



**Rogue Community
College**

Human Services

Practicum Supervisor's Handbook



Rogue Community College

STAGES OF PRACTICUM EXPERIENCE

I. Basic Assumptions

- A. Students have different needs at different points in the internship
- B. A practicum experience stimulates a variety of feelings

II. Functions of the Practicum Seminar

- A. Time to share experiences and receive comments and feedback from peers and the instructor
- B. Reflective writing—discoveries and insights

III. Stages of the Practicum

A. Anticipation

1. Eagerness, Hope
2. Anxiety and Fear
3. Self-doubts
4. Confusion on expectations
5. Important task of developing realistic goals and expectations for the experience

B. Disillusionment

1. Disappointment because of the disparity between expectation and reality
2. Shift from the “what if” concerns to the “what’s wrong” concerns
3. Feelings of frustration, sadness, discouragement, and may be directed toward supervisor
4. Denial—failure to acknowledge feelings
5. Evaluate what’s happening to you—tendency to run, etc.
6. Self-blame, failure, panic also possible
7. Thought of as the onset of a crisis for growth

C. Confrontation

1. Resolving the anxieties created in the disillusionment stage often involves a reassessment and adjustment of expectations and goals
2. May be subtle tension between student and the organization

3. Interpersonal issues between student and clients, supervisor, or co-worker
4. Students encouraged to examine intra personal factors such as personal issues or unexpected crises
5. Implicit belief system, i.e., regarding criticisms or authority

D. Competence

1. More clear sense of purpose and becomes invested in the work—morale is higher
2. Concerns go toward developing competence
3. Begin to demand quality of experience and supervision—may confront ethical issues
4. Need for control shows itself--wanting more challenging assignments; more decision-making capacity
5. Realize a need for more control over their personal lives and perfectionistic tendencies begin to show

E. Culmination

1. Can be satisfying and rewarding
2. Guilt over not having done enough
3. Anxiety over new placement a job needs
4. Separation anxiety—comfort of familiarity
5. Need for closure



**STAGES OF AN INTERNSHIP
CONCERNS AND RESPONSES**

Lacoursiere's Stage	Associated Concerns	Response Strategies
Orientation	<p style="text-align: center;">Anticipation</p> <p>Positive expectations Anxieties</p> <p><i>Self</i></p> <ul style="list-style-type: none"> Role Ability Appropriate disclosure Self in authority role <p><i>Supervisor</i></p> <ul style="list-style-type: none"> Supervisory style Expectations of disclosure Perception and acceptance Assessment <p><i>Co Workers</i></p> <ul style="list-style-type: none"> Organizational Structure Acceptance <p><i>Field Site</i></p> <ul style="list-style-type: none"> Philosophy, norms, values Workload Hiring potential <p><i>Clients</i></p> <ul style="list-style-type: none"> Acceptance and perception Needs and presenting problems <p><i>Life Context</i></p> <ul style="list-style-type: none"> Responsibilities Support system 	<p>Realistic, clear, specific goals</p> <p>Clarify and assess expectations</p> <p>Make an informed commitment</p>
Dissatisfaction	<p style="text-align: center;">Disillusionment</p> <ul style="list-style-type: none"> Unexpected emotions Frustration Anger Confusion Panic Adequacy of skills Breadth of demands Relationship with clients Operating values of organization Disappointment with supervisor/ co-workers 	<p>Acknowledge gap between feelings and emotion</p> <p>Normalize feelings and behaviors</p> <p>Acknowledge and clarify specific issues</p> <p>Acknowledge and clarify feelings</p>

Lacoursiere's Stage	Associated Concerns	Response Strategies
Resolution	Confronting the Issues Achieve independence Gain confidence Experience effectiveness Changes in opportunities Interpersonal issues Intrapersonal blocks	Reassess goals and expectations Reassess support systems Develop specific strategies
Production	Competence High accomplishment Investment in work Quality supervision Ethical issues Worthwhile tasks Home/self/career issues	Share concerns openly Develop coping strategies
Termination	Culmination Termination with clients Case management issues Redefine relationships with supervisor co-workers faculty peers Ending studies Post-internship plans	Identify feelings Recognize unfinished business Final supervisor meeting Collegial gathering Introspective/reflective writing



