

**Psychology Department  
Addiction Studies  
Practicum Manual  
PSYC 475**



**WILLIAM JESSUP  
UNIVERSITY**

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## Introductory Letter To Students

Welcome to the real world of addictions my friends! You are about to start a great adventure where the theories and concepts you have learned about in books will become real life. In Practicum you will be able to put into practice some of what you've been learning in class and learn much from the experience that you could never learn in class. This guide will help you become familiar with the structure of Practicum, including the learning outcomes, procedures, and forms that you will need for an effective Practicum experience. You will be involved in Practicum activities for the next 30 weeks.

You may feel a mixture of excitement and anxiety about beginning Practicum. Please remember that this is not the place where you have it all figured out but an additional aspect of your education. Your practicum supervisors are not expecting you to be experts in the field but rather to use the field to improve your expertise. The course work you have taken is just the *beginning* of your education. Now you get to start the *real* learning. So, enjoy this period of time when you're expected to be a novice! Believe me, this time will be over all too quickly so learn all you can along the way.

Practicum can be central to the development of clarity about your career goals and your sense of calling to specific work. Sometimes Practicum leads naturally into your first opportunity for employment. Practicum will be most worthwhile for you if you develop a close working relationship with your site supervisor, faculty supervisor, and other individuals you may meet as you get out into the field. Let others support you as you begin to apply what you've learned, this is particularly true of your site supervisor. This should be someone who you can trust with your challenges in the work. After all you are the novice, at this point. It is expected that your supervisor will guide you through your experiential learning. May God richly bless you as you minister to those struggling with addictions. You will truly be salt and light of the true higher power, Jesus, as you "bring good news to the oppressed, to bind up the broken-hearted, to proclaim liberty to the captives, and release to the prisoners" (Isaiah 61:1).

Doug Locke  
Director of Addiction Studies

## **PURPOSE STATEMENT**

Practicum provides the student with the 255 hours of directed experience that allows them to build on the training they have received in the classroom and complete the certification requirements to sit for the Certified Alcohol & Drug Counselor Associate (CADCA) examination for certification with the California Association of Alcohol & Drug Abuse Counselors (CAADAC) . Under the supervision of a professional, such an experience will provide:

1. an opportunity to practice the 12 core functions of a Substance Abuse Counselor which are:

Screening, Intake, & Orientation  
Assessment, Treatment Planning, & Counseling  
Case Management, Client Education, & Crisis Intervention  
Referral, Record Keeping, & Professional Consultation

1. an opportunity to apply training
2. additional instruction
3. role models
4. feedback concerning skill/performance
5. an opportunity to express personal maturity in the context of a helping relationship

## **POLICIES FOR PRACTICUM**

Students pursuing the Certificate in Addiction Studies are required to complete six units of Practicum over two semesters as a part of this program. The following guidelines have been established:

1. Students are required to find their own Practicum site from the approved list of sites that have developed an agreement with WJU. Assistance is available from the faculty member designated as the Practicum supervisor and/or the Director of Addiction Studies. Students are advised to choose a site that would give them experience in the area of their specialization.
2. Practicum settings must be approved by the faculty member designated as the Practicum Supervisor. Students will be expected to work in a therapeutic setting in which the focus of work is working with addiction issues with individuals and groups. If the student chooses a site that does not provide experience in all 12 of the core functions, it is expected that the student will find an alternative site for the second semester to have experience in all of the 12 core functions.
3. Students are free to choose one or more Practicum settings as they complete the six units required. Students will be advised individually in this regard.
4. Students must be supervised by an on-site Substance Abuse Counselor or Mental Health professional that meets the qualifications of a CADC I or above. The student must meet at least one hour of weekly supervision during any week they obtain direct client contact hours.

Supervision may be individual or group.

