Contents

Section I Program Overview 6

Program Policies 6

Welcome 6

Mission Statement of the Clinical Counseling Program. 7

Clinical Counseling Program Purpose. 7

Matriculation Requirements 8

Program Objectives 9

Graduate Outcomes Related to MACC Program Outcomes. 188

Expectations of Students 22

Student Orientations. 22

Attendance. 22

Professional Conduct and Attire. 23

Academic Honesty and Ethical Behavior. 23

Student Disclosure of Personal Information. 24

Current Contact Information. 24

Practicum and Internship Compliance Requirements. 24

Related Program Information 24

Non Discrimination Policy. 24

Harassment Policy (See Appendix A). 25

Program of Study (See Appendix C). 25

Graduate Assistantships. 26

Exposure to Trauma. 26

Retention/Remediation/Dismissal Policy. 26

Incomplete Grade Policy. 29

Course Remediation. 300

Toward the Agency 52
Responsibilities of the Agency during Practicum 52
Toward the Student 52
Toward the University 54
Responsibilities of the Student during Practicum 55
Toward the University 55
Toward the Agency 57
Section 3: Internship 58
Introduction to Internship 58

APPENDIX D: Background Check Policy Field Placement Clearances 79
APPENDIX E: Professional Disposition Review 83
APPENDIX F: Mid-Program Review 86
APPENDIX G: University Policy on Health Checks 90
APPENDIX H: Supervisor Contact Sheet 93
APPENDIX I: Practicum Agreement 94
APPENDIX J: Sample Practicum Plan 98
APPENDIX K: Practicum Midterm Evaluation 99
APPENDIX L: Practicum Final Evaluation 98
APPENDIX M: Supervision Form 99
APPENDIX N: Field Placement Weely Log 102
APPENDIX O: Internship Agreement 110
APPENDIX P: Sample Internship Plan 108
APPENDIX Q: Internship Midterm Evaluation 114
APPENDIX R: Internship Final Evaluation 110
APPENDIX S: Supervision Form 113
APPENDIX T: Counselor Evulation of Supervisor 114

Section I – Program Overview

Program Policies

Welcome

Welcome to the Master of Arts in Clinical Counseling (MACC). We are proud to offer you this program and expect that you will become an effective, well-trained professional counselor through your experience with us. It is our intention to provide you with exceptional preparation in counseling skills and ethical counseling practice. It is important for you to understand that YOU are responsible for your degree and for setting and obtaining the goals to make your dream a reality. We will be here to assist you every step of the way, but the ultimate responsibility is yours.

To help you obtain your goals, we have developed this program to [illegible]

2. Social and Cultural Diversity (CACREP Section 3. B)

Objective: Students will demonstrate knowledge of multicultural characteristics and their impact and the theories and competencies of multicultural counseling.

Related Courses: MCC 530, MCC 670 (CPCE)

Integrated Learning

Community-Based Learning

Inclusive Learning

Ethical Learning

Franciscan University, Committed to Personal and Social Transformation

Core Values: Contemplation, Humility, Peacemaking, Service

Connection to MACC Mission Statement:

within the community.

2. Lifespan Development (CACREP Section 3. C)

Objective: Students will demonstrate knowledge of developmental theories; the factors affecting development including addiction; and the ethically,

5. Counseling Practice and Helping Relationships (CACREP Section 3. E)

Objective: Students will demonstra6tBT3TJETMC /Span /MCID 4/La505A004F>>0048004700

Graduate Outcomes Related to MACC Program Outcomes.

The College of Graduate and Adult Studies has established the following outcomes for all graduate programs at Alvernia University. Each graduate outcome is related to one or more MACC program objective.

1. Interpersonal collaboration
    a. Relationship management
    b. Decision making based upon theoretical concepts

    MACC outcomes related to Graduate Outcomes: #1, #2, #6
2. Knowledge of discipline
    a. Evidence-based knowledge and practice
    b. Continuous quality improvement to achieve outcomes
    c. Professional behaviors

    MACC outcomes related to Graduate Outcomes: #1, #4, #5
3. Effective communication
    a. Advanced scholarly writing and oral communications
    b. Information management and technology skills

    MACC outcomes related to Graduate Outcomes: #1, #8
4. Ethical considerations and leadership
    a. Advocacy individual, organization, community, global
    b. Ethical and moral leadership
    c. Social justice

    MACC outcomes related to Graduate Outcomes: #1, #2, #3

5. Research skills
    a. Quantitative and/or qualitative methods
    b. Information literacy

    MACC outcomes related to Graduate Outcomes: #7, #8

Expectations of Students

Student Orientations.

Students are required to attend a new student orientation held on the Saturday prior to the beginning of classes in the fall semester. Students are also required to attend a practicum /internship orientation in the semester prior to the beginning their practicum/internship experiences.

Attendance.

Attendance at all classes is expected. Students are expected to schedule vacations at times when

Student Disclosure of Personal Information.

Students may be required to share personal information either orally or in written assignments in some courses for the purpose of personal growth as a counselor. While confidentiality of such disclosed information in a classroom setting is encouraged, it cannot be guaranteed. Any concerns regarding the requirement for the disclosure of personal information should be discussed with the course instructor.

Current Contact Information.

Students are required to keep the university informed of their current contact information including address and phone. **Students are also required to maintain a usable Alvernia University e-**

Harassment Policy (See Appendix A).

It is the responsibility of each person on campus to respect the personal dignity of others. Alvernia has always encouraged its students, faculty and staff to celebrate in the diversity of the University and to immediately confront any expressions of harassment within the community based on differences in sex, race, religion, disability or ethnic background.

Off-Campus Program Waiver and Release from Liability Form/ Field Placement Consent and Release Form (Appendix B).

