School of Counseling
Field Experience Student Orientation Meeting

Ph.D. in CES Program

You **will** need to use the following teleconference bridge:
Teleconference Line: 1-866-391-9390
Teleconference Code: 13331854#

House Keeping

• All questions will be addressed using the chat function in the adobe connect room.
  – Please note that questions that pertain specifically to you may need to be addressed one-on-one with the field office at socdocfieldexperience@waldenu.edu.
• You will be muted during this call or otherwise asked to mute your phone.
  – To mute press STAR Six (*6)
  – Cancel mute by pressing POUND Six (#6)
  – OR use your phone’s mute feature
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.
Organization and Contact Information

Walden University: School of Counseling
Office of Field Experience (SoC-OFE)
School of Counseling Office of Field Experience (SoC-OFE)

SoC-OFE Operations Team

SOC FExDir
Dr. Earl Grey

SOC FEdDir
Kara Clemens

FEdCo
Jessica Richard
PM
A-G

FEdCo
Meghan Wallace
Ex Rel
H-O

FEdCo
Jenelle Davis
St. Ex
P-Z

Assistant FEdCo
Lucas Malone

SoC-OFE Academic Team

Master’s FExCo
Dr. Stephanie J.W. Ford
Pre Field

Master’s FExCo
Dr. April Crable
Post/Intern

CES FExCo
Dr. Jason Patton

Faculty Supervisors
General Practicum and Internship Requirements
Resources

• Black Board Class Room
• Field Experience website: http://academicguides.waldenu.edu/fieldexperience/soc/phdcds
• Meditrek: https://edu.meditrek.com/Default.html
Requirements for a Successful Completion of Field Courses (all 9 must be achieved to pass)

1. Completion of all classroom assignments in the online learning environment with a final course grade of 80% or above.

2. Completion of required practicum or internship hours (internship B only). Submitted in Meditrek*

3. Attendance at all group supervision teleconferences.

4. Completion of two video/audio recordings and transcription forms (practicum) or three work samples (internship)

5. Completion of a site visit between the site supervisor/individual supervisor and university instructor in Week 4, 5, or 6 and submission of the Mid-Quarter Evaluation form by the site supervisor. Submitted in Meditrek*

6. Submission of all required final documents by designated due dates.

7. Satisfactory evaluation provided by the site supervisor/individual supervisor indicating no concerns or reservations regarding the student’s ability to continue with the professional practice curriculum. Submitted in Meditrek*

8. Satisfactory evaluation provided by the practicum/internship course instructor indicating no concerns or reservations regarding the student’s ability to continue with the professional practice curriculum. Submitted in Meditrek*

9. Approval for progression provided by the field experience director indicating no concerns or reservations regarding the student’s ability to continue with the professional practice curriculum.
Practicum
COUN 8890

Occurs over 1-quarter

11-week span

Students are required to participate in both a classroom and site-based component for this course

All site-based requirements must be completed by the student during enrollment

Participation in the classroom case presentation and site-based components are required for the full duration of the term, regardless of when client hours are accumulated
Weekly Discussion (CES Practicum)

**CES Practicum**

- **Weeks 1-2**
  - All complete portions of the form using case provided. Review the weekly rubric
  - Due day 4

- **Weeks 3-10**
  - Students Present cases due **day 7 of the week PREVIOUS**
  - Students consultant due ay 3, Review the weekly rubric
  - ALL respond with a reflection summary Day 7

- **Week 11**
  - Final Complete form
  - Update clients progress (same client as presented earlier in the course)
  - Apply all feedback
  - Synthesize all insights and learning
Practicum Supervision Requirements

Onsite Supervision
• Begins in week 1
• Must receive weekly supervision (triadic or individual)
• Supervision is for one continuous hour
• Supervision must be facilitated by approved site supervisor

University Supervision
• Begins in week 2
• Must attend weekly group teleconference call (call is one and a half hours)
  – Student must be present for the entire call and actively participate
  – Students must attend all calls
Practicum Hourly Requirements

• 100 Hours Total for Completion
• One Academic Quarter-11 weeks
• Minimum of 40 Direct Client Contact Hours

*Students are expected to participate at their sites continuously from week 1-11

• Minimum of 60 Indirect Hours comprised of:
  – Weekly Supervision
  – Observations/Shadowing
  – Clinical Documentation
  – Administrative Tasks
  – Orientations/Training
  – Professional Development Activities
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 Supervisor was received, even if not received on that day.

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

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

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

9. Note: 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.
Internship
COUN 8895 and COUN 8896

1. Occurs over 2-quarter
2. 11-week span for each term:
   - Students can continue working at their field sites the weeks between terms if engaged in weekly university supervision
3. Students are required to participate in both classroom and site-based components for this course
4. All site-based requirements must be completed by the student during enrollment
5. Participation in the classroom and site-based components are required for the full duration of the term, regardless of when client hours are accumulated
Internship Hourly Requirements

600 Hours Total for Completion

Two Academic Quarters- students should strive to achieve 300 hours per term, but this is not required

Hours come from a combination of selected domains: clinical practice, teaching, supervision, leadership/advocacy activities, and/or research

Hours must reflect proposed domains and hours on the approved Individual Internship Plan (±25 hours in each domain not to exceed maximums) for a total of 600 hours
Domain Specific Requirements

Teaching: up to 300 total hours*

- Must be graduate level teaching of counseling related courses
- *If serving as a TA at Walden, the maximum number of teaching hours is 200 (100 hours per internship term)

