

Calumet College of St. Joseph

**Master of Arts in
Psychology**



Your University of Choice

**Field Placement
Manual**

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Introduction

Experiential training is an important element of a graduate psychology training program. The knowledge, skills, and attitudes acquired through academic coursework may be severely tested by the demands of “real world” practical situations. This handbook is prepared so that students, site supervisors and CCSJ liaisons will possess the objectives, policies, procedures, and evaluation criteria that pertain to the Practicum and Internship experience.

There are many procedures, sequences of courses, deadlines, and academic requirements that students need to know if they are to progress smoothly through the MAP program. This handbook will provide you with the basic information and guidelines for planning the field placement component of your program. It is the student’s responsibility to know the information in this handbook and to meet all deadlines and responsibilities.

Licensure

It is the student’s responsibility to make sure that she/he is successfully completing the licensure/certification requirements (including clinical experience requirements, supervision requirements, coursework requirements, etc.) established by the jurisdiction in which the student ultimately intends to pursue professional licensure/certification. Licensure information for all states can be found through the National Board for Certified Counselors (NBCC; www.nbcc.org). Students should keep all written records of their field training experiences, syllabi for all courses, and a copy of the Graduate Catalog for use in applying for licensure/certification.

In this manual, references are made to the Indiana Behavioral Health and Human Services Licensing Board Administrative Code maintained by the Indiana Professional Licensing Agency (PLA).

Steps to Obtaining Field Placement

Complete course requirements

Before beginning field placement, students must successfully complete each of the courses in both Tier 1 and Tier 2 of the program curriculum.

The field placement sequence is:

PSYC 585 or PSYC 587 Practicum (3 Credit Hours): 100 hour minimum, 40 hours must be direct contact with clients (10 hours must be in the provision of Group Counseling). Involves exposure to a variety of professional counseling activities.

PSYC 590 Internship (6 Credit Hours): 600 hour minimum, 240 direct contact hours. Involves exposure to a variety of professional counseling activities. Increasing student responsibility for clients.

PSYC 595 Advanced Internship (3 Credit Hours): 300 hour minimum, with increasing direct client contact and student responsibility.

Please note: In order to qualify for the licensure application, you cannot register for more than one of these courses during the same semester, and they must be taken in the order listed (PLA Rule 5 839 IAC 1-5-1-K).

Attend an informational meeting

The Internship Coordinator offers informational meetings to outline procedures of the practicum and internship courses, as well as the steps the individual will have to take to be approved for field placement. This information may also be provided during your initial MAP orientation.

Seek your placement site

Students are responsible for finding their own practicum/internship sites.

Your site must be approved by the Program Director. The requirements for a qualifying site can be found on page 8.

Practicum and internship placement is ultimately the responsibility of the student, and often requires submitting a formal application with the agency offering the practicum or internship. This may also include criminal background checks. Moreover, it is important to understand that there is significant competition from other training programs in the area. Consequently, procrastination may result in a student extending his or her training because a site cannot be located.

If a student is interested in obtaining experiential training at her/his current place of employment, the placement must involve different responsibilities from those normally performed. It is also expected that they will have their training supervised by an individual who is not their immediate work supervisor. Such placements are subject to the approval of the Program Director.

Complete the application process

All students are required to submit the documents below in order to be considered for placement. Students are responsible for having all required materials to the Internship Coordinator by the deadline date in order to be considered for placement.

- Field Placement Application (page 11)
- Resume
- Approval by Program Director

Students wishing to enroll in field placement must first be approved by the Program Director, who will conduct a pre-field placement review of skills, academic knowledge, goals and attitudes in order to determine readiness for field placement.

There is one application process for the entire field placement process. In other words, the above deadlines are applicable BEFORE students register for their practicums, but aren't necessary again before continuing to the internship or advanced internship.

Confirm your placement site

Students are responsible for informing the Internship Coordinator of the progress of their placement site search. If needed, the Internship Coordinator is available to discuss field placement requirements with potential sites. After a student is accepted at a placement site, the following documents need to be completed as confirmation of placement:

- Site Description (see page 13)
- Learning Agreement (see page 14)

If a student changes his/her placement site during the field placement sequence, he/she must re-submit the Site Description and Learning Agreement forms.

Begin your placement

The application and confirmation process must be completed before students can begin to accrue hours in their placement.

