



Counseling Practicum Handbook

Houston Graduate School of Theology
Dr. Becky Towne, Academic Dean
Field Education Supervisor

Counseling Faculty
Dr. Jerry Terrill
Dr. Rosemary Behrens

4300-C West Bellfort
Houston, Texas 77035
713-942-9505
713-942-9506 (Fax)
www.hgst.edu

HGST's commitment to well-grounded practicum and internship experiences flows out of its mission statement: *Houston Graduate School of Theology equips women and men to be ministers and messengers of God's mission of reconciliation through academic excellence, personal transformation, and leadership development.*

In order to fulfill this mission, Houston Graduate School of Theology (HGST) has adopted a three-fold emphasis—missional theology, Christian spirituality, and systems thinking—so that men and women are prepared holistically to participate in the advancement of the gospel of Jesus Christ. This biblical and theological vision embraces God's call to participate in the *missio Dei*—the ongoing redemptive mission of God in our lives, communities, and world. The opportunity to influence others requires training and support as faithful leaders. In addition, followers of the Christ are able to remain faithful insofar as they are routinely formed in the image of the Christ through individual and corporate spiritual formation. Discerning God's movement and one's vocation requires wise assessment of contextual social systems ranging from families to global people groups.

This Handbook is a guide to be used in Houston Graduate School of Theology counseling practicum courses. It outlines the counseling program's approach to applied professional training and the mechanisms by which this training is successfully carried out. The Handbook is intended for student and faculty use and for use by professionals in various agencies, schools, hospitals, and related programs who are participating in the training of graduate counseling students.

Purpose

A practicum/internship is a graduate-level course in a specialized field of study that is designed to give students supervised practical application of a previously or concurrently studied theory. A practicum/internship provides a supervised field experience, which affords the graduate student an opportunity to continue skill development and to put into practice what has been learned in the academic setting. It allows students an opportunity to evaluate themselves in terms of individual interests and professional direction within the field. Most importantly, the practicum/internship experience gives students an opportunity to continue to develop their own professional identities. Typically, students in the practicum/internship experiences are nearing completion of their graduate degrees. These experiences emphasize the development of those competencies that can lead to positive growth. Though it is not possible to guarantee a particular placement, students are encouraged to choose a site that is compatible with their interests, needs, and eventual career goals.

Outcomes

Practicum/internship experiences provide students with the opportunity to integrate what they learn in the classroom with practical experience. Most students who come to HGST begin with some prior experience at the lay or professional level. However, most have not achieved a level of competency that comes with graduate-level counselor education and ***integration of new knowledge*** into a professional context. The practicum/internship experience gives students further opportunity for supervised counseling in field settings so that they attain higher proficiency as reflective practitioners.

The person who completes the Master of Arts in Counseling degree program will be able to:

1. Critically evaluate contemporary psychological theories of human behavior
2. Integrate theoretical and experiential learning into counseling practice
3. Demonstrate knowledge and practice of ethical behavior, leadership, and professional conduct
4. Integrate theory, experience, Christian faith, and one's faith tradition to form a personal model of the counseling process
5. Advocate for the worth and dignity of the individual in a multicultural setting

The practicum experience is designed to measure fulfillment, primarily, of Outcome 4 and, secondarily, of Outcomes 2, 3, and 5 for the degree program and for potential licensure by the State of Texas.

The Counseling Practicum

Counseling students are required to complete supervised practicum and internship courses (i.e., COU 751, 752, 753) that total a minimum of 150 clock hours per course. The practicum/internship provides for the development of counseling and assessment skills under direct clinical supervision.

The student's practicum/internship must include all of the following:

1. 50 hours of direct contact* with clients, including experience in individual counseling and group counseling;
2. No less than one hour per week of individual and/or triadic supervision** which occurs regularly over a minimum of one academic term by a site supervisor working under the supervision of the Field Education Supervisor;
3. An average of one and one half hours per week of group supervision that is provided on a regular schedule over the course of the student's practicum by a program faculty member in a peer group setting; and
4. Evaluation of the student's performance throughout the practicum/internship including a formal evaluation, Basic Helping Skills Evaluation, at the midterm and end of the practicum/internship experience.

Students are required to pass and to complete all of the practicum and internship requirements in order to enroll in fieldwork (post-graduate internship or LPC-internship).