5. Students must be enrolled in Practicum for at least two semesters, taking no more than three units of Practicum in any one semester. Students must have at least 45 hours of classroom Practicum time over the two semesters to meet CAADAC requirements.
6. Students should anticipate completing 7-8 hours per week over the course of two semesters to complete the required 255 hours of practicum experience. Students can expect to complete at least 255 hours at the practicum site and 45 hours of classroom practicum for a total of 300 hours of practicum over 2 semesters to meet CAADAC requirements.
7. Students will not be allowed to enroll in Practicum until they have completed the necessary prerequisite courses: Introduction to Psychology or Interpersonal Communication, Abnormal Psychology, Counseling Skills, Psychology of Addiction, Small Group Dynamics, Case Management, and Professional Skills. Case Management and Professional Skills can be taken concurrently with Practicum I and students are encouraged to do so.
8. Students may do their Practicum at a site where they are being paid (such as a Mental Health Clinic or Group Home) however the services for Practicum hours are “pre-professional training hours” and will not be paid and therefore are likely to be in addition to the paid hours at the site.
9. Practicum is graded consistent with the grading policies of William Jessup University. Students will receive a letter grade based on performance of Practicum assignments, attendance at scheduled classes/supervision meetings, evaluations of their on-site supervisor, and successful completion of the Practicum hours requirements. Further grading information will be available through the supervision/class outline.
10. Prior to placement students will secure a completed agency contract between the placement Site, WJU and the student. One copy of the signed contract should be kept by the student, one given to the placement site, and the original given to the Director of Addiction Studies. Students can obtain the template for the contract from The Director of Addiction Studies and/or the Faculty Practicum Supervisor during the interview process for placement. No face-to-face client contact hours can be accrued without a signed contract.
11. It is the responsibility of the student to assure that they have malpractice insurance in place. Some placements will provide malpractice for the student though most will not. There are many carriers of reasonable student malpractice policies available, one of which is HPSO. Information and applications can be downloaded on line at [www.hpso.com](http://www.hpso.com). Students should apply at least three weeks before seeing clients to allow for processing their application.

## COURSE PLAN

**Course Description:** Practicum provides a directed experience whereby students work in a setting to complete their hours in addictions counseling. Supervision on site as well as group supervision on campus provides training and support as students experience the work of a Substance Abuse Counselor. Students are expected to enroll in Practicum in the senior year, after the majority of their Psychology and CAADAC classes have been completed. All required coursework must be concurrent with or prerequisite to practicum. Primary focus for the fall semester is on development of Orientation, Screening, and Client Education skills as well as mastering the intake process. Prerequisites include: : Introduction to Psychology or Interpersonal Communication, Abnormal Psychology, Counseling Skills, Psychology of Addiction, Small Group Dynamics, Case Management, and Professional Skills. Case Management and Professional Skills can be taken concurrently with Practicum I and students are encouraged to do so.

**Course Objectives:** During Practicum, students will be able to:

1. Become oriented to their practicum site, and learn how to orient new clients to the site.
2. Apply knowledge/skills gained in previous coursework to work with individuals, families, or groups. Students report these experiences in practicum group as well as on-site documentation including SOAP notes, intakes, and treatment plans.
3. Apply insights gained from consultation from both the faculty and site supervisor to their work
4. Develop proficiency in screening and assessment as two of the 12 core functions of a Substance Abuse Counselor.
5. Evaluate his/her performance, evidencing an ability to identify personal strengths and growth areas and to discern the impact of these on their working with clients.
6. Understand the current nature of legal and ethical issues in Substance Abuse Counseling and how they apply at their specific practicum placement.
7. Recognize the limitations of their training and experience and refer when appropriate.
8. Present a minimum of one audio-taped session of a counseling session from their practicum site.

**TEXT:** Code of Ethics: California Association of Alcoholism & Drug Abuse Counselors (CAADAC) [www.caadac.org](http://www.caadac.org).

Perkinson, R. Chemical Dependency Counseling: A Practical Guide 3<sup>rd</sup> Ed. Sage Publications, 2008.

