

EVANGEL UNIVERSITY
GRADUATE PRACTICUM AND INTERNSHIP HANDBOOK
PSYCHOLOGY DEPARTMENT
2007 - 2008

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Practicum and Internship Coordinator**

This handbook is part of the graduate psychology practicum and internship course syllabus. It includes procedures required prior to entering the practicum/internship, on-site requirements, division of responsibilities, and suggestions for everyone concerned to aid the supervisory process.

GRADUATE PRACTICUM AND INTERNSHIP HANDBOOK

Acknowledgement Statement

As a graduate student in psychology, I acknowledge that it is my responsibility to read and be thoroughly familiar with the content of this Graduate Practicum and Internship Handbook. My signature below indicates that I have read and understood my copy of this handbook.

Signature: _____ Date: _____

Note: This form found on page 13 of this Handbook should be signed by the student and turned in to the Practicum and Internship Coordinator during the first semester of the student's program. The Practicum and Internship Coordinator will place this form in the student's practicum/internship file.

GRADUATE PRACTICUM AND INTERNSHIP HANDBOOK

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GRADUATE PRACTICUM AND INTERNSHIP HANDBOOK

Introduction

The graduate psychology practicum and internship experience provides the opportunity to apply psychological knowledge, theory, understanding, and skills acquired thus far to clients under direct supervision and guidance of mental health professionals already operating in the field. Graduate practicum is offered in the spring semester. Graduate internship is offered in the fall and spring semester. This manual was developed to help prepare psychology graduate students for their practicum and internship experience and to provide easy access to relevant practicum and internship policies and procedures. This manual is considered part of the practicum syllabus and internship syllabus.

Practicum/Internship Guidelines and Responsibilities

Purpose

The purpose of the graduate practicum and internship experience is to provide students the opportunity to practice the discipline of psychology under the supervision and guidance of professionals already operating in the field. A minimum of 150 hours of practicum and 500 hours of internship provide field experience for the student to demonstrate skills of intake, interview, diagnosis, treatment planning, counseling/therapy, and case presentations. The experience provides the student with the opportunity to become familiar with the mission, philosophy, goals, objectives, organizational structure, and administrative guidelines of the organization and to participate to a limited extent in the organization's day-to-day operation. Students should become familiar with the policies and procedures of the organization. The graduate practicum is designed to be taken concurrently with PSY 523, Introduction to Clinical Intervention.

Objectives

General

General objectives of the practicum and internship experience include the following:

1. Prepare students for beginning a career in clinical and/or guidance and counseling psychology.
2. Prepare students to work in a counseling/mental health setting.
3. Expose students to a practical graduate-level experience in psychology.

Specific

Upon successful completion of the practicum and internship experience and course, the student should be able to:

1. Function within the structure of the organization, under supervision
2. Conduct initial interviews.
3. Conceptualize problems and diagnoses.
4. Demonstrate appropriate listening and helping skills.
5. Demonstrate the ability to develop rapport with clients from diverse backgrounds.
6. Demonstrate appropriate and effective counseling/therapy intervention skills.
7. Develop and implement appropriate treatment plans.
8. Demonstrate mastery of oral and written communication skills with a variety of clients, colleagues, and members of the community.
9. Demonstrate professionalism by providing oral and written case presentations.
10. Identify organizational structure and the organization's chain of command through an organizational analysis.
11. Identify one's strengths and limitations for effecting change.
12. Demonstrate ethical, professional, and legal behavior.
13. Recognize the significance of collaborating with other professionals and systems to meet needs of clients.
14. Demonstrate self-awareness, growth, and the ability to evaluate one's self through supervision, education, and feedback from others.

University Responsibilities

1. Provide malpractice liability insurance for practicum and internship students.
2. Select agencies in the community that will offer adequate space, time, clientele, and supervisory personnel for meaningful learning experiences in psychology.

3. Designate a psychology faculty member as the University Practicum and Internship Coordinator.
4. Screen, prepare, and refer graduate students who are qualified for active field experience in psychology to agencies in the community.
5. Take responsibility for providing the student with an adequate academic base and skills necessary for application of psychological principles in practicum/internship experience.
6. Provide faculty supervision of the practicum/internship experience through planning and consultation with both students and agency personnel. Students will meet on a weekly basis in the practicum/internship seminar/group supervision class with graduate faculty and other graduate students.
7. Take final responsibility for grading the student's performance at the practicum/internship site and on assignments, as well as granting or denying graduate credit for the practicum/internship experience.

Practicum Site Responsibilities

1. Provide services and appropriate learning experiences that are clearly defined and compatible with the objectives of Evangel's graduate psychology practicum/internship.
2. Select a qualified Master's or Doctoral level mental health professional with adequate experience and time from the organizational staff to serve as the Site Supervisor of the student for the duration of the practicum/internship assignment.
3. Provide time for the Site Supervisor to collaborate with the University Practicum and Internship Coordinator in developing and evaluating an educationally directed practicum/internship experience.
4. Provide the student with adequate working space and supplies.
5. Provide the student direct client contact (at least 50 hours required for practicum and 120 hours required) and supervision to make the practicum/internship a meaningful learning experience.
6. Allow the student access to files, recordings, minutes, staff meetings, policies and procedures, et cetera, to enhance the practicum/internship experience.
7. Allow sufficient supervisory time to direct the learning experience of the student (one hour of supervision per 10 hours worked) and provide a Midterm and Final Evaluation of the student regarding his/her performance in the agency, services to clientele, as well as professional growth.