Prerequisite: *Counseling students must complete pre-practicum coursework, submit all necessary paperwork, and complete at least six of the required twelve hours of individual counseling before enrolling in the counseling practicum.*

Definitions of Terms:

***Direct Contact Hours** involve direct interaction with client and include the application of counseling skills. Practicum and internship students may only count face-to-face counseling or clinical consultation performed in a confidential setting as direct contact.

****Supervision Hours** include all interactions with one's supervisor that involve receiving a combination of the following: consultation, direction, mentoring, counseling, instruction, and evaluation of clinical and administrative skills.

(Please see *Supervision* section of this manual for important definitions related to supervising students.)

Miscellaneous Hours involve *all other duties and experiences* related to field study that do not fall into the "direct contact" or "supervision" categories, including administration.

Administration involves scheduling, attending school/agency meetings, writing case notes, research/preparation for sessions, room set-up/clean-up, etc.

Total Hours are the sum total of all direct contact, supervision, and miscellaneous experiences.

Student Prerequisites

Students must submit the application form to the Practicum Director on or prior to the deadlines listed below, be officially approved by Practicum Director, and then register for practicum courses.

Semester Practicum Deadlines:

For Fall Semester Practicum/Internship

1. Initial Application due July 15
2. Supplemental Documentation due August 15

For Spring Semester Practicum/Internship

1. Initial Application due December 15
2. Supplemental Documentation due January 15

For Summer Term Practicum/Internship

1. Initial Application due April 15
2. Supplemental Documentation due May 1

Subsequent Practicum courses are predicated upon obtaining credit in the previous Practicum/Internship course.

The first step toward approval is the fulfillment of the following student requirements:

1. Practicum/Internship Application Packet: Submit the respective application packet. HGST must have a supervisor agreement completed for each practicum/internship course.
2. Background Check: Register and pay for the mandatory background check online at CastleBranch.com. Use the HGST code: OS54. Print the Confirmation Page, which will be available at the end of the online registration session, and submit a copy along with the Practicum Application Packet only.
3. Liability Insurance: Provide proof of 12-month professional liability insurance policy. Student provides the original document for practicum file. A copy will be made for the student's file. (See ACA website <http://www.counseling.org/Students/> for student rate.) Liability Insurance must be renewed after a year if student is still completing a practicum/internship.

4. **Personal Pre-Practicum Sessions Proof:** Have a letter sent directly to your practicum faculty supervisor, on the professional's letterhead, from a licensed counselor, verifying that you have received at least 12 individual counseling sessions, 45-60 minutes each, within the 12 months prior your initial practicum. *The Practicum Director will accept verification that 6 of the 12 sessions have been completed prior to the beginning of class, to be accompanied by a schedule of completion.*

5. **Supervisor Agreement Form:** Provide the completed supervisor agreement form. The Supervisor will complete the form and the student will return it to HGST. HGST must have a supervisor agreement completed for each practicum and internship semester.

6. **Code of Ethics:** Every mental health professional has the obligation to abide by the ethical standards established by his or her profession. The *American Counseling Association's Code of Ethics* states that professional counselors "respect their clients' right to privacy and avoid illegal and unwarranted disclosures of confidential information." All students are expected to know the American Counseling Association's Code of Ethics. Students specializing in Marriage and Family Therapy should also be familiar with the American Association of Marriage and Family Therapy's Code of Ethics:
 - www.counseling.org/resources/codeofethics
 - www.aamft.org/imis15/content/legal_ethics/code_of_ethics.aspx*Please see the Code of Ethics Signature Page, located on page 6 of this Handbook.*

7. **Confidentiality Agreement:** Sign and submit a Confidentiality Agreement in order to verify awareness of and adherence to guarding the confidential information of clients and clinical settings. Even though there are strong legal and ethical principles involved in the protection of client information, there are limitations to confidentiality. First, professional counselors are ethically obligated to break confidentiality if the client presents a clear and present danger of harming either him/herself or harming others, or reports child abuse or elder abuse. Supervisors are responsible for making sure practicum/internship students and clients are aware of limits to confidentiality. The practicum/internship student should notify his or her supervisor immediately if a client reveals the intent to harm self or others or if there are reasons to suspect child or elder abuse. Supervisors are responsible for assisting practicum/internship students in making necessary legal reports and/or reports to *Child Protective Services (CPS)* or *Adult Protective Services (APS)*. Students MAY NOT make reports without first consulting with their supervisor(s). Next, students must be educated about of the nature of subpoenas. Although these situations are very unlikely, practicum/internship students and their clients need to be aware of the limitations of confidentiality when a subpoena is issued. Finally, practicum/internship students will be expected to discuss their counseling sessions with their supervisors and with fellow students in the practicum/internship. Students need to be informed that when they hear about other students' clients, the students are responsible for maintaining confidentiality. *Please see the Confidentiality Agreement, located on page 7 of this Handbook.*

