

ADDICTION COUNSELOR EDUCATION CERTIFICATE PROGRAM

PRACTICUM HANDBOOK

**ADCARE EDUCATIONAL INSTITUTE
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ADDICTION COUNSELOR EDUCATION PROGRAM

THE PROGRAM

The Addiction Counselor Education (ACE) Program is a professional development sequence offered through AdCare Educational Institute in cooperation with Westfield State University. It is designed to train those individuals considering a career in addiction counseling and to broaden and sharpen competencies of those individuals already working in the health care service delivery field. The program combines theory with practical experience, and fills a need in Central Massachusetts.

The Program consists of six courses: The Use and Abuse of Alcohol and Other Drugs in Society; Co-Occurring Disorders; Substance Abuse and Criminal Justice; Counseling the Alcoholic and Other Chemically Dependent Persons; Psychopharmacology; and Family Alcoholism and Chemical Dependency Treatment. In addition to the six courses required for completion, a Pre-practicum Workshop, and a Supervision & Ethics Course is required. Each student is also expected to complete a 300-hour Practicum experience.

PRACTICUM INTRODUCTION

Students enrolled in the Practicum work under supervision in alcoholism/chemical dependency treatment facilities with people in need of treatment. ACE Practicum requirements include 300 hours of time. These hours, 300 are "on site" at your field placement. An additional Ethics & Supervision course (3 ceu's) is scheduled with your ACE practicum supervisor. This Supervision & Ethics Course will be reflected on your final transcripts.

This supervised practicum experience, Ethics & Supervision training will provide you with many of the elements needed to apply for various levels of certification and/or licensing as an alcoholism/drug abuse counselor.

Successful completion of this experience includes daily documentation of the supervised 300 hours of practical experience. To document your field experience and supervision, you are required to keep a journal that directly relates to your practicum experience and complete the 4 Domain/12-Core Function Time Sheet (attached).

You are expected to perform satisfactorily both "on site" and during the "in class" course. The primary contact during this time is your assigned ACE Practicum Supervisor.



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ACE STUDENT RESPONSIBILITIES

Students are responsible for:

- Developing a resume to be used when seeking placement for a practicum site.
- Attending the pre-practicum workshop prior to beginning any supervised placement.
- Selecting a practicum site and getting approval for it from the ACE program director.
- Contracting with your agency at the approved site for the scheduled hours, supervision, duties and responsibilities.
- Submitting the Practicum Contract (Attachment II) to your ACE Practicum Supervisor for review and his or her signature.
- Acquiring at least 300 total contact hours at your approved site.
- Acquiring at least 30 contact hours during the Supervision & Ethics course ("in class") meetings with a group and your ACE Practicum Supervisor.
- Maintaining a journal (see page 7). This journal is to be submitted to your ACE Practicum Supervisor at the end of your program, along with your completed Four- Domain/12-Core Function Time Sheet .
- Submitting a completed Student Practicum Evaluation Form (Attachment III) to your ACE Practicum Supervisor at the conclusion of your "on site" commitment.
- Projecting and scheduling the needed "on site" and "in class" hours to complete the practicum requirements within the semester*.

* Exceptions require prior approval of the ACE, Program Director.



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"ON SITE" Agency/Facility PRACTICUM SUPERVISION * RESPONSIBILITIES

Practicum Supervisors are responsible for:

- Providing ongoing direction and supervision to students. This includes at least one hour of direct supervision for every 10 hours. Students are not to be left alone at the practicum site under any circumstances without supervision available.
- Requesting from the student any documentation deemed appropriate.
- Assigning tasks and responsibilities.
- Meeting and/or speaking with the ACE Practicum Supervisor during the semester.
- Helping in the completion of the Practicum Contract (Attachment II), the Student Practicum Evaluation Form (Attachment III).

* At the conclusion of the semester practicum, you will receive a tuition waiver for 1 C.E.U. for each student supervised. This tuition waiver is applicable towards one (1) C.E.U. of an AdCare Educational Institute/ACE course or any training offered by AdCare Educational Institute. It may be used within twelve months of issue by anyone at your facility, designated by you.

For more information, please contact Linda A. Mullis, Director, Addiction Counselor Education Program. Ms. Mullis may be reached at 413-330-9828 or cadac1m@cox.net.