**Course Requirements:** Students are responsible to:

1. Attend group supervision meetings with the Practicum Supervisor.
2. Attend training sessions and supervision sessions provided by the site supervisor.
3. Complete their Student Contract – The signed Student/Agency agreement is due by the second week of class.
4. Present Cases – Students will present at least five cases from the practicum site. These will be “informal presentations” which means a formal case write-up does not need to be included. Case presentations are the raw material of professional counselor supervision and training. Further direction will be discussed in practicum supervision.
5. Complete assigned reading: approximately 100 pages per unit
6. Participate in an orientation exercise – Students will perform a mock orientation to the program with their fellow practicum students as they would in the practicum site.
7. Participate in a SOAP Note Exercise - Students will have the opportunity to do a mock progress note for evaluation.
8. Participate in a professional roundtable - Students will have the opportunity to present a topic of their choosing of a clinical theme associated with the client population at their placement site. The professional roundtable is a forum whereby colleagues can learn from each others experiences and expertise. Further direction will be given in practicum supervision.
9. Tape Sessions – Students will be responsible for obtaining at least two audiotaped sessions (with client consent) during their practicum experience to review in supervision.
10. Discuss their theory of Counseling - Students will have the opportunity to create a paper that is intended to articulate what they have learned to be effective in Substance Abuse treatment as well as a reflection of what they have learned in their studies.

## **SUMMARY OF RESPONSIBILITIES**

### **The Faculty Practicum Supervisor is Responsible for:**

1. Setting group supervision meeting dates at the beginning of each semester.
2. Conferring with each student regarding Practicum placement
3. Meeting with all Practicum students for group supervision on a weekly basis during each semester.
4. Being available for email/phone consultation as needed
5. Being available for individual appointments as needed.
6. Receiving all papers completed by students and evaluating their written work as well as monitoring their progress at placement sites.
7. Conferring with the on-site supervisor for each student as needed.
8. Visiting/observing students on-site as needed.
9. Submitting a final grade for each student each semester.
10. Conferring with the department chairperson regarding evaluation of Practicum design, student performance and preparation, and Practicum sites.
11. Keeping records of placement sites which have an established agreement with WJU that would be most beneficial to the Practicum students.
12. Actively searching for placement sites for the Addictions Certification students
13. Keeping the Psychology Department website current on critical information for Addictions Studies students including the Practicum Manual, Practicum Site List, and Practicum Forms.

The Faculty Practicum Supervisor is accountable to the university and is ultimately responsible that:

1. Practicum students are placed appropriately for their training and are receiving adequate, qualified supervision at their placement site.
2. The Practicum experience meets the course requirements for university credit and CAADAC certification.

The Faculty Practicum Supervisor typically has no authority within the agency of placement and does not interfere in agency policies. The faculty supervisor's work is solely advisory concerning the Practicum student.

Practicum Students are Responsible for:

1. Finding a Practicum site and supervisor that provides them with the type of experience they need. (See *Practicum Sites List* on line at the WJU website, [www.jessup.edu/academics/psychology/studentmaterials](http://www.jessup.edu/academics/psychology/studentmaterials).)
2. Being informed of when to interview times for the Practicum sites (Students should have a resume prepared for their interview). Some sites prefer interviewing in the spring for a fall placement, some prefer the summer before a fall placement. ALL placements are competitive and students will be applying with students from other CAADAC programs in the area.
3. Contract: Once the student has interviewed at a placement and has been chosen at a site, a contract needs to be established between the student, the placement site, and the University. It is advised that the student bring the contract with them to the interview. The contract template is available from either the Director of Addiction Studies or the Practicum Supervisor. The template contains all of the language useful and necessary for the student to be placed at a site with appropriate blanks for student information, site information, and signatures. Amongst other things, the contract spells out the time frame for placement. Some placement sites may require the student to be at the site for more than 30 weeks as a condition of placement. Once signed by all parties, the student is to make three copies, one for the placement agency, one for the student, one for Practicum Supervisor, and the original to the Director of Addiction Studies.
4. Keeping track of hours accrued in the 12 core functions of a Substance Abuse Counselor. Hours are logged on the Practicum Hours Log (See appendix ). Make sure the type of core function is being tracked on the log. There needs to be at least 21 hours of experience in each of the core functions. Prior to the completion of Practicum, the student needs to have the Alcohol & Drug Counselor (ADC) Log completed. Copies of this log will be submitted to the Director of Addiction Studies, and the Practicum Supervisor (see appendix ) **The original of this log must be kept to submit to CAADAC to qualify for the Associate certification examination.**

