

MASTERS IN INTERNATIONAL DISASTER PSYCHOLOGY:
TRAUMA AND GLOBAL MENTAL HEALTH PROGRAM (MAIDP)

PRACTICUM PLACEMENT MANUAL
2023-2024

When engaged in a community Practicum Placement experience, the practicum site and student agree to the policies, expectations, and procedures outlined in this manual.

Graduate School of Professional Psychology (GSPP) Department Contacts

MAIDP Practicum Placement Director: Laura Ramzy, PhD; laura.ramzy@du.edu, 303-871-3426

MAIDP Practicum Placement Coordinator: Hope Danecki; hope.danecki@du.edu, 303-871-3736

Student Services Administrator: Judy Farmer

MAIDP Program Co-Director(s): Gwen Mitchell, PsyD & Maria Vukovich, PhD

All of the forms that students need throughout the year are referenced in this manual and/or are available electronically online via [MyDU](#).

Throughout the year, students can always find the most up-to-date information about any deadlines or outstanding paperwork requirements via our online database, [STARS](#), that houses all requirements and forms required for graduation on our website.

Background Information

The MAIDP program is an LPC lockstep clinical psychology training program. In order to achieve our training objectives, we seek training opportunities for our students in settings that are committed to training; provide experiences consistent with health service psychology; and that enable students to attain and demonstrate appropriate, cumulative, competencies, as students prepare for licensure at the master's level. Every student is expected to hold an outside community Practicum Placement position both years of their training.

Additionally, as part of masters training, students must achieve excellence in each of these nine profession-wide competencies: Research; Ethical and legal standards; Individual and cultural diversity; Professional values, attitudes, and behaviors; Communication and interpersonal skills; Assessment; Intervention; Supervision; and Consultation and interprofessional / interdisciplinary skills. MAIDP students are allowed to do one year of non-clinical, partial clinical or research-focused practicum based on their interests.

Excellent supervision of students is key to a high-quality training experience. Further, Practicum Placement must include supervised experience working with diverse individuals with a variety of

presenting problems, diagnoses, and issues. Supervision must be provided by appropriately trained and credentialed individuals.

Specific requirements for training opportunities and supervision will be outlined below. Thank you for your interest in contributing to the professional development of our students.

Types of Sites

We have four types of Practicum Placement Sites:

1. **Non-Clinical Placements** have no therapeutic focus or direct contact with clients in a helping role. These include disaster response planning and coordination, research, grant-writing, policy work, etc.
2. **Partial-Clinical Placements** entail some direct contact with clients in a helping role. These placements differ from Clinical Placements in that they: 1) do not have a licensed clinical supervisor on site; and/or 2) also entail a significant portion of non-clinical duties (e.g., administrative, policy, research).
3. **Clinical Placements** entail regular direct contact with clients that is therapeutic in nature. A licensed clinical supervisor (i.e., LPC, LCSW, LMFT, LP) is on site at these placements; see below for further specification.
4. **Secondary/Supplementary Placements** can be clinical, partial-clinical, or non-clinical sites that have practicum students on site less than 10 hours/week (usually 4-8 hours); students can opt into this type of placement in addition to their primary placement.

Practicum Placement Hour Requirement

The annual training requirement for students working in a Practicum Placement is a minimum of **350 hours** of supervised experience. Further, of the 350 total hours, **at least 260 hours must be completed at a primary placement** each year.

Of the 700 hours total across both years, **280 must be direct clinical service hours.**

Direct Clinical Services include interventions and psychological assessment experience (via in-person, virtual, or phone/text message if deemed appropriate by the site):

- Individual counseling sessions
- Group counseling sessions
- Couples or family counseling sessions
- Clinical intake assessments
- Mental health screening assessments
- Pre-hospitalization assessments
- Post-hospital follow-up care
- Crisis Intervention
- Crisis Management
- Consultation (with direct client involvement; e.g., calling a probation officer together)

Indirect Services include any support activities for clinical work, or activities for counseling-adjacent/non-clinical work:

- Documentation (progress notes, treatment plans, CCARs, etc)
- Case management
- Consultation (without direct client involvement)
- Trainings
- Case conferences
- Preparation of materials for sessions
- Chart review
- Care coordination
- Interpretation and translation
- Literature review
- Coding data
- Writing reports

Please note that general clerical work for an agency is not considered an appropriate activity for a Practicum Placement student.

Students will track Practicum Placement hours using the Practicum Placement Hours Tracking Form, which must be signed by practicum supervisors. On these forms, students will distinguish among Direct Clinical Hours and Indirect Hours.

