January 23, 2020

Dear Applicant:

The University Counseling Center (UCC) is excited to announce it is accepting applications for MA and Doctoral Practicum trainees for the 2020-2021 academic year. Attached is a general summary of the practicum and its associated activities. Please note that there may be minor changes implemented as we continue to plan for next fall. Also attached is information regarding eligibility and application procedures.

The application is due **Feb 3, 2020.** If for some reason this date poses a particular hardship, I would make every attempt to provide appropriate accommodations. I would also welcome any early applications, as it will assist the process of scheduling interviews as quickly as possible. Selected pracs will be required to attend a mandatory orientation program shortly before the beginning of the fall semester. Candidates will be expected to have some flexibility in their fall and spring calendars to participate in potential evening and weekend outreach activities.

If special needs are required or if I can be of any assistance during this process, please feel free to contact me at the UCC at (701) 777-2127. Our center looks forward to meeting with you.

Sincerely,

Rhandi Clow, PhD. L.P.

Assistant Director, Training and Outreach

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UCC Practicum Training

Introduction

**Mission:**

**Offering accessible and confidential mental health and substance use services to support and assist students at the University of North Dakota.**

**Vision**

**Empowering all clients to reach their fullest potential by providing a range of therapeutic interventions and growth opportunities.**

**Values**

**Community – A spirit of collaboration and connectedness across the University and beyond**

**UCC will live out Community by:**

* Serving intentionally as an accessible resource for students and the UND campus
* Increasing student awareness of opportunities and resources to engage them in UND and Greater Grand Forks community activities
* Establishing and maintaining strong relationships within our team, UND and Greater Grand Forks community

**Discovery – An enthusiasm for inquiry, creativity, and innovation**

**UCC will live out Discovery by:**

* Creating a safe place for self-exploration for the students we serve
* Adapting to the needs of our students to create relevant support and programming
* Fostering a climate of openness, respect and celebration for the aspirations and strengths of all

**Diversity – An understanding and appreciation of diverse people, experiences and ideas**

**UCC will live out Diversity by:**

* Intentionally recognizing, respecting and celebrating every persons uniqueness
* Willingness to adapt our environment and professional approach and skills to better meet a diverse client population

**Inclusivity – A welcoming, inclusive, and supportive environment for all**

**UCC will live out Inclusivity by:**

* Empowering all through compassionate accountability by honoring strengths and growth
* Cultivating an environment of respect, acceptance and belonging

**Lifelong Learning – A passion for learning, civic engagement, and community leadership**

**UCC will live out Lifelong Learning by:**

* Nurturing relationships that stimulate and contribute to the growth of the Counseling profession
* Creating opportunities for personal and professional growth for all staff, trainees and campus community

**Purpose:**

Consistent with its mission, values, and vision, the University Counseling Center (UCC), at the University of North Dakota is committed to educational engagement with graduate students at various levels of professional development through its practicum training program, espousing a philosophy of training responsive to a multicultural setting. The training staff is heavily invested in creating an environment that is professionally stimulating, open to change, and flexible enough to accommodate individual needs, requirements, and goals. Fundamental to a successful training experience is feedback: to trainees and from trainees, regarding their training experience. It is hoped that such feedback enables evaluation to be an on-going, dynamic, organic, and genuinely valuable learning experience that facilitates professional and personal growth. This supervised clinical experience provides training opportunities to learn about a wide range of issues pertinent to clinical practice with college students, with many of these issues extending to other populations and settings. The opportunities can be found through direct client contact, individual supervision, group supervision and consultation, outreach, and other training related activities, which will be detailed below.

