



**WRIGHT STATE  
UNIVERSITY**

**DEPARTMENT OF HUMAN SERVICES**

*Graduate Student Practicum Manual*

Mental Health Counseling CNL 8650  
School Counseling CNL 8650

Department of Human Services College Health, Education, and Human Services  
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## **PURPOSE OF MANUAL**

The counseling program and staff are an integral part of the College of Health, Education, and Human Services (CHEH). The counseling faculty trains counselors with the basic skills to work in a wide variety of settings such as schools, human service agencies, and community mental health centers. These settings represent sites in numerous counties in Southwestern Ohio. The counseling practicum is designed as a culminating experience, in that the student should be able to display essential knowledge, skills, and values in an actual clinical setting.

This manual contains the procedures and requirements relative to the practicum experience. The purpose of this manual is to define the responsibilities of the student, site supervisor, and the university supervisor. It is designed for students to use as a guide for planning a practicum experience that reflects the goals of the internship experience, and the program objectives for the school counseling program at Wright State University. Included in this manual is an orientation for site supervisors and the forms necessary to begin and complete the internship. The total practicum experience is the completion of 100 clock hours (minimum).

## **PREPARATION FOR PRACTICUM**

### **1. Program of Study**

A Program of Study signed by the student, his/her/their advisor, and the department chair, must be on file in the Department of Human Services (DHS) Office before an application for practicum is filed. Each student must make an appointment with his/her/their advisor to complete the program of study. This should be completed during your first semester in the program.

### **2. Professional Dispositions Review**

In addition to the knowledge and skills required for practice, graduate faculty are required to assess the professional dispositions of each candidate prior to being approved to enter the practicum experience. Students must have a Dispositions Review on file verifying that they exhibit the professional readiness required for field placement (see Appendix 7 for example).

### **3. Pre-requisite Courses**

All students applying for practicum must complete the appropriate coursework related to the basic principles and procedures utilized by professional counselors before beginning the practicum experience. The pre-requisite courses for the Clinical Mental Health Counseling (CMHC) and School Counseling:

#### **Prerequisites for Practicum for CMHC:**

1. CNL 6010: Counseling Theory and Practice
2. CNL 6020: Techniques of Counseling
3. CNL 6200: Clinical Pathology in Counseling
4. CNL 6210: Crisis Counseling
5. CNL 7220: Group Process in Counseling
6. CNL 7230: Assessment and Evaluation in Counseling
7. CNL 7280: Legal, Prof., and Ethical Issues in Counseling

#### **Prerequisites for Practicum for School Counseling:**

1. CNL 6010: Counseling Theory and Practice
2. CNL 6020: Techniques of Counseling
3. CNL 7280: Legal, Professional, and Ethical Issues in Counseling
4. CNL 7220: Group Process in Counseling
5. CNL 7650: Principles and Practices of School Counseling

## **UNIVERSITY REQUIREMENTS FOR THE COUNSELING PRACTICUM**

The following indicates the minimum requirements for counseling practicum placements (based on a 15-week semester). Practicum can only be done over the course of one semester.

## **PRACTICUM REQUIREMENTS**

### **Clinical Mental Health and School Counseling**

The student is required to spend a minimum of 7 hours per week\* (for a minimum total of 100 hours per semester) at his/her/their site; however, a site may require additional hours. Of the 100 hours, a minimum total of 40 hours must involve direct client contact. Of these 40 hours, at least 25 percent

(10 hours) must be of individual counseling and at least 25 percent (10 hours) must be of group counseling. The remaining 50 percent (20 hours) may be a combination of counseling individuals, groups, couples, families, consultation, and appraisal. School counseling students will participate in additional aspects of a comprehensive school counseling program (classroom guidance lessons, academic planning, etc.).

In addition, 1 hour per week must be direct individual supervision of the practicum student by the site supervisor. For purposes of critique and evaluation, audio or videotaping is required. Intake interviews alone will not fulfill these requirements. Students have the responsibility for following site procedures, both for securing permission to recording and ensuring the confidentiality of the obtained recording. Students are strongly encouraged to exceed the minimum number of required counseling hours per week.

- The site must provide adequate and appropriate experiences and facilities.
- The site supervisor and the student are jointly responsible for obtaining experiences that are suitable based on the student's level of experience and training.
- The university requires that there are opportunities for counseling sessions to be audio or video recorded for purposes of supervision with the following criteria observed:
  - Consent of client and/or guardian
  - No identifying information on the recording
  - Played only for university supervision and educational purposes except with permission of the site and parties involved
- Practicum students and practicum sites are expected to abide by ethical standards American Counseling Association (ACA), American School Counselor Association (ASCA), National Board of Certified Counselors (NBCC), American Mental Health Counselors Association (AMHCA), International Association of Marriage and Family Counselors (IAMFC), Ohio Counselor, Social Worker, and Marriage and Family Therapist Licensure Board.
- The university supervisor should be privileged to observe a practicum student at times that are mutually agreeable to each and to the site. When taping is not appropriate, another method of continuous feedback must be developed for the university supervisor to be apprised of the practicum student's progress.
- CMHC students must maintain Counselor Trainee (CT) status, then the student must apply for Counselor Trainee status with CSWMFT Board. Students can apply through the board's website: <http://www.cswmft.ohio.gov>. The student will need to send a copy of their schedule once registered for practicum to the Ohio CSWMFT Board. *School counselors do not go through the CSWMFT board because CT status is not required. Some sites may require a background check but will be determined by individual sites.*

**NOTE:** WSU's summer sessions are 12-week semesters. Students registered for Practicum during a summer semester will be required to spend a minimum of 9 hours per week at his/her/their site, to obtain the minimum 100 hours required for practicum.

### **On-Campus Requirements**

The practicum student will receive regularly scheduled supervision by the university instructor. The student must reserve one hour per week for individual/group (class) supervision. Regular attendance at class meetings is required of all practicum students. A minimum of two recordings is required, typically one in mid-semester and the other at the end of the semester.

## **CRITERIA FOR SITES**

Students are responsible for finding and securing their own practicum sites. Sites should be appropriate for the professional development of each student. Students should explore sites that will provide them with experiences that are both challenging and rewarding. Sites should provide services to students/clients with diverse backgrounds and offer practicum students a wide range of professional training opportunities.

Students should begin their search for a site months before practicum application materials are due. Sites should be contacted to determine their processes for interviewing and accepting practicum students. Students should be prepared to provide the site/site supervisor with a copy of an updated professional resume and clearly articulate their professional goals for the practicum experience.

