



## **Grand Canyon University**

College of Humanities and Social Sciences

Office of Field Experience

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# **Grand Canyon University Counseling Practicum Manual**

## **For Typhon System Only**

**College of Humanities and Social Sciences**

**Department of Professional Counseling**

**And**

**Addiction Studies**

**M.S. in Professional Counseling**

**M.S. in Christian Counseling**

**M.S. in Addiction Counseling**

**M.S. in Christian Counseling of Substance Use and Addictive  
Disorders**

**PCN 622: Pre-Practicum Course**

**PCN 662: A - D: Practicum Courses**

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### **Part I: Introduction**

Congratulations on pursuing your degree in Counseling! Practicum is a requirement in all states for individuals seeking licensure at the independent level. Additionally, practicum is an opportunity for you to apply concepts learned in the classroom to real-life client scenarios and demonstrate your ability to perform in a professional setting. This learning experience will familiarize you with the workplace environment while providing networking opportunities that may potentially lead to employment following completion of the program.

This manual is designed to provide information about practicum as related to the graduate programs in Counseling at Grand Canyon University. This document provides all the guidelines and forms necessary to meet programmatic requirements and acts as a Memorandum of Understanding between the student, practicum site, and the College of Humanities and Social Sciences at Grand Canyon University.

#### **Planning Ahead for the Practicum Experience**

In order to have all clearances and releases in place prior to starting the pre-practicum course, please submit a completed *Application/Intent to Enter Pre-practicum/Practicum* to the Office of Field Experience. This should be done **16 weeks prior to the date you plan to begin the pre-practicum course. If you are within the 16 week timeframe, please submit your application as soon as possible. You do not need to have a confirmed site to submit an application – the application signals to the OFE your intent to enter practicum and demonstrates that you are looking for a site. Please submit this form through your student portal.**

- Your first step is to contact your student service advisor at GCU to discuss the pre-practicum course along with scheduled start dates.
- Be sure to consider how to balance your work schedule with practicum hours, as practicum is demanding and requires time every week.
- After contacting and visiting sites, please confirm a practicum site. **Each student is responsible for identifying and arranging the location of their own practicum.** Assistance with acquiring a practicum site is further discussed in Part III of this guide.
- Practicum students, in order to ensure their full understanding of the experience, **must speak the primary language of the facility they choose to complete their practicum.**

#### **Time Commitments to Practicum**

Students should plan ahead to meet practicum commitments by reviewing GCU and state licensing requirements and calculating the approximate number of hours needed weekly. Most host organizations are often limited to day-time and week-day practicum shifts. If you do not complete 100 hours of clinical work in the 8 week pre-practicum course, you will not be able to move on to the practicum course. Similarly, if you do not complete a minimum of 150 clinical hours during the 8 week practicum courses, you will earn a non-passing grade and will be required to retake the practicum course. Any hours accumulated during a course in which a non-passing grade is received, will not count towards your hour requirement. You must complete all of your professional time commitments to the host agency **even if you have successfully completed your logged clock hour requirements for the course.** Be sure to discuss and agree upon the start and end dates of practicum with your clinical supervisor and review how to provide closure to clients; remember, to abandon a client is unethical.

#### **Using a current place of employment to complete practicum Effective July 30, 2016**

Conducting a practicum experience in an already secured work place is only allowed under the following circumstances:

1. The student is gaining experience in a department other than the department they are employed within.
2. The student's practicum supervisor is not his/her supervisor as an employee.
3. The student's practicum experience is being supervised by a supervisor in a department that is separate from his/her department of employment.
4. The student and supervisor understand all the requirements of this policy and both believe the boundaries between the two roles can be observed at all times. Both parties will sign and submit the "Work-Practicum Consent Form", at least 30 days prior to the start of the student's practicum hours. Instructions about how and where to submit this are on the form.
5. The governing state board may prohibit hours obtained at a place of employment. If you are planning to use your current place of employment for practicum, you must first verify with your state licensing board that this is permissible as *some state*

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***boards prohibit this practice.*** If you are employed by the host agency, you can only begin accruing hours after formal approval of the site by the Office of Field Experience **and** you have begun a practicum course.

### **Practicum Fees**

Generally, the cost of practicum is the cost of the regular university tuition and fees. All university fees will be collected by the university business office. No fees will be paid to the host clinical supervisor or hosting agency by GCU. You are responsible for your own transportation and fees pertaining to student professional liability insurance, professional memberships, and any background or fingerprint check. Additional fees may be incurred by you if a site requires vaccinations, chest x-rays, or other medical clearances.

### **Professional Associations and Liability Insurance**

GCU requires affiliation with a professional counselor association as part of the counseling programs. Membership in a professional association provides support and protection to students working in the mental health field. It is required that students take the initiative to establish contacts and gain membership to a professional counseling organization, as well as purchase the required liability insurance. **Some professional organizations offer liability insurance as part of their membership and/or offer student discounts.** This coverage is not facilitated by GCU.

The following organizations may offer professional membership at student discount rates:

- American Counseling Association (ACA), ([www.counseling.org](http://www.counseling.org))
- American Psychological Association (APA) ([www.apa.org](http://www.apa.org))
- Association for Addiction Professionals (NAADAC) (<http://www.naadac.org>)

Each prospective practicum student is **required** by Grand Canyon University to obtain individual liability insurance coverage prior to the beginning of practicum. **All students are required to purchase and maintain professional liability insurance before they are allowed to enter practicum- there are no exceptions to this policy.** The minimum coverage specified by GCU for its counseling practicum students is \$1,000,000 per claim and \$3,000,000 aggregate. **No student will be allowed to begin practicum without this coverage.** An insurance affidavit or confirmation of coverage must be submitted to the Office of Field Experience to include copies of pages specifying coverage limits, dates of coverage, and limits of liability. These documents can be submitted through your student portal.

### **State Licensing and Certification Requirements**

***PLEASE be aware that state legislatures make periodic changes to licensing rules, including the number of pre-practicum and practicum hours required for licensure. It is recommended that you review the state licensing board website no less than quarterly to keep up with any changes that may affect your ability to obtain licensure/certification. Failure to do so could affect your application for licensure or certification. It is highly recommended that you obtain any additional hours required by your state prior to graduation.***

Below are links that may help you find your state's licensing and certification requirements:

- National Board for Certified Counselors (NBCC): <http://www.nbcc.org/stateboardmap>
- American Counseling Association: <http://www.counseling.org/Counselors/LicensureAndCert.aspx>

### **Overview of Course Objectives and Prerequisites**

#### **PCN-622: Pre-practicum course**

Students are required to complete a minimum of 100 hours of clinical work under close supervision during the pre-practicum experience. **A minimum of 40 hours must be direct client contact hours. Additionally, students must receive at least 1 hour of supervision for each 40 clock hours worked in either direct or indirect hours.** (*For example, if you log 125 hours for pre-practicum, you are required to have a minimum of 3 hours and 15 minutes of supervision logged*). Practicum duties will be performed under the supervision of an onsite supervisor who must be preapproved by the Office of Field Experience. **Students may not progress to PCN-662A without submission and OFE approval of 100 clock hours within their existing practicum course. If you are in danger of not accumulating the required hours or failing PCN-622, contact the Office of Field Experience immediately to discuss your options. Any student who does not accrue 100 total hours, of which 40 are direct client contact, will FAIL the course.**

### Pre-Practicum Hours Requirement (Effective October 1, 2015)

Students are required to complete the minimum of 100 pre-practicum hours. Students who fail to meet the minimum amount of hours required per course will receive a failing grade and will have to retake the course. Hours accumulated during a course that receives a non-passing grade will not be counted towards the program practicum hour requirement. Students may not complete additional hours to use in a future course. Students are responsible for determining which licensure guidelines, including additional practicum hours, are applicable to and necessary for their individual state boards.

