

B
 BROKEN ARROW PUBLIC SCHOOLS  
*Educating Today* *Leading Tomorrow*

Contract Committee Review Request  
 MUST BE COMPLETED IN FULL

Date: 03/28/2024

Contract/Agreement Vendor: Southeastern Oklahoma State University/Amy Mills  
Name of Vendor & Contact Person  
amills@se.edu  
Vendor Email Address

Memorandum of Understanding for Counseling Practicum Supervision Contract

Describe Contract (Technology, program, consultant-prof Development, etc.)  
 Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

Approve/Student Interns  
Reason/Audience to benefit  
04/15/2024    
BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review: Lindsay Drake

**PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK**

Principal &/or Director or Administrator: Lindsay Drake/Andrea Jackson ESC/HR

Does this Contract/Agreement utilize technology? YES/NO  NO  
 If yes, Technology Admin: \_\_\_\_\_

Cabinet Team Member: [Signature]

Funding Source: GENERAL PRJ 180 FUNCT 2571 OBJ 340  
Fund/Project OCAS Coding

**Consent**  
 **Action**

Accept and approve the RENEWAL agreement between Broken Arrow Public Schools and Southeastern Oklahoma State University that will allow counseling students to complete clinical hours within BAPS. Cost to the District is \$16.45 for criminal background check per student intern.

The agreement between the District and Southeastern Oklahoma State University will continue for the 2024-2025 school year.

**Summary** This area must be complete with full explanation of contract

*The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.*



Southeastern Oklahoma  
State University

## Memorandum of Understanding

This memorandum of understanding (MOU) is written in the spirit of cooperation between Broken Arrow Public Schools (herein after “the district”) and Southeastern Oklahoma State University (herein after “the Institution”) for the purpose of completing School Counseling Practicum experience during the Fall 2024 semesters required by Southeastern Oklahoma State University.

The District agrees to:

1. Provide a placement that meets all Institution and certification requirements.
2. Select a highly qualified cooperating School Counselor Site Supervisor with appropriate certification and at least 2 years of experience to be a professional role model and Mentor School Counselor.
3. Provide the SE Practicum student with any guidance, rules, professional dress code, building access information, or institutional handbooks about District policies and procedures in the workplace and ensure these documents are preserved for the duration of the Practicum.
4. Provide opportunities for SE Practicum students to experience district orientations, trainings, and other campus functions.
5. Provide access to appropriate district resources including but not limited to curriculum documents, online resources, libraries, and forms.
6. Serve as a liaison with the school site and Institution.

The Mentor agrees to:

1. Maintain communication with Institution.
2. Provide opportunities for increasing responsibility for candidates working with students.
3. Based on program expectations, conduct observations, and provide continual and timely feedback and documentation of candidate progress.
4. Observe candidates and provide continual and timely feedback and support to facilitate professional growth and assist candidates in meeting expected outcomes.
5. Model professional dispositions for candidates and explain the rationale for the ethical and professional dispositions to candidates.
6. Engage candidates in critical thinking and problem solving to determine strategies for an effective school counseling program and assist candidates in becoming reflective professionals who are ready to assume responsibility.

Institution Supervisor/Liaison

1. Clearly communicate objectives, requirements, and policies to candidates and School Counseling Site Supervisors.
2. Clearly communicate timelines for candidate expectations.
3. Work effectively one on one to foster growth and development of knowledge, skills, and professional dispositions for student learning.
4. Based on program expectations, conduct observations, and provide timely feedback, and documentation of candidate progress.

Institution agrees to:

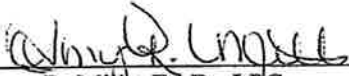
1. Recommend for placement in the School Counseling Practicum program only those students who have a satisfactory record and have met the requirements established by the institution.
2. Provide the district the right to refuse placement to any student based on information obtained during the application process, lack of mentors that meet institution requirements or any other reason that the district sees fit.
3. Cooperate with the district in any case where the SE Practicum student need redirection, or removal from the site.
4. Assign a single point of contact to work with the District regarding all School Counseling Practicum placements.

Amy Mills, Ed.D., LPC  
Coordinator, School Counseling Practicum  
[amills@se.edu](mailto:amills@se.edu)  
918-306-1595  
580-745-2652

Candidates are expected to exhibit professional dispositions and behaviors, actively participate in school district professional development activities as appropriate and demonstrate commitment to professional goals.

