

2011-2012
Current Practicum Student
Information Packet



Clinical Training Department
Argosy University, Chicago
American School of Professional Psychology
Chicago, IL
(312) 777-7665
(312) 777-7747 (Fax)

2011-2012 Practicum Students

Congratulations on your practicum match. The following document has four parts that will help guide you through the basics of what to expect during your upcoming practicum experience:

- **I. Practicum Training**—contains general remarks about practicum, site orientation, tapping opportunities, and conflict management
- **II. Practicum Guidelines and Requirements**—includes more specific information about practicum training
- **III. Practicum Forms and Due Dates**—describes the forms needed for the training year
- **IV. Training Manual**

I. Practicum Training (How to be a successful Practicum student)

For students who are starting their first practicum and have had little or no experience working in a mental health setting, one way to understand practicum training is to view it as a foundational experience toward developing clinical skills.

The purpose of this training is for you to learn how to apply your clinical knowledge effectively in helping clients with various issues. Our practicum sites are specifically geared to facilitate this learning and to provide a wide range of opportunities to work with clients. It is your responsibility to adhere to the APA ethics code and site policies, and maintain proper boundaries, regular attendance and appropriate dress (Please refer to section 2.7 and 2.8 in your Training Manual regarding professional conduct, competence and ethical expectations). Maintaining professional conduct will reflect favorably in site evaluations as well as provide opportunities for letters of reference from site supervisors.

As a trainee, you will work closely with a supervisor—an appropriately credentialed mental health professional. Your supervisor assumes professional responsibility for your training and is someone with whom you will meet weekly. It is imperative that you seek thorough supervision to ensure that your clinical needs are met and that you receive the most out of your experience.

Practicum Site Orientation

Be sure that you receive an introduction and orientation at the start of your practicum training. The following are some tasks that you should discuss with your supervisor during the orientation:

- Review your **Practicum Agreement form**. Set your schedule—including the

length of the training year, weekly hours, and time off. All of these blanks must be filled out and very clear in writing. This form must be completed in full, signed by you and your supervisor and turned into the Training Department within the first week of your practicum. The accrual of your practicum hours may be compromised if you do not turn in this form by the deadline. Seminar leaders may also want a copy.

- Complete the **Learning Contract** with your site supervisor. This form must be completed in full, signed by you and your supervisor and turned into the Training Department within the first week of your practicum. The Practicum Agreement is more general while the Learning Contract specifies site benefits and guidelines, as well as individual objectives and activities. The Learning Contract specifies a) your responsibilities at the site, b) your supervisors' responsibilities, and c) expectations of the Training Department for both you and your supervisors. Many states are developing more rigorous guidelines with respect to practicum experience required for licensure. The Learning Contract provides your Training Department with the documentation we need in order to respond effectively to requests from state licensing boards.

Here are your responsibilities with the Learning Contract:

- 1) Review the sample Learning Contract, (attached) for your type of practicum.
 - 2) Think about what you would want to alter.
 - 3) Use the template Learning Contract to discuss the Learning Contract with your supervisor/Director Training. (DOT)
 - 4) When you reach an agreement, please ask the supervisor/DOT to sign it.
 - 5) Return the signed copy to the Training Department.
 - 6) If you have questions, please ask your point person in the Training Department or your seminar leader.
- Meet staff and other practicum students.
 - Schedule weekly meetings with your supervisor.
 - Discuss how clients are assigned to practicum students and whether you have input regarding these assignments.
 - Discuss the paperwork you will need to complete as well as the required turn-around time.
 - Review how to handle emergencies such as client crises or weather-related emergencies.
 - Review the agency's safety procedures for your own safety as well as that of clients' and other agency staff.
 - Clarify how to handle any reports of child or elder abuse or neglect, suicide/homicide threats, etc., and limits of confidentiality.
 - Define limits on your accessibility and how sites can reach you when you are not on site (e.g., home phone, cell phones, work phone, etc.).

There may be other information or procedures that you need to know, so we encourage you to ask your supervisor about them as part of your orientation period.

Taping Opportunities

It is essential that you discuss with your supervisor your ability to tape at your site. Please remember, you must **always obtain formal (written) consent from your clients** to tape any session with them. Argosy has a taping consent form on our website and your site may have their own form that they want you to get signed as well.