Prerequisites for the course are:

- Completion of all of the courses **with a passing grade** in the Counseling Program of Study.
- Approval of all application requirements by the Office of Field Experience. Documents can be submitted through the student portal.
- Required documents include:
  - Cover Sheet
  - Application/Intent to enter Pre-practicum/Practicum
  - Site and Clinical Supervisor Information Form
  - Copy of clinical supervisor's license **GCU requires that clinical supervisors have at least a Master's degree in a behavioral health field and be licensed or certified at the independent level. Students are responsible for consulting the state board to learn what constitutes an independent level license or certification.**
  - Signed Acknowledgement of Practicum Guidelines as stated in the Counseling Practicum Manual.
  - Proof of professional membership
  - Proof of liability insurance (1 million/3 million)
  - Unprofessional Conduct Acknowledgment Form

### PCN 662 A-D: Practicum courses A-D

The supervised practicum courses provide students with an opportunity to develop their counseling skills and perform all the activities that a regularly employed professional counselor would be expected to perform in a supervised setting. Students are required to accumulate at least 150 hours of contact for each practicum course. **A minimum of 50 hours must be direct client contact hours with at least 1 hour under supervision for each 40 clock hours worked in either direct or indirect hours.** All additional hours are accrued by engaging in support activities at the site, such as writing progress notes, attending trainings, preparing for therapy sessions, etc.

Practicum will be performed under the supervision of an onsite supervisor approved by the Office of Field Experience. Students are required to earn a passing grade in each practicum course in order to move on to the subsequent course.

Prerequisites for the course are:

- Completion of PCN 622: Student must accumulate 100 total hours, 40 of which must be direct client contact with 1 hour of supervision for every 40 hours worked.
- Earn a passing grade in PCN 622.
- Maintenance of student professional liability insurance in the amount of 1 million, 3 million.
- Maintenance of an approved clinical supervisor.
  - If the clinical supervisor has been approved in PCN 622, the student does not need to submit any further paperwork to the Office of Field Experience and may continue with this supervisor.
  - If a change in supervision and/or site is needed, you must provide updated documents to the Office of Field Experience **before you are allowed to proceed with changes.** Failure to submit these documents in a timely manner will cease the practicum process and delay graduation. Further, any new supervisor or site must be approved by the Office of Field Experience prior to proceeding with the changes and accruing hours.

### Practicum Hours Requirement (Effective October 1, 2015)

Students are required to complete the minimum practicum hours required for each course in their program of study. Each practicum course requires that the student complete 150 practicum hours. Students who fail to meet the minimum amount of hours required per course will receive a failing grade and will have to retake the course. Hours accumulated during a course that receives a non-passing grade will not be counted towards the program hour requirement. Students may not complete additional hours to use in a future

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course. Students are responsible for determining which licensure guidelines, including additional practicum hours, are applicable to and necessary for their individual state boards

### **PCN 662 F: Practicum course F**

PCN 662 F is a one credit practicum course that is offered to students for students who must accrue more than the required number of hours for state licensure. PCN 662 F is not a required course for the program of study. If you believe you need to take 662 F, please contact your student service advisor and the Office of Field Experience as soon as possible to coordinate this. Failure to do so may result in you being financially responsible for the cost of the course.

## **Doubling up on practicum courses is not permitted.**

### **Part II: Step by Step Directions for Gaining Approval to Begin Practicum**

**Please note: Addiction students must collect practicum hours related to substance use disorders (SUD), addictions and/or co-occurring disorders, as required by their state board. Students in programs with an Emphasis (Trauma, Child and Adolescent Disorders, Marriage and Family Therapy) are strongly encouraged to obtain a minimum of 200 hours in their identified emphasis.**

Each prospective student is responsible for the timely fulfillment of the following application process.

#### **16 weeks prior (or earlier) to beginning the pre-practicum course:**

##### **1. Prepare and submit the Application/Intent to enter Pre-practicum/Practicum.**

The first step of the practicum application process is to complete the Application/Intent to enter Pre-practicum/Practicum. Students do not need a confirmed practicum site in order to complete this form; completion of this form will alert the Office of Field Experience of your *intent* to enter practicum. This document can be submitted through your student portal.

- 2. Identify and arrange the location of your practicum. Each student is responsible for identifying and arranging the location of their own practicum placement.** It is suggested that you contact several agencies, since locating a practicum site is similar to finding a job – it can be a lengthy process. If you require additional leads, you can visit the Substance Abuse and Mental Health Services Web site at [www.samhsa.gov](http://www.samhsa.gov). This web site has a treatment locator that searches for substance abuse and general mental health facilities in your area. The sites listed are not pre-approved or guaranteed to be accepting students, it is a starting point for what possible sites may be in your area.
- 3. GCU requires that clinical supervisors have at least a Master's degree in a behavioral health field and be licensed or certified at the independent level.** Please consult the state board in your state to learn what constitutes an independent level license or certification. Refer to #5 below for further details.
- 4. In addition, the proposed site should provide appropriate learning opportunities for the application of knowledge (theory, methodology, and research) and skills to practice the development of professional competence, including appropriate facilities to enhance learning (adequate workspace, access to telephone and computers for site-related work).** *If necessary, the Office of Field Experience can help the student make contact with any agencies that they are interested in.*
- 5. Interview with potential Clinical Supervisor(s).** Your assigned supervisor must be credentialed or licensed at the independent level (see examples below). Upon confirmation of the license, please complete the Site and Clinical Supervisor Information Form and submit it to the Office of Field Experience for final approval. ***Supervisors must be approved by OFE before providing supervision to students. Supervised hours conducted prior to OFE's approval will not be honored.*** Be cognizant that you will be providing services under the supervisor's license or certification, and they are legally responsible for all services and interactions provided to clients. Some examples of appropriate licensing for a clinical supervisor are as follows:
  - Licensed Psychiatrist
  - Licensed Clinical Psychologist
  - Licensed Professional Counselor
  - Licensed Marriage and Family Therapist
  - Licensed Independent Social Worker
  - Licensed Independent Substance Abuse Counselor
- 6. Once you have secured a practicum site you must submit all of the required documents to the Office of Field Experience through your student portal for review.** Approval / Denial of your practicum site will be sent to you via phone and email once your application has been processed.

