

Field Placement Handbook

Practicum and Internship Information

Rehabilitation Counseling

College of Education & Human Development
Department of Counseling and School Psychology
University of Massachusetts, Boston

Rev. 05/11

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AGREEMENT FOR PRACTICUM/INTERNSHIP PLACEMENT
COUNSELING PROGRAM
DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY
GRADUATE COLLEGE OF EDUCATION
UNIVERSITY OF MASSACHUSETTS BOSTON

Statement of Agreement for Participants

The following participants are involved in a student's Practicum/Internship Placement experience:

- Practicum/Internship Students from the Department of Counseling and School Psychology at the University of Massachusetts/ Boston Rehabilitation Counseling Program
- Supervisors from Practicum/Internship Placement Institutions
- Faculty Instructors of the practicum/internship placement of students from the Rehabilitation Counseling Program

Both the practicum and internship placements are required of all students in the Rehabilitation Counseling Program. A total of 100 clock hours of practicum is required prior to starting the internship. All participants in the Practicum Placement need to be aware of the requirements of students and supervisors.

The practicum placement is required of all students in the Rehabilitation Counseling Program. The 100 hours of practicum must be completed prior to starting the internship. The following practicum requirements for the Rehabilitation Counseling Program must be fulfilled:

- **Rehabilitation Counseling**—100 hours of a supervised field experience must be completed within one academic semester.

The Rehabilitation Counseling program is accredited by the Council on Rehabilitation Education (CORE). CORE (2010) accreditation standards regarding Practicum state the following:

- D.1 Students shall have a minimum of 100 hours of supervised rehabilitation counseling Practicum experience with at least 40 hours of direct service to people with disabilities (not role-playing clients). Practicum students shall have experiences that increase their awareness and understanding of the differences in values, beliefs, and behaviors of individuals who are different from themselves.

CORE defines Direct Service as the “application of counseling and case management skills with consumers including the use of consultant and advocacy skills on behalf of consumers. In general, the term refers to time spent by practicum and internship students working with and for consumers” (CORE Accreditation Manual Glossary of Terms).

All participants in the Internship Placement need to be aware of the requirements of students and supervisors.

The internship is a total of 600 clock hours. *Internship may only start in the Fall semester and end in the Spring semester.* The following internship requirements must be fulfilled by students seeking an internship placement.

- **Rehabilitation Counseling**—600 hours of a supervised field experience must be completed within one calendar year and two continuous academic semesters.

CORE (2010) accreditation standards regarding Internship state the following:

- D.2 Students shall have supervised rehabilitation counseling internship activities that include a minimum of 600 hours of applied experience in an agency/program, with at least 240 hours of direct service to individuals with disabilities.

Again, CORE defines Direct Service as the “application of counseling and case management skills with consumers including the use of consultant and advocacy skills on behalf of consumers. In general, the term refers to time spent by practicum and internship students working with and for consumers” (CORE Accreditation Manual Glossary of Terms).

CURRICULUM REQUIREMENTS PRIOR TO PLACEMENT

Students who plan to enroll in a **Practicum** must have completed the following requirements:

- Students must have a grade point average of 3.0 in order to enroll in a practicum seminar and be placed at a practicum site.
- Students may not enroll in a practicum seminar and be placed in a practicum site if an Incomplete-Fail (I/F) appears on their transcript.
- Practicum students must have completed a total of **15** hours of semester credits, including the following courses:

Students in the Rehabilitation Counseling Program must have taken the following courses prior to enrolling in the practicum seminar:

COU 603 Foundations of Rehabilitation Counseling
COU 614 Counseling Theory and Practice I
COU 615 Counseling Theory and Practice II

It is recommended that they have taken the following courses prior to or during the Practicum:

COU 602 Medical, Psychosocial, and Educational Aspects of Disabilities
COU 605 Principles of Vocational, Educational, and Psych Assessment
COU 606 Ethical Standards and Professional Issues
COU 608 Abnormal Psychology
COU 616 Group Counseling and Group Dynamics

Students in the Rehabilitation Counseling Program who plan to enroll in an **Internship** must have completed the following requirements:

- Students must have a grade point average of 3.0 in order to enroll in an internship seminar and be placed at an internship site.
- Students may not enroll in an internship seminar and be placed in an internship site if an Incomplete-Fail (I/F) appears on their transcript. Students may have only one Incomplete (I) listed on their transcript.
- Internship students must have completed a total of **18** hours of semester credits, including the following courses prior to enrolling in the internship seminar:

Students in the Rehabilitation Counseling Program must have taken the following courses:

COU 603 Foundations of Rehabilitation
COU 614 Counseling Theories and Practice I
COU 615 Counseling Theories and Practice II
COU 688 Rehabilitation Practicum

It is recommended that students have taken the following courses prior to or during the Internship:

- COU 602 Medical and Psychosocial Aspects of Disabilities
- COU 605 Principles of Vocational, Educational, and Psychological Assessment
- COU 606 Ethical Standards and Professional Practices
- COU 608 Abnormal Psychology
- COU 616 Group Counseling and Group Dynamics

NOTE:

**ALL STUDENTS MUST OBTAIN APPROVAL
OF THEIR CURRICULUM AND PRACTICM/INTERNSHIP PLANS FROM THEIR
ADVISOR PRIOR TO PLACEMENT IN A PRACTICUM AND INTERNSHIP**

STUDENT RESPONSIBILITIES THROUGHOUT INTERNSHIP PLACEMENT

NOTE: *All students are required to obtain professional liability insurance prior to their practicum and internship placement. Insurance is available through professional organizations (American Counseling Association, 1-800-347-6647 ext 222 or at www.counseling.org or through www.hpsso.com). Documentation of liability insurance must be provided to the practicum or internship seminar instructor the first day of classes.*

- Students are required to comply with Procedural Policies of the Placement Agency and the University. (Copies of both documents should be provided by respective institutions)

Students must complete two consecutive semesters with a B grade or better in the internship course COU 698. The grade is determined by the University instructor coordinating the internship and an evaluation of the On-Site supervisor.

- *Students must be aware at all times that they have an ethical responsibility to both the **PLACEMENT INSTITUTION AND THE CLIENTS**.* Ethical concerns and/or problem situations should be presented to both the placement institution and the University supervisors.