Houston Graduate School of Theology
Counseling Practicum
Code of Ethics Agreement Form

Instructions to Practicum Student: Read the statement below, check the appropriate document (s) read, and sign the page. Submit the signed original form to your on-site supervisor and submit a copy to your Field Education Supervisor.

I have read one or both of the documents indicated below and agree to abide by these guidelines in order to maintain a professional and ethical presence during the performance of my practicum responsibilities.

- ☐ *American Counseling Association's Code of Ethics*
- ☐ *American Association of Marriage and Family Therapy's Code of Ethics*

Practicum Student Name (Print)

Practicum Student Signature

Date

Houston Graduate School of Theology Counseling Practicum Confidentiality Agreement Form

Instructions to Practicum Student: Read the statement below and sign the page. Submit the signed original form to your on-site supervisor and submit a copy to your Field Education Supervisor.

The professional responsibility of counselors is to respect the right to privacy of those with whom they enter counseling relationships. Professional counselors must keep abreast of and adhere to all laws, policies, and ethical standards pertaining to confidentiality. This confidentiality must not be abridged by the counselor except when there is clear and present danger to the student and/or other persons.

- Confidentiality does not apply to cases of suspected abuse/neglect of children or the elderly.
- Confidentiality does not apply to cases of potential harm to self or others.
- A mental health professional may disclose confidential information in proceedings brought by a client against a professional.
- Confidentiality does not apply to cases involving criminal proceedings, except communications by a person voluntarily involved in a substance abuse program.
- Confidentiality may not apply in cases involving legal proceedings affecting the parent-child relationship.
- Confidentiality may not apply to cases involving a minor child. In such cases, the mental health professional may advise a parent, managing conservator or guardian of a minor, with or without minor's consent, of the treatment needed by or given to the minor.

The Rationale

Confidentiality is an ethical term denoting a counseling practice relevant to privacy. Privileged communication is a legal term denoting a requirement to protect the privacy between counselor and client. A client has the right to privacy and confidentiality. A counseling relationship requires an atmosphere of trust and confidence between the client and the counselor. Confidentiality ensures that disclosures will not be divulged to others except when authorized by the client or when there is a clear and present danger to the client and/or to other persons. It is the professional responsibility of counselors fully to respect the right to privacy of those with whom they enter counseling relationships.

I have read HGST's Position Statement on Confidentiality and agree to abide by these guidelines to maintain confidentiality during the performance of my practicum responsibilities.

Practicum Student Name (Print)

Practicum Student Signature

Date

Supervision

Supervision is a tutorial and mentoring form of instruction in which a professional counselor monitors a student's activities in practicum/internship experiences and facilitates the learning and skill development experiences associated with practicum or internship. The supervisor monitors and evaluates the work of the student while monitoring the quality of services offered to clients.

Types of Supervision

1. Individual Supervision – a tutorial and mentoring relationship between a supervisor and a student.
2. Triadic Supervision – a tutorial and mentoring relationship between a supervisor and two students.
3. Group Supervision – a tutorial and mentoring relationship between a supervisor and more than two students.

Supervisor Qualifications

The supervisor must be in a profession that provides counseling and must have the academic training, at the Master's degree or above, and licensure to supervise the counseling services offered by the practicum/internship student (the supervisor must be either licensed as a supervisor or have a minimum of three years of experience as a licensed counselor). Supervisors must have current State of Texas licensure in at least one of the following areas: LPC, LMFT, LMSW-ACP, LMHC, psychologist, or psychiatrist. The practicum/internship student must receive direct face-to-face supervision at least one hour per week. This supervision may consist of either individual or triadic supervision. The supervisor must be on-site while the student provides services to the clients.