Practicum Seminar

In conjunction with your practicum, you will attend a practicum seminar on a weekly basis for two semesters as well as a summer session. Seminar leaders provide guidance, support, and consultation regarding your practicum experience. They are not clinical supervisors and have no clinical responsibility for the psychological services you provide at your practicum site. Most seminar leaders require at least one tape presentation per semester. In the Spring semester, you submit a formal sample of your work (called a "CEC"). This CEC requires a taped session, a transcription of the session, and a written report (see Training Manual for details). The students' CECs are evaluated by their seminar leaders as part of their overall seminar. Start taping sessions from the very beginning in order to ensure that you have tapes for seminar and to avoid introducing taping to a client in the middle or end of your therapeutic relationship.

If you accepted a site that does not permit taping (as indicated in the Practicum Data Form Page), you are responsible to secure the necessary tapes for your seminar and CEC. Also, you should talk to your seminar leader about other alternatives. Any taping that occurs or is secured at outside agencies requires informed and written consent from the client in addition to agency permission. Please note that such activities with non-practicum agencies are not covered by Argosy University's malpractice coverage.

Conflict Management

If you run into or anticipate difficulties regarding taping or any other matters at your site, please problem-solve actively with **your supervisor** first. If this does not resolve the problem, **contact your seminar leader and Training Department Point Person for consultation and guidance**. We strongly encourage that students address and resolve any difficulties immediately so that they do not become larger or unmanageable.

The Training Department is here to provide guidance and support for you when you raise any practicum-related difficulties. We will help you problem-solve around these difficulties. When necessary and appropriate, we will intervene on your behalf. We will be sensitive and responsive to your concerns regarding communication between your site supervisors and the Training Department. Sometimes students are anxious that

involving the Training Department in a problem at their site will make things worse, and so they should “just live with the problem and make it through the rest of the year.” Our experience has consistently been that we have been able to help students work through a wide range of problems and difficulties. Most difficulties are best resolved by directly communicating with your site supervisor or following consultation with your advisor and/or seminar leader.

❖ **It is your responsibility to make sure you are fulfilling the following requirements at your site and that you remain in good standing to maintain eligibility.**

II. Practicum Guidelines and Requirements

- Psy.D. Clinical students must be supervised by a doctoral degree level licensed psychologist. M.A. Clinical students must be supervised by a mental health professional with a Masters or Doctoral degree and a clinical professional license (e.g., an LCPC or LCSW).
- Breakdown of minimum hours per practicum:

Psy.D. Diagnostic	625 hours (including 8 comprehensive testing batteries)
Psy.D. Therapy	625 hours
Psy.D. Advanced	500 hours
M.A. Clinical	750 hours
- Doctoral students who are completing an M.A. during their Psy.D. (i.e. Masters along the way) are required to complete 750 therapy hours (i.e. 625+125). Diagnostic hours do not count toward your M.A. Please note that the hours requirements are regardless of year of entry into the clinical program. Hours average about 16-20 hours a week depending on the student's degree requirements and length of time at the site. The length of the training year is typically 9-12 months. **The earliest you may begin a practicum is July 1st.** If a site requests that you start before that date, please contact the Training Department.
- We require that students have a minimum of 2 hours of supervision per week. At least one hour of supervision must be individual, face-to-face supervision with a licensed supervisor as previously defined. The second hour may be individual or group supervision. The second hour of group or individual supervision can be provided by a Mental Health Professional (post-doc, M.A. or doctorate level).
- Roughly one-half of the weekly psychotherapy practicum hours should be spent in direct clinical contact. (e.g. therapy or counseling session, assessment interview and testing, crisis intervention, psychoeducational groups). The other half is allotted for supervision, other learning experiences (e.g. seminars,

workshops, case conferences, and program development) and writing clinical reports (e.g., intakes, progress notes, and testing reports).

- Supervisors must complete an evaluation of the student's progress at the practicum site twice a year. A **mid-year evaluation form** should be turned in to the Training Department at the end of the fall semester and a **final evaluation form** should be turned in at the end of the student's practicum training. Concurrently, students must also complete an **hours log** of their practicum activities and hours that they must review with their supervisors. Both the supervisor and the student sign off on the evaluation form and the hours log. Students also complete a monthly hours log that is turned in each month to your **seminar leader** and a final site evaluation form (called a **S.P.A.R.** - Student Professional Activity Report) of the practicum site at the end of their training year. **It is important for you to make copies for yourself before submitting these forms to the Training Department.** (Exact deadlines for these forms can be found on the last page of this manual).
- Students participate in seminars in conjunction with their practicum. It is required that students receive passing scores on their seminar evaluations, site evaluations and CEC (3 or higher) to receive credit for their practicum experience. Additionally, students must meet the minimum hour requirement to receive credit for the practicum year.
- Argosy University, Chicago seeks to place students at training programs that are supported and valued by the administration and staff at the training site. Students need to have a sufficiently available, appropriate, and diverse clientele with whom to work. The training milieu must be safe, supportive, challenging and provide appropriate space for students to conduct their clinical work. The practicum site must be sensitive and responsive to issues of diversity with respect to gender, race, ethnicity, sexual orientation, disability, and religion. It is also important that the agencies abide by a code of conduct and ethics as delineated by the profession of psychology. The site director or supervisor, the practicum student, and an Argosy University, Chicago training director sign an agreement that includes the above guidelines and requirements.