University Practicum and Internship Coordinator Responsibilities

1. Enhance the contribution of the Site Supervisor by providing a copy of Graduate Practicum and Internship Handbook, course syllabi, University information, and consultation.
2. Consult with the Site Supervisor periodically by phone and/or on-site visit to discuss the progress of the student and to enrich the relationship between the University and the agency.
3. Be available to the student at the University for consultation, and/or evaluative purposes.
4. Keep the Graduate Psychology Coordinator abreast of interactions with practicum/internship students and Site Supervisors to enhance curriculum development and long range planning.
5. Evaluate student functioning through group supervision, Site Supervisor evaluations of student, and course assignments to determine the final grade (A, B, C, D, F, using plus and minus if desired) that the student's performance has earned.
6. Keep records of students' time spent at the practicum/internship site and evaluation reports.
7. Provide weekly practicum/internship seminar/group supervision class on campus for practicum and internship students.

Site Supervisor Responsibilities

1. Be committed to the education of graduate psychology students.
2. Model ethical and professional behavior.
3. Orient the student properly to the agency including the following:
 - a. historical development
 - b. purpose(s)
 - c. mission, philosophy, goals, objectives
 - d. geographic area of service
 - e. range of services
 - f. policies and procedures
 - g. clientele
 - h. eligibility requirements
 - i. administrative structure
 - j. linkage to the other services
 - k. expectations of graduate practicum/internship students
 - l. reading material about agency
 - m. medical requirements such as TB test
 - n. vehicle insurance needs

4. Introduce the practicum/internship student to other agency personnel/staff members.
5. Coordinate graduate practicum/internship experiences for the student.
6. Allow time for student to attend meetings such as staffings and treatment plan meetings.
7. Provide at least 150 hours of on site graduate practicum experience at an average of 10 hours per week, in no less than 10 weeks. Provide at least 420 hours of on site graduate internship experience at an average of 12.5 hours per week for 30 weeks, in no less than 20 weeks.
8. Provide at least 50 hours in practicum (120 hours in internship) of direct counseling/therapy services that are not intended primarily for the practice of administration and grading of appraisal or assessment instruments.
9. Provide individual face-to-face/one-on-one supervision at the rate of one hour to every ten hours worked by the student (approximately one hour per week) and provide continuous feedback to the student regarding performance, strengths, and weaknesses as demonstrated in the practicum/internship experience.
10. Assist student in integrating and applying knowledge, theory, skills, interventions, and ethics of psychology into the practicum/internship experience.
11. Conduct two written evaluations of the student on forms provided by Evangel University at midway through the practicum/internship and at the completion of the practicum/internship and discuss evaluations with student.
12. Provide input to the student's development of an educational contract.
13. Provide time and clients for the student to complete course assignments for Practicum, Internship and Introduction to Clinical Intervention classes (clinical interview, mental status exam, psychosocial assessment, treatment plans, case studies, videotaped session, genogram etc.).
14. Consult with The Practicum and Internship Coordinator on the progress of the student in the graduate practicum/internship experience and indicate areas of strength and weakness in the student's performance.

Student Responsibilities

1. Consult with Site Supervisor and other agency personnel to develop educational goals and objectives for the Educational Contract.
2. Pursue knowledge and understanding of the mission, philosophy, goals, objectives, and methods of operation within a specific agency and to comply with the policies and procedures within that agency while in a practicum/internship experience.

3. Dress in a manner appropriate for the agency.
4. Function professionally within all ethical and legal standards of behavior.
5. Maintain confidentiality with respect to all information gained in the agency concerning clients or any other agency information that may be considered privileged. The student is not to discuss cases with anyone not professionally involved or sanctioned to need the information. Any case record material that may be discussed in group supervision, case presentations, or journals must have all identifying information removed/changed to protect confidentiality of those involved. Agency records are not to be removed from the agency. Practicum and Internship students must sign a Confidentiality Statement.
6. Effectively and efficiently use time spent in the agency.
7. Invest at least 150 hours into the graduate practicum experience of which 50 hours must include direct counseling/therapy services that are not intended primarily for the practice of administration and grading of appraisal or assessment instruments. Invest at least 420 hours into the internship experience of which 120 hours must include direct counseling/therapy services that are not intended primarily for the practice of administration and grading of appraisal or assessment instruments.
8. Integrate and apply knowledge, theory, skills, interventions, and ethics of psychology learned in the classroom to the practicum/internship experience.
9. Attend and actively participate in the weekly practicum/internship seminar/group supervision class that assists students in their efforts to integrate and apply classroom learning with learning acquired from the practicum/internship experience.
10. Seek awareness and understanding of one's own value system so that he/she can ascertain what effect one's values have on the therapeutic relationship.
11. Develop positive relationships with agency personnel, fellow practicum/intern students, other professionals, and clients.
12. Complete an Activity Log to be submitted at regular intervals, as indicated by the University Practicum and Internship Coordinator.
13. Maintain a bibliography of readings initiated as a result of practicum/internship experiences and maintain a notebook or file of handouts collected in professional in-service education initiated by the agency.
14. Successfully complete all assignments listed on the Practicum, Internship, and Introduction to Clinical Intervention syllabi including but not limited to: educational contract, organizational analysis, self-assessment, clinical interview, psychosocial assessment, mental status exam, treatment plan, progress notes, case presentation, genogram, videotaped session, critique of peers' counseling/therapy skills, practicum/internship site/supervisor evaluation.

15. Be responsible for all living and transportation expenses during the practicum/internship experience.
16. Share any concerns or problems regarding the practicum/internship experience with the Site Supervisor during regular scheduled supervisory sessions.
17. Inform Site Supervisor of dates of University holidays that student cannot work so appropriate measures may be taken to cover the workload during those times.