Students are required to complete and sign the waiver from liability form at the beginning of the

Students are required to report any changes to their clearance status immediately to the program faculty. Failure to do so may result in disciplinary action that may include delay in field placement, dismissal from the field experience, or dismissal from the program.

The following grading scale has been adopted by the University for all graduate courses:

A = 94-100%

A- = 90-93%

B+ = 87-89%

B = 83-86%

B- = 80-82%

C = 73-79%

F = 72% or less

Incomplete Grade Policy.

when a student fails to complete course requirements because of extreme and unforeseen extenuating circumstances that may have affected academic performance. The

completed and signed by the professor and student before the end of the semester/session. The

lete course requirements and a change of grade is not submitted within the period stipulated above.

Under Option 1 above, a new grade for the course will be exchanged for previous grade under

It should be noted, however, that the original grade will continue to be recognized in academic dismissal decisions should the student receive an additional "C" grade or lower grade in any remediated course or any other course.

Student Academic Appeals and Grievance Procedures

The appeal process for grades, dismissal from program for academic or non-academic reasons, or dismissal from the University are contained in the Graduate Catalog (2023-2024). The process for **appeal of a course grade** is as follows:

College Dean (College of Arts & Sciences or College of Professional Programs). The student has seven (7) business days to submit this appeal.

5. A meeting between the student and the Department Chair or College Dean must be held within

College Dean must notify the student of their decision within seven (7) business days of that meeting. The decision of the Department Chair or College Dean is final as to a course grade.

6. The student may appeal the decision of the Department Chair or College Dean to the Graduate Student Grievance Committee. The student has seven (7) business days to submit this appeal.

7. The Graduate Student Grievance Committee may independently request separate documentation from the student and the course instructor(s) outlining their perspectives on the events leading to the appeal within seven (7) business days of the grievance notification. If the

Academic Advisor will also be asked to submit a letter indicating their disposition recommendation. The Graduate Student Grievance Committee reserves the right to request further information/documentation or to meet with the student or course instructor as required to thoroughly review the appeal/ student issue.

8. The Graduate Student Grievance Committee issues a written recommendation of a resolution to the College Dean within seven (7) business days. The Dean reviews the decision and notifies the student of the decision in writing within seven (7) business days. The Committee maintains a complete file of the grievance and Committee proceedings.

The process for **appeal of dismissal from an academic program** is as follows:

perspectives on the events leading to the dismissal within seven (7) business days of the

indicating their disposition recommendation. The Graduate Student Grievance Committee reserves the right to request further information/documentation or to meet with the student or course instructor(s) as required to thoroughly review the appeal/student issue.

8. The Graduate Student Grievance Committee issues a written decision recommendation with /F1 12

Note: Business days are defined as Monday through Friday, excluding holidays when the University is closed.

Faculty Evaluation of Student Disposition.

the program. This assessment includes the identification of key professional dispositions, measurement of student professional dispositions over multiple points in time, and review and analysis of data. Operationally, data is collected using the Professional Disposition Review and the Mid-Program Review.

Professional Disposition Review (See Appendix E).

Professional and respectful behavior is expected in all facets of this program. Students will be regularly evaluated on non-academic behaviors throughout the program and receive a letter if the results are unsatisfactory. Professional Disposition Reviews must be included as graded components in all syllabi and account for a percentage of the overall course grade. Areas of evaluation will include:

* openness to new ideas
* flexibility
* cooperation
* willingness to accept and use feedback
* awareness of impact on others
* ability to accept personal responsibility
* ability to express feelings effectively and appropriately
* attention to ethical and legal considerations

Last updated by N.Hall 8.15.24

* initiative and motivation

Early Warning/Early Intervention. At the end of each semester, MACC faculty will review the completed Professional Disposition Review forms. Early Warning/Early Intervention will be activated when any of the following conditions are met:

1. A cumulative score for any semester falls below a 3.0 average rating,
2. Three or more scores on any of the 10 professional performance indicators have a rating less than three (3) for any single course, or
3. At least one of the professional performance indicator rankings for any single course has a rating of one (1).

Counseling Services for Students.

MACC students with personal problems may choose to seek counseling through the University Counseling Center staffed by licensed professionals not affiliated with the MACC program.

Annual Copyright Infringement Disclosure to Students.

Alvernia University is required by federal law to inform students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws.

Copyright Restriction: Materials used in conjunction with this course may be subject to copyright protection under Title 17 of the United States Code. Under certain Fair Use circumstances specified by law, copies may be made for private study, scholarship, or research. Electronic copies should not be shared with unauthorized users. If a user fails to comply with Fair Use restrictions, he/she may be liable for copyright infringement. For more information, including Fair Use guidelines, see the Alvernia University Copyright and Fair Use Policy on the library webpage.

ADA Accommodations.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities

and/or psychological disabilities. It is the responsibility of the student to contact the Disabilities

Recent MACC graduates and students in their final year of study can register to take the NCE. Students who choose not to take the NCE under this arrangement with NBCC must contact NBCC to arrange for an alternate test date and procedures.

This test is voluntary and is not a course or program requirement. Students seeking to become licensed as the newly established Licensed Associate Professional Counselor (LAPC) or the independent licensure, Licensed Professional Counselor (LPC) in Pennsylvania in the future must take the NCE before licensure.

Faculty Office Hours.

Faculty and administration have designated office hours, which provide an opportunity for student conferences. Office hours are posted at the beginning of each semester. Professors will also meet with students by appointment.

Last updated by N.Hall 8.15.24

Professional Certifications & Licensure.