### **\*NEW- Typhon Web Based Time Logs**

Beginning 10/1/2015 GCU counseling students will have a new way to record their practicum hours. For all students beginning their pre-practicum hours after 10/1/2015, you will have access to a web based time recording system, Typhon. Typhon will allow students a way to record their hours, receive hour approval and have a record of practicum hours, without a copier, fax, or paper based system. The new process will cut back on the use of natural resources, allow students a way to record and keep record of their hours, and allow central access for supervisor, faculty, and the Office of Field Experience who need to validate student hours. To begin in the Typhon system, students will:

1. Receive an emailed invitation to Typhon, within 72 hours of the 1<sup>st</sup> LoudCloud post into PCN 622 "Pre-practicum". The email will include sign on instructions, screen name and temporary password. The e-mail will be sent to the student's GCU email system located in the student portal.
2. Students must respond to the emailed invitation before they can record hours in the Typhon system.
3. After initial sign up with Typhon, students are required to record their practicum hours weekly in the TIME LOG. It is highly suggested that students record their hours daily.
4. After recording weekly hours in Typhon, record the completion of the activity on the weekly hour log. Upload the log into the LoudCloud assignment drop box. The weekly hour log assignment in LoudCloud will only require students to state the total number of hours completed for the week. Students will not have to itemize how the hours were completed. The assignment acts as an attestation that the student has recorded their hours in Typhon and allows the instructor to award weekly points.
5. Students will have access to their completed hours for 3 years after graduation.

### **Part III: Roles and Responsibilities**

#### **Role and Responsibilities of the Office of Field Experience**

Responsibilities of the Office of Field Experience:

The Office of Field Experience will determine if students have met all of the application requirements necessary to begin practicum and will verify completion of all practicum requirements necessary for graduation. Additional responsibilities for the Office of Field Experience are as follows:

- Ensure students pursuing practicum understand the nature of the program and the expectations involved.
- Provide orientation information to the clinical supervisor.
- Assist students in the practicum application process if required.
- Counsel students as situations might dictate.
- Communicate with the practicum student's clinical supervisor as necessary.
- Review all log activities in order to release for graduation.
- Communicate with the practicum classroom instructors as necessary.
- Coordinate agreements/contracts between GCU and practicum sites.
- Affiliate Clinical Supervisor with Typhon web site.

#### **Responsibilities of the Agency**

- Designate a professionally qualified individual to be the clinical supervisor for the student.
- Provide the student with guidance and related experiences that expand their professional growth and provide them with the required number of hours.
- Provide the student with an opportunity to learn about the organization's program and management functions to develop organizational insight into the mission and activities of the organization.
- Provide a meaningful orientation for the student regarding the host organization's purpose, services, organizational structure, and operating practices.
- Provide the student contact with appropriate staff members and clients.
- Make available space, supplies, and other resources needed for carrying out the student's task assignments.

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- Ensure the student operates within the appropriate ethical, organizational, professional, and legal guidelines for counselors in the setting.
- The agency retains the privilege of determining treatment modalities.

**Note:** GCU does not conduct criminal background checks on its counseling students. It is the responsibility of the practicum/internship site to attain fingerprint clearance and/or perform any other criminal background checks as required by state law or other applicable regulations.

### **Role and Responsibilities of the Clinical Supervisor**

A supervisor has full responsibility for the supervised work of the supervisee, including diagnosis, treatment plan, and prescribed course of treatment. They are also responsible to:

- Provide instruction and guidance regarding diagnosis and treatment.
- Conduct evaluations in accordance with the student's program requirements. Provide a copy to the student.
- Provide support for professional development.
- Notify the Office of Field Experience immediately in the event the student's performance becomes unsatisfactory.
- Provide feedback to the supervisee that is timely, clear, and specific; feedback is delivered soon after an important event and is based on specific performance criteria.
- Ensure a safe work environment.
- Help supervisees explore and clarify thinking, feelings, and clinical strategies that support client treatment.
- Challenge practice that the supervisor judges to be unethical, unwise, or incompetent.
- Challenge personal or professional blind spots that the supervisor may perceive.
- Bring to the supervisee's attention those personal difficulties that directly affect the supervisee's clinical work and recommend a course of action to address these difficulties. (While the supervisor can recommend that a supervisee seek consultation with relevant professionals, such treatment will not be rendered by the clinical supervisor.)
- Be available to supervisees at times other than the scheduled supervision slot. Supervisees should obtain phone numbers of their clinical supervisor where they can be reached in case of emergency.
- Orient the student to the work situation and be available for consultation as needed.
- Participate in the development of the student's plan for the pre-practicum/practicum experience on a course by course basis.
- Keep records of supervision, including any supervision plan, dates of supervision, notes regarding supervision, including specific clients and cases.
- Furnish the student with all the required signatures and documentation necessary to maintain and complete the student's file.
- Review and approve student's weekly hours in the web-based Typhon application.
- Provide 1 hour of clinical supervision for every 40 clock hours worked. If this clinical supervision takes place in a group setting the number of supervisees should not exceed 6 supervisees.
- Meet with the site supervisor, once per course. Both face to face (or web-based meeting) and via a phone call.

### **Responsibilities and Expectations of the Student**

As previously stated, **you assume sole responsibility for locating a practicum site and meeting all approval requirements to begin pre-practicum/practicum.** The staff of the Office of Field Experience is available for consultation and can assist with most issues. Students' primary responsibilities include, but are not limited to:

- Complete the *Step by Step Directions for Gaining Approval to Begin the Practicum Experience* located in this document.
- Ensure that the proposed supervisor in the field placement meets or exceeds GCU requirements. **GCU requires that practicum supervisors have a minimum of a Master's degree in a behavioral health field and be licensed or certified at the independent level. However, supervisors who hold certification or licensure at the independent level given by their state board with a lower degree, will be reviewed for approval. Students are responsible for consulting the state board to learn what constitutes an independent level license or certification.**
  - Comply with all reporting and documentation requirements for pre-practicum/practicum.
  - Maintain weekly *time logs* in Typhon web based record keeping. Digitally sign weekly summary log form in Loud Cloud.
  - Complete the required hours for the pre-practicum and practicum courses; complete PCN 622 and PCN 662 A - D courses with a passing grade.
  - ***If you are in danger of not accumulating the required hours or failing a practicum course, contact the Office of Field Experience immediately to discuss your options. Failure to do so may result in you having to retake the course at your own expense.***

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### **Students' responsibilities related to the hosting agency and clinical supervisor:**

As you engage in practicum throughout the country, you serve as an ambassador of Grand Canyon University. Through your interactions and performance, you will be demonstrating to many professionals and members of the general population what Grand Canyon University is all about and the special qualities that its students bring to their organization. Additionally, you must be professional at all times, in all interactions, and especially with those whom you are serving. The goal is for GCU students to be role models within the counseling profession. To that end, the following are guidelines to assist you through your practicum experience.

