



SUL ROSS STATE UNIVERSITY  
COUNSELOR EDUCATION PRACTICUM  
SITE SUPERVISOR TRAINING

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# WELCOME

We are thrilled to welcome you to the SRSU counseling practicum team! Your expertise and guidance are invaluable assets as we work together to nurture and develop the next generation of counseling professionals.

As site/campus supervisors, you are crucial in providing a supportive and educational environment for our practicum students. Your mentorship will help shape their skills, foster their professional growth, and enhance their ability to provide compassionate care to clients.

We believe collaboration is key to success and encourage open communication between supervisors, students, and our broader team. Together, we can create a dynamic learning experience that benefits our students and enriches your practice.

Thank you for your commitment and dedication to this vital work. We look forward to an inspiring and productive practicum experience together!

Dr. Ronda Hayes, Certified School Counselor, LPC-S – SRSU Field Supervisor

# DEFINITIONS

**Practicum Student** – an SRSU master-seeking student completing their practicum field site experience at an approved school site.

**Site/Campus Supervisor** - a designated professional school counselor who provides direct, weekly, one-on-one site supervision (minimally for 1 hour/week) for the practicum student's counseling cases, programming, and administrative responsibilities. This individual provides practical training, assigns the work duties for the practicum student at the site, and works closely with the practicum university supervisor.

**Practicum University Field Supervisor**—an SRSU professor who maintains direct contact with the On-Site Supervisor and the Practicum Student. This individual is ultimately responsible for providing feedback, evaluation, and assigning a course grade for a practicum student's clinical/practical training.

**Student Learning and Licensure (SLL)** – the method of documenting the practicum student's goals and objectives, logs, reflections, self-evaluations, mid-semester evaluation, final evaluation, etc. It can be found in the SRSU Blackboard practicum course.

## DEFINITIONS CONTINUED

**Practicum** - the clinical/practical training for counseling students in a professional setting aligned with their counseling concentration. The training requires one semester of 160 hours (80 direct and 80 indirect hours), during which students provide counseling, guidance, psycho-educational, and administrative services similar to professional counselors working in that setting. This is practical training whereby students implement the theoretical and practical knowledge and skills learned in counseling courses in direct service to students. Practicum students are expected to be involved in one-on-one counseling, group counseling, group guidance, diagnosis and treatment planning (if applicable), consultation, programming responsibilities, administrative responsibilities, and other job duties required by a school counselor in the educational setting.

**Supervision**—each practicum student is required to meet for one hour, face-to-face, each week during the duration of the practicum with his/her **site/campus supervisor** to review personal goals, assess progress or challenges in counseling students, to solicit direction or observe modeling in applying counseling skills, and to confirm the accumulation of direct and indirect hours. Practicum students are also expected to communicate regularly with the university supervisor (refer to the participation requirement in this syllabus and the instructions for submitting activity logs, reflections, and other documentation).

## DEFINITIONS CONTINUED

**Direct hours** under supervision are those hours accrued when the Practicum student works directly, face-to-face, with individuals or groups (students, parents, and sometimes teachers) in counseling activities. The practicum student will incorporate direct guidance and counseling activities with students, parents, and system support individuals. Supervised telephonic contact with parents/guardians regarding students' counseling issues may be considered direct hours at the discretion of the site supervisor.) Hours accrued when directly administering a counseling-related assessment instrument to individuals or groups may be counted as direct hours; the time spent interpreting the instrument face-to-face with the individuals and/or family members may also be counted as **direct** hours.

**Indirect hours** are those hours spent in preparation for individual or group guidance or counseling activities, including preparation for career counseling activities, family counseling, and assessment/appraisal. (For example, a practicum student's study of test manuals and instructions would be considered **indirect hours**, but his actually administering the test in person and then visiting with the student to interpret results would be direct hours. Preparing materials for a grief small group would be done in **indirect hours**, but the time spent facilitating the group would be direct hours. Conducting an individual counseling session face-to-face would be direct hours, but documentation afterward would be **indirect hours**. Leading a psycho-educational group for stress management would be done in direct hours, but copying handouts or setting up the room would be considered indirect. Other **indirect hours** include case conferences, staffing, writing case notes, and speaking with supervisors or other staff regarding clients.)