If students use their place of employment as the practicum site, arrangements must be made for them to be supervised by someone who is not their regular supervisor and do their work in an area in which they are not employed. Sites may require hours on site in addition to the practicum requirements of 7 hours/week (9 hours/week summer semester). For information regarding previous site locations (including student reviews), please review the binder located in 108 Allyn Hall.

### **Site Affiliation Agreements**

All sites must have a current affiliation agreement on file with WSU. A list of sites with current affiliation agreements can be found on the department website. If a site is not listed, please contact the clinical coordinator to initiate this agreement with the site.

### ***School Counseling Sites***

Some school districts prefer that students contact Human Resources for practicum/internship placement in a school building. Other districts allow agreements to be made with the site supervisor in conjunction with the building administrator. It is up to the student to determine if this is the appropriate process for securing a practicum site. Practicum students who currently work in a school must have time allocated during the day for obtaining practicum hours. Job duties performed in their current position may not be counted towards the completion of practicum hours unless their current position is the school counselor. Your direct supervisor for employment and the potential site supervisor must approve this arrangement.

The CEHS Office of Partnerships and Field Experience (OPFE) can arrange school counseling field placements for students who would like assistance. Placements are made using the following criteria:

- All candidates are placed within an approximate 30-mile radius of the Dayton campus.
- Priority is granted to area school districts with which we have partnership agreements about field placements, especially Student Teaching placements.
- When possible, OPFE takes into account the candidate's address of residence. Requests for exceptions (with evidence supporting the request) must be identified on the application.

More information and application for placement can be found on their website at <https://education-human-services.wright.edu/academic-and-career-resources/partnerships-and-field-experiences>

Please be mindful of their deadlines for requesting a site:

- **Fall Semester:** the deadline to request a placement via Pilot is January 15th (during prior spring term).
- **Spring Semester:** the deadline to request a placement via Pilot is September 15th (during prior fall term).

**Note: School counseling students may not complete practicum in a school that they have attended.**

## **SUPERVISION REQUIREMENTS FOR PRACTICUM**

FACULTY SUPERVISION WILL INCLUDE:

1. Meeting all practicum students for weekly group supervision (a minimum of 1 hour per week).
2. Contacts with practicum site supervisor, in which one of these may be a site visitation.

ON-SITE SUPERVISION WILL INCLUDE:

1. A weekly conference reviewing the work of the practicum student & a minimum of one hour per week of individual supervision.
2. Assignment of appropriate experiences to practicum student in accordance with university requirements.
3. Communication with university supervisor.
4. Completion and the submission of the evaluation form to the university.

## **SITE SUPERVISOR REQUIREMENTS**

### **Clinical Mental Health Counseling**

Site supervisors must have a master's degree in counseling or a related profession with equivalent qualifications, Ohio licensure as a professional clinical counselor with supervising status (LPCC-S) with the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (OCSWMFT), and a minimum of two years of pertinent professional experience in the program area the student is completing practicum.

### **School Counseling**

School Counseling Site supervisors must have a master's degree in school counseling, licensed as a school counselor by the Ohio Department of Education, and at least 2 years of experience as a school counselor. The site supervisor must work as a school counselor in the school building where the practicum student plans to complete hours. The site supervisor may not supervise from another building.

## **Addictions Counseling Concentration**

Site supervisors must have a master's degree in counseling or a related profession with equivalent qualifications, Ohio licensure as a professional clinical counselor with supervising status (LPCC-S) and a LICDC site supervisor for practicums.

## **APPLICATION DEADLINES**

Practicum Application Deadlines Phase 1:

- For Summer and Fall Semester Practicum:
  - PHASE I: February 15
  - PHASE II: March 15 (the student must complete two separate applications if applying for both summer and fall semesters, even if continuing at the same site)
- For Spring Semester Practicum:
  - PHASE I: October 1
  - PHASE II: October 30

Occasionally it is not possible to accommodate all students applying for practicum. Should this occur, a priority list will be developed based on the following criteria:

- full time student on a leave of absence or sabbatical
- percentage of coursework completed (students with a greater percentage of coursework completed will be given priority)
- grade point average
- order in which paperwork is submitted (i.e. first come, first serve)

The application and site materials are current for ONE semester only. If a student drops the class without notifying the Clinical Coordinator, the student will not be eligible for practicum the following semester unless there is space available after all other applications have been received. Registration fees must be paid or the student can be removed from the assigned practicum section.

## **PROCEDURES FOR APPLYING AND REGISTERING FOR PRACTICUM:**

**Note:** The Clinical Coordinator will work with the department to create registration spots for a practicum course; students may not register for practicum without permission from the clinical coordinator. This permission is granted after the receipt of the practicum contract. Students will be notified by email when they may register for the course.

Students must have approval from their advisor to begin Practicum, and then students may use this link to apply:

### **1. Phase I:**

- a. Complete the Phase I link to apply for Practicum  
<https://forms.office.com/Pages/ResponsePage.aspx?id=XdZGXFzuE0WM1K-Y0V5oM7kvoT1rsvtIoLFfgoeRiIpUNTdWTkc1S1hBQ11OVzNUUEZJWTRJV0ZESS4>  
u



## 2. Phase II:

- a. Complete the practicum contract
- b. Send the Site Supervisor Contract link to your site supervisor for completion
- c. Obtain CT Status (after you are registered for the practicum course; the board requires proof of enrollment)  
<https://cswmft.ohio.gov/get-licensed/counselors/CT-license-instructions>
- d. Obtain liability insurance

All students must email copies of their liability insurance and CT Status to the Clinical Coordinator.

- e. Complete Background Check if yours has expired within the last year  
Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI) Background Checks and Fingerprints yearly (mail to the Ohio CSWMFT Board: the electronic option to choose is “Board of Social Work”)  
<https://cswmft.ohio.gov/get-licensed/licensing-resources/BCI+and+FBI+Background+Checks>

**Note:** Only those **school-counseling majors** completing their practicum in a community mental health agency should submit their background checks and fingerprints to the Ohio CSWMFT Board.

**School-counseling majors** completing their practicum in a school should have an electronic copy of the background check sent to the Ohio Department of Education AND a copy mailed to:  
Wright State’s Office of Partnership & Field Experience  
Attn: OPFE 3640 Colonel Glenn Highway, 378 Allyn Hall Dayton OH 45435

## Applicant Approval

All practicum sites must be approved by the Clinical Coordinator. The Clinical Coordinator has the right to deny any site deemed inappropriate for the student or practicum experience.

