

Process from Orientation to Graduation NOBTS MDIV in Counseling/MAMFC Clinical Practice

Entry Phase

Once accepted as a student at NOBTS into the MDiv in Counseling (licensure track) program or the MAMFC program:

- 1. Attend the Psychology and Counseling Orientation** (part of the NOBTS orientation the week before classes start).
- 2. Take Entrance Exam (within first 2 weeks of first semester in program).** You will receive a link after attending the Psychology and Counseling Orientation. If for some reason you do not attend the orientation, please send an email to Toni Collins at ccddivision@nobts.edu. She will send you the link for the exam. This is a required exam.
- 3. Take 4 Prerequisite courses. Must complete with no grade lower than a “B.”**

PSYC6303, Legal, and Professional Issues in Psychology and Counseling
PSYC6351 Family Systems: Theories and Therapies **OR** PSYC6350 Clinical
Marriage & Family Assessment
PSYC6302 Techniques and Skills in Therapy
PSYC6301 Mental Disorders and Treatment

4. Apply for PSYC 6380 Clinical Practicum

Cut off application dates—Friday of 7th week of semester:

Oct 9, 2015 (to apply to begin in January);

March 4, 2016 (to apply to begin in summer or fall).

- A. Complete open book test over this Policy and Procedure Manual** (on-line, Blackboard) PSYC6380KS: Clinical Practicum/Policy-Procedure Manual Test; pass at 85%. Send email to Dr. Steele stating that you have completed the exam with a score of 85% or more.

B. Maintain a 3.0 in all classes

- C. Complete application:** The application is online, on Blackboard course PSYC6380KS/ Practicum Application (on left menu).

Application:

https://docs.google.com/a/nobts.edu/forms/d/1SLuoeWRr2uwPPTpoG3GcGUcmHubDJJop8kICMinT2L8/viewform?usp=send_form

D. Evaluation of Work in Courses: After you have completed and submitted all the above materials, the professors who taught your core courses will complete an evaluation of the evidence of your emotional and spiritual preparation to begin the practicum. (Areas for evaluation listed below).

E. Interview with Faculty Member: At this point you will be invited to have an appointment for an oral interview with one of the professors of the Psychology and Counseling Department. Be prepared to discuss how you would respond to a situation involving suicide. The interview will include your evaluation scores and discussion of any issues of concern.

F. Complete the Background Check: After the Interview, if it is recommended that you proceed with the process, you will be asked to complete a Background Check. (see Instructions for Background check under Application for Practicum section on Blackboard/PSYC6380KS/Application for Practicum, or on page 34 of this Practicum/Internship Manual. The Background Check is \$30)

Acceptance letters will be sent within 3 weeks after the interviews.

Evaluation Checklist

When your Application is submitted, professors of the four core courses will fill out an evaluation checklist. The following areas demonstrate evidence of emotional and spiritual preparation to begin the practicum.

Academic Communication Skills

Professional Orientation

Interpersonal Competence

Personal responsibility

Personal Integrity

Respect others and Diversity

Self-Reflection and Self-Care

Growth in Core Values of NOBTS

Growth in Seven Basic Competencies of NOBTS

Ability to do a lethality assessment; ability to do a chemical dependency screening (at interview)

Commitment to your church and ministry

Evidence that the student is dealing with and/or working on any personal issues that could impact his or her work as a counselor.

5. To Begin Clinical work.

All students accepted into the Practicum will do their practicum at the Leeke Magee Christian Counseling Center.

Orientation Part 1 will be held Friday, December 18, 2015, from 8:00 am to 1:00 pm. (The Friday of Finals Week). There will be additional assignments to be completed for orientation during the break.

Complete reading the text for Practicum: Baird, Brian N., (2013). *The internship, practicum, and field placement handbook: A guide for the helping professions*, 7th edition. New Jersey: Prentice Hall.

Write a Book review of the Baird book, using the outline in this manual.

Apply for Liability Insurance. (Information on Blackboard PSYC6380KS site).
Bring book review and proof of Insurance to January orientation, Part 2.
Orientation Part 2 will be held Tuesday, January 19, 2016, from 5:00 pm -8:00 pm.
These orientation meetings are mandatory. Please plan to arrange your schedule accordingly.

Attend all Individual and Group Supervision according to rules, and begin counseling. All hours will be recorded on Time2Track. The Practicum Students will receive information about enrolling in Time2Track and instruction during the Orientation time. The cost for Time2Track is \$30 for one year. (Your total number of weeks required in Practicum, Internship 1 and 2 = 50 weeks).

