

Indiana University of Pennsylvania

Department of Counseling

FIELD EXPERIENCE HANDBOOK
Counselor Education & Supervision



Fall 2020- Spring 2021

Important Note: Information contained in this handbook is subject to change. (Handbook Revised fall 2020)

Department of Counseling Field Experience Handbook

Table of Contents

Introduction	4
Catalog Description.....	4
Course Description	4
Course Objectives.....	4
Questions About Field Experience	5
Site Supervisors.....	5
Additional Helpful Information	5
Overview of Requirements	6
Required Hours.....	6
Clarification of Duties	6
Additional Requirements.....	6
Dates of Field Experience	7
Accruing Field Experience Hours	7
Pre-Field Experience Planning	10
Field Experience Responsibilities	11
Doctoral Field Experience Coordinator’s Responsibilities.....	11
Faculty Supervisor’s Responsibilities	11
Site Supervisor’s Responsibilities	11
Field Experience Student’s Responsibilities	12
Finishing the Field Experience	13
Field Experience Student Checklist.....	13
Site Supervisor Checklist	13
Faculty Supervisor Checklist.....	13
Appendices	14
Appendix A: Field Experience Application	15
Appendix B: Field Experience Student Documents	16
Field Experience Item Checklist	16
Field Experience Student Agreement	17
Appendix C: Field Experience Site Documents	18
Site Information Sheet.....	18
Checklist for Site	19
Doctoral Site Supervisor Qualifications Form	20
Appendix C: Field Experience Site Documents	21
Affiliation Agreement Form	21
Procedure for Requesting & Obtaining Affiliation Agreements.....	22
Administrator Letter Requirements & Sample.....	23
Appendix D: Learning Contract	24
Appendix E: Site Supervisor’s Evaluation of Field Experience Student	26
Appendix F: Field Experience Student’s Self-Evaluation	27
Appendix G: Faculty Supervisor’s Evaluation of Doctoral Field Experience Student.....	28

Appendix H: Field Experience Student's Evaluation of Site Supervisor	29
Appendix I: Field Experience Log Sample.....	30
Appendix J: Clearance Policy	31
Appendix K: Request to Extend Field Experience	33
Appendix L: Critical Incident Response:.....	34
Sequence Documentation Policy.....	34
Critical Incident Response: Sequence Documentation Form	35

Field Experience Manual Compiled & Revised *Fall 2020*

Faculty Committee Members: Drs. Kim Desmond, Stacy Carone, Holly Branthoover, Brittany Pollard, Michelle Bruno, Matthew Nice

Introduction

Welcome to your field experience! It is the Department's hope that this culminating experience is both fruitful and beneficial. This handbook is structured in a chronological manner. That is, by reading this important guide, you will understand the process as you prepare, conduct, and terminate your field experience. A few introductory notes may be of help to you:

Catalog Description

COUN 960 Doctoral Field Experience in Counselor Education 3 cr.

Apply counselor education knowledge and skills in a 300-hour [total of 600 hours across two semesters] Intensive capstone field experience in three of the following five areas: counseling, supervision, teaching, research and scholarship, and leadership and advocacy. Under supervision, experience is gained in a customized field setting relevant to student's professional goals.

Repeated for a maximum of 6 credits. Prerequisite: COUN 860, COUN 870, COUN 880, COUN 890, COUN 900, COUN 910, COUN 920, COUN 930, and COUN 940.

Course Description

This course is meant to be a culminating course that facilitates the transition between your doctoral program and entry into the next phase of your career in the counseling profession. This course is intended to enhance your abilities to effectively offer supervisory and educational services to students or clients in a university, school, or clinical mental health setting.

While the Faculty Supervisors (course instructors) will have different syllabi for this course, much of it will be identical. All students, regardless of the section, will have the same required hours, summative assignment, and necessary forms to complete for the field experience. However, each Faculty Supervisor will also have her/his own course requirements.

Course Objectives

Upon completion of this course, students will successfully:

1. Complete internships that total a minimum of 600 clock hours (a minimum of 100 hours per area). The 600 hours must include supervised experiences in at least three of the five doctoral core areas (counseling, teaching, supervision, research and scholarship, leadership, and advocacy). Doctoral students must be covered by individual professional counseling liability insurance policies while enrolled in a counseling or supervision internship. *Please note that one of the three areas **MUST** be supervision. Students will be provided an opportunity to teach a counseling course and provide supervision through IUP.*
2. Receive an average of one hour per week of individual and/or triadic supervision, performed by a supervisor with a doctorate in counselor education or an individual with a graduate degree and specialized expertise to advance the student's knowledge and skills. The faculty supervisor will contact the site supervisor at least twice, preferably at the beginning and midpoint of the semester. The site supervisor will also complete a midterm (halfway through the planned hours) and final evaluation.
3. Participate in group supervision with case study presentation(s), performed by a counselor education program faculty member, on a regular schedule with other students throughout the field experience (CACREP 2016 Standards).

4. Focus on no more than 3 out of the 5 areas per semester (counseling, teaching, supervision, research and scholarship, leadership, and advocacy). **Student cannot complete their field experience in one semester. Students must be actively accruing hours in at least one of the five areas for the duration of the semester even if this means they have accrued more than the minimum number of hours needed.**
5. Develop a field experience plan and supporting evidence for completion of the plan. Students will keep logs of their hours.

Questions About Field Experience

The content of this handbook will no doubt answer many of your initial questions. However, it is also understood that unique questions will likely arise regarding your field experience. Please feel free to address such questions with the Doctoral Field Experience Coordinator or your Faculty Supervisor.

Site Supervisors

As a student completing field experience, this handbook is written as a resource for you. However, please make sure that your Site Supervisor has a copy. It will be critical for her/him to have a copy to further understand the IUP Department of Counseling process for the field experience.

Finally, please know that this handbook is reviewed periodically to ensure that the information is clearly explained and up to date. If you have feedback about the field experience process or documentation materials, please talk with the Doctoral Field Experience Coordinator.