Supervisors oversee the work of supervisees through a set of supervisory activities, which include consultation, teaching, and evaluation. For the practicum/internship experience, supervisors will be asked to take seriously their roles as evaluators, to use their best judgment to determine student progress, and, in some cases, to determine their appropriateness for the profession.

Evaluation

- ☐ Supervisors are responsible for completing an evaluation for each practicum/internship student at the MIDTERM and FINAL.
- ☐ Supervisors will mail the completed Student Evaluation Form for submission to the practicum faculty supervisor.
- ☐ Supervisors will file a copy of each completed and signed evaluation in the student's clinical files prior to end of the semester.
- ☐ Supervisors will keep a signed copy and provide a signed copy to each student.

Evaluation Administration

Site Supervisors are required to complete and submit a Practicum Site Supervisor's Midterm and Final Evaluation Form for each practicum/internship student. This assessment form has both quantitative and qualitative components that assess "counseling skills" demonstrated by the student. The assessment form is used as part of a comprehensive assessment of the student's clinical and professional skills as the student progresses through the program.

Completing Evaluations:

1. Site Supervisors will review the assessment form face-to-face with each student during individual/triadic supervision. Once reviewed, supervisor and student will both endorse the assessment form. Some supervisors have students complete a self-evaluation using the same instrument and "compare notes" during the review session. (Note: Evaluations should be shared in a positive manner to facilitate discussion and insight into strengths and areas of growth.)
2. Site Supervisors should make a copy of each assessment form (Midterm and Final) for the student and file the completed and signed forms in the student's clinical file prior to the end of the semester. Originals should be mailed to the Field Education Supervisor, Dr. Becky Towne.

Grading

Practicum/internship is graded on a Pass/Fail basis. A passing grade will be granted for satisfactory completion of all practicum/internship requirements, including demonstration of professional conduct and mastery of counseling skills. If a student receives a failing grade, then the student will be allowed to repeat the practicum/internship one time only for a passing grade. If the student receives a failing grade a second time in the course, the student may be dismissed from the respective program.

Counseling Practicum Checklist at-a-glance

*Please complete packet of documents to Field Education Supervisor
according to the schedule listed on page 4.*

- **Practicum Application:** Using the checklist on the top of the application form, make sure that you have taken all of the prerequisite classes ***before*** the start of the semester in which you are planning to enroll in the first Practicum course: COU 751.
 - NOTE: For each subsequent semester, the internship (COU 752, 753, 754, 755) must be applied for as well. Use the ***Subsequent Internship Application Form*** to indicate new or continuing site and supervisor information. *HGST must have a supervisor agreement completed for each practicum and internship semester course.*
- **Personal Counseling Sessions Proof:** Have a letter sent directly to the HGST Field Education Supervisor, on the professional's letterhead, from a licensed counselor verifying that you have received at least 12 individual counseling sessions, 45-60 minutes each, within the 12 months prior your initial practicum. Six sessions must be completed prior to the first meeting of the practicum course.
- **Background Check:** Register and pay for the mandatory background check online at CastleBranch.com. Use this Code for HGST: OS54. Print the Confirmation Page, which will be shown ***at the end of your online registration session*** and bring it to the HGST Counseling Practicum Faculty Member or Field Education Supervisor along with the Practicum Application.
- **Liability Insurance:** Provide proof of 12-month professional policy. Submit the original document to the HGST Counseling Practicum Faculty or the Field Education Supervisor. A copy will be made for the student's file. See ACA website <http://www.counseling.org/Students/> for student rate. Liability insurance must be renewed after one year, if student is still completing a practicum.
- **Code of Ethics Form:** Print and sign the Code of Ethics Agreement form and submit as instructed.
- **Confidentiality Agreement:** Print and sign the Confidentiality Agreement form and submit as instructed.
- **Supervisor Agreement Form:** A supervisor agreement form must be completed for each practicum and internship semester.
 - Provide the supervisor with two stamped envelopes, addressed to the HGST Field Education Supervisor, with 2 copies of the evaluation form for the mid-term and final evaluations.
 - Provide the supervisor with the Field Practicum Log, to be completed and submitted to your faculty instructor prior to the end of the semester or term.

Please contact Dr. Becky Towne, Field Education Supervisor (btowne@hgst.edu) with questions or concerns. HGST phone: 713-942-9505.