*If the student is terminated from the Practicum or Internship site for ethical misconduct, the student will receive an F grade by the faculty supervisor unless good cause is shown for withholding the F grade. In addition, the student **MAY HAVE TO APPEAR BEFORE THE AD HOC ETHICS COMMITTEE OF THE DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY** and receive permission to be placed at another practicum or internship site.*

- If either an On-Site supervisor, in consultation with an On-Site administrator, or University faculty supervisor has determined that a student is not performing satisfactory in a Practicum and/or Internship placement, efforts by participating supervisors will be taken to identify problem areas with specific recommendations to the student for improvement. It is critical that the site supervisor inform the University supervisor of any potential problems so they can be addressed. However, if problems continue to persist and the student does not improve his or her performance, **the student may be subject to termination from the practicum and/or internship site.**
- Termination from clients and the on-site institution must be agreed upon by the student, on-site supervisor, and university instructor within a mutually accepted time. Failure to do so may result in an unsatisfactory grade, and the student may have to retake the practicum and/or internship course.

RESPONSIBILITY OF THE PLACEMENT INSTITUTION

- To determine their own criteria for accepting students for placement. The placement institution criteria will include a procedure for interviewing prospective practicum students and/or interns.

- To collaborate with the University faculty supervisor in evaluating the practicum student's and/or intern's performance. This collaboration will include an initial contract to determine clearly the intern's activities for fulfilling internship requirements.
- To determine criteria for the practicum student and/or intern's professional conduct in their institution in order to protect their client's rights.

RESPONSIBILITY OF THE UNIVERSITY FACULTY

- To inform students about practicum and/or internship placement procedures and practices prior to their interview with Placement Institutions.
- To inform the site supervisor of the requirements for supervision and student clinical experiences.
- To determine and submit University grades for practicum students and/or interns. University supervisors will determine practicum or internship grades by integrating students' performance at the placement site, in the University seminar, and from the information provided by the On-Site supervisor's written and verbal comments.
- To insure completion of all documentation.
- To collect documentation including: practicum and/or intern evaluations, clock hours, and supervision clock hours.
- To converse (on site or by phone) and consult with the site supervisor and review the progress of the practicum student or intern.

REQUIREMENTS FOR ON-SITE SUPERVISOR

In order for students to meet the academic requirements in the Commonwealth of Massachusetts for licensure as a Rehabilitation Counselor and national certification as a Rehabilitation Counselor **Practicum and/or Internship Supervisors must meet the following qualifications:**

Rehabilitation Counselor

- (a) A rehabilitation counselor currently certified as a CRC by the CRCC: or
- (b) A currently licensed rehabilitation counselor or an individual who meets the qualifications for licensure as a rehabilitation counselor by the board; or
- (c) A person who has a minimum of five years clinical experience in rehabilitation counseling and either:
 - (i) A masters degree in rehabilitation counseling or a related field; or
 - (ii) A doctorate in psychology; or
 - (iii) A medical degree with a subspecialization in psychiatry.

(Board of Allied Mental Health and Human Services Professions, Commonwealth of Massachusetts, 262 CMR)

NOTE: If the on-site supervisor does not meet the above qualifications but has a masters degree in social work or a social service related discipline. The practicum student must receive additional weekly supervision from a faculty member with a CRC.

RESPONSIBILITIES OF PRACTICUM AND/OR INTERNSHIP SUPERVISORS AND PLACEMENT INSTITUTIONS

In order to facilitate a successful learning experience for practicum and/or internship students assigned to your institution and placed under your supervision, we recommend that you provide each student with the following services and arrangements:

- Desk space or other suitable working facilities, etc., as feasible to the work assignment.
- Individual supervision. We request that the placement institution **provide at least one hour of individual supervision to the practicum student/intern every week** in order to provide constructive critique of their performance and progress.
- Background information about the placement institution and the client population. Please prepare placement site personnel and prospective clients for the arrival of each practicum student and/or intern.
- Opportunities to engage initially in observational experiences during their first few days of the assignment, with increased responsibilities as you determine.
- Assignments that constitute work experience and responsibilities comparable to those expected of a professional rehabilitation counselor who might normally be assigned to the position or engaged in the same responsibilities to which the student has been assigned.
- **Provide opportunities for interns to audiotape/videotape counseling sessions (required for the internship only).**

PROFESSIONAL CONDUCT OF PRACTICUM STUDENTS AND INTERNS

- Students are expected to become familiar with and to be held accountable for all existing rules, requirements, and regulations of the school system, department, or institution to which they are assigned.
- Attendance is required of all students for all days of assignment and placement. Only valid and excusable reasons for absences should be accepted. Students are expected to notify both the On-site Supervisor and the University Supervisor on any given day when

illnesses or other emergencies interfere with or prevent their attendance at their assigned placement.

- Students are expected to attend all orientation sessions, staff meeting critique or evaluation sessions, day or evening schedules or meetings, etc., as the school system or institution may require.
- Students are required to attend a weekly Practicum and Internship Seminar held at the University of Massachusetts Boston. The seminars are a required part of their field placement experience and necessary in order to receive graduate credit for their practicum and internship assignments. They should therefore be excused from any assignments during such scheduled meetings. Notification of the specific time and evening of the week when the seminar is scheduled will be provided to you by the Practicum/Internship student.
- Any client information presented by students in the internship seminar or other classes will be presented and completed anonymously according to HIPPA guidelines.
- **Finally, students assume the responsibility of complying with all rules, policies, and regulations, approved codes for conduct and behavior, and legal and ethical standards of their respective professional state and national associations, as well as University, College and Department policies, regulations, and standards.**

ETHICAL VIOLATIONS

In the event that the practicum student or intern is suspected of engaging in ethical violations at the field placement site, the practicum/internship seminar faculty in consultation with the program director will gather information to ascertain the credibility of the allegations. If the allegations are found to be credible, the intern will be subject to review by a Department Ethics Committee. The Department Ethics Committee may conclude the following: a) verbal reprimand; b) written reprimand with reconciliation (writing paper on ethical violation); and/or recommend to practicum/internship seminar faculty to award a grade of F. **Any student that receives an F for the course must complete two additional consecutive semesters with a grade of B or better.**

SUCCESSFUL COMPLETION OF INTERNSHIP

All students must receive a minimum of two consecutive semesters of a grade of B or better. If a student receives less than a grade of B, he/she must complete two additional consecutive semesters with a grade of B or better.

