



Guidebook

**PSY 660: Mental Health Counseling
Pre-Practicum**

PSY 661: Social Justice Pre-Practicum

Updated 6.04.16



A message to Graduate Students in Counseling:

The purpose of the pre-practicum component is to introduce graduate counseling students to clinical mental health delivery systems, practice settings, and professional social justice and advocacy roles through service learning in community organizations and agencies. Students will engage in non-counseling activities in order to gain knowledge of available community services for future clientele referral and in order to learn the skills of social action and advocacy. In addition, these experiences offer the opportunity for students to network with members of the mental health profession, the activist and advocacy community, and local resource people/organizations.

Through pre-practicum activities, you will be able to further investigate areas of professional interest related to clientele or practice settings without participating in actual clinical work and to apprentice with professional activists engaging in systemic community change. Hopefully, this will help you gather information that will further your goals as a helping professional.

Florida licensure laws require students to obtain 1000 hours of community-based practice prior to graduation. The Graduate Studies in Counseling curriculum includes the Mental Health Counseling and the Social Justice Pre-practica (described in this guidebook), a Clinical Practicum, and a Clinical Internship.

The following offers a timetable for the distribution of experience during the master's program:

Hours	Program Component	Expected Completion (Full Time Students)	(Part Time Students)
100	Mental Health Pre-practicum	August 15 th of 1 st Year	February 15 th of 2 nd Year
100	Social Justice Pre-Practicum	August 15 th of 2 nd Year*	August 15 th of 3 rd Year*
100	Practicum (40 direct contact hours)	Tenth week of final Fall Semester	
700	Internship (240 direct contact hours)	End of final Spring Semester - Graduation	

*ALL 200 PRE-PRACTICUM HOURS AND CORRESPONDING PAPERWORK MUST BE SUBMITTED AND APPROVED BY THE ROLLINS CLINICAL PRACTICE COORDINATOR IN ORDER TO BEGIN PRACTICUM/INTERNSHIP IN THE LAST YEAR OF THE PROGRAM, AS INDICATED BY A GRADE OF CR FOR PSY 660 and PSY 661.

By participating in this pre-practicum requirement, you will connect classroom learning with personal observations and experiences, making the mental health counseling and social justice curriculum more relevant. You will also be better prepared for your practicum and internship.

This is a self-initiated component in collaboration with the Graduate Counseling Clinical Practice and Assessment Coordinator, Dr. Kyle Baldwin. As a professional, in consultation with Dr. Baldwin, you will be determining how and when you fulfill this requirement. You will be responsible for maximizing this learning experience in a manner that is congruent with your vision as a mental health counselor and a social justice practitioner. You are responsible for documenting your pre-practicum and writing reflection papers about how key experiences are relevant to your development as a counselor and an advocate. You will also participate in peer consultation groups to debrief your experiences and share your observations with your colleagues.

Dr. Baldwin will assist you in the process. She will help you in locating pre-practicum sites, schedule and facilitate student group discussions to debrief your pre-practicum experiences, check your documentation, and evaluate your progress. Consult Dr. Baldwin to identify appropriate pre-practicum sites, outline your planned activities, and complete your pre-practicum placement agreements. Please remember that as an extension of the Rollins' Graduate Studies in Counseling program, you are expected to display professionalism and ethical behavior at all times.

PSY 660: Pre-Practicum in Mental Health Counseling (1 credit course)

PSY 661: Pre-Practicum in Social Justice and Advocacy (1 credit course)

Course Schedule: Activities related to these courses may commence the first semester of enrollment in the graduate program. Students will register for PSY 660 during the spring semester of their first year (full time) or spring semester of their second year (part-time). Students will register for PSY 661 during the spring semester of their second year (full time) or spring semester of their third year (part-time).