Houston Graduate School of Theology

LPC COU 751 Student Practicum Application

Semester or Term: <input type="checkbox"/> <i>Fall</i> <input type="checkbox"/> <i>Spring</i> <input type="checkbox"/> <i>Summer</i> Year: 20__	
Student Full Name	
Street Address	
City, State, Zip Code	
Home Phone	
Cell/Alternate Phone	

Students will not be allowed to attend class and/or accrue Practicum hours until this form and the documents detailed below are approved and on file with the Field Education Supervisor

LPC Practicum Prerequisites	Dates or Semester Completed
COU 500 Counseling Research and Statistics	
COU 510 Professional Orientation	
COU 522 Human Growth and Development	
COU 530 Theories of Counseling and Psychotherapy	
COU 540 Appraisal and Assessment in Counseling	
COU 600 Counseling Skills and Techniques	
COU 611 Psychopathology	
COU 620 Addictive Behavior and Treatment	
COU 630 Prevention, Intervention, and Consultation	
COU 663 Marriage and Family Dynamics	
COU 665 Counseling Diverse Populations	
COU 674 Group Process and Practice	
Applicant Provides	Completed by HGST Official
Application	
Verification of Counseling Sessions	
Background Check	
Proof of Liability Insurance for 1 year	
Code of Ethics Agreement Form	
Confidentiality Agreement Form	
Supervisor Information	
Supervisor Agreement Form	

Note: Students who have not completed all prerequisite courses may not enroll in Counseling Practicum courses. It is the student's responsibility to maintain professional liability insurance during the entire time needed to complete Practicum work.

By signing below student agrees to all terms outlined on this form.

Student signature: _____ Date: _____

OFFICE USE ONLY	
File Completed: _____ <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Field Education Supervisor Date </div>	

Houston Graduate School of Theology

Subsequent Internship Application

Information for this application should be collected in accordance with the schedule provided in this Handbook.

<input type="checkbox"/> COU 752 <input type="checkbox"/> COU 753 <input type="checkbox"/> COU 754 <input type="checkbox"/> COU 755 Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: 20__	
<i>Student Name</i>	
<i>Internship Site Name</i>	
<i>Site Supervisor Name</i>	
<i>Site Street Address</i>	
<i>City, State, Zip Code</i>	

- This form must be completed, signed, and returned to the HGST Field Education Supervisor prior to registering for the Counseling Internship course.
- Students will not be allowed to attend class and/or accrue internship hours until this form has been approved by the HGST Counseling Department and is on file with the Field Education Supervisor.
- It is the student's responsibility to maintain professional liability insurance during the entire time frame needed to complete Internship work.

I affirm that I have completed all course prerequisites for the LPC/LMFT internship (COU 500, COU 510, COU 522, COU 530, COU 540, COU 600, COU 611, COU 663, COU 665, COU 674, and COU 673 for LMFT) and have previously submitted verification of the completion of twelve counseling sessions, a completed background check, and professional liability insurance for one year.

Student signature: _____ Date: _____

OFFICE USE ONLY	
File Completed: _____	_____
Field Education Supervisor	Date

HOUSTON GRADUATE SCHOOL OF THEOLOGY

4300-C West Bellfort, Houston, TX 77035
713-942-9505; fax 713-942-9506; www.hgst.edu

PRACTICUM SUPERVISORY AGREEMENT

Name of Student: _____

Home Phone: _____ Cell: _____ Email: _____

Name and Address of the Practicum /Internship Site: _____

Name of the Site Supervisor: _____

Degree and Credentials: _____ License # _____

Phone Number: _____ Email: _____

Purpose of Agreement:

The purpose of this agreement is to provide the student with a field practicum/internship experience in a counseling setting.

Houston Graduate School of Theology agrees:

1. To assign a Field Education Supervisor to facilitate communication between the seminary and the practicum/internship site;
2. To notify the student that he or she must adhere to the administrative policies, rules, standards, schedules, and practices of the site;
3. That the Field Education Supervisor shall be available for consultation with site supervisors and students, and shall be contacted immediately should any problem or change in relation to student, site, or seminary occur; and,
4. To assign a faculty member, who serves as course instructor, for the assignment of the practicum/internship grade.

The Practicum/Internship Site agrees:

1. To assign a practicum/internship supervisor who has appropriate credentials,* time, and interest for the training and direct supervision of the practicum/internship student;
2. To provide opportunities for the student to engage in a variety of counseling activities** under supervision and for evaluating the student's performance.