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ACE / WSU PRACTICUM SUPERVISOR RESPONSIBILITIES

Practicum supervisors are responsible for:

- Reviewing and explaining the practicum structure and requirements such as: "on site" hours, "in class" hours, attendance expectations, the ethics training, and the journal document.
- Reviewing and countersigning the Practicum Contract (Attachment II), which is an agreement between the site supervisor and the student.
- Providing ongoing student supervision and support throughout the semester.
- Communicating with each site supervisor during the semester, and as otherwise needed to support the student's experience.
- Completing grade reports, attendance sheets, and any other documentation required by the ACE program.
- Reviewing each student journal and submitting the original documents to the ACE Program Director at the conclusion of the student's experience
- Providing at least ten (10) hours of structured lesson plans focusing on professional ethics.
- Providing students with information on how you may be contacted throughout the semester to address needs as they arise.
- Submitting the semester schedule of "in class" meetings to the ACE Program Director (Syllabus).



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ACE PROGRAM DIRECTOR

The Program Director is responsible for:

- Providing a training segment during the first semester to orient students to the practicum structure, expectations, responsibilities, and to answer questions.
- Providing students with a letter of introduction for use at site interviews.
- Advising and assisting students regarding "on site" placement selections.
- Approving student "on site" placements.
- Reviewing and authorizing the Practicum Contract (Attachment II) and any use of other program materials.
- Determining the overall practicum requirements for both students and staff.



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JOURNAL

Students are required to keep a practicum journal. The journal is the creation of a personal documented record. The original journal is to be submitted at the end of the semester to your ACE Program practicum supervisor. It is then reviewed by the Program Director and returned to the student if accompanied by a self-addressed, stamped envelop. Otherwise, the journals will be destroyed after 1 year.

Minimally the journal includes:

A Four- Domain/12-Core Function Time Sheet documenting the dates, times, and total hours invested "on site" for the entire practicum sequence.

A Cover Page including: Your name; Semester & Year; Practicum Agency.

A Page describing what your practicum experience will entail.

The Body of the Journal will have Dated entries of "on site" and "in class" (supervision classes only) attendance/hours.(see sample below).

A separate paper describing your experience in whole with the ACE Program. (See Attachment IV).

Journals are retained by Adcare Educational Institue, ACE program for a total of 2 years and then they are discarded. You should retain a copy of your journal for your records – it is possible that you may need a copy of the journal in the future for future endeavors.

Legible narrative entries typed or printed in ink on 8 1/2" x 11" paper stapled in the left-hand corner.

The content of your entries may include tasks performed by you, supervision and training received, and descriptive recordings of your experiences. This allows for a wide range of thoughts, feelings, experiences, observations, impressions, opinions, beliefs, questions and ideas . . . virtually anything you consider relevant, important, useful and meaningful.

Your ACE Program practicum supervisor will address any other matters particular to the journal in class.

Your ACE Program practicum supervisor will be available before and after class to discuss any issues that may arise in the course of your work on this practicum journal.

SAMPLE Journal Entry

1/13/2009 9am-5pm = 8 hours

Today I sat behind the computer and tried to familiarize myself with it. I observed employees interact with clients in the office. I then observed supervisor interact with patient in ER. The HPA screens patients in the ER for over use, abuse or addiction to alcohol, drugs or tobacco. Then interview, counsel & refer patients to various treatment programs. I spoke with one patient about his daily alcohol and drug use. I was nervous but I followed a questionnaire I was given and I was fine.



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HELPFUL HINTS IN SEEKING AND SELECTING A PRACTICUM SETTING

Students are responsible for setting up their own practicum experience. You have the freedom to seek a placement at any agency or program facility you would like, with the approval of ACE Program Director.

It is suggested that you set up interviews with prospective agencies or programs that have the potential to meet your expectations for a positive learning experience. You may want to speak with several area programs to learn which one would best meet your needs. From your experiences to date, it is expected that you have an idea about areas in which you would like to invest your time.

First, call the agency or program. Introduce yourself as a student in the AdCare Educational Institute, Addiction Counselor Education Program. Seek to set up an appointment with the program (this will usually be with the director or clinical supervisor), and prepare for the interview. You should have a resume handy as most agencies will ask for one. Be ready to commit to at least three hundred (300) hours "on site", and the Supervision/Ethics (3 ceu) course to complete the sequence.

Bring a copy of the practicum handbook and letter of introduction, to help present yourself.

Be prepared to discuss what you have to offer and what you hope to learn from the particular program. Some goals and experiences might include:

- Practical experience working with substance abusing clients.
- Developing counseling, diagnostic, assessment, or program delivery skills to address substance dependence issues.
- Developing skills in confrontation of denial and client education.
- Developing stronger counseling skills or acquiring a particular counseling style.
- Blending life experiences and learned course work with practical "on the job" experiences.
- Developing a greater practical knowledge of group, individual, family or other identified population prevention, intervention or treatment approaches.
- Providing screening, intakes, treatment planning, case management, referrals, case recording, training, consultation with other professionals, etc.