Rogue Community College

SAMPLE GENERAL OBJECTIVES FOR HUMAN SERVICES PRACTICUM

Skills and role of skills trainer

Referral processes—Community resources

Learn mental health services

Learn to write progress (SOAP) notes

Set up cases to manage from beginning to termination

Carry caseload

Learn about the policy and structure, therapeutic models of the agency

Program planning and development

Grant application and process

Intake interviews and needs assessment/screening

Intervention

Co-facilitate groups

Learn and set and maintain appropriate boundaries

Learn behavioral expectations of a designated population

Learn treatment modalities for children

Computerized paperwork procedures

Special projects as assigned

Prepare and deliver an instructional presentation

Accomplish a healthy closure with clients

Being open to feedback without defensiveness from supervisors

Communicate in a non-judgmental level

Balanced self-awareness



ROGUE COMMUNITY COLLEGE
Human Services Program
PRACTICUM SITE AGREEMENT

Student Name _____

Site Name _____ RCC OK _____
(1st year only)

Address _____ Phone _____

Supervisor Name _____ Title _____

The student named above was interviewed on _____ for possible placement
(date)

as a Human Services Practicum Student for _____
(term/year)

The outcome of this interview was: (please check all that apply)

- Student accepted for practicum placement:***
- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> Paid Position | Workers' Comp. coverage provided by: | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Unpaid Position | | <input type="checkbox"/> RCC * (see below) |
| | | <input type="checkbox"/> Other |
- Employer agrees to comply with OSHA Safety Standards

Follow-up interview scheduled.

Final determination will be made by _____
(date)

- Student not accepted:***
- | |
|---|
| <input type="checkbox"/> No practicum being offered |
| <input type="checkbox"/> All practicum positions already filled |
| <input type="checkbox"/> Not a match |

(signature agency representative)

*If RCC is providing coverage for a volunteer position and any injury occurs while on the job, a Workers' Compensation Form must be obtained from the RCC personnel office (541) 956-7329, completed and returned to Rogue Community College within 5 days.

**ROGUE COMMUNITY COLLEGE
HUMAN SERVICES PRACTICUM STUDENT/SUPERVISOR AGREEMENT
and
RELEASE OF CONFIDENTIAL INFORMATION**

This agreement is entered into by _____
(student name)

and _____, an employee of
(supervisor name)

(agency name)

who is assigned to act in a supervisory role for this student during the _____
(term(s), year)

Supervisor hereby agrees to the following stipulations in consideration of gaining the services of a Rogue Community College practicum student.

1. Meet weekly with the student for whom I am responsible to discuss progress toward learning objectives.
2. I further agree to meet with a Rogue Community College faculty member to discuss student progress on a regular basis (at least two times a quarter).
3. I also agree that all evaluations and assessments will be completed and returned to the student or Rogue Community College during the week of the site visitation or before.
4. I will help the student develop practical objectives.
5. If any problems arise between the agency and the student, I will discuss it with the student.
6. I also agree **not** to do the following:
 - A. Take a practicum student who has been a former client (without Rogue Community College agreement).
 - B. Take a student whose family (any member) is currently in treatment at my agency (without Rogue Community College agreement).
 - C. Allow students to put in hours on Rogue Community College holidays, unless prior arrangements have been made with RCC staff.
7. It is understood that this agreement is for the benefit of the agency as well as for the student and the college.
8. It is also understood that I will make myself available in situations where a student's performance is substandard or flawed.

Continued →

RELEASE OF CONFIDENTIAL INFORMATION

Student voluntarily consents to the sharing of information between instructors in the Human Services program at Rogue Community College (RCC) and the clinical practicum site for purposes of supervision, evaluation and audit as completing course requirements for Clinical Practicum at Rogue Community College.

I understand that all information gathered from my participation in the Clinical Practicum may be shared with others at the school and/or institution. I further understand that this release may be revoked by myself at any time. However, I understand that certain data may be necessary for assessment of my grade and computation of clinical hours, and I agree to provide and allow this information to be shared between my Clinical Supervisor and RCC faculty.

I understand that this information SHALL NOT be shared with any person outside the College or Clinical Practicum site except where allowed/required by law, including the following:

- Reporting suspected child and/or elder abuse
- Reporting imminent danger to interviewee or others
- Reporting to relevant agencies as required by law

I hereby acknowledge with my signature that I voluntarily consent to participate in the Clinical Practicum, freely share personal information for this practicum, and understand the nature and scope of this release of confidential information.

