



Doctoral Practicum Handbook

Counseling Psychology Specialization

*Department of Counseling, Administration, Supervision and
Adult Learning*

Julka Hall Room 275

COLLEGE OF EDUCATION AND HUMAN SERVICES

CLEVELAND STATE UNIVERSITY

Cleveland, Ohio 44115

The PhD Practicum I & II in Counseling Psychology is offered each semester in the Department of Counseling, Administration, Supervision, and Adult Learning, Cleveland State University.

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COUNSELING PSYCHOLOGY DOCTORAL PROGRAM

A major objective of the Counseling Psychology Doctoral Program is to enable the student to acquire competencies necessary for the practice of counseling psychology, including assessment, diagnosis and intervention. In addition, the program strives to enhance the student's professional development through identification with counseling psychology as a professional specialty and incorporation of American Psychological Association (APA) ethical principles and standards for practice. A component of the program that is necessary for meeting these objectives includes the required four semesters of practicum (Year 2 and 3) and the subsequent clinical internship (Year 5). This handbook describes the goals and procedures for the practicum experience.

Consistent with the program's focus on serving diverse urban populations, all practicum sites are situated in Northeast Ohio, and most are located in the heart of the greater Cleveland area. Our sites include mental health agencies, hospitals, residential centers, schools, and college counseling centers. As such, students have a rich opportunity to gain exposure to clients from a variety of backgrounds. This also ensures that students have ample opportunity to be trained across the spectrum of functioning and a wide continuum of roles, including testing, treatment, community outreach and prevention.

GOALS

The goals of the program's practicum training are conceptualized as facilitating the development of the following capacities:

1. An understanding of and commitment to professional responsibilities as defined by statutes of the ethical code of the profession.
2. The capability to conceptualize normal issues of adjustment and psychopathology from a developmental, contextual, and culturally competent perspective.
3. Awareness of the full range of human variability (individual differences).
4. Understanding of one's own personality and cultural biases and of one's impact upon others in professional interaction.

5. Skill in relevant clinical interpersonal interactions such as diagnostic assessment, testing, psychotherapy, supervision, and consultation.
6. Ability to contribute to the knowledge base of empirical treatments and professional practice.

In addition, the following list specifies the Counseling Psychology Doctoral Program's goals:

1. Students will apply ethical principles and ethical decision making at their setting.
2. Students will gain knowledge of the clinical structure and routine associated with a counseling setting, as well as fully participate as a trainee in the setting.
3. Students will use assessment strategies in appraising and formulating client concerns, including behavioral observations, interviewing skills, and psychological tests.
4. Students will work with clients in goal setting and identify ways to evaluate whether those goals have been achieved during the process of treatment.
5. Students will demonstrate knowledge of and use various counseling skills and theory.
6. In on-site supervision and in course supervision, the students will appropriately use supervision and consultation by examining awareness of self and issues in diversity, and how that awareness influences their work with their clients and colleagues.

CRITERIA FOR APPROVED PRACTICUM SITES AND TRAINING

Practicum sites must be familiar with the Counseling Psychology Doctoral Program faculty and approved by them according to the following criteria:

1. The practicum site should be a service installation with training as one of its major functions. Psychological services in the setting should conform to all relevant APA standards and guidelines.
2. The site should provide the student with a high degree of access to professional psychologists who will serve as appropriate supervisors and mentors.
3. The site should provide at least:
 - a) 20 hours of practicum experience per week, including at least 6 hours of client contact per week. Of the 20 hours: 15 hours should be on-site, 3 hours are class time, 2 hours consist of supervision, and 1 hour consists of professional development time.
 - b) 2 hours of individual supervision per week, including at least 1 hour of individual supervision with a licensed psychologist per week. The 2nd hour of supervision can be with either individual or group supervision.
 - c) Other practicum activities might include attending case conferences, writing of test reports and clinical progress notes, in-service trainings, etc.

As an upper limit, practicum sites should not require more than 25 hours of students' time. However, in negotiation with practicum site supervisors, students may choose to commit more time to practicum activities according to their training interests and needs, and in consideration of other demands they may have. For students with limited training experience or background in the field, we recommend that they devote more than 20 hours per week to their practicum site.

4. The student may be reimbursed by the practicum site as long as his/her contract with the agency is directly geared toward fulfilling the training needs of the student. Reimbursement should not fundamentally alter the student's primary role as that of a psychology trainee.