Instructor: Dr. Kyle Baldwin
 Clinical Practice and Assessment Coordinator
 Rollins Graduate Studies in Counseling
 Office: 407-628-6314
 Cell: 407-921-2700
 E-mail: kdbaldwin@rollins.edu

Definitions Relevant to the Pre-Practica

Clinical Mental Health Pre-Practicum Setting: *Clinical mental health settings are defined as agencies and delivery systems that provide mental health-related services to clientele.*

Social Justice: *Social justice reflects a fundamental valuing of fairness and equity in resources, rights, and treatment for individuals and groups of people who are marginalized and do not share equal power in society because of their immigration, racial, ethnic, age, socioeconomic, religious heritage, physical ability, sexual orientation, gender identity, ability/disability, etc.*

(Constantine, Rage, Kindaichi & Bryant, 2007; Fondacaro & Weinberg, 2002; Prilleltensky & Nelson, 1997).

Social Advocacy: *Individual or collective actions taken by counselors serving as change agents to correct injustices or improve conditions for the benefit of an individual, a group, and society in general by advocating for laws, policies, programs, and services that are equitable and responsive to the unique needs of marginalized, disenfranchised, or disempowered individuals or groups of people.* (CACREP Standards, 2009; Constantine, Rage, Kindaichi & Bryant, 2007; Osborne, Collison, House, Gray, Firth, Lou, 1998)

Pre-Practica Course Descriptions

PSY 660: Pre-Practicum in Mental Health Counseling

This pre-practicum course introduces graduate counseling students to clinical mental health delivery systems, professional roles, and practice settings through service learning in community mental health agencies. Students are expected to participate in 100 hours of fieldwork experience during their first year in the program as partial fulfillment of pre-degree experience requirements for Florida licensure. Students enroll in this course in the spring term of their first year. The course is graded as credit-no credit.

PSY 660: Course Knowledge and Skill Outcomes:

Expected Student Learning Outcomes for this Course <i>The student will demonstrate knowledge, skills, and practices necessary for success as a professional counselor via his or her participation in key learning activities in this course.</i> Content covered includes:	SLO	Learning activities that facilitate development of knowledge, skills, and/or practices of this content:	SLO Assessment Point <i>By Rubric or Exam Score</i>
2.F.1.b. the multiple professional roles and functions of counselors across specialty areas, and their relationships with other human service and integrated behavioral health care systems, including interagency and interorganizational collaboration and consultation	S	On-site pre-practicum; Readings; Mental Health Counseling Reflection Paper	
5.C.3.d. strategies for interfacing with integrated behavioral health care professionals	S	On-site pre-practicum; Readings; Site Coordinator's Evaluation	Rubric
Professional Counselor Conduct and Dispositions	S	Site Coordinator's Evaluation	Rubric

PSY 661: Pre-Practicum in Social Justice and Advocacy

This pre-practicum course introduces graduate counseling students to professional social justice and advocacy roles through service learning in community organizations and agencies. Students are expected to participate in 100 hours of social justice fieldwork experience during their second year in the program as partial fulfillment of the pre-degree experience requirements for Florida licensure. Students enroll in this course in the spring term prior to the semester of enrollment in PSY 680: Practicum and Internship I in a Clinical Mental Health Setting. The course is graded as credit/no-credit.

PSY 661: Course Knowledge and Skill Outcomes:

Expected Student Learning Outcomes for this Course <i>The student will demonstrate knowledge, skills, and practices necessary for success as a professional counselor via his or her participation in key learning activities in this course.</i> Content covered includes:	SLO	Learning activities that facilitate development of knowledge, skills, and/or practices of this content:	SLO Assessment Point <i>By Rubric or Exam Score</i>
2.F.1.e. advocacy processes needed to address institutional and social barriers that impede access, equity, and success for clients	S	On-site pre-practicum; Readings	
2.F.2.e. the effects of power and privilege for counselors and clients	S	On-site pre-practicum; Readings; Social Justice and Advocacy Reflection Paper	Rubric
5.C.3.e. strategies to advocate for clients and mental health counseling	S	On-site pre-practicum; Readings; Site Coordinator's Evaluation	Rubric
Professional Counselor Conduct and Dispositions	S	Site Coordinator's Evaluation	Rubric