\_\_\_\_\_  
Administrator/Designee

3/26/2024  
Date

  
\_\_\_\_\_  
Amy R. Mills, Ed.D., LPC  
Assistant Professor  
Southeastern Oklahoma State University  
Coordinator, School Counseling Practicum  
[amills@se.edu](mailto:amills@se.edu)  
918-306-1595



SOUTHEASTERN OKLAHOMA STATE UNIVERSITY

# School Counseling Practicum Handbook

## M.Ed. in School Counseling

Practicum Faculty Supervisors and Program Coordinators retain the right to make changes to **the Practicum Handbook, as needed.**

Students will be informed of changes via their SE email addresses.

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Southeastern Oklahoma State University Department of  
Behavioral Sciences  
425 W. University Blvd. Durant,  
Oklahoma 74701-3347  
Telephone: (580) 745-2548  
University Website: <https://www.se.edu/>  
Program Website: <https://online.se.edu/programs/master-of-education-in-school-counseling.aspx>

Table of Contents	
SIGNATURE REQUIRED .....	4
WELCOME .....	4
HANDBOOK .....	4
OVERVIEW OF PRACTICUM.....	4
PURPOSE OF PRACTICUM .....	4
ONE SEMESTER BEFORE PRACTICUM.....	5
Orientation to Practicum .....	5
Before Deciding on a Practicum Supervisor.....	5
Site Supervisor Qualifications.....	5
DoDEA School Site Information .....	6
To Do List: The Semester Before .....	6
DAY 2 OF PRACTICUM COURSE .....	7
PROGRAM EXPECTATIONS.....	7
Weekly Responsibilities for the Candidate .....	8
HOURS LOGS REQUIREMENT .....	8
Definition of Direct and Indirect Hours .....	9
Direct Hours.....	9
Indirect Hours .....	9
Non-Counseling Duties .....	9
VIDEO RECORDING REQUIREMENTS.....	10
SHORTAGE OF SCHOOL COUNSELORS TO SERVE AS SITE SUPERVISORS .....	10
Definition of Alternate Supervisor.....	11
Possible Contingency Plans .....	11
ADDITIONAL SITES.....	11
PLACE OF EMPLOYMENT AS PRACTICUM SITE.....	11
TIME COMMITMENT: The program requires candidates to complete the supervised practicum experience, 100 clock hours, in the time span of 14-weeks. The candidate will: .....	12
PRACTICUM SITE ISSUES .....	12
Change of Site Supervisor.....	12
CONFIDENTIALITY .....	13
Written Reports .....	13
Viewing/Listening.....	13
Written Parental Consent .....	13
Limits to Confidentiality.....	13

MANDATED REPORTING.....	13
ETHICS .....	13
GATEKEEPING.....	14
DISABILITY ACCOMODATIONS.....	14
EVALUATIONS .....	15
ENDORSEMENT FOR GRADUATION .....	15
CONTACT INFORMATION .....	16
Kathy McDonald, PhD, LPC-S (OK) .....	16
Amy Mills, EdD, LPC (OK) .....	16
Tammy Crow, MEd .....	16
Dana Clure .....	16
STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT .....	17

## **Practicum Handbook**

### *SIGNATURE REQUIRED*

***Sign page 17 of this handbook, acknowledging you have read it in full, and submit the signed page to Canvas no later than Day 2 of the Practicum class.***

### *WELCOME*

Welcome to COUN 5543: Practicum. This 3-hour course is in a 14-week, online format. The course will provide counseling experience in public schools, K-12. Candidates are expected to demonstrate the highest competence in counseling, consulting, program planning, and program implementation.

### *HANDBOOK*

This handbook is a guide to your field experience, the culmination of your journey in the School Counseling Program at SE. Students will apply the counseling skills learned from their instructors and the knowledge gleaned from their courses in this final clinical experience. In part, the success of the practicum experience is due to the dedicated efforts of site supervisors who introduce the candidates to important aspects of school counseling. The interest, determination, and tenacity of the candidate, however, are essential to the fullness of the learning experience.

### *OVERVIEW OF PRACTICUM*

Candidates will complete a minimum of 100 supervised clocks in 14 weeks. No less than 40 clock hours will be in direct contact with students. Both direct and indirect hours will be designated by activity, listed and summarized on the Practicum Log, and signed weekly by the site supervisor. The weekly log will be submitted to Canvas in the appropriate week.