Supervision: up to 300 total hours

- Must supervise master’s level or above counselors

Research: up to 100 hours

- Must be a project that includes data collection

Clinical: up to 200 hours

- Same requirements as practicum

Leadership/Advocacy: up to 100 hours

- Activity must be approved on individual basis.
- Examples include elected positions with counseling organizations, serving on a professional committee, presentations at a regional or national counseling conference.
Additional Hours for Credit

- Residency credit for residency I and II: total of 40 hours
- Supervision received from your individual/triadic supervisor and group supervision instructor: total of 52 hours
- Supervision completed with masters students during COUN 8135: total of 15 hours

*All of these hours will already be accounted for on your internship hours log
1. Student Login to Meditrek

2. Click the “Time Log” on your 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 Supervisor was received, even if not received on that day.

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

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

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

9. Note: 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.
Internship Supervision Requirements

**Individual/Triadic Supervision**
- Begins in week 1
- Must receive weekly supervision (triadic or individual)
- Supervision is for one continuous hour
- Supervision for *teaching, research, leadership/advocacy, and/or supervision hours* must be facilitated by Walden-provided “Individual Supervisor”
- Supervision for *counseling hours* must be facilitated by the approved on site supervisor (requirements same as practicum)
- Faculty/Group Supervisors will be in regular communication with site contacts

**University Group Supervision**
- Begins in week 2
- Must attend weekly group teleconference call (call is one and a half hours)
  - Student must be present for the entire call and actively participate
  - Students must attend all calls
Internship Supervision Communication

- Domain Specific
- Communicates with Individual Supervisor
- Attests to hours completed at the site on final hours log

Site Contacts

Group Supervisor
- Provides Group Supervision to entire class
- Communicates with the Individual Supervisor

Triadic/Individual Supervisor
- Provides Individual/Triadic Supervision
- Communicates with the Site Contacts
- Communicates with the Univ Group Supervisor
Course Requirements
Requirements for a Successful Completion of Field Courses (all 9 must be achieved to pass)

1. Completion of all classroom assignments in the online learning environment with a final course grade of 80% or above.
2. Completion of required practicum or internship hours (internship B only). Submitted in Meditrek*
3. Attendance at all group supervision teleconferences.
4. Completion of two video/audio recordings and transcription forms (practicum) or three work samples (internship)
5. Completion of a site visit between the site supervisor/individual supervisor and university instructor in Week 4, 5, or 6 and submission of the Mid-Quarter Evaluation form by the site supervisor. Submitted in Meditrek*
6. Submission of all required final documents by designated due dates.
7. Satisfactory evaluation provided by the site supervisor/individual supervisor indicating no concerns or reservations regarding the student’s ability to continue with the professional practice curriculum. Submitted in Meditrek*
8. Satisfactory evaluation provided by the practicum/internship course instructor indicating no concerns or reservations regarding the student’s ability to continue with the professional practice curriculum. Submitted in Meditrek*
9. Approval for progression provided by the field experience director indicating no concerns or reservations regarding the student’s ability to continue with the professional practice curriculum.
Video or Audio Recordings
(Required for Practicum/Work sample option for Internship)

Students are required to record (video or audio) 30-minutes of two different counseling sessions.

• Consent Forms are available on the field experience website http://academicguides.waldenu.edu/fieldexperience/soc for the student to download.

• Students should view/listen to the recording and process the client session during supervision.

• Students should keep the audio or video tape stored in a locked facility at the site
  • The site supervisor should work with the student to destroy the recording by the end of the field experience.

• Students will need to submit a copy of the video or audio file via the student’s secure Blackboard classroom where it can be reviewed and securely destroyed at the end of the term.

• **DO NOT** submit a copy of the consent form.
Work Samples (Internship only)

- You will provide 3 work samples each quarter to represent your internship hours.
- This should include at least 1 recording of teaching, supervision, and/or counseling work.
- It could also include samples of teaching activities such as grading or preparation of content.

- Note: The recordings may apply to teaching, supervision, and counseling. You and your faculty instructor will determine an acceptable combination of work samples to proportionately represent your internship plan.
Internship Course Content

• Content driven by CACREP’s final expectations for students
• Developmentally-based professional identity advancement along several key functions of CES
• Designed to maintain your practice with scholarly writing and academic research
Mid-Quarter Site Visit

A mid-quarter teleconference call is required between the instructor and the approved site supervisor/individual supervisor.

- The goal of this call is to assess student progress at the site(s) and address any strengths, weaknesses, or needs that may exist.
- The site visit will be scheduled by the student (with consideration of the instructor and site supervisor’s schedules) in the second week of the term.
- The site visit will be scheduled for week 4, 5, or 6 of the term.
- In preparation for the site visit call the site supervisor will need to complete the Site Visit Form (an electronic assessment of the student’s skills and progress which will be emailed from socdocfieldexperience@waldenu.edu). [Practicum only]
  - This should be completed at least two days prior to the scheduled site visit call.
  - *Please make your faculty member/group supervisor aware of any issues or concerns you may have that should be addressed on this call.
Information from the Field Office

• We are committed to a student-centered approach
• You will find all information and ways to communicate to the SoC-OFE team on the field experience website: http://academicguides.waldenu.edu/fieldexperience/soc

We thank you for allowing us to support you in your field work!
Questions?