If a student has not fulfilled the minimum hour requirement before the end of a term, he or she must re-register for the same course number for each subsequent semester.

Complete appropriate logs and academic coursework

Students are required to complete and submit a monthly activity log during their field placement. The practicum and internship monthly activity log can be found on page 15. Completion dates and any other coursework will be outlined by the Program Director or assigned faculty.

Submit performance and site evaluations

There are two evaluation forms for each field placement course: a midterm evaluation and a final evaluation. Each student (with the help of the Internship Coordinator) must coordinate the completion of his/her evaluation by the site supervisor. The student is ultimately responsible for the evaluation's completion. Students must complete a site evaluation to assess the satisfaction with his or her site. Evaluation forms can be found beginning on page 16.

Student Liability Issues

Disclosure of Student Status to Clients

For ethical and legal reasons the College requires students to disclose their student status during field placement. This ensures that their representations to clients, agencies, and the public is open, honest, and accurately reflects their professional qualifications and credentials. This also reinforces best practices and the responsibility to respect clients' rights to "informed consent" and "self-determination."

Students should seek their supervisor's guidance on how to introduce themselves to clients (i.e. intern, trainee, etc.) and how to anticipate, think about, and respond to questions that clients might raise about their student status.

Criminal Offense Investigations and Field Placement

Increased public concern in protecting society's most vulnerable members from harm has resulted in national legislation (National Child Abuse Protection Act 1993 and the Jacob Wetterling Act 1994) being passed. These laws allow for the use of national criminal background checks for people working or volunteering with children, the elderly or disabled individuals. Most states now have laws and regulations requiring criminal background checks for employees and volunteers who plan to work in these settings and interns are included in the latter group. Some organizations may also require drug screenings and credit checks.

Student Liability and Malpractice Insurance

We highly recommend that students obtain personal professional liability insurance prior to beginning any practicum or internship and maintain coverage throughout their experience. This insurance can protect you against legal action during your field placement. Some placement sites may require that you obtain this insurance, and some agencies may provide it for you. Check prior to confirming your internship.

To obtain insurance, go to:

www.hpsso.com (The Healthcare Providers Service Organization) or call (800) 982-9491

Under "Quick Quote," select your state

Answer the questions to calculate your premium and click "Apply Online" and follow the instructions

This insurance is also included if you become a student member of the American Counseling Association (ACA). For more information, go to www.counseling.org.

Field Placement Expectations

Expectations of Calumet College of St. Joseph

Internship Coordinator

The Internship Coordinator, part of the Career Services office, administers the practicum and internship program for the students. MAP field placement responsibilities include:

1. Coordinating and maintaining practicum and internship documentation, such as applications, contracts, and assessments
2. Providing information to students about the field placement sequence
3. Approving all registrations for all practicum and internship courses
4. Serving as a liaison with internal and external groups offering practicum or internship opportunities for graduate students
5. Maintaining consistent communication with field placement faculty

Program Director and/or Assigned Faculty

In addition to academic coursework involved with the practicum and internship courses, faculty member(s) assigned to the field placement sequence are responsible for:

1. Determining that students are ready to begin training and register for field placement
2. Approving new placement sites and supervisors
3. Evaluating student progress via academic assignments and field placement documentation
4. Evaluating student performance via site visits
5. Maintaining consistent communication with the Internship Coordinator

Expectations of the Practicum/Internship Site (qualifying site requirements)

1. The site shall provide an orientation for the student in regard to the site's mission, objectives, standards, administrative practices, and policies.
2. The site will provide the student with an opportunity to deliver direct counseling services consistent with the student's capabilities. These activities may include but not be limited to: individual counseling, group counseling, marital/family counseling, intake interviewing, career counseling, administration and interpretation of tests, consultation, psycho-educational programs, and workshops.
3. **Practicum students will have the opportunity to complete 100 hours of total service, with a minimum of 40 hours of direct service to clients (PLA 839 IAC 1-5-1-F, 1-4).**
4. **Internship students will have the opportunity to complete a total of 600 hours service, with a minimum of 240 hours of direct service to clients (PLA 839 IAC 1-5-1-G, 1-7).**
5. **Advanced internship students will have the opportunity to complete 300 hours service in which the student is providing mental health services under supervision (PLA 839 IAC 1-5-1-I).**
6. The site will provide to the student the opportunity to observe and participate in supportive services and activities. These may include but not be limited to: record keeping, program development, referral information, assigning the use of professional literature (including non-print media, computer resources, etc.), research opportunities, participation in staff meetings and case conferences, and development of collegial staff relationships.