Students who complete the MACC program meet the academic requirements for the LAPC (Licensed Associate Professional Counselor) then after 3000 supervised hours post-degree licensure as a professional counselor (LPC) in the Commonwealth of Pennsylvania and may met the academic requirements for professional licensure in other states. Certification as addictions counselor (CAC) and as National Certified Counselors (NCC) is also common for graduates of the MACC program. It is the responsibility of the student to contact the appropriate Board for licensing and certification information.

2.

8. Students are required to obtain and maintain current professional liability insurance and are required to have it before going out on any field experiences. Students will not be permitted to go out on their Practicum or Internship without proper documentation of this insurance in their file with the Program Coordinator. (American Counseling Association provides insurance for student members; applications for membership can be accessed at www.counseling.org).
9. All degree-seeking and certification-seeking students are required to have health insurance and will be enrolled in the Alvernia Student Health Insurance plan if they do not submit current medical insurance information using the online waiver. (https://alvernia.studenthealthportal.com). There are no exceptions and premiums are nonrefundable.
10. A university affiliation agreement must be in place with any field site before a student can participate in any field activity.

Practicum Preparation Process

1. A student must 1.

a. Students must comply with agency and university regulations regarding all clearances and health checks **(See Appendices)** before being permitted to work with clients in a particular agency.

b. Students are responsible for the costs associated with these screenings. These clearances must be completed

9.

(See Appendix H)

10. The relevant Practicum placement, supervisor, and student information will be uploaded into the e-portfolio, Tevera. Weekly logs, evaluations and relevant documents will be signed and stored in Tevera. Students will have access to Tevera after graduation.

The University reserves the right to postpone or deny a practicum to a student who does not meet the deadline and/or professional standards as outlined in the ethical code of the American Counseling Association. Placement at an accepted field site must be secured by the first class meeting of MCC 550 or the student must withdraw from the course.

Criteria for Agency Selection

The prime factors to be considered in selection of an agency for student placement include:

1.

Facility and Supervisor Selection Guidelines for Graduate Student Practicum

The faculty and students will discuss qualifications for clinical facilities and supervisors. Any student is encouraged to seek new learning experiences in facilities that may not be currently used by the Masters Program in Clinical Counseling.

1. Students must receive clinical supervision from a licensed professional counselor, licensed psychologists, licensed clinical social worker, licensed social worker, or licensed marriage and family therapist. See PA code 49 for specifics of the supervisor requirements.
2. Student selection of clinical facilities and/or supervisors is with the permission and confirmation of the designated faculty. No student may independently agree to a practicum placement.
3. The faculty/Clinical Coordinator must visit all newly proposed practicum sites and speak with supervisors or facility administrators to assess the match between clinical resources and course objectives.
4. An affiliation agreement must be signed by the university and the school or agency administrator(s). Students will need to send the name, address, email, phone number of the agency and CEO to the MACC Clinical Coordinator
5. A written evaluation of student performance must be obtained from the agency personnel by course faculty **PRIOR** to completion of course requirements.
6. A list of all current affiliation agreements will be maintained by the MACC Clinical Coordinator.
7. Students are generally not paid for their practicum experiences.

Last updated by N.Hall 8.15.24

8. Students may not be placed for practicum in the same unit of a facility where they are currently employed or be supervised on the practicum by their work supervisor.

Grading

The grade assigned by faculty is based on the on-

experience, written assignments, and the evaluation by the course instructor who has the final responsibility for all grades.

Ethical Standards

Each student is required to adhere to the ethical standards of the American Counseling Association and the Alvernia University Student Citizenship Code not only during the academic program but also during the practicum experience. Failure to meet those standards may result in removal from the program/practicum.

Unsatisfactory Performance

A student may be terminated from his/her placement at any time during his/her practicum if his/her behavior is inadequate and/or disruptive to the operation of the placement site. If a student is dismissed for cause from the site either by the site

eligible for a remediation plan, the student must successfully complete the plan before enrolling in the course a second time.

A student receiving a failing grade or who has been removed from his/her placement must reapply for practicum the next time the course becomes available.

Last updated by N.Hall 8.15.24

A student removed from placement may be given one more opportunity for a practicum experience but only on the recommendation of the MACC faculty and after successful completion of a remediation plan.

Responsibilities of the University during Practicum

Toward the Student

1. To provide the student with information regarding local counseling agencies, including their purpose and general functioning, and allow student participation in the selection of their agency placement.
2. To provide a weekly group supervision seminar to assist the student in the integration of the site placement experience.
3. To explain and prepare the student for the evaluation process by the site supervisor and course instructor.
4. To make time available to the student on an as-needed basis to discuss any concerns the students might have, including meeting with the site supervisor in order to resolve any difficulties.
5. To assume final responsibility for the evaluation of the student, considering the site supervisor evaluation, agency visits, student participation in seminars and student's completion of other required assignments.

b. Reviewing of student assignments and method of operation.

c. Review of written recorded material as an educational tool.

d. Assisting the student in incorporating the knowledge, values and skills of counseling into professional practice; and

e. Increasing the student's awareness of his/her personal attitudes and how this impacts on professional practice and functioning.

3. To provide an orientation to the student regarding the agency's goals, objectives, functions, personnel procedures and legal responsibilities. This orientation should occur during the first two weeks of the semester.
4. The site supervisor will follow these educational objectives:

8. To provide the student with the opportunity to participate in the evaluation process and to review with the site supervisor, in detail, the evaluation form before it is submitted to the University. The student should be given a copy of the evaluation completed by the site supervisor.
9. Be familiar with and support the current Code of Ethics of the American Counseling Association.
10. Provide a professionally ethical work environment and ethical supervision.
11. In the temporary absence of the assigned site supervisor, the agency will provide the student with an alternate licensed supervisor who will assume supervisory responsibility for the student. The student must be notified of this change immediately.