- Conduct yourself in a professional manner at all times. Practicum students must operate according to site guidelines, procedures, and supervision as well as the state and national boards of the profession. If a supervisor gives a directive that appears to be in conflict with the student's values or ethics, or creates a personal conflict, which cannot be resolved in ordinary communication with the supervisor, the student must immediately contact the Office of Field Experience to set up a telephone conference.
- Carry out all responsibilities as specified in the practicum experience duties.
- Arrive on time and work the scheduled times. It is best that the student and clinical supervisor agree to a set schedule, if possible.
- Dress appropriately for the agency and/or activity.
- Discuss with your supervisor the goals and/or skills you would like to attain.
- Be prepared, both for sessions with clients as well as for supervision. Supervisees should attend supervision with an agenda of cases and/or clinical issues that need to be addressed.
- Be receptive to guidance and instruction from your supervisor, that is, be attentive to feedback and suggestions from your supervisor and follow through on such instructions promptly. It may be necessary to take notes during supervision in order to execute all instructions identified by your supervisor.
- Inform your supervisor of any difficulties you are having in the areas of delivering services to clients, completing paperwork, or coordinating professionally with other agencies or staff.

### **Always remember:**

- Seek supervision whenever you are uncertain about a situation. In an emergency situation with the client in your office, make every attempt to contact your supervisor or other on-site licensed clinicians before taking action with that client. If your supervisor cannot be reached, contact one of the other site supervisors. You may consult informally with experienced counselors at your site, but your clinical supervisor **MUST** be kept abreast of all emergencies.
- Counselors must advise their clinical supervisor of all important changes in a case. The results of new assessments must be reviewed with your supervisor at the earliest opportunity to confirm treatment planning. Any changes to the treatment plan must be reviewed with your supervisor **BEFORE** they are presented to the client. Consult with your supervisor about case closures in advance of closing the case, including the implementation of strategies that may result in a client deciding to terminate treatment.
- Keep your supervisor informed about clients who are suicidal, homicidal, or threatening harm to others. Notify your supervisor about clients who are involved in child custody disputes, disability determination assessment, or any other matters that affects the client's legal status. Under Federal law you have a duty to warn and a duty to protect.
- Maintaining client confidentiality is ethically and legally mandated by state and federal regulations. This includes information that any individual is in fact a client at the site as well as any identifying information. Access to client information should only be attempted with the explicit permission of supervisors, and only as needed for facilitation of treatment.
- Students will not engage in dual relationships with clients; counselors will not under any circumstances participate in a dual relationship with a client, nor will they provide services to clients they know from other context, such as friends or acquaintances. In the event that someone you know is being seen at the agency, you are expected to remove yourself from situations where the client's treatment and progress are being reviewed. It is your responsibility to alert your supervisor to such situations.
- Students are responsible for ensuring that all clients are informed of the supervised nature of the work of the supervisee, and of the ultimate professional responsibility of the supervisor.
- Practicum students must adhere to the code of ethics of counselors:  
<http://www.counseling.org/Resources/aca-code-of-ethics.pdf>  
<http://www.naadac.org/resources/codeofethics>  
[www.nbcc.org/Assets/Ethics/nbcc-codeofethics.pdf](http://www.nbcc.org/Assets/Ethics/nbcc-codeofethics.pdf)

### **Roles and Responsibilities of the Site Supervisor**

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As of 11/1/2015, GCU will be utilizing Site supervisors to assist in the process of evaluation and support. Between the 4<sup>th</sup> and 8<sup>th</sup> weeks of practicum classes (A-D) the student and clinical supervisor will be contacted by an individual who has contracted with the university. The site supervisor will then schedule an appointment with the student **and** the clinical supervisor. The evaluations will be conducted once per class, 4 evaluations total. The evaluations may occur face to face, by phone or via an online video conferencing application. The site supervisor must complete their evaluation before the end of the 7<sup>th</sup> week of the practicum class. **It is imperative that the student and clinical supervisor return all communications as soon as possible.** The site supervisor's role is to assess the practicum site, and the experience of the clinical supervisor as well as the student.

### **Coaching Practicum Students during Practicum/Internship Process (Effective October 1, 2015)**

Students who are in practicum courses and need support from the college will be asked to participate in a concurrent four-week coaching series with the college. Clinical supervisors, practicum instructors, or the College can request the four-week coaching for students.

Though this process is not part of a corrective action plan, if students do not comply with this request, they may have to undergo the Code of Conduct process for failure to comply with a college directive. The ability of students to complete practicum courses and accrue hours may be impacted by the Code of Conduct process, but from the coaching process.

### **Corrective Action Plan for Unprofessional Behavior**

Unprofessional conduct, as defined by the American Counseling Association (ACA) and/or the National Association for Addiction Professionals (NAADAC) counseling codes of ethics, may be the subject of a code of conduct violation charge and/or corrective action plan.

- Depending on the determination made by the Corrective Action Plan Committee, students may be administratively withdrawn from practicum courses and asked to participate in mandatory four-week coaching session. If administratively withdrawn, students will be issued an "F" as a final grade. If students are terminated from sites due to an unethical or illegal behavior and, consequently, administratively withdrawn from an individual practicum course, the practicum hours completed during this time will not be counted for that course.
- To resume practicum experiences, students must successfully complete the terms of their corrective action plans, which include mandatory coaching, within the allotted four-week period. Students will not earn credits or practicum hours for completing corrective action plans.
- If students are administratively withdrawn from a practicum course as part of a corrective action plan, they may need to retake the course at their own expense. Students are encouraged to discuss any financial or other concerns with a Student Services Adviser (SSA).
- Students may not participate in corrective action plans more than twice. Students who do not successfully complete their corrective action plan will not be able to graduate with a counseling degree.

Ethical violations may result in the student being reported to the state licensing board (for information on different types of violations, and potential consequences, refer to the "Unprofessional Conduct Acknowledgement Form" located in the [practicum manuals](#)).

### **In-home Based Counseling Services:**

Some students will conduct practicum hours at an agency that provides in-home counseling services.

The purpose of in home-based counseling services is to provide comprehensive services to patients or to meet a family in their natural environment. The home provides a place of comfort for families experiencing difficulties in their lives that require counseling.

#### Safety Issues

Safety considerations are of paramount importance in home-based counseling services. Screening for violent, dangerous, paranoid, intrusive, psychopathic individuals or any client who may pose a danger to therapists or their families is extremely important in home-based services. While the issues of suitability and safety are always part of screening in psychotherapy, they take on heightened importance when the office is located in the client home.

#### Home-Based Counseling Services Include:

- Mental Health and Substance Abuse Evaluation
- Individual and Family Counseling.
- Parenting Skills
- Behavior Management

#### Agency Responsibility

Revised on 05/08/2017

Changes effective on 06/01/2017 or as noted in the practicum manual.

- On call supervisor
- Written protocol for in-home crisis
- Written protocol for record taking and transportation of documentations.
- Training for in home counselors

#### Student Responsibility

- Be aware and adhere to the crisis protocol
- Have supervisor and on call contact information
- Be aware and adhere to the agency protocol for records storage and portability

### **Part IV: Practicum Forms**

Practicum students submit the following items to complete the pre-practicum/practicum application process and to document practicum activities. Documents can be submitted through your student portal. Copies of the underlined forms are found in the proceeding pages.