The Practicum instructor has the authority to accept, or refuse to accept, any or all weekly hours on the log, even if those hours have been approved by the site supervisor. Therefore, it is important to follow the guidelines for documentation of hours, as outlined in this handbook.

The objective of the practicum experience is to provide candidates with multiple experiences in 14 weeks. With that in mind, candidates will not use the same activity repeatedly for either indirect or direct hours. Duplicated activities may not be accepted by the instructor. The candidate is expected to seek out diverse experiences that include students with exceptionalities and students from diverse ethnic/racial, linguistic, gender, and socioeconomic groups.

### *PURPOSE OF PRACTICUM*

The purpose of the practicum experience is to apply the skills learned throughout the program. The experience should include:

- The application of counseling skills and theory
- Counseling individuals and in small groups
- Consulting with various stakeholders: parents, teachers, staff, administrators, community members and organizations
- Implementation of counseling curriculum
- Individual Planning
- Student assessment

- Use of data in counseling
- Adherence to both the ACA and ASCA Code of Ethics as well as state and federal laws and statutes governing practice.
- Professional behavior and professional dress and demeanor

### *ONE SEMESTER BEFORE ENROLLING IN PRACTICUM*

#### Orientation to Practicum

- **At least ONE MONTH before the Practicum class starts**, the coordinator will send an email (using SE email addresses) to announce an Orientation to Practicum Meeting for everyone who intends to enroll in the upcoming Practicum course, scheduled for Fall or Spring semesters, only.
- Following the Practicum meeting, a second email will contain a link to an Orientation video explaining the course requirements and expectations, the required documents, instructions about the required documents, and the timelines for submission, as well as a link for a Google doc.
- The Google doc will be used to compile a list of candidates planning to enroll and will then determine the number of sections needed and the number of instructors required. Anyone who fails to respond will not be on the Practicum list.
- **Failure to attend the meeting or watch this important video and to follow the instructions provided will postpone your Practicum until a future date.**

#### Before Deciding on a Practicum Site Consider:

- Will the district accept the university's affiliation agreement/contract or will the district require that we use a district created contract?
- **Will the affiliation agreement/contract have to be approved by the district's legal department or Human Resources? If so, this process will take weeks and must be submitted to legal the semester before the Practicum begins.**
- Will you be allowed by the district or school administration to record counseling sessions with a student if you have parental consent? *(Sites that refuse the recording of sessions showing both student and counselor in training are not acceptable sites for the program at SE).*
- What responsibilities does the school counselor have at this site?
- What is this counselor's attitude toward the role of school counseling?
- What opportunities will you be offered or impediments will you encounter as a practicum student?
- Will this site supervisor be accessible for weekly supervision and observation?
- Has the counselor implemented a comprehensive counseling program?
- Will this site provide you with the learning experiences you need to be a great school counselor?

#### Site Supervisor Qualifications

- Each candidate must have a school counselor, on site, to serve as the site supervisor. Site supervisors must have a minimum of (1) a master's degree, preferably in school counseling or a related profession, (2) be state-certified as a school counselor, and (3) have a minimum of two years of school counseling experience. The university will provide all site supervisors with information about the School Counseling Program's expectations, requirements, and evaluation procedures for candidates.



- *If a site does not have a state-certified school counselor, refer to the section on "Shortage of School Counselors as Site Supervisors," p.11.*

#### Information for Students in DoDEA Schools

The following information was received in September 2021 related to students serving in DoDEA school who wish to complete the Practicum experience at the DoDEA school site.

#### Partnering Colleges and Universities,

- The DoDEA Student Teaching Program includes observation hours, student teaching, internships, and practicums. When sending internship and practicum requests it is a best practice to include the student's requirements so that we can share those with the school to ensure they understand the scope of the request.
- Those participating in the student-teacher program and entering DoDEA schools will be asked to provide information about their vaccination status. Visitors who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days before entry to a federal building. Student teachers can use [this form](#) when entering a DoDEA school or any federal building or federally controlled indoor worksite.
- Background checks must be Tier 1 background checks and include FBI fingerprint checks. Please see the attached document which outlines the full scope of what a Tier 1 background check entails. Student Teacher Program applicants who are **currently** employed by DoDEA do not need a separate background check. Please indicate that they are a current employee and we will pull their employment background check.
- Student Teacher Applicants who are current employees will need to work with their local HR rep to be placed in a Leave Without Pay (LWOP) while performing their student teaching. If they are a substitute, they need a memo from their principal stating that they will not be allowed to perform substitute work while performing their student teaching program.
- For Spring 2022, the ability to place students at DoDEA schools from outside the local area will be determined on a location by location basis. Please keep an eye on our website as that will have the most up-to-date information on this and other program changes. <https://www.dodea.edu/Offices/HR/Student-Teaching.cfm>

If you have any questions please email us at [student.teaching@dodea.edu](mailto:student.teaching@dodea.edu). Using the group mailbox will ensure you receive the fastest possible reply to your inquiry.