A student will be admitted to practicum if all prerequisites have been met, with a grade of B or better, upon completion of a successful professional dispositions review and all paperwork is complete and submitted by the due date.

Students do not need to apply for Phase I repeatedly; they will complete Phase I under the following circumstances: a) if the student is applying for practicum for the first time; b) if a Concern Conference with the student is held; c) if the student has already been approved but is changing sites.

## Removal

The DHS works with all involved parties to ensure a positive experience for the practicum student, the site supervisor and the clients/students served at the site. Despite these efforts, situations may arise in which a practicum student is removed from a placement. Practicum students are guests on any site. If the site asks a student to leave for any reason, the practicum student must immediately comply. Students may be removed from a site by the site supervisor, a site administrator, the practicum instructor or the clinical coordinator.

Circumstances under which a student may be removed include but are not limited to:

- Non-adherence to policy and/or procedures of the field experience placement site.
- Lack of a current, valid, and acceptable BCI/FBI background check.
- Failure to comply with field experience placement site and WSU attendance and punctuality directives.
- Failure to meet course expectations as outlined in the course syllabus and practicum manual
- Unsatisfactory progress on student evaluations
- Failure to meet moral and ethical standards of the profession as defined by both the appropriate professional organization
- Insubordination, disrespect to school, agency or university personnel
- Posing an immediate threat to the safety, health, or welfare of the practicum student, clients/students served, program peers, WSU faculty, the field experience placement site personnel, and/or other constituencies.

If a practicum student is removed from a field placement site, the clinical coordinator will work with the candidate's advisor, and university supervisor to determine one of the following courses of action for the candidate:

- The student will receive a grade of Fail and will have a Concern Conference. The candidate will be required to implement an individualized action plan, designed by the clinical coordinator and university supervisor. The candidate will be allowed one additional opportunity to apply to repeat the field experience during another semester. If the candidate is not successful in completing the field experience on the second attempt, the candidate will not be permitted to re-apply to repeat the field experience course, and will be dismissed from the program (see Dismissal Policy).
- The candidate may be permitted to finish the field experience, during the same academic semester, at a new placement site based on the specific context of the removal. Permission to transfer to a new placement site will be at the discretion of the clinical coordinator based on the facts surrounding the removal. The candidate will be required to implement an individualized action plan, designed by the clinical coordinator and the university supervisor. If the candidate is not successful in completing the field experience at the new placement site, the student will Fail practicum, and will not be permitted to re- apply to repeat the field experience course. Students who fail Practicum twice will be dismissed from the program (see Dismissal Policy).

Students who are not able to complete their field experience components of their respective degree programs as a result of the situations outlined above will be unable to complete their programs of study.

## **Personal Checklist for Practicum (For PERSONAL use only):**

### **PREPARATION:**

- \_\_\_\_\_ Program of Study must be completed and signed by the student's advisor and the department chair. This must be on file with the main office
- \_\_\_\_\_ Complete all required courses
- \_\_\_\_\_ Make contact with potential Sites/Site supervisors
- \_\_\_\_\_ Interview
- \_\_\_\_\_ Provide copy of Practicum Manual to potential sites/site supervisor

### **PHASE 1:**

Deadline for initial Application (Appendix 1). Check which one you applied for:

- \_\_\_\_\_ For Summer and Fall Semester Practicum: February 15
- \_\_\_\_\_ For Spring Semester Practicum: March 15
- \_\_\_\_\_ Meeting with advisor with Professional Dispositions Review

### **PHASE 2:**

- \_\_\_\_\_ Complete the Practicum Contract
- \_\_\_\_\_ Complete Site Supervisor Information form (Appendix 3: link provided by Clinical Coordinator after successful approval of Phase I)
- \_\_\_\_\_ Obtain liability insurance; copy sent to Clinical Coordinator)
- \_\_\_\_\_ Ohio BCI and FBI Background Checks and Fingerprints (mail to the Ohio CSWMFT Board) (*School Counselors see requirements above*).
- \_\_\_\_\_ CT Status Obtained; copy sent to Clinical Coordinator)

# Appendix 1

## PHASE 1 APPLICATION

Wright State University

College of Education and Human Services,  
Department of Human Services 108 Allyn Hall,  
3640 Colonel Glenn Highway, Dayton

Phone: 937.775.2075 Fax: 937.775.2042

Please Complete Online

<https://forms.office.com/Pages/ResponsePage.aspx?id=XdZGXFzuEOWM1K-Y0V5oM7kvoT1rsvtIoLFfgoeRiIpUNTdWTkc1S1hBQ11OVzNUUEZJWTRJV0ZESS4u>

## Appendix 2

### PRACTICUM CONTRACT

Wright State University

College of Education and Human Services, Department of Human Services, 3640 Colonel  
Glenn Highway, Dayton

Phone: 937.775.2075 Fax: 937.775.2042

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

SEMESTER: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

YEAR: \_\_\_\_\_

PROGRAM: School Counseling \_\_\_\_\_ CMHC \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Supervisor\_email: \_\_\_\_\_

This Memo of Understanding is entered into between \_\_\_\_\_ (site  
supervisor name) for

\_\_\_\_\_ (student name), an practicum student from Wright State

University, Department of Human Services, Counselor Education Program as represented by

\_\_\_\_\_ (Advisor name) in the Human Services

Department at WSU. The site supervisor agrees to assume responsibility for assisting the

practicum student in conducting counseling and appraisal activities related to their practicum

experience. These activities are here defined between the student and the College of

Education and Human Services and are agreed to by the site supervisor. The University

Supervisor agrees to be available for consultation with the Site Supervisor personally, by

phone and/or e-mail and may make on-site visits to monitor student progress.

The site supervisor agrees to assume responsibility for assisting the practicum student in

conducting activities related to his/her practicum experience. These activities are here defined between the student and the CEHS and are agreed to by the site supervisor. The university supervisor agrees to be available for consultation with the site supervisor.

**The university supervisor agrees to:**

- (1) Availability for consultation with site supervisor during the semester.
- (2) Provide 1.5 hours minimum per week of group supervision and review student work on a weekly basis.
- (3) Collecting and verifying student logs, site supervisor evaluation, and student site evaluation and assigning student grade.
- (4) Complete University supervisory form and returning all the above paperwork for filing in student folder no later than one week following finals week.