Practicum/Internship Process

Practicum/Internship Checklist

This checklist serves as a guide prior to beginning the practicum/internship. Please contact the University Practicum and Internship Coordinator to ensure that you have met all of the following requirements during the fall semester of your first year.

- _____ Read Practicum and Internship Handbook and seek answers to any questions.
- _____ Sign and return the Acknowledgement Statement to Practicum and Internship Coordinator.
- _____ Complete Course Verification form and submit to Practicum and Internship Coordinator.
- _____ Identify possible practicum/internship sites.
- _____ Meet with Practicum and Internship Coordinator to discuss practicum/internship options.
- _____ Identify possible Master's or Doctoral level site supervisor.
- _____ Complete resume and prepare for interview with site personnel/supervisor.
- _____ Schedule and complete interview with site personnel/supervisor.
- _____ Complete Graduate Practicum/Internship Agreement form and submit to Practicum and Internship Coordinator.
- _____ Graduate Practicum/Internship Agreement is approved by Practicum and Internship Coordinator.
- _____ Contact Administrative Assistant to the Director of Graduate and Professional Studies, regarding registration for PSY 597, Practicum, PSY 523, Introduction to Clinical Intervention, or PSY 598/PSY 599/GAC 698/GAC 699, Internship.

Prerequisites

There are two courses that students must successfully complete before enrolling in the Practicum or Internship courses. These courses include:

1. PSY 506 Psychopathology and Personality
2. PSY 521 Professional Orientation

Students must earn a grade of "A" or "B" in the Professional Orientation course before enrolling in the Practicum or Internship courses.

Selecting a Practicum/Internship Site

1. It is the student's responsibility to secure an acceptable practicum/internship site. Final approval of the student's site rests with the Practicum and Internship Coordinator.
2. Explore information regarding sites during your first semester in the program.
3. Discuss possible sites with the Practicum and Internship Coordinator. Investigate these sites by talking with previous practicum/internship students.
4. In researching sites, search for a site that provides a training setting compatible with your career goals. In making this decision, consider the following:
 - a. the kind of work you want to do or experience you want to gain;
 - b. the kind of population with whom you want to work;
 - c. whether or not you have suitable transportation;
 - d. scheduling your hours on site;
 - e. availability of Master or Doctoral level supervision;
 - f. additional activities that the organization or agency may require of practicum/internship students.
5. Most agencies, public, private, or non-profit, which provide some kind of counseling or psychological services, are possible practicum/internship sites.
6. Practicum/Internship site placement must be approved by the Practicum and Internship Coordinator on an individual basis before registering for the Practicum/Internship courses.

7. Students may not use their current job as a practicum site. Students may not use their current supervisor as a practicum supervisor. Duties of the practicum must be performed separate from one's current employment. Practicum experience is typically not a place of employment.
8. Students may use their current job as an internship site. Students may use their current supervisor as an internship supervisor. Duties of the internship may be performed in conjunction with one's current employment as long as the internship meets the requirements of an internship and is approved by the Practicum and Internship Coordinator.
9. If your plans regarding practicum/internship placement change, notify both the Practicum and Internship Coordinator and the site personnel. If you have registered for the Practicum or Internship course, you are required to formally withdraw from the course. In the event of changing your site, you will need to complete another Graduate Practicum/Internship Agreement.

Graduate Credit

Graduate practicum students will earn 3 credits for successful completion of the 150 hour practicum experience and course assignments. Graduate internship students will earn 3 credits for each 210 hours successfully completed of the internship experience and course assignments (6 credits total). Students will earn a grade of A, B, C, D, F (including plus or minus) which is assigned by the faculty overseeing the practicum/internship. Students are expected to complete the practicum in no less than 10 weeks and within one semester (internship in no less than 20 weeks and within two semesters). In the event that the practicum/internship needs to extend beyond the academic semester, the student may request special permission of the Site Supervisor and Practicum and Internship Coordinator. The Practicum and Internship Coordinator and Site Supervisor will coordinate any additional supervision needed until the required number of hours is completed.

Confidentiality

One of the most important aspects of counseling/therapy is confidentiality. It is a crucial component of the trust building process. The following is a listing of important concerns:

1. The student must have a working knowledge of the regulations regarding confidentiality of notes, files, and taping at the site. If possible, obtain a written copy of these regulations.
2. Maintain confidentiality with respect to all information gained in the agency concerning clients or any other agency information that may be considered privileged. The student is not to discuss cases/clients with anyone not professionally involved or sanctioned to need the information. Any case/client information that may be discussed in group supervision or journal assignments must have all identifying information removed and/or changed to protect confidentiality of those involved.

3. Do not use clients' names, initials, birth dates, addresses (including city), specific places or dates of previous treatment, or other readily identifiable information when discussing clients in group supervision, journal assignments, or labeling tapes. Be sure to disguise and change all identifying information.
4. Students must receive written permission from the client/guardian to present information in a written and/or oral presentation. Evangel University has a form available for student use.
5. Students are expected to conduct themselves professionally and ethically. Information learned in group supervision is to be kept strictly confidential by all group members and is not to be shared outside of the group.
6. Agency records are not to be removed from the agency.
7. Since videotaping may be required for the seminar class/group supervision, it is the student's responsibility to obtain the client's written permission to tape. In the case of a minor client, the student must obtain written permission from the guardian. This consent form should explain the limits of confidentiality and should clearly state that the tape will be used for supervision purposes. Many sites have consent forms for your use. Evangel University has a form available for student use.
8. It is the student's responsibility to protect videotapes from misuse or loss. It is the student's responsibility to erase or destroy the tape after supervisory use.
9. A student may be removed from the practicum/internship site and/or fail the practicum/internship course for violating confidentiality. A student's status in the graduate psychology program may be jeopardized and the student may not be allowed to continue in the graduate psychology program.
10. Students will discuss issues of confidentiality with the Site Supervisor before beginning the practicum/internship experience.
11. Students will sign a Confidentiality Statement of understanding, agreeing to hold information learned in the practicum/internship site and learned in group supervision confidential.