III. Practicum Forms and Due Dates

**(Please note that all forms can be found on our website:
www.auconnection.net/chicago)**

It is advisable to bring copies of these forms to your supervisor at the start of your practicum, discuss them with your supervisor and **alert your supervisor of their due dates.**

- ✓ **Practicum Agreement** – Must be completed and signed the **first day of your practicum** and submitted to the Training Department **within one week** of the beginning of your training.

This document describes the working agreement between you, the practicum site supervisor and Argosy University, Chicago. You and your supervisor should meet to review this form carefully, discuss it, and sign it.

Questions or modifications to this *Agreement* should be put in writing and must be approved by the Director of Training.

- ✓ **Learning Contract** - Must be completed and signed and submitted to the Training Department **within one week** of the beginning of your training.

This document specifies site benefits and guidelines, as well as individual objectives and activities. The Learning Contract specifies a) your responsibilities at the site, b) your supervisors' responsibilities, and c) expectations of the Training Department for both you and your supervisors.

- ✓ **Professional Liability Certificate of Insurance Request**

Many practicum site supervisors request proof that you are covered by malpractice liability insurance. Our insurance broker will issue a certificate of liability insurance to the Training Department. The Training Department will issue a copy of the professional liability insurance to the students. **Please note that we will not be receiving the new insurance policy until mid July. Check your Argosy e-mail account regularly for this form.**

As an Argosy student, you are covered for all Training Department approved clinical work. Any other clinical work that you do (e.g., volunteer or employee) is not covered by this policy. The coverage is \$2 million maximum for each individual claim and \$4 million maximum (school) aggregate claim. You cannot waive this insurance coverage, even if you have your own personal insurance.

***We recommend you also acquire your own student insurance.**

- ✓ **Authorization for Release of Information**

Your Seminar leaders will require tapes of clinical sessions at least once a semester. You will also need a tape for your CEC submission. This form may be used to obtain formal consent from your client to tape your session. To tape a minor (i.e., under age 18), you need the written consent of a custodial parent or guardian. Be sure to consult with your supervisors about how, when, and from whom to obtain the consent to tape. **Please note that our consent form does not permit you to share audiotapes**

with a transcriptionist. You are strongly encouraged to type your own transcripts for seminar presentations/CEC. If you do wish to use an outside party to transcribe session material, you must obtain written consent from your client permitting you to do so.

Your practicum sites may prefer that you use their authorization forms for taping. This is perfectly fine, as long as their form includes consent for you to use the tape for educational purposes (e.g., presenting in your seminars). Again, you must obtain specific consent to share tapes with a transcriptionist if you plan to do so.

- ✓ **Practicum Site Evaluation Form** – The mid-year evaluation is due at the end of the Fall semester, the final evaluation is due at the end of your practicum. Your supervisor completes the evaluation form and should review it with you prior to signing and submitting it to the Training Department.
- ✓ **Practicum Seminar Evaluation Form** – The mid-year evaluation is due at the end of Fall semester, the final evaluation is due at the end of your seminar class. This form is completed by your seminar leader and should be turned in directly to the Training Department.
- ✓ **Practicum Experience/Hours Log** – These are due two times during the year; concurrently with your practicum evaluation form. The hours log is completed by you and is reviewed and signed by both you and your supervisor. This log should help you keep track of your practicum hours to ensure that you are meeting all training requirements.