Toward the University

1. To involve itself with an ongoing communication with the university and, in particular, the course instructor.
2. To commit oneself to the learning experiences afforded to students through site placements and to work through any difficulties, which might inhibit this learning process.
3. To complete the written evaluation of the student as outlined in this manual and share the outcomes with the student.
4. To consult with the university practicum faculty each semester to provide feedback regarding the site placement experiences of the student, comment on the preparation of the student for placement and make appropriate suggestions for improving the clinical counseling curriculum.

5. To provide a copy of the renewal of licensure every two years along with an updated resume at that time.

Responsibilities of the Student during Practicum

Toward the University

1. To secure necessary background clearances and submit to designated MACC faculty member by the first class meeting of MCC 550. Any positive return on a background clearance will be reported to the appropriate administrator.
2. Placement at an accepted field site must be secured by the first class meeting of MCC 550 or students must withdraw from the course. It is the responsibility of each student to secure their own practicum site placement with approval of the MACC faculty prior to the beginning of the semester in which the course is taken. Students must ensure that the practicum agreement (**Appendix I**) is signed by appropriate agency personnel within the first two weeks of class.
3. To discuss with the clinical coordinator his/her preferences for site placement experiences, given the student's background, interest and education.
4. To fulfill the time requirements of the course. The schedule is to be mutually agreeable with the agency and the student's class schedule, subject to faculty approval.
5. Adhere to the rules of the agency/school in regard to all matters relevant to counseling.
6. To notify the course instructor of any absence, illness emergencies, or other conditions that

Section 3: Internship

Introduction to Internship

The Master of Arts in Clinical Counseling program is designed to prepare master's level counselors to practice in a variety of settings with individuals who have mental health issues and addictive behaviors. The internship is the capstone experience that comes at the end of the program. It follows a thorough preparation in the theory and skills necessary to function as a competent counselor. The internship is an intensive work experience which is similar to a regular position in the counseling field. It is designed to provide an opportunity for the student to apply counseling theories, techniques, and concepts learned in his/her course work to an actual counseling setting. Through mentoring from the site supervisor and the course instructor, the student will develop his/her professional counselor identity as well as his/her knowledge and skills. The supervised internship involves 600 clock hours on site over two semesters (300 each semester) which includes approximately 20 hours per week on site, an average of one hour of individual and /or triadic supervision with the on-site supervisor, and 1.5 - 2 hours of group supervision at Alvernia University per week. Agency orientation or training can account for a maximum of 10% of indirect hours required for this course.

Criteria for Admission

1. No student may participate in Internship unless they are a matriculated student in the MACC program.
2. Attendance at Practicum/Internship orientation. Any exception to this requirement must get prior approval by the MACC faculty. Decisions will be made on a case-by-case basis.
3. Successful completion of all remediation plans.

Last updated by N.Hall 8.15.24

10. The University reserves the right to postpone or deny an internship to a student who does not meet the required deadlines and/or professional standards as outlined in the ethical code

6. A list of all current affiliation agreements will be maintained by the MACC Clinical Coordinator.
7. Students are generally not paid for their internship experiences.
8. Students may not be placed for internship in the same unit of a facility where they are currently employed or be supervised on the internship by their work supervisor.

2. To provide faculty-agency consultations each semester to allow for greater continuity between the classroom and site experience. These will assist the agency, the university faculty and the student in maintaining communication, so as to insure growth and development by all involved in the educational process.
3. To provide assistance in resolving any difficulties encountered by the agency, the university or the student in planning an educational program for the student. The course instructor will be available on an as-needed basis for consultation to site supervision and agency.
4. To provide the agency with the student evaluation form and the information regarding the due dates of the evaluation and the school calendar, including holidays and vacation periods.
5. Site supervisors will be invited to participate in professional development opportunities

Responsibilities of the Agency during the Internship

Toward the Student

1. To provide the student with a site supervisor who has a graduate degree in counseling or a related field, appropriate license, a minimum of two years of pertinent professional experience.
2. The site supervisor is required to spend a minimum of one continuous hour of agency time per week, per student, for individual conferences and any additional time deemed appropriate. The supervisory conferences should include the following:
    a. The student's responsibility and involvement in supervision.
    b. Reviewing of student assignments and method of operation.

Responsibilities of the Student during the Internship

2. To develop a plan with the site supervisor outlining specific goals, objectives and responsibilities and to make adjustments to the contract when necessary. This contract is due by the second class meeting and should extend over the 600 hour Internship experience.
3. To actively participate in supervisory conferences, staff meetings and general functioning of the agency.
4. To notify the site supervisor of any absence due to accidents, illness or any other emergencies.
5. To make a contribution to the operation of the agency through the completion of all assigned tasks and duties

Section 4: Appendices

APPENDIX A: Harassment Policy

HARASSMENT POLICY

ACADEMIC SITE EXPERIENCES

A. BACKGROUND

It is the responsibility of each person on campus to respect the personal dignity of others. Alvernia has always encouraged its students, faculty and staff to celebrate in the

Alvernia does wish to make known to all of the participants in Academic Site Experiences that there are available resources and procedures for resolving any instances of harassment, including sexual harassment, which might be confronted by program participants within the Alvernia Community, or while in the institutional community of the Sponsoring Agency

1. Information, Counseling and Support

If you, as a participant in an Academic Site Experience, believe that you may have been the victim of harassing conduct, and you wish to seek information and/or counseling about the incident or incidences giving rise to this concern, you should immediately contact either:

a. The Faculty Supervisor of the Program;

b. The Department Chair; or

c. The College Dean, and request a confidential counseling session.

In order that any incident may be immediately addressed, you should make this contact within ten (10) days of the occurrence.

If your concerns can be addressed at this first counseling session, and neither you nor your counselor feel that the incident rises to the level of harassment, the matter may be concluded without further action. If, however, after the counseling, you wish to proceed with a formal Complaint regarding the perceived harassment, you may take advantage of the formal Complaint procedure.

