Washburn University
Human Services Department
Master of Arts in Human Services/Addiction Counseling

Practicum Manual

Students, please give a copy of this manual to your supervisor.
Step 1: Applying for a Practicum

Before applying for a Practicum in the Human Services Master’s program, students must meet the following criteria:

- Successfully completed HS635 and HS660 (for Practicum I) and completed or concurrently enrolled in HS640 (for Practicum II).
- Believe oneself to be prepared to meet the following practicum requirements:
  - Complete a minimum of 200 hours (at least 150 of which must be direct client contact) of fieldwork in an addictions counseling agency, under approved supervision (see below).
  - Participate in a weekly online academic seminar.
  - Engage in fieldwork focused on developing skills in the following areas:
    - Use a holistic approach to addictions counseling
    - Adhere to ethical guidelines
    - Apply effective clinical addictions counseling treatment skills
    - Apply effective clinical addictions counseling diagnosis skills
    - Demonstrate clinical supervision skills
    - Practice TAP-21 Competencies

Other Considerations:

- Non-Kansas residents should review fieldwork requirements for their state and discuss with their advisor.
- In Kansas, the supervisor must hold a BSRB master’s or clinical license (e.g. LMAC, LMSW, LPC, LMFT, etc.).
- You are welcome to use your place of work, as long as you can meet the requirements for the practicum.
- We encourage doing Practicum I and II at the same agency.
- You may be able to do both Practica in the same semester, but it will be challenging!

Application Instructions:

If you are ready to apply for a Practicum for next semester, go to www.washburn.edu/ma-human-services. In the left column, click on Practicum Application. Be prepared to provide the following information:

- Ideas for where you would like to do your practicum.
- A link to a website for agency(ies) you are interested in, or if that is not available, a contact person and phone number. Please do not contact the agency before hearing back from the department.

Applications are due March 1st for a Fall Practicum, and October 1st for a Spring Practicum.

After you have applied:

The department will meet to review your application. If you are hoping to do your practicum with your current employer, you may start discussions with them. Otherwise, please wait to hear back from the department before contacting an agency.
Step 2: Selecting an Agency and Arranging an Interview

After your application has been reviewed, you will be contacted by your advisor. If you are approved for a practicum placement, your advisor will work with you to identify a potential agency based on the information you provided in your Practicum Application. You are expected to secure a placement by Nov 11 (for Spring) or April 11 (Summer/Fall); exceptions can be made when it is clear students are making a persistent effort.

Your next step is to arrange for an interview with the agency director:

- Contact the agency and introduce yourself. Let them know that you are completing a Master’s degree in Human Services/Addictions Counseling at Washburn University and that you would like to set up an interview to see if you could complete your practicum with the agency.
- Sometimes agencies don’t respond quickly to your request for an interview. Please don’t get discouraged...they are busy. Sometimes it helps to drop by the agency in person to try to schedule a time to meet. Be persistent without being obnoxious, and if it looks like you need a new plan, contact your advisor immediately.
- Bring the following to the interview:
  - This Practicum Manual (2 copies)
  - A copy of your resume
  - Start and end dates for the semester (for liability reasons, you cannot start logging hours early) [http://washburn.edu/academics/academic-calendar.html](http://washburn.edu/academics/academic-calendar.html)
  - A clear idea of what days and hours you will be available for Practicum work
  - A great attitude, and a professional demeanor

- During the interview, you’ll want to use the following pages of this manual as a discussion guide.
- If you are granted a practicum, complete the Learning Contract (included in this manual) immediately and submit it to the Human Services Department ASAP.
- Be sure to give the supervisor one of the copies of this manual.

If the agency declines to interview you or the interview does not result in an offer of a practicum placement, contact your advisor immediately!