PRACTICUM REQUIREMENTS FOR STUDENTS

1. All students are required to do *at least* 4 semesters of practicum at an approved practicum site.
2. The required 4 semesters of practicum cannot be waived.
3. The Practicum Seminars, CNS 780 and 781, should be taken during the semesters of practicum in Year 2 and Year 3, respectively.
4. A summer practicum placement may not count as one of the 4 required semesters of practicum unless approved by the Co-Directors of Training.
5. Students must have met all master's level pre-requisites before starting practicum.
6. Any waivers for these requirements must be submitted formally in written format. Requests for waivers should include which requirement the student is requesting to be waived and compelling reasons for the waiver. Students submit these forms to the Doctoral Practicum Coordinator and Co-Directors of Training.

GUIDELINES AND PROCEDURES

Information on and selection of practicum sites: Students are encouraged to inform themselves about the variety of practicum sites available to optimize the fit between their training interests and needs and their practicum experience. Students should consider the type of client population the setting serves, the nature of the activities the student would be involved in, the models for assessment and intervention represented by the practicum staff, and any minimal requirements the practicum site may have (e.g., some sites require that a student have training in psychological or intelligence testing). Information on practicum sites is available through the Doctoral Program Coordinator. The student is encouraged to consult the Doctoral Practicum Coordinator and their advisor regarding their selection of practicum sites. Dual role of supervisors is not allowed. Students should not be supervised by a supervisor who has been or is currently working with them in the role of therapist or counselor.

Assignment of Practicum: Practicum assignments are typically made in the spring for the next academic year. Students are required to submit requests to the Doctoral Practicum Coordinator in December. Most practicum sites request an interview with prospective students to ensure that the student is well-informed on what the site has to offer and to ensure a good "fit" between the student's interests and skills and the

opportunities and demands of the practicum setting. The assignment of a practicum is therefore dependent on whether a student is offered a position after the interview process is completed.

Registration for Practicum: At the time of pre-registration for the semester in which a student will begin practicum, the student will register for one of two possible registrations. The two possible registrations include: (1) CNS 780: Doctoral Practicum 1: Counseling Psychology and (2) CNS 781: Counseling Psychology Doctoral Practicum 2: Focus on Diagnosis and Testing.

Evaluation of practicum experience: About three weeks prior to the end of the semester, the Evaluation Forms (see attachment) are given to students (who pass them to supervisors). Supervisors are requested to discuss their evaluations to provide feedback to the student regarding their professional development before sending the evaluation to the Doctoral Practicum Coordinator. Note that students will not receive course credit until the practicum evaluation form is received by the practicum coordinator.

The practicum experience is evaluated on the basis of students' competencies. The practicum is taken Credit/No Credit.

SCHEDULE OF PRACTICUM DEADLINES

	ACTIVITY	WHEN	BY WHOM
1.	Practicum representatives may visit campus.	Early February	Sites
2.	Practicum Application forms completed.	December – January	Students
3.	Students apply to practicum sites, interview at the sites, and discuss with advisor	January to April	Students, Advisor, Coordinator
4.	Students notify Practicum Coordinator when they are offered and accept practicum site.	End of Spring semester	Students
5.	Students obtain malpractice insurance and complete Practicum Agreement form	Beginning of semester	Students
6.	Students keep log of client contact.	Throughout	Students
7.	Check with agencies regarding student's progress.	Middle of semester	Instructor, Coordinator
8.	Evaluation Forms given to course instructor	Three weeks before end of semester	Students

* Students will not receive credit for Practicum until the program has a copy of the Evaluation of Placement Experience form from both the site supervisor and the student.

COUNSELING PSYCHOLOGY
CLEVELAND STATE UNIVERSITY
PRACTICUM SITES (YEAR 2 AND 3)

In recent years, practicum placements have been available in the following agencies:

1. CSU Counseling Center
2. Baldwin-Wallace College, Health & Counseling Services
3. Applewood Centers, Inc.
4. University Hospitals of Cleveland, Psychology Department
5. Northcoast Behavioral Healthcare
6. University of Akron Counseling Center
7. Oberlin College Counseling Center
8. Portage Path Behavioral Health
9. Guidestone Ohio (formerly Berea Children's Home and Family Services)



Cleveland State University

College of Education and Human Services

Cleveland State University Counseling Psychology Practicum Application

Instructions: Submit this form to Dr. Justin Perry by end of January to be eligible for practicum during 20xx – 20xx academic year. Also submit a copy of your academic transcript.