Additional Helpful Information

- The Graduate Student Administration of the National Counseling Exam (GSA-NCE) is typically administered at IUP. Please see Department of Counseling announcements for more information.
- Information about counselor licensure in Pennsylvania can be found at <https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/049/chapter49/chap49toc.html>
- As an IUP student, you have many rights related to IUP's administration of Title IX regulations. It is essential for you to become familiar with some important resources. Please read the information contained in the Sexual Violence/Sexual Harassment, Students of Concern, and Protection of Minors Reference Manual and the Where to Turn For Help handout. These documents can be accessed through the following links:
Manual:
<http://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=186815&libID=186832>
Handout:
<http://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=188396&libID=188413>

Overview of Requirements

The field experience provides a supervised clinical placement for students in the counseling program. The exact plan and scope of the field experience will be determined by the field experience student, Faculty Supervisor, and Site Supervisor on an individual basis. However, the following are the minimum requirements for this experience.

Required Hours

Doctoral students in Counselor Education and Supervision are required to complete a 600-hour field experience. Students may have a maximum of TWO field experience sites per semester. Students are required to complete 300 hours each semester. **Students are *not* permitted to complete their field experience hours in one semester.**

The 600 hours must include supervised experiences in at least three of the five doctoral core areas (counseling, teaching, supervision, research and scholarship, leadership, and advocacy). Doctoral students must be covered by individual professional counseling liability insurance policies while enrolled in a counseling or supervision internship.

*not guaranteed

Clarification of Duties

The field experience duties will vary from site to site and student to student; however, it is important that students communicate with sites prior to their field experience and outline projected duties in their field experience plan. Duties should be congruent with the identified CACREP area and closely align with the tasks typical to the professional responsibilities in the identified setting. All duties performed must be appropriate for a Doctoral-level counselor to be counted as field experience hours. The program is designed to prepare you as a Counselor Educator in academia or a counseling leader and supervisor in a clinical setting. The field experience activities must be consistent with the professional responsibilities in these settings.

Additional Requirements

- Complete and submit the Field Experience Application (Appendix A).
- Complete required paperwork prior to the start of field and submit by the specified due date to the Doctoral Field Experience Coordinator (Appendices A-C).
- By the specified due date, verify that you have obtained the required clearances so they will be current for the duration of your entire field experience and will not expire anytime during the field experience. You must also renew your liability insurance in a timely manner, so it remains current for the duration of the entire field experience. These documents must be submitted to the Departmental Contact for Clearances.
- After all student and site materials are reviewed and found to meet eligibility requirements, you will receive an e-mail from the Doctoral Field Experience Coordinator stating you are approved for field. **You may not begin working at your site until you have received this approval from the Doctoral Field Experience Coordinator.**
- Develop and negotiate a Field Experience Learning Contract with your Site Supervisor.
- Maintain Field Log (Appendix I) that provides a tally of hours and activities completed during field experience.
Note: It is your responsibility to keep copies of your final signed field logs.

- Complete the Summative Assignment for the field experience.
- Attend weekly individual and/or triadic supervision with the Site Supervisor and group supervision with the Faculty Supervisor.

Dates of Field Experience

The field experience will begin on the first day of the IUP semester and end on the last day of semester finals. There are only two possible exceptions to these dates:

- If there is pre-requisite training that is required by the site before the semester begins (e.g. HIPPA training, in-service meetings, etc.), a letter or an e-mail from the Site Supervisor detailing the required training/dates must be sent to the Doctoral Field Experience Coordinator for approval in advance.
- If the student needs to continue between concurrent field semesters for client continuity of care or for an extenuating circumstance, preapproval must be obtained through your Faculty Supervisor (See Appendix K).

Accruing Field Experience Hours

It is expected that field experience students will accrue their hours over the entire duration of the semesters. In certain circumstances, students may complete their hours prior to the end of the semester. In these instances, students are required to amend their internship plan and submit the amendment to the faculty supervisor. Students may only complete one of their three field experience areas (counseling, teaching, supervision, research and scholarship, or leadership and advocacy) early per semester. **Student *cannot* complete their field experience in one semester. Students must be actively accruing hours in at least one of the five areas for the duration of the semester even if this means they have accrued more than the minimum number of hours needed.**

The required supervision hours are counted towards the indirect hours.

Doctoral Internship Structure for Counselor Education and Supervision
Indiana University of Pennsylvania
(adapted from Kent State University Internship Manual, 2017)

COUNSELING	SUPERVISION	LEADERSHIP
100 hours minimum	150 hours minimum	100 hours minimum
<p>Can be 1 or 2 semesters</p> <ul style="list-style-type: none"> - 50 direct hours - 10 hours supervision minimum - 40 hours – Indirect <p><i>Placements can be at a Clinical Mental Health Agency, College, K-12 School or other advisor approved setting</i></p> <p><i>Approved Supervisor:</i></p> <ul style="list-style-type: none"> - CMHC - Licensed at the highest tier of licensure, must have supervisory endorsement if the state has a supervisor designation; minimum of 3 years' experience - Experienced SC– minimum of 3 years' experience 	<p>Can be 1 or 2 semesters</p> <p>OPTION A – One semester</p> <ul style="list-style-type: none"> - 140 hours = Teach Practicum, Supervise 3 supervisees - 10 hours of supervision-of-supervision minimum <p>OPTION B – Two Semesters</p> <ul style="list-style-type: none"> - 45 hours = Supervise 3 supervisees - 10 hours of supervision-of-supervision minimum - 45 hours of viewing tapes/etc. <p><i>Approved Supervisor:</i></p> <ul style="list-style-type: none"> - CMHC - Licensed at the highest tier of licensure, must have supervisory endorsement if the state has a supervisor designation; minimum of 3 years' experience - Experienced SC – minimum of 5 years' experience 	<p>Can be 1 or 2 semesters</p> <ul style="list-style-type: none"> - Local, state, regional, national, int'l leadership roles/officer positions in counseling - Activities may include officer duties, non-visual roles in leadership - Students must provide an explanation, examples, and plan for hours - Leadership hours may NOT be accrued for conference volunteer duties - Leadership hours may be obtained through activities such as Coordination of Workshops in CES - Creating service-learning projects - Conference organization - Involvement in an Interest Network (plan and hour break down required) Product and audit trail of what is accomplished = emails, bylaws, etc. - 10 hours supervision minimum <p><i>Approved Supervisor: PhD in CES</i></p>