7. The site will provide the student with adequate space, supplies, and appropriate administrative/clerical support to conduct these activities.
8. The site will provide a professional supervisor who has the appropriate credentials and interest in the training of students. Requirements are detailed in the next section.

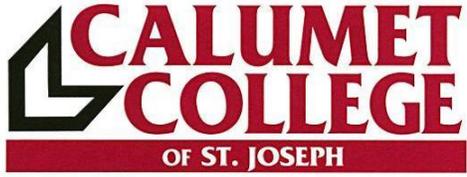
Expectations of the Site Supervisor

1. **The site supervisor must be a licensed master's or doctoral level:**
 - a. **Counselor educator,**
 - b. **Mental health counselor;**
 - c. **Clinical social worker;**
 - d. **Marriage and family therapist;**
 - e. **Physician who has training in psychiatric medicine;**
 - f. **Psychologist; or**
 - g. **Clinical nurse specialist in psychiatric or mental health nursing; or**
 - h. **Another state-regulated mental health professional or, if the experience was gained in a state where no regulation exists, by a mental health professional of equivalent status (PLA 839 IAC 1-5-1-M, 1-3).**
2. The supervisor must have a minimum of 2 years pertinent professional experience, and will provide proof of license and liability insurance if not a government agency.
3. With the internship student, the site supervisor will create a learning agreement (page 14) specifying the experience and activities to be completed during the internship.
4. **The site supervisor will meet with the student for a minimum of one hour per week for supervision of counseling activities and will be a resource for additional consultation as needed (PLA 839 IAC 1-5-1-F-2, G-2).**
5. The site supervisor will evaluate the student on forms provided by the College. For practicums, there will be one final evaluation, and internships will include a midterm evaluation and a final evaluation for each. If you need help please contact the Coordinator of Internships & Experiential Learning.
6. The site supervisor is encouraged to contact the Internship Coordinator with any questions or concerns regarding the student or program. In the rare event that a problem or conflict with a counseling student does arise, it is hoped that the site supervisor, the MAP Program Director, and the Internship Coordinator will work collaboratively with the student to resolve the issue in a timely manner that is respectful of the needs of the agency, the College, and the various people involved. Such conflicts may result in a new placement or another opportunity to complete the practicum/internship.

Expectations of the Student

1. The student will plan a schedule that will allow him or her to satisfy the requirements of his or her respective program in a timely manner.
2. **Practicum students** will complete 100 hours of total service, with a minimum of 40 hours of direct service to clients.
3. **Internship students** will complete 600 hours of total service with a minimum of 240 hours of direct service to clients.

4. **Advanced Internship** students will complete 300 hours of total direct service.
5. The student will be prompt and consistent with his/her agreed-upon schedule at the site and will notify the site supervisor of any expected or unexpected schedule changes.
6. The student will adhere to the policies, standards, and practices of the site.
7. The student will be familiar with and act in accordance with American Psychological Association (APA) and American Counseling Association (ACA) Ethical Standards.
8. The student will provide direct client services through activities such as but not limited to: individual counseling, group counseling, marital/family counseling, intake interviewing, career counseling, administration and interpretation of tests, consultations, psycho-educational programs, and workshops.
9. The student will develop and use supporting professional skills/resources such as: record keeping, knowledge of referral information, familiarity with professional literature (including non-print media, computer resources, etc.), research skills, development of collegial staff relationships, and participation in staff meetings and case conferences.
10. The student will participate in supervision with the site supervisor for a minimum of one hour per week.
11. The student will participate in the practicum or internship class at the university concurrently with his or her field placement.
12. The student will keep records and activity logs as required by both the site and the College. These will include evaluations of the site and the site supervisor. It is expected that these records will accurately reflect time spent on site and duties performed.
13. The student will be responsible for maintaining an on-going dialogue with the Program Director about the progress of his or her field experience.
14. The student may be required to obtain professional practice liability insurance prior to the beginning of field experience in practicum and internship. If so, he or she is expected to maintain this insurance throughout the clinical experience.
15. In the rare event that the student experiences a problem or conflict arising between himself/herself and his/her site or site supervisor, it is expected that the student will speak directly with the site supervisor regarding those concerns. Though the Program Director and Internship Coordinator are available for consultation and coaching, it is ultimately the student's responsibility to attempt to resolve the problem before either becomes involved except in the rarest of circumstances.