Due to academic demands, we ask that community Practicum Placement work be limited to:

- 10-15 hours per week for 1st Year students
- 15-20 hours per week for 2nd Year students

Any deviation from this policy, including any plan to accrue hours at an accelerated or attenuated rate, or on a non-standard schedule, requires that a formal petition be filed with the MAIDP Practicum Placement Director and the student's academic advisor. Petitions are reviewed on a case-by-case basis.

Supervision Requirement

We require that students working in Practicum Placements should be *supervised at all times and for all duties performed*. Supervision should be provided at a ratio of 1 hour of supervision: 10 hours of direct service.

Supervision can be conducted individually or in a group format. If conducted in a group format, we require that supervisors meet with students individually to complete their Individualized Practicum Placement Plan, and for supervisors to be willing to make themselves available for individual check-ins as needed.

Students should be able to contact supervisors at all times when providing direct services to clients.

Supervisor Qualifications

The supervisor of a Clinical Practicum Site must be a **licensed mental health professional**, including a licensed allied mental health professional at the master's or doctoral level of education (e.g., LCSW, LPC, LMFT, Licensed Clinical Psychologist). Students can also be supervised by a LPCC, doctoral intern, certified addictions counselor, certified behavioral analyst, certified school psychologist, or postdoctoral psychology fellow who is supervised by a licensed mental health professional easily accessible at the site; the licensed mental health professional must meet with the IDP practicum student quarterly to check in and complete mid-year and end-of-year evaluations. All supervisors shall be appropriately licensed in the jurisdiction of practice and be a member of the staff at the site where the supervised experience takes place. If the supervisor is not a member of the site's staff, contractual arrangements need to be in place to outline agency/school responsibility.

The supervisor of a Non-Clinical Practicum Site must possess a masters or doctoral level degree in a social science or human services practicum (e.g., psychology, social work, public health), or serve as an expert in the content area of the work being completed by the practicum student.

Students are reminded that at least one of the years of supervision in Practicum Placement must be by a licensed mental health professional.

Supervisor Benefits

- **Professional Titling Privileges for Supervisors** -- Practicum Placement supervisors may use the professional title "Practicum Instructor" to designate their affiliation with the Graduate School of Professional Psychology, University of Denver.
- **Library Privileges** -- DU offers "Special Community Member Status" privileges to our Practicum Placement Supervisors, which allows library access (onsite and remote). An application process and background check are required. Please contact the Practicum Placement Director for more information.
- **Community Engagement Events and Continuing Education (CE)** -- GSPP offers many free community engagement events and CE events throughout the year. Please let Ramona Bishop (ramona.bishop@du.edu), our Director of Marketing and Communications, know if you would like to be on the e-mailing list for these announcements

Title IX Statement

The University of Denver prohibits discrimination on the basis of race, color, national origin, ancestry, age (for employment 40 and over), religion, creed, disability, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, genetic information, military enlistment, or veteran status, and any other class of individuals protected from discrimination under federal, state, or local law, regulation, or ordinance in any of the University's educational programs and activities, and in the employment (including application for employment) and admissions (including application for admission) context, as required by Title IX of the Education Amendments of 1972; Title III of the Americans with Disabilities Act of 1990, as amended in 2008; Section 504 of the Rehabilitation Act of 1973; Title VI and VII of the Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; and any other federal, state, and local laws, regulations, or ordinances that prohibit discrimination, harassment, and/or retaliation.

The University of Denver prohibits unlawful harassment of students, employees, and third parties on the basis of any protected characteristic as identified above.

The University of Denver also prohibits retaliation against any individual for the purpose of interfering with any right or privilege secured by University policy or law, or because the individual makes a good faith report or formal complaint, testifies, assists, participates, or refuses to participate in any manner in an investigation, proceeding, or hearing under the University's Comprehensive Discrimination & Harassment Procedures or Title IX Sexual Harassment Procedures.

Practicum Requirements & FAQs

1. How and when are practicum students selected for a placement?
2. How many hours of practicum work are required of students?
3. What is the difference between clinical direct and non-direct hours and how are they tracked?
4. What are the requirements for Practicum Placement Supervisors, and how is "supervision" defined?
5. What forms are used for Practicum Placements and when are they due?
6. How are practicum students evaluated?
7. How are agencies/supervisors evaluated?
8. Are site visits conducted?