Clinical Phase (Internship 1 and 2)

Successfully complete Practicum, complete 5th core course—Family Systems or Clinical Assessment of Marriage and Family with a 3.0 average), and at least one therapy model course.

- PSYC6352: Structural/ Strategic Marriage and Family Therapy
- PSYC6353: Intergenerational Marriage and Family Therapy
- PSYC6354: Cognitive-Behavioral Therapy
- PSYC6355: Brief Approaches to Marriage and Family Therapy
- PSYC6356: Childhood Disorders and Therapies
- PSYC6357: Contemporary Approaches to Marital/Premarital Therapy
- PSYC6349: Trauma: Theories and Therapies
- PSYC6348: Trauma Informed Care for Foster and Adoptive Families

Attend SCA Brown Bag Luncheon if you are interested in applying to work at a different site instead of remaining at Leeke Magee.

It is strongly recommended that you attend the information meeting about external sites. Study the Placement Sites List, pray about sites, and select a site. Please talk with peers or Dr. Steele, or Brooke Osborn about any sites you have questions about. You will need to contact the site to see if they have any positions for Intern students open. If there are openings, set up an interview with the Site Supervisor.

You must indicate your plan to stay at LMCCC or to go to another site at least 4 weeks before changing to your Internship. (November 20, 2016)

https://docs.google.com/a/nobts.edu/forms/d/16S7W_tn14c2qxJFMBAUP69M-2e5wp_3AU-5fgl2iew/viewform?usp=send_form

Please be aware that many sites only accept new students at the beginning of the fall term, and the time of application for these positions can be as early as March or April to begin in the fall.

Contact the Site Supervisor of your selected site to inquire if there are openings. If there are, set up an interview with the Site Supervisor.

It is recommended that you take a copy of your resume, including a list of the counseling courses you have completed, pertinent ministerial experience (for example, work with children, etc.), and past work experience. Ask appropriate questions about responsibilities at the site such as scheduling, date/time of orientation to the site, assignment of supervisor, etc.

Turn in Paperwork to complete Practicum and Enroll in Internship 1.

Once you have completed Practicum, you have a four week grace period to turn in all paperwork required to begin Internship 1. During these 4 weeks you will continue to counsel clients, and can continue to count the weeks and hours toward the Internship 1. To have completed Practicum you must have completed a full 16 weeks on the site of LMCCC (including 16 individual supervision meetings and 16 group supervision meetings), plus a total of 40 direct hours and 100 indirect hours. Paperwork includes

1. Record from Time2Track of Practicum hours (please print this before you begin recording Internship 1 hours)
2. Completion of reading the book and a written book review using guide in manual.
3. Submission of the evaluation of you by your Supervisor, and your Student Evaluation of the site and your supervisor.

Student Evaluation of Site/Supervisor

https://docs.google.com/forms/d/1v9qckEAWKzNOzdZCiBQOXjZfbS5up_8IfV8-xR5EAkI/viewform?usp=send_form

Supervisor Evaluation of Student Intern

https://docs.google.com/a/nobts.edu/forms/d/1sXDqAemRpE6Xo15DKqpO5EZuenMCksrH_-699x69DGY/viewform?usp=send_form

4. Reread the Practicum-Internship Manual, and complete exam (on Blackboard) with an 85% pass rate.
5. Complete Internship 1 & 2 while taking other courses.
6. Attend all Individual and Group Supervision meetings according to rules; attend required meetings.

Completion Phase

Complete all remaining course work.

Complete Capstone One Day Workshop (Resume building, notebook of syllabi, statement of integration).

Complete Exit Exam.

Graduate.

Admission to Practicum/Internship Program

All members of the Psychology and Counseling Department will confer on field placement admissions and reserve the right to refuse a student's request, should information about or personal experience with a student dictate the need for this course of action. The decision to deny placement will involve joint consultation between all department faculty members. Any opportunity for reconsideration of the student's request, should such a possibility be considered, will be determined at the time of initial refusal.