Name:

Advisor:

Current Year in the Program:

Email address:

Preferred telephone #:

Check if completed: CNS 702 ____ CNS 703____

Applying for CNS 780 Practicum 1 ____

Applying for CNS 781 Practicum 2 ____

Previous field placements:

Masters:

Doctoral:

Preferred populations and/or sites:

1.

2.

3.

Attach a copy of your CV or resume or other description of any additional professional experience that may be relevant to your practicum placement. Practicum placements require 15 hours on site weekly and participation in practicum seminar. All placements must be supervised by a psychologist and must be training experiences. If a student is applying to use a non-regular

placement the burden of proof is in the student to document that the placement meets training criteria.

NOTE: Malpractice insurance is required. Typically sites provide insurance for you, but you need to document that you are covered either by the site or through your personal malpractice insurance before you can begin the experience.



DOCTORAL PRACTICUM I: TRAINING AGREEMENT
Counseling Psychology Program
Department of Counseling, Administration,
Adult Learning and Development
Cleveland State University

Student: _____ Agency: _____

Agency Address

Primary Supervisor

Address continued

Supervisor Phone Number

City, State ZIP

Supervisor E-mail Address

Agency Training Director:
(if different from primary supervisor)

Training Director/Coordinator

Phone Number

E-mail Address

This agreement is made between the student above, the Counseling Psychology Program at Cleveland State University (hereinafter referred to as “CP Program”), and the training agency identified above.

Responsibilities of the Counseling Psychology Program

1. The Director of Training will maintain an ongoing relationship with the agency, including conducting any necessary site visits and negotiating additional stipulations as needed.
2. Reserves the right to terminate a practicum placement if the CP Program determines the conditions at the Agency are not supportive of student learning.

Responsibilities of the Practicum Training Agency

1. Provide each practicum student with a planned, supervised, and educational program of experience in counseling/psychotherapy that addresses the student’s training needs and the placement’s expectations, as mutually agreed upon by the Agency, Training Director in the CP Program, and the student.
2. Provide each practicum student with a minimum of 12 training hours per week, including 2 hours of individual supervision (one supervisor is an on-site licensed psychologist in the state of Ohio), 6 hours of direct client contact (1 hour of which is intake), 1 hour of professional development activities, and 3 hours of administrative duties related to maintenance of clinical records, billing, and supervision preparation.
3. Inform the CP Training Director at the earliest possible time of changes in agency operation, policies, procedures, or personnel which may affect the student’s professional training.

4. Reserves the right to terminate the practicum placement of any student whose health or performance is detrimental to client well-being, who is unable to fulfill the mutually agreed upon objectives, or who is in violation of rules/regulations of professional ethics as defined by the Ethical Principles of Psychologists and Code of Conduct (2002) of the American Psychological Association.

5. Complete required written evaluation forms summarizing the student's performance at the end of each academic semester, one copy to be submitted to the CP Training Director and one to the student.

Responsibilities of the Practicum Student

1. Enroll in CNS 780 for each semester and attend the associated Doctoral Practicum 1 course.
2. Obtain the approval of the CP Training Director for all practicum placements.
3. Not accept employment or compensation at a practicum placement without the express permission of the CP Training Director.
4. Assure that appropriate guidelines for practicum placements are met and necessary forms are turned in to the CP Training Director.

Starting date for practicum: _____ Tentative date for ending: _____

Students will provide the following duties (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> individual counseling | <input type="checkbox"/> psychological assessment |
| <input type="checkbox"/> group counseling | <input type="checkbox"/> intake evaluations |
| <input type="checkbox"/> couples counseling | <input type="checkbox"/> intellectual assessment |
| <input type="checkbox"/> family counseling | <input type="checkbox"/> neuropsychological assessment |
| <input type="checkbox"/> crisis intervention | <input type="checkbox"/> case management |
| <input type="checkbox"/> community outreach | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> case conferences | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> clinical observation | <input type="checkbox"/> other: _____ |

IN WITNESS WHEREOF, the parties have executed this Agreement on: _____
Date

Student Signature

Supervisor Signature

Agency Training Director (if applicable)



DOCTORAL PRACTICUM II: TRAINING AGREEMENT
Counseling Psychology Program
Department of Counseling, Administration,
Adult Learning and Development
Cleveland State University

Student: _____ Agency: _____

_____ Agency Address

_____ Primary Supervisor

_____ Address continued

_____ Supervisor Phone Number

_____ City, State ZIP

_____ Supervisor E-mail Address

Agency Training Director:
(if different from primary supervisor)

_____ Training Director/Coordinator

_____ Phone Number

_____ E-mail Address

This agreement is made between the student above, the Counseling Psychology Program at Cleveland State University (hereinafter referred to as “CP Program”), and the training agency identified above.