Required Learning Experiences and Assignments

Pre-Practicum Time Commitment:

A total of **200 clock hours** will be divided equally between two components:

- **PSY 660: Clinical Mental Health Setting Pre-Practicum components**
 - Minimum of 100 hours at one site
- **PSY 661: Social Justice/Advocacy Pre-Practicum components**
 - Minimum of 100 hours at one site

- **General Guidelines**
 - Students are expected to be responsible for planning their pre-practicum schedules and may accumulate hours at anytime during the year, including between semesters.
 - Once a pre-practicum sequence begins, students are required to schedule a **minimum of 5 hours per week** at the pre-practicum sites, and participate at the site weekly for continuous weeks until the 100 hours are completed (unless other arrangements are permitted by the site coordinator AND the Clinical Practice and Assessment Coordinator).
 - Pre-practicum experience must be obtained separate from any employment responsibilities.
 - Student may not be compensated for pre-practicum activities.
 - Experiences accumulated prior to beginning the Graduate Studies in Counseling program may not be credited toward requirement.

Note: Early termination from a site will require the student to write a letter to the site contact and the department chair explaining the reason for the change in commitment.

Student Functions and Roles:

- **Clinical Mental Health Pre-Practicum**
 - Interact with clientele in non-direct counseling roles (e.g., can co-facilitate activities such as a psychoed group, attend community meetings, participate in intake procedure in conjunction with clinical staff, participate in outreach and community education projects).
 - Become familiar with the clinical mental health site, delivery system, procedures, and clientele.
 - Interact with clinical staff (attend staff meetings; interview clinicians).
 - Observe therapy, intakes, group seminars, treatment team meetings, and other professional functions and roles in action.
- **Social Justice/Advocacy Pre-Practicum**
 - Gain knowledge and awareness of the current social justice issues and concerns of the social group with whom you are working
 - Participate in advocacy and activism processes needed to address/remove institutional and social barriers that impede access, equity, and success for this population.
 - Engage in activities that advocate for the rights of marginalized groups.
 - Engage in activities promoting social change/social justice.

Portfolio or Documentation for Pre-Practicum Activities:

Students must maintain a portfolio of their experiences. The portfolio will include:

- ***Graduate Student Placement Agreement***: Initial agreement form approved by Rollins Clinical Practice Coordinator prior to beginning activities at a site, agency, or organization-specific activity commences.
- **Agendas, brochures, or other related materials** from the site and the experience.
- ***Verification of Pre-practicum Activities*** form documenting activities by the student. This form should be updated after every activity and made available to

advisor upon request. It will be placed in the student's portfolio at the conclusion of each component experience.

- **Pre-practicum Reflection Papers** written at the conclusion of each pre-practicum component. The *Social Justice and Advocacy Reflection Paper* will be worth 21 points. Students must achieve a passing score of 14 points to receive a CR grade in PSY 661. Grading Rubric for reflection paper is posted on Blackboard.
- **Evaluation of Off-Campus Pre-practicum Site:** This "grading sheet" allows the student to evaluate the quality of their learning experience. This is an internal document to be accessed only by Rollins faculty and students for informational purposes.
- **Site Coordinator's Final Evaluation of Student's Activities** will be utilized to assess professional counselor conduct and disposition. Each pre-practicum final evaluation will utilize a "Final Evaluation Rubric" worth 20 points total. Students must receive a minimum score of 10 points for each pre-practicum course.
- **Annual Student Progress Review Self-Report** form, completed, submitted and reviewed during each regularly scheduled student progress review period (by designated due date).

