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
• Skills and Professionalism
• 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-OFE and the Program of Study (POS)

Counseling Professional

Field Experience (Induction to the profession)

Pre-Practica (Practitioner)

Core Coursework (Scholar)

Agent of Social Change
School of Counseling Office of Field Experience (SOC-OFE)

- Director of Field Experience
  - Operations Team
    - Operations Director
    - Operations Coordinators
    - Academic Coordinators
    - Lead Faculty
    - Faculty Supervisors (Course Instructors)
- Academic Team
SOC-OFE Director of Field Experience

• Supervises the field experience operations director, field experience academic coordinators, and field experience faculty
• 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
• Oversees the remediation process for field experience issues
• Collaborates with program, school, college, and university leadership for all counseling programs and interfaces with Walden’s Center for Global, Professional, and Applied Learning.
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

- counselingfield@mail.waldenu.edu
SOC-OFE Academic Team

- Work with students who need assistance while securing 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 concerns
- Work with field experience director, student development coordinator, and skills coordinator to create skills and development plans
Important Field Experience Resources

Your **faculty supervisor/instructor is your first point of contact** for field experience-related issues once you are enrolled in field experience.

**General Questions:** Regarding SOC-OFE policies, procedures, and field experience changes.
- First, review all materials at [http://academicguides.waldenu.edu/fieldexperience/soc/masters](http://academicguides.waldenu.edu/fieldexperience/soc/masters)
- Then, email counselingfield@mail.waldenu.edu

**Meditrek Issues/Questions:** Passwords, form completion, “unlocking” time logs, etc.
- Email socassessment@mail.waldenu.edu

**Course Resources:** Field experience course forms and resources:
- [http://academicguides.waldenu.edu/fieldexperience/soc/masters](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 each field experience course 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 laws and regulations for counseling professionals.

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

- Weekly Discussions (1 per week)
- Assignments
  - Individual Field Experience Plan
  - Time Logs
  - Video/Audio Recordings and Transcripts
    » 2 full sessions per course
    » Kaltura
  - Journals (5-credit students only)
    » “diary” template
- Final Case Presentation

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

• Discussions are centered around case conceptualizations
• A mock-case is provided to assist you in applying what you have learned to case conceptualizations
• Each week one-to-two students will submit a case conceptualization form in the discussion area
• Peers respond with questions and suggestions to the presented case
• A final case presentation will be due as your final assignment—this should be a revision of the case presentation you offered earlier in the quarter based on the feedback you received
Home-Based Counseling

• Starting in Spring 2019 **Internship** students may conduct in-home counseling (to be clear this is in the *client’s* home)

• Your site supervisor or an approved designee will have to be on site with you
Important Components of the Field Experience Classroom

Upon obtaining access, locate the following areas of the classroom.

• Comprehensive Syllabus (at the bottom of the syllabus link)
• Class Café
• Weekly Discussions
• Private Group
Recordings and Transcripts

• Recorded sessions are evidence of your counseling skills
• Video Recordings are required. Audio recordings only are acceptable if your site will not allow video.
• Two full counseling session recordings per quarter are due 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 your responsibility to choose segments that illustrate the skills you are being evaluated on for that recording assignment (review grading rubric in the course information area of the classroom).
• 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 date 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 or the site supervisor must confirm this with the instructor directly. Faculty supervisors will only provide alternative recording assignment to those students who provide documentation.

• For students who are allowed to record at the site, but not allowed to submit the recording in the classroom for review:
  • Students must inform their instructors prior to the recording due date. To fulfill the recording submission requirement, they must transcribe the entire length of the session for the recording assignment.
Group Supervision Video Conferences

• Students must actively participate in group supervision each week in their field experience courses starting in Week 2 (please note, some instructors may request to start in Week 1)
  – Weekly videoconference call with the student’s classmates and faculty supervisor
  – *Minimum* of 15 hours per quarter, but to reiterate, that does not mean you can stop coming or not show up for all of the supervision calls.

• Video *and* audio participation are required, excepting instances of disability accommodations.

• Students are required to adjust their schedules to accommodate the group supervision videoconference call.

• *Attendance at all group supervision conference videoconferences is mandatory.*
Site Visits

• Site Visits must be completed in weeks 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 Success Plan (if applicable)
• Check your Private Group to get feedback from your faculty regarding the Site Visit
Practicum Hourly Completion Requirements

• Completed over one academic quarter (11 weeks)
• Total of 100 hours
• Minimum of 40 direct counseling hours
  – See program-specific requirements on next slide
• 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 24 for details

*Students are required to participate at their sites continuously from Week 1 throughout Week 11.
Important Information on Obtaining Hours

• Direct client hours are those in which you are in the presence of and in active engagement with a client
• Your site supervisor or designee must be present with you on site while you are offering direct client hours (including the client’s home if you offer home-based counseling as an Internship student)
• Log your hours at the end of each day (see slides 26 and 27 for details).
Program-Specific Practicum Hourly Requirements

**MS-AC**: 40 hours individual addiction counseling, intakes, 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, intakes, assessments, and group counseling (if applicable for the site)
   - At least 21 direct hours must be individual 1:1 face-to-face counseling sessions

**MS-MCFC**: 40 hours of couples, marriage, and family counseling, intakes, assessments, and group counseling (if applicable for the site)
   - At least 10 of the direct hours MUST be couples and family hours using a systemic approach

**MS-SC**: 40 hours direct, face-to-face school counseling, assessment, family and group counseling, consultation, and classroom guidance
Internship Hourly Completion Requirements

