Field Placement Manual

Policies & Procedures for Practicum & Internship Experiences

Counselor Education Program
Longwood University
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Field Placement Coordinator
Jennifer M. Apperson, Ph.D.
appersonjm@longwood.edu
434-395-2323
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PART I

Introduction to Field Placement Experiences

A. The Importance of Practicum and Internship

The field placement experiences are the capstone portion of your training in the Counselor Education Program. In these placements, you will apply the theories, techniques, case conceptualization skills, and specialized skills that you have learned so far. In the placements, you will be working with a diverse client population in schools, community agencies, or college student affairs settings. These placements will allow you to take on the roles and responsibilities of professional counselors.

During the field placements, you will receive supervision both on-site and through Program faculty on campus. Evaluation will occur on an ongoing basis, with formal evaluations at the midpoint and endpoint of each semester. Growth in terms of skills and professional behaviors must be seen each semester in order to advance to subsequent placements. Additionally, you are expected to work within the 2014 ACA Code of Ethics at all times. School counselor trainees are also expected to work within the ASCA Code of Ethics at all times, as well. Other specific requirements will be covered in the following sections of this manual. Please read through the entire manual and keep a copy of it accessible.

B. Are You Ready?

Being prepared and ready to begin field experiences cannot be overstated. First, it is important to have completed required prerequisite courses. Students preparing to begin field placements are asked to complete the Daily Hassles Checklist (found in Part VIII - Forms) and return it to the Field Placement Coordinator. Why do we want you to complete the Daily Hassles Checklist? Because you will be taking on additional responsibilities and we want you to be aware of the stressors that you are already experiencing before taking on this new challenge. This is the time to make decisions about how to balance job/academic/field placement/home life expectations and responsibilities. For example, working a full-time job while also doing a field placement and taking two additional courses may not be feasible. It is important to have a plan about how to manage these responsibilities. Lastly, it is important that YOU feel ready to begin the field experience. Please speak to the Field Placement Coordinator or your advisor about any concerns you have regarding any of these aspects of the field experiences.
Part II
Requirements for Field Experiences

A. Requirements for Practicum

1. Students must enroll in 3 credit hours of Practicum (COUN 592, or COUN 593, or COUN 594) in 1 semester.
2. Students must complete 100 clock hours, over a minimum of 10 weeks, in the field performing counseling duties. Clock hours in the field should be, more or less, evenly distributed throughout the semester.
3. Of the 100 clock hours, students must complete
   a. at least 40 hours (or more) of direct service
   b. the remainder of the hours of in-direct service
4. The Practicum experience may not begin on-site until the first day of the graduate semester and extends to the last day of the graduate semester.
5. The Practicum experience is graded Pass/Satisfactory Progress/Not Pass
   a. Pass indicates that all of the requirements for the field placement have been satisfactorily met. “Satisfactory performance on counseling demonstration tape, Satisfactory case presentation. Completion of log of counseling activities including all on-site supervision, Satisfactory evaluations from site supervisor, Compliance with all course requirements.”
   b. Satisfactory Progress indicates that the student has made satisfactory progress toward completing the requirements for the field placement, but falls short in one area. “If the counseling demonstration tape, case presentation, or site supervisor final review indicates counseling skills in need of additional remediation or significant improvement, or student falls short of required field hours, a grade of SP can be earned. A grade of SP does not meet degree requirements so will require the student to retake the Practicum course.”
   c. Not Pass indicates that the requirements for the Practicum have not been satisfactorily met in a significant way. The student must repeat the field experience to receive credit and may be required to meet conditions of a Remediation Plan. “Unsatisfactory performance on counseling skills demonstration tape or case presentation, unsatisfactory review from site supervisor, or lack of compliance with course requirements.”
B. Requirements for Internship

1. Students must enroll in 6 credit hours of Internship (COUN 692, or COUN 693, or COUN 694), generally distributed across at least 2 semesters.

2. Students must complete a total of 600 clock hours in the field performing counseling duties. Clock hours in the field should be, more or less, evenly distributed throughout the semesters. The student and the faculty supervisor will determine the amount of credit (and corresponding clock hours) each semester.

3. Of the 600 clock hours, students must complete a total of
   a. at least 240 hours (or more) of direct service (counseling)
   b. the remainder of the hours of indirect service

4. The Internship experience may not begin on-site until the first day of the graduate semester and extends to the last day of the graduate semester.

5. The Internship experience is graded Pass/Satisfactory Progress/Not Pass
   a. Pass indicates that all of the requirements for the field placement have been satisfactorily met. “Satisfactory performance on counseling demonstration tape, Satisfactory case presentation. Completion of log of counseling activities including all on-site supervision, Satisfactory evaluations from site supervisor, Compliance with all course requirements.”
   b. Satisfactory Progress indicates that the student has made satisfactory progress toward completing the requirements for the field placement, but falls short in one area. “If the counseling demonstration tape, case presentation, or site supervisor final review indicates counseling skills in need of additional remediation or significant improvement, or student falls short of required field hours, a grade of SP can be earned. A grade of SP does not meet degree requirements so will require the student to retake the SP credit hours. A total of 6 credit hours must be completed with grade of ‘P’ and students must be continuously enrolled until completion.”
   c. Not Pass indicates that the requirements for the Practicum have not been satisfactorily met in a significant way. The student must repeat the field experience to receive credit and may be required to meet conditions of a Remediation Plan. “Unsatisfactory performance on counseling skills demonstration tape or case presentation, unsatisfactory review from site supervisor, or lack of compliance with course requirements.”
C. Group Counseling

In either the Practicum or the Internship experience, students must lead or co-lead a counseling group for a minimum of 6, 45 minute sessions. Four of the group counseling sessions must be consecutive.

D. Site Supervisor

Students must be supervised weekly on site for a minimum of 1 hour by a Site Supervisor who holds at least a master’s degree in Counseling or a related field (such as psychology, or social work). The Site Supervisor must have a minimum of two years post master’s work experience in that related field.

E. Recording of Sessions

Students are required to record (audio, visual or both) a minimum of at least 2 counseling sessions every semester for the purpose of in-class supervision. Additional recording may be required by the site. This is to provide students with in-class supervision opportunities. Students record sessions with secure, encrypted, HIPAA-compliant IRIS Connect. Recording is also to provide students with the opportunity to become familiar with professional resources, including technological resources, such as IRIS Connect, during their field placement experiences. Documentation regarding the security and data protection of IRIS Connect is available upon request.

