



Albany State University School Counseling Program

Field Experience Application

FIELD EXPERIENCE CHECKLIST

Below is a list of all of the items that you **NEED** to have as part of your PRACTICUM or INTERNSHIP application. You MUST initial in the box next to each item IN THE TABLE as an acknowledgment that you are in fact submitting the required item.

You must have your application COMPLETED and SUBMITTED to **Dr. Edwards-Joseph**, Clinical Coordinator by the close of business on **April 15th or Oct 15**, depending on the semester you are taking practicum or internship. **Your application is to be in an envelope with this checklist (THIS PAGE) STAPLED to the front of the envelope** when it is submitted. Please place envelope containing the application and the checklist attached in my mail box in the mail room in ACAD 244.

You **need** to submit an application for practicum and one for internship even if you are remaining at the same school.

Late applications will NOT be accepted. Incomplete applications will NOT be accepted.

Name: _____

Date of submission: _____

Completed application forms	
Established a field experience site prior to filling out this application.	
Copy of Fieldwork Placement Agreement	
Copy of Proof of liability insurance (The policy must offer at least \$1,000,000 of coverage).	
Vita/Resume of potential site supervisor & site supervisor information form including initials	
Copy of potential site supervisor's License/Certificate	
<ul style="list-style-type: none"> • Proof of completion of site supervisor training by SITE SUPERVISOR <ul style="list-style-type: none"> ○ If your site supervisor has already completed the online training this academic year, it is not necessary for the individual to complete the training modules again. However you or the supervisor must provide proof of completion. ○ For individuals whose supervisors have NOT completed the training this academic year, please provide the names and email address of the potential supervisor March 18, 2015 to Dr. Edwards-Joseph. This needs to be done PRIOR to submitting your fieldwork application to allow for the individual to enroll in the training and have enough time to complete the modules. Once the modules are completed you MUST submit proof of completion as part of your application packet. 	
Copy of Placement Activity Proposal	
GACE scores Test 1(103) for Practicum	
GACE scores Test 2 (104) for Internship.	
<ul style="list-style-type: none"> • Completed background. • You may do so at the ASU campus police office on campus for FREE. • Students who submitted a background check when applying to complete practicum are still required to complete a background check for this semester. 	
A copy of driver's license	

Student's signature

Date

ASU Counselor Education Program Application for Spring 2015 Field Experience

College of Education, School Counseling Program
Fieldwork Application Form

Student Name: _____

Ram ID: _____

Mailing Address: _____

Phone (Home/Cell): _____

ASU Email: _____

Alternate Email Address _____

Intended Course (Please **only** choose **one** option) _____ Practicum, which requires 100 clock hours completed during the semester of enrollment (40 direct and 60 indirect).

_____ Internship, which requires completion of 600 hours completed during the semester of enrollment (240 direct, 360 indirect hours).

Intended Semester for completion option chose above _____

Name of Field Placement School: _____

School's Phone # & Fax Number # _____

School's Physical Address
(include city, state, zip code) _____

Intended Site Supervisor (**first and last name**)
**** SUPERVISOR MUST BE CERTIFIED/LICENSED AND HAVE A MINIMUM OF 2 YEARS PROFESSIONAL EXPERIENCE.** _____

Site Supervisor's Phone# & Fax Number _____

I, _____, certify that all of the information provided above is accurate and truthful.

****** PLEASE ENSURE THAT THIS IS THE FIRST PAGE OF YOUR APPLICATION PACKET. ******

**COUNSELOR EDUCATION PROGRAM
STUDENT VERIFICATION OF PROFESSIONAL LIABILITY INSURANCE**

As part of my professional training in ASU Counselor Education Program, I understand that I will participate in field experiences in a school system, beyond the university campus. I am further aware of the policy established by the program requiring that students provide evidence of holding liability insurance prior to their participation in field experiences. I am also aware that I may not begin to accrue field work hours until I show proof of liability insurance. The policy must offer at least \$1,000,000 of coverage.

I, _____ ASU RAM ID # _____ verify
(Full name printed)

that I have professional liability insurance currently in effect with _____ in the amount of _____
(Name of Insurance Company)

Dates period of insurance coverage, (e.g. from 1/14 to 12/14) _____

Furthermore, having attested to liability insurance coverage as described above, I assume full responsibility for my own professional liability during field experiences, practicum, and internship, and hereby relieve all parties of any responsibility.

(Signature of Student)

(Date)

(Signature of Site Supervisor)

(Date)

(Signature of University Supervisor)

(Date)

Note: Verification is required. Attach a copy of your policy to this application.