**Breakdown of the Trainee Activities**

There is considerable similarity between the Master’s internship and the Doctoral practicum position, in terms of structure and allocation of time. However, training opportunities are, as much as feasible, tailored to match the developmental level of each trainee. Because of our emphasis on vertical learning, considerable time and energy is invested in developing strong cohesion in the cohort made up of the combined trainees from both types of positions. Thus, being a team player will be a highly valuable quality. The approximate breakdown of the time as it relates to the five main activities is as follows:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Hours/week**  **(Doctoral Practicum)** | **Hours/week**  **(Master’s Internship)** |
| 1. Counseling sessions | 7-10 | 9-12 |
| 2. Training | 2 | 2 |
| 3. Supervision | 2 (1 individual, 1 group) | 3 (2 individual, 1 group) |
| 4. Outreach | 1 | 1 |
| 5. Administrative | 2-4 | 3-5 |
| **Total Trainee Hours Per Week** | **24** | **24** |

\*Missed time must be approved by supervisor and made up elsewhere.

**Description of Activities**

#### Counseling Sessions

An initial assessment is a client’s first session at the UCC. The purpose is twofold: 1) to allow the intake counselor to gather additional information about the client and his or her concerns and 2) for the client to learn more about options available to address these concerns. Together the client and intake counselor determine a course of action, which may include counseling/therapy at the UCC or referral to another more appropriate agency. Training in the provision of a clinical initial assessment begins during orientation and continues throughout the semester. Trainees will begin conducting independent initial assessment interviews upon the approval of their individual supervisor and in consultation with the Training Director. Caseloads will expand with the approval of one’s supervisor. The trainee may carry one couple on his or her case load (provided they have completed appropriate course work) and the remainder of the caseload will consist of individual clients and observation/facilitation of a group.

The group training experience is developmental in nature. This means that fall semester

trainees will take on the role of an observer in a group and by spring semester the trainee may actively co-facilitate a group. Group counseling hours will be included in the practicum trainee’s weekly time allocation for counseling sessions.

During regular business hours, the UCC clinical staff are available as walk-in counselors to provide services for clients who display an emergent mental health condition, students in the midst of a personal crisis, or those who state they have an immediate need to consult with a counselor. Other duties of the walk-in counselor are to respond to inquiries by staff about the UCC services or serve as a consultant for students who may seek advice about helping friends with personal problems. On-call hours are scheduled from 8AM and 4PM daily. Up to 10% of a trainee’s availability is assigned to on-call time each semester when they will assume the duties of the walk-in counselor. Because of the unpredictable nature of the walk-in counselor’s duties, this may provide trainees with time to prepare for counseling sessions, complete paperwork, or keep up with professional reading. Clients who decide to start ongoing counseling after completing an initial walk-in session are assigned to the walk-in counselor they were seen by giving trainees equal opportunity for diversity of clients and presenting concerns. If prudent, initial assessments may be reassigned.

**Supervision**

The UCC training program recognizes the importance of supervision for the continued professional growth of trainees. The practicum placement includes time for supervision preparation where supervisees are expected to review the recordings of their clinical work and organize thoughts and questions to present in supervision. Utilizing cued recordings can help supervisees make use of supervision time effectively. Issues that might be discussed include observations about oneself as the counselor, observations about the client, demonstration of successful and challenging skills development, transference and counter transference issues, theoretical orientation and case conceptualization concerns, etc. At the beginning of each semester, a Supervision Agreement will be developed and signed. One to two hours of individual supervision will be provided by a qualified professional at UCC. Supervision will be scheduled according to the shared convenience of the supervisee and supervisor. Supervisors at the UCC represent a variety of theoretical orientations. Trainees are encouraged to learn from these perspectives, yet develop their own orientation.

All supervisees are evaluated each semester, with end of semester review of evaluations. Depending on level of training, supervisees may also be evaluated mid-semester. All evaluations will be informed by direct observation which may include in-session observation, live video review, and/or review of recordings. Content of evaluations for each trainee is specific to their level of training; the evaluation forms originate from the trainees' departments.

Supervision experiences are scattered throughout each trainee’s experience. For instance, trainees will be able to attend clinical and SHS staffings, will present formal case presentations as well as observe staff and other trainees in the presentation of cases, and may utilize staff on an as-needed basis. As-needed supervision can be with your regular supervisor or anyone else competent to supervise and is commonly utilized for crisis situations. In addition, most providers are available for drop in consultation/supervision over the course of the day and trainees are encouraged to connect with and learn from each member of the UCC staff.