It is your responsibility to submit these 2 completed forms (Site Evaluation Form and Hours Log) to the Training Department by the end of fall semester, and at the end of your practicum training. **Also, please be sure to make copies of all forms before you hand them in.**

Your timely and accurate completion of these forms is critical for the following reasons:

1. Unlike course and Pro Group grade sheets, the Practicum Evaluation form, Hours Log and Seminar Evaluation form are not sent directly to Student Services. They are reviewed and graded (i.e., with a CR-credit, NC- no credit, or I- incomplete) by the Training Department.
2. The Training Department conducts this review of documents from all practicum students— M.A. Clinical, Psy.D. Dx, Psy.D. Tx, and Psy.D. Adv—for each semester.
3. After the Training Department completes its review and grading, your grade will be recorded on CampusVue which is connected to your transcript and student

portal. This part of the process takes time to complete.

Any delays in you submitting either the evaluation form or hours log will extend the time to process them, and this will delay the recording of your practicum/seminar grades on your transcripts. In order to receive credit for the training experience, you must hand in your site evaluation form and hours log for each semester. If we do not receive your site evaluation and hours log forms within 1 week of the semester deadline, you will receive an "INCOMPLETE" grade for that semester. **If we do not receive these forms by the end of the following semester, the "INCOMPLETE" grade will be changed to "NO CREDIT" and you will not obtain credit for practicum (i.e. your hours will not count toward training requirements). These procedures follow Argosy University, Chicago policies and procedures as outlined in the program handbook.**

- ✓ **Student Practicum Activity Report (SPAR)** – This form is due at the end of your practicum training for the year. The SPAR documents specific practicum activities and your evaluation of your practicum experience. It is important that you provide very honest feedback as this information will be viewed by students following you. You complete the SPAR at the end of your practicum training.

Additional Notes

- **International Students on an F-1 visa must meet with the International Student Officer in Student Services prior to starting a practicum.** Taking care of these requirements will keep you in compliance with U.S. Citizenship and Immigration Services and assure that you are eligible for future training opportunities. No one outside of Argosy sees these forms.
- CEC Guidelines are available from your seminar leaders. Your seminar leader will inform you of his/her requirements for the CEC. All CECs are due to your seminar leaders early in the Spring Semester. Psy.D. Advanced practicum students are not required to submit a CEC.

Reminders

- **Make and keep personal copies of all submitted forms.**
- Never make changes to the practicum agreement without first consulting with one of the Training Directors.

IV. Training Manual

Each student should have a copy of the Argosy University, Chicago Training Manual. The Manual is available online (www.auconnection.net/chicago) and is updated

regularly. You are responsible for familiarizing yourself with the information contained in the Training Manual.

V. Seminar Leader Selection

By now you should have received your seminar placement. All practicum students are concurrently enrolled in a seminar at Argosy University, Chicago with a faculty member while completing practicum training at a site. Please be mindful of when the seminar is offered to avoid committing to a seminar time when you might be required to be on site. Please talk to your site contact person now about your schedule for next year and ask if there are any required days to be on site.

Should you have any questions, do not hesitate to contact the Training Department.

Robert Marshall, Ph.D.
Director of Training
(312) 777.7670
rmarshall@argosy.edu

TBD
Associate Director of Training
(312) 777.7711
bkleinman@argosy.edu

Margaret Smith-Zoeller, Psy.D.
Associate Director of Training
(312) 777.7708
mszoeller@argosy.edu

Ilene Kastel, M.A., LCPC
Training Department Counselor
(312) 777.7646
ikastel@argosy.edu

Training Department Coordinator
(312) 777.7665

Postdoctoral Fellows
(312) 777.7726
(312) 777.7728

Outgoing Practicum Students Timeline

Training Year 2011-2012 Task List and Order of Events

Tasks/Order of Events	Due Dates	Done	Remarks
<i>Fall 2011</i>			
Practicum Agreement Form & Learning Contract	Within 1 Week of Practicum Start Date		
Professional Liability Insurance (Insurance forms will be emailed to your Argosy account Mid-July. If your start date is prior to receiving the form, please contact the Training Department)	Due to your Site Supervisor on your start date		
Monthly Hours Logs	Due each month to Seminar Leader		
Mid-Year Practicum Site Evaluation Form	12/16/2011		
Mid-Year Practicum Hours Log	12/16/2011		
<i>Spring-Summer 2012</i>			
Clinical CEC	Last week of March (seminar leader will inform you of specific date)		
Final Practicum Site Evaluation Form	Within 1 Week of Practicum End Date		
Final Practicum Hours Log	Within 1 Week of Practicum End Date		
SPAR Form	Within 1 Week of Practicum End Date		

All forms can be found on the Training Departments website:

http://www.auconnection.net/chicago/ispp/practicumInfo/pr_practInfo.asp