**The site supervisor agrees to:**

- (1) Provide the CNL 8650 student with a minimum of 40 direct client contact hours over the semester and a minimum total of 100 clock hours over the semester. Of the 40 direct client contact hours, 25 percent (10 hours) must be individual counseling, and 25 percent (10 hours) must be group counseling. The remaining 50 percent (20 hours) may be a combination of counseling individuals, groups, families, couples, students, assessment, etc.
- (2) Provide a minimum of one (1) hour of individual supervision per week with the student.
- (3) Complete the Student Evaluation Form and communicate the same to the student as final feedback on the student's progress.
- (4) Be available for consultation with the university supervisor.
- (5) Permit a minimum of two (2) 30 minutes or more audio taping or video recording per semester, per university supervisor's request. Recordings will be reviewed by faculty and peers for evaluative purposes.
- (6) Provide the student with adequate physical facilities in which to work.
- (7) Inform student of legal and ethical considerations and other rules that affect the practice of counseling at the site.

Please note: The student's start and end dates of practicum corresponds with the Wright State University academic calendar. In other words, a student begins practicum the first day

of classes and terminates the last day of the finals week. However, it is understood that the practicum student may be required to complete orientation/training at his/her site prior to the first week of practicum.

**The student agrees to:**

- (1) Act in a manner consistent with ACA, ASCA, NBCC, AMHCA, IAMFC, OCSWMFT board, as appropriate to the site.
- (2) Be responsible for a minimum of 40 direct client hours (at least 10 individual hours and 10 group hours) and a minimum total of 100 clock hours over the semester.
- (3) Be responsible for being available to the site supervisor for conferences (e.g. staff meetings, consultation, etc.).
- (4) Be responsible for a minimum of two (2) 30 minutes or more audio video recording.
- (5) Be responsible for meeting with site supervisor for one hour per week outside of group supervision.
- (6) Comply with the rules and regulations of site (e.g. report writing, in-service training, etc.).
- (7) Complete practicum/internship hours in a different area than that in which they are employed and supervised by someone other than regular supervisor if practicum/internship site is also place of employment.

Site Supervisor's signature and date \_\_\_\_\_

Internship Student's signature and date \_\_\_\_\_

University Supervisor's signature and date \_\_\_\_\_

## Appendix 3

### SITE SUPERVISOR INFORMATION

Wright State University

College of Education and Human Services, Department of Human Services, 3640  
Colonel Glenn Highway, Dayton  
Phone: 937.775.2075 Fax: 937.775.2042

[https://wright.yu11.qualtrics.com/responses/#/surveys/SV\\_7X4FWnfdujrpg4R](https://wright.yu11.qualtrics.com/responses/#/surveys/SV_7X4FWnfdujrpg4R)

PROGRAM: School Counseling \_\_\_\_\_ CMHC \_\_\_\_\_

\*\*\*Please attach a copy of the site supervisor's most recent license renewal

Dr., Ms., Mr., Mrs., Mx. \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Supervisor\_email: \_\_\_\_\_

Present Position/Title \_\_\_\_\_

Professional Certification No. (if applicable) \_\_\_\_\_ Area \_\_\_\_\_

Authorizing State Board or State Dept. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Counselor License No. (if applicable) \_\_\_\_\_

Authorizing State Board or State Dept. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Number of years experience as Licensed/Certified Counselor \_\_\_\_\_

Have you supervised WSU counseling students in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of WSU student you will be supervising at this time \_\_\_\_\_ For PCC's only:

Do you have current supervising counselor status with the Ohio Counselor, Social Worker,  
Marriage & Family Therapist Board? Yes \_\_\_\_\_ No \_\_\_\_\_

Education: (please begin with the most recent)

Institution \_\_\_\_\_ Major \_\_\_\_\_ Degree/Year \_\_\_\_\_

Institution \_\_\_\_\_ Major \_\_\_\_\_ Degree/Year \_\_\_\_\_



Institution \_\_\_\_\_ Major \_\_\_\_\_ Degree/Year \_\_\_\_\_

Other Related Educational Experiences: (please begin with the most recent)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Professional Experience: (please begin with the most recent)

Current Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Job Title \_\_\_\_\_

Please describe duties

\_\_\_\_\_

Professional Affiliations:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

*For your assistance with the education and training of Wright State University students, we would like to show our appreciation with a \$100 stipend, which is to be distributed the following semester. If the student has two supervisors, the stipend will only be allotted to the first/primary supervisor. If you are able to receive this stipend, please contact our office and we will send you the required documents.*

## Appendix 4

### PRACTICUM SITE SUPERVISOR EVALUATION OF PRACTICUM STUDENT Wright State University

College of Education and Human Services, Department of Human Services, 3640  
Colonel Glenn Highway, Dayton

Phone: 937.775.2075 Fax: 937.775.2042

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

Site Supervisor \_\_\_\_\_

Name of Site \_\_\_\_\_

SEMESTER: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

YEAR: \_\_\_\_\_

PROGRAM: School Counseling \_\_\_\_\_ CMHC \_\_\_\_\_

Please rate student's competency in the following areas using this scale

- 5 = Frequently demonstrates very high degree of competence.
- 4 = Frequently demonstrates high degree of competence.
- 3 = Demonstrates an adequate degree of competence.
- 2 = Demonstrates a relatively low degree of competence.
- 1 = Demonstrates an extremely low degree of competence.
- NA = Competency is not applicable to this setting.

## I. Counseling Skills:

	Demonstrates basic interviewing and counseling skills that produce a therapeutic relationship.
	Demonstrates appropriate skills and procedures for initiating, maintaining, and terminating counseling sessions.
	Demonstrates appraisal skills that assist clients with exploration, insight, and goal attainment.
	Accurately identifies and/or assesses client's problem.
	Appropriately defines and articulates the dynamics of assigned cases.
	Appropriately recognizes the role of cultural factors (e.g. racial, ethnic, cultural heritage, nationality, socioeconomic status, family structure, age, gender, sexual orientation, religious and spiritual beliefs, occupation, physical and mental status), in understanding client presentation, issues, concerns, and help-seeking behaviors.
	Develops valid goal and/or treatment plans that include short and long-term goals as appropriate.
	Designs and implements appropriate intervention strategies.
	Keeps appropriate client progress notes.
	Evaluates client outcomes including evidence of client's transfer of learning to other situations.
	Appropriately executes referral processes and follow-up.
	Provides accurate information to client about community resources.
	Appropriately seeks consultation on client's case as necessary.