F. Technologies

Students should expect to learn and become comfortable using the technologies used on the field placement sites. Examples of the data management, tracking system and documentation technologies that field placement students may be expected to use are: Synergy, PowerSchool, Virtuoso, SCUTA, GoogleForms, Notecounselor, TherapyNotes, Logitech Orbit recording software or SimplePractice.
G. Required Forms
College Counseling and Student Affairs

1. Daily Hassles Checklist
Students must complete the Daily Hassles Checklist (located in Part VIII - Forms) and submit it to the Field Placement Coordinator in Week 10 of the semester prior to practicum placement.

2. Counselor Education Student Agreement
Students must read carefully and sign the Counselor Education Student Agreement (Agreement) (located in Part VIII - Forms) and submit to the Field Placement Coordinator by the end of the semester prior to every field placement. This document articulates the minimum expectations for student performance in the field. This form must be submitted each semester of field placement.

3. Statement of Acceptance of Counselor Education Student
While the Memorandum of Understanding is negotiated at the administrative level, the statement of Acceptance of Counselor Education Student (Acceptance) is between the Counselor Education student and the Site Supervisor. It must be signed by the Site Supervisor and returned to the Field Placement Supervisor by the end of the semester prior to every field placement semester. This form must be submitted each semester of field placement.

4. Professional Liability Insurance
Students must obtain professional liability insurance before they are allowed to begin any field experience. This may be obtained through student membership in the American Counseling Association (ACA), ASCA or through an organization of your choice. Proof of professional liability insurance must be submitted to the Field Placement Coordinator by the end of the semester prior to the field placement semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first field placement class meeting each semester. This must be submitted each semester of field placement.

Mental Health Counseling

1. Daily Hassles Checklist
Students must complete the Daily Hassles Checklist (located in Part VIII - Forms) and submit it to the Field Placement Coordinator no later than Week 10 of the semester prior to Practicum placement.
2. Counselor Education Student Agreement
Students must read carefully and sign the Counselor Education Student Agreement (Agreement) (located in Part VIII - Forms) and submit it to the Field Placement Coordinator by the end of the semester prior to every field placement semester. This document articulates the minimum expectations for student performance in the field. This form must be submitted each semester of field placement.

3. Statement of Acceptance of Counselor Education Student
While the Memorandum of Understanding is negotiated at the administrative level, the Statement of Acceptance of Counselor Education Student (Acceptance) (located in Part VIII - Forms) is between the Counselor Education student and the Site Supervisor. It must be signed by the Site Supervisor and returned to the Field Placement Supervisor by the end of the semester prior to every field placement semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first field placement class meeting each semester. This form must be submitted each semester of field placement.

4. Professional Liability Insurance
Students must obtain professional liability insurance before they are allowed to begin any field experience. This may be obtained through student membership in the American Counseling Association (ACA), ASCA, or through an organization of your choice. Proof of professional liability insurance must be submitted to the Field Placement Coordinator by the end of the semester prior to the field placement semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first field placement class meeting each semester. This must be submitted each semester of field placement.

School Counseling Track
1. School Counseling Field Placement Application
Students must complete two School Counseling Field Placement Applications indicating their preferred placement sites and levels (elementary school level, middle school level, or high school level). The first application is submitted prior to the practicum field placement (in week 5 of the semester prior to practicum placement) and the second application is submitted prior to the internship field placements (in Week 5 of the Spring semester before internship placement). The School Counseling Field Placement Applications must be completed and submitted to the Field Placement Coordinator.
2. Daily Hassles Checklist
Students must complete the *Daily Hassles Checklist* (located in Part VIII - Forms) and submit it to the Field Placement Coordinator no later than Week 5 of the semester prior to practicum placement.

3. Counselor Education Student Agreement
Students must read carefully and sign the *Counselor Education Student Agreement (Agreement)* (located in Part VIII - Forms) and submit it to the Field Placement Coordinator by the end of every semester prior to field placement. This document articulates the minimum expectations for student performance in the field. This form must be submitted each semester of field placement.

4. Statement of Acceptance of Counselor Education Student
While the Memorandum of Understanding is negotiated at the administrative level, the *Statement of Acceptance of Counselor Education Student (Acceptance)* (located in Part VI – Forms) is between the Counselor Education student and the Site Supervisor. It must be signed by the Site Supervisor and submitted to the Field Placement Coordinator by the end of every semester prior to the field placement semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first field placement class meeting each semester. This form must be submitted each semester of field placement.

5. Professional Liability Insurance
Students must obtain professional liability insurance before they are allowed to begin any field experience. This may be obtained through student membership in the American School Counseling Association (ASCA), ACA, or through an organization of your choice. Proof of professional liability insurance must be submitted to the Field Placement Coordinator by the end of the semester prior to the field placement semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first field placement class meeting each semester. This must be submitted each semester of field placement.

6. Child Abuse and Neglect Identification Certificate
Students must complete the on-line course on the Identification and Reporting of Child Abuse and Neglect through the Virginia Department of Social Services and print a copy of the certificate indicating that they have completed the course. A copy of the certificate must be submitted to the Field Placement Coordinator by Week 7 of the semester prior to practicum placement. This course must be taken, passed, and the certificate submitted only once.
7. Negative TB test results
Students must obtain a TB test from a licensed medical facility. Verification of negative TB test results, on a form signed by the health care provider must be submitted to the Field Placement Coordinator no later than Week 7 of the semester prior to practicum placement. This form must be submitted only once.

8. Criminal Background Check results
Students must submit a recent copy of their Criminal Background Check. Details on how to obtain a Criminal Background Check may be found on the College of Graduate and Professional Studies, Graduate Admissions webpage. A copy of the Criminal Background Check must be submitted electronically to the Field Placement Coordinator by Week 7 of the semester prior to practicum placement. The Criminal Background Check must be submitted only once.

9. Verification of Automobile Insurance
Students must obtain verification of Automobile Insurance and submit it to the Field Placement Coordinator by Week 7 of the semester prior to field placement or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first field placement meeting. This must be submitted each semester of field placement.

PART III
Applying For Field Placement

A. Procedures for Applying for Practicum

1. College Counseling & Student Affairs Track (COUN 594)

Academic prerequisites for Practicum College Counseling & Student Affairs (COUN 594) which is offered only in the Spring semester: COUN 503, 505, 507, 545, 552, 605.

Students in the College Counseling & Student Affairs track have the primary responsibility for locating an appropriate site for the practicum which is the initial 100 hour field placement experience. During week 8 of each semester, the Field Placement Coordinator will organize a Field Placement
Information Session at which students obtain information regarding field placement requirements and potential field placement locations. Refer to list at [www.longwood.edu/education/field-experiences/panel#5](http://www.longwood.edu/education/field-experiences/panel#5) for possible sites.