It is your responsibility to coordinate a practicum placement in a timely manner. We want students to be successful, but if you miss our deadline you may not be able to complete your practicum on your intended schedule. This is because we must have affiliation agreements with each agency, which requires coordination between student, agency, department, university lawyer, etc. Some of this is outside of department control. It helps to stay in contact with your advisor if you are having difficulty getting things set up. If we are in the loop, we can try to work with you!
Step 3: Guidelines for Interviewing with the Agency

1. Review Basic Practicum requirements for students and supervisors (next page):
2. Review semester start and end dates with student. For liability reasons, students may not accumulate practicum hours prior to the semester start (a student may volunteer hours, but they may not be logged).
3. Discuss scheduling; make sure that the student will be able to complete the required hours and meet with a supervisor. Students are expected to continue their practicum through the entire semester.
4. If the agency requires background information, please coordinate directly with the student.
5. Complete the Learning Contract (attached). Retain a copy for your records.
6. Please respond promptly when you are sent the affiliation agreement.

If you have any questions, please contact the Human Services department at 785.670.2116.

Thank you for working with our students. We are proud of our program and we couldn’t do it without you!
Important Information for Students and Supervisors

Basic requirements for **students:**
- Minimum of 200 clock hours of fieldwork, at least 150 of which must involve direct client contact.
- **1 out of 10** logged hours must be supervision, spread roughly evenly through the semester (supervision is provided by university at 1 hr/week; the remainder must be obtained at the agency).
- Participate in weekly online seminars and submit required assignments.
- Maintain and submit logs, and coordinate completion of evaluations at the end of the semester.
- Adhere to relevant ethical codes of conduct; follow agency policies and procedures.
- Inform the university instructor and field supervisor **immediately** of any ethical or safety concerns.
- Develop competency in the learning outcomes included in the Appendix (attached).
- A student **may** use paid employment for practicum experience if ample opportunities are allowed for students to progress in all learning outcomes included in the Appendix.

Basic responsibilities for **site supervisors:**
- Orient student to agency policies, procedures, staff, etc.
- Assign a supervisor who has a master’s or clinical level license (e.g. LMAC, LMFT, LMSW, LP, LPC, LMP, etc.) to serve as the primary supervisor for the student (or make other arrangements with University advisor).
- Provide regular supervision times, and additional consultation as needed.
- Coordinate and calibrate student assignments based on student readiness for new tasks.
- Provide an environment of opportunity and feedback that promotes student skill development related to the learning outcomes included in the Appendix.
- Complete the Practicum Evaluation Form at the end of the semester. The feedback on this form will contribute to determination of the student’s grade in the Practicum seminar. A link will be sent to you at the end of the semester.

**In the event of serious problems:**
- Student and supervisor should communicate any serious concerns with the University instructor promptly. Typically, efforts are made to collaboratively resolve problems as part of the training and supervision process.
- The agency may request that a student’s practicum be terminated by submitting a written explanation documenting the concerns that led to the request.
- In the event of egregious misconduct or unsafe circumstances, the University department may terminate a student’s practicum. In this event, the agency and student will be informed in writing.
- If a practicum is terminated by agency or university, a Departmental Internal Review Board will determine the student’s grade in the course; whether a student may continue in the program; and if so, when a student may be placed in another practicum. In some cases the student may be dismissed from the program.

If you have any questions, please contact the Human Services department at 785.670.2116.
MA Program Practicum Learning Contract

Semester__________ Year______ Check one (or both):  __HS 640 Practicum I      __HS 641 Practicum II

Student Name: ___________________________________ Faculty Advisor: _____________________________
Mailing Address: __________________________________ City, State, Zip____________________________
Email: ___________________________________________ Phone: ____________________
WIN: ____________________________________________

Agency agreeing to serve as Practicum Placement Site:
Agency Name: _____________________________________Phone:_________________________________
Address: __________________________________________ City, State, Zip___________________________
Practicum Supervisor’s Name_____________________________________________________________
Email:_________________________________________________ Phone:________________________________

Student will:

1. complete a minimum of 200 on-site clock hours, including 150 hours of direct client contact and 1 hour of
   supervision per every 10 practicum hours.
2. regularly attend and actively participate in the weekly academic Practicum Seminar.
3. regularly attend and actively participate in on-site practicum activities, as arranged with supervisor.
4. log clock hours of field work, direct client contact, and practicum supervision.
5. develop professional skills in the following learning outcomes:
   • Use a holistic approach to fieldwork
   • Adhere to ethical guidelines
   • Apply effective clinical addictions counseling treatment skills
   • Apply effective clinical addictions counseling diagnosis skills
   • Demonstrate clinical supervision skills
   • Practice TAP-21 competencies

6. identify myself as a practicum student.
7. be evaluated on my performance in the above areas at the end of this semester.