QUESTIONS AND ANSWERS ABOUT THE PRACTICUM

Both the on-campus and on-line Rehabilitation Counseling programs are accredited by the Council on Rehabilitation Education (CORE). CORE (2010) accreditation standards regarding Practicum state the following:

D.1 Students shall have a minimum of 100 hours of supervised rehabilitation counseling Practicum experience with at least 40 hours of direct service to people with disabilities (not role-playing clients). Practicum students shall have experiences that increase their awareness and understanding of the differences in values, beliefs, and behaviors of individuals who are different from themselves.

What is a Practicum?

A practicum is:

- a pre-internship experience
- one semester
- a supervised 100 clock hour field experience
- completed in a clinic, day treatment program, residential program, school, etc.
- mostly observational activities are carried out at the placement
- requires 40 hours of direct contact with clients
- requires at least one hour of individual supervision weekly and 1½ hours per week of group supervision

The practicum on-site supervisor will complete an evaluation of student progress, and there will be an evaluation of student participation in a weekly seminar. The purpose of a practicum is to expose students to the operation and activities within a rehabilitation organization, and an opportunity to observe the provision of services to clients prior to taking on full responsibility in the internship. For those who have rehabilitation agency experience, the intent is to expose the student to a new environment and new information about models of providing rehabilitation counseling.

How do I obtain a practicum placement?

Obtaining a practicum placement site is a collaborative process between you the student, your advisor and the course instructor. The first step is to meet with your advisor and discuss the type of experience you would like to have and the population and specific type of agency you would like to observe and intern at. It is possible to complete the practicum placement in the same or different location from the internship. Select three or four sites which fit your interests and complete the following steps:

- Prepare an updated resume.
- Send the resume to the three or four sites with a cover letter stating your intent and that you will be calling in the near future to discuss the possibility of a practicum and/or internship experience.
- Call the contact person at each site and discuss meeting to explore practicum and/or

internship possibilities.

- Meet with the site supervisor and discuss the possibility of a practicum and/or internship experience. Be sure to take along copies of practicum and/or internship forms and requirements to show to the organization representative. Most importantly, check to be sure the agency has an approved supervisor. See qualifications of an approved supervisor.
- Select a site, complete the appropriate forms, and inform your advisor.

May I use my job as my practicum and/or internship site?

You may not use your current job as your practicum and/or internship except under special circumstances. The purpose of the field placement experience is to allow you to be exposed (primarily as an observer) to rehabilitation settings and populations you have not had an opportunity to experience previously. There are several other reasons why you cannot use your current work site as a practicum and/or internship. One reason is that there is potential for confusion concerning roles and responsibilities if you are both an employee and a student at the same site—dual roles. Also, you must present yourself accurately as an internship student.

A potential exception to using your work site as a practicum and/or internship may be when you work in a organization with several distinct programs. In such situations when there is minimal interaction between programs and clients served, you may complete a practicum and/or internship with the approval of your faculty advisor. In addition, you must be able to present yourself as a practicum student or intern to students and staff.

Timeline for obtaining a practicum site

To ensure that you begin participation on time, you should begin seeking a site at least three months prior to the start of classes.

Activities of the weekly classroom seminar

The seminar serves two purposes: 1) to support students in the experience of being a practicum/internship student (e.g. beginning entrance and socialization into the rehabilitation counseling profession, understanding agency functioning, interpretation of ethical issues, etc.); and 2) introduce students to the experience of documenting and presenting clinical material.

QUESTIONS AND ANSWERS ABOUT THE INTERNSHIP

The Rehabilitation Counseling Internship is also required of all students. It consists of closely supervised field experiences in a rehabilitation setting. Students are required to complete a total of 600 hours, 300 hours a semester. Included in the 600 hours is a requirement of 240 hours of direct service clock hours. The student intern must obtain proper liability insurance.

CORE (2010) accreditation standards regarding Internship state the following:

D.2 Students shall have supervised rehabilitation counseling internship activities that include a minimum of 600 hours of applied experience in an agency/program, with at least 240 hours of direct service to individuals with disabilities.

What is an Internship?

An internship is:

- two semesters
- a supervised 600-clock hour field experience
- completed in a vocational rehabilitation setting
- carry out rehabilitation counseling activities under supervision
- requires at least one hour of individual supervision weekly and one hour of group supervision

How do I obtain an internship placement?

Obtaining an internship placement site is a collaborative process between you the student, your advisor and the course instructor. The first step is to meet with your advisor and discuss the type of experience you would like to have and the population and specific type of agency you would like to observe and intern at. It is possible to complete the practicum placement in the same or different location from the internship. Select three or four sites which fit your interests and complete the following steps:

- Prepare an updated resume.
- Send the resume to the three or four sites with a cover letter stating your intent and that you will be calling in the near future to discuss the possibility of a practicum and/or internship experience.
- Call the contact person at each site and discuss meeting to explore internship possibilities.
- Meet with the site supervisor and discuss the possibility of an internship experience. Be sure to take along copies of internship forms and requirements to show to the organization representative. Most importantly, check to be sure the organization has an approved supervisor. See qualifications of an approved supervisor.
- Select a site, complete the appropriate forms, and inform your advisor.

May I use my job as my internship site?

You may not use your current job as your internship except under special circumstances. The purpose of the field placement experience is to allow you to be exposed (primarily as an

observer) to vocational rehabilitation settings and populations you have not had an opportunity to experience previously. There are several other reasons why you cannot use your current work site as an internship. One reason is that there is potential for confusion concerning roles and responsibilities if you are both an employee and a student at the same site—dual roles. Also, you must present yourself accurately as an internship student.

A potential exception to using your work site as an internship may be when you work in a organization with several distinct programs. In such situations when there is minimal interaction between programs and clients served, you may complete an internship with the approval of your faculty advisor. In addition, you must be able to present yourself as an intern to students and staff.

Timeline for obtaining an internship site

Due to the importance of meeting classroom and site requirements, you must begin internship site participation no later than the fourth week of the semester. To ensure that you begin participation on time, you should begin seeking a site at least three months prior to the start of classes.

Activities of the weekly classroom seminar

The seminar serves two purposes: 1) to support students in the experience of being a practicum/internship student (e.g. beginning entrance and socialization into the rehabilitation counseling profession, understanding agency functioning, interpretation of ethical issues, etc.); and 2) introduce students to the experience of documenting and presenting clinical material.