When scheduling your "on site" work, consider the semester length, days and times you are available to work, and other school and personal life responsibilities. The ultimate target is a combined three hundred twenty seven (327) hours of "on site" and "in class" time.

While "on site," expect to comply with the rules, regulations, and policies of the agency.

It is your responsibility to make up any time lost due to tardiness or absences.

Expect the practicum to challenge you in a variety of ways. You will have to find the balance between other course work and assignments, "in class" practicum supervision, "on site" practicum hours, and other work, personal and family issues. It is normal to feel stress while under pressure; seek the support of classmates, staff, friends, and family.



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Attachment I

STUDENT IDENTIFICATION FORM

Student Name: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

Practicum Site Agency: _____

Program Name: _____

Practicum Address: _____

Agency Supervisor's Name: _____

Agency Supervisor's Phone: _____ Email: _____

ACE Practicum Supervisor's Name: _____

ACE Practicum Supervisor's Phone: _____ Email: _____

Scheduled "On Site" Days/Hours: _____

Please complete this and present it to your:

- Agency Site Supervisor
- ACE Practicum Supervisor



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Attachment II -- PRACTICUM CONTRACT

Student Name: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Projected Schedule: M _____ T _____ W _____ Th _____ F _____ Sa _____ Su _____

Projected Total "On Site" Contact Hours: _____

Agency/Program Name: _____

Agency Supervisor Name/Title: _____

Agency/Program/Supervisor Phone: _____ Email: _____

Agency/Program/Supervisor Address: _____

Students are expected to receive at least one hour of supervision for every 10 hours onsite weekly: the hour can be direct supervision or other case management group functions.

Student Goals (please consider desired learning experiences, outcome goals, and any duties or responsibilities specific to this practicum: _____

Student Signature Date

Agency Supervisor Signature Date

ACE Practicum Supervisor Signature Date

ACE Program Director Signature Date

Please submit this form, when completed, to your ACE Practicum Supervisor



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Attachment III -- STUDENT PRACTICUM EVALUATION FORM

(to be completed by "on site" Practicum Supervisor)

Student: _____ Practicum Dates: _____
From To

Agency: _____ Completed Hours: _____

Supervisor: _____

Briefly describe the student's major activities: _____

Please evaluate student ability using the following coding: 5 = outstanding, 4 = above average, 3 = average, 2 = below average, 1 = unsatisfactory, NA = not applicable

- | | |
|---|---|
| Familiar with agency/program purpose _____ | Treatment Planning _____ |
| Attendance and respect for confidentiality _____ | Appearance and general attitude _____ |
| Acceptance of other values and cultures _____ | Seeking feedback on performance _____ |
| Willingness to learn/improve _____ | Written and oral expression _____ |
| Ability to work independently _____ | Relationship with clients _____ |
| Organization and task completion _____ | Quality of relationships with staff _____ |
| Individual, group and family counseling _____ | Maintaining professional boundaries _____ |
| Continuing care, case management and discharge planning _____ | |

Please provide any information relating to the student's strengths in performance, or areas needing improvement:

Overall evaluation of student's performance:

Outstanding _____ Above Average _____ Average _____ Below Average _____

Evaluating Supervisor: _____
Signature Date

Student*: _____
Signature Date

* Indicates a review of the evaluation, but not necessarily agreement, if shared with the student.

Student's Comments may be added to reverse side

COMPLETED FORM SHOULD BE SUBMITTED TO ACE PRACTICUM SUPERVISOR by Student or by Mail to:
Linda Mullis, Director, AdCare Educational Institute, 5 Northampton St., Worcester MA
01605



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Attachment IV

SELF REFLECTION ON YOUR ENTIRE ACE EXPERIENCE (not just the practicum)

One of the goals of counseling may be to encourage clients to be more self-observant and self reflective in daily living. An exercise for counselors in training is to begin to practice and model these techniques in our own lives.

Students are encouraged to reflect their feelings and experiences throughout the ACE experience through the use of journaling and sharing in class and supervision of their emotional journey of growth and change.

Please provide to me a one page paper on your reflections of your entire ACE experiences. The good times, bad times, happy times and sad times of many months of personal struggle and sacrifice.

What was that first day like? Did you want to throw in the towel? Did you want to strangle that classmate (or instructor): Did you experience feelings that were joyous, difficult, challenging?

Are you glad that you are done? Will you miss your classmates and instructors (or do you still want to strangle them)?

I congratulate you on your accomplishment. To stay the course is not a small achievement. You all are to be commended for your hard work, mutual support of one another, and for demonstrating that you have what it takes to finish. Not everyone has.

Please email me your paper at: (Your ACE Practicum Supervisor will give you instructions)

Or if it is easier to snail mail the paper to: (Your ACE Practicum Supervisor will give you instructions)