Student ___________________________ Supervisor ___________________________
(Please initial below)

We have discussed and agree to all points on the Important Info for Students and Supervisors page of this practicum manual and this Learning Contract.

We have discussed any required background information, and understand that it is the responsibility of the student (not the Human Services Department) to submit required information.

We understand that supervisors may be required to complete a reference form for a licensing board affirming the student’s practicum experience.

Student Signature______________________________________Date:__________
Agency Supervisor______________________________________Date:__________License Type/#____________
Washburn Faculty Advisor________________________________Date:__________License Type/#____________
Student should return signed contract to the department ASAP

Human Services Department
Washburn University

MA Practicum Log of Hours

Student Name: _____________________________ Semester/Year: ______________________

Course No: ___________________________ Agency Site: __________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Daily Hours</th>
<th>Direct Contact*</th>
<th>Supervision**</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*You need a minimum of 150 hours direct client contact/per Practicum

** See next page for supervision requirements

Total Hours Completed: _____  Total Direct Contact: _____  Total Supervision: ______

Student’s Signature: _____________________________  Date: ___________

Agency Supervisor’s Signature: ___________________ License: _____ Date: ___________

Seminar Professor’s Signature: ___________________ License: _____ Date: ___________

Seminar Professor: Please ensure this form is filed in the student’s practicum folder in the HS Department Office.
Practicum in Addictions Counseling Supervision Requirements

- At least 1 of every 10 hours of practicum must be supervision (that means a minimum of 20 hours for a 200 hour practicum AND the hours must be spread across the entire practicum in a one-in-ten fashion. 
- Supervision is to be provided by both site supervisors and university faculty, one of whom must be licensed at the master’s level.
- Students may count up to one hour per week (maximum) for practicum seminar supervision from faculty.
- If your site supervisor does not have a master’s level professional license, you must discuss your supervision needs with your advisor and seminar professor before you start collecting hours at your practicum.
- The log must be signed and returned to your seminar professor in order for you to pass the practicum. A record of your supervision is essential to your eligibility for licensure.
Appendix: Specific Practicum Evaluation Items

At the end of the semester, the site supervisor will evaluate the student’s performance in each of the following areas:

- Identify as a professional in training, utilizing honesty, integrity, commitment, and compassion in all professional interactions.
- Use a holistic approach to fieldwork.
- Adhere to ethical guidelines.
- Apply effective clinical addictions individual counseling skills.
- Apply effective clinical addictions group counseling skills.
- Apply effective clinical addictions counseling diagnosis skills.
- Apply knowledge of pharmacology to addictions counseling work.
- Use supervision effectively.
- Display a commitment to continuing growth and learning in human services.
- Demonstrate clinical supervision skills.
- Utilize knowledge of federal, state, and local regulations when working with admissions and treatment planning.
- Follow guidelines for funding mechanisms, reimbursement protocols, and required documentation.
- Work effectively with unique client characteristics and circumstances.
- Communicate effectively with staff.
- Cooperate well with staff.
- Participate appropriately in meetings/activities.
- Complete required documentation and records.
- Recognize scope of practice and personal and professional limitations of competence.
- Evaluate effectiveness of interventions.
- Work appropriately with clients with multiple disorders.
- Work effectively within Recovery Oriented Systems of Care.
- Arrives/leaves as scheduled.
- Follows through on projects.
- Displays positive, can-do attitude.
- Leaves personal problems at home.
- Takes steps to stay emotionally/physically healthy.
- Shows initiative when a task needs to be completed.
- Maintains behavior congruent w/agency expectations.
- Exhibits eagerness to continue learning.