Master of Arts in Psychology Field Placement Application

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Secondary Phone _____

Email Address _____

Desired PRACTICUM Start Date _____ Semester _____ Year _____

Desired INTERNSHIP Start Date _____ Semester _____ Year _____

Do you intend on completing your practicum and internship at the same place? Yes No

Area(s) of Interest—what type(s) of placement sites are you pursuing?

Potential Site Placements

(please refer to page 8 of the Field Placement Manual for site/supervisor requirements)

Agency Name _____

Name of Contact _____ Position _____

Address _____

City, State, Zip _____ Phone _____

Email _____

Agency Name _____
Name _____ Position _____
Address _____
City, State, Zip _____ Phone _____
Email _____

Agency Name _____
Name _____ Position _____
Address _____
City, State, Zip _____ Phone _____
Email _____

Student Signature

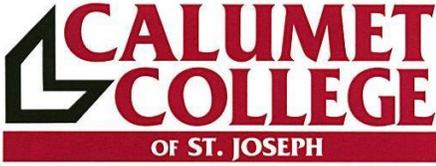
Date

Director Signature

Date

Please submit this application with a copy of your resume.

FOR OFFICE USE ONLY Approved <input type="radio"/> Denied <input type="radio"/>



MAP Field Placement Site Description

Student Name _____ Date _____

Phone Number _____ Email Address _____

Field Placement

Agency Name _____

Address _____ City, State, Zip _____

Website _____

Supervisor Name _____

Title _____

Phone Number _____ Email Address _____

Number of Professional Staff: _____ Full Time _____ Part Time

Overall Mission/Purpose of Agency:

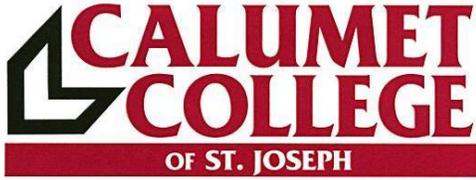
Type(s) of Clients Served (issues, age ranges, etc.)

Geographical Area Served:

Specific services/programs/activities that are available for students to participate in:

Hours of Operation:

Please attach any brochures or literature about the agency for our resource file.



MAP Field Placement Learning Agreement

Student Name _____

Phone Number _____ Email Address _____

Field Placement

Agency Name _____

Supervisor Name _____

Title _____

Phone Number _____ Email Address _____

Brief Description of Student Tasks/Responsibilities

(activities, projects, reports, meetings, etc.)

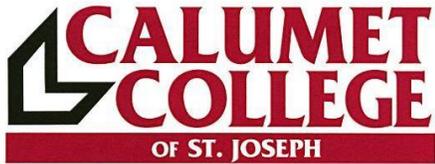
Brief Description of Supervisor Responsibilities

(skills to be taught and/or experiences student will be exposed to, plan for supervision, etc.)

I further understand that I must fulfill all my obligations with the organization and the College in order to receive course credit for this practicum or internship.

Student Signature _____ Date _____

Site Supervisor Signature _____ Date _____



MAP Field Placement Monthly Activity Log

Student Name _____ Month/Year _____

Agency Name _____

Supervisor Name _____

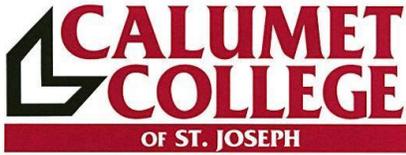
Directions:

1. Record the dates of each week of fieldwork where indicated.
2. Record the total number of hours per week in each activity under the appropriate column.
3. Total the number of hours for the week at the bottom.
4. Each month, total the hours spent in each activity by adding the hours across placing totals in the right-hand column.
5. Sign at the bottom and ask your site supervisor to sign.
6. Submit to your faculty supervisor.