For those who want to pursue licensure as professional counselors, care should be taken to follow the Regulations Governing the Practice of Professional Counseling (see [www.dhp.virginia.gov/counseling](http://www.dhp.virginia.gov/counseling) for more information, and click on “Regulations”).

Once a site has been identified, the student will inform the Field Placement Coordinator of the proposed site to ensure that a Memorandum of Understanding (MOU) is in place between Longwood and the site. If one is not already in place, the Field Placement Coordinator will oversee the process to establish the MOU. The student must establish contact with and be accepted by the site. The Counselor Education student must ensure that the **Statement of Acceptance of Counselor Education Student** (located in Part VIII - Forms) is completed by a representative of the site and submitted to the Field Placement Coordinator prior to the first day of the practicum semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first practicum class meeting.

The student must read and sign agreeing to the **Counselor Education Student Agreement** (located in Part V - Forms) and submit to the Field Placement Coordinator prior to the first day of the practicum semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first practicum class meeting.

The student must register for, and attend, the 3 credit hour practicum class.

### 2. Mental Health Counseling Track (COUN 592)

Academic prerequisites for Practicum for Mental Health Counseling (COUN 592) which is offered only in the Summer semester: COUN 503, 505, 507, 545, 605.

Students in the Mental Health Counseling track have the primary responsibility for locating an appropriate site for the practicum which is the initial 100 hour field placement experience. During week 8 of each semester, the Field Placement Coordinator will organize a Field Placement Information Session at which students obtain information regarding field placement requirements and potential field placement locations.

Refer to list at [www.longwood.edu/education/field-experiences/panel#5](http://www.longwood.edu/education/field-experiences/panel#5) for possible sites.
For those who want to pursue licensure as professional counselors, care should be taken to follow the Regulations Governing the Practice of Professional Counseling (see www.dhp.virginia.gov/counseling for more information, and click on “Regulations”).

Once a site has been identified, the student will inform the Field Placement Coordinator of the proposed site to ensure that a Memorandum of Understanding (MOU) is in place between Longwood and the site. If one is not already in place, the Field Placement Coordinator will oversee the process to establish the MOU. The student must establish contact with and be accepted by the site. The Counselor Education student must ensure that the Statement of Acceptance of Counselor Education Student (located in Part VIII - Forms) is completed by a representative of the site and submitted to the Field Placement Coordinator prior to the first day of the practicum semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first practicum class meeting.

The student must read and sign agreeing to the Counselor Education Student Agreement (located in Part VII - Forms) and submit it to the Field Placement Coordinator prior to the first day of the practicum semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first practicum class meeting.

The student must register for, and attend, the practicum class.

3. School Counseling Track (COUN 593)

Academic prerequisites for Practicum in School Counseling (COUN 593) which is offered only in the Spring semester: COUN 503, 504, 505, 507, 545, 605.

Students enrolled in COUN 504 will be contacted by the Field Placement Coordinator with an invitation to complete the School Counseling Field Placement Application indicating their preference of school placement sites for the 100 hour practicum experience which is the initial field placement experience. The Field Placement Coordinator will work with the school system contacts to negotiate placements which will then be communicated to the students and the Faculty Supervisor.

The student must read and sign agreeing to the Counselor Education Student Agreement (located in Part VIII - Forms) and submit it to the Field Placement Coordinator prior to the first day of the practicum semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first practicum class meeting.

Once notified of a placement site, the student must establish contact with the school representative and obtain a signed Statement of Acceptance of Counselor Education Student (located in Part VII -
Forms) submit it to the Field Placement Coordinator prior to the first day of the practicum semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first practicum class meeting.

The student must also provide a copy of the 1) Child Abuse and Neglect Identification Training Certificate, 2) Auto Insurance verification, 3) Personal Liability Insurance verification, 4) completed Negative TB Testing form, and 5) Criminal background check. These documents must submitted to the Field Placement Coordinator no later than Week 7 of the semester prior to practicum placement.

B. Procedures for Applying for Internship

1. College Counseling & Student Affairs Track

Prerequisites for Internship in College Counseling & Student Affairs (COUN 694) which is offered in Fall and Spring semesters: COUN 503, 505, 507, 510, 545, 552, 555, 565, 594, 601, 605, 610, 651.

Students in the Mental Health Counseling track have the primary responsibility for locating an appropriate site (or sites) for the 600 hour internship experience. The Field Placement Coordinator can assist students with a list of potential sites. The internship experience is completed across 2-3 consecutive semesters and may be completed at different sites.

Refer to list at www.longwood.edu/education/field-experiences/panel#5 for possible internship sites.

For those who want to pursue licensure as professional counselors, care should be taken to follow the Regulations Governing the Practice of Professional Counseling (see www.dhp.virginia.gov/counseling for more information, and click on “Regulations”).

Once a site has been identified, the student will inform the Field Placement Coordinator of the proposed site to ensure that a Memorandum of Understanding (MOU) is in place between Longwood and the site. If one is not already in place, the Field Placement Coordinator will oversee the process to establish the MOU. The student must establish contact with and be accepted by the site. The Counselor Education student must ensure that a representative of the site completes and signs the Statement of Acceptance of Counselor Education Student (located in Part VIII - Forms) and submits it to the Field Placement Coordinator prior to the first day of the internship semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first internship class meeting each semester.
The student must read and sign agreeing to the Counselor Education Student Agreement (located in Part VIII - Forms) and submit it to the Field Placement Coordinator prior to the first day of the internship semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first internship class meeting each semester.

The student must register for, and attend, the internship class each semester.

2. Mental Health Counseling Track

Prerequisites for Internship in Mental Health Counseling (COUN 692) which is offered in the Fall, Spring and Summer semesters: COUN 503, 505, 507, 510, 545, 555, 592, 601, 605, 610, 651.

Students in the Mental Health Counseling track have the primary responsibility for locating an appropriate site (or sites) for the 600 hour internship experience. The Field Placement Coordinator can assist students with a list of potential sites. The internship experience is completed across 2-3 consecutive semesters and may be completed at different sites.

Refer to list at www.longwood.edu/education/field-experiences/panel#5 for possible internship sites.

For those who want to pursue licensure as professional counselors, care should be taken to follow the Regulations Governing the Practice of Professional Counseling (see www.dhp.virginia.gov/counseling for more information, and click on “Regulations”.)

Once a site has been identified, the student will inform the Field Placement Coordinator of the proposed site to ensure that a Memorandum of Understanding (MOU) is in place between Longwood and the site. If one is not already in place, the Field Placement Coordinator will oversee the process to establish the MOU. The student must establish contact with and be accepted by the site. The Counselor Education student must ensure that a representative of the site completes and signs the Statement of Acceptance of Counselor Education Student (located in Part VIII - Forms) and submits it to the Field Placement Coordinator prior to the first day of the internship semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first internship class meeting each semester.