## II. Group Counseling Skills:

	Uses appropriate selection criteria and procedures for admission.
	Establishes group norms.
	Helps clients to identify individual goals.
	Collaborates with group to set group goals.
	Recognize various stages of a group.
	Uses exercises appropriate to group stages and situations.
	Recognizes and appropriately handles problem group behaviors.
	Facilitates member interaction.
	Accurately interprets the group process.
	Evaluates individual and group outcomes.
	Appropriately terminates group sessions.
	Models optimal group behaviors.
	Knows various approaches to group work including task groups, support groups, classroom guidance, psycho-educational groups, etc.

### III. Self Development

	Demonstrates awareness of areas and degrees of professional competence.
	Accepts feedback and recognizes constructive criticism during supervisory sessions.
	Commits to act on feedback and recommendations offered during supervisory sessions.
	Shows evidence of appropriate response to supervisor's recommendations.
	Performs in a professional manner.
	Maintains appropriate professional boundaries.
	Takes responsibility for growth and learning.
	Demonstrates appropriate oral and written communication skills.
	Demonstrates respect for others.
	Cooperates with others.
	Completes paperwork in a timely fashion.
	Demonstrates appropriate organizational and time management skills.
	Demonstrates punctuality and excellent attendance.
	Attires in appropriate dress.
	Serves as an advocate for the counseling profession.
	Serves as an advocate for the promotions of optimal human development and mental health.
	Practices according to legal, professional, and ethical standards.
	Adheres to organizational policies.
	Knows the role, function, and professional identity of the counselor in relation to the roles of other professional and support personnel in the organization.
	Communicates respectfully, authentically, and articulately.
	Conceptualizes factors in his or her personality that influence counseling style.
	Demonstrates emotional intelligence.
	Demonstrates knowledge of content essential for professional counseling.

	Demonstrates knowledge of the principles of diagnosis and the use of current diagnostic tools, including the current Diagnostic and Statistical Manual.
	Knows theories of human development and concept of normalcy and psychopathology leading to diagnoses and appropriate counseling interventions.
	Demonstrates knowledge of modalities (brief, intermediate, and long-term approaches) for initiating, maintaining, and terminating counseling and psychotherapy with clients who are mentally and emotionally impaired.
	Demonstrates knowledge of crisis intervention strategies for clients who are mentally and emotionally impaired.
	Knows basic classifications, indications, and contraindications of commonly prescribed psychopharmacological medications so that appropriate referrals can

	be made for medication evaluations and identifying effects and side effects of such medications.
	Demonstrates competency in conducting an intake interview.
	Demonstrates competency in completing a mental status evaluation.
	Demonstrates competency in completing a biopsychosocial history and assessment.
	Demonstrates competency in completing a mental health history.
	Demonstrates competency in completing a psychological assessment (scoring, profiling, report writing, and interpretation) for treatment planning, case management, diagnosis, and therapeutic goal attainment.

#### IV. For School Counseling Sites Only

The School Counseling Practicum Student:

	Knows the procedures for in-school referral for individual and small group counseling (including self-referral).
	Uses age-appropriate counseling strategies and materials.
	Uses effective procedures to measure student outcomes (personal, social, career concerns).
	Accurately assesses the clients' academic standing and can generate appropriate counseling goals to address academic needs.
	Demonstrates effective observation skills of student behaviors for purposes of consultation and intervention.
	Constructs appropriate behavioral contracts and works with appropriate adults (e.g. teachers, parents) to monitor, sustain, and reinforce desirable client behaviors.
	Appropriately consults with teachers and parents regarding client goals.
	Knows and utilizes the services of other in-school support services for students and families.
	Knows, and adheres to rules and regulations regarding protection of student records.
	Understands the role of school counselor in your setting.
	Participates in various capacities, activities, and functions typically performed by school counselors in your setting.
	Understands the school counselor's role as consultant when serving on intervention teams.

**VI. Final Comments**

1. In your overall judgment, do you believe this student has the potential to be an effective counselor? Please explain.

2. Would you recommend this student for a counseling position in your setting? Please explain.

3. Provide any information, which may clarify above responses or provide insight into this student's performance at your site.

Site Supervisor's signature and date \_\_\_\_\_ Date: \_\_\_\_\_

Practicum Student's signature and date \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix 5

## STUDENT EVALUATION OF THE PRACTICUM SITE Wright State University

College of Education and Human Services, Department of Human Services, 3640  
Colonel Glenn Highway, Dayton

Phone: 937.775.2075 Fax: 937.775.2042

[https://wright.ca1.qualtrics.com/jfe/form/SV\\_3Cptua0RRf0DA8u](https://wright.ca1.qualtrics.com/jfe/form/SV_3Cptua0RRf0DA8u)

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

SEMESTER: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

YEAR: \_\_\_\_\_

PROGRAM: School Counseling \_\_\_\_\_ CMHC \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Supervisor\_email: \_\_\_\_\_

Site accessible for individuals with disabilities? Yes \_\_\_\_\_ No \_\_\_\_\_

A. Please rate your site on the following areas from 1 (very poor) to 5 (very good).

1. Adequate assistance in meeting university requirements.	1	2	3	4	5
2. Staff acceptance of you as an internship student.	1	2	3	4	5
3. Support and cooperation of the administrative staff.	1	2	3	4	5
4. Physical facilities.	1	2	3	4	5
5. Flexibility of site in meeting student and client needs.	1	2	3	4	5
6. Site requirements were reasonable.	1	2	3	4	5
7. Overall evaluation of site.	1	2	3	4	5

B. Please rate your site supervisor on the following areas from 1 (not very much) to 5 (very much).

1. Offered constructive criticism	1	2	3	4	5
2. Provided support when needed.	1	2	3	4	5
3. Provided assistance or referred to someone who could.	1	2	3	4	5
4. Allowed adequate time for individual supervision	1	2	3	4	5
5. Helped me integrate theory and practice.	1	2	3	4	5
6. Overall evaluation of supervision.	1	2	3	4	5

1. Is there anything not previously mentioned that you especially liked or disliked about the site or supervision?
2. Was this position a learning experience for you? Please explain.
3. What kind of supervision did you have? (e.g., listening to recordings, direct observation, group supervision, etc.)
4. Number of hours per week required by site: \_\_\_\_\_
5. How would you characterize your site supervisor's style of supervision? (e.g., positive reinforcement, concentrating on counselor dynamics, concentrating on client dynamics, criticism, no criticism, etc.)
6. Other comments:



## Appendix 6

### PROFESSIONAL DISPOSITIONS RUBRIC Wright State University

College of Education and Human Services, Department of Human Services, 3640  
Colonel Glenn Highway, Dayton  
Phone: 937.775.2075 Fax: 937.775.2042

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

SEMESTER: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

YEAR: \_\_\_\_\_

PROGRAM: School Counseling \_\_\_\_\_ CMHC \_\_\_\_\_

Department faculty's formal evaluation of students' professional dispositions will be evaluated using the following scale and rubric:

	4	3	2	1
<b>Professional Ethics</b>				
Adheres to appropriate Ethical standards (ACA, ASCA, etc).	Models exceptional ethical decision-making processes and professional behaviors.	Exhibits sound ethical decision-making processes and professional behaviors.	Displays poor ethical decision-making processes and professional behaviors.	Lacks ethical decision-making processes and professional behaviors.
Accepts responsibility for behavior.	Accepts responsibility for all behavior. Follows through to seek resolution.	Models openness and willingness to take responsibility for behavior.	Occasionally accepts responsibility and shows obstinate to change behavior.	Lacks any personal responsibility and limited insight of behavior.
Seeks supervision when necessary.	Is receptive to constructive comments, implement changes, and seeks feedback from others.	Is receptive to constructive comments and implements changes.	Is receptive to constructive feedback and does not meet goals of the supervisor	Is not receptive to constructive comments and shows no sign of implementing change.
Respects the privacy and rights of others.	Treats others with courtesy, respect and open-mindedness. Listens to and shows interest in the ideas and	Treats others with courtesy and respect. Words and actions are polite and professional.	At times treats others with courtesy and respect. At times inappropriate words and actions.	At times treats others inappropriately. Lacks any regard for privacy and rights of others.

	opinions of others			
<b>Communication</b>				
Written and verbal communication with peers, colleagues, and faculty is appropriate and professional. (This applies to both online and face-to-face interactions).	Displays the ability to work and communicate (written and verbal) appropriately and professionally	Works harmoniously and effectively with colleagues, peers, and faculty	Communication ability to work with peers, colleagues, and faculty is inappropriate and unprofessional	Communicates an inability or unwillingness to work with others
Is cooperative and positive	Is enthusiastically cooperative and positive, confident to work with others at all times.	Exhibits willingness to work with peers, colleague, and faculty in a positive manner.	Occasionally shows uncooperative and negative behavior with peers, colleague, and faculty.	Lacks appropriate skills to interact positively with peers, colleague, and faculty.
<b>Respect for others</b>				
Respects the views and opinions of others	Demonstrates a thorough and consistent respect for views and opinions of others	Demonstrate a moderate and consistent respect for views and opinions of others	At times disregards views and opinions of others	Treats opinions of others with disrespect. Words or actions are ethically questionable.
Demonstrates openness to new ideas	Consistent enthusiasm for openness to new ideas. Takes initiative beyond what is expected.	Exhibits enthusiasm and takes initiative to openness to new ideas.	Shows lacks of knowledge and awareness to accept new ideas. Focuses on seeking solutions.	Fails to participate, identify, and shows unwillingness to learn new ideas.
<b>Diversity &amp; Cultural Awareness</b>				
Aware of self and others	Exceptionally aware of self and appreciates contributions of diverse populations and settings	Demonstrates awareness of self and how personal world view may differ from others	Demonstrates awareness of self and but lacks awareness of how personal and world-view may differ from others	Does not demonstrate awareness of self and how personal world view may differ from others
Demonstrates cultural Sensitivity	Demonstrates cultural and social sensitivity and advocates for others	Demonstrates cultural and social sensitivity when working with others	Understand cultural and social sensitivity but unable to identify insensitive practices	Does not demonstrate cultural sensitivity when working with others
<b>Problem Resolution</b>				

Adheres to department policies or resolving issues	Acknowledges and adheres to Graduate Student Handbook policies on resolving student issues.	Adheres to Graduate Student Handbook policies on resolving student issues	Acknowledges but not fully complies to Graduate Student Handbook policies on resolving student issues	Does not adhere to Graduate Student Handbook policies on resolving student issues
Seeks Resolution	Professionally seeks to resolve issues first with the individual with whom there is a conflict	Seeks to resolve issues first with the individual with whom there is a conflict	Seeks to resolve issues but involves others	Does not seek to resolve issues at all
Uses discretion when sharing information regarding student issues	Does not discussing issues with other students and faculty who are not involved	Uses discretion when discussing issues with other students and faculty who are not involved	Lacks discretion when discussing issues with other students and faculty who are not involved	Does not use discretion when discussing issues shares inappropriately with other students and faculty who are not involved
<b>Use of Feedback</b>				
Is receptive to Feedback	Seeks feedback from faculty, supervisors and peers. Is receptive and takes the time to reflect and implement changes appropriately	Is receptive to feedback and implements changes appropriately	Demonstrates difficulty accepting feedback and implementing changes appropriately	Is not receptive to feedback and does not implement changes appropriately
Refrains from becoming defensive	Models professionalism and refrains from becoming defensive	Refrains from becoming defensive	Does not refrain from becoming defensive	Does not refrain from becoming defensive and behaves unprofessionally
Provides peers with appropriate feedback	Provides peers with constructive and appropriate feedback. Is tactful in delivery.	Provides peers with appropriate feedback	Provides peers feedback but has difficulty with delivery	Does not give peers appropriate feedback
<b>Expression of Emotions/Emotional Intelligence</b>				
Demonstrates emotional control	Models appropriate emotional and behavioral responses in difficult situations	Emotional and behavioral responses are appropriate, and is aware of how verbal and nonverbal responses are	Unaware of how verbal and nonverbal responses are perceived by others and/or nonverbal emotional	Demonstrates a lack of emotional control; becomes physically upset and/or uses physical/verbal aggression.

