Field Experience Student Orientation

Counseling Masters’ Programs:

- MS in Addiction Counseling
- MS in Clinical Mental Health Counseling
- MS in Marriage, Couple, and Family Counseling
- MS in School Counseling
Agenda

- School of Counseling Office of Field Experience (SoC-OFE) Mission and Vision
- SoC-OFE and the Program of Study (POS)
- SoC-OFE Team
- Course Requirements
- Resources
SoC-OFE Mission and Vision

Mission
• In alignment with the missions of Walden University, the College of Social and Behavioral Sciences, and the Central Office of Field Experience, the School of Counseling Office of Field Experience (SOC-OFE) serves all counseling programs by nurturing adult learners to apply their skills as scholar-practitioners in culturally and contextually diverse opportunities. The SOC-OFE additionally supports adult learners in the development of their identity as agents of social change and a competent and confident counseling professional.

Vision
• In alignment with the visions of Walden University, the College of Social and Behavioral Sciences and the Central Office of Field Experience the SOC-OFE directs diverse opportunities for adult learners to demonstrate their skills of inquiry, discovery, and professional practice. The SOC-OFE is motivated to assure peak educational quality, integrity, and customer service as well as leading the capstone processes. We envision a global scope of practice resulting in competent and confident counseling professionals being agents of social change upon graduation.
SoC-OFÉ and the Program of Study (POS)

- **Professional Counselor**
- **Field Experience** (transformation)
  - 2 Residencies (Practitioner)
  - Core Coursework (Scholar)

Agent of Social Change
SoC-OFE Director of Field Experience

• Supervises the field experience operations director, field experience operations coordinators, and field experience academic coordinators.
• Develops field experience course curriculum (i.e., practicum and internship courses) and all the administrative duties of the SOC-OFE for the counseling programs
• Oversees all policy and procedural changes in the SOC-OFE
• Facilitates the remediation process for field experience issues
• Collaborates with program, school, college, and university leadership for all counseling programs and interfaces with Walden’s Central Office of Field Experience.

Director: Dr. Earl Grey  earl.grey@waldenu.edu
SoC-OFE Operations Team
Based in Minneapolis

- Assist students with application process for field experience
- Register students for field experience courses
- Manage documentation of field experience
- Maintain files for field experience students
- Audit evaluations and supervisory documentation
- Provide support to the field experience director, coordinators, and field experience faculty

- **Operations Director and Coordinators:** Kara Clemens, Meghan Wallace, Jessica Richards, Jenelle Davis, Lucas Malone ([socmasfieldexperience@waldenu.edu](mailto:socmasfieldexperience@waldenu.edu))
SoC-OFE Academic Team

• Work with students to secure a site
• Review and approve field experience applications
• Provide orientations and support to practicum and internship faculty and students
• Assist site supervisors, faculty supervisors, and students during the clinical instruction experience
• Collaborate with the practicum and internship course instructors
• First line of contact for any field experience issues or concern
• Work with field experience director, student development coordinator, and skills coordinator to create skills and development plans

• Academic Coordinators:
  – MCP - Dr. April Crable, Gatekeeping (april.crable@waldenu.edu)
  – MCP - Dr. Stephanie J. W. Ford, External Relations (stephanie.ford@waldenu.edu)
  – CES – Dr. Jason “Jayce” Patton, Student Experience (jason.patton@waldenu.edu)
Important Field Experience Resources

• **General Questions:** Regarding SoC-OFE policies, procedures, and field experience changes.
  • Email socmasfieldexperience@waldenu.edu

• **Meditrek Questions:** Passwords, form completion, etc.
  • Email socassessment@waldenu.edu

• **Course Resources:** Field experience course forms and resources:
  • Website link: http://academicguides.waldenu.edu/fieldexperience/soc/masters
    – Click on “Current Practicum/Internship Students” on the left side of the screen.
    – Password Required: see field experience Blackboard classroom
Field Experience Course Requirements

To complete practicum satisfactorily, students must achieve ALL of the following:

1. Successful completion of all course work assignments with a cumulative score of 80% or above.

2. Attendance and active participation in all group supervision videoconferences (minimum of 15 hours).

3. Completion of site visit in week four, five, six, or seven.

4. Completion of the hourly requirements for the field experience.

5. Satisfactory evaluation at a minimum of an intermediate level (rating of 2 or above) and endorsement for progression provided by site supervisor.