	Week 1	Week 2	Week 3	Week 4	
Dates: from & to →	to	to	to	to	Hours per category↓
Intake/Assessment					
Individual Counseling					
Group Counseling					
Couples/Family Counseling					
Career Counseling					
Consulting					
Attending orientation/training					
Conducting Workshops					
Report writing					
Case conference					
Community work					
Administrative Meetings					
Preparation					
Supervision (on site)					
Testing					
Other:					
Weekly total hours →					Total Hours →

Student Signature _____ Date _____

Site Supervisor Signature _____ Date _____



MAP Field Placement Midterm Student Evaluation

Student Name _____ Date _____

Agency Name _____

Supervisor Name _____

Phone Number _____ Email Address _____

Please indicate: Internship Advanced Internship Hours Completed _____

Please complete this brief evaluation of the above named student by circling the appropriate rating and adding any comments to clarify or expand upon your evaluation. Base your evaluation on how an intern would typically be functioning at the time of the evaluation (i.e. 150, 450, 750 hours). Please discuss your evaluation with the student and give the evaluation form to him/her. It is the **student's responsibility** to give the evaluation form to his/her faculty supervisor. Please keep a copy for your records.

	Unsatisfactory	Adequate	Strong	Outstanding	Not Applicable
Interviewing	1	2	3	4	N/A
Assessment	1	2	3	4	N/A
Case conceptualization	1	2	3	4	N/A
Treatment planning	1	2	3	4	N/A
Termination	1	2	3	4	N/A
Crisis management	1	2	3	4	N/A
Others:	1	2	3	4	N/A
Comments:					
Ethics/Professionalism	1	2	3	4	N/A
Effective use of supervision	1	2	3	4	N/A
Ability to work with diverse client populations	1	2	3	4	N/A

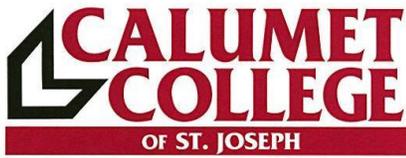
Considering the time the student has been at the facility, what are his/her strengths?

Considering the time the student has been at the facility, what areas need further development?

Site Supervisor Signature _____ Date _____

My signature indicates that I have read the above report and have discussed the content with my site supervisor. It does not necessarily indicate that I agree with it in part or in whole. If I disagree with this evaluation, I have the option of writing a dissenting opinion/explanation and submitting it to my site supervisor and my faculty supervisor.

Student Signature _____ Date _____



MAP Field Placement Final Evaluation

Student Name _____ Date _____

Agency Name _____

Supervisor Name _____

Phone Number _____ Email Address _____

Please indicate: Practicum Internship Advanced Internship Hours Completed _____

Please evaluate the above named student's performance by circling your response to the following items. Please base your rating on a comparison of practicum/internship students at equivalent levels. You are encouraged to add any written comments to clarify or expand upon your evaluation. Please share and discuss the evaluation with this student. It is the **student's responsibility** to give the evaluation form to his/her faculty supervisor. Please keep a copy for your records.

Ethical Areas	Unsatisfactory	Adequate	Strong	Outstanding	Not Applicable
Complies with ACA/APA professional ethical standards	1	2	3	4	N/A
Maintains professional behavior	1	2	3	4	N/A
Committed to professional development	1	2	3	4	N/A
Knowledge/skill in research application	1	2	3	4	N/A
Follows appropriate policies & practices of site	1	2	3	4	N/A
Understands the roles and responsibilities of counselors and other professionals	1	2	3	4	N/A
Other:	1	2	3	4	N/A
Comments:					

Professional Work Habits	Unsatisfactory	Adequate	Strong	Outstanding	Not Applicable
Comes to meeting/sessions on time	1	2	3	4	N/A
Effectively completes assigned duties/tasks	1	2	3	4	N/A
Demonstrates initiative in approaching tasks	1	2	3	4	N/A
Dress is professional an appropriate to site	1	2	3	4	N/A
Performs tasks with minimal supervision	1	2	3	4	N/A
Time management/organizational skills	1	2	3	4	N/A
Contributes as a member of the treatment team	1	2	3	4	N/A
Relates effectively to administration	1	2	3	4	N/A
Actively seeks new learning experiences	1	2	3	4	N/A
Makes effective use of available resources	1	2	3	4	N/A
Generates alternative approaches/solutions in problem solving	1	2	3	4	N/A
Makes appropriate decisions and uses good judgment in stressful situations.	1	2	3	4	N/A
Record keeping/report writing	1	2	3	4	N/A
Other:	1	2	3	4	N/A
Comments:					