Liability Insurance

Professional

Every student must secure malpractice liability insurance through Evangel University before beginning the practicum and internship. Students are automatically charged a fee for the liability insurance for the semester when they enroll in the practicum or internship courses. Since the insurance is not in effect until the semester begins, students may not begin their practicum/internship early.

Vehicle

Students who may be required to transport clients may need to obtain the proper license to provide this service. It is best if the agency provides a vehicle and insurance. However, if this does not occur, the student will be responsible for contacting his/her insurance agent to confirm coverage/non-coverage for client transportation.

Supervision Process

The supervision process is designed to offer practicum/internship students an opportunity to demonstrate and apply skills acquired in the classroom to actual counseling/therapy situations during the practicum/internship. During these experiences, students are supervised by Site Supervisors and designated graduate faculty. Supervision consists of receiving feedback concerning oneself, clients, the counseling/therapy process, and professional issues. Students are urged to participate actively in the process and to seek to use supervision to enhance skill level and to integrate book learning with actual counseling/therapy.

In order to maximize this experience, the following guidelines are recommended:

1. Ask the site supervisor what is expected in supervision.
2. Be prepared for all supervision sessions. Prior to session, formulate questions about clients, your reactions to the session, the process of counseling, theory, and interventions. Write these questions down and be ready to ask these questions of your supervisor.
3. Be prepared to receive critical and supportive supervisory feedback. In group supervision sessions, be prepared to exchange critical and supportive feedback with your peers.
4. Early in the practicum/internship experience, formulate learning goals for supervision.
5. Work to develop open and honest interactions in the supervisory relationship. As a parallel to the counseling/therapy relationship, supervision is a confidential relationship from which the student may benefit as the student invests in the relationship.

List of Forms and Formats

1. Acknowledgement Statement
2. Activity Log: Practicum
3. Activity Log: Psychological Activities for Supervision of Internship
4. Audio/Videotape Consent
5. Case Presentation Consent
6. Case Presentation Format
7. Confidentiality Statement
8. Course Verification Form
9. Educational Contract
10. Educational Contract Format
11. Organizational Analysis
12. Practicum/Internship Agreement
13. Practicum/Internship Checklist
14. Practicum/Internship Site/Supervisor Evaluation
15. Practicum/Internship Site Options
16. Practicum/Internship Student Final Evaluation
17. Practicum/Internship Student Midterm Evaluation
18. Self-Assessment Paper Format

EVANGEL UNIVERSITY
GRADUATE PSYCHOLOGY PRACTICUM/INTERNSHIP
ACKNOWLEDGEMENT STATEMENT

As a graduate student in psychology, I acknowledge that it is my responsibility to read and be thoroughly familiar with the content of this Graduate Practicum and Internship Handbook. My signature below indicates that I have read and understood my copy of this handbook.

Signature: _____ Date: _____

Note: This form should be turned in to the Practicum and Internship Coordinator during the first semester of the student's program. The Practicum and Internship Coordinator will place this form in the student's practicum/internship file.

**EVANGEL UNIVERSITY
GRADUATE PSYCHOLOGY PRACTICUM/INTERNSHIP**

ACTIVITY LOG: PRACTICUM

Student: _____

Week Number: _____

Practicum Site: _____

Date: _____ to _____

Supervisor: _____

Services	# Hours			# Clients		
	Current	Previous Total	Cummulative Total	New	Previous Total	Cummulative Total
Direct Services						
Individual						
1. Adult						
Interview/Intake						
Ongoing						
2. Child/Adolescent						
Interview/Intake						
Ongoing						
Marital/Family						
Interview/Intake						
Ongoing						
Group						
Interview/Intake						
Ongoing						
Testing						
TOTAL # HOURS AND # CLIENTS						

Services	# Hours			# Clients		
	Current	Previous Total	Cummulative Total	New	Previous Total	Cummulative Total
Case Management: Progress Notes/ Charting						
Supervision						
One-on-one						
Group						
Professional Development: Reading, Training, Seminars, Research, etc.						
Total # Hours (page 2)						
Total # Hours (page 1)						
Grand Total						

Supervisor's Signature

date

Student's Signature

date

EVANGEL UNIVERSITY

GRADUATE PSYCHOLOGY PRACTICUM/INTERNSHIP

ACTIVITY LOG: PSYCHOLOGICAL ACTIVITIES FOR SUPERVISION OF INTERNSHIP

Supervisee: _____ Period: _____ From _____ To _____

Date of Supervised Session: _____

Supervisor: _____

INTAKES:

	Name	Session Date	Summary Completed	Disposition
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

TESTING:

	Name	Date	Tests Administered	Report Completed
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

INDIVIDUAL PSYCHOTHERAPY:

	Name	Session Date	Comments
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

INDIVIDUAL PSYCHOTHERAPY:

	Name	Session Date	Comments
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

MARITAL/CONJOINT THERAPY:

	Name	Session Date	Comments
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

FAMILY THERAPY:

	Name	Session Date	Comments
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

GROUP THERAPY:

	Subject	Session Date	Comments
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

CLOSING SUMMARY:

	Name	Last Contact	Report Completed	Comments
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

OTHER ACTIVITIES:

	Type of Activity	Date	Comments
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

SUMMARY OF HOURS:

	Activity	Total Hours
1.	Intake-----	_____
2.	Testing-----	_____
3.	Test Report Writing-----	_____
4.	Individual Psychotherapy-----	_____
5.	Marital/Conjoint Therapy-----	_____
6.	Family Therapy-----	_____
7.	Child/Adolescent Therapy-----	_____
8.	Biofeedback-----	_____
9.	Group Therapy-----	_____
10.	Supervision Sessions-----	_____
11.	Staff Meetings-----	_____
12.	Case Conference-----	_____
13.	Report Writing-----	_____
14.	Reading-----	_____
15.	Case Management-----	_____
16.	Practice Management-----	_____
17.	Telephone Consultation-----	_____
18.	Interaction With Other Professionals-----	_____

SUMMARY OF HOURS:

19. Psychological-related meetings/education----- _____

	Meeting	Date
A.	_____	_____
B.	_____	_____
C.	_____	_____
D.	_____	_____

10. Other Activities----- _____

	Activity	Date
A.	_____	_____
B.	_____	_____
C.	_____	_____

TOTAL HOURS ACCUMULATED

READINGS:

1. _____
2. _____
3. _____
4. _____
5. _____

EVANGEL UNIVERSITY
GRADUATE PSYCHOLOGY PRACTICUM/INTERNSHIP
AUDIO/VIDEOTAPE CONSENT

I grant _____ permission to audiotape and/or videotape
(student clinician)
counseling/therapy sessions with _____. I understand that the
(client)
taping is for supervisory consultation and/or educational/training purposes only and the content
will not be disclosed to any person except student's Supervisor, University Practicum and
Internship Coordinator, designated graduate psychology faculty, and other student clinicians
involved in group supervision. I also understand that the tape(s) will be erased within ninety (90)
days or sooner if I so specify.

This authorization expires in 120 days or _____.

(Signature of Client)

(Signature of Parent or Legal Guardian)

(Date)

(Witness)

EVANGEL UNIVERSITY
GRADUATE PSYCHOLOGY PRACTICUM/INTERNSHIP
CASE PRESENTATION CONSENT

I grant _____ permission to conduct a case presentation
(student clinician)

in written and/or oral form on _____. I understand that the
(client)

presentation is for supervisory consultation and/or educational/training purposes only and the content will not be disclosed to any person except student's Supervisor, University Practicum and Internship Coordinator, designated graduate psychology faculty, and other student clinicians involved in group supervision.

This authorization expires in 120 days or _____.

(Signature of Client)

(Signature of Parent or Legal Guardian)

(Date)

(Witness)

EVANGEL UNIVERSITY
GRADUATE PSYCHOLOGY PRACTICUM/INTERNSHIP
CASE PRESENTATION FORMAT

Students will present cases from their practicum/internship to the class and turn in a typed copy to the instructor. It is best that this case be one in which the student has been directly involved.

The presentation is expected to include:

- a. Identifying Information** (use fictitious names, age, grade, ethnic background, etc.).
- b. Description of the Present Situation**
 - Reason for referral
 - Who referred
 - Why now
 - Brief relevant history of problem
 - Severity of the problem
 - Who was affected by the situation and how
- c. Description of Client Response**
 - What has the client done about the situation
 - How has the client responded to the situation
- d. Environmental Influences**
 - From a systems perspective, what external influences affected your work with the client and, ultimately, the client's progress in coping with or resolving the situation
 - What roles did significant others, community agencies and other clients play
- e. Assessment of Client and Any Available Testing**
 - Diagnoses of client
 - Your view the client's situation
 - Your assessment correspond/conflict with the client's self-assessment
 - Any differences in perceptions and why
 - Client's coping capacities, strengths and weaknesses, problem solving abilities, support systems, motivational level, etc., and
 - How did these affect intervention with the client
 - Summary of test results if available

f. Goals for Intervention/Treatment Plan

Roles of therapist and client
Problem definition
Client and therapist goals
Treatment plan for working with this client

g. Obstacles to Intervention or Achieving Goals

Barriers to effective work with this client
(Consider factors related to diversity of values, knowledge, aspirations,
environmental obstacles, agency constraints and behavioral issues)

h. Termination

Type of termination was involved in this situation
Strategies employed to plan for effective termination
Possible impact this termination experience might have for the client in the future

i. Evaluation

Your overall evaluation of your work with this client
Learning that occurred from your work with this client
If you could do things differently, what would you change

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CONFIDENTIALITY STATEMENT

I, _____, understand the importance of maintaining confidentiality of clients served by the agency in which I will be working as a practicum/internship student. I agree to maintain confidentiality with respect to all information gained through the practicum/internship experience and I will not discuss cases/clients with anyone not professionally involved or sanctioned to need the information. Any case/client information that may be discussed in group supervision, or case presentations must have all identifying information removed and/or changed to protect the confidentiality of those involved. I will not use clients' names, initials, birth dates, addresses (including city), specific places or dates of previous treatment, or other readily identifiable information when discussing clients in group supervision, case presentations or labeling tapes.

Information learned in group supervision is to be kept strictly confidential by all group members and is not to be shared outside of the group.