Requirements and Evaluation:

- PSY 660 and PSY 661 are credit/no-credit courses that are required of all students.
- As students complete various components of their pre-practicum requirement, they will submit necessary documentation in a timely manner to the Clinical Practice and Assessment Coordinator, Dr. Kyle Baldwin.
- Dr. Baldwin will review, evaluate, and approve submitted material and audit the portfolios.
- During each regularly scheduled self-review period, students will report on their activities and progress on their *Student Progress Self-Report* form.
- Students will enroll in PSY 660 during the spring term of the first year (full time) or spring term of the second year (part-time). Students will enroll in PSY 661 during the spring term of their second year (full time) or spring term of their third year prior to starting practicum/internship.
- **Students must earn a CR grade in each course in order to begin PSY 680 (Practicum and Internship I) in fall term of the last year.**



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A message to our Community Colleagues:

Thank you for your willingness to serve as a site coordinator offering pre-practicum experience to our students. Rollins College Graduate Studies in Counseling offers students 1,000 hours of community-based experience in compliance with Florida licensure law. Students are required to complete 200 of these hours in “pre-practicum” components in the community prior to beginning their formal practicum and internship during the last year of the master’s program.

The purpose of the pre-practicum component is to introduce graduate counseling students to clinical mental health delivery systems, practice settings, and professional social justice advocacy roles through service learning in community organizations and agencies. One hundred hours of the pre-practicum must be completed in a counseling or clinical mental health setting (providing non-counseling services) and the remaining 100 hours are to be carried out in an organization with a social justice/social change mission and a focus on activism and advocacy. You will find more details about the pre-practicum requirements in the pages of this guidebook. Please know that our students are bound the by ethical codes of the *American Counseling Association* as well as the mandates for professional behavior of our Department. Additionally, they have professional liability insurance provided for students.

As the pre-practicum site coordinator, you have a key role in overseeing the activities of our student volunteer. We would appreciate students being provided with an orientation to your organization and receiving ongoing consultation and support/supervision in engaging in experiences that will allow the student to meet Graduate Counseling program requirements as outlined in this handbook. Once you have extended the invitation to the student to complete a component of his or her pre-practicum in your organization, please complete the ***Graduate Student Placement Agreement*** (located in this handbook) with the counseling student, making sure to read it thoroughly. The agreement clearly articulates the expectations and responsibilities of the pre-practicum site coordinator, the Rollins College Clinical Practice and Assessment Coordinator, as well as the student. The Rollins graduate counseling student will return the completed agreement to the Rollins Clinical Practice and Assessment Coordinator, who will review and sign on behalf of the Graduate Counseling program. Students are expected to keep a log of their weekly activities throughout their service at your site. At the conclusion of the experience, we ask that you sign a ***Verification of Pre-Practicum*** form confirming the student’s record of activities and completing a brief evaluation the student’s performance.

If you have any questions, please contact Dr. Kyle Baldwin, Rollins Clinical Practice Coordinator, Graduate Studies in Counseling, at kdbaldwin@rollins.edu or via cell phone at (407) 921-2700.

Contact information for Rollins Graduate Studies in Counseling Core Faculty:

Derrick Paladino, Ph.D., LMHC, NCC	407-646-1567	dpaladino@rollins.edu
Alicia Homrich, Ph.D., LPY, LMFT, NCC	407-646-2307	ahomrich@rollins.edu
Samuel Sanabria, Ph.D., LMHC, NCC	407-646-2352	ssanabria@rollins.edu
Kathryn Norsworthy, Ph.D., LPY, NCC	407-646-2132	knorsworthy@rollins.edu
Kyle Baldwin, Ed.D., LMHC, NCC	407-628-6314	kdbaldwin@rollins.edu

Thank you again for your support of Rollins College Graduate Studies in Counseling and the training of our students. We hope the experience will be mutually rewarding.