RESEARCH & SCHOLARSHIP	TEACHING															
<p>100 hours minimum</p> <p>Can be 1 or 2 semesters</p> <p><i>Manuscripts</i> One manuscript – research or conceptual Fall semester of prep = 100 hours; IRB approval is the first semester “product” for research, rough draft of manuscript for conceptual Spring semester product = 100 hours and submission to a journal Co-authorship will be considered but may reduce the number of obtainable hours</p> <p><i>Grants and Fellowship Submission</i> Timelines need to be established within the Internship Plan Preparation and development hours versus submission hours can be accrued Type of grant will be considered – regional, national, training, research, etc. No travel grants can be used towards internship hours</p> <p><i>Scholarship Paradigm</i> - Book chapter</p> <p><i>Presentations – Counseling Related, AERA (not APA)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Submitted Only</th> <th style="text-align: center;">Presented Only</th> </tr> </thead> <tbody> <tr> <td>Local</td> <td style="text-align: center;">20</td> <td style="text-align: center;">30</td> </tr> <tr> <td>State</td> <td style="text-align: center;">20</td> <td style="text-align: center;">30</td> </tr> <tr> <td>Regional</td> <td style="text-align: center;">40</td> <td style="text-align: center;">60</td> </tr> <tr> <td>National/International</td> <td style="text-align: center;">40</td> <td style="text-align: center;">60</td> </tr> </tbody> </table> <p>- 10 hours of supervision minimum</p> <p><i>Approved Supervisor: PhD in CES</i></p>		Submitted Only	Presented Only	Local	20	30	State	20	30	Regional	40	60	National/International	40	60	<p>150 hours minimum</p> <p>Can be 1 or 2 semesters</p> <p>Can Include hours as the Instructor of Record for counseling related courses</p> <p>If Co-Teaching: Must do two CES courses to accrue 150 hours</p> <p>10 hours of supervision minimum</p> <p><i>Approved Supervisor: PhD in CES</i></p>
	Submitted Only	Presented Only														
Local	20	30														
State	20	30														
Regional	40	60														
National/International	40	60														

Pre-Field Experience Planning

Students **must** follow the subsequent steps to have a successful field experience.

<p>Step 1: Attend Field Experience Meeting</p>	<p><u>Students Become Familiar With:</u></p> <ol style="list-style-type: none"> 1. Appendix A – Field Experience Application 2. Field Experience Planning Schedule 3. Professional Liability Insurance Requirement 4. Clearances, Protection of Minors Training, and TB Test Requirements 5. ACA Code of Ethics 6. Affiliation Agreement Information 7. IUPs Application for Eligibility to Teach Graduate Courses <p><u>Students Submit:</u></p> <ol style="list-style-type: none"> 1. Appendix A 2. Complete IUPs Application for Eligibility to Teach Graduate Courses (More information and application can be found at: https://www.iup.edu/graduatestudies/resources-for-faculty-and-staff/eligibility-to-teach-graduate-courses-and-to-serve-on-thesis-or-dissertation-committees/application/)
<p>Step 2: Review Handbook and Eligibility Requirements</p>	<p><u>Eligibility Requirements Include:</u></p> <ol style="list-style-type: none"> 1. Minimum of 3.00 GPA in Doctoral degree program 2. All program course prerequisites have been completed
<p>Step 3: Site Selection</p>	<ol style="list-style-type: none"> 1. Review site requirements specified in Appendix C. 2. Identify potential field experience using the guidelines below: <ul style="list-style-type: none"> • Site must satisfy all field experience site requirements (see Appendix C) • Site should meet your personal and professional goals • Sites are recommended to be within a 90-mile radius from your campus location (Indiana or Pittsburgh East). In instances where the site is over 90 miles away, students will need to submit a written request to the Doctoral Field Experience Coordinator. Students MAY be permitted to attend Field class virtually based on location of site (greater than 90 miles) and approval from the Doctoral Field Experience Coordinator. • Students are permitted to do the field experience at their place of employment if the site meets all site requirements. 3. Select your top choice as a field experience site and contact the site for an informal interview. Be prepared to do the following: <ul style="list-style-type: none"> • Provide a copy of the <i>Field Experience Handbook</i> & your résumé to site personnel • State why you want to explore field experience opportunities at their site • Determine if the site can meet the field experience requirements • Determine if there is a mutual agreement for placement • Complete Appendix B (Student Documents) • Work with Site Supervisor to complete required site paperwork (Appendix C)
<p>Step 4: Submit Required Paperwork by Due Date*</p>	<p><u>To the Doctoral Field Experience Coordinator:</u></p> <ol style="list-style-type: none"> 1. Appendix B – Field Experience Student Documents (2 pages) 2. Appendix C – Field Experience Site Documents (4 pages) 3. Administrator Letter (if completing field experience at place of employment) <p><u>To the Departmental Contact for Clearances:</u></p> <ol style="list-style-type: none"> 1. Updated Required Clearances & Protection of Minors Training 2. Renewed Liability Insurance (cannot lapse; update in a timely manner) <p>*Important note: You must obtain and submit the required clearances and protection of minors training so these documents will be current for the duration of your entire field experience. This means that these documents must be valid until the last day of finals week at the end of the entire field experience. Failure to meet the established deadlines will result in a delay in registration for field and possible referral to the Student Issues Committee.</p>

Step 5: Field Experience Approval	Students are approved for field if and when the student qualifications and site qualifications are met. After all student and site materials are reviewed and found to meet eligibility requirements, you will receive an e-mail from the Doctoral Field Experience Coordinator stating that you are approved for field experience.
Step 6: Field Registration	After receiving the field approval e-mail, you are then permitted to register for the <u>assigned</u> field experience class (COUN 960).

Field Experience Responsibilities

Doctoral Field Experience Coordinator's Responsibilities

- Conduct the Field Experience Orientation Meeting.
- Secure Appendices A, B, & C from students and create folders for the students.
- Verify student eligibility for field experience by reviewing the signed Field Experience Application Forms.
- Verify site has a current Affiliation Agreement with IUP or provide new affiliation agreement to the Dean's Associate for Educator Preparation who secures the authorized signature from the university.
- Sign Field Experience Agreement between site, student, and department. *Please Note:* The Department of Counseling has the discretion to refuse a site or remove students from a site if necessary.
- Notify students of field experience approval after student & site qualifications are determined to be met.
- Distribute approved student folders to Faculty Supervisors.

