placement Team's ability to place a student on time, including regional limitations, state regulations, student relocation, delayed or lack of communication with the Placement Team, student background check issues, and supervisor or site availability. If SCiTs are not placed by DU's Add/Drop Deadline, according to DU's academic calendar, we may ask students to decelerate their plan of study. In some cases, SCiTs may need to travel additional distances (beyond the 75-mile radius) to fulfill placement requirements. It is the SCiT's responsibility to inform their experiential course instructor and the Practicum & Internship Specialist of any delays in their placement start date.
- **Scheduling:** The placement portion of the program is a full-time commitment and SCiTs should expect to spend 100 hours in one practicum and 600 hours in two internships. We are unable to arrange for placement schedules that are exclusively during evening/weekend hours. The SCiT is required to make personal scheduling adjustments as needed to be in accordance with your placement supervisor's schedule to ensure completion of placement hours, supervision, and other responsibilities. Absences from your responsibilities can disrupt this schedule and ultimately impact your ability to complete course and/or program requirements on time.
- **Background Checks and Other Clearances:** SCiTs are required to complete new student health requirements specifically related to local state law and University of Denver, field placement health clearances, and a background check. If you fail to complete or maintain all clearances, you will be unable to continue in the program until you are fully compliant. In some cases, SCiTs may be required to obtain multiple background checks and/or state specific clearances during their master's degree studies. Note that all background checks and clearance items are the SCiT's obligation to obtain and financial responsibility. Once a SCiT has secured a placement, it is the responsibility of the SCiT to inquire about any needed background checks or clearances from their On-Site Supervisor.