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

Practicum Manual
(revised September 2018)

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 (or currently enrolled in) HS 604, 605, 610, 635
- Exhibited adequate professional and interpersonal skills within the classroom setting.
- 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 the online academic seminar.
  - Engage in fieldwork focused on developing skills in the following areas:
    1. Apply an integrative approach to addiction counseling
    2. Demonstrate effective addiction and recovery assessment, treatment, and evaluation skills.
    3. Use appropriate interpersonal and professional skills in fieldwork
    4. Adhere to the NAADAC Code of Ethics.
    5. 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/human-services. Scroll down to find the Practicum section and complete the 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 September 15 for a Spring Practicum, and February 15 for a Fall 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 1 (for Spring) or April 1 (Fall); if space allows, exceptions may 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
  - 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.**

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 (see next page for supervision requirements).
- 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.
- Demonstrate 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:

- Respond quickly when the university sends you an affiliation agreement to sign. The student can’t start without it!
- 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 of this manual.
- 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.
- Supervisors may be asked to provide a recommendation regarding the student’s eligibility for licensure to the state licensing board.

Note: Student interns may not transport clients under any circumstances. If you are employed by the agency where you are doing your internship and your employment requires you to transport clients, you may not count the time you spend transporting clients toward internship hours, and you may not identify as an intern while transporting clients.
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 per seminar (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.

Consensual and Familial Relationships

1. A student may not be supervised by a person they have a close personal relationship with that could be expected to adversely affect impartiality (e.g. family, housemate, romantic, etc.). This includes past or pre-existing relationships.
2. If a student has a close relationship (as described above) with someone at the agency that has the potential to cause conflicts of interest, favoritism, or exploitation, this relationship must be reported immediately to the student’s academic advisor. A mitigation plan will be developed.
3. If, during the course of the practicum, the student develops a close personal relationship as described in 1. and 2. then it must be reported immediately to the student’s academic advisor. (e.g. an agency hires a student’s family member, or a romantic relationship develops).
4. If a close personal relationship is not immediately reported to the department, then the university has the right to investigate and implement consequences in accordance with university policy.
5. Immediate notification and cooperation with the mitigation process can prevent the need for investigation and disciplinary action.
6. Please refer to relevant Washburn policies for additional information.
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 misconduct or unsafe circumstances, the university may terminate a student’s internship. 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.

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:________________________________

For each Practicum, students 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. (See supervision requirements in this manual for details).
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:
   1. Apply an integrative approach to addiction counseling
   2. Demonstrate effective addiction and recovery assessment, treatment, and evaluation skills.
   3. Use appropriate interpersonal and professional skills in fieldwork.
   4. Adhere to the NAADAC Code of Ethics.
   5. Demonstrate TAP-21 Competencies
6. identify self as a practicum student.
7. be evaluated on performance in the above areas at the end of this semester.

Student   Supervisor    (Please initial below)
_______              ________ We have discussed and agree to this Learning Contract and Practicum Manual.
_______              ________ 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 and students may not be related through familial, romantic, or other relationships that may pose a conflict of interest.
_______              ________ We agree to abide by the NAADAC Code of Ethics and understand that any ethical or safety concerns must be reported immediately to the university Practicum Instructor.

Student Signature______________________________________Date:__________
Agency Supervisor______________________________________Date:__________License Type/#____________
Washburn Faculty Advisor________________________________Date:__________License Type/#____________

Student should return signed contract to the department ASAP
# Ma Practicum Log of Hours

**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>
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*You need a minimum of 150 hours direct client contact/per Practicum  
** See practicum manual 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.
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.