2021-2022
Graduate Studies in Counseling
Pre-Practicum Guidebook

PSY 660: Mental Health Counseling or Social Justice Pre-Practicum

PSY 661: Social Justice & Advocacy Pre-Practicum

Updated 8.25.21
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 to 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 700 hours of community-based practice prior to graduation. Rollins College graduates will obtain 1,000 hours. The Graduate Studies in Counseling (GSC) curriculum includes the Mental Health Counseling and the Social Justice and Advocacy 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:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Program Component</th>
<th>Expected Completion (Full Time Students)</th>
<th>(Part Time Students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Mental Health or Social Justice Pre-Practicum</td>
<td>Month of July** of 1st Year</td>
<td>February 15th of 2nd Year</td>
</tr>
<tr>
<td>100</td>
<td>Social Justice Pre-Practicum</td>
<td>Month of July** of 2nd Year*</td>
<td>Month of July** of 3rd Year*</td>
</tr>
<tr>
<td>100</td>
<td>Practicum (40 direct contact hours)</td>
<td>Tenth week of final Fall Semester</td>
<td></td>
</tr>
<tr>
<td>700</td>
<td>Internship (240 direct contact hours)</td>
<td>End of final Spring Semester - Graduation</td>
<td></td>
</tr>
</tbody>
</table>

*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 FOR PSY 660 and PSY 661.

** ALL PRE-PRACTICUM HOURS AND PAPERWORK MUST BY COMPLETED BY THE END OF THE SUMMER TERM IN ORDER TO RECEIVE A GRADE. THE END OF SUMMER TERM DATE WILL CHANGE ON A YEARLY BASIS BUT WILL OCCUR DURING THE MONTH OF JULY.
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 Studies in 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.

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**PSY 660: Mental Health Counseling or Social Justice Pre-Practicum**
(1 credit course)

**PSY 661: Social Justice and Advocacy Pre-Practicum**
(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 College Graduate Studies in Counseling
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 & Weinqerg, 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 or Social Justice and Advocacy**

This pre-practicum course introduces graduate counseling students to the field of mental health counseling and professional roles by participating in webinars, trainings, or attending professional association meetings. This option is provided for students who would like a virtual experience or who would like to increase their knowledge base on specific topics or populations of interest. Students also have the option of completing their pre-practicum with a social justice and advocacy site. 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.

**PSY 660: Course Goals/Objectives:** (Relevant 2016 CACREP Standards)

<table>
<thead>
<tr>
<th>Expected Student Learning Outcomes (SLO) for this Course</th>
<th>Learning activities that facilitate development of knowledge, skills, and/or practices of this content:</th>
<th>Instructional and/or Assessment Point For Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Key Performance Indicator: 2.F.1.b. the multiple professional roles and functions</td>
<td>Reflection Paper</td>
</tr>
<tr>
<td>Content covered includes:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

Readings; Mental Health Counseling Reflection Paper or Social Justice Reflection Paper

On-site pre-practicum; Readings; 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 in a Clinical Mental Health Setting. The course is graded.

PSY 661: Course Goals/Objectives: (Relevant 2016 CACREP Standards)

<table>
<thead>
<tr>
<th>Expected Student Learning Outcomes (SLO) for this Course</th>
<th>Key Performance Indicators</th>
<th>Learning activities that facilitate development of knowledge, skills, and/or practices of this content:</th>
<th>Instructional and/or Assessment Point For Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Content covered includes:</td>
<td>2.F.1.e. advocacy processes needed to address institutional and social barriers that impede access, equity, and success for clients</td>
<td>On-site pre-practicum; Readings; Reflection Paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.F.2.e. the effects of power and privilege for counselors and clients</td>
<td>On-site pre-practicum; Readings; Social Justice and Advocacy Reflection Paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5.C.3.e. strategies to advocate for clients and mental health counseling</td>
<td>On-site pre-practicum; Readings; Site Coordinator’s Evaluation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Professional Counselor Conduct and Dispositions</td>
<td>Site Coordinator’s Evaluation</td>
</tr>
</tbody>
</table>
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 or Social Justice/Advocacy Pre-Practicum components**
  - Minimum of 100 hours at one site or virtual option

- **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 site 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:

- **Mental Health Pre-Practicum**
  - Become familiar with mental health issues pertaining to clinical diagnosis, treatment options, and/or professional roles and functions.
  - Attend workshops, trainings, and/or mental health association meetings.