5. Obtaining and maintaining malpractice insurance while they have direct client contact. Although some practicum sites provide malpractice insurance for students, students should not assume their particular site covers students in the agency policy. Several carriers provide low cost policies to student counselors such as HPSO.
6. Keeping a log of Practicum supervision hours, and verifying fulfillment of the hours on the supervision log.
7. Reading/assignments/attendance/participation in Practicum experiences provided by the Practicum supervisor.

The Site Supervisor is Responsible for:

1. Meeting with the Practicum student to discuss job description, goals, and objectives for the student's work with the agency.
2. Verifying the Practicum student's acceptance with the agency through the agency contract.
3. Providing the student with experience in all 12 of the core functions of a Substance Abuse Counselor or informing the student at the onset of placement which types of functions would not be available at the site.
4. Meeting with the student weekly to review caseload, instruct, provide modeling, verify hours worked, provide training, and evaluate the competence of the student in the tasks assigned.
5. Conferring with the Faculty Practicum Supervisor concerning the student's performance as needed.
6. Providing the student and faculty supervisor with a formal evaluation on the Alcohol & Drug Counselor Internship Evaluation form provided at the end of the Practicum. **Students will need original of this form to present to CAADAC for verification to sit for the Associate certification examination.** (see appendix )
7. Providing the faculty supervisor with an evaluation of the student's performance on the University Psychology Student Outcome Assessment (see appendix ).

## BEGINNING YOUR PRACTICUM

1. Register for your Practicum during the time designated by the college for registration (typically in the spring semester prior to fall placement).
2. Begin interviewing at approved placement sites.
3. Obtain malpractice insurance once placement site is approved.
4. Feel free to call the faculty person designated as Practicum Supervisor if there are any questions you want to discuss with him/her prior to your first meeting.
4. Obtain the agency contract and have the contract signed by the placement agency. Be prepared to bring it to your first Practicum meeting with your Faculty Practicum Supervisor.
5. Be present at your first scheduled meeting with your Faculty Practicum Supervisor.. At that time you will meet with other Practicum students and discuss plans, policies, and requirements of the Practicum. Your faculty supervisor will review and collect your contract for signature (make sure to keep a copy for yourself).

## AFTER THE INITIAL MEETING STUDENTS ARE RESPONSIBLE FOR THE FOLLOWING:

1. Contract: Your site approval when it is signed by all parties involved. Make sure the placement site gets a copy of the signed contract. This will indicate that everyone involved understands their responsibilities, and affirm that the site supervisor has reviewed and concur with the job description, goals, and objectives. Additionally, they must indicate the training they will provide for you during the semester you work with their agency.
2. Log: You must log your Practicum experience and your site supervisor meeting time, throughout the semester. Remember to capture the type of experience you are getting toward each of the core functions. (*See the appendix for a copy of these logs*) Additionally at the end of Practicum you will transfer all of your experience onto the Alcohol/Drug Counselor Log to be submitted to the school and CAADAC. Although you are free to get additional hours in any of the categories, a *minimum* of 21 hours needs to be accrued in each of the core categories for a total of 255 countable hours at the site.
3. Weekly attendance at school practicum meetings. Practicum meetings with the faculty supervisor are vital. First for the critical information you will need in the field, such as legal and ethical updates, and second to accrue the necessary 45 minimum hours of seat time in practicum.