Field Placements in Rehabilitation Counseling

Students are free to develop their own practicum/internship sites, provided that the site meets the requirements for the practicum and internship. The program also has a list of rehabilitation agencies to consider for field placement.

Things to remember when calling:

- a. **If you are calling a site that is not listed in the internship directory, and you are calling general info numbers, ask to speak with the internship coordinator or ask if the agency is accepting master's level interns.**

- b. **Rehabilitation Students:** Explain the hours necessary to complete your practicum and internship and see if your needs and the agency's are a match. Also, explain the Rehabilitation Counseling Program briefly (M.S. in Rehabilitation Counseling; leads to certification as a CRC and licensure—LRC; pre-requisite course requirements are completed before beginning the field placement experience, etc.). You can provide the potential supervisor a copy of the Supervisor Handbook. In addition, always inquire about the following:
 - i. Will the on site supervisor provide at least one hour of face to face supervision weekly?
 - ii. Who is the on site supervisor? What are their qualifications? For a list of approved supervisors, see laws included in the practicum and internship handbook.
 - iii. **Be sure that the supervisor meets requirements for supervision.**
 - iv. Will you be able to complete 100 hours required for practicum or 600 clock hours required for the internship?
 - v. Does the site allow for taping of client sessions with client consent (required for the internship)?
 - vi. What is the application process?
 - vii. Does the agency/organization have a website to find out more information, or could they send you more information about the agency/organization?

*******Also, always be sure to verify information in the online internship directory prior to accepting a placement as STAFF CAN CHANGE RAPIDLY AND SO MAY THEIR POLICIES*******

Practicum Signed Agreement
Department of Counseling & School Psychology
Graduate College of Education
University of Massachusetts Boston

Student _____

Address _____

Telephone _____

Student Status M.S. _____ CAGS _____

Placement/Practicum Site _____

Brief Description of clientele _____

Total client contact hours on weekly basis _____

Site Address _____

Email _____ Phone _____

Supervisor: I HAVE READ AND UNDERSTAND THE REQUIREMENTS AND GUIDELINES FOR THE PRACTICUM AS STATED IN THE PRACTICUM HANDBOOK Students-In addition, I have read the procedural policies of the Practicum Institution and I AGREE to comply with them.

Student Signature Date _____

Practicum Site Supervisor Date _____

UMB Admissions & Field Placement Manager Date _____

Faculty Advisor Date _____

University Practicum Instructor Date _____

**Practicum Clock Hours
Rehabilitation Counseling**

University of Massachusetts Boston

Total Hours

Directions: List the *total hours* spent in total practicum contact for each day and week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					
Week 13					
Week 14					
Week 15					
Week 16					

Total hours: _____

Practicum Student's Signature

Date

Practicum Agency Supervisor's Signature

Date

University Supervisor's Signature

Date

**Practicum Clock Hours
Rehabilitation Counseling**

University of Massachusetts Boston

Client Contact Hours

Directions: List the hours spent in *client contact* for each day and week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					
Week 13					
Week 14					
Week 15					
Week 16					

Total client contact: _____

Practicum Student's Signature

Date

Practicum Agency Supervisor's Signature

Date

University Supervisor's Signature

Date

**Practicum Clock Hours
Rehabilitation Counseling**

University of Massachusetts Boston

Supervision Hours

Directions: List the hours spent in *supervision*, both individual and group supervision for each day and week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					
Week 13					
Week 14					
Week 15					
Week 16					

Total group: _____
Total individual: _____

Practicum Student's Signature

Date

Practicum Agency Supervisor's Signature

Date

University Supervisor's Signature

Date

Practicum Student Evaluation

Practicum Student: _____ **Semester** _____

Directions: Insert the rating which best describes your evaluation of the student you have supervised during the past term using the scale provided below. If you have any questions, please contact the designated University faculty. We wish to thank you for your time and effort devoted to this critical training experience for our students.

Rating Scale: 1-No basis for appraisal 2-Unsatisfactory/Poor 3-Below Average/Fair 4-Average/ Satisfactory 5-Above Average/Good 6-Outstanding/Superior

Competencies

Developed a clear understanding of the agency's functions and mission _____

Functioned in a professional manner within the agency _____

Abided and exhibited an understanding of the ethics pertinent to Rehabilitation Counselor certification/licensure _____

Demonstrated initiative and willingness to go beyond basic assignments _____

Professional and personal growth as a result of this practicum experience _____

General evaluation of practicum experience and performance of student _____

Comments:

(Signature of Evaluator)

Date

University of Massachusetts, Boston
Department of Counseling & School Psychology
Student Practicum Site Evaluation (Student Feedback)
Rehabilitation Counseling Program

Student Counselor: _____ Placement period: _____

Name of agency/organization: _____

Address of placement: _____

Placement phone: _____ Email: _____

Name and license/certification of supervisor:

Please indicate which counseling program(s) you completed: _____

_____ On_Campus Program

_____ On_line Program

Purpose: The purpose of the practicum evaluation is to gather information about your experience in completing the field placement requirement. The information you provide will be used in assessing the degree to which the placement meets program requirements. We thank you for your time and effort in completing this survey as the field placement experience is an essential part of students' training.

Instructions: Please circle the response that best describes your evaluation of the agency/organization and your supervisor.

Rating Scale: 1-poor 2-fair 3-average 4-above average 5-superior

Agency/Organization Characteristics

1 2 3 4 5 Orientation to the organization was helpful

1 2 3 4 5 Provides sufficient opportunity to learn about policies and rules

1 2 3 4 5 Student intern is encouraged to engage in in-service trainings

- 1 2 3 4 5 Provides adequate office space and supplies to student intern
- 1 2 3 4 5 Opportunities for learning and reviewing required paperwork are sufficient
- 1 2 3 4 5 Activities are conducive to acquiring and strengthening counseling skills
- 1 2 3 4 5 Student is encouraged to observe/shadow various counseling interventions
- 1 2 3 4 5 Environment is conducive to developing student's learning
- 1 2 3 4 5 Site duties for student meet program requirements
- 1 2 3 4 5 Provides ample opportunity to increase understanding of and observe counseling with clients of diverse populations
- 1 2 3 4 5 Agency personnel were receptive to my participation in the organization

Supervision

- 1 2 3 4 5 Supervisor provides at least 1 hour weekly of individual supervision from a certified/licensed supervisor with required credentials
- 1 2 3 4 5 Supervisor provides weekly group supervision from a certified/licensed supervisor with required credentials
- 1 2 3 4 5 Supervisor demonstrates professional clinical/counseling practices and adherence to the ACA Code of Ethics and the CRCC Code of Ethics.
- 1 2 3 4 5 Supervisor demonstrates and shares knowledge of different counseling modalities, connecting theory to practice
- 1 2 3 4 5 Supervisor demonstrates flexibility in teaching different counseling approaches to student intern depending on the situation

1 2 3 4 5 Supervisor was respectful and receptive to my questions

1 2 3 4 5 Supervisor demonstrates openness to others' opinions and value

1 2 3 4 5 Expectations of student are appropriate

Overall Experience

1 2 3 4 5 Overall experience at placement

___yes ___no Would you recommend this placement site to other students?

Strengths of site:

Weaknesses of site:

Do you have any suggestions to improve this site as a practicum placement?