2. Formal Complaint Procedure

Any participant in an Academic Site Experience who feels he or she has been the subject of harassment of any kind may, after participating in the initial counseling session, file a Complaint in writing setting forth the material facts of the incident. To facilitate the contemporaneous investigation of the incident, the written Complaint should be filed within ten (10) days of the informal counseling session. The written Complaint should be directed to and addressed to the Provost.

Last updated by N.Hall 8.15.24

Upon receipt of the written Complaint, the Provost will initiate an investigation concerning the Complaint. The investigation will include the contacting of the Sponsoring Agency, as well as others identified as being witnesses or having firsthand knowledge of the alleged behavior or incident.

Following an investigation and a completion of appropriate corrective measures, if warranted, the University will so advise the person filing the formal Complaint.

Last updated by N.Hall 8.

APPENDIX D: Background Check Policy – Field Placement Clearances

I understand that I must have the appropriate clearances and background checks completed prior to the first class of Practicum _____

(initials)

Any changes to this Program of Study will require that a revised form be submitted and approved before enrolling in alternate coursework.

Students must initiate a mid-program review after they have completed 24 semester hours of coursework and before they have completed 30 semester hours of coursework. Coursework beyond 30 semester hours may be blocked if the mid-program review is not completed as scheduled. Forms to initiate the mid-program review can be found in the Policy Manual.

Last updated by N.Hall 8.15.24

convictions, including alcohol related offenses. Refer to the Pennsylvania Liquor Control Board for a complete listing of criminal violations related to licensure www.lcb.state.pa.us/edu/.

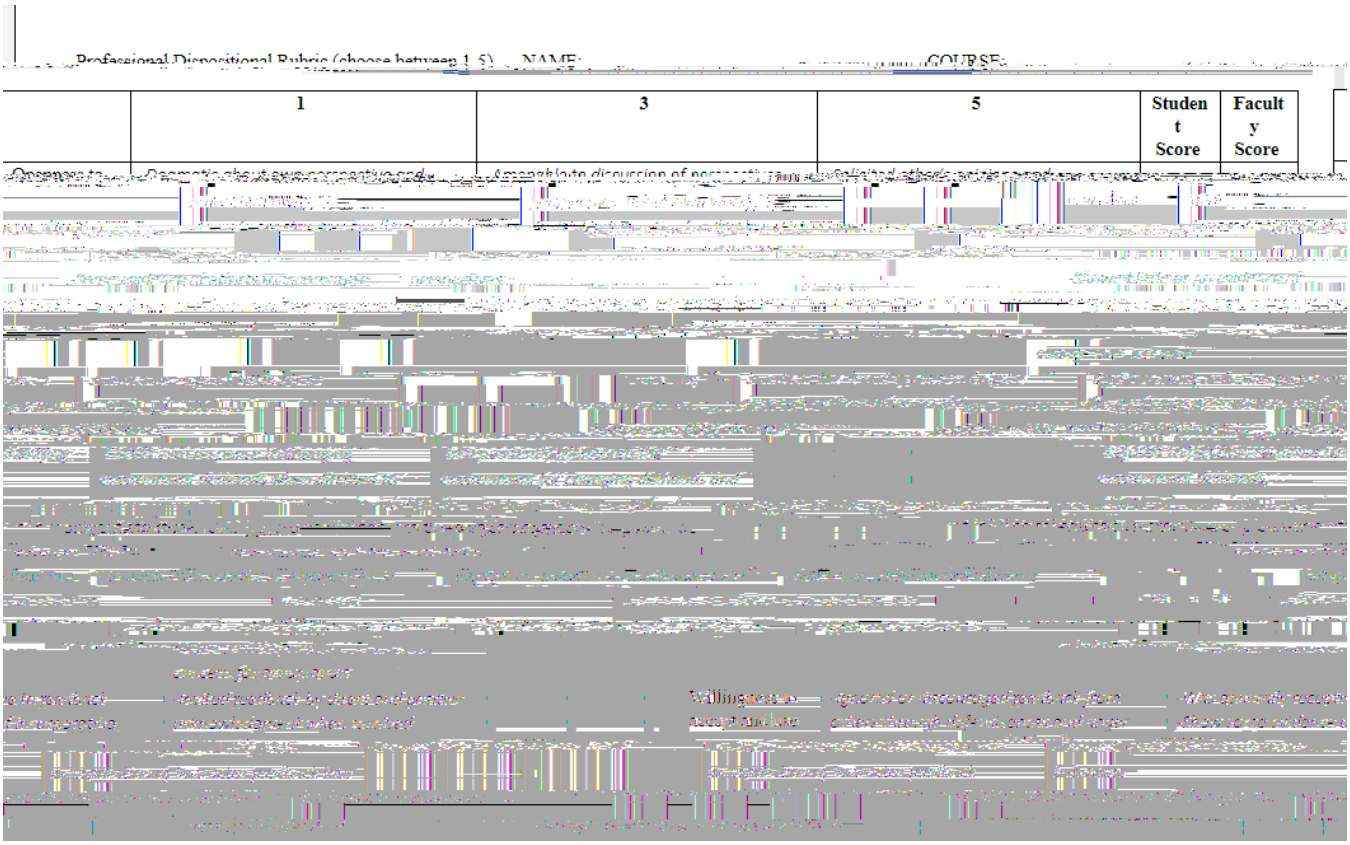
Academic programs will include written statements regarding background checks in their marketing and catalog documents. Students will be advised of the background check policy prior to service learning (if required by the facility).
The specific laws affecting background checks and the accompanying mechanism of checking are outlined on the following page.

The procedures and instructions for each background check are available from specific programs.