4. Practicum assignments : Approximately 100 pages of reading per unit. Several assignments will be required in practicum directly connected to the site experience the student is obtaining. Assignments will be different for fall and spring semesters and are intended to review the skills previously learned as well as develop new ones for the Substance Abuse Counseling. Of equal importance is becoming familiar with presenting cases in a confidential setting. Therefore practicum is intended to support as well as teach.

#### WHAT TO EXPECT IN GROUP SUPERVISION

You will be meeting weekly each semester with your faculty supervisor and other students who are in Practicum. This group supervision experience will:

1. Allow you to meet other students who are working in other types of substance abuse settings.
2. Provide an opportunity to share cases with your supervisor and peers as you learn to experience case consultation.
3. Allow you to use your experience for the benefit of peers as you learn to be a consultant for others.
4. Explore legal and ethical issues that will guide your practice of working with people.
5. Try out new skills before you try them on site.

Prepare before supervision sessions by:

1. Bringing cases to share
2. Be willing to give constructive feedback to others as they share their cases
3. Doing and turning in the assignments when due
4. Doing the assigned reading

\* Remember group supervision is an integral part of your Practicum experience. Non-attendance may not only jeopardize a passing grade regardless of your on-site Practicum Work performance, it could cause you to need to repeat practicum because of inadequate practicum seat time. If you will not be attending because of illness/emergency on a specific supervision day, please call the office and leave a message for your faculty supervisor.

AT THE END OF THE SEMESTER  
STUDENT IS RESPONSIBLE FOR THE FOLLOWING:

1. Site Supervisor Evaluations:  
First Semester – It is important to get feedback throughout the practicum experience and not just at the culmination of your practicum. Therefore, you are responsible to give your on-site supervisor the *First Semester* evaluation forms at the end of the first semester to see how you are progressing. (see appendix for first semester forms)  
Second Semester – You are responsible to give your on-site supervisor and get back the completed and signed “Alcohol & Drug Counselor Evaluation” and the “Psychology Student Assessment”. (see appendix)
2. Student Evaluation: You are responsible to evaluate your Practicum at the end of each semester. This information is very valuable for future placements. (See *Student’s Practicum Site/Supervisor Evaluation in the appendix*)
3. Theory of Counseling Paper: This is a 6-8 page paper that describes what you learned about what works with the Substance Abusing/Chemically Dependent population. The paper will be a biopsychosocial and spiritual integration of what you have learned in the classroom and in the field. Include:

A general understanding of how addiction happens. In this area as well as others in your paper you might reflect on the similarities or differences between what you have learned in the classroom and your actual experience of individuals with addiction issues in the field.

How you see change occurring for people with addiction issues, including the necessary resources to produce a lasting change/ recovery from addictions. Again, the basis of your theory will incorporate what you have learned in the classroom and the field and should include a psychological and spiritual foundation.

A discussion of a case or aspect of the work that was most meaningful for you in your practicum experience. You are encouraged to use a case vignette format. Remember to keep out all client identifying information to protect client confidentiality.

A discussion of the legal and ethical considerations of a Substance Abuse Counselor, particularly those germane to your placement site. Remember to discuss how you see your future scope of practice as a counselor.

Comments on increased awareness of self/others as a result of your Practicum experience.

**Faculty Supervisor:** Your Practicum Supervisor will be Douglas Locke. Please consult your on-site supervisor as a first option in case concerns. You can reach Douglas Locke by calling (916) 577-8038 or through his email at [dlocke@jessup.edu](mailto:dlocke@jessup.edu).

# Appendices

## The Psychology Major

### Mission Statement

The mission of the psychology program is to develop an individual's capacities for work in the helping professions in both secular and sacred settings. The program prepares Christians to lead individuals/groups to wholeness—body, soul, and spirit—using methods that are scripturally based, culturally sensitive, and clinically sound.