#### To-Do List: The Semester Before

- Locating a practicum site
- Approaching the site administrator for permission to practice on-site in the role of a school counselor-in-training
- Procuring the commitment of the site counselor to serve as your site supervisor (*See section on Supervisor Qualifications*)
- Have both the site administrator and the site supervisor sign the Practicum Contract
- If required by the Human Resources department of your district, contact Dr. Amy Mills ([amills@se.edu](mailto:amills@se.edu)) for a copy of an Affiliation Agreement / Memorandum of Understanding to be submitted to the legal department or Human Resources at the district for review.

- If it is required that the contract is to be reviewed by the legal department, this takes time and must be done the semester before Practicum begins!
- Purchasing liability insurance; submitting the proof of insurance. If you will be completing Practicum outside of the United States, you must confirm the coverage of the liability insurance policy in your location. Be aware that the insurance provided through your ASCA student membership may not meet this requirement. It is your responsibility to verify coverage.
- Signing page 17 of this Practicum Handbook acknowledging you have read it and will comply with the requirements

#### *DAY 2 OF PRACTICUM COURSE*

- No later than Day 2, the following documents must be submitted to the appropriate Dropbox in Canvas. **If any required document cannot be submitted by Day 2, the candidate will withdraw from class.**
  - Contract/Affiliation Agreement signed by all parties, already reviewed by the district's legal department, if required
  - Proof of liability insurance (this is not liability insurance for teachers but for counselors). Liability insurance may be purchased through HPSO or it is provided to those who join ASCA
  - The signed acknowledgment page of this Practicum Handbook

#### *PROGRAM EXPECTATIONS*

- Submission of ALL required paperwork **no later than Day 2 of class**; otherwise, the candidate withdraws from Practicum.
- One hour of prompt attendance each week with the site supervisor, documented on the hours log (indirect hours)
- One hour a week of prompt attendance each week with the Practicum instructor, documented on the hours log (indirect hours)
- Individual supervision meetings with the Practicum instructor, as scheduled by the instructor
- Log 100 hours minimum, with 40 as direct hours; and 60 as indirect hours (*see log requirements for more detailed requirements*)
- Submission of weekly time logs, signed by the site supervisor, with appropriate activities listed by direct and indirect hours
- To create a caseload with the site supervisor's guidance
- To regularly meet with students on your caseload
- To record counseling sessions with students, per the instructor's instructions (*see video requirements for more requirements*)
- Submission of videos, on time and with accompanying paperwork, per the syllabus or course instructions
- To seek feedback from your site supervisor and your Practicum instructor
- To complete other assignments mentioned in the syllabus
- All assignments must be completed and submitted or the candidate will fail the course.

Weekly Responsibilities for the Candidate

- Check SE email daily! Instructors will communicate via university email *only* and it is the responsibility of the candidate to check for communication. Failure to check SE email could result in a failing grade on an assignment.
- To be actively involved in the Practicum experience
- To plan each week's activities in conjunction with the site supervisor
- To submit weekly hour logs, each signed by the site supervisor, and submitted by the weekly due date
- To submit discussion boards, assignments, or videos when due, along with required paperwork
- To immediately provide the site supervisor with any required paperwork or communication from the university or the Practicum instructor.
- To be present and on time in weekly supervision meetings with the site supervisor and the Practicum instructor
- To adhere to site policies, the contents of this Practicum Handbook, the SE School Counseling Program Handbook, the Practicum syllabus, and course instructions
- Inform your site supervisor of the end date of your practicum experience; remind the site supervisor one week before the end date