9. What are the procedures if students or supervisors are experiencing problems regarding their Practicum Placement?

10. How are issues of legal liability handled?

11. Can you suggest useful resources for practicum students?

12. Can you suggest resources for post-graduation LPC processes?

13. What if I have additional questions?

1. How and when are practicum students selected for a placement?

- Each Practicum Placement site completes a Fact Sheet specifying the level of training and/or special skills required for a practicum student. Sites may choose whether to take applications from first or second year students, or both. See Section II of this manual for more information.
- Students peruse available placements (see Section IV and V of this manual) and submit application materials (resume and cover letter including statement of interest, training goals, availability, and contact information) to desired sites.
- Sites contact students directly to set up interviews and select practicum student(s) from among those applying to do practicum work there.
- Selection takes place in both the Fall and the Winter; the Fall selection process targets entering students applying for first year placements and the Winter selection process targets students applying for second year placements.
- Practicum sites are asked to make offers as soon as they identify a student that would be a good fit for their agency. Students should on-board as quickly as possible.
- Once a student accepts an offer they should notify Dr. Laura Ramzy and Hope Danecki of their selection via an e-mail that includes the site name, supervisor name and supervisor contact information.
- Students must work with their supervisor to complete the *Individualized Field Placement Plan*. Once complete, they need to meet with the Practicum Coordinator to log into the STARS system and fill out the *Field Placement Selection Form* for the appropriate year. The pdf placement plan will then need to be sent to gspp.forms@du.edu to be added to their file.

2. How many hours of practicum work are required of practicum students and how are they scheduled?

First Year practicum students complete a minimum of 10 hours per week at their practicum agency; Second Year students complete a minimum of 15 hours per week at their practicum site. Secondary/Supplementary placements can designate how many hours per week they require, usually ranging from 4-8 hours per week. Some agencies may require more hours and some

students may prefer to work more hours (up to 15 hours per week for First Year students and up to 20 hours per week for Second Year students); this should be negotiated by students and supervisors prior to formalizing a work commitment. Students are responsible for tracking hours and will provide a Practicum Placement Hours Tracking Form for supervisors to sign quarterly. Placement dates loosely correspond with the dates for the Fall, Winter, and Spring terms of the academic year at the University of Denver. **Students are expected to work through at least part of their winter break, as negotiated with supervisors.** Students are also responsible for arranging their weekly Practicum Placement schedule in accordance with MAIDP course requirements, and for attaining practicum supervisor approval for this schedule prior to making a work commitment. Agreements should be documented in the Individualized Practicum Placement Plan completed by students and supervisors.

MAIDP requires that at least one of the two Practicum Placements satisfies a clinical placement requirement (see Q3 for clarification of this requirement). Students are required to obtain 350 hours of service per academic year totaling 700 hours of service over two years; each year, 260 of the 350 total hours must be with a primary placement. 280 of the 700 hours must be direct clinical service hours. Students are responsible for tracking their hours and meeting these requirements. **Students should be advised that requirements for clinical licensure vary across states and students are responsible for independently accessing information from other states of interest.**

3. What is the difference between non-clinical, partial-clinical, and clinical placements and what is the clinical placement graduation requirement?

- **Non-Clinical Placements** have no therapeutic focus or direct contact with clients in a helping role. These include disaster response planning and coordination, research, grant-writing, policy work, etc.
- **Partial-Clinical Placements** entail some direct contact with clients in a helping role. These placements differ from “clinical placements” in that they: 1) do not have a licensed clinical supervisor on site; *and/or* 2) also entail a significant portion of non-clinical duties (e.g., administrative, policy, research).
- **Clinical Placements** entail regular direct contact with clients that is therapeutic in nature. A licensed clinical supervisor is on site at these placements.

Students are required to complete at least one Clinical Placement during their first or second year to graduate.

Students Seeing Clients in Private Practice Settings

If an unlicensed or uncertified MA Practicum Placement student is seeing private clients in a supervised private practice, it must be made clear to all concerned that the student is not in independent private practice at the site; rather, the student is working for the licensed professional by seeing that professional's clients.

Student and site must avoid financial arrangements where the student bills and collects fees and then returns a portion of that fee to the licensed professional for supervision, office space, etc., as this practice may create a misunderstanding of the independence of the student's work.

Following guidelines set forth in the [Colorado Mental Health Practice Act](#) such as mandatory disclosure and title protection can prevent misrepresentation of student work to the public.