The student must read and sign agreeing to the Counselor Education Student Agreement (located in Part VIII - Forms) and submit it to the Field Placement Coordinator prior to the first day of the internship semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first internship class meeting each semester.

The student must register for, and attend, the internship class each semester.
School Counseling Track

Prerequisites for Internship in School Counseling (COUN 693) which is offered Fall and Spring semesters: COUN 503, 504, 505, 507, 510, 545, 555, 593, 601, 605, 610, 611, 651.

The Field Placement Coordinator will contact students enrolled in COUN 593 with an invitation to complete (a second copy of) the School Counseling Field Placement Application for determining the internship placements for the following Fall and Spring semesters. Placements will be made for 300 hours of internship in the Fall semester and 300 hours of internship in the Spring semester at the school levels requested on the School Counseling Field Placement Application. Since students complete a total of 3 field experiences, students will be placed in a different educational level for each of the 3 field experiences. Every effort will be made to accommodate student preferences for locations.

Once the Counselor Education has been notified of the placement site, the student must ensure that a representative of the site completes and signs the Statement of Acceptance of Counselor Education Student (located in Part VIII - Forms) and submits it to the Field Placement Coordinator prior to the first day of the internship semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first internship class meeting each semester.

The student must read and sign agreeing to the Counselor Education Student Agreement (located in Part VIII - Forms) and submit it to the Field Placement Coordinator prior to the first day of the internship semester or to the Faculty Supervisor (in a manner determined by the Faculty Supervisor) no later than the first internship class meeting each semester.

The student must register for, and attend, the internship class each semester.
Part IV
Making Changes in Field Placements During the Semester

A. Change in Sites During the Semester

If it becomes necessary for a Counselor Education student to change a field placement during a semester it should occur only after a thorough discussion takes place with the Faculty Supervisor. The Site Supervisor must also be included in the discussion regarding the change of placement. If the change in placement is being requested because of an unsatisfactory situation at the placement, all attempts should be made to rectify the situation before the change in placement is made. If no satisfactory solution can be found, and the Counselor Education student must change placements, the circumstances must be documented with the Faculty Supervisor and the Field Placement Coordinator. The Counselor Education student has the responsibility of locating a suitable alternate placement to complete the field experience. If a suitable alternate placement cannot be found and the student is unable to complete the required field placement hours, the student will receive a grade of “SP” indicating Satisfactory Progress, but the Field Placement experience must be repeated the subsequent semester to receive passing credit.

B. Change in Site Supervisor During the Semester

If a change in Site Supervisor occurs at any time during the Counselor Education student’s field experience, the student must consult immediately with the Faculty Supervisor. The new Site Supervisor must sign a new Statement of Acceptance of Counselor Education Student (located in Part VIII - Forms) to be submitted to the Field Placement Coordinator and must meet the Counselor Education requirements for Site Supervisors.
Part V
Responsibilities

A. Responsibilities of the Counselor Education Student in the Field

1. provide a copy of the course syllabus, the Field Placement Manual, and the Statement of Acceptance of Counselor Education Student form (located in Part VIII – Forms) to my Site Supervisor at the beginning of my placement
2. participate in a minimum of 1 hour weekly supervision with the Site Supervisor in a constructive, consistent, and professional manner
3. attend class and participate in weekly supervision for a minimum average of 1.5 hours per week, with the Longwood Faculty Supervisor in a constructive, consistent, and professional manner.
4. always dress appropriately for the placement site
5. notify my Site Supervisor and my Faculty Supervisor as soon as possible should I be unable to report to the site on a given day as planned
6. avoid becoming involved in office politics and/or ideological disputes
7. document all client contacts in a time and manner consistent with agency practices
8. maintain confidentiality of records and field placement matters at all times
9. obtain approval from my Faculty Supervisor and Site Supervisor before circulating any written work related to the field placement
10. never drive any organization/agency vehicle without prior arrangements
11. respect and embrace the full range of multicultural and diverse populations
12. not be in possession of or use any firearms or other weapons at my field placement
13. not engage in any illegal or unethical activities during my field placement and to behave according to the ACA and/or the ASCA Code of Ethics at all times both on site and at Longwood University.
14. never report to the field placement site under the influence of a substance or impaired, either by substance use or a mental health issue.
B. Responsibilities of the Counselor Education Student in Class
   1. Attend class regularly and participate meaningfully in class.
   2. Maintain a daily log of activities in the field as specified by the Faculty Supervisor.
   3. Ensure that the Site Supervisor completes the Mid-Semester Evaluation Form (located in Part VIII - Forms) at mid-semester and End of Semester Evaluation Forms (located in Part VIII - Forms) at the conclusion of the field experience and return them to the Faculty Supervisor.
   4. Make 2 audio/video recording presentations to the class, with permission, at least 1 of which will also include background history, case conceptualization, diagnosis, and treatment plan for one of the cases you have on your caseload following the format given in the field placement class. Be sure to observe the appropriate confidentiality by disguising all identifying information. Instructions on the recording to ensure security will be reviewed in class.

C. Responsibilities of the Site Supervisor
   1. Direct and coordinate the student’s placement.
   2. Provide individual or dyadic weekly supervision, 1 hour per week.
   3. Evaluate the student’s performance at mid-semester and at the completion of the field experience using the form provided by the student.
   4. Provide the student with meaningful counseling tasks and to strive to expose the student to as many operational aspects of the agency or organization as possible.
   5. Provide facilities, supplies and space necessary for the student to adequately perform his or her assigned duties.
   6. Provide opportunities for program appropriate audio/video recordings of students’ providing counseling with clients.
   7. Offer constructive criticism directly to the student when needed.
   8. Allow the student to progress from dependent to an independent practitioner as appropriate to his her skill level.
   9. Alert the Faculty Supervisor about any problems relating to the student’s performance as soon as possible.
  10. Request the student be withdrawn when personal conduct or educational progress is such that additional time and effort on the part of the agency would not be worthwhile.