6. No concerns or reservations regarding a student’s ability to continue with professional practice curriculum expressed by the course and/or group supervision faculty member; satisfactory evaluation at a minimum of an intermediate level (rating of 2 or above) and endorsement for progression provided by faculty supervisor(s).

7. No concerns expressed by the field experience coordinators or director upon review of the site supervisor and faculty information concerning the training experience.

8. Adherence to all SOC-OFE policies outlined in the Field Experience Manual, as well as site and university policies, the ACA code of ethics, and all state regulations for counseling professionals.

*No minimum hour requirements for Internship I, with the exception of 11 hours of individual/triadic supervision and 15 hours of group supervision for every quarter of enrollment in a field experience course.
Field Experience Coursework

*Earn an 80% or above for field experience coursework*

- **Weekly Discussions** (1 per week)
- **Assignments**
  - Individual Field Experience Plan
  - Hours Logs
  - Video/Audio Recordings and transcripts (2 full sessions per course)
  - » Kaltura + Private Discussion Thread
  - Journals (“diary” template) – *5-credit students only*
- **Final Case Presentation**

*See course syllabi for detailed information.*
Practicum Weekly Discussion and Final Case Presentation

Earn an 80% or above for field experience coursework

**Weeks 1-4**
- All complete portions of the form using case provided (on SoC-OFE Website)
- Review the weekly rubric for requirements
- Due Day 4

**Weeks 5-10**
- Students present cases
  - Client (AC/CMHC/SC) or couple/family (MCFC) from field site
  - Due day 7 of the week PRIOR
- Student consultants post responses to the case
  - Due Day 3
  - Review the weekly rubric for response requirements
- **ALL** respond with a reflection summary (includes, classroom discussion, group supervision, onsite learning, etc.)
  - Due Day 7

**Week 11**
- Complete Final Case Presentation Conceptualization form
  - Include progress, apply all feedback, synthesize all insights and learning
  - Due Day 3
Internship Weekly Discussion and Final Case Presentation

*Earn an 80% or above for field experience coursework*

**Weeks 1-2**
- All complete portions of the form using case provided (on SoC-OFE Website)
- Review the weekly rubric for requirements
- Due Day 4

**Weeks 3-10**
- Students present cases
  - Client (AC/CMHC/SC) or couple/family (MCFC) from field site
  - Due day 7 of the week PRIOR
- Student consultants post responses to the case
  - Due Day 3
  - Review the weekly rubric for response requirements
- **ALL** respond with a reflection summary (includes, classroom discussion, group supervision, onsite learning, etc.)
  - Due Day 7

**Week 11**
- Complete Final Case Presentation Conceptualization form
  - Include progress, apply all feedback, synthesize all insights and learning
  - Due Day 3
Field Trip: Field Experience Classroom

Comprehensive Syllabus
Class Cafe (group supervision info)
Weekly Discussions
SoC-OFE Website for Course Materials
Private Group/Private Journal
Recordings and Transcripts

• Video/Audio Recordings AND Transcripts
• Record (video/audio) full sessions
• **Two** full counseling sessions per quarter for each course (due weeks 5 and 9 by Day 7)
  • Submit a transcript that contains **total of 20 minutes** outlined as follows:
    – 5 minutes of the beginning/opening of the session
    – 5 minutes of the end/closing of the session
    – Two 5 minute segments that demonstrate the skills outlined in the video rubric for that session
  • Students should note the time stamp of their transcription for each segment (for example, the opening segment begins at 3:53 and goes through 6:40)
Recordings and Transcripts

• It is the responsibility of students to choose segments that illustrate the skills they are being evaluated on for that recording assignment (review grading rubric)
• Students are asked to complete the transcript using the transcript template and identify the skills demonstrated using comments
• Faculty reserve the right to request additional recordings or transcriptions as they deem necessary if they feel they need more information/data to assess the student's skills.
• All submissions submitted after the due date automatically earn a zero.
  – If a student is having challenges completing a recording, it is the student’s responsibility to contact faculty before the due to be considered for an extension.
Recording Alternative Assignment

• For students who are not allowed to record at their field sites:
  - Students must provide written site policy to faculty supervisors. Faculty supervisors will provide students with the alternative recording assignment.