4. What are the requirements for Practicum Placement Supervisors and how is “supervision” defined?

The practicum supervisor must possess a masters or doctoral level degree in a social science or human services practicum (e.g., psychology, social work, public health). If the agency would like to assign a line supervisor that is not licensed at the MA level we ask that they hold a MA degree in a relevant field and that a licensed associate on staff can co-sign on the quarterly hours forms. Where needed that line supervisor can receive supervisor of supervision.

At minimum, supervisors provide the following services:

- Assist the student to complete the [Individualized Field Placement Plan](#) within the first 2 weeks of placement
- Provide 1 hour of supervision per week (minimum)
- Be available for additional student support as needed
- Participate in site visits with the Practicum Placement Director
- Complete the student's mid-year and end-of-year [Practicum Evaluation Forms](#)

Broadly speaking, supervision is defined as close, ongoing review and direction of the practicum student at the placement. In addition to imparting specific duty-relevant knowledge and skills to the practicum student, the supervisor is also concerned with socializing the student in the development of their professional identity, including ethics, self-discipline, and accountability. Modes of supervision (e.g. individual, group, telephone, observation) are determined by the supervisor and agency, but for optimal student learning, MAIDP requires supervisors to provide weekly scheduled sit-down meeting time for one hour per week. **We strongly suggest that the student and/or supervisor establish a supervision agenda to help frame the weekly discussions.**

Supervision should ideally encompass three related areas of focus:

- **Administrative and policy issues:** Promoting and assessing the student's familiarity and adherence with agency policies and procedures through orientation, reading agency manuals, and asking questions of staff members as needed. Supervisors should also assist students in becoming aware of and adhering to all legal, ethical, & professional expectations. This also includes documentation of terms and conditions of supervisory relationship.
- **Education & training:** Providing instruction and assessing progress related to specific Practicum Placement assignments. Practicum students should work together with practicum supervisors to develop specific learning experiences/assignments based on the opportunities available in the practicum work site, and document these in the [Individualized Practicum](#)

Placement Plan. Supervisors may then provide hands-on training or arrange for students to shadow staff members. This may include participating in staff meetings, attending rounds, observing the practicum supervisor conduct interviews, and co-leading groups. Many teachable moments occur “on the spot” and can be initiated by the practicum instructor or the student. Students should ask questions often and become actively involved in their learning process. Supervisors may continue to monitor student learning by directly observing them, reading their notes and other documentation, and discussing their progress in weekly supervision meetings.

· **Support & reflection:** Establishing a secure and trusting relationship in which student and supervisor can reflect on student’s personal and professional growth and development. In this area, the focus is on helping the student deal with placement-related stress and challenges (including ethical dilemmas), and developing perspectives, attitudes, and strategies conducive to maximizing learning and professional performance. Students are strongly encouraged to share concerns, ask questions, and learn to manage the many demands of the Practicum Placement, school related work, and overall life issues which are occurring simultaneously. In this safe and open environment, the student can most effectively discuss and learn from challenges and successes encountered during the placement, and work toward the development of a comprehensive professional identity.

Note: Regarding clinical supervision requirements, according to C.R.S 12-43-101, Rule 10 (c), supervisors must complete a minimum one hour of supervision for every 10 hours of practice, as well as the following responsibilities:

- *Monitor supervisee’s clinical activities to assure psychotherapy meets minimum standards. This may include observing the student’s clinical sessions, listening to tapes, or reading session notes.*
- *As needed, screening clients and matching them with the supervisee’s ability level. Students are encouraged to work with a diversity of clients.*
- *Assure that no dual relationships exist between client and therapist, supervisor and supervisee or supervisor and client.*
- *Assure that supervisee provides disclosure statement to identify supervisor to client.*
- *Keep records of supervision related to clients.*

5. What forms are used for Practicum Placements and when are they due?

We know that your time is valuable, so MAIDP has worked hard to ensure that paperwork requirements are as minimal as possible. Upon matching, students must work with their supervisor to complete their Individualized Field Placement Plan. This plan and the two evaluations (sent mid-year and end-of-year) are the only paperwork requirements for supervisors.

- The Individualized Practicum Placement Plan outlines student-supervisor agreements regarding logistical arrangements and learning goals. Plans should be updated as needed

throughout the year. Plans with new supervisors or other significant changes must be communicated to the Practicum Coordinator for record updates.