Additional Comments:

Required Documentation for Internship

The following documentation is due prior to beginning the internship placement:

Internship

- Liability Insurance
- Signed Internship Contract
- Copy of supervisor's license/certification
- Signed statement indicating that the supervisor has at least 5 years of post-graduate work experience on letterhead
- Site Description Form
- General Information Form

**University of Massachusetts, Boston
Rehabilitation Counseling Program**

Field Supervisor and Site Information Form

- I am interested in providing supervision to rehabilitation counseling interns from the University of Massachusetts, Boston during the 2011-2012 academic school year.
- I am not interested in providing supervision to rehabilitation counseling interns from the University of Massachusetts, Boston during the 2011-2012 academic school year.

Organization Name: _____ Telephone: _____

Supervisor Name: _____ Fax: _____

Address: _____

Website: _____ Email: _____

Type of Licensure: _____ Number of years of post-graduate work experience: _____

- CRC
- LRC
- LMHC
- LICSW
- LMFT
- Licensed Psychologist
- Other: Please Specify _____

Number of hours you provide weekly *individual* supervision to interns: _____

Number of hours you provide weekly *group* supervision to interns: _____

What percentage of time do interns provide direct face-to-face rehabilitation counseling? _____%

Interview taping permitted with client's consent?

- Yes
- No

How many hours do interns work weekly? _____

Can/Must interns work on evenings/weekends?_____

Please list the site duties interns are expected to fulfill:

Please describe the clientele your agency serves:

Additional Notes:

General Information Form for Students
Internship Placement Site

Graduate College of Education
 Department of Counseling and School Psychology
 University of Massachusetts Boston

Student Information:

Name:

Address:

Telephone:

Email:

Student ID:

Student Status (Circle appropriate): **M.S.** **C.A.G.S.**

Program (Circle appropriate): **Family Therapy** **Mental Health**

Forensic Counseling Concentration **School Adjustment Concentration**

Rehabilitation **School Counseling** **School Psychology**

Placement Institution/Agency/School Information

Organization Name:

Address:

Telephone Number:

Email:

Program Director:

On-Site Supervisor:

Information Pertaining to University of Massachusetts Boston

Faculty Advisor:

Date Admitted to Program:

Internship Seminar Instructor:

INTERNSHIP PLACEMENT CONTRACT

I HAVE READ AND UNDERSTAND AND AGREE TO THE FOREGOING GUIDELINES FOR PLACEMENT. In addition, I have read the procedural policies of the Internship Placement Institution and AGREE TO COMPLY with them. I, the undersigned graduate student, also agree that during the course of my internship, I will observe the following arrangements and fulfill the following requirements:

1. **DURATION:** My internship will run from _____ to _____.
2. **HOURS PER WEEK:** I shall be expected to serve approximately _____ hours per week.
3. **LOCATION:** I shall perform my internship at _____.
4. **DUTIES:** I shall be expected to perform the following specific task(s):

5. **WRITTEN RECORD:** I will maintain a detailed written record of activities in which I am involved and observation(s) I make during my internship as follows:

6. **OTHER REQUIREMENTS(S):** I will participate in other related activities as follows:

7. **SUPERVISION:** At the internship placement I will be supervised by:

8. **QUALIFICATIONS OF SUPERVISOR:** _____

***ALL STUDENTS WILL ACQUIRE PROFESSIONAL LIABILITY INSURANCE AND PROVIDE A COPY TO THE DEPARTMENT ADMINISTRATIVE ASSISTANT**

Signature of Student: _____

Internship Supervisor: _____

UMASS Boston Faculty Advisor: _____

University Internship Instructor: _____

INFORMED CONSENT TO AUDIO OR VIDEOTAPE

My signature below attests that my consent to be audio or videotaped has been explained to me, and I understand the following:

- I am not obligated to be audio or videotaped and I am under no requirement to have this session recorded.
- I am allowed to withdraw my permission at any time during or after the session. My access to counseling services at this agency will not be affected by my decision not to be audio or videotaped.
- I have the right to review this recording with my counselor during a counseling session.
- My counselor trainee receives supervision both at this agency _____, and by university faculty at University of Massachusetts Boston.
- This audio or video tape will be reviewed during a small supervisory group meeting at University of Massachusetts Boston by faculty and other counselors in training in order to assist with counseling trainee development.
- I understand that typically no names will be mentioned in supervisory group meetings; if a name is mentioned, only my first name will be used.
- The contents of the audio or videotape will be kept confidential within the supervision group at University of Massachusetts Boston.
- The audio or video tape will be erased or destroyed upon completion of the supervisory review of this session unless further supervision is deemed necessary.
- This consent expires 180 days from the date of my signature below. I may revoke my consent at any time prior to the expiration date by submitting to my counselor in training trainee a request to withdraw my permission.
- The original copy of this consent form will be kept in my records with this agency.
- I may contact the Department of Counseling and School Psychology with questions about this consent form, at (617) 287-7602.