Since case presentations are required for group supervision, I understand that it is my responsibility to attempt to obtain the client's written permission with Site Supervisor's recommendation to present written or oral information. In the case of a minor client, I must obtain written permission from the guardian. Evangel University has a form available for use.

Since videotaping may be required for group supervision, I understand that it is my responsibility to obtain my client's written permission to tape. In the case of a minor client, I must obtain written permission from the guardian. Evangel University has a form available for use that explains limits of confidentiality. I understand that it is my responsibility to protect videotapes from misuse or loss and that I must erase or destroy the tape after supervisory use.

I understand that I may be removed from the practicum/internship site and/or fail the practicum/internship course for violating confidentiality. I further understand that my status in the graduate psychology program may be jeopardized and I may not be allowed to continue in the graduate psychology program if I violate confidentiality.

I will discuss issues of confidentiality with my Site Supervisor before beginning the practicum/internship experience.

(Student's Signature)

(Date)

(University Practicum/Internship Coordinator)

(Date)

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GRADUATE PSYCHOLOGY PRACTICUM/INTERNSHIP
COURSE VERIFICATION FORM

We attest to the fact that _____ has successfully
(student name)

completed or transferred in the following courses:

1. PSY 506 Psychopathology and Personality
2. PSY 521 Professional Orientation with a grade of "A" or "B"

(student signature)

(date)

(Administrative Assistant to the Director
of Graduate and Professional Studies)

(date)

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GRADUATE PSYCHOLOGY PRACTICUM/INTERNSHIP
EDUCATIONAL CONTRACT

The attached Educational Contract contains the student's educational plan for the practicum/internship experience, including goals, objectives, and strategies. The signatures below indicate agreement with the appropriateness of this plan.

SIGNATURES

DATE

Student:

Site Supervisor:

Graduate Faculty Member:

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GRADUATE PSYCHOLOGY PRACTICUM/INTERNSHIP
EDUCATIONAL CONTRACT FORMAT

The educational contract must be typed and is due _____. A separate page should be started for each major heading: Functioning within the Agency, Functioning within the Community, Functioning with Client Systems, Professional Development. Examples are on reserve in the library. The educational contract should align with the following format.

FUNCTIONING WITHIN THE AGENCY

Goal:

Learning Objective A:

Learning Tasks: 1.

2.

Learning Objective B:

Learning Tasks: 1.

2.

Learning Objective C:

Learning Tasks: 1.

2.

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ORGANIZATIONAL ANALYSIS

The Organizational Analysis due on _____ is to consist of two parts.

1. Typewritten explanation of agency's
 - a. mission
 - b. vision (may not be available)
 - c. philosophy
 - d. goals

2. Flow chart of organizational structure and chain of command and names of specific people working in those positions.

**EVANGEL UNIVERSITY
GRADUATE PSYCHOLOGY PRACTICUM/INTERNSHIP
PRACTICUM/INTERNSHIP AGREEMENT**

Semester: _____

Student Name: _____

Student Address: _____

Student Home Phone: _____

Practicum/Internship Site: _____

Practicum/Internship Site Address: _____

Practicum/Internship Site Phone #: _____

Site Supervisor Name/Degree: _____

Site Supervisor License/Title: _____

University Practicum/Internship Coordinator Name: _____

University Practicum/Internship Coordinator Phone #: _____

Student must accumulate _____ hours to earn _____ credits.

Practicum/Internship to Begin: _____

Practicum/Internship to End: _____

SIGNATURES

DATE

Student: _____

Site Supervisor: _____

University Coordinator: _____

EVANGEL UNIVERSITY
GRADUATE PSYCHOLOGY PRACTICUM
PRACTICUM/INTERNSHIP CHECKLIST

This checklist serves as a guide prior to beginning the practicum/internship. Please contact the University Practicum and Internship Coordinator to ensure that you have met all of the following requirements during the fall semester of your first year.

- _____ Read Practicum and Internship Handbook and seek answers to any questions.
- _____ Sign and return the Acknowledgement Statement to Practicum and Internship Coordinator.
- _____ Complete Course Verification form and submit to Practicum and Internship Coordinator.
- _____ Identify possible practicum/internship sites.
- _____ Meet with Practicum and Internship Coordinator to discuss practicum/internship options.
- _____ Identify possible Master's or Doctoral level site supervisor.
- _____ Complete resume and prepare for interview with site personnel/supervisor.
- _____ Schedule and complete interview with site personnel/supervisor.
- _____ Complete Graduate Practicum/Internship Agreement form and submit to Practicum and Internship Coordinator.
- _____ Graduate Practicum/Internship Agreement is approved by Practicum and Internship Coordinator.
- _____ Contact Administrative Assistant to the Director of Graduate and Professional Studies, regarding registration for PSY 597, Practicum, PSY 523, Introduction to Clinical Intervention, or PSY 598/PSY 599/GAC 698/GAC 699, Internship.

EVANGEL UNIVERSITY
GRADUATE PSYCHOLOGY PRACTICUM/INTERNSHIP
PRACTICUM/INTERNSHIP SITE/SUPERVISOR EVALUATION

 (Student's Name)

 (Supervisor's Name)

 (Practicum/Internship Site)

 (Dates of Practicum/Internship)

Please use the following scale to evaluate your practicum/internship site experience and supervision.