- **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 for their own personal records. 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 grade in PSY 661. Grading Rubric for reflection paper is available upon request.
- **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 access 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.

Requirements and Evaluation:

- PSY 660 and PSY 661 are graded 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.
- 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 passing grade in each course in order to begin PSY 680 (Practicum) in fall term of the last year.**
FYI – There is an Annual Student Progress Self-Reflection Report (survey) emailed to all graduate students during the summer term so that students can inform faculty about their progress. Students will be required to report on all courses, including their pre-practicum experiences, and share their most valuable learnings. Students can utilize the information they discuss in the Pre-Practicum Self-Reflection Paper when completing this survey. All students will be emailed the survey during the summer semester each year and do not need to request that this survey be emailed to them. Once completed, each student will need to email a PDF of the completed survey and a copy of their current Program of Study form to Stephanie Davis, Administrative Assistant for our counseling department. Students who are following the standard curriculum may download their Program of Study form from https://www.rollins.edu/counseling/current-students. Students following a non-standard progression, i.e., leave of absence, 5-year plan, or approved for a certificate track, should contact Amber Taylor at ataylor1@rollins.edu if they need a copy of their updated program of study. You will receive all of these details when the survey is emailed to you in the summer.
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 (GSC) offers students 1,000 hours of community-based experience, which exceeds the requirements of 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 the field of clinical mental health counseling and professional social justice advocacy roles through service learning in community organizations and agencies. One hundred hours of the pre-practicum may be completed pertaining to mental health counseling (virtual training option) 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. Students also have the option of completing two Social Justice and Advocacy Pre-Practica. You will find more details about the pre-practicum requirements in the pages of this guidebook. Please know that our students are bound by ethical codes of the American Counseling Association (ACA) as well as the mandates for professional behavior of our department. Additionally, the ACA provides graduate students with professional liability insurance.

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 complete the Pre-Practicum Site Coordinator’s Final Evaluation of Graduate Counseling Student’s Activities form, which provides a brief evaluation of the student’s performance and confirms that the student has successfully completed the required 100 hours of pre-practicum activities.

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

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.

Contact information for Rollins College Graduate Studies in Counseling Core Faculty:

Derrick Paladino, Ph.D., LMHC, NCC  407-646-1567  dpaladino@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  407-921-2700  kdbaldwin@rollins.edu
Leigh DeLorenzi, Ph.D., LMHC, LMFT, NCC  407-718-2245  idelorenzi@rollins.edu
Caitlyn Bennett, Ph.D., LMHC, LMFT, NCC  407-646-2307  cbennett@rollins.edu
### 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.

<table>
<thead>
<tr>
<th>Type of Pre-Practicum:</th>
<th>Mental Health Counseling</th>
<th>Social Justice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates of placement:</td>
<td>Beginning Date:</td>
<td>Approximate Concluding Date:</td>
</tr>
<tr>
<td>Minimum total hours:</td>
<td>100</td>
<td>Number of hours scheduled per week at site:</td>
</tr>
</tbody>
</table>

**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 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.

<table>
<thead>
<tr>
<th>Pre-practicum Site Coordinator Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Counseling Student Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Rollins Clinical Practice Coordinator Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Student, please email all three pages of the completed original contract to Dr. Baldwin, Rollins College 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.
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**Verification of Pre-Practicum Activities**

<table>
<thead>
<tr>
<th>Graduate Counseling Student:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site:</td>
</tr>
<tr>
<td>Type of Pre-Practicum:</td>
</tr>
<tr>
<td>Mental Health</td>
</tr>
<tr>
<td>Social Justice</td>
</tr>
<tr>
<td>Dates of Activities:</td>
</tr>
<tr>
<td>From:</td>
</tr>
<tr>
<td>To:</td>
</tr>
<tr>
<td>Pre-Practicum Site Coordinator:</td>
</tr>
<tr>
<td>Rollins Clinical Practice Coordinator: Dr. Kyle Baldwin, LMHC</td>
</tr>
</tbody>
</table>

**Activity Log**

Student, please maintain typed log and make available to Pre-practicum Site Coordinator and Rollins Clinical Practice Coordinator upon request. Please contact Dr. Baldwin for a Word Document of this form so that you can type on it.