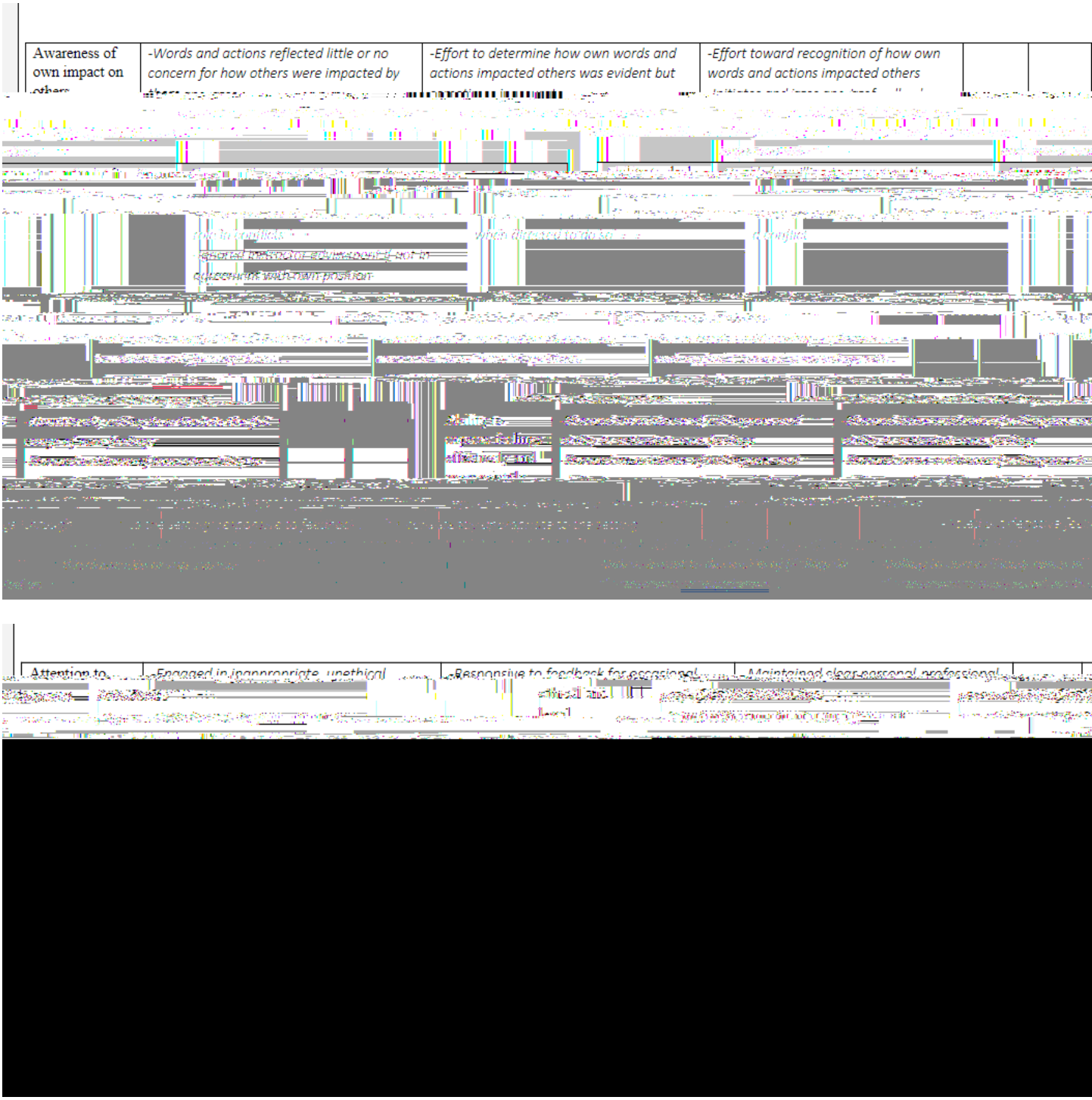
F

Law	Description	Requirement	Mechanism of Checking
Older Adults Protective Services Act OAPSA Act 169 (1996) and Act 13 (1997) (www.aging.state.pa.us)	Affects employees/students in nursing homes, personal care homes, domiciliary care homes, adult daycare centers and home health care providers	Submit to a criminal record background check Report the suspected abuse of any person who is receiving care from the agency regardless of age	PA Criminal Record Check For students who have not been residents of PA for two consecutive years immediately preceding the date of application, a Federal Bureau of Investigation (FBI) Criminal History Background check on the required Department of Aging Form (FD-258 and PDACBC-1) (8/31/07 Department of Aging Memo)
PA Department of Public Welfare Child Protective Services Law Section 6344 Title 23 Pa. Chap. 63 Act 73 (www.dpw.state.pa.us)	Affects any individual with a significant likelihood of regular contact with children in the form of care, guidance, supervision or training.	Submit to PA Child Abuse History Clearance, PA Criminal Record Check, and FBI Criminal History Background Check	PA Child Abuse History Clearance Form (CY-113) PA Criminal Record Check FBI Criminal History Background Check via Identogo

APPENDIX E: Professional Disposition Report

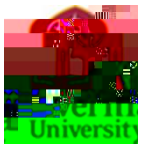


Last updated by N.Hall 8.15.24



Last updated by N.Hall 8.15.24

APPENDIX F: Mid-Program Review



MASTER OF ARTS IN CLINICAL COUNSELING

Mid-Program Self-Evaluation

Name: _____ Date_____

Please complete the following self-evaluation form and list courses completed.