• For students who are allowed to record at the site but not allowed to submit the recording in the courseroom for review:
  - Students must transcribe the entire length of the session for the recording assignment.
Group Supervision Video Conferences

- Participation in group supervision each week within the field experience courses starting in Week 2
  - Weekly videoconference call with the student’s classmates and faculty supervisor
  - Minimum of 15 hours per quarter
- Attendance via both telephone and web-cam is required.
- Students are required to adjust their schedules to accommodate the group supervision videoconference call.
- Attendance at all group supervision conference calls is mandatory.
Site Visits

(3. Complete site visit teleconference with the site supervisor and faculty supervisor.)

- Site Visits completed week 4, 5, 6 or 7 of the quarter
- Students are required to schedule the site visit by day 7 of Week 2
- Faculty and Site Supervisor will discuss the Mid-Quarter Evaluation, assess student progress, identify areas of needed support, and create a 7-day student plan (if applicable)
- Check your Private Group/Private Journal to get feedback from your faculty regarding the site visit
Practicum Hourly Completion Requirements
(4. Complete required hours and submit fully-signed time log.)

• Completed over one academic quarter (11 weeks)
• Total of 100 hours
• Minimum of 40 direct counseling hours (see program-specific requirements below)
• Remaining non-direct hours:
  – At least 1 hour per week of on-site individual or triadic supervision (at least 11 hours per quarter)
  – Participation in all university group supervision videoconferences (at least 15 hours per quarter)
  – Other counseling-related activities
  – (see slide 21 for details)

*Students are expected to participate at their sites from Week 1-11.*
Program-Specific Practicum Hourly Requirements
(4. Complete required hours and submit fully-signed time log.)

**MS-AC**: 40 hours addiction counseling, addiction assessments with clients, and group counseling (if applicable for the site)
   - At least 21 hours MUST be 1:1 face-to-face addiction counseling

**MS-CMHC**: 40 hours of individual mental health counseling, intake, assessments, and group counseling (if applicable for the site)
   - At least 21 direct hours must be individual 1:1 face-to-face counseling sessions
   - 50 minute counseling hour with adults. Supervisor to communicate the clinical hour for work with children.

**MS-MCFC**: 40 hours of couples, marriage, and family counseling
   - At least 21 of the direct hours MUST be couples and family hours using a systemic approach

**MS-SC**: 40 hours school, direct face-to-face counseling, consultation, and classroom guidance
Internship Hourly Completion Requirements
(4. Complete required hours and submit fully-signed time log.)

- Completed over two academic quarters
- Total of 600 hours
- Minimum of 240 direct counseling hours (see program-specific requirements below)
- Remaining non-direct hours:
  - At least 1 hour per week of on-site individual or triadic supervision (at least 11 hours per quarter)
  - Participation in all university group supervision videoconferences (at least 15 hours per quarter)
  - Other counseling-related activities

*Students are expected to participate at their sites from Week 1-11.*
Program-Specific Internship Hourly Requirements

(4. Complete required hours and submit fully-signed time log.)

**MS-AC**: 240 hours addiction counseling, addiction assessments with clients, and group counseling
  - At least 121 hours MUST be 1:1 face-to-face addiction counseling
  - At least 10 hours MUST be in group counseling

**MS-CMHC**: 240 hours of individual mental health counseling, intake, assessments, and group counseling
  - At least 121 direct hours MUST be individual 1:1 face-to-face counseling sessions
  - At least 10 hours MUST be in group counseling
  - 50-minute counseling hour with adults. Supervisor to communicate the clinical hour for work with children.