PSY 660: Mental Health Counseling Pre-Practicum
PSY 661: Social Justice and Advocacy Pre-Practicum

Graduate Student Placement Agreement

This agreement is to be completed by the Rollins College Graduate Counseling Student, the Rollins Clinical Practice Coordinator on behalf of Rollins College Graduate Studies in Counseling, and the Site Volunteer Coordinator on behalf of the Agency Site. Please complete every part of this agreement, providing complete telephone numbers with area code and extension. Addresses should include city and zip code. Please sign this agreement. Thank you.

Type of Pre-Practicum:	<input type="checkbox"/> Mental Health Counseling	<input type="checkbox"/> Social Justice	
Dates of placement:	Beginning Date:	Approximate Concluding Date:	
Minimum total hours:	100	Number of hours scheduled per week at site:	
Graduate Counseling Student:			
Address:			
City, State, Zip code:			
Phone(s):			
E-mail:			
Pre-practicum Site Name:			
Pre-practicum Site Address:			
City, State, Zip code:			
Site Contact/Coordinator:			
Phone(s):			
E-mail:			
Rollins Clinical Practice Coordinator: Kyle Baldwin, Ed.D., LMHC, NCC			
Phone(s): 407-921-2700			
E-mail: kdbaldwin@rollins.edu			

The purpose of this agreement is to provide a graduate student in mental health counseling with pre-practicum experience in a clinical mental health setting or social justice advocacy. This is not a clinical placement and students are not permitted to conduct counseling in this experience.

Definitions for Pre-Practicum

Clinical Mental Health Setting: *Clinical mental health settings are defined as agencies and delivery systems that provide mental health-related services to clientele.*

Student Functions and Roles in the Mental Health Pre-Practicum:

- Interact with clientele in non-direct counseling roles (e.g., can co-facilitate activities such as a psychoed group, attend community meetings, participate in intake procedure in conjunction with clinical staff, participate in outreach and community education projects).
- Become familiar with the clinical mental health site, delivery system, procedures, and clientele.

- Interact with clinical staff (attend staff meetings; interview clinicians).
- Observe therapy, intakes, group seminars, treatment team meetings, and other professional functions and roles in action.

Social Justice: *Social justice reflects a fundamental valuing of fairness and equity in resources, rights, and treatment for individuals and groups of people who are marginalized and do not share equal power in society because of their immigration, racial, ethnic, age, socioeconomic, religious heritage, physical ability, gender identity, or sexual orientation status groups.*

Social Advocacy: *Individual or collective actions taken by counselors serving as change agents to correct injustices or improve conditions for the benefit of an individual or group by advocating for laws, policies, programs, and services that are equitable and responsive to the unique needs of marginalized, disenfranchised, or disempowered individuals or groups of people.*

Student Functions and Roles in the Social Justice Pre-Practicum:

- Gain knowledge and awareness of the current social justice issues and concerns of the social group with whom you are working.
- Participate in advocacy processes needed to address institutional and social barriers that impede access, equity, and success for this population.
- Engage in activities that advocate for the rights of marginalized groups.
- Engage in activities promoting social change/social justice.

The Rollins College Clinical Practice Coordinator, the Pre-Practicum Site Coordinator, and the Graduate Counseling Student mutually agree that:

1. Graduate counseling students are considered to be learners who are fulfilling specific requirements for pre-practicum experiences as part of a degree requirement. Students are not to be considered employees and are working as volunteers in the pre-practicum settings.
2. The ethics of the mental health professions will be observed, including but not be limited to the Ethics Code of the American Counseling Association.
3. No party shall discriminate or be discriminated against on the basis of race, color, disability, nationality, ethnicity, age, sex, religion, ancestry, or any other basis prohibited by law.

Rollins College Graduate Counseling and the Clinical Practice Coordinator agree to:

1. Facilitate communication between the College and the Agency Site about the counseling student's progress.
2. Be available for consultation with both the Pre-practicum Site Coordinator and Counseling Student as needed.
3. Require the Counseling Student to purchase student professional liability insurance and will maintain evidence of student liability insurance coverage.