Faculty Supervisor's Responsibilities

- Ensure completion of field experience student's forms.
- Complete an initial orientation contact for Site Supervisors.
- Conduct end of semester contact with Site Supervisors and other contact as needed.
- Establish course guidelines and requirements.
- Provide an average of 1.5 hours per week group supervision for field experience students.
- Verify that the students have proof of current professional liability insurance.

Site Supervisor's Responsibilities

- Site supervisors must complete the required online IUP Site Supervisor training prior to the start of the semester (found at <https://www.iup.edu/counseling/site-supervisor-doctoral/>).
- Oversee the field experience student's work for the purpose of facilitating personal and professional development and improving professional competence.
- Schedule with the student individual/triadic supervision for the required number of hours.
- Provide opportunities for a variety of Doctoral level counseling duties for the field experience student, including opportunities for direct and indirect contact.

- Arrange for an appropriate work area for the field experience student.
- Introduce the student to administration and staff with whom they will work.
- Maintain contact with the Faculty Supervisor by responding to contacts and if any problematic situations arise.
- Engage in active counseling supervision.
- Complete required university evaluation at the end of the semester (Appendix E) & review with student.
- Ensure that the student immediately notifies the Faculty Supervisor of any critical incidents involving that occur at the site.

Field Experience Student's Responsibilities

- Sites are recommended to be within a 90-mile radius from your campus location (Indiana or Pittsburgh East). In instances where the site is over 90 miles away, students will need to submit a written request to the Doctoral Field Experience Coordinator. Students may be permitted to attend field class virtually based on location of site (greater than 90 miles) and approval from the Doctoral Field Experience Coordinator.
- Ensure Site Supervisor meets all supervisor qualifications as noted below:
- Submit all required paperwork/clearances by due date to the Doctoral Field Experience Coordinator & the Departmental Contact for Clearances. This includes ensuring that all clearances, protection of minors training, and liability insurance is current for the duration of the field experience and will not expire during the field timeframe. **This means that these documents must be valid until the last day of finals week at the end of the entire field experience.**
- Renew liability insurance so it remains current for duration of the field experience.
- Act professionally and ethically at all times by agreeing to follow the ACA and/or ASCA Code of Ethics.
- Work with the Site Supervisor to create the Field Experience Learning Contract (Appendix D).
- Request assistance from the Site or Faculty Supervisor as needed.
- Maintain accurate field experience logs and complete all course requirements.
- **Failure to comply with the policies contained in this manual may result in removal from the field experience and possible referral to the Student Issues Committee.**

Finishing the Field Experience

Field Experience Student Checklist

When coming to the end of your 300-hour semester experience, certain paperwork must be completed.

- Ensure that your final log documents the necessary total on-site hours (minimum 300 PER SEMESTER).
- Complete the evaluation form: “Field Experience Student’s Self-Evaluation” (Appendix F).
- Consider writing a “thank you” letter to the Site Supervisor as well as her/his immediate supervisor.
- Complete the evaluation form “Field Experience Student’s Evaluation of Site Supervisor” (Appendix H) and submit to your Faculty Supervisor at the end of the semester. You also have the option to share the feedback with your site supervisor, but this is not required.
- Evaluate your Faculty Supervisor by completing the student evaluation instruments that are administered at the end of the semester.
- Ensure that your summative assignment is completed during the duration of your field experience.

Site Supervisor Checklist

- Complete the “Site Supervisor’s Evaluation of Field Experience Student” (Appendix E)
- Review your final evaluation of the field experience student with her/him.
- Provide a signed copy of the evaluation (Appendix E) to the Faculty Supervisor. This feedback is critical in determining the field experience student’s final grade. A copy of your evaluation will be placed in the field experience student’s academic file.

Faculty Supervisor Checklist

- Review the field experience student’s logs, evaluations, and quality of completed required coursework (including participation in group supervision).
- Ensure all course requirements have been met and assign final grade.
- Complete Faculty Supervisor’s Evaluation the field experience student (Appendix G).
- If requested, the Faculty Supervisor can take part in the student offering feedback to the Site Supervisor.
- If requested, the student may request to offer face-to-face feedback to the Faculty Supervisor.
- Deposit signed logs, completed Appendices E-H, and summative assignment to the Doctoral Field Experience Coordinator at the end of the semester.

The Department of Counseling hopes you will have an excellent field experience and wishes you the best during the next step of your journey!

Appendices

Appendix A: Field Experience Application

Name: _____

Date: _____

Address: _____

Phone: C: _____

H: _____

W: _____

Student ID#: _____

E-mail: _____

Cohort: _____

Advisor Name: _____

Campus Location: Indiana Pittsburgh East

Program: Ph.D.in Counselor Education and Supervision

General Field Information:

Semester(s) of Placement: Fall 2020 Spring 2021

Plan for Field Hours: 300 in 1 semester (approx. 20 hours per week)

Application Check List:

I have met with my advisor & attest that the field semester(s) requested are consistent with my plan of study.

- I also attest that I will have completed all of the prerequisite courses for the field experience.
- I understand my approval for field experience is based on both my clearances/liability/TB test compliance and a site that meets all departmental requirements.
- I understand that deadline for all required field experience materials is _____.

Field Experience Student Signature

Date

Office Use Only:

Clearances are in compliance.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Liability insurance is current.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Liability insurance will need to be renewed during the field experience.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Department Contact for Clearances Signature

Appendix B: Field Experience Student Documents

Field Experience Item Checklist

Name: _____

The following items must be submitted to the Doctoral Field Experience Coordinator by **the specified due date**. Please submit all items together as a complete packet. Complete the form below (place a \checkmark next to the items you are submitting) and include this checklist as the first page of your completed field experience paperwork.

- Appendix B: Field Experience Student Documents (2 pages)
- Appendix C: Field Experience Site Documents (4 pages)
- Administrator Letter (if completing field experience at place of employment)

The above materials must be mailed directly to:
Michelle Bruno, Ph.D., Doctoral Field Experience Coordinator
Department of Counseling
Stouffer Hall, Room 203
1175 Maple Street
Indiana, PA 15705-1058

Phone: 724-357-3405 or 412-824-1999 Fax: 724-357-7821 E-mail: mbruno@iup.edu

- By the specified due date, I verify that I have obtained and submitted the required clearances so the documents will be current for the duration of my entire field experience and will not expire during the field timeframe.
- I also verify that my liability insurance is current and will expire on _____ (date).
- I agree to renew my liability insurance before the expiration date, so it remains current during the duration of field experience.
- I will submit all renewals to 203 Stouffer.