<table>
<thead>
<tr>
<th>Date</th>
<th>Times Worked</th>
<th>Running Total of Hours</th>
<th>Key Reflections</th>
</tr>
</thead>
<tbody>
<tr>
<td>00/00</td>
<td>0:00 a/pm to 0:00 a/pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Pre-Practicum Site Coordinator’s Final Evaluation of Graduate Counseling Student’s Activities**

<table>
<thead>
<tr>
<th>Graduate Counseling Student:</th>
<th>Exceeds Expectations (2)</th>
<th>Meets Expectations (1)</th>
<th>Below Expectations (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Practicum Site Coordinator:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Pre-Practicum:</td>
<td>Mental Health</td>
<td>Social Justice</td>
<td></td>
</tr>
<tr>
<td>Dates of Activities: From Start Date:</td>
<td></td>
<td>To End Date:</td>
<td></td>
</tr>
<tr>
<td>Total Hours Completed:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rollins Clinical Practice Coordinator: Dr. Kyle Baldwin, LMHC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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.

**CONTINUED ON NEXT PAGE**
Pre-practicum Site Coordinator:
We invite you to add narrative comments at the bottom of this form or to communicate additional information directly to the Rollins College Clinical Practice Coordinator via email or telephone. Thank you for your feedback.

I confirm that this graduate student has successfully completed a minimum of 100 hours of activities at the pre-practicum site.

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 College Clinical Practice Coordinator, Graduate Studies in Counseling
VIA EMAIL: kdbaldwin@rollins.edu

Thank you!
PSY 660: Mental Health Counseling or Social Justice 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.

<table>
<thead>
<tr>
<th>Pre-practicum in: (Check one)</th>
<th>☐ Clinical Mental Health</th>
<th>☐ Social Justice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours at Site:</td>
<td></td>
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| 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 or Social Justice  
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* is worth a maximum of 21 points. Students must receive a minimum passing score of 14 points to receive a 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.

Students who are completing the virtual option of PSY 660 should contact Dr. Baldwin for forms that are utilized for the virtual pre-practicum. This includes the student evaluation of site form (virtual option) and instructions for writing the reflection paper.
### Pre-Practicum Documentation Due Dates:

<table>
<thead>
<tr>
<th>Documentation</th>
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</thead>
<tbody>
<tr>
<td>Graduate Student Placement Agreement form</td>
<td>Due to Rollins Clinical Practice Coordinator with signatures <strong>PRIOR</strong> 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 <strong>last</strong> to sign the agreement. Email signed Agreements to Dr. Baldwin for final approval.</td>
</tr>
<tr>
<td>Verification of Pre-practicum Activities form</td>
<td>Complete an entry in the Activity Log immediately after each time period spent at site. Students must email the Activity Log to Dr. Baldwin at the end of each month. Students will submit completed Activity Log (one document) within <strong>two weeks</strong> after the conclusion of the final log entry.</td>
</tr>
<tr>
<td>Pre-practicum Reflection Paper</td>
<td>Within <strong>two weeks</strong> after the conclusion of each pre-practicum component.</td>
</tr>
<tr>
<td>Student Evaluation of Off-Campus Pre-practicum Site form</td>
<td>Within <strong>two weeks</strong> after the conclusion of each pre-practicum component.</td>
</tr>
<tr>
<td>Pre-Practicum Site Coordinator's final Evaluation of Graduate Counseling Student's Activities form</td>
<td>Student is responsible for providing this form to the site coordinator. Please follow up with site coordinator to facilitate return of the evaluation.</td>
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Submit all documentation electronically via email attachment to Dr. Kyle Baldwin, Rollins College Clinical Practice Coordinator. Maintain personal copies of all documentation submitted. 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 **Graduate Studies in Counseling** Student Handbook under Professional Conduct.

Students will not be permitted to proceed to the next step of their clinical training sequence (Mental Health/Social Justice 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 must be on record for both 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) in the fall term of the last year.