The Pre-Practicum Site Coordinator agrees to:

1. Provide opportunities for the Counseling Student to participate in experiential activities appropriate to the definitions listed above.
2. Regard the Counseling Student as a professional-in-training and afford her or him the generally expected professional courtesies.
3. Verify the Graduate Student's volunteer activities in documentation provided by the student.
4. Complete the final verification of hours form and brief evaluation of the Graduate Student's contribution to the pre-practicum site.

5. Notify the Rollins College Clinical Placement Coordinator of any concerns about the Graduate Student's performance.

The Graduate Student agrees to:

1. Behave in a professional and ethical manner at all times in accordance with the ethical guidelines of the American Counseling Association and/or the American Mental Health Counselors Association.
2. Abide by the administrative policies, standards, regulations, schedules, and practices of the Pre-practicum Site.
3. Identify himself or herself to the public as a "Graduate Counseling Student."
4. Maintain professional liability insurance throughout the pre-practicum.
5. Consistent and punctual attendance at all scheduled activities as agreed upon with the Pre-practicum Site Coordinator (a minimum of 5 hours per week for continuous weeks until 100 hours are completed).
6. Notify the Pre-practicum Site Coordinator and the Clinical Practice Coordinator in writing of any decisions to discontinue work at the pre-practicum site.
7. Fulfill objectives and procedures as published in the Pre-practicum Guidebook.
8. Maintain weekly logs, initialed by the Pre-practicum Site Coordinator, and submit final documentation to the Clinical Placement Coordinator.
9. Ensure a valuable learning experience by communicating with the Clinical Placement Coordinator and/or Pre-practicum Site Coordinator as needed or if there are difficulties.

Please describe the activities in which the student will engage during this field experience.

I have read and agree to abide by the expectations listed above in the ***Rollins College Pre-Practicum Placement Agreement***.

Pre-practicum Site Coordinator Printed Name	Signature	Date
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Counseling Student Printed Name	Signature	Date
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Rollins Clinical Practice Coordinator Printed Name	Signature	Date
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*Student, please deliver all three pages of the completed original contract to Dr. Baldwin, Rollins Clinical Practice Coordinator for approval signature before beginning site activities. You **MAY NOT** begin accumulating hours until this agreement has been approved. A copy of the finalized agreement will be sent to all signees.*



RCPC Initials:	
Date	

**PSY 660: Mental Health Counseling Pre-Practicum
 PSY 661: Social Justice and Advocacy Pre-Practicum
Verification of Pre-Practicum Activities**

Graduate Counseling Student:	
Site:	
Type of Pre-Practicum:	<input type="checkbox"/> Mental Health <input type="checkbox"/> Social Justice
Dates of Activities: From 00/00/00 to 00/00/00	
Pre-practicum Site Coordinator:	
Rollins Clinical Practice Coordinator: Dr. Kyle Baldwin, LMHC	

Activity Log

Student, please maintain typed log and make available to Pre-practicum Site Coordinator and Rollins Clinical Practice Coordinator upon request.

Date	Times Worked	Running Total of Hours	Key Reflections <i>Please detail your observations, learning experiences, and self-reflections.</i>
00/00	0:00 a/pm to 0:00 a/pm		

Strike the "Tab" key when the cursor is in the final cell of the table above ↑ to start a new row of documentation.

I attest that the hours listed above are accurately reported:

Student's Signature _____ Date _____



RCPC initials:	
Date	

PSY 660: Mental Health Counseling Pre-Practicum
PSY 661: Social Justice and Advocacy Pre-Practicum
Pre-Practicum Site Coordinator's Final Evaluation
of Graduate Counseling Student's Activities

Graduate Counseling Student:	
Pre-Practicum Site Coordinator:	
Site:	
Type of Pre-Practicum:	<input type="checkbox"/> Mental Health <input type="checkbox"/> Social Justice
Dates of Activities: From 00/00/00 to 00/00/00	
Total Hours Completed:	
Rollins Clinical Practice Coordinator: Dr. Kyle Baldwin, LMHC	

Please check the column that best represents the activities and/or performance of this student.