Departmental Contact for Clearances

Department of Counseling
203 Stouffer Hall
Indiana, PA 15705
1175 Maple Street
Indiana, PA 15705-1058
Phone: 724-357-2306

Field Experience Student Signature

Date

(Appendix B: Page 1)

Appendix B: Field Experience Student Documents

Field Experience Student Agreement

Please **initial** boxes beside each statement indicating your agreement.

- _____ I hereby attest that I have read, understand, and agree to follow the information contained in the Field Experience Handbook. I also understand that all forms in this document cannot be altered in any way.
- _____ I hereby attest that I have read and understand the American Counseling Association Ethical Standards (all students) and American School Counselor Association Ethical Standards (school counseling students) and will practice my counseling in accordance with these Standards. Any breach of these ethics or any unethical behavior on my part will result in my removal from the field experience, a failing grade, other disciplinary action, and/or possible removal from the program. Documentation of such behavior will also become part of my permanent record.
- _____ I attest to the fact that I have purchased and will provide evidence of professional student liability insurance that is in full force for the entire duration of my field experience. I have verified that the minimum limits of this policy are \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence.
- _____ I attest that I obtained and submitted the required clearances, protection of minors training, and TB test so the documents will be current for the duration of my entire field experience and will not expire during the field experience timeframe. I understand that will not be approved for field experience if I fail to comply with this Departmental policy.
- _____ I attest that I have read the information contained in the Sexual Violence/Sexual Harassment, Students of Concern, and Protection of Minors Reference Manual and the Where to Turn For Help handout. These documents can be found at the links below:
Manual: <http://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=186815&libID=186832>
Handout: <http://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=188396&libID=188413>
- _____ I agree to adhere to the administrative policies, rules, standards, and practices of the field experience site.
- _____ I understand that my responsibilities include keeping my Faculty Supervisor informed regarding my field experiences.
- _____ I understand that I will not be issued a passing grade in the field experience unless I demonstrate the specified minimal level of counseling skill, knowledge, and competence and complete all course requirements.
- _____ I agree that if I am still finalizing a field experience site and cannot submit Appendix C by the due date, I will provide justification on Appendix B that demonstrates that I am working to secure a site. I understand that I am responsible for updating the Field Experience Coordinator every three weeks via email regarding the status of the remaining paperwork submission. I understand that if I do not provide the update, it will be assumed that I will not be completing field experience and that I will disenroll from the field experience class. I understand that my failure to do so could result in referral to the Student Issues Committee.

Field Experience Student Signature

Date

Appendix C: Field Experience Site Documents

Site Information Sheet

THE INFORMATION CONTAINED IN THIS APPENDIX DOES NOT SUPERSEDE THE OFFICIAL AFFILIATION AGREEMENT BETWEEN IUP AND THE SITE.

Please print the information below as soon as a site is identified. The forms in this Appendix must be submitted by the specified due date prior to beginning the field experience.

Semester(s) for this Site: Fall 2020 Spring 2021

Doctoral Area: Counseling Supervision Teaching Research & Scholarship, or
 Leadership & Advocacy

Placement Site _____

& Address: _____

School District _____
(If applicable):

Site Supervisor's Name: _____ Title: _____

Site Supervisor's E-mail: _____

Site Supervisor's Telephone: _____

Setting (Select One): School Agency Other: _____

Field Experience Student Name: _____

Address: _____

Telephone: _____ (home) _____ (cell)

Email: _____

Is this site your place of employment: yes no (If yes, you must submit a letter from administrator- see page 23.)

TO BE COMPLETED BY FACULTY

Date of site orientation contact: _____ Notes: _____

Date of mid-semester site visit: _____ Notes: _____

Date of end of semester contact: _____ Notes: _____

Appendix C: Field Experience Site Documents

Checklist for Site

This checklist must be completed by the Site Supervisor. Please initial each item below indicating agreement and provide verification signature at the bottom of the page. Please refer to the “Doctoral Internship Structure for Counselor Education and Supervision” section for site supervisor requirements.

1. _____ Site Supervisor possesses required degree in counseling or a closely related clinical discipline (e.g. clinical social work or counseling/clinical psychology). Closely related profession must be approved by practicum or doctoral coordinator.
2. _____ Site Supervisor has requisite counseling experience and is currently practicing in the profession.
3. _____ Site Supervisor agrees to provide required individual and/or triadic supervision per week and complete required evaluations of the student.
4. _____ All *direct counseling hours* must be face-to-face, in-person, and at the site location. The only potential exception to this policy may be for home-based counseling. Home-based counseling will be permitted if the site ensures the student has access to the Site Supervisor or a qualified supervisor designee (Master’s Degree in counseling or closely related clinical profession with relevant certifications and/or licenses, three years of post-Master’s Degree counseling experience, and practicing in a clinician or clinical supervisor role, with supervision training completion). The designee’s information must be reported to the Faculty Supervisor. The site will also provide the student with appropriate training, safety measures, and supervision for these duties.
 - a. _____ Site will permit session taping (audio/video) for supervision at IUP, **OR**
 - b. _____ Site will permit on-site observation by Faculty Supervisor as necessary.
5. _____ Site Supervisor agrees to follow all requirements specified in the field experience handbook. This includes ensuring that the field experience student immediately reports any critical incidents that occur at the site to the Faculty Supervisor.
6. _____ Site agrees to provide a variety of training experiences consistent with the Learning contract developed with the site supervisor.
7. _____ If the field experience site is also the student’s place of employment, then the student's administrator will also sign below and provide a letter indicating approval of the field experience and including other requirements of the administrator letter (see below).

Site Supervisor Signature

Date

Agency Administrator Signature

Date (if site is location of employment)

Appendix C: Field Experience Site Documents

Doctoral Site Supervisor Qualifications Form

Note: This page should be completed by the Site Supervisor.

I have read, understand, and agree to follow the ACA Code of Ethics, including but not limited to Section F: Supervision, Training, and Teaching (www.counseling.org) and Chapter 49 of the Pennsylvania Code: State Board of Social Workers, Marriage and Family Therapists and Professional Counselors and Professional Counselors-Licensure of Professional Counselors (<http://www.pacode.com/secure/data/049/chapter49/chap49toc.html>). I also agree to complete the required online IUP Site Supervisor training prior to the start of the semester (found at <http://www.iup.edu/page.aspx?id=179522>).