		perceived by others	responses are inappropriate.	
<b>Professional Appearance</b>				
	Models professionalism through appearance and attire. Presents in professional attire and is clean and well groomed.	Attire, hygiene and appearance is appropriate for classroom and field placement	Occasionally attire, hygiene or appearance is concerning or inappropriate	Consistent concerns with attire, hygiene or appearance. Presents unprofessional or inappropriate for classroom and/or field placement.
<b>Professional Work Ethic</b>				
Attendance	Attends all classes and meetings. Is punctual and prepared. Adheres to course attendance policies	Attends classes but has one or two excused absences. Communicates with instructor and adheres to course attendance policies.	Attends classes but is occasionally tardy and/or has unexcused absences.	Excessive tardiness and/or absences. Fails to communicate with instructor.
Meets Deadlines	Meets all deadlines for course work (Readings/Assignments/Projects) and program requirements (Paperwork)	Regularly meets deadlines for coursework and program requirements.	Turns in assignments and/or paperwork late	Regularly misses deadlines; Missing assignments or paperwork
Shows initiative and motivation	Actively participates in classroom discussions and activities. Demonstrates enthusiasm and goes beyond what is expected	Participates in classroom discussions and activities. Meets course expectations	Rarely participates in classroom discussions and activities	Does not participate in classroom discussions and activities; appears unprepared and uninterested;
Demonstrates Honesty and Integrity	Demonstrates honesty and integrity on all assignments, tests and program requirements. Documents appropriately and uses APA format for citations and references.	Assignments and test submissions represent the work of student.	Unintentional plagiarism due to issues with citations and/or failure to use APA format.	Knowingly plagiarized, cheated and/or submit false information/documentation to instructor or program.

# Appendix 7

## HOURS LOG

### Wright State University

College of Education and Human Services, Department of Human Services, 3640

Colonel Glenn Highway, Dayton

Phone: 937.775.2075 Fax: 937.775.2042

Date:	Non-direct Hours			Sub Total	Direct Hours			Sub Total	Total/ Day
	Supervision	Prof. Dev.	Other		Assessment	Individual Counseling	Group Counseling		
				Non-direct Hrs:				Direct Hrs:	Total Hours:
Sub Totals:									
									Cumulative Total Semester Hrs:

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(Site Supervisor Signature and Date)

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(Student Signature and Date)

## Appendix 8

### BACKGROUND CHECK REFERENCE SHEET (CMHC)

Electronic fingerprinting is available in 120 Millett Hall at WSU's Office of Partnerships and Field Experiences (OPFE) by appointment only during their scheduled open hours. Electronic fingerprinting is also available through many county sheriff offices if you prefer to look into this option. Costs vary by location. Be aware that processing for electronic fingerprinting may take 5-6 weeks. You may not begin a field placement course until CSWMFTB has current, valid, hardcopy background checks on file.

#### Step 1: Make an appointment

1. Appointments may be made by going to <https://opfe.setmore.com/>. Call 937-775-2107 if you have issues.
2. You should receive an email confirmation if you have scheduled your appointment correctly.
3. Please show up for your appointment on time, with proof of payment. (Prepayment is required.)

#### Step 2: Payment YOU MUST BRING PROOF OF PAYMENT TO YOUR APPOINTMENT.

1. [https://epay.wright.edu/C21810\\_ustores/web/store\\_main.jsp?STOREID=74&SINGLESTORE=true](https://epay.wright.edu/C21810_ustores/web/store_main.jsp?STOREID=74&SINGLESTORE=true)
2. Click on Fingerprint icon and read directions
3. Click "Add to Cart"
4. Complete form with required information (First & Last Name, Email Address, Phone, WSU W#)
5. Select your WebCheck Option:
  - Ohio BCI&I background check: \$27.00
  - FBI background check: \$30.00
  - BFBI (combination Ohio BCI&I and FBI) background check: \$55.00
  - **If you are UNSURE which WebCheck option you need, CHECK with the office or entity requiring the background check be completed.**
6. Click "Continue" and review your cart for accuracy
7. Click "Checkout"
8. Complete Contact Information
9. Complete Payment Method Information. You must use Discover, MasterCard or Visa and click "Continue"
10. Confirm Payment
11. PRINT and SAVE YOUR RECEIPT as proof of payment

#### Step 3: Appointment Day

1. Come to 378 Allyn Hall on time, **with driver's license, passport, or state ID, this sheet, AND proof of payment.**
2. Be prepared to complete a form with the following questions. Bring **this sheet** with you to the appointment as OPFE employees *cannot* tell you how to answer questions on the form.
  - a. Have you been a resident of the State of Ohio for the past 5 years?  Yes  No
  - b. What type of background check do you require: (choose one)  BCI  FBI  BFBI (Ohio BCI & FBI)  
*While in a field placement, CSWMFTB requires a BCI **and** FBI that is valid and current through your entire term (updated annually).*
  - c. Where would you like your physical copy sent to? (**Required**)  
 CSWMFT Board: 77 South High Street, 24th Floor, Room 2468, Columbus, Ohio 43215-6171
  - d. What are the reasons for the background check?  
**BCI: Counselor, Social Worker, and Marriage and Family Therapists Board; CODE is 4757.101**  
**FBI: Counselor, Social Worker, and Marriage and Family Therapists Board; CODE is 4757.101**

## Appendix 9

### BACKGROUND CHECK REFERENCE SHEET (SC)

Electronic fingerprinting is available in 120 Millett Hall at WSU's Office of Partnerships and Field Experiences (OPFE) by appointment only during their scheduled open hours. Electronic fingerprinting is also available through many county sheriff offices if you prefer to look into this option. Costs vary by location. Be aware that processing for electronic fingerprinting may take 5-6 weeks. You may not begin a field placement course until OPFE has current, valid, hardcopy background checks on file.

#### Step 1: Make an appointment

1. Appointments may be made by going to <https://opfe.setmore.com/>. Call 937-775-2107 if you have issues.
2. You should receive an email confirmation if you have scheduled your appointment correctly.
3. Please show up for your appointment on time, with proof of payment. (Prepayment is required.)