D. Responsibilities of the Counselor Education Program Faculty
   1. Cooperate fully with field agencies and organizations and to provide a Faculty Supervisor to coordinate activities
   2. Screen applicants and recommend only those who possess the necessary skills to function satisfactorily in a particular agency or organization, including academic prerequisites.
3. Encourage each organization and agency to interview the prospective student before making the decision to accept or reject the applicant.
4. Meet with field placement students, as a class, at a rate consistent with at least 1.5 hours per week for the duration of the semester.
5. Make contacts with each field agency or organization at least 2 times each semester (ideally at the beginning and the end of the semester) to be sure the field agency or organization has contact information for the Faculty Supervisor and to address any questions regarding the students’ field placement.
6. Provide field agencies or organizations with copies of course syllabi, Field Placement Manuals, and Field Placement Evaluation Forms for completion.
7. Invite and encourage Field Supervisors to participate in Supervisory Role Expectation training opportunities online or face-to-face, when available.
8. Determine the student’s final grade
9. Notify the student if it becomes necessary to terminate the placement and to explain why termination was necessary.
10. Discuss termination with the Site Supervisor.

E. Responsibilities of the Field Placement Coordinator
   1. Work with Counselor Education students
      a. Assess for readiness for field placement
      b. Lead Field Placement Information Sessions to inform students about field placement options
      c. Assist school counseling students by facilitating the university-school division placement process
      d. Assist Mental Health and College Counseling & Student Affairs students with initial site research
      e. Maintain records of placements, and other data
   2. Work with Sites
      a. Develop and maintain Memoranda of Understanding with sites
      b. Identify new potential sites for field placement
      c. Serve as liaison between agencies and the Counselor Education program
      d. Ensure the site and program supervisors meet minimum requirements for education, experience and supervision preparation to provide student supervision and comply with codes of ethics
      e. Coordinate with ongoing decision-making with Counselor Education faculty regarding site quality and determine whether a site will be used in future
f. Maintain list of current and recent site and contact information to assist with student placement and program/site evaluation

g. Serve as point person for all field experience-related questions

h. Keep track of all placements and participate in ongoing evaluations in order to determine that student needs and applicable standards are being met

i. Coordinate training sessions for site supervisors

j. Follow policies and procedures as outlined in the Longwood Faculty Policies and Procedures Manual

k. Report field placement statistics to the Longwood University Compliance Officer

Part VI
Counselor Education Program Learning Objectives

A. Learning Objectives for Practicum:

College Counseling & Student Affairs in Practicum will:

1. Work as a team member to provide crisis and clinical interventions to students and personnel in a college and university environment.
2. Work as a team member to provide individual and group counseling to college students and college student personnel.
3. Work as team member to provide clinical evaluations in a college or university counseling center.
4. Become knowledgeable about policies and regulations of colleges and universities, and college counseling service centers.
5. Learn about college and university referral resources and procedures.
6. Develop satisfactory understanding of the functioning of a college or university and college counseling services center on a daily basis.

Mental Health Students in Practicum will:

1. Work as a team member to provide crisis and clinical interventions to clients.
2. Work as a team member to provide individual, group, and/or family counseling as appropriate to the placement.
3. Work as team member to provide clinical evaluations.
4. Become knowledgeable about policies and regulations of the agency.
5. Learn about agency referral resources and procedures.
6. Develop satisfactory understanding of the functioning of the agency or organization on a daily basis.

School Counseling Students in Practicum will:

1. Apply developmentally relevant counseling intervention plans.
2. Become familiar with a variety of professional activities and resources, including technological resources.
3. Lead small group and classroom guidance sessions that focus on student academic, social/emotional, and college/career development.
4. Develop and utilize techniques and interventions in individual counseling sessions that promote academic as well as social/emotional development, increase graduation and promotion rates, enhance college/post-secondary and career readiness, and advocate for equity and access in student achievement.
5. Use data to inform decision-making and advocate for students, their school/division, and the school counseling program/profession.
6. Become familiar with the structure and process of Child Study Team (CST), Individualized Education Plan (IEP) and Section 504 meetings.

B. Learning Objectives for Internship

College Counseling & Student Affairs in Internship will:

1. expand upon skills developed during other Counselor Education courses,
2. relate theory to the practice of college counseling and student affairs,
3. evaluate their professional growth and specific career goals
4. consult with appropriate individuals to gain increased understanding of the relationship of administrative functions to the counselor/student affairs professional role,
5. acquire greater knowledge of and experience in the application of a variety of intervention strategies,
6. gain an enhanced understanding and appreciation of professional, ethical, and legal issues and behavior,
7. gain understanding of multicultural and diversity issues and needs,
8. expand their knowledge and application of technology in counseling and student affairs and assisting clients/students, and
9. function as a professional counselor/student affairs professional in an approved clinical/professional student affairs setting.
Mental Health Students in Internship will:

1. expand upon skills developed during other Counselor Education courses,
2. relate theory to the practice of counseling,
3. evaluate their professional growth and specific career goals
4. consult with appropriate individuals to gain increased understanding of the relationship of administrative functions to the counselor role,
5. acquire greater knowledge of and experience in the application of a variety of intervention strategies,
6. gain an enhanced understanding and appreciation of professional, ethical, and legal issues and behavior,
7. gain understanding of multicultural and diversity issues and needs,
8. become familiar with the assessment and diagnosis of client concerns.
9. expand their knowledge and application of technology in counseling and assisting clients/students, and
10. function as a professional counselor in an approved clinical setting.

School Counseling Students in Internship will:

1. Apply developmentally relevant counseling intervention plans.
2. Design and evaluate school counseling interventions and programs.
3. Utilize counseling interventions to promote academic development.
4. Utilize counseling techniques to enhance students’ social/emotional development.
5. Utilize counseling approaches to increase promotion and graduation rates.
6. Utilize counseling interventions to promote college/post-secondary and career readiness.
7. Utilize counseling strategies to promote equity in student achievement and college access.
8. Use accountability data to inform decision making throughout the counseling process.
9. Use data to advocate for students, their school/division, and the school counseling profession.
Part VII
Field Placement Flow Chart

A. College Counseling and Student Affairs Track

1. Complete COUN 503, 505, 507, 545, 552, and 605, with a B or better in each class.
2. Attend Field Placement Information Session hosted by Field Placement Coordinator in WEEK 10 of the semester prior to Practicum placement.
3. Complete and submit Daily Hassles Checklist to Field Placement Coordinator no later than WEEK 10 of the semester prior to Practicum placement.
4. Discuss field placement options with Field Placement Coordinator and with your advisor
5. Narrow down options. Have a site before the end of the semester prior to Practicum semester.
6. Consult with Field Placement Coordinator to be sure MOU is in place for that site.
7. Register for Practicum class before the end of the semester prior to Practicum semester
8. Sign and submit to Field Placement Coordinator Counselor Education Student Agreement by the end of the semester prior to the Practicum semester
9. Obtain from the site and submit to Field Placement Coordinator a signed Statement of Acceptance of Counselor Education Student by the end of the semester prior to the Practicum semester
10. Obtain and submit to Field Placement Coordinator professional liability insurance from professional organization (ACA is recommended) by the end of the semester prior to the Practicum semester
11. If you haven’t already done so (here is a summary of everything you turn in!), submit to Field Placement Coordinator or Practicum class professor no later than the first day of class an electronic or hard copy of:
   - 1. Daily Hassles Checklist
   - 2. Counselor Education Student Agreement (you sign)
   - 3. Statement of Acceptance of Counselor Education Student (site signs)
   - 4. Proof of professional liability insurance
B. Mental Health Track