#### *HOURS LOGS REQUIREMENTS*

- Each week's log will be typed (not handwritten) utilizing the form provided
- Activities that are logged will be adequately, but briefly, explained on the log
- Direct hours should include a variety of direct contact hours
- Indirect hours will be limited to no more than a total of 10 /60 hours in a specific area such as IEP meetings. The instructor will not approve more than 10 hours in any one specific area.
- Session planning and/or research on a topic of concern may be documented as indirect hours, but no more than one indirect hour a week will be approved for planning or research.
- Driving to a site will not be counted as time on the log.
- **Teacher** staff meetings will **not** be counted as indirect hours.
- **Counselor** meetings may be logged as indirect hours.
- Candidate presentations at staff meetings may be counted as direct hours if the topic presented pertains to counseling.
- If a candidate is splitting the practicum experience between two separate sites (middle school and high school), two contracts will be required, as well as two site supervisors. The hours log will denote the campus at which the hours were logged. Each site supervisor will sign off on the hours completed under his/her supervision.
- Although rare, on occasion a candidate might complete the required 100 clock hours before the end of the 14-week course. The candidate will continue to meet in group supervision one hour a week with the faculty instructor AND will continue to meet weekly for one hour with the site supervisor. Supervision hours will continue to be logged, signed, and submitted until the end of the 14-week course.
- Weekly Practicum Logs must be signed after review by your site supervisor. All signatures must be original unless the use of a digital signature is approved in advance by your Practicum Instructor. After approval, a Digital Signature Verification Form must be completed and submitted to the Practicum Contract link on Canvas.

Definitions of Direct and Indirect Hours

*Practicum students will be informed of the start date for acquiring hours by their Practicum instructors.*

**Direct Hours:**

Direct hours will account for no less than 40 of the 100 clock hours to be completed at the end of the 14-week course. Direct hours refer to time spent interacting with students, parents/guardians, administrators, and teachers either in counseling activities, consulting, or in developing skills. If there is a question about how to categorize an activity, please contact your university supervisor.

- Individual counseling (*counselors-in-training will not work with a student who is receiving therapy*)
- Group counseling
- Counseling curriculum lessons (classroom or large group lessons)
- *Crisis Counseling*

**Indirect Hours:**

Indirect Hours are to include a variety of activities that include the use of assessment instruments, record keeping, information and referral, in-service, and staff meetings.

- Student assessment
- Scheduling
- Consultation and collaboration with parents, teachers, administrators, and other counselors
- Using data to plan program interventions
- Attending professional development workshops that apply to counselors (not teachers)
- Making student referrals to agencies or therapists
- Formal classroom observation of students
- School counseling program development
- School counseling program implementation activities
- Preparing school counseling program activities (no more than one hour a week may be counted for preparation)
- Attending IEP or 504 meetings; working on the associated paperwork (no more than 10/60 indirect hours will be counted toward any specific area, such as IEP meetings)
- *Conducting* professional development workshops for staff
- *Conducting* parent/guardian workshop

**Non-Counseling Duties:**

*The following non-counseling duties DO NOT meet direct or indirect hour criteria*

- Handling disciplinary issues such as,
  - being on detention duty
  - making discipline decisions
- Student supervision duties including:
  - bus duty
  - recess duty
  - lunch duty
  - hall duty
- Substitute teaching
- Clerical work
  - Filing

- Data entry
- Running errands for school personnel
- Translating duty unless the translating is a counseling service, such as counseling consultation or individual or small group counseling.
- Tutoring

#### *VIDEO RECORDING REQUIREMENTS*

- Candidates will record the number of sessions required by the instructor per the Practicum syllabus.
- All video submissions will be accompanied by parental consent.
- If a candidate fails to submit a video link on time, it is at the instructor's discretion whether to accept it late or give the candidate a zero.
- If the instructor is willing to accept late video submissions, the instructor will determine the number of points to be deducted.
- Recorded sessions will be based on individual counseling and not individual planning. Each one will be from a social emotional counseling session.
- Both the candidate and the student in the recording must be audible when the instructor views the tape. If the instructor cannot hear the candidate or the student, the candidate will receive a zero on the video assignment.
- All sessions are uploaded to the candidate's **unlisted** YouTube channel.
- The YouTube link is then used in the Canvas course.
- Any student who fails to delete the links at the designated time (typically at the end of each semester) will violate the code of ethics and the candidate will be reported to the School Counseling Committee for review.
- Candidates will bear in mind that students may be absent; therefore, it is recommended that candidates record ahead of the due date. Student absence is not an excuse for failure to hand in a recorded session.
- Any recordings made during the Practicum experience may be reviewed and assessed for counseling skills by the candidate's site supervisor, a Practicum instructor, and/or by the candidate's peers during a group/class supervision session.
- The contents of all recordings will be held confidential based on the American Counseling Association Code of Ethics.
- The following will adhere to confidentiality standards after viewing a recording: the candidate, the Practicum instructor, and peers.
- Each recording will be deleted by the student after review or by the end of the course, as directed by the Practicum instructor.
- If the Practicum instructor is concerned about an aspect of the session recording, the Practicum instructor may consult on a need-to-know basis with the School Counseling Committee and/or with the Chair of the Behavioral Sciences Department. The School Counseling Committee or the department chair may choose to review the recording, as needed.