1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree n/a = Not Applicable

Introduction to Setting

_____ I was given a tour of the practicum/internship site.

_____ My supervisor introduced me to other staff when I began the practicum/internship.

_____ My supervisor discussed procedural matters, agency policy, etc., when I began the practicum/internship.

_____ My supervisor discussed ethical and legal issues when I began the practicum/internship.

Comments: _____

Issues in the Setting

_____ The environment was safe, stimulating, and conducive to professional growth.

_____ The office environment was appropriate and conducive to counseling.

_____ The staff was courteous, professional, and competent to complete the various tasks of the office.

_____ Clients were treated in an ethical, proficient, and respectful manner.

Comments: _____

Duties and Responsibilities

_____ I was given the opportunity to participate in a broad range of tasks and cases.

_____ The duties assigned were appropriate for my level of skill and ability.

_____ I participated in activities that I had hoped to in this practicum/internship.

_____ I was able to interact informally with staff members.

_____ I observed others providing assessment, treatment, or other direct service to clients.

_____ I attended meetings (ie., case conferences, treatment planning, group supervision), other than individual supervision or informal conversation.

_____ I reviewed records and reports.

_____ I provided co-therapy/co-counseling.

_____ I provided individual counseling/therapy.

_____ I provided marital/family counseling/therapy.

_____ I provided group counseling/therapy.

_____ I conducted assessments (besides psychological testing).

_____ I conducted psychological testing.

_____ I wrote progress notes, assessments, reports, correspondence, etc.

Comments: _____

Activities of Supervision

_____ My supervisor was available for consultation and supervision.

_____ My supervisor used progress notes or other written material to review my interaction with clients.

_____ I observed my supervisor providing assessment, treatment, or other direct service to clients.

_____ I provided co-therapy/co-counseling with my supervisor.

_____ I provided services myself under the direct observation of my supervisor.

_____ My supervisor provided didactic instruction in specific topics or skills.

_____ I reviewed assessments or other reports that my supervisor or other professionals had written.

_____ My supervisor reviewed assessments or other reports I had written.

_____ I reviewed progress notes that my supervisor or other professionals had written.

_____ My supervisor reviewed progress notes that I had written.

Comments: _____

Interpersonal Issues and Feedback of Supervision

_____ My supervisor and I discussed my impressions, reactions, and adjustment to the practicum/internship.

_____ My supervisor was sincere.

_____ My supervisor conveyed a sense of respect for me.

- _____ My supervisor was warm and friendly during supervision.
- _____ My supervisor helped me to feel at ease.
- _____ My supervisor fostered a sense of trust between us.
- _____ My supervisor provided emotional support.
- _____ My supervisor provided direct and understandable feedback.
- _____ My supervisor recognized areas in which my skills or knowledge were relatively strong.
- _____ My supervisor recognized areas in which my skills or knowledge needed improvement.
- _____ My supervisor recognized and complimented me for accomplishments or things that I had done well in my practicum/internship.
- _____ My supervisor informed me when my performance had not met expectations.
- _____ My supervisor had a good grasp of diagnoses.
- _____ My supervisor had a good grasp of psychological theory.
- _____ My supervisor had a good grasp of therapeutic techniques/interventions.
- _____ My supervisor was open to my questions and comments.
- _____ My supervisor offered suggestions.
- _____ My supervisor provided sufficient guidance for documentation.
- _____ My supervisor and I discussed our relationship with one another.
- _____ My supervisor remained on task during supervision.
- _____ My supervisor seemed interested in providing supervision.
- _____ My supervisor was prepared for supervision.
- _____ My supervisor was confident in his/her ability to provide supervision.
- _____ My supervisor helped me develop self-confidence as a clinician.

_____ I felt very comfortable with my supervisor.

_____ My supervisor provided quality supervision.

Comments: _____

Overall Ratings

_____ I was very satisfied with my practicum/internship supervision.

_____ I would highly recommend my supervisor to supervise others.

_____ I was very satisfied with my practicum/internship experience.

_____ I would highly recommend this practicum/internship site to others.

Comments: _____

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GRADUATE PSYCHOLOGY PRACTICUM/INTERNSHIP
PRACTICUM/INTERNSHIP SITE OPTIONS

These are possible options of graduate psychology practicum/internship sites. Other agencies may also be options.

Milano House	Bramblewood
Regional Girls' Shelter	Girls and Boys Town
Good Samaritan Boys Ranch (Brighton)	Burrell In Home
Lakeland Hospital	Gateway Youth
Marion Center	Carol Jones Recovery Center
Pregnancy Care Center	Ozark H.S.
Cornerstone Counseling & Consulting (Lebanon)	Missouri Hotel
Dr. Bradford and Associates	Burrell Day Treatment
Safe Harbor	Dynamic Restoration Counseling Center (Joplin)
Eaglecrest Counseling Center	Evangel University Counseling Center
Minirth-Skipper Counseling Clinic	Central Bible College Counseling Center
Evergreen Health Center (Lebanon)	Smalley Relationship Center (Branson)
Stephen Finzo, Psy.D. (Bolivar)	Ozark Counseling Center
Greene County Jail	Ozark Correctional Center (Fordland)
Psychological Services: Home-Based Residential	St. John's Neuropsychology
	Neuropsychological Associates of the Ozarks

EVANGEL UNIVERSITY
GRADUATE PSYCHOLOGY PRACTICUM/INTERNSHIP
PRACTICUM/INTERNSHIP STUDENT FINAL EVALUATION

 (Student's Name)

 (Supervisor's Name)

 (Practicum/Internship Site)

 (Date of Evaluation)

Please use the following scale to evaluate your practicum/internship student.