**MS-MCFC**: 240 hours of couples, marriage, and family counseling
  - At least 121 of the direct hours MUST be couples and family hours using a systemic approach
  - At least 10 hours MUST be in group counseling

**MS-SC**: 240 hours direct face-to-face counseling, consultation, and classroom guidance
  - At least 10 hours MUST be in group counseling
Professional Service Hourly Requirements

(4. Complete required hours and submit fully-signed time log.)

Professional Service Hours are Comprised of:

- Weekly Supervision
- Observations/Shadowing*
- Clinical Documentation and Administrative Tasks
- Training and Professional Development Activities
- Projects Created by the Site Supervisor and Student (optional based on expectations of the site)
- Phone calls/collaterals
- Recording and transcribing hours

*Note: Shadowing and observation count as professional service hours, NOT direct client hours.
Time Logs

(4. Complete required hours and submit fully-signed time log.)

- Hours are logged in Meditrek
- Instructions, tutorials, and frequently asked questions are available on the SOC-OFE website: http://academicguides.waldenu.edu/fieldexperience/soc/about/meditrek
- Questions about Meditrek should be emailed to socassessment@waldenu.edu
1. Student Login to Meditrek

2. Click the “Time Log” on the home screen

3. Students choose their Program of Study and click “Submit”

4. Students choose the course that they are enrolled (Practicum, Internship I, Internship II, etc). This is labeled “Rotation”

5. Choose how Individual/Triadic Supervision was received

6. Enter the Start and End time for the entire day. This includes day a both at the site and when not at the site doing work for the requirements (e.g. transcribing recordings)

7. Enter the hours for the day in the appropriate field

8. Once totals entered, choose “Save & Go to Next Day”

9. At end of term AFTER checking hours to ensure requirements were met, click on “Submit All Hours & Lock”

**DO NOT Click Submit All Hours and LOCK until the end of the term. Once this is clicked, the log is locked and cannot be edited.**
Evaluations

(5. Receive satisfactory evaluation from site supervisor and 6. Receive satisfactory evaluation from faculty supervisor.)

• Mid-Quarter Evaluation
  – Completed by Faculty Supervisor during Site Visit
  – Assessed by Site Supervisor
  – Assesses:
    • Skills
    • Professionalism
    • Identity

• Final Evaluation
  – Completed in Meditrek by Site Supervisor first then Faculty Supervisor
  – Assesses:
    • Skills
    • Professionalism
    • Identity
Important Grade Considerations

(7. Receive approval for progression from field experience director and field experience coordinators.)

• Based on Assignments and Supervision
  – Supervision (discussion grades)
  – Online Classroom (discussion grades)
  – Compliance with Deadlines
  – Quality of Work
  – Skills Documented in Grade Center for Recordings
  – Document on Final Evaluation
Important Grade Considerations

(7. Receive approval for progression from field experience director and field experience coordinators.)

- The director of field experience and field experience academic coordinator review faculty and supervisor evaluations, as well as qualitative and quantitative data in the classroom.
- If there are any concerns, a field experience academic coordinator or the director of field experience will follow up with the student, faculty, and supervisor as needed.
Quick Tips for Success

• Save and Review a copy of your Field Experience Manual. Students are responsible for all information and to follow all field experience policies outline in manual.

• Students conduct themselves in an ethical manner at all times. Any action—physical, mental, or emotional—taken by a student that directly violates current CACREP standards, Walden Code of Conduct, or the current ACA Code of Ethics will be addressed.

• Remember to use your Walden FE Support System (university supervisor, SOC-OFE operations/or academic team) when experiencing conflict at field site or in the course.

• If an ethical dilemma should arise at the field experience site, students should contact their practicum/internship course instructor.

• Students must submit a withdrawal request prior to leaving the site. Students inform university supervisor of the intent to withdraw from a field experience site.