#### *SHORTAGE OF SCHOOL COUNSELORS TO SERVE AS SITE SUPERVISORS*

Due to the shortage of state-certified school counselors in some areas of the country, the candidate might not have a school counselor on site. *In such a situation, the candidate will inform the*

*Practicum instructor as soon as possible to work out a contingency plan. All contingency plans should include an **alternate supervisor** who is off-site, but nearby in case of emergencies.*

#### Definition of Alternate Supervisor

An alternate supervisor is one who is at a nearby school and meets the following criteria: (1) has an MEd in School Counseling, (2) is state-certified as a school counselor, and (3) has no less than two years of experience in the field. The alternate supervisor will be willing to provide the candidate with contact information in case of an emergency.

#### Possible Contingency Plans

If there is no school counselor on campus, then a nearby alternative off-site counselor may serve as a supervisor if the counselor meets the criteria requirements: (1) MEd in School Counseling, (2) state-certified as a School Counselor, and (3) has no less than two years of experience in the field. Supervision will be through one of two means:

1. The candidate counsels at the alternative supervisor's site to be observed
2. The candidate provides the alternative supervisor with frequent videotapes of the candidate's counseling sessions.
  - o If the candidate and the alternative supervisor decide that the practicum activities will take place at the candidate's site (number 2 above), the candidate will have the hours on the log initialed by someone on-site who can verify the activity occurred. For example: if the candidate sits in on an IEP meeting, the diagnostician or educational psychologist will initial the activity. **The off-site supervisor will be provided with the name and number of the candidate's site administrator.** The off-site supervisor will sign the hour's log that has been initialed by someone on-site who can verify the activity. Supervision with the off-site supervisor will be weekly for one hour. The candidate must have an alternative site supervisor nearby in case of emergency.

#### *ADDITIONAL SITES*

Candidates who are interested in using two sites over the 14 weeks must present a plan to the Practicum instructor and receive permission from the instructor in advance of Practicum.

Information required of the Practicum instructor includes:

- The names of both sites
- Grade levels of each site
- Names of each proposed site supervisor and their credentials
- Timeline for completing each Practicum assignment
- If approved, the candidate will get signed contracts for each site, per the directions of the Practicum instructor

#### *PLACE OF EMPLOYMENT AS PRACTICUM SITE*

- Candidates may use their employment site as a Practicum site if the site administrator agrees and if a state-certified school counselor is willing to serve as the site supervisor.
- Dual relationships are to be avoided. The site supervisor may NOT also be the employee's evaluator (For example: an administrator is serving as a part-time counselor).
- Dual relationships are to be avoided. Candidates will not counsel their students of record.

- If candidates cannot avoid counseling their students of record (music teachers, art teachers, etc.) then the change in roles will be made clear to each student when they enter a counseling situation with the candidate, even when the candidate is an observer. Counseling students of record CANNOT take place during the regular class.
- The site must be willing to provide you support in learning the role and the tasks expected of a school counselor.

#### *TIME COMMITMENT*

The program requires candidates to complete the supervised Practicum experience, 100 clock hours, in 14 weeks. The candidate will:

- Log a minimum of 40 hours of appropriate direct service with students at a K-12 site
- No less than 1 hour per week of individual site supervision with the site supervisor
- No less than 1 hour per week of online class/group supervision
- Complete all assigned reading and homework

#### *PRACTICUM SITE ISSUES*

SE Candidates will honor their commitment to their Practicum sites once they agree in writing. Although rare, an issue might arise that impedes the candidate's learning. In such a situation, the candidate will first (1) attempt to resolve the site issue (2) document the problem and the attempt at resolution, and (3) inform their Practicum instructor AND site supervisor of the situation. If the issue cannot be resolved, the Practicum instructor will contact the site supervisor in an attempt to resolve it. If the problem remains unresolved, the candidate will decide whether to withdraw from the site and will inform the Practicum instructor of the decision. The instructor will guide the candidate as to the proper steps in withdrawing from the site.