The psychology degree, as distinct from other degrees, prepares students for the soul care dimensions of work with individuals and families. The foundational assumption of the program is that God has designed humankind to live in committed relationships from cradle to grave. Thus, healthy attachment to God and others is foundational to restoring individuals to wholeness.

For some, the major will provide foundational studies in preparation for graduate school in the helping professions. Graduates who seek advanced education, typically choose advanced studies in psychology, counseling, or social work. Others will apply this degree to work within mental health settings immediately after graduation and/or utilize the relational skills gained in this program in a wide range of careers, including business, human services, and church/parachurch ministry.

### Core Values:

Leaders in the psychology department value the development of a Christian world view in all graduates, academic excellence in teaching and learning, and continuous transformation toward wholeness in both the professors and the students.

In order to accomplish the program mission, the faculty is committed to:

1. Offering a curriculum that reflects the importance of responsible integration—considering the wisdom available in both special and general revelation.
2. Exposing students to relevant theoretical frameworks that provide clarity and guidance for understanding the human condition.
3. Mentoring students in the development of skills that are considered state of the art in the application of the both a psychological and theological knowledge base.
4. Challenging students toward personal wholeness, relationally, psychologically, and spiritually.
5. Assisting students as they find direction for their personal and professional lives.
6. Motivating students toward a life of service.

## Learning Outcomes

A graduate should be able to:

1. Integrate their faith and knowledge of scripture with the study of human needs.
2. Understand the process of human growth and development in the context of family, community, culture, and ethnicity.
3. Have knowledge of basic theoretical frameworks, empirical findings, and historical trends in the study of human personality and problems.
4. Understand and apply basic research methods in psychology, including research design, data analysis, and interpretation, demonstrating information competence and the ability to use computers and other technology for many purposes.
5. Utilize critical thinking skills, unbiased inquiry, and a creative approach to problem solving related to understanding behavior and mental processes.
6. Demonstrate a responsible approach to the application of psychology within a Christian worldview. This will include the abilities to weigh evidence, tolerate ambiguity, and act ethically.
7. Skillfully communicate with both individuals and groups.
8. Demonstrate an ability to interview, assess, develop treatment plans, carry out intervention, and evaluate progress in helping relationships, utilizing community resources appropriately and effectively as part of the helping process.
9. Recognize the limitations of their training and refer to specialized helping professionals when appropriate.
10. Demonstrate increased self-awareness, self-understanding, and growth in personal wholeness, emerging from the major with ideas about how to pursue their calling in academia and/or occupational settings.







## First Semester Site Supervisor Practicum Evaluation

Supervisor: Please use this form for your first evaluation of the student at the end of their first semester of Practicum.

Student's Name \_\_\_\_\_ Job Title \_\_\_\_\_

Agency/Department \_\_\_\_\_ Hrs. per week served \_\_\_\_\_

Period covered \_\_\_\_\_ Total hrs. served \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Report Date \_\_\_\_\_

Evaluation Factors: Please evaluate the student's level of performance on the following:

	Poor	Fair	Good	Outstanding
1. Adaptability	1	2	3	4
2. Attendance	1	2	3	4
3. Dependability	1	2	3	4
4. Initiative	1	2	3	4
5. Employee Relations	1	2	3	4
6. Quality of Work	1	2	3	4
7. Quantity of Work	1	2	3	4
8. Work Habits	1	2	3	4
9. Interpersonal Skills	1	2	3	4

Optional Factors if observed

1. Public Contact	1	2	3	4
2. Planning and Organization	1	2	3	4
3. Written Communication	1	2	3	4
4. Management &/or Supervisory Ability	1	2	3	4
5. Other _____	1	2	3	4



## Narrative Portion of the Site Supervisor First Semester Evaluation

Supervisor: Please use this form for your first evaluation of the student at the end of their first semester of Practicum.