Yes No

Have you ever had ethical violations or disciplinary action taken against you in your role as a counselor during the past five years

Yes No

If yes, please explain:

I verify that all information reported on this document is correct to the best of my knowledge. If any information is found to be untrue, the IUP Department of Counseling has the right to remove a student from the field experience. This could also jeopardize future field placements.

Site Supervisor Signature

Date

Appendix C: Field Experience Site Documents

Affiliation Agreement Form

Department of Counseling

This form is to be completed and submitted for all potential field experience sites.
Please see procedure on next page.

Student Name: _____

Program: Ph.D. in Counselor Education and Supervision

School District/Agency Site: _____

I checked the Master List of Fully Executed Agreements and there is a valid affiliation agreement for the site listed above YES NO

If no current affiliation agreement exists, IUP will contact the site to request a new Affiliation Agreement. Please provide additional site information below:

Site Contact Name: _____

(i.e. Superintendent, Agency Director, or other person who has signature authority for the site; this is usually NOT the site supervisor)

Site Contact Title: _____

Site Contact E-Mail: _____

Site Address: _____

Site Phone Number: _____

FOR OFFICE USE ONLY

AA current on wiki? YES NO

If **YES**, AA is dated _____

If **NO**, AA request submitted on _____

AA approved on _____

Field Experience Coordinator Signature

Procedure for Requesting & Obtaining Affiliation Agreements

1. Students will identify a field site that meets the Department of Counseling requirements.

- Students access Field Experience IWIKI at <https://iwiki.iup.edu/spacedirectory/view.action>
(type or copy this link in web browser)
- Note: To access this page you must login with your IUP Username and Password
- Click on Internship Agreements Field Experiences
- Click on Documents
- Then click on Excel Spreadsheet with Fully Executed Agreements
- Click on the Excel spreadsheet to open
- Download the file by clicking on the “Download” arrow in the upper right-hand corner
- In the Excel file, scroll down until you get to the COEC agreements
- See if your identified site has an Affiliation Agreement and is categorized in either **COEC COUN or COEC EPP**. Other categories such as EDSP & EDEX do **not** apply to Counseling Field Experience sites
- If YES, complete the first part of the Affiliation Agreement Form (Appendix C)
- If NO, complete both parts of the Affiliation Agreement Form (Appendix C)

2. If NO Affiliation Agreement Exists

- a. Students should identify the person at the school district or agency that has the authority to sign the affiliation agreement. For schools this is typically the **District Superintendent**. For agencies this is typically the **Agency Director**. **This is usually not your site supervisor**. Students should obtain the needed contact information for this person and site.
- b. Students should then complete both parts of the Affiliation Agreement Request Form (Appendix C: Page 4).
- c. **Please note:** Affiliation Agreements are valid for five years and are designed to cover an entire school district or agency (rather than a single location).

3. IUP Process for Obtaining the Affiliation Agreement

- If it is determined that an Affiliation Agreement is needed, the Department of Counseling practicum/field coordinator will work with key personnel at IUP to send an affiliation agreement to the site.
- After the site returns a signed agreement, the Affiliation Agreement will be processed at IUP. The fully executed agreement will then be mailed to the contact person at the site.

Administrator Letter Requirements & Sample

An Administrator Letter is required if field experience is at the student's place of employment and must be completed by an administrator who can sign on behalf of the school/organization/agency.

This letter must contain:

- Acknowledgment that the field experience student will be completing Doctoral level counseling work during field experience hours.
- Acknowledgment that the student will be completing field experience work in at least two-hour increments of time (total field experience work for the week still must total 20 hours [300-hour field experience]).

Please see the example provided below.

Dear Dr. Doctoral Field Experience Coordinator,

I am writing this letter in support of John Smith doing his field experience with The Site, which is also his place of employment. For his field experience, he will be providing Doctoral level counseling services in at least two-hour blocks of time. In this doctoral level position, John will be providing individual counseling, group counseling, intakes, and assessment services. He will have the opportunity to accrue the required direct and indirect hours for this field experience. Please contact me with any questions.

Thank you,

Jane Jones
Administrator

Appendix D: Learning Contract

Doctoral Program in Counselor Education and Supervision

This Learning Contract establishes the goals and activities in which the field experience student will engage during her/his placement. As these activities will influence the Field Experience Evaluation, they should be specified in behavioral terms to make it clear for the Site Supervisor and student to assess. Space is provided for several activities under each goal area, though the exact nature and number will be determined in a collaborative effort between the Site Supervisor and field experience student. The contract should include duties for field experience students to accrue the 300 field experience hours necessary EACH semester.

I. Identify CACREP Doctoral Core Area

(counseling, teaching, supervision, research, and scholarship, leadership, and advocacy)

a. _____

II. Describe the Activities at the Site and How they are Related to CACREP Doctoral Core Area

a. _____

b. _____

c. _____

d. _____

e. _____

III. Create Experience and Site-Specific Goals that can be Measured

a. _____

b. _____

c. _____

d. _____

e. _____

IV. Describe How you will Show Outcomes of the Goals listed Above (e.g. teaching evaluations, meeting minutes, materials created, data analysis, journal article submission). Note this does not including site supervisor evaluation

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Site Supervisor Signature

Date

Field Experience Student Signature

Date

Faculty Supervisor Signature

Date

**Appendix E: Site Supervisor's Evaluation of Field Experience Student
Fulfillment of Doctoral Counseling Learning Contract**

Directions: As SITE SUPERVISOR, please complete this form in triplicate.
Copies go to: (1) I field experience student; (2) Faculty Supervisor; and (3) for your records.
The areas and specific activities listed below should be taken from the Field Experience Learning Contract. You may choose to attach a copy of the contract and provide your assessment directly on it. Please rate the field experience student on the activities using the following scale.

- A – Functions extremely well and/or independently.
- B – Functions adequately and/or requires occasional supervision
- C – Requires close supervision in this area.
- NA – Not applicable to this training experience.