Candidates may not withdraw from a site without permission from the SE School Counseling Committee and without following the appropriate steps for withdrawal when, and if, permission is granted. A candidate will provide the site notice of at least one full week and will provide closure for students who are being counseled by the candidate. A candidate who withdraws without first getting permission from the School Counseling Committee will have to request permission from the Graduate Counseling Coordinating Committee to continue in the School Counseling Program and the Practicum course.

*A candidate may be terminated from the SE School Counseling Program if the School Counseling Committee determines that the student has violated the current ASCA Ethical Standards, violated the site or university policies, or behaved in an unprofessional manner.*

#### Change of Site Supervisor

On occasion, a change occurs in the assignment of the site supervisor. The candidate will inform the Practicum instructor immediately that the site supervisor will no longer complete his/her obligation to the candidate. The candidate is then responsible for locating another supervisor with the required credentials. The candidate may not accrue hours until the candidate has submitted the signed contracts to the Practicum instructor.

### *CONFIDENTIALITY*

Client confidentiality is mandatory. Therefore, candidates are responsible for securing the confidentiality of all written reports, video recordings, and audio recordings regarding clients. In fulfillment of this obligation, the following is required:

#### Student-client Information

- Session notes should only provide identifying information in the form of initials or first name only
- Session notes and student's personal information are never left in a vehicle, on a desk, or out in the open
- Video and audio recordings are never shared outside of the required supervision settings
- Clients are identified by initials or first name only during group supervision

#### Written Reports

- Session notes that are on a personal computer must be kept in a password-protected file.
- All session notes are destroyed at the end of the course. Shred hard copies and delete computer files related to student-client sessions.
- Do not identify students by name in email.

#### Viewing/Listening

- All recorded sessions must be reviewed in secure locations
- Do not include any identifying information outside of first names or initials during class/group supervision meetings or in written reports
- Avoid any discussion of case material outside of supervision

#### Written Parental Consent

Written consent must be obtained from the parents of minors before recording. Verbal assent must be obtained from the student before recording.

SE candidates are prohibited from performing research at their Practicum site for any university class with their public-school students as research subjects unless explicitly approved by IRB at SE.

#### Limits to Confidentiality

All sessions with students are to begin with the limits to confidentiality stated in developmentally appropriate terms.

### *MANDATED REPORTING*

Candidates are mandated reporters. Any suspicion of harm to the student-client or harm to others will be reported to the appropriate authorities, per the resident state's guidelines. Candidates will request the guidance of the site supervisor in making the report and the associated documentation

### *ETHICS*

Candidates are expected to abide by the ASCA Ethical Standards and the ACA Code of Ethics. Those who violate any ethical standards or who engage in criminal conduct will be removed from the program.



- ASCA Standards: <https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf>
- ACA Code of Ethics: <https://www.counseling.org/resources/aca-code-of-ethics.pdf>

### *GATEKEEPING*

The ACA Code of Ethics states that counseling faculty and supervisors are to provide students and supervisees with feedback about skills and competencies throughout their program.

Counselor educators address the limitations of students, candidates, and supervisees, whether the limitations are personal or professional. Any personal information shared with the practicum instructors or faculty members that raises concerns about the candidate's ability to be professionally successful in the school counseling field will be shared with the appropriate faculty members. The School Counseling Committee is committed to the gatekeeping and remediation roles outlined below by the ACA Code of Ethics (2014).

#### **F.6.b. Gatekeeping and Remediation**

Through initial and ongoing evaluation, supervisors are aware of supervisee limitations that might impede performance. Supervisors assist supervisees in securing remedial assistance when needed. They recommend dismissal from training programs, applied counseling settings, and state or voluntary professional credentialing processes when those supervisees are unable to demonstrate that they can provide competent professional services to a range of diverse clients. Supervisors seek consultation and document their decisions to dismiss or refer supervisees for assistance. They ensure that supervisees are aware of options available to them to address such decisions.

#### **F.9.a. Evaluation**

Counselors clearly state to students, before and throughout the training program, the levels of competency expected, appraisal methods, and timing of evaluations for both didactic and clinical competencies. Counselor educators provide students with ongoing performance appraisal and evaluation feedback throughout the training program.