(Signature of Client) (Date)

(Signature of Parent/Guardian if Client is under 18) (Date)

(Signature of Counselor) (Date)

(Signature of Site Supervisor) (Date)

**Internship Clock Hours
Rehabilitation Counseling**

University of Massachusetts Boston

Total Hours

Directions: List the *total hours* spent in total internship contact for each day and week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					
Week 13					
Week 14					
Week 15					
Week 16					

Total hours: _____

Internship Student's Signature

Date

Internship Agency Supervisor's Signature

Date

University Supervisor's Signature

Date

**Internship Clock Hours
Rehabilitation Counseling**

University of Massachusetts Boston

Client Contact Hours

Directions: List the hours spent in *client contact* for each day and week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					
Week 13					
Week 14					
Week 15					
Week 16					

Total client contact: _____

Internship Student's Signature

Date

Internship Agency Supervisor's Signature

Date

University Supervisor's Signature

Date

**Internship Clock Hours
Rehabilitation Counseling**

University of Massachusetts Boston

Supervision Hours

Directions: List the hours spent in *supervision*, both individual and group supervision for each day and week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					
Week 13					
Week 14					
Week 15					
Week 16					

Total individual: _____

Total group: _____

Internship Student's Signature

Date

Internship Agency Supervisor's Signature

Date

University Supervisor's Signature

Date

**University of Massachusetts at Boston
Internship Evaluation/Rehabilitation Counseling**

Student Counselor _____

Placement
Period Fall 20__
Spring _____

Agency _____

Name and position of supervisor/rater _____

*Directions: Circle the response that **best** describes your evaluation of the student you have supervised during the past term using the scale provided below. If you have any questions, please contact the designated University faculty. We wish to thank you for your time and effort devoted to this critical training experience for our students.*

Rating Scale: 1-Poor 2-fair 3-average 4-above average 5-superior

Interpersonal /Personal Skills

Able to establish appropriate relationships with clients	1 2 3 4 5 NA
Demonstrates good ethical standards and maintains confidentiality	1 2 3 4 5 NA
Demonstrates interpersonal sensitivity	1 2 3 4 5 NA
Demonstrates awareness of own strengths and weaknesses	1 2 3 4 5 NA
Demonstrates an openness to growth and learning	1 2 3 4 5 NA
Conducts self in a professional manner	1 2 3 4 5 NA
Is accepting of others values	1 2 3 4 5 NA

Counseling Skills

Demonstrates acceptance of others values	1 2 3 4 5 NA
Able to provide theoretical rationale for use of counseling procedures	1 2 3 4 5 NA
Demonstrates ability to apply research and theory to practice	1 2 3 4 5 NA
Demonstrates empathic ability	1 2 3 4 5 NA
Is flexible in using different counseling approaches which are appropriate for the situation	1 2 3 4 5 NA
Demonstrates use of different counseling modalities	1 2 3 4 5 NA
Demonstrates and applies knowledge of major theories of counseling	1 2 3 4 5 NA
Demonstrates an understanding of human relationships (conditions of counseling e.g. positive regard, genuineness, etc)	1 2 3 4 5 NA
Demonstrates basic counseling skills of communication interview strategies and diagnostic awareness	1 2 3 4 5 NA
Demonstrates the ability to formulate with the client a manageable definition of the problem and define appropriate goals	1 2 3 4 5 NA
Demonstrates the ability to facilitate client's movement toward the identified goals	1 2 3 4 5 NA

Use of Community Resources/Case Management Skills

Demonstrates an awareness of community resources	1	2	3	4	5	NA
Demonstrates the appropriate use of community resources	1	2	3	4	5	NA
Demonstrates the ability to help clients appropriately use community resources	1	2	3	4	5	NA
Uses time effectively	1	2	3	4	5	NA
Maintains required paperwork effectively and efficiently	1	2	3	4	5	NA
Able to coordinate multiple tasks effectively and efficiently	1	2	3	4	5	NA
Able to write and implement individual plan	1	2	3	4	5	NA

Assessment Skills

Able to identify appropriate tests to administer based upon clients needs and issues	1	2	3	4	5	NA
Able to administer tests appropriate to education level	1	2	3	4	5	NA
Able to interpret test results for clients appropriately and sensitively	1	2	3	4	5	NA
Able to summarize and integrate test results in a plan	1	2	3	4	5	NA

Overall Evaluation

Overall evaluation of the performance of student

1 2 3 4 5 NA

If student was an applicant for full-time
employment in your system as a rehabilitation
counselor would you hire him or her?yes no**Comments:**

(Signature of Evaluator)

(title/rank)

Thank you very much for your cooperation and participation!

**University of Massachusetts, Boston
Department of Counseling & School Psychology
Agency/Supervisor Internship Evaluation Form (Student Feedback)
Rehabilitation Counseling Program**

Student Counselor: _____ Placement period: _____

Name of agency/organization: _____

Address of placement: _____

Placement phone: _____ Email: _____

Name and license of supervisor: _____

Please indicate which counseling program(s) you completed: _____

Purpose: The purpose of the internship evaluation is to gather information about your experience in completing the field placement requirement. The information you provide will be used in assessing the degree to which the placement meets program requirements. We thank you for your time and effort in completing this survey as the field placement experience is an essential part of students' training.

Instructions: Please circle the response that best describes your evaluation of the agency/organization and your supervisor.

Rating Scale: 1-poor 2-fair 3-average 4-above average 5-superior

Agency/Organization Characteristics

1 2 3 4 5 Orientation to the organization was helpful

1 2 3 4 5 Provides sufficient opportunity to learn about policies and rules

1 2 3 4 5 Student intern is encouraged to engage in in-service trainings

1 2 3 4 5 Provides adequate office space and supplies to student intern

- 1 2 3 4 5 Opportunities for learning and reviewing required paperwork are sufficient
- 1 2 3 4 5 Activities are conducive to acquiring and strengthening counseling skills
- 1 2 3 4 5 Student intern is encouraged to engage in various roles, duties and responsibilities of a rehabilitation counselor
- 1 2 3 4 5 Environment is conducive to developing student intern's learning
- 1 2 3 4 5 Site duties for student intern meet program requirements
- 1 2 3 4 5 Provides ample opportunity to increase understanding of and engage in counseling with clients of diverse populations
- 1 2 3 4 5 Agency personnel were receptive to my participation in the organization

Supervision

- 1 2 3 4 5 Provides at least 1 hour weekly of individual supervision from a licensed supervisor with required credentials
- 1 2 3 4 5 Provides weekly group supervision from a licensed supervisor with required credentials
- 1 2 3 4 5 Demonstrates professional clinical/counseling practices and adherence to the ACA Code of Ethics and the CCRC Code of Ethics.
- 1 2 3 4 5 Supervisor demonstrates and shares knowledge of different counseling modalities, connecting theory to practice
- 1 2 3 4 5 Supervisor demonstrates flexibility in teaching different counseling approaches to student intern depending on the situation
- 1 2 3 4 5 Supervisor was respectful and receptive to my questions

- 1 2 3 4 5 Demonstrates openness to others' opinions and values
- 1 2 3 4 5 Challenges intern to develop and implement appropriate counseling skills
- 1 2 3 4 5 Provides appropriate level of instruction and guidance in developing clinical hypotheses when needed
- 1 2 3 4 5 Provides sufficient instruction and guidance regarding treatment planning and accessing necessary community resources and referrals
- 1 2 3 4 5 Expectations of student intern are appropriate

Overall Experience

1 2 3 4 5 Overall experience at placement

___yes ___no Would you recommend this placement site to other students?

Comments:

Thank you very much for your participation in the survey!