Field Experience Student: _____

Site Supervisor: _____

Learning Contract Activities

Rating

Goals:

- _____ a. _____
- _____ b. _____
- _____ c. _____
- _____ d. _____
- _____ e. _____

Other Activities

- _____ a. _____
- _____ b. _____
- _____ c. _____
- _____ d. _____
- _____ e. _____

Additional Comments

What grade do you recommend for this student? A B C F Incomplete to Finish Hours

Site Supervisor Signature

Date

I have had the opportunity to review this evaluation.

Field Experience Student Signature

Date

Appendix F: Field Experience Student's Self-Evaluation

Fulfillment of Doctoral Counseling Learning Contract

Directions: As FIELD EXPERIENCE STUDENT, please complete this form in duplicate.
Copies go to: (1) field experience student; (2) Faculty Supervisor.

The areas and specific activities listed below should be taken from the Field Experience Learning Contract. You may choose to attach a copy of the contract and provide your assessment directly on it. Please rate yourself on the activities using the following scale.

- A – Functions extremely well and/or independently.
- B – Functions adequately and/or requires occasional supervision
- C – Requires close supervision in this area.
- NA – Not applicable to this training experience.

Field Experience Student: _____

Site Supervisor: _____

Learning Contract Activities

Rating

Goals:

- _____ a. _____
- _____ b. _____
- _____ c. _____
- _____ d. _____
- _____ e. _____

Other Activities

- _____ a. _____
- _____ b. _____
- _____ c. _____
- _____ d. _____
- _____ e. _____

Additional Comments

What grade do you believe you earned for this semester's field experience?

- A B C F Incomplete to Finish Hours

I have had the opportunity to review this evaluation.

Field Experience Student Signature

Date

Appendix G: Faculty Supervisor's Evaluation of Doctoral Field Experience Student

Field Experience Student: _____

Site Supervisor: _____

Faculty Supervisor: _____

Directions: As FACULTY SUPERVISOR, please complete this form in duplicate.
Copies go to: (1) field experience student and into (2) field experience student file.

The areas and specific activities listed below should be taken from the overall semester. Please rate the field experience student on the activities using the following scale.

- A – Functions extremely well and/or independently.
- B – Functions adequately and/or requires occasional supervision.
- C – Requires close supervision in this area.
- NA – Not applicable to this training experience.

Learning Contract Activities

Rating	Goals:
_____	a. _____
_____	b. _____
_____	c. _____
_____	d. _____
_____	e. _____

Other Activities

_____	a. _____
_____	b. _____
_____	c. _____
_____	d. _____
_____	e. _____

Additional Comments

Faculty Supervisor Evaluation Grade: A B C F Incomplete to Finish Hours

Faculty Supervisor signature

Date

I have had the opportunity to review this evaluation.

Field Experience Student Signature

Date

Appendix H: Field Experience Student's Evaluation of Site Supervisor

This evaluation is to be completed at the end of the semester and submitted to your Faculty Supervisor. It is optional to share a copy of this evaluation with the Site Supervisor.

Name of Site Supervisor: _____

Period Covered: _____ to _____

Directions: Circle the number that best represents your evaluation of the Site Supervisor.

	Poor	Satisfactory	Exceptional	NA
	1 2	3 4	5 6	0
1. Gives time and energy in discussing responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Recognizes and encourages further development of my strengths and capabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Provides useful feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Provides the freedom to develop flexible and effective leadership styles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is spontaneous and flexible in supervisory sessions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Helps me to define and achieve specific, goals for the profession and myself.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Encourages and listens to my ideas and suggestions for developing my skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Helps me define and maintain ethical and professional behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Maintains confidentiality in material discussed in supervisory sessions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Deals with both content and affect when supervising.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Offers resource information when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Explains his/her criteria for evaluation clearly and applies it fairly when evaluating my performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments and/or Suggestions:

Field Experience Student Signature

Date

Appendix I: Field Experience Log Sample



**Indiana University of Pennsylvania
Department of counseling**

1175 Maple Street, 206 Stouffer Hall
Indiana, Pa 15705
(724) 357-2306

Minimum Criteria: 1-2 Semesters; 100 Hours, 10 Hours of Supervision			
Name:			
Week of (date):			
Area: (counseling, teaching, supervision, research and scholarship, leadership, and advocacy)			
Field Experience Faculty Supervisor:			
Field Experience Site:			
Supervision with Site Supervisor:			
Activity Description:			
Total Direct Hours:			
Total Indirect Hours:			
Total Week:			
Previous Weeks' Total:			
Total to Date:			

Site Supervisor's Signature: _____

Date _____

Doctoral Student Signature: _____

Date _____

Appendix J: Clearance Policy

Policies and Procedures Regarding Professional Liability Insurance and Clearances
Department of Counseling
Revised August 2017

Professional Liability Insurance and Clearances Required by Program

Ph.D. Counselor Education and Supervision:

Professional Liability Insurance (\$1 million per claim/\$3 million per occurrence coverage)
Federal Fingerprinting Clearance (DHS), within the last 5 years
Protection of Minors Training, less than one-year-old
Act 34, Criminal Record Clearance, less than one year old
Act 151, Child Abuse Clearance, less than one-year-old

Policy for Obtaining Liability Insurance

Upon admission, all students must obtain their professional liability insurance and submit the proof of the insurance policy **NO LATER THAN THE FIRST NIGHT OF CLASS.**

Procedure for Obtaining Liability Insurance

Liability insurance may be purchased through any appropriate insurance carrier. **Liability insurance limits of 1 million: 3 million are required by the university.** Two options often used by counseling students include:

1. HPSO Professional Liability Insurance
1-800-982-9491
<http://www.hpso.com>
Approximately \$37.00 per year for students
2. You may also join the American Counseling Association at www.counseling.org. Student members receive professional liability insurance through HPSO as part of their membership.

Policy for Obtaining Initial Clearances

Students must apply for above listed clearances listed at the beginning of the semester in which they are enrolled. All clearances are due **October 1st** of your first semester enrolled. If a student has a finding on any clearance, the student should contact the Director of Field Placement Assistance for a meeting to discuss the finding. The Department will be forwarding all paperwork to the Director after logging its receipt. Prior to any practicum or field experience, the Director of Field Placement Assistance is required to contact potential sites to disclose and discuss any findings.