- Practicum Document Submission Cover Page
- Application/Intent to enter Pre-practicum/Practicum
- Site and Clinical Supervisor Information Form
- Acknowledgement of Practicum Guidelines
- Copy of Clinical Supervisor's License
- Workplace Practicum Consent Form (if applicable)
- Proof of Liability Insurance
- Proof of Professional Membership
- Clinical Supervisor's Evaluation of Practicum Student
- Student's Evaluation of Clinical Supervisor
- Unprofessional Conduct Acknowledgement Form

**All completed forms (that are not on Typhon or in classroom) should include a completed cover sheet and be submitted through your student portal or directly to your assigned counseling education specialist.**



## Grand Canyon University

College of Humanities and Social Sciences

Office of Field Experience

Box 478, P.O. Box 11097

Phoenix, Arizona 85061-1097

# Practicum Document Submission Cover Page

To: Office of Field Experience  
College of Humanities and Social Services  
Grand Canyon University

From:

Date:

# Pages (including cover):

Program of Study: ☐ **MSPC Program**

☐ **Christian Counseling Program**

☐ **Addiction Counseling**

☐ **MSPC w/Emphasis** \_\_\_\_\_

Practicum Course: (check one)

☐ PCN 622

☐ PCN 662A

☐ PCN 662B

☐ PCN 662C

☐ PCN 662D

☐ PCN 662F

Please check the boxes of the all documents you are submitting:

- ☐ Pre-practicum/Practicum Application Form
- ☐ Liability Insurance
- ☐ Proof of Professional Membership
- ☐ Workplace Practicum Consent Form (if applicable)
- ☐ Acknowledgement of Practicum Manual Guidelines
- ☐ Site and Clinical Supervisor Information Form
- ☐ Copy of Clinical Supervisor's License
- ☐ Unprofessional Conduct Acknowledgement Form
- ☐ Other



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☐ MSPC Program ☐ Addiction Program ☐ Christian Counseling Program ☐ MSPC w/Emphasis \_\_\_\_\_

### Application/Intent to Enter Pre-practicum/Practicum

This application serves as a student's intent to enter practicum. This form is to be prepared by the student and submitted through your student portal or directly to your counseling education specialist. **This form should be submitted 16 weeks prior to the start of the pre-practicum course.**

**\*\*Students are not required to have a confirmed site prior to submitting an application.\*\***

<b>Student Name:</b>		<b>Student ID#:</b>	
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Email address for correspondence (other than my.gcu.edu):</b>			
<b>Phone (H):</b>		<b>(W):</b>	<b>(Cell):</b>
<b>Program of Study: MS: Professional Counseling</b>			
<b>Will your program courses and pre-requisites be complete when you start pre-practicum?</b> <b>Yes/No</b>			
<b>Anticipated Start Date of Pre-practicum:</b> <b>(obtained from student service advisor)</b>			
<b>In the sections below, please include information regarding sites you have contacted to inquire about practicum opportunities.</b> <b>If you require additional leads you may visit the Substance Abuse and Mental Health Services Administration Web site at <a href="http://www.samhsa.gov">www.samhsa.gov</a>. This site contains an agency locator for locating substance abuse and other general mental health facilities in your community.</b>			
<b>Name of Site:</b>			
<b>Contact Name:</b>			
<b>Contact Phone:</b>			
<b>Name of Site:</b>			
<b>Contact Name:</b>			
<b>Contact Phone:</b>			
<b>Name of Site:</b>			
<b>Contact Name:</b>			
<b>Contact Phone:</b>			



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## Acknowledgement of Practicum Manual Guidelines

### Student:

I \_\_\_\_\_, have read the guidelines for pre-practicum and practicum as stated in the Graduate Counseling Typhon Practicum Manual and I agree to abide by them.

Maintaining client confidentiality is ethically and legally mandated by state and federal regulations. Compliance to HIPAA regulations is required. This includes information that any individual is in fact a client at the site as well as any identifying information. Gossiping within the site or outside the site about client issues is not allowed.

Practicum students may be recommended for university disciplinary action and dismissed from the program if it is determined that they have violated professional ethics and or acted in a way that is detrimental to the welfare of the clients.

Prior to commencing their practicum all students are required to disclose to the clinical supervisor if they have ever been convicted of a crime of any nature. If requested, they will also need to provide the nature of the crime(s), the date and place of conviction, and the legal disposition of the case. Conviction of a crime will not automatically result in a denial of enrollment in the practicum but failure to make this disclosure, if required, and or any misstatements or omission of material facts regarding this disclosure, will result in removal of the student from the University.

*I also understand that state legislatures make periodic changes to licensing requirements and I am therefore responsible for understanding the changes that may affect my ability to obtain licensure/certification in my state.*

### Supervisor:

I \_\_\_\_\_, have read the guidelines for pre-practicum and practicum as stated in the Graduate Counseling Typhon Practicum Manual and I agree to abide by them.

I will also provide the student with at least 1 hour of supervision for every 40 hours of practice. I understand this should be individual supervision, but may include group supervision \_\_\_\_\_ (Initial)

I am also aware that during the student's term with myself and my agency, I will be expected to meet with sites supervisors and utilize a web-based program to approve practicum hours. \_\_\_\_\_ (Initial)

**Note: Students and supervisors are responsible for following the most updated Counseling Practicum Manual.**

**Student Signature:** \_\_\_\_\_

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

### Clinical Supervisor:

I \_\_\_\_\_, have read and understand the guidelines for pre-practicum and practicum as stated in the Counseling Practicum Manual.

**Supervisor Signature:** \_\_\_\_\_

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

Revised on 05/08/2017

Changes effective on 06/01/2017 or as noted in the practicum manual.



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☐ MSPC Program ☐ Addiction Program ☐ Christian Counseling Program ☐ MSPC w/Emphasis \_\_\_\_\_

## Practicum Site and Clinical Supervisor Information Form

<b>Student Name:</b>		<b>Student ID#:</b>	
<b>Program of Study:</b>			
<b>Site Name:</b>			
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Site/Agency's Direct Number:</b>			
<b>Clinical Supervisor's Name:</b>			
<b>Clinical Supervisor's Title:</b>			
<b>Clinical Supervisor's Phone Number:</b>			
<b>Email address of Clinical Supervisor:</b>			
<b>Clinical Supervisor's License and/or Certification number:</b>			
<b>Expires:</b>		<b>State Board or Dept.</b>	
<b>Number of years of experience as a licensed/certified counselor:</b>			
<b>Have you supervised master's level counseling students in the past?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Education:</b>			
<b>Institution and division/school:</b>			
<b>Major:</b>			
<b>Highest degree earned:</b>		<b>Year of graduation:</b>	
<b>Description of treatment population at site:</b>			
<p><b><i>Please note:</i></b> Addiction students must collect practicum hours in a facility where the primary clinical focus is working with individuals who have an addiction or co-occurring disorders.</p>			



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## Workplace Practicum Consent Form

**Using a current place of employment to complete practicum.**

Conducting a practicum experience in an already secured work place is only allowed under the following circumstances:

1. The student is gaining experience in a department other than the department they are employed within.
2. The student's practicum supervisor is not their supervisor as an employee.
3. The student's practicum experience is being supervised by a supervisor in a department that is separate from their department of employment.
4. The student and supervisor understand all the requirements of this policy and both believe the boundaries between the two roles can be observed at all times. Both parties will sign and submit the "Workplace Practicum Consent Form", at least 30 days prior to the start of the student's practicum hours.
5. The governing state board does not prohibit hours obtained at a place of employment. If you are planning to use your current place of employment for practicum, you must first verify with your state licensing board that this is permissible as **some state boards prohibit this practice**. If you are employed by the host agency, you can only begin accruing hours after formal approval of the site by the Office of Field Experience **and** you have begun a practicum course.