# SITE/CAMPUS SUPERVISOR REQUIREMENTS

## **A site/campus supervisor must...**

- hold at least a master's degree in counseling or have completed a university-credentialed counseling program and provide a current curriculum vitae
- have a Texas school counselor certification and provide a copy of the TEA certification
- have worked as a school counselor for at least three (3) years (Section 288.99) and provide a current service record showing the years of experience.

\*All documentation will be submitted to the SLL module in the Blackboard practicum course.

# RESPONSIBILITIES OF THE SCHOOL COUNSELING HOST SITE/CAMPUS

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- Agree to the guidelines outlined in this document.
- Designate a professionally qualified individual to be the site supervisor for the practicum student.
- Provide the practicum student with guidance and related experiences that expand their professional growth and provide them with the required number of hours
- Provide the practicum student with an opportunity to learn about the organization's program and management functions, thereby developing insight into the organization's mission and activities.
- Provide the practicum student with a meaningful experience of the host organization's purpose, services, organizational structure, and operating practices. The practicum is intended to broaden and strengthen both skill and experience.
- Provide the practicum student contact with appropriate staff members and students/clients.
- Provide space, supplies, and other resources needed for the practicum student's task assignments.



# RESPONSIBILITIES OF THE SCHOOL COUNSELING HOST SITE/CAMPUS CONTINUED

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- Conduct evaluations following the practicum student's program requirements. Provide a copy to the practicum students' practicum professor. See Appendices P and Q of the Practicum Handbook, the Site Supervisor's Mid-Semester Practicum Student Report, and the Site Supervisor's Final Practicum Student Report.
- Ensure the practicum operates within the appropriate ethical, organizational, professional, and legal guidelines for counselors in the setting.
- Notify the practicum professor immediately regarding any changes in the practicum student's performance.
- Provide, in writing, special insurance requirements (i.e., liability) and contracts to cover the practicum student during the contract period, if necessary. (Note: The practicum student already has standard counseling liability insurance for the practicum as a SRSU requirement.)
- The agency retains the privilege of determining treatment modalities.

# ROLE AND RESPONSIBILITIES OF THE SCHOOL COUNSELING SITE/CAMPUS SUPERVISOR

- Provide instruction and guidance regarding diagnosis and treatment
- Provide support for professional development
- Ensure continuous supervision while the practicum student meets with students and/or parents.
- Provide timely, clear, and specific feedback to the practicum student. Feedback is delivered soon after an important event based on specific performance criteria.
- Ensure a safe work environment
- Help the practicum student explore and clarify thinking, feelings, and clinical strategies that support client treatment.
- Challenge practices that the supervisor judges to be unethical, unwise, or incompetent
- Challenge personal or professional blind spots that the supervisor may perceive.
- Bring to the practicum student's attention personal difficulties that directly affect the practicum student's clinical work and recommend a course of action to address these difficulties. (While the site/campus supervisor can recommend that the practicum student seek consultation with relevant professionals, the site/campus supervisor will not render such treatment.)

# ROLE AND RESPONSIBILITIES OF THE SCHOOL COUNSELING SITE/CAMPUS SUPERVISOR CONTINUED

- Be available to the practicum student at times other than the scheduled supervision slot. Practicum students should obtain the phone numbers of their site supervisors so they can be reached in case of emergency.
- Orient the practicum student to the work situation and be available for consultation as needed.
- Participate in developing the Practicum student's goals for the practicum experience.
- Keep records of supervision, including any supervision plan, dates of supervision, and notes regarding supervision, including specific students/clients and cases reviewed.
- Furnish the practicum student with all the signatures and documentation necessary to maintain and complete the practicum.
- Provide one (1) hour of clinical supervision every week for a minimum of 10 hours. If this clinical supervision takes place in a group setting, the number of practicum students should not exceed three practicum students.
- Participate in meetings with the university practicum supervisor (minimum of three times).
- Complete the required documents and submit them to Blackboard SLL by the due dates.
- Sign off on the practicum student's goals and objectives, logs, reflections, and practicum self-evaluation forms in the SLL module of the Blackboard practicum course.

# THANK YOU

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