Graduate Student Performance	Exceeds Expectations (2)	Meets Expectations (1)	Below Expectations (0)
1. Respected time commitments and was dependable.			
2. Maintained a professional attitude.			
3. Observed site policies and procedures.			
4. Integrated effectively into the mission or the organization.			
5. Contributed meaningfully as a volunteer.			
6. Displayed effective interpersonal skills with staff, peers, and colleagues.			
7. Developed effective working alliance with clientele or population.			
8. Exhibited initiative and resourcefulness.			
9. Exhibited ethical decision-making and behavior.			
10. Participated in staff meetings, treatment teams, discussion groups, planning sessions, and other collaborative efforts.			

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Pre-practicum Site Coordinator:

We invite you to add narrative comments below or to communicate additional information directly to the Rollins Clinical Practice Coordinator via email or telephone. Thank you for your feedback.

I confirm that this graduate student's activities at the pre-practicum site and the hours reported are accurately reported.

I have reviewed this evaluation with the student and provided feedback before submitting.

Pre-Practicum Site Coordinator's Signature _____

Date _____

Please send the completed evaluation form to:

Dr. Kyle Baldwin, Rollins Clinical Practice Coordinator, Graduate Studies in Counseling

VIA EMAIL: kdbaldwin@rollins.edu

OR VIA MAIL:

Sandra Gaulin, Administrative Assistant, Graduate Studies in Counseling, Rollins College

1000 Holt Avenue-2726, Winter Park, FL 32789

You may also fax this agreement to Sandra Gaulin @ 407-646-1546 OR attach to an email and sent to

sgaulin@rollins.edu.

Thank you!



RCPC Initials:	
Date	

PSY 660: Mental Health Counseling Pre-Practicum
PSY 661: Social Justice and Advocacy Pre-Practicum
Student Evaluation of Off-Campus Pre-Practicum Site

This evaluation is for internal use only as information for Rollins faculty and students.

Pre-practicum in: (Check one)	<input type="checkbox"/>	Clinical Mental Health	<input type="checkbox"/>	Social Justice
Total Hours at Site:				

Student Counselor's Name:
Site:
Site Address:
Site Phone Number:
Site Coordinator:
Primary Population Served:
Semester/Year of Placement:
Rollins Clinical Practice Coordinator: Dr. Kyle Baldwin, LMHC

Please rate the following experiences for your off-campus pre-practicum site using the following rating scale:

A= Very Satisfactory **B=** Moderately Satisfactory **C=** Moderately Unsatisfactory **D=** Very Unsatisfactory

For Clinical Mental Health Pre-Practicum: Experiences Available at this Site:

- | | |
|--|---|
| | 1. Interact with clientele in non-counseling roles |
| | 2. Familiarity with the clinical mental health site, delivery system, procedures, & clientele |
| | 3. Interact with clinical staff (attend staff meetings; interview clinicians) |
| | 4. Observe therapy, intakes, group seminars, treatment team meetings, and other professional functions and roles in action. |
| | 5. Availability and quality of supervision/consultation with other professionals at site. |
| | 6. Exposure to agency goals, professional roles and functions. |

Overall Evaluation of this Clinical Mental Health Pre-Practicum Site

For Social Justice Pre-Practicum: Experiences at this Site:

- | | |
|--|--|
| | 1. Gain knowledge and awareness of the current social justice issues and concerns of the group served by the organization. |
| | 2. Participate in advocacy processes needed to address institutional and social barriers that impede access and equity. |
| | 3. Engage in activities that advocate for the rights of marginalized groups. |
| | 4. Engage in activities promoting social change/social justice. |
| | 5. Availability and quality of consultation with other professionals at site. |
| | 6. Exposure to agency goals, professional roles and organization. |

Overall Evaluation of this Social Justice Pre-Practicum Site

Comments: Please attach any additional comments you would like to share with future students, and any suggestions for improvements in the experiences you have assigned a low rating.