Executed this _____ day of _____

(signature of clinical practicum student)

(signature of clinical site supervisor)

(signature of Human Services faculty representative)

C. Rate the student using the following scale as applicable.

Case management skills

*Documentation, record keeping	1	2	3	4	5
Networking and referral	1	2	3	4	5

Interpersonal skills

Relationship with clients, consumers, patients	1	2	3	4	5
Relationship with families	1	2	3	4	5
Relationship with co-workers	1	2	3	4	5
*Relationship with immediate supervisor	1	2	3	4	5
Relationship with administrators	1	2	3	4	5
Ability to work as a team member	1	2	3	4	5

Professionalism

*Attitude	1	2	3	4	5
*Responsibility	1	2	3	4	5
*Follow through on assigned tasks	1	2	3	4	5
*Initiative	1	2	3	4	5
*Attendance	1	2	3	4	5
*Appropriate use of supervision	1	2	3	4	5
Creativity	1	2	3	4	5
*Punctuality	1	2	3	4	5
*Professional Growth	1	2	3	4	5
*Ethical conduct	1	2	3	4	5

Knowledge in the field

*Understanding the human services worker's role and its boundaries	1	2	3	4	5
*Understanding agency policies, goals, and procedures	1	2	3	4	5
Utilization of community resources	1	2	3	4	5
Utilization of agency resources	1	2	3	4	5
Identification of service gaps.	1	2	3	4	5

* Must be rated on these

Rating scale:

- | | |
|--|--|
| 1 well established and practiced consistently | 3 average for student's current training level |
| 2 above average for student/or entry level Human Services work | 4 emerging or beginning to develop |
| | 5 lower than expected |

D. This report was discussed with the student: _____ yes _____ no

E. Student's statement:

This evaluation was discussed with me on _____, and I found it
 _____ acceptable _____ unacceptable.

Student's comments: _____

Student's Signature _____ Date _____

Supervisor's Signature _____ Date _____



HUMAN SERVICES STUDENT EVALUATION OF PRACTICUM SITE

Agency _____ Term _____

Supervisor _____ Year _____

It is important that your college practicum supervisor receive accurate feedback regarding the degree of satisfaction with our practicum site. This questionnaire is designed to measure degree of satisfaction in critical areas of on-site supervision, training, availability of materials, relevance to your specific career goals, frequency of meetings with site supervisor and other pivotal areas of student development.

The evaluation will be utilized by you, your college practicum supervisor and your site supervision to facilitate adjustments that may be necessary for you to receive the maximum benefit for your practicum experience.

Please circle the appropriate number to indicate your satisfaction with the conditions at your site. Using the following scale:

- 5 Strongly agree
- 4 Agree
- 3 Neutral
- 2 Disagree
- 1 Strongly disagree

- ✓ Adequate time was scheduled for face-to-face meetings with my supervisor. 1 2 3 4 5
- ✓ I received appropriate and useful feedback from my site supervisor regarding my performance. 1 2 3 4 5
- ✓ My on-site supervisor was available and accessible with needed. 1 2 3 4 5
- ✓ I had opportunities to participate in on-site staff training and development programs. 1 2 3 4 5
- ✓ The work I had been doing at my site is relevant to my professional career aspirations. 1 2 3 4 5
- ✓ I would recommend this site for other practicum students. 1 2 3 4 5
- ✓ The amount of time spent in direct contact with clients met my expectations and needs. 1 2 3 4 5
- ✓ My assigned responsibilities provided me with opportunities to learn and grow professionally. 1 2 3 4 5
- ✓ Overall, I was satisfied with my practicum experience. 1 2 3 4 5

Additional comments (degree of independence, stress, structure, demands, etc.):



Rogue Community College

HUMAN SERVICES PROGRAM

PRACTICUM HOURS CERTIFICATION

I certify that _____, a student in the Human Services Program, has completed _____ **unpaid hours** and/or _____ **paid hours** at the practicum site. The hours were put in beginning _____ and completed on _____.

Practicum Site

Address

Signature of Site Supervisor

THIS SECTION TO BE COMPLETED BY RCC FACULTY ONLY

_____ Miscellaneous Hours

Description: _____

_____ Seminar Hours

_____ TOTAL HOURS

Signature of Seminar Instructor