I. Supervision	Unsatisfactory	Adequate	Strong	Outstanding	Not Applicable
Prepares for supervision	1	2	3	4	N/A
Is open and honest in supervisory sessions	1	2	3	4	N/A
Accepts and uses constructive feedback	1	2	3	4	N/A
Recognizes own skills and strengths	1	2	3	4	N/A
Recognizes own deficiencies and weaknesses and actively works to improve them	1	2	3	4	N/A
Is specific in dealing with problem areas	1	2	3	4	N/A
Appropriately asks for consultation between supervisory sessions	1	2	3	4	N/A
Case conferences/staff presentations	1	2	3	4	N/A
Other:	1	2	3	4	N/A
Comments:					

II. Counseling Skills	Unsatisfactory	Adequate	Strong	Outstanding	Not Applicable
Micro Counseling/Intervention Skills					
Establishing rapport	1	2	3	4	N/A
Capacity for empathy	1	2	3	4	N/A
Effective listening skills	1	2	3	4	N/A
Developing treatment goals	1	2	3	4	N/A
Cognitive interventions	1	2	3	4	N/A
Affective interventions	1	2	3	4	N/A
Behavioral interventions	1	2	3	4	N/A
Systemic interventions	1	2	3	4	N/A

Counseling Modalities and Related Skills					
Individual counseling skills	1	2	3	4	N/A
Group counseling skills	1	2	3	4	N/A
Marital/family counseling skills	1	2	3	4	N/A
Crisis counseling skills	1	2	3	4	N/A
Career counseling skills	1	2	3	4	N/A
Psycho-educational activities	1	2	3	4	N/A
Ability to work with diverse populations	1	2	3	4	N/A
Applies theoretical concepts to counseling situations	1	2	3	4	N/A
Case conceptualization skills	1	2	3	4	N/A

Assessment/Diagnostic and Related Skills					
Intake and clinical interview skills	1	2	3	4	N/A
Ability to conduct mental status examination	1	2	3	4	N/A
Testing administration and interpretation skills	1	2	3	4	N/A
Ability to utilize DSM-IV diagnostic system	1	2	3	4	N/A
Consultation skills	1	2	3	4	N/A
Provides appropriate referrals and recommendations	1	2	3	4	N/A

Comments:

Overall Evaluation of Student's Professional Functioning

Unsatisfactory

Adequate

Strong

Outstanding

What do you consider the student's strengths?

What do you consider the student's needs for professional growth?

Compared with other graduate students at this level of training and experience, this student performed overall at the following level (Place an 'X' at the appropriate point on the continuum).

Lower 5% Lower 25% Middle 50% Upper 25% Upper 5%

Would you recommend this person for professional placement in your type of agency/school?

Yes

No

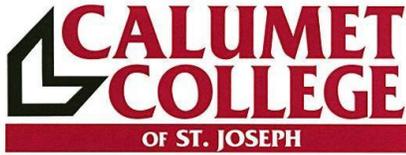
If no, please explain your recommendation:

Additional comments:

Site Supervisor Signature _____ Date _____

My signature indicates that I have read the above report and have discussed the content with my site supervisor. It does not necessarily indicate that I agree with it in part or in whole. If I disagree with this evaluation, I have the option of writing a dissenting opinion/explanation and submitting it to my site supervisor and my faculty supervisor.

Student Signature _____ Date _____



MAP Field Placement Student Site Evaluation

Student Name _____ Date _____

Agency Name _____

Supervisor Name _____

Phone Number _____ Email Address _____

Please indicate: Practicum Internship Advanced Internship Hours Completed _____

Please rate your degree of satisfaction with your practicum or internship site using the criteria below.