This policy will affect all students starting on or after July 30, 2016.

If you agree to the above conditions and requirements, please fill in, sign and date the form below.

Student Name:	Supervisor Name:	Location of Proposed Practicum

\_\_\_\_\_  
 Student Signature & Date

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

For Office of Field Experience Use Only:

Date of submission:

Approval Date:

Program Manager Signature & Date:





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 Office of Field Experience  
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 Phoenix, Arizona 85061-1097

## Clinical Supervisor's Evaluation of Practicum Student

This form must be completed by the Clinical Supervisor. Students must upload completed evaluations to the practicum classroom (LoudCloud) by assignment due date. Failure to submit evaluations will result in a non-passing course grade.

<b>Student Name:</b>				<b>Student ID#:</b>		
<b>Practicum Course: (check one)</b> <input type="checkbox"/> PCN-622 <input type="checkbox"/> PCN-662A <input type="checkbox"/> PCN-662B <input type="checkbox"/> PCN-662C <input type="checkbox"/> PCN-662D				Evaluation Start Date: Evaluation End Date:		
<b>Site Name:</b>						
<b>Clinical Supervisor's Name:</b>						
<b>Evaluation Metrics and Scale</b>	<b>Not Observed</b>	<b>Poor</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Superior</b>
Understanding of counseling process						
Understanding of client dynamics						
Understanding of diagnosis/assessment						
Understanding of treatment planning process						
Understanding of professional ethics						
Maintains appropriate boundaries						
Understanding of site system						
Openness to feedback						
Respectful						
Self-motivated						
Emotional maturity						
Listening skills						
Group counseling skills						
Verbal skills						
Written skills						
Overall counseling skills						
<b>Comments:</b>						

**Required Signatures:**

\_\_\_\_\_  
 Student

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Clinical Supervisor

\_\_\_\_\_  
 Date

Revised on 05/08/2017

Changes effective on 06/01/2017 or as noted in the practicum manual.



# Grand Canyon University

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## Student's Evaluation of Clinical Supervisor

This form must be completed by the Student. Students must upload completed evaluations to the practicum classroom (LoudCloud) by assignment due date. Failure to submit evaluations will result in a non-passing course grade.

<b>Student Name:</b>				<b>Student ID#:</b>		
<b>Practicum Course: (check one)</b> <input type="checkbox"/> PCN-660 <input type="checkbox"/> PCN-662A <input type="checkbox"/> PCN-662B <input type="checkbox"/> PCN-662C <input type="checkbox"/> PCN-622 <input type="checkbox"/> PCN-662D				Evaluation Start Date: Evaluation End date:		
<b>Site Name:</b>						
<b>Clinical Supervisor's Name:</b>						
Did you receive weekly supervision? YES <input type="checkbox"/> NO <input type="checkbox"/>						
Evaluation Metrics and Scale	Not Observed	Poor	Below Average	Average	Above Average	Superior
Quality of the supervision provided						
Provided clear and consistent expectations						
Approachable						
Professional ethics						
Respectful to you						
Respectful to clients						
Respectful to staff						
Teaching ability						
Overall supervision experience						
What was the most helpful\useful part of your Practicum\Internship experience?						
What areas and/or experiences in your Practicum\Internship could have been better?						
Additional Comments:						

**Required Signatures:**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

Revised on 05/08/2017

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# Unprofessional Conduct Acknowledgement Form

The College of Humanities and Social Sciences through its Counseling Program may take disciplinary action against a student who has demonstrated unethical conduct unbecoming of a professional counselor candidate, or is terminated by the practicum site placement. A remedial Corrective Action Plan (CAP) is implemented if the professional counselor candidate does not demonstrate sufficient progress with regard to performance or professional standards. The Counseling Program's Corrective Action Committee reviews all documentation and makes a determination as to whether the alleged violation or deficiency has been substantiated and which penalty may apply.

Action	Potential Consequence
<ul style="list-style-type: none"> <li>Terminated from Practicum Site for unprofessional conduct</li> </ul>	<ul style="list-style-type: none"> <li>Corrective action process with completion of a four-week remediation plan</li> <li>Referral to University Office of Academic Compliance</li> </ul>
<ul style="list-style-type: none"> <li>Terminated from Practicum Site</li> <li>Intern ethical and professional issues</li> <li>Recommendation made by faculty or clinical supervisor</li> </ul>	<ul style="list-style-type: none"> <li>Request to find a new site</li> <li>Award a failing grade earned in the Practicum course (s)</li> <li>Award the grade earned in the Practicum course (s)</li> <li>Completion of a four-week remediation plan</li> <li>Referral to the University Office of Academic Compliance</li> <li>Practicum hours completed may not be honored</li> <li>Receive coaching</li> <li>Other:</li> </ul>
Violations	
ACA Code of Ethics	NAADAC Code of Ethics
<p>Section F.5- Student and Supervisee Responsibilities</p> <ul style="list-style-type: none"> <li>F.5.a - Ethical Responsibility</li> <li>F.5.b - Impairment</li> <li>F.5.c - Professional Disclosure</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>F.5.a. Ethical Responsibilities: Students and supervisees have a responsibility to understand and follow the ACA Code of Ethics. Students and supervisees have the same obligation to clients as those required of professional counselors.</i></p> </div>	<p>I. The Counseling Relationship</p> <ul style="list-style-type: none"> <li>Standard 1: Client Welfare</li> <li>Standard 2: Client Self Determination</li> <li>Standard 3: Dual Relationships</li> <li>Standard 4: Group Standards</li> <li>Standard 5: Preventing Harm</li> </ul> <p>II. Evaluation, Assessment and Interpretation of Client Data</p> <ul style="list-style-type: none"> <li>Standard 1: Scope of Competency</li> <li>Standard 2: Informed Consent</li> <li>Standard 3: Screening</li> <li>Standard 4: Basis for Assessment</li> <li>Standard 5: Release of Assessment Results</li> <li>Standard 6: Release of Data to Qualified Professionals</li> <li>Standard 7: Diagnosis of Mental Health Disorders</li> <li>Standard 8: Unsupervised Assessments</li> <li>Standard 9: Assessment Security</li> <li>Standard 10: Outdated Assessment Results</li> <li>Standard 11: Cultural Sensitivity Diagnosis</li> <li>Standard 12: Social Prejudice</li> </ul>

Revised on 05/08/2017

Changes effective on 06/01/2017 or as noted in the practicum manual.