• Students can only provide direct client services while Walden approved site supervisor is onsite or at approved community locations.
Professional Responsibilities (Field Site)

- Students will follow the agency (site) policies and procedures.
- Students will understand the roles and responsibilities of an intern.
- Students will complete all assigned required tasks on time.
- Students will wear professional attire (abide by site’s dress code policy).
- Students will conduct themselves in an ethical manner at all times. Any action—physical, mental, or emotional—taken by a student that directly violates current CACREP standards, Walden Code of Conduct, or the current ACA Code of Ethics will be addressed.
Professional Responsibilities (Field Site) cont.

• Students will demonstrate a collaborative attitude when working with others within agency.
• Students will interact and communicate in a positive and respectful manner with site supervisor, peers, and other professionals in the community.
• Students will show up prepared with all necessary tools for scheduled weekly supervision.
• Students will be onsite on time and ready to start the day. If late or can not attend, students will contact site supervisor or follow established protocol. (Students are not allowed to take any vacations during field experience).
7-DAY PLAN-Addressing Site Concerns

• Faculty Supervisor will document any field or course related issues on the Student Dispositional & Skills Concerns Referral and submit to field experience coordinator.

• Student site concerns include, but are not limited to, the following:
  a. Student Development Concerns (e.g. lack of receptivity to feedback, inappropriate comments, etc.)
  b. Challenges with Site Supervisor
  c. Express Concerns of the Site Supervisor
  d. Ethical Concerns
  e. Lack or poor professional behavior

• Student may be contacted by a field experience coordinator to discuss and address the concern. The field experience may need to involve the Walden approved site and university supervisor to gather additional information.

• Student may have an opportunity to remediate the concern by completing a 7-day plan.
7 Day Plan Cont..

- Designed by faculty and site supervisor with Field Experience Coordinator’s support.
  - FE coordinator, site supervisor, and faculty supervisor will assess the student’s appropriateness for a 7 day plan based on the identified concerns.
  - Based on student’s assessed ability to remediate successfully in 7 days
  - Barring client safety issues and egregious violations of the ACA Code of Ethics
  - Student’s willingness to complete identified plan

- Plan includes behavioral goals that are specific, measurable, achievable and realistic, which must be successfully demonstrated by the student within 7 day period.

- Student will be informed of the plan and agree or disagree with the plan via email.

- Faculty member will assess and document progress at the end of the 7-day support plan by reaching out to student and site supervisor.

- Student will be informed of the outcome of the plan via email by faculty supervisor.
Unsuccessful 7-Day Plan or Student Deemed inappropriate

• If a supportive plan is deemed inappropriate based on assessment protocol or 7-day plan was unsuccessful will work directly with the student and the site to identify an alternative plan to address the concern. Items that are inappropriate for a plan include those not based in behavioral observation or those egregious enough to warrant immediate action by the Field Experience Director and/or the Student Development Coordinator (e.g. safety concerns).
Reporting Client Incidents

• If a student has safety concerns or questions the individual should contact their Walden approved site supervisor, implement the established site safety protocol and contact their practicum/internship faculty, immediately.

• Please communicate with your practicum/internship faculty via Private Journal/Private Group, email and telephone.
Field Experience Policies

(8. Adhere to all applicable policies, including those listed in the Field Experience Manual, the ACA code of ethics, University policies, and field site policies.)

- SoC-OFE website: http://academicguides.waldenu.edu/fieldexperience/soc

Reminder: Important Field Experience Resources

- **General Questions:** Regarding SoC-OFE policies, procedures, and field experience changes.
  - Email socmasfieldexperience@waldenu.edu

- **Meditrek Questions:** Passwords, form completion, etc.
  - Email socassessment@waldenu.edu

- **Course Resources:** Field experience course forms and resources:
  - Website link: http://academicguides.waldenu.edu/fieldexperience/soc/masters
    - Click on “Current Practicum/Internship Students” on the left side of the screen.
    - Password Required: see field experience Blackboard classroom
Resources for Students, Site Supervisors, and Faculty

• SoC-OFE Website: http://academicguides.waldenu.edu/fieldexperience/soc