- Upon completion of the Individualized Field Placement Plan, students will meet with the Practicum Coordinator to register their placement in the STARS system. A pdf of the plan will then need to be emailed to gspp.forms@du.edu for it to be attached to the student's file.
- Twice a year, supervisors evaluate student performance using a survey link sent from the student services team via STARS. Evaluations should be reviewed with students. Students are responsible for facilitating this evaluation with supervisors as needed.
- Once a year, students evaluate their placement and supervision and submit to our internal system. Any noteworthy feedback will be passed along to site supervisors.
- In addition, students are responsible for tracking their hours using the Practicum Placement Hours Tracking Form and supervisors will be asked to sign off on these hours **at the end of each quarter and at the end of the placement.**

6. How are practicum students evaluated?

Twice each year (February and May), the supervisor, with the student's participation, evaluates the student's progress using the the evaluation survey sent from the STARS System. This evaluation should be discussed with students to help the student learn of their specific strengths and weaknesses and to plan training goals. The evaluation also provides feedback to the Practicum Placement Director and MAIDP faculty about the student's progress and training needs.

Additional informal evaluation may occur as conducted by the Practicum Placement Director.

****Students who do not demonstrate adequate performance in their practicum placements (as determined by supervisors and MAIDP faculty) may be placed on academic probation and may not be eligible for summer Global Mental Health Internship Placements.****

7. How are agencies/supervisors evaluated?

Once a year, students evaluate their placement and supervision and submit to our internal system. Any noteworthy feedback will be passed along to site supervisors. Students have the option of sharing this feedback with their supervisors, for the purpose of present and future growth with the agency and for the student. Students may also provide feedback regarding their supervisory experience to Dr. Laura Ramzy throughout the year as needed.

8. Are site visits conducted?

Dr. Laura Ramzy, Practicum Placement Director, will meet with supervisors and conduct site visits throughout the academic year as needed. The purpose of these visits will be to maintain connections with the agencies, update agencies on MAIDP programming, answer questions,

ensure that Individualized Field Placement Plan is running smoothly, and assess students' progress. If site visits cannot be arranged then phone or virtual meetings may occur.

9. What are the procedures if students or supervisors are experiencing problems regarding their Practicum Placement?

Once practicum work has started, the student should discuss any placement-related issues with their assigned practicum supervisor. If the issue cannot be resolved, then student and/or supervisor should contact Dr. Laura Ramzy, Practicum Placement Director, for assistance. Any decision about whether or not a student should terminate their current placement must be made by the practicum supervisor, the student, and Dr. Laura Ramzy collectively.

10. How are issues of legal liability handled?

If any issues related to liability come up at a Practicum Placement, supervisors and students need to contact Dr. Gwen Mitchell (gwen.mitchell@du.edu) ASAP.

- **Liability Malpractice Insurance Coverage.** Students are required to annually purchase personal liability malpractice insurance to cover their clinical work at their Practicum Placement settings. The School requires Occurrence Type coverage at the \$1,000,000 each incident/\$3,000,000 annual aggregate level. Insurance documents are on file at the University of Denver and are available to supervisors upon request.
- **Student Transporting:** If students are transporting clients or participants, additional liability coverage may be required. See Dr. Laura Ramzy for more details.
- **Workers' Compensation Coverage.** The University of Denver covers students for injuries sustained while working in unpaid Practicum Placement positions. The University of Denver does not cover students for injuries sustained while working in paid Practicum Placement positions. Students in paid Practicum Placement positions should therefore consult their respective agencies to ensure that Workers' Compensation insurance is being provided on the student's behalf. Be advised that some agencies may require Practicum Placement students to pay into the Workers' Compensation fund on their own. Practicum Placement agencies should consult the Division of Workers' Compensation (303-575-8700) or their professional accountant for advice on workers' compensation coverage as it relates to students in salaried positions. Further clarification of policies related to workers' compensation coverage may be obtained from Eric Hartman, Risk Management Director at the University of Denver (eric.hartman@du.edu).

11. Can you suggest useful resources for practicum students?

- Boylan, J.C. & Scott, J. *Practicum & internship: Textbook and resource guide for counseling and psychotherapy*. Routledge: 2008.
- Falender, C. A. & Shafranske, E. *Getting the most out of clinical training and supervision: A guide to practicum students and interns*. APA: 2011.

· Kiser, P.M. *Getting the most from your human service internship: Learning from experience*. Brooks/Cole: 2000.

· Sweitzer, H.F. & Mary A.K. *The successful internship: Transformation and empowerment in experiential learning*. Brooks/Cole: 2004.

12. Can you suggest useful resources for Post-Graduation LPC processes?

https://www.coloradocounselingassociation.org/cc/Licensed_Professional_Counselor.asp

13. What if I have additional questions?

Please contact Practicum Placement Director, Dr. Laura Ramzy, if you have additional questions not covered in this document.