PSY 660: Pre-Practicum in Mental Health Counseling
PSY 661: Pre-Practicum in Social Justice and Advocacy

Pre-Practicum Reflection Paper

At the conclusion of the Pre-practicum, the student will write a **3 - 5 page** reflection paper that addresses the following topics:

1. Name of the Pre-practicum Site
2. Type of Pre-Practicum (Mental Health or Social Justice)
3. Description of the Pre-practicum Site
4. Description of the activities in which you participated.
5. Strengths of the site as a learning experience for you.
6. How did this experience align with your graduate training experience in the Graduate Studies in Counseling program?
7. Describe one example of a critical incident that fueled your growth, personally or professionally?
8. What were your greatest challenges during this pre-practicum experience? How did you address them?
9. Overall, what were the most important learnings for you from this experience?
10. What would you have liked to have added to this experience?
11. How do you believe this pre-practicum experience will inform your future work as a clinical mental health counselor?
12. **Required for the SJPP reflection paper:** Please include your learnings on the effects of power and privilege for counselors and clients based on your SJPP experience. Also, address strategies to advocate for clients and mental health counseling.

The **Social Justice and Advocacy Pre-Practicum Reflection Paper** will be evaluated utilizing a rubric (posted on Blackboard). The paper is worth a maximum of 21 points. Students must receive a minimum passing score of 14 points to receive a CR grade in this course. CACREP Common Core areas addressed by this method of evaluation: 2.F.1.e, 2.F.2.e, 5.C.3.e and Professional Counselor Conduct and Dispositions.

Pre-Practicum Documentation Due Dates:

Documentation	Documentation Due Date
Graduate Student Placement Agreement form	Due to Rollins Clinical Practice Coordinator with signatures PRIOR to beginning each pre-practicum component. No hours will be counted until the Agreement has all three signatures and the Rollins Clinical Practice Coordinator is the last to sign the agreement. Place signed Agreements in Dr. Baldwin's faculty mailbox for final approval.
Verification of Pre-practicum Activities form	Complete an entry in the Activity Log immediately after each time period spent at site. Submit completed Activity Log within <u>two weeks</u> after the conclusion of the final log entry.
Pre-practicum Reflection Paper	Within <u>two weeks</u> after the conclusion of each pre-practicum component.
Student Evaluation of Off-Campus Pre-practicum Site form	Within <u>two weeks</u> after the conclusion of each pre-practicum component.

Pre-Practicum Site Coordinator's final Evaluation of Graduate Counseling Student's Activities form	Student is responsible for providing this form to the site coordinator with an addressed envelope. Please follow up with site coordinator to facilitate return of the evaluation.
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Submit all documentation electronically via email attachment or paper delivery to Dr. Kyle Baldwin, Rollins Clinical Practice Coordinator. Maintain personal copies of all documentation submitted. FYI: Paper deliveries should be placed in Dr. Baldwin's faculty mailbox. Thank you.

Diligent Documentation:

Timely and accurate documentation is considered a standard of practice for counselors and a reflection of the student's level professionalism, as described in the MAC Student Handbook under Professional Conduct.

Students will not be permitted to proceed to the next step of their clinical training sequence (Mental Health Pre-Practicum > Social Justice/Advocacy Pre-Practicum > Practicum > Internship) until all paperwork required by the Graduate Counseling program and the clinical site has been completed in full and submitted as requested.

Inability to fulfill professional conduct and clinical documentation expectations will result in remediation.

A grade of CR must be on record for PSY 660 and PSY 661 (all pre-practica must be completed by the end of the summer term prior to practicum/ internship) in order to begin PSY 680 (Practicum and Internship I) in the fall term of the last year.