Director of Field Placement Assistance
College of Education and Educational Technology
Stouffer Hall, Room 104
1175 Maple Street
Indiana, PA 15705-1058
Phone: 724-357-2485

Policy for Updating Liability Insurance and Clearances

Students are responsible for keeping liability insurance and all clearances updated for the duration of the degree program. Failure to provide updated liability insurance and clearances would prevent a student from enrolling or continuing in classes.

For students enrolled in either practicum or field experience classes, all clearances **MUST** be valid and **not** expire during the semester. Non-compliance with this departmental policy would result in referral to the student issues committee and could result in dismissal from the program.

Procedures for Obtaining Clearances

1. Criminal Record Check – May be done online via the PA State Police at <https://epatch.state.pa.us/Home.jsp>. Cost is \$10.00
2. PA Child Abuse History Clearance – May be done online at <https://www.compass.state.pa.us/CWIS>. This clearance is free for students.
3. Federal Criminal History Record – Your application can be made online at www.pa.cogentid.com.
 - a. apply through the Pennsylvania Department of Human Service and select Employment with a significant likelihood of regular contact with Children.
4. Protection of Minor and Act 126 – complete training via www.reportabusepa.pitt.edu and submit certificate of completion.
5. *Arrest/Conviction Form and Certification – This is required under Act 24 of 2011. This form is available on the Pennsylvania Department of Education website.
[http://www.portal.state.pa.us/portal/server.pt/community/background_checks_\(act_114\)/7493](http://www.portal.state.pa.us/portal/server.pt/community/background_checks_(act_114)/7493)

Appendix K: Request to Extend Field Experience

Indiana University of Pennsylvania – Department of Counseling

Field Experience Student:

I, _____, am requesting to extend my field experience from _____ to _____
(Student name) (Date)
_____ for the purpose of client continuity of care or due to other extenuating circumstances. I understand that
(Date)
my course grade is based on my performance and will be evaluated by my faculty supervisor in consultation with my
faculty supervisor designee (if applicable) and site supervisor.

Field Experience Student Signature

Date

Site Supervisor:

I, _____, approve the field experience extensions for client continuity of care or
(Site Supervisor)
other extenuating circumstances and agree to provide one hour a week of supervision during this time.

Site Supervisor Signature

Date

Assigned Faculty Supervisor:

I, _____, approve the Field Experience extension for client continuity of care or
(Assigned Faculty Supervisor)
other extenuating circumstances. I agree to issue an “L” grade since the student’s work is expected to extend beyond the
given semester. I also agree to change the “L” grade to a course grade. I have arranged for _____
(Faculty Supervisor Designee)
to be the faculty supervisor designee during this time. This person will be the faculty contact available during this time if
crisis or other issues arise. He/she can be reached at: _____ or _____.
(Phone Number) (Email)

Assigned Faculty Supervisor Signature

Date

Faculty Supervisor Designee (if applicable):

I, _____, agree to be available for crisis or other critical issues that arise and will
(Faculty Supervisor Designee)
consult with the faculty supervisor for grade conversion.

Faculty Supervisor Designee Signature

Date

Assigned faculty supervisor must make copies of this completed form and must distribute a copy to the Field Experience Student, Site Supervisor, Assigned Faculty Supervisor, Faculty Supervisor Designee (if applicable), and the Doctoral Field Experience Coordinator.

Indiana University of Pennsylvania

Appendix L: Critical Incident Response:

Sequence Documentation Policy

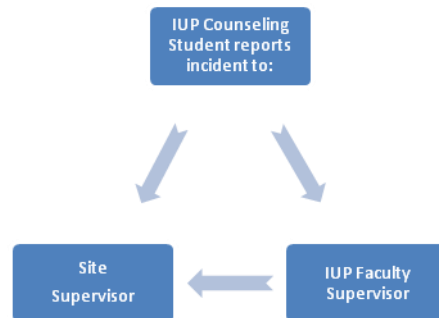
Directions: Critical incidents may arise at practicum and field experience sites. A critical incident is a situation that causes or has the potential to cause harm to an individual or group within the practicum or field experience setting. The critical incident requires an immediate response to assess and/or address the potential consequences of the incident. Some examples of critical incidents include but are not limited to: alarming behavior including student/client suicidal or homicidal indications; death of a student/client; injuries/accidents requiring medical attention; injury to student/client, IUP counseling student, or team member when on site; or any other crisis issues that occur in the practicum/field experience site. When critical incidents arise that directly involve the IUP counseling student, the policy below must be followed. The Critical Incident Response: Sequence Documentation Form must be completed within 48 hours of the incident, unless otherwise required by the faculty/site supervisors involved. An IUP student who does not comply with this policy will result in referral to the Student Issues Committee.

If a critical incident occurs at a practicum or field experience site that directly involves the IUP counseling student, the following steps must be taken.

Step 1: In consultation with the IUP Faculty Supervisor, the IUP counseling student must follow the school or agency policies to deal with the critical incident. The assumption is that the school/agency and site supervisor are practicing in accordance with ethical standards and legal practices.

Step 2: The IUP counseling student must immediately report the critical incident to both the:
1) Site Supervisor in person or by phone and send follow-up e-mail documenting the conversation
AND
2) Faculty Supervisor in person or by phone and send follow-up e-mail documenting the conversation.

Step 3: The IUP Faculty Supervisor must call the Site Supervisor to discuss the critical incident.



Step 4: The IUP counseling student and IUP Faculty Supervisor must each document the sequence of events related to the critical incident response using the form on the next page. The IUP Faculty Supervisor must place the completed forms in the student’s practicum or field experience file.

Step 5: The IUP Faculty Supervisor must notify the Department of Counseling Practicum/Field Experience Coordinator about the critical incident and provide copies of the completed critical incident documentation forms.

Step 6: The IUP Department of Counseling Practicum/Doctoral Field Experience Coordinator will notify the Department of Counseling Chairperson (if necessary) and College Dean (if necessary) about the critical incident.

Indiana University of Pennsylvania

Critical Incident Response: Sequence Documentation Form

Person Completing Report: _____

Practicum/Field Experience Site: _____

IUP Faculty Supervisor _____ **Site Supervisor** _____

IUP Course Number and Name: _____

Date of Incident: _____ **Time of Incident:** _____

Brief Description of Critical Incident:

**Provide a Timeline of the Sequence of Events and Action Taken at Each Event
(including dates, times, and when notifications were made):**

Signature of Person Completing Form: _____

Date: _____