	<p>III. Confidentiality/Privileged Communication and Privacy</p> <p>IV. Professional Responsibility</p> <ul style="list-style-type: none"> <li>○ Standard 1: Counselor Attributes</li> <li>○ Standard 2: Legal and Ethical Standards</li> <li>○ Standard 3: Records and Data</li> <li>○ Standard 4: Interprofessional Relationships</li> </ul> <p>V. Working in a Culturally Diverse World</p> <p>VI. Workplace Standards</p> <ul style="list-style-type: none"> <li>○ Working Environment</li> </ul> <p>VII. Supervision and Consultation</p> <p>VIII. Resolving Ethical Issues</p> <p>IX. Communication and Published Works</p> <p>X. Policy and Political Involvement</p> <ul style="list-style-type: none"> <li>○ Standard 1: Societal Obligations</li> <li>○ Standard 2: Public Participation</li> </ul>
--	---

I have read the ACA and NAADAC Code of Ethics and I understand my responsibility as a practicum student. I will abide by the ACA and/or NAADAC Code of Ethics. I understand that failure to follow the ACA and/or NAADAC Code of Ethics can be considered unprofessional conduct. Unprofessional conduct can lead to entering the counseling program corrective action plan (CAP) and/or the university's code of conduct process.

Student's Signature \_\_\_\_\_ Date\_\_\_\_\_

Part V: Student ResourcesFAQ

Q: What is pre-practicum/practicum?

**A: Pre-practicum/practicum is a type of internship that counseling students engage in to gain professional experience in the field. Students will experience face-to-face contact with clients as well as all of the other duties that counselors participate in on a daily basis. The field experience has a classroom counterpart where students have the opportunity to tie in their “real-life” experience with relevant academic information.**

Q: Would I need to obtain a fingerprint clearance card or criminal background check in order to start practicum/internship?

**A: Students may have to obtain a fingerprints clearance card and/or background check before an agency accepts them as counseling interns or to be licensed and to practice as a counselor/therapist. Students are encouraged to check with the prospective agency about this requirement.**

Q: What is the difference between direct and indirect client contact hours?

**A: “Direct Contact” means interaction with clients that includes client education and/or the application of counseling techniques for human development (including addiction and career counseling), improvement of interpersonal relationships, and/or mental health issues. In general, the term is used to refer to time spent by the counselor, providing therapy services via face-to-face meetings with individuals or groups. Indirect contact hours include, but are not limited to, writing progress notes, preparing to see clients, staff meetings, trainings, treatment planning, and administrative duties or research as assigned by your clinical supervisor. Please be advised that no more than three hours of clerical work such as filing, answering phones, transporting clients, making appointments, etc. and no more than six hours of research as assigned by your clinical supervisor, can be counted towards your overall total each week. Make sure you are aware of any definitions of direct and indirect client contact that will be utilized by your state board when your experience hours are evaluated.**

Q: I would like to do my practicum/pre-practicum at a school. Can I have a school counselor supervise me?

**A: No, school counselors do not have the required credentials to supervise students in practicum/pre-practicum.**

Q: My supervisor is out of town for the week, can I have someone else verify my hours in Typhon?

**A: No, only the supervisor that was approved by the Office of Field Experience can verify the time on your Typhon logs. If you have a new supervisor you must send his/her credentials to the Office of Field Experience for approval. Only hours accrued after OFE approval of the additional clinical supervisor will be accepted.**

Q: I had contact with a client for 43 minutes, how do I record that on my Typhon log?

**A: The rule of thumb in the field is that anything over 7 minutes gets rounded up and anything below 7 minutes gets rounded down. For example, if you have contact for 40 minutes it would be recorded as .75. If you have contact with a client for 36 minutes, it would be .5, etc.**

Q: How do I correct a mistake on my weekly activity logs?

**If you make a mistake on your logs, and cannot change it prior to your clinical supervisor validation of the hours, please contact your assigned specialist with the Office of Field Experience. They can then make the corrections for you.**

Q: What happens if I can't locate a practicum site?

**A: If you have not found a site at least 4 weeks prior to the course start, contact the Office of Field Experience and they will do their best to assist you.**

Q: Why do I need to have a supervisor who has a Master's and is licensed independently?

**A: Most students are seeking licensure in their state. State boards require supervision at this level for licensure.**

Q: Where can I find a list of facilities in my area?

**A: Access the treatment locator <http://findtreatment.samhsa.gov> on the Substance Abuse & Mental Health Services Administration web site, click on your state map, and search by zip code. Or try <https://www.psychologytoday.com>, click "find a Therapist" and follow the cues to find a therapist or therapeutic facility in your area. Also check the hospitals in your area with mental health services.**

Q: Do I need to send in my activity logs every week to the Office of Field Experience?

**A: No, you simply need to put your hours on your log in the web-based Typhon application. The application will keep accurate totals etc. You must ensure that the entered hours are accurate and in the appropriate category.**

Q: Do I need to send in original documents to the Office of Field Experience?

**A: No, you keep the originals and send copies to the Office of Field Experience.**

Q: Where do I send practicum/pre-practicum paperwork?

**A: All practicum/pre-practicum paperwork should be sent into the Office of Field Experience through your student portal or directly to your field experience specialist.**

Q: Do I need to send the Office of Field Experience copies of my coursework?

**A: No, the only documents you need to send are listed in your practicum manual. Be sure to submit required coursework to your online classroom as directed by your online classroom calendar (and instructor). All other documents received will be destroyed.**

Q: Can I complete any documents in pencil?

**A: No, all documents sent to the Office of Field Experience must be in black ink. Any documents done in pencil will be returned to student.**

# Typhon Web Based Activity and Time Logs

## Directions on how to complete the weekly Time log in Typhon

\*All classes beginning after 10/1/2015 will be switching to a paperless system of hour logs. This paperless system is a web based application named “Typhon”. Typhon is an application especially designed for students and their record keeping needs. Note - For students using Typhon, you will receive an email in your **GCU student email account** with instructions on how to access Typhon once you have posted into your PCN-490 or PCN-622 course.

- A. Record the number of hours you log each day you are at the site so you are not dependent on recall.
- B. Record the hours in your Typhon time log online.
- C. Hours are calculated in increments of .25 for every 15 minutes. For example, 15 minutes = .25, 30 minutes = .5, 45 minutes = .75 and 60 minutes = 1.
- D. If a mistake is made on the logs, make the corrections prior to your supervisor approval.
- E. Verify that your entries are accurate in Typhon. Once your clinical supervisor has verified and approved of your hours, changes will have to be made through the Office of Field Experience.

**Note-** Typhon will retain your records for 3 years after your last practicum course. You are encouraged to download your hours as electronic files, for your own records.