1 = Far Below Expectations – needs much improvement, a concern
 2 = Below Expectations – needs some improvement to meet standards
 3 = Meets Expectations – acceptable, meets standards at average level
 4 = Above Expectations – performs above average
 5 = Far Above Expectations – performs well beyond average level
 n/a = Not Applicable or not enough information to form a judgment

Basic Work Requirements

_____ Arrives on time consistently.

_____ Uses time effectively.

_____ Informs supervisor and makes arrangements for absences.

_____ Reliably completes requested or assigned tasks on time.

_____ Completes required total number of hours or days on site.

_____ Is responsive to norms about clothing, language, etc., on site.

Comments: _____

Ethical Awareness and Conduct

_____ Knowledge of general ethical guidelines.

_____ Knowledge of ethical guidelines of practicum/internship site.

_____ Demonstrates awareness and sensitivity to ethical issues.

_____ Maintains confidentiality of clients.

_____ Behavior is consistent with ethical guidelines.

_____ Demonstrates professional conduct.

_____ Consults with others about ethical issues if necessary.

Comments: _____

Knowledge and Learning

_____ Knowledge of treatment setting at beginning of practicum/internship.

_____ Knowledge of treatment setting at end of practicum/internship.

_____ Knowledge level of client population at beginning of practicum/internship.

_____ Knowledge level of client population at end of practicum/internship.

_____ Knowledge of treatment approach at beginning of practicum/internship.

_____ Knowledge of treatment approach at end of practicum/internship.

_____ Ability to prioritize client problems.

_____ Ability to conceptualize cases and human problems.

_____ Ability to develop appropriate treatment plans.

_____ Actively seeks new information from supervisor or staff.

_____ Receptive to learning when new information is offered.

_____ Ability to apply new information in clinical setting.

_____ Understanding of psychological theories.

_____ Understanding of diagnoses and is able to accurately diagnose.

Comments: _____

Response to Supervision

_____ Actively seeks supervision when necessary.

_____ Receptive to feedback and suggestions from supervisor.

_____ Understands information communicated in supervision.

_____ Successfully implements suggestions from supervisor.

_____ Aware of areas that need improvement.

_____ Willingness to explore personal strengths and weaknesses.

Comments: _____

Interactions with Clients

_____ Appears comfortable interacting with clients.

_____ Initiates interactions with clients.

_____ Builds rapport and communicates effectively with clients.

_____ Demonstrates respect for clients.

_____ Demonstrates empathy for clients.

_____ Is sensitive and responsive to clients' needs.

_____ Is sensitive to cultural, racial, religious, gender, disability and lifestyle differences.

Comments: _____

Interactions with Co-workers

_____ Appears comfortable interacting with other staff members.

_____ Initiates interactions with staff.

_____ Communicates effectively with staff.

_____ Effectively conveys information and expresses own opinions.

_____ Effectively receives information and opinions from others.

Comments: _____

Work Products

_____ Verbally communicates effectively.

_____ Communicates effectively in writing.

_____ Reliably and accurately keeps progress notes.

_____ Written reports are accurate and factually correct.

_____ Written reports are presented in professional manner.

_____ Progress notes and reports are completed in a timely manner.

Comments: _____

Overall, what are the student's strengths?

What are the areas in which this student may need improvement?

Thank you for your time in supervising this practicum/internship student and in completing this evaluation.

Based on performance in this internship experience, the student earns a grade of _____ for this semester

The student earned a total of _____ hours for the internship experience this semester.

(Supervisor's Signature)

(Date)

(Student's Signature)

(Date)

EVANGEL UNIVERSITY

GRADUATE PSYCHOLOGY PRACTICUM/INTERNSHIP

PRACTICUM/INTERNSHIP STUDENT MIDTERM EVALUATION

Student Name: _____ Supervisor: _____

Practicum/Internship Site: _____ Dates: _____

Please use the following scale to evaluate your practicum/internship student.

- 1 = Far Below Expectations – needs much improvement, a concern
 2 = Below Expectations – needs some improvement to meet standards
 3 = Meets Expectations – acceptable, meets standards at average level
 4 = Above Expectations – performs above average
 5 = Far Above Expectations – performs well beyond average level
 n/a = Not Applicable or not enough information to form a judgment

_____ Basic Work Requirements (on time, on site)

_____ Ethical Awareness and Conduct

_____ Knowledge of Site and Clientele

_____ Response to Supervision

_____ Interactions with Clients

_____ Interactions with Co-workers

_____ Work Products

Comments: _____

Have you noticed any deficiencies that would hinder the student's successful progress through the graduate program or impede professional development? No _____ Yes _____ (please explain)

(Supervisor's Signature)

(Date)

(Student's Signature)

(Date)

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GRADUATE PSYCHOLOGY PRACTICUM/INTERNSHIP
SELF-ASSESSMENT PAPER FORMAT

The Self-Assessment Paper is intended to help you evaluate yourself through your practicum/internship experience. It is composed of two parts:

1. Written report due on _____ and
2. Oral report to the class on _____.

The paper is to be typed, double-spaced, Arial 12 font. It should be three to five pages of text, not including the title page. The written and oral report must include:

1. Three positive attributes you learned about yourself;
2. Three areas you need to work on in order to be a successful clinician;
3. Steps you are planning to implement to improve areas listed in #2 above;
4. Two major accomplishments with which you are pleased;
5. Goals and objectives left to be completed on your Educational Contract.

List of Assignments

1. Case Presentations
2. Clinical Interviews
3. Educational Contract
4. Genograms
5. Mental Status Exams
6. Organizational Analysis
7. Peer Reviews of Case Presentations
8. Peer Reviews of Videotaped Sessions
9. Progress Notes
10. Psychosocial Assessments
11. Self-Assessment Paper
12. Treatment Plans
13. Videotaped Sessions