Course	Grade	Course	Grade
_____	_____	_____	____
_____	_____	_____	____
_____	_____	_____	____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At this point in the program, I believe an accurate assessment of my counseling knowledge, skills, and attitudes would best be reflected by the following:

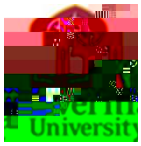
_____

_____

_____

_____

August 2024 `



Master of Arts in Clinical Counseling

Results of Mid-Program Review

Student Name: _____

Date: _____

The faculty of the Master of Arts in Clinical Counseling Program (MACC) has completed a mid-program review of your academic and non-academic performance. Following are the results of this review.

_____ No major or minor problems noted. Student is approved to continue in the MACC program

_____ No major problems but some minor problems noted. Student is approved to continue in the MACC program but must meet with their Academic Advisor within 30 days of the receipt of this notice to discuss these problems.

_____ Major problems have been noted. Student must meet with their Academic Advisor before being permitted to continue in the program.

_____

Program Director

_____

Academic Advisor

August 2024 `

Authorization to Release Medical Information Form

HEALTH AND WELLNESS CENTER
EXPERIENTIAL LEARNING
STUDENT HEALTH INFORMATION

August 2024 `

9. To provide the student with the opportunity to participate in the evaluation process and to review with the site supervisor, in detail, the evaluation form before it is submitted to the University. The student should be given a copy of the evaluation completed by the site supervisor.

10. Be familiar with and support the current Code of Ethics of the American Counseling Association.

11. Provide a professionally ethical work environment and ethical supervision.

12. In the temporary absence of the assigned site supervisor, the agency will provide the student with an alternate licensed supervisor who will assume supervisory responsibility for the student. The student must be notified of this change immediately.

13. In addition to the development of individual counseling skills, during *either* the practicum or internship, students must lead or co-lead a counseling or psychoeducational group.

The **PRACTICUM STUDENT** shall be responsible for the following:

1. Attesting that he/she read and understood the American Counseling Association ethical standards and will practice counseling in accordance with these standards. Any breach of these ethics or any unethical behavior on his/her part will result in removal from Internship, a failing grade, and documentation of such behavior will become part of his/her permanent record.

2. Agreeing to adhere to the administrative policies, rules, standards, and practices of the practicum site.

3. Agreeing to keeping both AGENCY and UNIVERSITY Supervisors informed regarding his/her practicum experiences.

4.

FINANCIAL ARRANGEMENTS: There are no financial stipulations in this agreement.

TERMINATION: It is understood and agreed by the parties that the AGENCY has the right to terminate the practicum experience of the student whose health status is detrimental to the services provided to the patients/clients of the AGENCY. Further, it has the right to terminate the use of the AGENCY by the PRACTICUM STUDENT if, in the opinion of the Supervising Counselor/Therapist, such person's behavior is detrimental to the operation of the AGENCY and/or patient/client care. Such action will not be taken until the grievance against any PRACTICUM STUDENT has been discussed with the PRACTICUM STUDENT and with the University Supervisor.

The names of the responsible individuals charged with the implementation of this contract are as follows:

_____

Agency Site Supervisor (signature)

August 2024 `

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APPENDIX K Practicum Midterm Evaluation

Alvernia University

Master of Arts in Clinical Counseling
Midterm Evaluation of Student

Student**:**_____ Date:_____

Supervisor:_____

PART 1

On a scale of 1 to 5, please assess the

APPENDIX L: Practicum Final Evaluation

August 2024 `

Successfully implements suggestions from supervisor	1	2	3	4	5	NA
Aware of areas that need improvement	1	2	3	4	5	NA
Willingness to explore personal strengths & weaknesses	1	2	3	4	5	NA
Shows willingness to self-explore	1	2	3	4	5	NA
4. Ethical Awareness and Conduct						
Knowledge of general ethical guidelines.	1	2	3	4	5	NA
Knowledge of ethical guidelines of practicum placement	1	2	3	4	5	NA
Demonstrates awareness and sensitivity to ethical issues	1	2	3	4	5	NA
Personal behavior is consistent with ethical guidelines	1	2	3	4	5	NA
Consults with others about ethical issues if necessary	1	2	3	4	5	NA
5. Awareness of Competency of Diverse Client Needs						
Demonstrates awareness of diversity issues	1	2	3	4	5	NA
Demonstrates knowledge of counseling needs of diverse client populations	1	2	3	4	5	NA
Demonstrates ability to work with diverse client population	1	2	3	4	5	NA
6. Demonstration of Effective Clinical Practice						
Application of evidence-based practices	1	2	3	4	5	NA
Development of appropriate treatment plans	1	2	3	4	5	NA
Use of appropriate counseling interventions	1	2	3	4	5	NA
Assesses client needs appropriately	1	2	3	4	5	NA
Demonstrates professional counselor competencies	1	2	3	4	5	NA

PART II

How -
player, efficient, respectful, etc.)?

What grade would you recommend for this student for this semester?

____A (94 100) ____B+ (87 89) ____B (80 83)

____A- (90

APPENDIX M: Supervision Form

ALVERNIA UNIVERSITY
Supervision Form

Name: _____ Start Time: _____
Date: _____ End Time: _____

Client Initials: _____

Discussion of Issues: _____
_____
_____
_____
_____
_____
_____
_____

Recommendations given by Supervisor: _____
_____
_____
_____
_____
_____
_____
_____

Supervisor Signature: _____

Student Signature: _____

_____ Session based on recorded counseling session (audio or video)

_____ Session based on live supervision

_____ Session based on self-report

APPENDIX N: Field Placement Weekly Log

Field Placement Weekly Log

Other duties (list)