Quick Guide

Steps to Begin Clinical Practice

Blackboard Course: PSYC6380KS Clinical Practicum

(all materials for clinical practice found on Blackboard)

1	Maintain a 3.0 in Major; 3.0 overall from any other seminary classes.
2	Complete or be prepared to complete by end of semester 4 Core course requirements (PSYC6301; 6302; 6303; 6350 OR 6351).
2	Application due date-7th week of fall semester for spring start/7th week of spring semester for summer or fall start). (Oct 9, 2015/March 4, 2016).
3	READ Practicum/Internship Manual. Pass Practicum/Internship Manual Test with score of 85% or higher. (Students may repeat the test until they reach a 85% + score.)
4	Complete Application. Practicum Application is found on a link on Blackboard. Submit application by Friday of the 7th week of the semester.
5	Professors of 4 core courses will complete an evaluation checklist after student submits application.
6	Complete Department Interview. You will be contacted to schedule the interview. The interview will include the student's evaluation scores and discussion of any issues of concern.
7	After Interview, if student is recommended to continue process, complete Background Check (You will be sent instructions. Cost: \$30.00).
8	Acceptance letters will be sent within 3 weeks after interviews.
9	All students will complete Practicum at the Leeke Magee Christian Counseling Center
10	Attend Orientation Part I and Part 2. These meetings are mandatory. Fall: <u>Orientation Part I</u> : This will be on a Friday the week of spring finals, 8 am – 5 pm. There will be pre-work to prepare for this orientation <u>Orientation Part 2</u> : Tuesday night the first week of class, 5 pm to 8 pm. Spring/Summer: <u>Orientation Part I</u> : The Friday of the week of final exams, 8 am – 5 pm. There will be post work after this orientation. <u>Orientation Part 2</u> : Tuesday night the first week of class, 5 pm to 8 pm.
11	Complete reading of the text before Orientation Part 2, and bring Book review to orientation part 2 (printed).
12	Apply for Liability Insurance, bring proof of insurance to orientation Part 2. Liability insurance information on Blackboard.
13	Sign up for a Supervision Group in Psychology and Counseling office. Student's Individual Supervisor will be assigned. Attend all Individual and Group Supervision according to rules.
14	Record all hours on Time2Track. Students will be given information about Time2Track and trained to use the program during Orientation. \$30 for the 50 weeks of Clinical Practice (Practicum = 16 weeks; Internship I = 18 weeks; Internship 2 = 18 weeks).

Quick Guide: Steps to Begin Internships 1 & 2

Blackboard Course: PSYC6380KS Clinical Practicum

1	If considering not staying at LMCCC for Internships 1 & 2: Attend SCA Brown Bag Luncheon about possible Internship sites during Practicum Semester (Dates announced at beginning of semester). Pray about what site you would like to work at. What population do you want to get experience in working with? Children? Adolescents? Adults? Couples? Variety? Addictions? Trauma? Mentally ill in clinical setting? Church setting? Community Counseling setting?
2	Contact site to see if they will have any openings and to inquire about their application dates.
3	All students should inform LMCCC (Dr. Steele) by the 12 week of the Practicum whether they plan to stay or go to another site.
4	Request and complete interview with Site Supervisor. Take a copy of your resume. Ask appropriate questions about the site.
5	Inform Dr. Steele of your acceptance at a site (via email).
6	Successfully complete Practicum, and complete 5 th core course (Family Systems or Clinical Assessment with a minimum of 3.0) and at least one therapy model course.
7	After completing requirements for Practicum (16 weeks onsite/40 Direct Client hours/100 Onsite Hours), turn in all paperwork, including Supervisor Evaluation, Student Evaluation, Time2Track Report for Practicum (please print this before beginning to record Internship 1 hours), Reread Practicum Internship Manual, and bring Proof of 85% pass on Practicum/Internship Manual exam (Blackboard), and book review for Internship 1 textbook. All paperwork must be turned in with 4 weeks of completing Practicum requirements. Any direct hours accrued after the 4 week grace period will not be counted.
8	Request and fill out Authorization Form for Internship 1 from Counseling Office; after evaluation of your paperwork, and form is signed, turn it in to the Registrar's office.
9	Complete Internship 1 and 2 while taking remaining coursework.
10	Maintain your Liability Insurance up to date.
11	Attend all Individual and Group Supervision meetings according to rules; attend any other required meetings for the Internship phase.
1	Internship 2 may be started after 18 weeks are completed for Internship 1. If the student has not completed all 120 direct hours, they will need to complete the missing hours before completing Internship 2.
2	Within 4 weeks of completing a minimum of 18 weeks for Internship 1 and the 120 direct hours, the student must turn in the Time2Track Report for Internship 1. (Please print the Time2Track Report for Internship 1 before beginning hours for Internship 2).
3	Complete Capstone One Day Workshop (Resume building, notebook of syllabi, statement of integration).
4	Request and fill out Authorization Form for Internship 2 from Counseling Office; after evaluation of your paperwork, and the form is signed, turn it in to the Registrar's office.