The Supervisor agrees:

1. To provide written evaluation of the student;
2. To provide a weekly one-hour supervision session for student; and,
3. To notify the Field Education Supervisor immediately of any concerns related to the student.

The Student agrees:

1. To adhere to the administrative policies, rules, standards, and practices of the field placement site;
2. To act in an ethical and professional manner related to interactions with staff, students, clients, and their families;
3. To keep the Practicum Site Supervisor and Practicum Course Instructor informed regarding his or her practicum/internship experiences;
4. To secure student liability insurance coverage for the duration of this practicum/internship experience;
5. To maintain a record of the hours accrued during the practicum/internship time period;
6. To the understanding that a passing grade in this course will not be issued unless the specified minimal level of counseling skill, knowledge, competence, and completion of course requirements are met.

Termination:

It is understood and agreed by Practicum/Internship Site Supervisor, student, Field Education Supervisor, and Field Education Supervisor that the Field Practicum/Internship Site has the right to terminate the student's field practicum/internship, if, in the opinion of the site supervisor, the student's conduct is detrimental to the operation of the Field Practicum/Internship Site and/or to the clients' or student's well-being. The practicum student has the right to request termination for cause. Action toward termination will not be taken until the grievance has been discussed with the Ministry Practicum Director and Field Education Supervisor.

 Site Supervisor and License Number

 Date

 Student

 Date

 Counseling Practicum Faculty

 Date

 Field Education Supervisor

 Date

* Supervisor requirements: The supervisor must be in a profession that provides counseling and must have the academic training, at the Master's degree or above, and licensure to supervise the counseling services offered by the practicum student. Licensure must be current and in at least one of the following areas: LPC, LMFT, LMSW-ACP, LMHC, psychologist, or psychiatrist. The practicum student must receive direct face-to-face supervision at least one hour per week. This supervision may consist of either individual or triadic supervision. The supervisor must be on-site while the student provides services to the clients.

**Experience requirements: As part of this practicum/internship experience, the student should provide direct face-to-face psychotherapy services with clients to practice psychotherapy interventions. At least one session must be recorded for review by the supervisor. The student should have the opportunity to complete intake assessments, treatment plans, discharge plans, and to complete any other documentation such as progress notes and administrative duties. The Texas State Board of Professional Counselors requires that the student complete 150 clock hours of supervised practicum/internship experience from which at least 50 hours must be in direct client contact and the remaining 100 may consist of supervision, administrative, and support services. Direct client contact includes face-to-face contact with a client or group of clients for psychotherapy services (681.82, Title 22, TAC, Chapter 681).

Practicum/Internship Site Supervisor's Midterm and Final Evaluation Of Practicum/Internship Student Performance

Name of practicum student: _____

Period covered by the evaluation: _____

Site setting: _____

Directions: Please indicate your level of agreement with each of the following statements regarding the practicum student's capabilities and performance by circling 1-2 (poor or marginal performance), 3-4 (adequate or average performance), 5-6 (good to excellent overall performance), NA/NO (not applicable or not observed).

*NOTE: Students will be graded on their performance at each evaluation (midterm and final). In addition, growth between these two evaluation periods is given the most weight. Therefore, supervisors please keep in mind that conducting a candid and frank evaluation at mid semester allows for growth to be reflected in the numbers at the second evaluation (i.e., giving 1s to 4s on the first evaluation and giving 3s to 6s on the second evaluation represents growth by the student). As well, it is important for the numbers to reflect if little or no growth has occurred, or if there has been a regression in skills or abilities.

General Supervision Comments	Poor		Adequate		Good		NA/NO
1. Demonstrates a personal commitment to developing professional competencies.	1	2	3	4	5	6	—
2. Invests time and energy in becoming a counselor.	1	2	3	4	5	6	—
3. Accepts and uses constructive criticism to enhance self-development and counseling skills.	1	2	3	4	5	6	—
4. Engages in open, comfortable, and clear communication with peers and supervisors.	1	2	3	4	5	6	—
5. Recognizes own competencies and skills and shares these with peers and supervisors	1	2	3	4	5	6	—
6. Recognizes own deficiencies and actively works to overcome them with peers and supervisors	1	2	3	4	5	6	—
7. Completes case reports and records punctually and conscientiously	1	2	3	4	5	6	—
8. Is dependable and efficient in time management	1	2	3	4	5	6	—