1. Complete COUN 503, 505, 507, 545, and 605, with a B or better in each class.
2. Attend Field Placement Information Session hosted by Field Placement Coordinator in WEEK 10 of the semester prior to Practicum placement.
3. Complete and submit Daily Hassles Checklist to Field Placement Coordinator no later than WEEK 10 of the semester prior to Practicum placement.
4. Discuss field placement options with Field Placement Coordinator and with your advisor
5. Narrow down options. Have a site before the end of the semester before Practicum semester
6. Consult with Field Placement Coordinator to be sure MOU is in place for that site.
7. Register for Practicum class before the end of the semester prior to the Practicum semester
8. Sign and submit to Field Placement Coordinator Counselor Education Student Agreement by the end of the semester prior to the Practicum semester
9. Obtain from the site and submit to Field Placement Coordinator a signed Statement of Acceptance of Counselor Education Student by the end of the semester prior to the Practicum semester
10. Obtain and submit to the Field Placement Coordinator professional liability insurance from professional organization (ACA recommended) by the end of the semester prior to the Practicum semester
11. If you have not already done so (here is a summary of everything you turn in!), submit to Field Placement Coordinator or Practicum class professor no later than the first day of class an electronic or hard copy of:
   a. Daily Hassles Checklist
   b. Counselor Education Student Agreement (you sign)
   c. Statement of Acceptance of Counselor Education Student (site signs)
   d. Proof of professional liability insurance
C. School Counseling Track

1. Complete COUN 503, 504, 505, 507, 545, and 605, with a B or better in each class.
2. Complete and submit School Counseling Field Placement Application no later than Week 5 of the semester prior to Practicum placement.
3. Complete and submit Daily Hassles Checklist to Field Placement Coordinator no later than Week 5 of the semester prior to Practicum placement.
4. Complete the Virginia Department of Social Services Child Abuse and Neglect Identification online certification course. Print and submit the certificate to the Field Placement Coordinator by Week 7 of the semester prior to Practicum placement.
5. Obtain verification of Automobile Insurance. Submit verification to Field Placement Coordinator by Week 7 of the semester prior to field placements.
6. Obtain professional liability insurance through a professional organization (such as ACA or ASCA) and submit verification to the Field Placement Coordinator by Week 7 of the semester prior to Practicum placement.
7. Obtain a TB test from a medical facility and submit verification of Negative TB test results to the Field Placement Coordinator by Week 7 of the semester prior to Practicum placement.
8. Obtain a current copy of your criminal background check and submit it to the Field Placement Coordinator by Week 7 of the semester prior to Practicum placement.
9. Register for Practicum before the end of the semester prior to Practicum placement.
10. Sign and submit to the Field Placement Coordinator the Counselor Education Student Agreement by the end of the semester prior to the field placement semester.
11. Obtain from the site and submit to the Field Placement Coordinator a signed Statement of Acceptance of Counselor Education Student no later than the first day of Practicum class.
12. If you have not already done so, submit to the Field Placement Coordinator or the Practicum class professor no later than the first day of Practicum class an electronic or hard copy of (this is a summary of everything you need to turn in!):
   a. 1. Daily Hassles Checklist
   b. 2. School Counseling Field Placement Application
   c. 3. Proof of professional liability insurance
   d. 4. Verification of Automobile insurance
   e. 5. Proof of negative TB test results
   f. 6. Child Abuse and Neglect Identification training certificate
   g. 7. Criminal background check
   h. 8. Signed Counselor Education Agreement
   i. 9. Signed Statement of Acceptance of Counselor Education Student
Part VIII
Forms

This section contains the forms to be used for the application for Field Placement experiences and for the evaluation of Field Placement experiences. The forms are located in reverse order of need.
**Field Placement End of Semester Evaluation Form**  
Counselor Education Program, Longwood University

Name of Site: ____________________________________________ Date: __________________________

Site Supervisor: ____________________________________________________________________________

Field Placement Student Name: ___________________________________________________________________

Starting Date of Field Placement: ___________________________ End Date of Field Placement ________

Please rate this student’s performance as you have observed it this past semester on a scale of 1-5 as described below. Your responses will be carefully considered when assigning a grade for the field experience.

1 – Poor     2 – Fair     3 – Good     4 – Very Good     5 – Superior     NA – Not Assessed

<table>
<thead>
<tr>
<th>Professional Identity Dispositions and Behaviors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. is knowledgeable about your organization’s functions and procedures</td>
</tr>
<tr>
<td>2. reports to site and scheduled meetings on time</td>
</tr>
<tr>
<td>3. follows directions and completes assigned tasks on time</td>
</tr>
<tr>
<td>4. dresses professionally and follows site codes for personal appearance</td>
</tr>
<tr>
<td>5. shows motivation and initiative at site</td>
</tr>
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<td>6. works collaboratively with others in your school, agency or organization</td>
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<table>
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<tr>
<th>Assessment, Intentionality, Program Development, and Evaluation</th>
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<tbody>
<tr>
<td>7. effectively plans, develops, and implements interventions based on client/student needs</td>
</tr>
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</tbody>
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<th>Cultural Awareness, Advocacy, and Leadership</th>
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<td>9. demonstrates the ability to articulate &amp; advocate for the appropriate counselor identity &amp; program</td>
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<tbody>
<tr>
<td>14. use of group counseling approaches is appropriate for students/clients with whom s/he works</td>
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<tr>
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<tr>
<td><strong>15.</strong> shows evidence of group theory application in planning, conducting &amp; assessment of group counseling</td>
</tr>
<tr>
<td><strong>Classroom Guidance/Lesson Planning Implementation, &amp; Evaluation (if applicable)</strong></td>
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<td><strong>16.</strong> uses needs assessment data to develop classroom guidance lessons/units</td>
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<td><strong>17.</strong> uses age appropriate activities and materials</td>
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<td><strong>On-Site Supervision</strong></td>
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**Site Supervisor Signature (above)**

**Date**

**Counselor Education Student Signature (above)**

**1 copy to Faculty Supervisor**

**Date**
**Field Placement Mid-Semester Evaluation Form**  
Counselor Education Program, Longwood University

Name of Site: _____________________________________________________ Date: ________________________

Site Supervisor: ________________________________________________________________________________

Field Placement Student Name: __________________________________________________________________

Starting Date of Field Placement: _____________________________

Please rate this student’s performance as you have observed it this past semester on a scale of 1-5 as described below. Your responses will be carefully considered when assigning a grade for the field experience.