_____

_____

_____

Total Indirect Hours for Week: _____

*** Circle supervision sessions that involve formative feedback on taped/supervised sessions

On-Site Supervisor Signature:_____ Date: _____

Student Signature: _____ Date: _____

Group Supervision (for MCC 670 and MCC 680 only): Date: _____ Hours: _____

Faculty Supervisor: _____ Date: _____

4. To provide an orientation to the student regarding the agency's goal objectives, functions, personnel procedures and legal responsibilities. This orientation should occur during the first two weeks of on-site.
5. The site supervisor will follow these educational objectives:
    a. Help increase the student's knowledge of counseling.
    b. Expand the student's acceptance of counseling attitudes and values.
    c. Develop skills appropriate for entry-level position in counseling.
6. To provide an adequate and appropriate place in which the student can work.
7. To provide a planned and quality learning experience for the student. This will involve the development of an individualized student contract outlining specific goals, objectives and responsibilities. This will be done in cooperation with the course instructor.
8. To provide student with feedback on counseling skills through the review of audio/video recordings and/or live supervision.
9. To provide the student with the opportunity to participate in the evaluation process and to review with the site supervisor, in detail, the evaluation form before it is submitted to the university. The student should be given a copy of the evaluation completed by site supervisor.
10. Provide a professionally ethical work environment and ethical supervision.
11. In the temporary absence of the assigned site supervisor, the agency will provide the student with an alternate licensed supervisor who will assume supervisory responsibility for the student. The student must be notified of this change immediately.
12. In addition to the development of individual counseling skills, during *either* the practicum or internship, students must lead or co-lead a counseling or psychoeducational group.

The **Intern** shall be responsible for the following:

1. Attesting that he/she read and understood the American Counseling Association ethical standards and will practice counseling in accordance with these standards. Any breach of these ethics or any unethical behavior on his/her part will result in removal from Internship, a failing grade, and documentation of such behavior will become part of his/her permanent record.
2. Agreeing to adhere to the administrative policies, rules, standards, and practices of the practicum site.
3. Agreeing to keep both Agency and University Supervisors informed regarding his/her internship experiences.
4. Understanding that he/she will not be issued a passing grade in Internship unless he/she has demonstrated the specified minimal level of counseling skill, knowledge, and competence and completed course requirements.

EQUAL OPPORTUNITY: It is agreed by all parties that there will be no discrimination on the basis of

APPENDIX Q: Internship Midterm Evaluation

Alvernia University
Internship
Master of Arts in Clinical Counseling
Midterm Evaluation of Student

Student**:**_____ Date:_____

Supervisor:_____

PART 1

1 = well below average 2 = below average 3 = about average

4 = above average 5 = well above average NA= Not Applicable

APPENDIX R: Internship Final Evaluation

Alvernia University
Internship
Master of Arts in Clinical Counseling
Final Evaluation of Student

Student**:**_____ Date:_____

Supervisor:_____

PART 1

behaviors:

1 = well below average 2 = below average 3 = about average

4 = above average 5 = well above average NA= Not Applicable

1.	**Demonstrated Basic Skills**						
	Appropriate use of questions	1	2	3	4	5	NA
	Reflects client feelings	1	2	3	4	5	NA
	Understands client content	1	2	3	4	5	NA
	Appropriate use of non-verbals	1	2	3	4	5	NA
	Summarizes client statements	1	2	3	4	5	NA
	Challenges/confronts appropriately	1	2	3	4	5	NA
	Has positive attitude	1	2	3	4	5	NA
2.	**Demonstrated Relationship with client**						
	Is on time to site & with clients	1	2	3	4	5	NA
	Uses empathic comments	1	2	3	4	5	NA
	Attends to client non-verbals	1	2	3	4	5	NA
	Maintains focus on client	1	2	3	4	5	NA
	Stays in the here and now	1	2	3	4	5	NA
	Uses self-disclosure appropriately	1	2	3	4	5	NA

How -
player, efficient, respectfulÏÐ#à.BŸ

APPENDIX S: Supervision Form

ALVERNIA UNIVERSITY
Supervision Form

Name: _____ Start Time: _____
Date: _____ End Time: _____

Client Initials: _____

Discussion of Issues: _____
_____
_____
_____
_____
_____
_____
_____

Recommendations given by Supervisor: _____
_____
_____
_____
_____
_____
_____
_____

Supervisor Signature: _____

Student Signature: _____

_____ Session based on recorded counseling session (audio or video)

_____ Session based on live supervision

_____ Session based on self-r(r960etim95 219.41 Tm0 g0 G[e[-)]TJETQq0.00T/F1 12 Tf1 0 0 1 214.25 164.18

9.Structures supervision appropriately.	**1**	**2**	**3**	**4**	**5**	**6**	**7**
10.Adequately emphasizes the development of my strengths and capabilities.	**1**	**2**	**3**	**4**	**5**	**6**	**7**
11.Enables me to brainstorm solutions, responses, and techniques that would be helpful in future counseling situations.	**1**	**2**	**3**	**4**	**5**	**6**	**7**
12.Enables me to become actively involved rle							

21.Can accept feedback from counselor.	**1**	**2**	**3**	**4**	**5**	**6**	**7**

41.Applies criteria fairly in evaluating my counseling performance.	**1**	**2**	**3**	**4**	**5**	**6**	**7**
42.The work environment created by the site supervisor and site personnel was satisfactory.	**1**	**2**	**3**	**4**	**5**	**6**	**7**
43. There was a diversity of learning experiences offered at the site.	**1**	**2**	**3**	**4**	**5**	**6**	**7**
44. The quality of the learning experiences offered at the site was satisfactory.	**1**	**2**	**3**	**4**	**5**	**6**	**7**
45. The extent to which this clinical experience has increased your capacity to provide counseling services in this type of setting or with a particular population is satisfactory.	**1**	**2**	**3**	**4**	**5**	**6**	**7**
46.My overall evaluation of this site is satisfactory.	**1**	**2**	**3**	**4**	**5**	**6**	**7**
ADDITIONAL COMMENTS:							