The Counseling Professionalism	Poor		Adequate		Good		NA/NO
1. Keeps appointments on time.	1	2	3	4	5	6	—
2. Begins the interview smoothly.	1	2	3	4	5	6	—
3. Explains the nature and objectives of counseling, when appropriate.	1	2	3	4	5	6	—
4. Is relaxed and comfortable in the interview.	1	2	3	4	5	6	—

The Counseling Process	Poor		Adequate		Good		NA/NO
1. Communicates interest in and acceptance of the client.	1	2	3	4	5	6	—
2. Facilitates client expression of concerns and feelings.	1	2	3	4	5	6	—
3. Focuses on the content of the client's problem.	1	2	3	4	5	6	—
4. Recognizes and resists manipulation by the client.	1	2	3	4	5	6	—
5. Recognizes and deals with positive affect of the client.	1	2	3	4	5	6	—
6. Recognizes and deals with negative affect of the client.	1	2	3	4	5	6	—
7. Is spontaneous in the interview.	1	2	3	4	5	6	—
8. Uses silence effectively in the interview.	1	2	3	4	5	6	—

9. Is aware of own feelings in the counseling session.	1	2	3	4	5	6	—
10. Communicates own feelings to the client when appropriate.	1	2	3	4	5	6	—
11. Recognizes and skillfully interprets the client's covert messages.	1	2	3	4	5	6	—
12. Facilitates realistic goal setting with the client.	1	2	3	4	5	6	—
13. Encourages appropriate action-step training with the client.	1	2	3	4	5	6	—
14. Employs judgment in the timing and use of different techniques.	1	2	3	4	5	6	—
15. Initiates periodic evaluation of goals, action-steps, and process during counseling.	1	2	3	4	5	6	—
16. Explains, administers, and interprets tests correctly.	1	2	3	4	5	6	—
17. Terminates the interview smoothly.	1	2	3	4	5	6	—
18. Assists clients with personal problems in individual sessions.	1	2	3	4	5	6	—
19. Conducts small group counseling sessions.	1	2	3	4	5	6	—
20. Consults with other professionals and makes effective use of referral sources to help clients.	1	2	3	4	5	6	—
21. Demonstrates knowledge of and sensitivity to minority needs.	1	2	3	4	5	6	—
22. Presents in-service training and/or community education activities.	1	2	3	4	5	6	—

The Conceptualization Process	Poor		Adequate		Good		NA/NO
1. Focuses on specific behaviors and their consequences.	1	2	3	4	5	6	—
2. Recognizes and pursues discrepancies and meaning of inconsistent information.	1	2	3	4	5	6	—
3. Uses relevant case data in planning immediate and long-range goals.	1	2	3	4	5	6	—
4. Uses relevant case data in considering various strategies and their implications.	1	2	3	4	5	6	—
5. Bases decisions on theoretically sound and consistent rationale of human behavior.	1	2	3	4	5	6	—
6. Is perceptive in evaluating the effects of own counseling techniques.	1	2	3	4	5	6	—
7. Demonstrates ethical behavior in the counseling activity and case management.	1	2	3	4	5	6	—

Additional comments and/or suggestions:

Evaluator's Signature

Title

Date

(Please mail the first two pages of this evaluation in the envelope provided to Houston Graduate School of Theology, Field Education Supervisor, 4300-C West Bellfort, Houston, TX 77035)

Student Acknowledgement Page

I have discussed this evaluation with the evaluator and have received a copy. If I do not agree with this evaluation, I understand that I may submit a letter in duplicate stating my position. A copy is to be retained by the evaluator and the original is to be given to the Field Education Supervisor to be placed in my practicum file.

STUDENT'S SIGNATURE

DATE

0 – 36 – very poor performance in target areas requiring serious, immediate attention and will initiate a fitness to practice meeting

37 – 78 – poor to marginal performance in target areas requiring serious, immediate attention and will initiate a fitness to practice meeting

79-120 – poor/marginal to adequate/average performance in target areas requiring immediate attention and remediation, and may require initiation of a fitness to practice meeting

121- 162 – adequate or average performance in target areas (most students initially expected to be in this range)

163 – 204 – average to good performance in target areas

205 – 246 – good to excellent performance in target areas