**UNIVERSITY OF MASSACHUSETTS BOSTON
GRADUATE COLLEGE OF EDUCATION
DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY
REHABILITATION COUNSELING PROGRAM**

Rehabilitation Counseling Student Exit Survey

Instructions:

This is survey in entirely anonymous and confidential. Participant demographics and ratings and have been developed so participant identity cannot be determined from responses to the survey. Information from the survey will be used to satisfy CORE accreditation review policies and to provide information for making program improvements.

Part 1: Demographic data

1. What is your gender?
 - Female
 - Male

2. What is your race/ethnicity
 - Hispanic/Latino
 - African American
 - Native American
 - Caucasian
 - Pacific Islander
 - Asian American
 - Arab American
 - Other _____

3. What degree did you obtain from the Counselor Education Program at the University of Massachusetts Boston?
 - M.S. Rehabilitation Counseling
 - C.A.G.S. Rehabilitation Counseling

Part 2: Quality of the Curriculum

Please rate the following items to indicate how well you believe that the course work at the University of Massachusetts Boston has prepared you for work as a rehabilitation counselor.

4. Instruction I received adequately prepared me for satisfactorily handling legal, ethical and professional development issues associated with rehabilitation counseling.
 - Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree

5. Instruction I received adequately prepared me for working effectively with clients from diverse backgrounds, (e.g., differences in race, socioeconomic class, culture and gender).
 - Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree

6. Instruction I received adequately prepared me to identify and work effectively with personality, human growth and developmental issues of clients.
 - Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree

7. Instruction provided the necessary knowledge for me to assist clients with career/vocational development.
 - Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree

8. Instruction I received provided me with the necessary knowledge for me to assist clients with case management needs.
 - Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree

9. Instruction I received adequately prepared me to understand medical and psychological aspects of disabilities.
- Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree
10. Instruction I received adequately familiarized me with the basic group counseling theories, dynamics and principals, as well as developing group leadership skills to facilitate task, psychoeducational and group counseling.
- Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree
11. Instruction I received in appraisal was sufficient for understanding the importance of test reliability as well as administration and application of the assessment instruments appropriate for clients accessing rehabilitation counseling services.
- Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree
12. Instruction I received familiarized me with counseling skills in the dynamics of families and the systems in which they are embedded.
- Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree
13. Instruction I received adequately familiarized me with the use of technology and statistical methods in counseling (e.g., qualitative, quantitative, single case design) for conducting counseling research.
- Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree

14. Instruction I received adequately familiarized me with the rehabilitation counseling profession and current issues facing rehabilitation counselors.

- Strongly disagree
- Disagree
- Undecided
- Agree
- Strongly agree

15. Instruction I received adequately familiarized me with the basic counseling theories and fundamental counseling mechanics, including but not limited to empathy, reflective listening and paraphrasing.

- Strongly disagree
- Disagree
- Undecided
- Agree
- Strongly agree

Part 3: Quality of Field Placement Experience

Please rate field experiences provided by the Rehabilitation Counseling Program at the University of Massachusetts Boston by indicating a response for each item below.

Instruction and supervision I received during my Practicum and Internships from my **site supervisor** satisfactorily prepared me to effectively deliver:

16. Individual and group work.

- Strongly disagree
- Disagree
- Undecided
- Agree
- Strongly agree

17. Intake Evaluations.

- Strongly disagree
- Disagree
- Undecided
- Agree
- Strongly agree

18. Treatment planning.

- Strongly disagree
- Disagree
- Undecided
- Agree
- Strongly agree

19. Counseling to diverse populations using culturally sensitive interventions.
- Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree
20. Feedback to clients about assessment instruments when appropriate.
- Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree
21. Career/vocational development
- Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree
22. Referral and use of community resources.
- Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree
23. Record keeping and other documentation.
- Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree
24. My on-site internship supervisor met with me regularly and provided feedback and guidance that helped me become a more effective rehabilitation counselor.
- Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree

Instruction and supervision I received during my Practicum and Internships from my **university supervisor** satisfactorily prepared me to effectively provide:

25. Individual and group work.

- Strongly disagree
- Disagree
- Undecided
- Agree
- Strongly agree

26. Intake Evaluations.

- Strongly disagree
- Disagree
- Undecided
- Agree
- Strongly agree

27. Treatment planning.

- Strongly disagree
- Disagree
- Undecided
- Agree
- Strongly agree

28. Counseling to diverse populations using culturally sensitive interventions.

- Strongly disagree
- Disagree
- Undecided
- Agree
- Strongly agree

29. Feedback to clients about assessment instruments when appropriate

- Strongly disagree
- Disagree
- Undecided
- Agree
- Strongly agree

30. Career/vocational development.

- Strongly disagree
- Disagree
- Undecided
- Agree
- Strongly agree

31. Referral and use of community resources.
- Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree
32. Record keeping and other documentation.
- Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree
33. My university supervisor provided feedback and guidance that helped me become a more effective rehabilitation counselor.
- Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree
34. Overall, I am satisfied my practicum and internship experiences prepared me for working as a rehabilitation counselor.
- Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree

Part 4: Quality of Advising

Please rate advising provided by the faculty at the University of Massachusetts Boston by marking a response for each of the items below.