1 – Poor  2 – Fair  3 – Good  4 – Very Good  5 – Superior  NA – Not Assessed

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<tr>
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<td>Date</td>
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<td></td>
</tr>
<tr>
<td>Counselor Education Student Signature (above)</td>
<td>1 copy to Faculty Supervisor Date</td>
</tr>
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</table>
Counselor Education Student Agreement
Longwood University

I understand that I am participating in a field placement sponsored by the Longwood University Counselor Education Program and field placement site. I recognize that in this field placement I am subject to the rules, regulations, and policies of Longwood University, as well as those that the Field Supervisor deems appropriate for the field site.

I understand that I am not covered by the agency’s fringe benefits program and that it is my responsibility to make arrangements for my own insurance, including accident, health, hospitalization and liability coverage. I will not hold the field placement, or Longwood University, or any of the personnel employed by these organizations liable for injury or death as a result of this placement. I have been advised to secure student liability insurance through a professional organization (such as ACA or ASCA).

I understand that in the placement I will be representing both Longwood University and the Counselor Education Program, and I will do nothing that would adversely affect either unit. I agree that if any of my behavior is deemed inappropriate (detrimental to the student, the field placement site, or Longwood University), I will withdraw from the placement and accept a grade of “NP,” and I am likely to be subject to a remediation plan.

I understand that my failure to abide by the policies and procedures of the program will result in termination of the placement with a grade of “NP,” and I will be subject to a remediation plan.

I agree that I will:

15. provide a copy of the course syllabus, the Field Placement Manual, and the Statement of Acceptance of Counselor Education Student form to my Site Supervisor at the beginning of my placement
16. participate in weekly supervision with the Site Supervisor in a constructive, consistent, and professional manner
17. attend class and participate in weekly supervision with the Longwood Faculty Supervisor in a constructive, consistent, and professional manner.
18. always dress appropriately for the placement site
19. notify my Site Supervisor and my Faculty Supervisor as soon as possible should I be unable to report to the site on a given day as planned
20. avoid becoming involved in office politics and/or ideological disputes
21. document all client contacts in a time and manner consistent with agency practices
22. maintain confidentiality of records and field placement matters at all times
23. obtain approval from my Faculty Supervisor and Site Supervisor before circulating any written work related to the field placement
24. never drive any organization/agency vehicle without prior arrangements
25. not be in possession of or use any firearms or other weapons at my field placement
26. respect and embrace the full range of multicultural and diverse populations
27. not engage in any illegal or unethical activities during my field placement and to behave according to the ACA and/or ASCA Code of Ethics at all times, both at the field site and at Longwood University.
28. never report to the field placement site under the influence of a substance or impaired, either by substance use or a mental health issue

I have read this agreement. The nature, scope, and policies of the program have been explained to me, and I agree to abide by them.

Counselor Education Student Signature: ____________________________________________
# Statement of Acceptance of Counselor Education Student

**Longwood University – Counselor Education Program**

<table>
<thead>
<tr>
<th>Counselor Education Student’s Name:</th>
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<tbody>
<tr>
<td><strong>Student’s Signature:</strong></td>
<td><strong>Date:</strong></td>
</tr>
<tr>
<td>Faculty Supervisor:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Faculty Supervisor’s e-mail Address:</td>
<td></td>
</tr>
<tr>
<td>Field Placement Site:</td>
<td></td>
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</tbody>
</table>

**Site Supervisor:**

I have been trained in clinical supervision by:

- ___ State recognized supervisory credential (__________) or
- ___ graduate course in clinical supervision (__________) or
- ___ completing the LU clinical supervision training module:

[https://forms.gle/iRm3EHqgz4RpaCG57](https://forms.gle/iRm3EHqgz4RpaCG57)

- ___ and I have at least 2 years of clinical experience in the field.

<table>
<thead>
<tr>
<th>Site Supervisor’s Title:</th>
<th>Yrs. Experience:</th>
<th>Degree:</th>
<th>License:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Supervisor’s Mailing Address:</td>
<td></td>
<td>Placement Start Date:</td>
<td></td>
</tr>
<tr>
<td>Site Supervisor’s e-mail Address:</td>
<td></td>
<td>Placement End Date:</td>
<td></td>
</tr>
</tbody>
</table>

Total clock hours to be worked during placement:  
Credit hours to be earned:  

The above named student has been accepted as a graduate level field placement student. I have read the “Part V: Responsibilities” portion of the Field Placement Manual and I agree to the stated conditions, including providing one hour per week of clinical supervision and allowing the student the opportunity to audio or video tape counseling sessions at this facility. I attest all of the above is correct.

**Signature of Site Supervisor:**

Jennifer M. Apperson, Field Placement Coordinator, [appersonjm@longwood.edu](mailto:appersonjm@longwood.edu) or 434-395-2323

1 copy for the Site Supervisor and 1 copy Field Placement Coordinator
Daily Hassles Checklist

Check each hassle that you are currently experiencing and circle the degree of severity using the following scale: 1 = Somewhat severe 2 = Moderately severe 3 = Extremely severe