	Very Unsatisfied	Unsatisfied	Satisfied	Very Satisfied	Not Applicable
Orientation to site's mission and goals	1	2	3	4	N/A
Orientation to site's administrative policies, practices and procedures	1	2	3	4	N/A
Exposure to the various professional roles/functions within the site	1	2	3	4	N/A
Orientation to other resources (i.e. referral resources)	1	2	3	4	N/A
Opportunity to participate in professional events such as staff meetings, case conferences, and professional development activities	1	2	3	4	N/A
Quality of informal interaction with and availability of staff	1	2	3	4	N/A
Adequacy of physical space, supplies, etc.	1	2	3	4	N/A
Adequacy of client population numbers for sufficient appropriate cases	1	2	3	4	N/A
Consistent availability of on-site supervisor	1	2	3	4	N/A
Supervisor's respect and encouragement	1	2	3	4	N/A
Opportunity to discuss ideas and cases with supervisor	1	2	3	4	N/A
Supervisor's support in skill development	1	2	3	4	N/A
Quality of intake interviewing experience	1	2	3	4	N/A
Quality of individual counseling experience	1	2	3	4	N/A
Quality of group counseling experience	1	2	3	4	N/A
Quality of family/couple counseling experience	1	2	3	4	N/A
Quality of career counseling experience	1	2	3	4	N/A
Quality of consultation experience	1	2	3	4	N/A
Quality of psycho-educational activity experience	1	2	3	4	N/A
Quality of testing experience (administration & interpretation)	1	2	3	4	N/A
Other:	1	2	3	4	N/A
Overall evaluation of site	1	2	3	4	N/A

Comments:

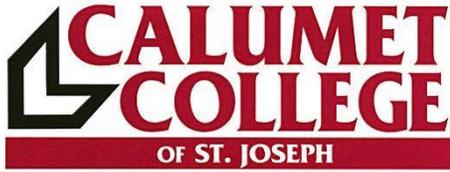
Would you recommend this site for future placements? Yes No

Incident Report Form

In the very rare occurrence that a student is terminated from a placement due to allegations of professional or ethical misconduct, poor disposition, failure to comply with supervisory directives or agency/school policy, or for some other reason, the student and the site supervisor should notify the Internship Coordinator immediately. In these cases, it is expected that the site supervisor will provide clear rationale with behavioral anchors and complete the final evaluation form as soon as possible. The student may also submit any information or documentation that he or she wishes to have considered. After these forms are received, the Internship Coordinator will initiate a process by which the student is provided with copies of all received documentation. The student may meet with faculty to discuss the matter. Faculty will then deliberate about what appropriate actions are to be taken. This can range from clearing the student to obtain another placement experience to dismissal from the program. These two possibilities represent the extremes at the ends of a continuum, and actions taken are likely to involve some type of remediation plan for the student.

Rarely do situations involving personal risks to students arise in the course of their field placement. However, in order to have a more comprehensive and ongoing assessment of potential personal risk issues during field placement, students are asked to complete an Incident Report Form if an incident involving personal threat or assault, or the risk of personal threat or assault, occurs in the performance of field placement assignments.

It is imperative to note that the purpose of this form is to collect data for risk management planning and in no way should substitute for any forms, processes, or actions used by an organization to respond to an incident.



Incident Report Form

If a situation involving an actual or perceived threat occurs while you are in your internship, you are expected to inform your Internship Supervisor and school Internship Coordinator immediately. You must also submit a written report (see below) within 24 hours of the incident and submit it to the Internship Coordinator at the College.

Please respond to the questions below.

Incident Date _____ **Incident Day** _____ **Time of Day** _____

Location of Incident

- Internship office
- Other organization
- Client's residence/property
- Internship building
- In community/street
- Other _____

Nature of Incident (check all that apply)

Physical Attack

- Physical harm (please describe, including any medical attention needed)
- Property damage (please describe)
- Other (please describe)

Verbal Abuse

- Face to face
- Via telephone

Continued on reverse

Sexual Harassment

Nature of Threat

- Physical harm
- Property damage
- Inappropriate comments
- Inappropriate behavior

Method of Threat

- Face to face
- Written
- Telephone
- Third Party
- Other _____

Staff/Others involved in incident (please describe, providing names)

Witnesses (please describe, providing any known names)

Persons Informed (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Internship Supervisor | <input type="checkbox"/> Organization Administrator |
| <input type="checkbox"/> Organization Staff Member(s) | <input type="checkbox"/> College Faculty Member |
| <input type="checkbox"/> College Internship Coordinator | <input type="checkbox"/> Other _____ |

Police Involvement (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Police called following incident | <input type="checkbox"/> Security person alerted or involved |
| <input type="checkbox"/> Perpetrator arrested | <input type="checkbox"/> Police report filed |
| <input type="checkbox"/> Other formal legal actions taken _____ | |

Narrative Description (briefly describe what occurred and how you responded)

Submitted by _____

Date _____