35. My advisor kept office hours and appointments.
- Strongly disagree
 - Disagree
 - Undecided
 - Agree
 - Strongly agree
36. My advisor responded to my inquiries in a timely manner.
- Strongly disagree
 - Disagree
 - Undecided

- Agree
- Strongly agree

37. My advisor was knowledgeable of academic policies and curricular and graduation requirements.

- Strongly disagree
- Disagree
- Undecided
- Agree
- Strongly agree

38. My advisor was helpful and responsive and was interested in my well-being and in my concerns.

- Strongly disagree
- Disagree
- Undecided
- Agree
- Strongly agree

39. Overall, I am satisfied with the assistance provided by my academic advisor.

- Strongly disagree
- Disagree
- Undecided
- Agree
- Strongly agree

40. Comments that you would like to offer that may help faculty to continue to upgrade and improve preparation of rehabilitation counselors.

Mental Health Professions[CMR 262](#)**Rules and Regulations
4.00: Requirements For Licensure
As a Rehabilitation Counselor****4.01: Licensure Requirements**

(1) **Preface.** To qualify for licensure as a rehabilitation counselor, pursuant to the requirements of M.G.L. c. 112, § 165, as amended, an applicant must provide evidence satisfactory to the Board that the professional standards and education experience requirements described in 262 CMR 4.01(3) have been met by the applicant.

All licensed rehabilitation counselors are charged with having knowledge of the existence of 262 CMR and required to practice rehabilitation counseling in accordance with them.

(2) Definitions.**Approved Supervisor.**

- (a) A rehabilitation counselor currently certified as a CRC by the CRCC;
- (b) a currently licensed rehabilitation counselor, or an individual who meets the qualifications for licensure as a rehabilitation counselor by the Board; or
- (c) a person who has a minimum of five years of clinical experience in rehabilitation counseling and either:
 1. a master's degree in rehabilitation counseling or a related field;
 2. a doctorate in psychology; or
 3. a medical degree with a subspecialization in psychiatry.

Board. Board of Allied Mental Health and Human Services Professions.

CRCC. The Commission on Rehabilitation Counselor Certification.

CRC. Certified Rehabilitation Counselor credential issued by the CRCC.

Full Time. 35 hours per week/48 weeks per year.

Graduate Level Course. Three credit semester or four credit quarter graduate level course.

Group Supervision. A regularly scheduled meeting of not more than six rehabilitation professionals with an approved supervisor for a period of at least one hour. "Peer" supervision will not be considered to be qualifying supervision for these purposes.

Individual Supervision. A meeting of not more than one or two rehabilitation professionals with an approved supervisor for a period of at least one hour.

Internship.

(a) A distinctly defined, post-practicum, supervised curricular experience intended to enable the rehabilitation counselor to refine and enhance basic rehabilitation counseling skills, develop more advanced rehabilitation counseling skills, and integrate professional knowledge and skills pertinent to the initial post-graduate professional experience.

(b) An internship completed after the award of a qualifying graduate degree must include a clearly defined program and schedule of services and duties to be performed by the intern. Written evaluations of the performance of the interns, as well as an evaluation of the internship experiences by the intern, must be included in post-graduate internships.

Licensure Examination. The examination for licensure as a rehabilitation counselor shall be the CRCC Certification Examination. The CRC credential/certification is not required for licensure. The licensure examination is administered two times per year by the CRCC. For information on sites, dates of administration, and fees, contact the CRCC.

Recognized Educational Institution. An educational institution licensed by the state in which it is located which meets national standards for the granting of a master's or doctoral degree. "National Standards" shall be deemed to include, but not be limited to, approval by the United States Department of Education.

Related Field. Counselor education, psychology, counseling psychology, education with a concentration in counseling or psychology, or other field determined by the Board to be a related field.

Supervised Clinical Experience. A minimum total of 200 hours of group and individual supervision in the clinical practice of rehabilitation counseling by an approved supervisor. A minimum of 100 hours of the required minimum 200 hours of supervision must be individual supervision.

(3) **Licensure Eligibility.** A candidate for licensure as a rehabilitation counselor must meet the requirements set forth in 262 CMR 4.01(3)(a) through (e).

(a) **A Master's or Doctoral Degree in Rehabilitation Counseling or a Related Field from a Recognized Educational Institution.** The graduate degree program of study must have included an internship. If an applicant's master's or doctoral degree program of study consisted of less than 48 semester hours, or, if the applicant's

master's or doctoral degree program of study did not include the courses listed in 262 CMR 4.01(3)(b) and/or an internship, evidence of completion of graduate level courses and/or an internship outside of the degree program sufficient to meet the 48 semester hour, course and internship requirements, must be submitted to the Board for review and approval. An applicant who was awarded a graduate degree from a combined professional graduate program must submit the program of study for such combined program for review and approval of such program by the Board;

(b) Successful completion of one graduate level course in each of the following content areas (Total courses required = 5):

- Job Placement/Development/Vocational Analysis/Transferable Skill Development
- Vocational Assessment and Evaluation
- Vocational and Affective Counseling
- Rehabilitation Plan Development
- Medical Aspects of Disabilities

(c) A minimum of two years full-time, post-master's degree supervised clinical experience or equivalent part-time, work experience in rehabilitation counseling in a clinic or hospital licensed by the Department of Mental Health or accredited by the Joint Commission on Accreditation of Hospitals or in an equivalent center or institute, or under the direction of an approved supervisor. Applicants who have completed a qualifying master's degree consisting of a 48 semester hour program of study which included an internship may be credited a maximum of $\frac{1}{2}$ of the total number of hours of the internship experience toward the clinical experience requirement;

(d) Successful completion of a Supervised Clinical Experience; and

(e) Achievement of a passing score on the licensure examination. If an applicant is currently a CRC in good standing, a copy of the applicant's CRCC membership certificate may be submitted with the licensure application in lieu of an examination score report from the CRCC.

REGULATORY AUTHORITY

262 CMR 4.00: M.G.L. c. 112, §§ 163 through 172, c. 13, §§ 88 through 90, St. 1987 c. 521, as amended by St. 1989 c. 720 and St. 1990 c. 477.

Code of Professional Ethics for Rehabilitation Counselors

The new Code of Professional Ethics for Rehabilitation Counselors, effective January 1, 2010, may be viewed at the following link:

http://www.crccertification.com/pages/crc_crc_code_of_ethics/10.php

CRCC Recommended Citation:

Commission on Rehabilitation Counselor Certification. (2009). *Code of professional ethics for rehabilitation counselors*. Schaumburg, IL: Author.

The code is developed and administered by the Commission on Rehabilitation Counselor Certification (CRCC®) 1699 East Woodfield Road, Suite 300, Schaumburg, Illinois 60173, (847) 944-1325

<http://www.crccertification.com>