Please indicate the number of hours you spent with this student \_\_\_\_\_

Please indicate the following:

1. The overall cooperativeness of the student. Pleasantness, promptness, teachability, willingness, service, patience, etc.
2. Your assessment of the adequacy of the student's course work preparation for work in your agency.
3. The extent to which the student is meeting the objectives of the Practicum as noted in the job description.
4. The student's ability to participate in staff meetings and/or case consultation and treatment discussions.
5. The extent to which the student is able to work within ethical guidelines appropriately.
6. The areas of strength in the student.
7. The areas where growth is needed.
8. Any other issues which the Faculty Practicum Supervisor should take note of in further interaction and counseling with the student.

Site Supervisor Signature and Date \_\_\_\_\_



## Psychology Student Outcome Assessment

Supervisor: Please help us evaluate the degree to which we are reaching our goals for the students in the Psychology Department. Rate the student you supervised on their competency in light of the ten outcomes we aim to achieve.

Student's Name \_\_\_\_\_ Agency/Department Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Please evaluate the student's level of performance on the following:

Poor=1 Fair=2 Good=3 Outstanding=4

- |   |   |   |   |       |
|---|---|---|---|-------|
| 1. Integrate their faith and knowledge of scripture with the study of human needs.  | 1 | 2 | 3 | 4 n/a |
| 2. Understand the process of human growth and development in the context of family, community, culture, and ethnicity.  | 1 | 2 | 3 | 4 n/a |
| 3. Have knowledge of basic theoretical frameworks, empirical findings, and historical trends in the study of human personality and problems.  | 1 | 2 | 3 | 4 n/a |
| 4. Understand and apply basic research methods in psychology, including research design, data analysis, and interpretation, demonstrating information competence and the ability to use computers and other technology for many purposes. | 1 | 2 | 3 | 4 n/a |
| 5. Utilize critical thinking skills, unbiased inquiry, and a creative approach to problem solving related to understanding behavior and mental processes.   | 1 | 2 | 3 | 4 n/a |
| 6. Demonstrate a responsible approach to the application of psychology within a Christian world view. This will include abilities to weigh evidence, tolerate ambiguity, and act ethically.   | 1 | 2 | 3 | 4 n/a |
| 7. Skillfully communicate with both individuals and groups.   |   |   |   |       |



- |  |   |   |   |       |
|--|---|---|---|-------|
| 8. Demonstrate an ability to interview, assess, develop treatment plans, carry out intervention, and evaluate progress in helping relationships, utilizing community resources appropriately and effectively as part of the helping process. | 1 | 2 | 3 | 4 n/a |
| 9. Recognize the limitations of their training and refer to specialized helping professionals when appropriate.  | 1 | 2 | 3 | 4 n/a |
| 10. Demonstrate increased self-awareness, self-understanding, and growth in personal wholeness, emerging from the major with ideas about how to pursue their calling in academia/and or occupational settings.                               | 1 | 2 | 3 | 4 n/a |

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_



## Student's Practicum Site/Supervisor Evaluation

Complete this form and turn it in at the end of your final semester of Practicum.

Student \_\_\_\_\_ Site \_\_\_\_\_

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

Please circle the number which best describes your experience.

Poor = 1 Fair = 2 Average = 3 Good = 4 Excellent = 5

Item

Availability of Supervisor	1	2	3	4	5
Quality of time spent with Supervisor	1	2	3	4	5
Opportunity to Observe	1	2	3	4	5
Emphasis on Counseling	1	2	3	4	5
Opportunity to Practice Skills	1	2	3	4	5
Structure of Setting	1	2	3	4	5
Level of Preparation for Tasks	1	2	3	4	5
Organization of the Site	1	2	3	4	5
Overall quality of the Practicum	1	2	3	4	5

Would you recommend this Practicum site to other students? \_\_\_\_\_

Why or Why not? \_\_\_\_\_

\_\_\_\_\_

Further comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Student's Evaluation of the Practicum Experience

Complete this form and turn it in at the end of your final semester of Practicum.