#### Step 2: Payment YOU MUST BRING PROOF OF PAYMENT TO YOUR APPOINTMENT.

1. [https://epay.wright.edu/C21810\\_ustores/web/store\\_main.jsp?STOREID=74&SINGLESTORE=true](https://epay.wright.edu/C21810_ustores/web/store_main.jsp?STOREID=74&SINGLESTORE=true)
2. Click on Fingerprint icon and read directions
3. Click "Add to Cart"
4. Complete form with required information (First & Last Name, Email Address, Phone, WSU W#)
5. Select your WebCheck Option:
  - Ohio BCI&I background check: \$27.00
  - FBI background check: \$30.00
  - BFBI (combination Ohio BCI&I and FBI) background check: \$55.00
  - **If you are UNSURE which WebCheck option you need, CHECK with the office or entity requiring the background check be completed.**
6. Click "Continue" and review your cart for accuracy
7. Click "Checkout"
8. Complete Contact Information
9. Complete Payment Method Information. You must use Discover, MasterCard or Visa and click "Continue"
10. Confirm Payment
11. PRINT and SAVE YOUR RECEIPT as proof of payment

#### Step 3: Appointment Day

3. Come to 378 Allyn Hall on time, **with driver's license, passport, or state ID, this sheet, AND proof of payment.**
4. Be prepared to complete a form with the following questions. Bring **this sheet** with you to the appointment as OPFE employees *cannot* tell you how to answer questions on the form.
  - a. Have you been a resident of the State of Ohio for the past 5 years?       Yes       No
  - b. What type of background check do you require: (choose one)  BCI     FBI     BFBI (Ohio BCI & FBI)  
*While in a field placement, OPFE requires a BCI **and** FBI that is valid and current through your entire term (updated annually).*
  - c. Which agency would you like your electronic copy sent to? **(Required)**  
 Ohio Department of Education
  - d. Where would you like your physical copy sent to? **(Required)**  
 WSU OPFE, using this address:  
Wright State University CHEH; Attn: OPFE, 378 Allyn Hall; 3640 Colonel Glenn Highway; Dayton, OH 45435
  - e. What are the reasons for the background check?  
BCI: School Employees – Teachers Only; CODE is 3319.39B3  
FBI: Public School District or Chartered Nonpublic School; CODE is 3319.39

# Appendix 10

## DISMISSAL POLICY

The Department of Human Services Counseling Program's faculty members have a professional responsibility to serve as gatekeepers for the counseling profession. Counseling is a discipline that requires active gatekeeping to protect the public welfare of our communities. In particular, gatekeeping refers to the professional and ethical responsibility of all counselors, counselor educators, and student counselors to intervene with counselor trainees, supervisees, professional colleagues, and supervisors who engage in behavior that could threaten the welfare of those receiving counseling services. This responsibility is mandated in the ethical standards of the American Counseling Association (ACA), the American School Counselors Association (ASCA), and the National Board for Certified Counselors (NBCC) by specifying that counselors must act to rectify the problematic condition through appropriate organizational and professional channels (ACA, 2014, Section F.5.; NBCC, 2005, Section A; Foster & McAdams, 2009).

Due to the nature of the Program, students may be dismissed for professional competence concerns (i.e., unrelated to success with course assignments and grades). The ACA Code of Ethics (2014) requires counselor educators to provide remediation and/or dismissal from counseling programs when "they become aware of limitations that might impede performance" or when students are unable to demonstrate "they can provide competent counseling services to a range of diverse clients (6.f.b.)." In addition to ensuring students have obtained the requisite knowledge and skills to become professional counselors, as indicated by the successful completion of graduate coursework and measured by identified key performance indicators, the Department's faculty/staff/advisors have an ongoing, mandatory responsibility to assess each student's professional dispositions throughout the program (CACREP, 2016). Professional dispositions encompass a student's attitudes, values, and professional ethics that are exhibited through verbal and non-verbal interactions with peers, clients, supervisors and department faculty and staff. The key professional dispositions assessed are aligned with the six guiding principles of ethical practice as professional counselors: autonomy, beneficence, non-maleficence, justice, fidelity, and veracity.

If a concern about a student's performance, disposition, or conduct arises, the Program will notify the student of such concerns and schedule a Concern Conference. The Program will discuss the concern(s) with the student at the Concern Conference and obtain the student's input. Following the Concern Conference and depending upon the particular facts and circumstances and the nature of any poor performance or unacceptable conduct, the Program may implement a plan for remedial action, impose other discipline/requirements, or dismiss the student from the Program. If a remedial plan is implemented and the student does not meet the requirements identified by the Concern Conference plan in a timely manner, further action will be taken up to and including dismissal from the Program.

Following a Concern Conference, students may be dismissed from the Program for substantiated serious misconduct or poor performance, including but not limited to:

- Violation of University Policy;
- Failure of or dismissal from a field placement (practicum or internship);
- Lack of professional dispositions;
- Lack of engagement in course requirements;
- Issues within interpersonal relationships with peers or faculty;
- Inappropriate use of power/lack of respect for the power differential with clients and other students;
- A cumulative GPA below 3.0, consistent with Graduate School requirements for graduation;
- Violation of ACA, ASCA, or NBCC ethical standards;



- Loss of any required licensures or privileges;
- Illegal activity as specified by the state of Ohio and Wright State University policy;
- Violence or threats of bodily harm to students, faculty, clients;
- Other conduct demonstrating a lack of fitness for practicing the profession.

Program faculty believe that the enactment of the core dispositions set forth above embodies the values of the counseling profession and that deficiencies in these areas could lead to dismissal. All students are encouraged to proactively seek counseling and attend to their own mental health. A student's unwillingness to recognize and work to remedy intra- or inter-personal impediments contributing to impairment may lead to dismissal.

# Appendix 11

## Employment Policy

Licensed teachers or licensed professional counselors on occasion are offered school counseling positions within a school district. The Ohio Department of Education and Workforce has guidelines regarding the hiring of temporarily licensed persons to work in licensed positions in K-12 schools. Likewise, individual school districts have policies regarding their hiring process. As such, the counseling program faculty defer to these institutions in making hiring decisions and do not take positions in these recommendations. Program faculty may, however, confirm the courses and course hours that have been completed by the student within their Program of Study; faculty require 14 days to supply such letters to the school district designee. Students should be aware that it is their sole responsibility to pursue the temporary licensure.

Should a current WSU student accept a school counseling position in a school and want to apply to use their employed position as a Practicum and/or Internship placement site, students should be aware that this is **not automatically approved**, but rather must be reviewed by the program faculty. All site supervisors and placement sites must be approved in advance to secure Practicum and/or Internship hours. Decisions regarding Practicum and Internship placement are made solely by the Clinical Coordinator in consultation with the School Counseling Program Director. Students should secure sites wherein they will learn the attitudes, knowledge, and skills necessary to prepare them to become a comprehensive school counselor within the framework of the ASCA National Model. Additionally, students need to follow all application deadlines and site supervisory requirements set forth by the WSU counseling program. Students should contact the Clinical Coordinator to discuss their situation.