Responsibilities of the Counseling Psychology Program

1. The Director of Training will maintain an ongoing relationship with the agency, including conducting any necessary site visits and negotiating additional stipulations as needed.
2. Reserves the right to terminate a practicum placement if the CP Program determines the conditions at the Agency are not supportive of student learning.

Responsibilities of the Practicum Training Agency

1. Provide each practicum student with a planned, supervised, and educational program of experience in psychological assessment/psychotherapy that addresses the student’s training needs and the placement’s expectations, as mutually agreed upon by the Agency, Training Director in the CP Program, and the student.
2. Provide each practicum student with a minimum of 12 training hours per week, including 2 hours of individual supervision (one supervisor is an on-site licensed psychologist in the state of Ohio), 6 hours of direct client contact (1 hour of which is intake), 1 hour of professional development activities, and 3 hours of administrative duties related to maintenance of clinical records, billing, and supervision preparation.
3. Inform the CP Training Director at the earliest possible time of changes in agency operation, policies, procedures, or personnel which may affect the student’s professional training.

4. Reserves the right to terminate the practicum placement of any student whose health or performance is detrimental to client well-being, who is unable to fulfill the mutually agreed upon objectives, or who is in violation of rules/regulations of professional ethics as defined by the Ethical Principles of Psychologists and Code of Conduct (2002) of the American Psychological Association.

5. Complete required written evaluation forms summarizing the student's performance at the end of each academic semester, one copy to be submitted to the CP Training Director and one to the student.

Responsibilities of the Practicum Student

1. Enroll in CNS 781 for each semester and attend the associated Doctoral Practicum II course.
2. Obtain the approval of the CP Training Director for all practicum placements.
3. Not accept employment or compensation at a practicum placement without the express permission of the CP Training Director.
4. Assure that appropriate guidelines for practicum placements are met and necessary forms are turned in to the CP Training Director.

Starting date for practicum: _____ Tentative date for ending: _____

Students will provide the following duties (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> individual counseling | <input type="checkbox"/> psychological assessment |
| <input type="checkbox"/> group counseling | <input type="checkbox"/> intake evaluations |
| <input type="checkbox"/> couples counseling | <input type="checkbox"/> intellectual assessment |
| <input type="checkbox"/> family counseling | <input type="checkbox"/> neuropsychological assessment |
| <input type="checkbox"/> crisis intervention | <input type="checkbox"/> case management |
| <input type="checkbox"/> community outreach | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> case conferences | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> clinical observation | <input type="checkbox"/> other: _____ |

IN WITNESS WHEREOF, the parties have executed this Agreement on: _____
Date

Student Signature

Supervisor Signature

Agency Training Director (if applicable)

Counseling Psychology Specialization
Cleveland State University
Current Doctoral Practicum Sites

1. CSU Counseling Center (Year 2)

Director of Training: Jan Wheaton, Ph.D.

Phone: 216-687-2277

Supervisors: Bruce Menapace, Ph.D. & Paula Mickens-English, Ph.D.

E-mail: p.mickens-english@csuohio.edu, b.menapace@csuohio.edu

Population: College Students

Application Deadline: April (but preferably in February)

APPIC Member: Yes

2. Baldwin-Wallace College, Health & Counseling Services (Year 2)

275 Eastland Road

Berea, OH 44017

Director of Training: Gerald Hayes, Psy.D.

Phone: 440-826-2180; E-mail: ghayes@bw.edu

Population: College Students

Application Deadline: February (final decisions made in April)

APPIC Member: No

3. Oberlin College Counseling Center (Year 2)

Oberlin College Student Health and Counseling

247 West Lorain Street, Suite D

Oberlin, OH 44074

Training Directors: Debra El-Amin

Phone: 440-775-8470

E-mail: delamin@oberlin.edu

Population: College Students

Application Deadline: Preferably in February

APPIC Member: No

* Submit a CV, list of courses taken at the graduate level, and a cover letter discussing interest in the program and relevant clinical experiences/training

4. Guidestone Ohio (Year 3)

Training Director: Robert Denton, Ph.D.