1. What were the main goals for your Practicum?
2. In your opinion, were these goals achieved?
3. What was the most positive thing you learned?
4. What was the most difficult obstacle you faced?
5. What were the greatest strengths of your site supervisor?
6. In what ways could your site supervisor have been more helpful to you? Please explain.
7. Are there specific ways in which your Faculty Practicum Supervisor could have been more helpful to you? Please explain.
8. What suggestions or affirmations do you have for this Practicum program in general?

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

## ALCOHOL AND DRUG COUNSELOR (ADC) INTERNSHIP EVALUATION FORM

Intern name: \_\_\_\_\_  
 Internship dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Hours: \_\_\_\_\_

EVALUATION AREA	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NO BASIS FOR JUDGMENT
<b>ANALYTICAL ABILITY</b>					
Understanding of agency					
Understanding of community					
Understanding of clients					
Use of knowledge sources					
Use of evaluation					
Understanding of substance abuse					
<b>ADMINISTRATION</b>					
Use of supervision					
Documentation					
Recording					
Referral					
<b>INTERPROFESSIONAL RELATIONS</b>					
With clients					
With Peers					
With supervisors					
With community groups					
Ethical Practices					
<b>PRACTICUM SKILLS</b>					
Screening					
Intake					
Orientation					
Assessment					
Treatment Planning					
Counseling					
Case Management					
Crisis Intervention					
Client Education					
Referral					
Reports and Record Keeping					
Consultation					
<b>KNOWLEDGE</b>					
Human behavior					
Signs/symptoms of chemical dependency					
Counseling approaches					
Continuum of care					
Federal/State/local regulations/statutes					
State Alcohol/Drug Program System					
Cultural competence					
<b>WORK HABITS</b>					
Initiative					
Organization Skills					
Quality of Work					
Integrity					
Responsibility/accountability					
Self Discipline					
Sensitivity to others					

\_\_\_\_\_ Yes, I highly recommend  
 \_\_\_\_\_ No, I do not recommend

\_\_\_\_\_ Yes, I recommend, with reservations  
**(Please use a separate sheet if there are additional comments)**

Supervisor's name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the agency where you supervised the Intern: \_\_\_\_\_



## ALCOHOL AND DRUG COUNSELOR (ADC)

### SUPERVISED FIELD (INTERNSHIP) WORK PRACTICUM LOG WITH INSTRUCTORS/SUPERVISORS VERIFICATION/INFORMATION

Intern name: \_\_\_\_\_

**Supervisor's and Instructor's Directions:** By attesting and signing your name to each core function, from/to dates and total hours completed you are confirming that the Intern has actually completed the required 21 experiential hours in the specific core function indicated. It is your responsibility to verify the completion of hours by using this log. No other forms will be accepted and the failure to complete this log may result in the inability of the candidate to take the certification written exam. **Do not use white out on this form, any corrections or erasers will invalidate this form.** This original practicum log must be submitted with the portfolio. This blank practicum may be duplicated if the practicum was completed in more than one facility/agency.

*\* Please note that the supervisor completing the practicum log must be the same supervisor who completes the evaluation form.*

CORE FUNCTION	DATE FROM:	DATE TO:	TOTAL HOURS	SUPERVISOR'S SIGNATURE
Screening				
Intake				
Orientation				
Assessment				
Treatment Planning				
Counseling				
Case Management				
Crisis Intervention				
Client Education				
Referral				
Reports and Record Keeping				
Consultation with Relevant Professionals				

#### Supervisor's Information:

Print your name: \_\_\_\_\_ Email Address: \_\_\_\_\_

List your Credential/License/Certification Held: \_\_\_\_\_

How many years have you worked in the AOD field? \_\_\_\_\_ Contact Number:(\_\_\_\_)\_\_\_\_\_

Name of the agency where you supervised the Intern: \_\_\_\_\_

#### Instructor's Information:

Print your name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

School name: \_\_\_\_\_