## Definitions of each category on the logs:

### Direct client contact hours:

1. **Assessments** – assessments are generated when a client enters treatment. Assessments may be a structured interview, a diagnostic tool, an informal method of gathering client information, etc.
2. **Individual Counseling** – individual counseling occurs between a client and a therapist. Observing an individual counseling session counts towards direct client contact hours.
3. **Family counseling** – family counseling involves two or more individuals from a family working with a therapist. Observing family counseling session counts towards direct client contact hours.
4. **Couples counseling** – couples counseling involves two people working with a therapist. Observation of couples counseling counts towards direct client contact hours.
5. **Group counseling** – group counseling involves more than one client and, frequently, more than one counselor. Observing a group counseling session counts towards direct client contact hours.
6. **Client education** – client education occurs when a therapist provides the client with some information that directly relates to their clinical needs. For example, an individual suffering from alcohol dependence receiving information about the physiological effects of alcohol from the therapist would be considered client education. This can be done inside or outside of the therapy session (via phone, etc.) and is usually brief.
7. **Crisis intervention** – crises occur frequently in mental health facilities. Crises can vary from safety issues (most severe) to loss of employment for the client, death of a family member, relapse, etc.

Revised on 05/08/2017

Changes effective on 06/01/2017 or as noted in the practicum manual.

8. **Other** – this category is reserved for any direct work with a client that is not covered in the preceding categories.

**Indirect client contact hours:**

9. **Individual supervision** – individual supervision occurs when you meet individually with your clinical supervisor to discuss clients. Students are required to receive 1 hour of supervision (either individual or group) for every 40 hours worked at the site. Most students find it helpful to meet with their supervisor on a weekly basis.
10. **Group supervision** – (sometimes referred to as a “staffing”) group supervision occurs when you meet with your supervisor and other therapists to discuss cases as a group. Students are required to receive 1 hour of supervision (either individual or group) for every 40 hours worked at the site.
11. **Staff meetings** – Staff meetings are not clinical in nature and typically focus on the business aspects of the facility; employee issues or concerns may be discussed in these meetings. Please note that you CANNOT record supervision time in this category.
12. **In-service trainings** – students frequently attend trainings within the facility to learn how the process works at that particular agency (i.e., training on how to complete progress notes, OSHA regulations, CPR/first aid, etc.). This time is considered an “in-service” training because it is conducted within the facility.
13. **Conferences** – attending conferences is an important aspect of professional development. Conferences are typically voluntary, so they do not automatically count towards your hours for practicum. However, sometimes the agency will request that students attend a conference as part of their clinical training. If attendance is a requirement of the field placement, these hours count towards the total number.
14. **Treatment Planning & Development** – treatment planning is a critical aspect of working with clients. Agencies require that a treatment plan be developed for each new client, based on his/her unique strengths and needs. Any time spent on developing and writing the treatment plan is counted towards total number of practicum hours for the course.
15. **Progress notes** – progress notes are completed after client sessions and should refer back to progress made in the treatment plan.
16. **Client Preparation** – Preparing for clients can take extra research or clinical direction from a supervisor. Any time spent on preparing for a client is counted towards the total number of hours.
17. **Other** – this category is reserved for any indirect work that is not covered in the preceding categories.



### Detailed schedule for obtaining a practicum/pre-practicum site.

16 weeks prior to course start:

- Read your practicum manual.  
Think about what type of population you would like to work with.  
Begin looking for potential sites near your home.
  - Consult local directories for mental health sites.
  - Utilize web browsers to find sites. A great site to consult is [www.samhsa.gov](http://www.samhsa.gov); this site has a treatment locator on the home page that searches for facilities by zip code.
- Complete resume and cover letter
  - Contact GCU's career services for help with your resume: 602-639-6606 or [careerservices@gcu.edu](mailto:careerservices@gcu.edu).
- Consult your state board to familiarize yourself with the different levels of licenses offered in your state. Please note that your clinical supervisor for practicum/pre-practicum **must have at least a Master's degree in the field of behavioral health and be licensed/certified at the independent level.**
- Submit the application/intent to enter pre-practicum/practicum to the Office of Field Experience.

12 weeks – 16 weeks prior to course start:

- Make contact with identified sites. Ask to speak with HR, the clinical director, or intern coordinator.
- Interview with potential sites.

8 weeks – 12 weeks prior to course start:

- Continue interviewing with sites, if necessary.
- Complete your practicum/pre-practicum application.
- Join a professional organization, such as ACA, NAADAC or APA.
- Obtain professional liability insurance that meets GCU's requirements (1 million/3million dollars).
- Ask for a copy of your supervisor's license to send in with your practicum application. **The supervisor at your site MUST be licensed/certified at the independent level and have a Master's degree or higher in the behavioral health field.**

4 weeks – 8 weeks prior to course start:

- Send in any remaining items from the practicum/pre-practicum application into the Office of Field Experience.
- Follow up with the Office of Field Experience if you have any questions.

**The office of Field Experience will contact you once your pre-practicum/practicum application has been processed.**

## Application for National Certification through NBCC

The counseling program has been given approval by the National Board for Certified Counseling (NBCC) to allow its Master of Science in Professional Counseling and in the Master of Christian Counseling students to apply for national certification before graduating. The National Board for Certified Counselors (NBCC) offers the National Counselor Examination for Licensure and Certification (NCE) and the National Clinical Mental Health Counseling Examination (NCMHCE) as part of the certification process. Membership is necessary to sit for the NCMHCE.

Students who have completed all of the course work will be invited to apply for national certification. The application includes the cost of the exam. ***Students must check with their state board to learn which test is required for licensure in their state.***

Who qualifies?	Professional counseling and Christian counseling students, upon completion of their coursework, will be referred to NBCC to be invited to apply for national certification.
What happens after I am referred to the NBCC?	The NBCC will send you an invitation to register apply for national certification. <b><i>You do not need to call the counseling program to request to be invited. A report of students who have completed the course work will be sent to NBCC by the program.</i></b>
Do I have to take the exam through the NBCC?	No, students can take their licensure exam through their state licensure board. Applying for national certification through the NBCC is voluntary and it is not a requirement for graduation.
What are the benefits of applying for national certification through the NBCC?	There are several benefits: <ol style="list-style-type: none"> <li>1. You will have taken your licensure exam and will not have to wait until your state board approves you for your exam.</li> <li>2. You start the National Certified Counselor (NCC) certification process.</li> <li>3. Other benefits of this credential include a referral system, affordable liability insurance, advocacy on behalf of the profession, protection of the integrity of the counseling profession, and salary supplementation in some states.</li> </ol>
Is the application fee through the NBCC the same as taking the exam through my state?	No, the fee through the NBCC will be higher, because you are applying for national certification and not just registering for an exam.
When are the exams offered and where?	The exams are offered in April and October; you will receive an invitation from the NBCC about three months before the examination date. The NBCC has established various locations at various states where you can take this exam.

***Important Note: The counseling program cannot register you for this exam, nor can it make exceptions on application due dates. Once you receive the NBCC invitation, and if you are interested in applying for national certification, please do so as soon as possible. For more information, please review the national certification process by visiting the NBCC website: <http://www.nbcc.org/Certification/StudentInformation>***