Phone: 440-260-8497

E-mail: Robert.Denton@GuidestoneOhio.org

Population: Children and Adolescents

Application Deadline: Spring (no definite date)

APPIC Member: Yes

* E-mail applications to Dr. Denton

Submit a resume and sample psychological evaluation

5. University of Akron Counseling Center (Year 2)

Director of Training: Donna McDonald, Ph.D.

Phone: 330-972-7082

E-mail: dm6@uakron.edu

Fax: none

Population: College Students

Application Deadline: February 25th, but the sooner the better

APPIC Member: Yes

* Contact Dr. McDonald via e-mail and submit electronically via e-mail the following materials:

- Curriculum vita (including information on all clinical practica, setting, types of clients seen, number of counseling sessions, interventions used, any psychological assessment used, etc.)
- A list of courses taken at the graduate level
- A cover letter discussing your interest in this practicum program and relevant clinical experiences and training

6. Cleveland Clinic, Chronic Pain Rehabilitation Program (Advanced Practicum Only, Typically 4th Year)

Cleveland Clinic Neurological Center for Pain

Cleveland Clinic

9500 Euclid Ave., C-21

Cleveland, OH 44195

Director of Training: Judith Scheman, Ph.D.

Phone: 216-444-2875

E-mail: SCHEMAJ@ccf.org

Supervisors : Sara Davin, Janice Scott, Karen Broer, Haleigh Bruch

Fax: 216-445-7000

Population: Adults

Application Deadline: Spring (no definite date)

APPIC Member: No

* Submit the following to Dr. Scheman:

- Letter of interest in a practicum in Chronic Pain Rehabilitation
- Updated CV
- Two letters of recommendation (one from practicum advisor and one from a professor)
- Include practicum advisor's name and e-mail

7. Neurology and Neuroscience Associates, Inc. (Year 3)

Neurology & Neuroscience Associates, Inc.
701 White Pond Drive
Suite 300
Akron, OH 44320

Directors of Training: DeAnna Frye, Ph.D., & Eugenio Peluso, Ph.D.
Phone: 330-572-1011, ext. 242
E-mail: dfrye@nnadoc.com
Fax: 330-572-1018
Population: Adults
Application Deadline: Spring (no definite date)
APPIC Member: No

Neurology & Neuroscience Associates, Inc., (NNA) is a private group physician specialty practice in West Akron, Ohio with six regional offices in the surrounding communities. NNA has been providing neurologic care throughout Northeast Ohio since 1972. The neuropsychology program at NNA provides consultation and intervention services to several medical centers in the area. As a clinical neuropsychology practicum assistant, students will be responsible for assisting in the regular operation of the neuropsychology laboratory including assisting with interviews/feedback sessions, administering formal neuropsychological evaluations, neurobehavioral exams, report writing, and training/supervising newer students. Participation in ongoing auxiliary program development services including but not limited to a regular MS support group and a community based multi-disciplinary TBI collaborative program are also available. NNA's neuropsychology program serves a wide variety of neurologic, psychiatric, and rehabilitation populations, with a heavy emphasis placed on Multiple Sclerosis, Traumatic Brain Injury, Sleep Disorders, and the Dementia-Spectrum.

* Positions are available beginning in June and a minimum of two full clinic days each week is required. Supervision will be provided by licensed psychologists. Interested applicants should contact Debbie Cardwell, Neuropsychology Department secretary at 330.572-1011 ext 147, to schedule an interview.

- Applicants will need to provide a CV and proof of malpractice insurance to the interview.

8. Portage Path Behavioral Health (Year 2)

340 South Broadway
Akron, OH 44308

www.portagepath.org

Director of Training: Phil Scozzaro, Ph.D.
Phone: 330-253-3100, ext. 130
E-mail: pscozzaro@portagepath.org
Fax: none
Population: Adults
Application Deadline: Spring (no definite date)
APPIC Member: No

Open to 4th Year Students for an 8-hour weekly shift as well

* Submit via e-mail the following to Phil Scozzaro:

- Updated CV, including detailed information of all clinical practica
- List of courses taken at the graduate level
- Cover letter discussing relevant clinical training and academic/career interests

* Dr. Perry may be contacted for more information regarding applications or training details. Presently, Applewood Centers may become available again, starting in Fall 2013.