1) Misplacing or losing things
2) Troublesome neighbors
3) Social obligations
4) Inconsiderate smokers
5) Troubling thoughts about your future
6) Thoughts about death
7) Health of a family member
8) Not enough money for clothing
9) Not enough money for housing
10) Concerns about owing money
11) Concerns about money for emergencies
12) Someone owes you money
13) Financial responsibility for someone who doesn’t live with you
14) Conserving electricity, water, etc.
15) Smoking too much
16) Use of alcohol
17) Personal use of drugs
18) Too many responsibilities
19) Decisions about having children
20) Non-family members living with you
21) Planning meals
22) Concerns about the meaning of life
23) Trouble relaxing
24) Problems getting along with coworkers
25) Concerns about medical treatment
26) Fear of rejection
27) Sexual problems due to physical causes
28) Sexual problems other than physical
29) Friends or relatives too far away
30) Wasting time
31) Filling out forms
32) Financing children’s education
33) Gender bias/harassment at work
34) Being exploited
35) Rising prices of common goods
36) Not getting enough sleep
37) Problems with your children
38) Problems with younger people
39) Being taken advantage of
40) Uncertain about future
41) Concerns about aging parents
42) Concerns about retirement
43) Laid-off or out of work
44) Too many meetings
45) Too many interruptions
46) Too many tasks
47) Too much time on your hands
48) Too many responsibilities
49) Too many appointments
50) Too much daily activity
51) Too many commitments
52) Too many interests
53) Fear of confrontation
54) Not enough money for health care
55) Feeling lonely
56) Concerns about accidents
57) Concerns about getting a loan/credit
58) Having to wait in lines
59) Too much time on your hands
60) Unexpected company
61) Too many interruptions
62) Not enough money for food
63) No enough money for necessities
64) Dislike coworkers
65) Dislike current work duties
66) Laid-off or out of work
67) Concerns about retirement
68) Care for pets
69) Concerns about job security
70) Housekeeping responsibilities
71) Trouble making decisions
72) Difficult customers/clients
73) Physical appearance
74) Difficulties getting pregnant
75) Concerns about health in general
76) Social isolation
77) Preparing meals
78) Auto maintenance
79) Neighborhood deterioration
80) Declining physical abilities
81) Concerns about bodily functions
82) Not getting enough rest
83) Problems with aging parents
84) Problems with your lover
85) Difficulties seeing or hearing
86) Too many things to do
87) General job dissatisfaction
88) Worry about changing jobs
89) Too many meetings
90) Problems with divorce/separation
91) Gossip
39) Problems with older people  1 2 3  
40) Unchallenging work  1 2 3  
41) Concerns about meeting high standards  1 2 3  
42) Financial dealing with friends  1 2 3  
43) Trouble reading, writing, or spelling  1 2 3  
44) Trouble with math  1 2 3  
45) Legal problems  1 2 3  
46) Not enough time to get things done  1 2 3  
47) Not enough energy  1 2 3  
48) Side effects of medication  1 2 3  
49) Physical illness  1 2 3  
50) Inability to express yourself  1 2 3  
51) Silly practical mistakes  1 2 3  
52) Financial security  1 2 3  
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89) Physical illness  1 2 3  
90) Inability to express yourself  1 2 3  
91) Silly practical mistakes  1 2 3  
92) Concerns about weight  1 2 3  
93) Watching too much television  1 2 3  
94) Concerns about inner conflicts  1 2 3  
95) Feeling conflicted about what to do  1 2 3  
96) Regrets over past decisions  1 2 3  
97) Menstrual problems  1 2 3  
98) The weather  1 2 3  
99) Nightmares  1 2 3  
100) Concerns about getting ahead  1 2 3  
101) Hassles from boss/supervisor  1 2 3  
102) Difficulties with friends  1 2 3  
103) Overload of family responsibilities  1 2 3  
104) Problems with employees  1 2 3  
105) Not enough time for family  1 2 3  

Has there been a recent change in your life that affected how you answered this scale? What?

**Total Number of Hassles Total Severity Points**

Typically, at any point in time, most individuals will endorse 25-30 hassles. If you have more than that number, you are experiencing more than the average stress from the small, frustrating events of daily life and are at greater risk for stress-related illness.

If your severity points are more than two times greater than the number of hassles, you may need to consider seeking help to moderate your response to small frustrations.
School Counseling Field Placement Application

Name: ____________________________________________

I. #: ____________________________________________

Longwood email address: ____________________________

Address during the semester (street address, city/town, state, zip code):
__________________________________________________________________________________________________________________________________

When do you wish to complete the field placements?

What is your preferred location for this placement? Choose from the following and indicate your 1st, 2nd, and 3rd choices by numbering them 1-3.

___ Accomack  ___ Fuqua School  ___ Orange
___ Albermarle  ___ Galax  ___ Patrick
___ Amelia  ___ Goochland  ___ Petersburg
___ Amelia High School  ___ Greensville  ___ Pittsylvania
___ Amherst  ___ Halifax  ___ Poquoson
___ Appomattox  ___ Hampton City  ___ Powhatan
___ Augusta  ___ Hanover  ___ Prince Edward
___ Bedford  ___ Henrico  ___ Prince George
___ Buckingham  ___ Henry  ___ Prince William
___ Campbell  ___ Hopewell  ___ Richmond City
___ Carroll  ___ Isle of Wight  ___ Roanoke County
___ Charlotte  ___ Louisa  ___ Rockingham, NC
___ Charlottesville City  ___ Louisa  ___ Salem City
___ Chesapeake City  ___ Lunenburg  ___ Southampton
___ Chesterfield  ___ Lynchburg  ___ Spotsylvania
___ Colonial Heights City  ___ Martinsville City  ___ Stafford
___ Culpeper  ___ Mecklenburg  ___ Suffolk City
___ Cumberland  ___ Newport News City  ___ Sussex
___ Danville  ___ Norfolk City  ___ Virginia Beach City
___ Dinwiddie  ___ Northumberland  ___ Warren
___ Fluvanna  ___ Nottoway  ___ York

Which level do you want for Practicum (100 hrs)? ___ Elementary  ___ Middle  ___ High

Which level do you want Fall semester Internship (300 hrs)? ___ Elementary  ___ Middle  ___ High

Which level do you want Spring semester Internship (300 hrs)? ___ Elementary  ___ Middle  ___ High

Please list any schools you attended at the level you would need placement (conflicts):

________________________________________  1 copy to Field Placement Coordinator
# Internship Application Form

This form must be completed and submitted to the Field Placement Coordinator before you will be allowed to register for Internship Class. Please plan ahead.

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**Select the Appropriate One Below to Complete:**

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<th>CCSA Pre-req</th>
<th>Semester Completed</th>
<th>MH Co. Pre-req</th>
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**Reminder to All Tracks:** By the first day of class, you will need to submit a new copy of 1) *Counselor Education Student Agreement Form* and 2) *Statement of Acceptance of Counselor Education Student*

**School Counseling Track:** You may need to provide school system upon *their* request with 1) Proof of professional liability insurance, 2) Verification of Automobile insurance, 3) Proof of negative TB test results, 4) Child Abuse and Neglect Identification training certificate, 5) Criminal background check. Copies are on file with the Field Placement Coordinator.

1 copy to Field Placement Coordinator
**Practicum Application Form**

This form must be completed and submitted to the Field Placement Coordinator before you will be allowed to register for field placements. Please plan ahead.

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**All Tracks:** Submit *Daily Hassles Checklist* with this form.

**All Tracks:** By the first day of class, you will need to submit 1) *Counselor Education Student Agreement Form* and 2) *Statement of Acceptance of Counselor Education Student*

**School Counseling Track:** Submit *School Counseling Field Placement Application* with this form.

**School Counseling Track** also must submit: 1) Proof of professional liability insurance, 2) Verification of Automobile insurance, 3) Proof of negative TB test results, 4) Child Abuse and Neglect Identification training certificate, 5) Criminal background check

1 copy to Field Placement Coordinator