#### **F.9.b. Limitations**

Counselor educators, through ongoing evaluation, are aware of and address the inability of some students to achieve counseling competencies. Counselor educators do the following:

1. assist students in securing remedial assistance when needed,
2. seek professional consultation and document their decision to dismiss or refer students for assistance, and
3. ensure that students have recourse to address decisions requiring them to seek assistance or to dismiss them and provide students with due process according to institutional policies and procedures.

### *DISABILITY ACCOMMODATIONS*

Any candidates needing special accommodations due to a disability should contact the Office of Compliance and Safety, Administration Building, Suite 311, or call (580) 745-3090 (TDD# 745-2704). It is the responsibility of each student who anticipates or experiences barriers to their

academic experience to make an official request for disability related accommodations in a timely manner.

### *EVALUATIONS*

- Candidates in COUN 5543 are held to the highest standards and are expected to demonstrate the ability to merge theory with clinical skills and to exhibit continuous improvement in the delivery of counseling and counseling services.
- Candidates will display ethical behavior, the counseling dispositions appropriate to the field, and the capacity to accurately self-assess skills and performance.
- Candidates who enroll in COUN 5543 will be evaluated at mid-semester by the site supervisor. The faculty instructor, after reviewing the candidate's progress, will determine if the candidate has achieved the expected benchmark at the mid-point of the course.
- Practicum instructors will inform candidates by mid-semester if a deficiency exists in clinical skills, behavior, or disposition.
- Candidates informed of deficiency will withdraw from COUN 5543 and will enroll in the course at the next availability.
- Candidates who are rated as deficient may request that a second faculty evaluator or the School Counseling Committee review their video recordings, assignments, and/or their mid-semester feedback.

Instructors in the School Counseling Program evaluate the academic performance and the behavior of candidates as they progress through the program and document concerns. In addition, site supervisors provide mid-course and end of course evaluations during Practicum. The School Counseling Committee will conduct a student review when an instructor or site supervisor expresses concerns. If the School Counseling Committee determines the appropriate action is to forward the concern to the Graduate Counseling Coordinating Committee, then the GCCC will also conduct a review and render a decision. (*Refer to the School Counseling Program Handbook for more details*).

Candidates are asked to provide weekly feedback in each online course and to evaluate the program in an exit interview.

### *ENDORSEMENT FOR GRADUATION*

Although a final B average is required to pass COUN 5543, the candidate's graduation status is also contingent on evaluations of performance, behavior, adherence to site policies and the ASCA Ethical Standards, and the demonstration of the essential dispositions necessary for success as a counselor. The School Counseling Program Coordinator will NOT endorse a candidate for graduation if the candidate has:

- Less than a final B average
- Received a poor evaluation from the site coordinator pertaining to counselor dispositions or impairment
- Received a poor evaluation from the Practicum instructor
- Not completed the 100 hours per the state and the syllabus requirements
- A complaint or concern lodged by the site administrator
- Not submitted all required assignments or paperwork

*CONTACT INFORMATION*

School Counseling Faculty and Program Advisor

Kathy McDonald, PhD, LPC-S (OK)	Amy Mills, EdD, LPC (OK)	Tammy Crow, MEd	Dana Clure
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539-777-1619		580-376-5208	580-745-2548

*STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT*

***This signed page must be submitted to the Practicum instructor no later than the second day of class or the candidate will be un-enrolled from COUN 5543.***

All practicum candidates are required to sign the "Statement of Understanding and Acknowledgment" verifying that the candidate has read and agrees to fully comply with the following:

- All components of the SE School Counseling Practicum Handbook
- The current version of the American Counseling Association Code of Ethics
- The current version of the American School Counseling Association Ethical Standards
- All applicable program handbooks: The SE Student Code of Conduct, the School Counseling Program Handbook and Policies Manual, and the SE Graduate Handbook
- Requirements of the COUN: 5543 Syllabus
- Requirements as stated in the Canvas course
- The policies of your practicum site
- I understand I am responsible for coordinating my practicum. I understand that any delays to beginning or completing the Practicum may delay graduation.

**OUT-OF-STATE STUDENTS**

**Regarding Certification and Practicum**

*I understand that this program leads to certification only in the State of Oklahoma. Furthermore, should I wish to seek certification in another state, I will be responsible for inquiring with the respective state's Department of Education for information regarding requirements for certification.*

**My signature below acknowledges that I have read the School Counseling Practicum Handbook.**

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Printed Name

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Signature Date

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Permanent Email Address