- Completed over two academic quarters
- Total of 600 hours (no minimum for Internship 1)
- Minimum of 240 direct counseling hours
  - See program-specific requirements on next slide
- Remaining non-direct hours:
  - At least 1 continuous hour per week of on-site individual or triadic supervision (at least 11 hours per quarter)
  - Participation in all university group supervision videoconferences (minimum of 15 hours per quarter)
  - Other counseling-related activities
  - See slide 24 for details

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

**MS-AC:** 240 hours individual addiction counseling, intakes, assessments with clients, and group counseling (if applicable for the site)
- At least 121 hours MUST be 1:1 face-to-face addiction counseling
- At least 10 hours of group counseling

**MS-CMHC:** 240 hours of individual mental health counseling, intakes, assessments, and group counseling (if applicable for the site)
- At least 121 direct hours must be individual 1:1 face-to-face counseling sessions
- At least 10 hours of group counseling

**MS-MCFC:** 240 hours of couples, marriage, and family counseling, intakes, assessments, and group counseling (if applicable for the site)
- At least 60 of the direct hours MUST be couples and family hours using a systemic approach
- At least 10 hours of group counseling

**MS-SC:** 240 hours direct, face-to-face school counseling, assessment, family and group counseling, consultation, and classroom guidance
- At least 10 hours of group counseling
Indirect Hourly Requirements

Indirect (professional service) hours are comprised of:

- Weekly Supervision
- Observations/Shadowing*
- Clinical Documentation and Administrative Tasks
- Training and Professional Development Activities (consider becoming certified for BC-TMHP, TF-CBT, EMDR, etc.)
- 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 indirect hours, NOT direct hours.
Time Logs

• Hours are logged in Meditrek

• Instructions, tutorials, and frequently asked questions are available on the SOC-OFE website: http://academicguides.waldenu.edu/fieldexperience/soc

• Questions about Meditrek should be emailed to socassessment@mail.waldenu.edu
Evaluations

• Mid-Quarter Evaluation
  – Completed by Site Supervisor in Meditrek
  – Reviewed by your Faculty with your 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

Based on Coursework and Supervision

- Supervision Participation (a component of your weekly discussion grades)
- Online Classroom (discussion grades)
- Case Conceptualization (discussion and final assignment)
- Compliance with Deadlines
- Quality of Work
- Skills Documented in Grade Center for Recordings
- Submission of all field experience documentation, with approval by site and faculty supervisors (evaluations, time log)
- Document on Final Evaluation
Important Grade Considerations

• 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, the 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 located at the field experience website. Students are responsible for all information and to follow all field experience policies outlined in the manual.

• Students must 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, the Walden Code of Conduct, or the current ACA Code of Ethics will be addressed.

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

• 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 to the SOC-OFE (counselingfield@mail.waldenu.edu) prior to leaving the site. Students inform faculty supervisor of the intent to withdraw from a field experience site. If a student is to withdraw she or he must provide ethical termination/transfer of clients to ensure continuity of care.

• Remember: students can only provide direct client services while the site supervisor or designee is onsite.
Professional Responsibilities at the 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 at the Field Site

• 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 they are to be late or cannot attend, students will contact site supervisor or follow established protocol. (Students are not allowed to take any vacations during field experience).
7-Day Success Plan: Addressing Student Concerns

• Faculty Supervisor will document any field or course related issues on the Student Dispositional & Skills Concerns Referral and submit to field experience academic 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 of or poor professional behavior

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

• Student may have an opportunity to remediate the concern by completing a 7-day student success plan.
7-Day Student Success Plan (continued)

- Designed by faculty and site supervisor with Field Experience Coordinator’s support.
  a. Academic coordinator, site supervisor, and faculty supervisor will assess the student’s appropriateness for a 7-day plan based on the identified concerns.
  b. Allows student 7 days to consistently demonstrate success for concern
  c. Excepting client safety issues and egregious violations of the ACA Code of Ethics

- Plan includes skills/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. Disagreement may result in negative consequences.

- Faculty supervisor 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 7-Day Plan Not Appropriate

If a 7 day Success Plan is deemed inappropriate based on assessment protocol or if the student was unsuccessful at demonstrating the required skills and behaviors consistently during the 7 day period, the field experience academic coordinator or field experience director will work 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 Group, email, and telephone.
Self-Care

• Remember, *the best counselors seek their own counseling*
• Field experience is a mentally and emotionally challenging period—it is taxing on your resources and you must maintain self-care to be effective
• Continue any self-care activities you have in place and consider supplementing with additional activities and resources during this time
• The Student Assistance Program is available and offers free, confidential counseling available 24/7
  – Call the 24-hour hotline at 1-866-465-8942 (TDD: 1-800-697-0353) to receive confidential counseling from experienced clinicians. A guidance consultant will listen to your needs and, if appropriate, refer you to resources in your community. Refer to Walden ID code SAP4EDU when accessing this free service.
Field Experience Policies

Remember, ignorance of the law (or rules) is no excuse. Become intimate with SOC-OFE policies and those of your site and state.

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

• Field Experience Manual
  http://academicguides.waldenu.edu/fieldexperience/soc

• ACA Code of Ethics
  http://www.counseling.org/resources/aca-code-of-ethics.pdf
Reminder: Important Field Experience Resources

Your faculty supervisor is your first point of contact for field experience-related issues once you are enrolled in field experience.

General Questions: Regarding SOC-OFE policies, procedures, and field experience changes.
• Email counselingfield@mail.waldenu.edu

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

Course Resources: Field experience course forms and resources:
• 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