ASU Counselor Education Program Application for Spring 2015 Field Experience

SITE SUPERVISOR INFORMATION

Internship Supervisor Information:

First Name:

Last Name:

Current Work Site:

Phone Number:

E-mail Address

Please initial each of the following indicating you are aware of and agree to the requirements for supervising an ASU fieldwork student (**electronic initials are not accepted**):

1. Provide a minimum of 12 hours of individual/triadic supervision during each 16-week semester (1-1.5 hrs. weekly) _____
2. Provide regular feedback to intern on skill development including reviews of audio/videotapes of intern's work with clients, co-counseling, and/or live supervision of intern's work _____
3. Review Site Supervisor Orientation materials _____
4. Provide intern with a caseload by which he/she will earn the required number of direct contact hours (40 hours in practicum during one 16-week semester and 240 hours in internship over 1-2 semester) which is inclusive of individual, family, couple, group, and/or classroom guidance activities, as appropriate within the intern's specialization _____
5. Provide a copy of resume/CV and license/certificate _____

Placement Activity Proposal

An evaluation of the learner's level of proficiency will be **completed by the site supervisor** at the end of each semester using the Site Supervisor Evaluation online survey. Please note the types of activities the learner will engage in at the site to meet the required competencies. These activities should be provided in sufficient amounts to facilitate meeting the required fieldwork hours. **The learner and supervisor should collaborate in filling out the Placement Activity Proposal and must be submitted as part of the application packet.**

Competencies to be met by learner	Activities at the site that will meet the Competencies	Hours each week learner will be engaged in these activities
Core Clinical/ Counseling Relationship Skills		
Core Clinical/ Counseling Assessment Skills		
Core Clinical/ Counseling Intervention Skills		
Research and Evaluation Skills		
Ethics and Standards of Practice Skills		
Self-Management and Reflective Practice		

Fieldwork Placement Agreement

(Please check appropriate program) SC ☐

Parties to the Agreement:

This agreement, dated _____, is made by and among the following parties:
the Student, named _____,
the Fieldwork Site (the "Site") _____,
and Albany State University, School Counseling Program, College of Education.

Term of Agreement: *(insert exact start date of academic semester you will begin practicum or internship and will end the experience at this site)*

This agreement shall be effective between (mo/day/year) _____ and (mo/day/year) _____ for approximately _____ hours per week.

Albany State University Agrees:

1. To assign the Albany State University Clinical Coordinator to facilitate communication between Albany State University, the Student, and the Site during the fieldwork application process.
2. To provide the supervisor with the Site Supervisor Orientation materials and evaluation forms required to assess the performance of interns.
3. To maintain regular contact during the quarter from the faculty member who is teaching the learner's fieldwork course section.
3. To notify the Student that he/she must adhere to the administrative policies, rules, standards, and practices of the Site.
4. To provide immediate consultation from the Fieldwork Faculty instructor should disagreements arise between the Student and the Site Supervisor (acknowledging that the Site Supervisor has primary authority for all activities of the Student at the Site).
5. To contact the Site Supervisor and Fieldwork Faculty Instructor should any problem or change occur in the relation to the Student, Site, or Albany State University.

The Fieldwork Site Agrees:

1. To assign a site supervisor who has required credentials, supervision experience and training, time, and commitment to train the learner.
2. To provide the site supervisor's resume or curriculum vitae and copy of his/her current professional license/credential to Albany State University.
3. To provide opportunities for the student to engage in a variety of activities under supervision to meet the competencies as outlined in the Placement Activity Proposal and for evaluating the Student's performance.
4. To provide the student with adequate work space, telephone, office supplies, and staff to conduct professional activities appropriate to the fieldwork placement;
5. To provide regular supervisory contact that involves evaluation of the Student's work to meet the minimum number of required supervision hours for each quarter.
6. To complete and submit regular written evaluations of the student on the evaluation forms provided to the Site by Albany State University.
7. To respond to the Faculty Instructor's email and/or phone calls on an every-other-week basis to consult about the learner's progress.
8. To notify the Faculty Instructor immediately if there are any changes to the contract, including dates, hours, supervision, etc.

Please check one of the following:

_____ **The Fieldwork Site is NOT the learner's regular place of employment.**

_____ **The Fieldwork Site IS the learner's regular place of employment.** Please attach a description of how the learner's supervisor and duties will be substantially different from their regular paid employment (population, presenting issues, etc.). This description should be signed by the employer and potential site supervisor and included with the application packet. If the fieldwork site is the learner's current place of employment, please have the learner's employment supervisor sign below.

Employment Supervisor's Name: _____ Signature _____

By signing below, I agree to the above agreement:

Site Supervisor signature

Date

Albany State University Student signature

Date