**Outreach Programming**

Outreach programs are an essential component of the UCC services. Outreach programs are both preventive and educative in nature. An array of outreach opportunities are provided to practicum trainees, and it is expected that, on average, one hour each week will be dedicated to outreach preparation and/or implementation. Trainees rarely get the sufficient number of outreach hours from pre-existing opportunities and will be encouraged to generate additional opportunities for outreach to the campus. For example, trainees can develop outreach programing including a psycho-educational presentation on a topic of concern in a university setting with accompanying educational materials, brochures, and references. Outreach activities must be approved by your supervisor and Outreach Director.

**Administrative**

The UCC utilizes Medicat Software, which is an electronic medical record system. Trainees are given time weekly to maintain up-to-date records. The standard for timeliness for center staff applies to trainees as well. Presently, that standard is for all notes to be completed within three business days of the appointment. Keep in mind that the note will not be complete until it has been signed by your supervisor, so the goal is toward optimal practice which is to complete all notes the same day before leaving the center, allowing adequate time for revisions. This is most easily achieved by effectively maintaining 45-50 minute counseling sessions and using the remaining 10-15 minutes for documentation. Inability to complete notes in a timely manner will be addressed with your supervisor and may result in a reduction or freezing of caseload.

**Training**

1. Clinical Staffing occurs each week, typically on Friday. Each clinical staffing consists of staff and trainees at various levels of experience. Clinical staffing is a form of group supervision and can enhance the learning experience by allowing each person a greater chance to participate. The clinical staffing format provides both staff and trainees the opportunity to seek the ideas and support of peers for their work. Common reasons to discuss cases in staffing can include deterioration of function, therapeutic impasse, modification of treatment plans and/or goals, concerns from the provider, or to serve as an educational model case.
2. UCC In-service occurs each week, on Friday. This hour alternates weekly between case presentations and informative/instructional presentations by UCC staff and/other campus/community presenters on various topics.
3. Each trainee will be expected to give a 30 minute formal case presentation (including time for discussion/ Q&A) in Fall semester and a 30-45 minute presentation regarding their Practicum Journey in Spring. These will be scheduled during UCC In-service toward the end of each semester. An example of this process will be demonstrated by a staff or more experienced trainee. There is considerable flexibility in how this presentation is completed and delivered. The primary purpose of the journey is to demonstrate your understanding of a client and how you have grown and developed professionally while working with this client. This should entail a brief, concise case conceptualization for the client followed by exploration of your growth with the client, as might occur where there is conflict, treatment progress, obstacles to treatment, etc. Each trainee’s supervisor will be available to assist in preparing for this presentation and supervisors will use this opportunity to facilitate the evaluative process.
4. All training activities are required; prior approval must be granted by the supervisor and/or Training Director to miss a training. If you are aware you will likely be missing a training, seek prior approval at the earliest possible time. Approval may be conditional on the trainee demonstrating alternative means of receiving equivalent training.

## Eligibility

To be eligible for training at the UCC candidates must:

1. Have completed graduate course work in such areas as Personality Theories, Counseling Methods, Career Counseling, Psychological Testing, Couple Counseling, Multicultural Counseling, Group Counseling, and Practicum Training.
2. Provide evidence of successful completion of a previous practicum or training which includes at least some direct contact to individuals, career, couple, or groups.
3. Meet ethical criteria that assure avoidance of inappropriate multiple relationships with the UCC staff.
4. Have a record free from any ethical or legal violation or grievance related to providing human services and be free from any psychological impairment that could interfere with the ability to provide mental health services.

**To Apply**

Persons interested in applying for the UCC’s Fieldwork Training must submit a complete application by the advertised date. A complete application includes the following:

1. A current resume.
2. A completed “Application for Training Positions” form.
3. A list of previous clinical supervisors which includes current addresses and phone numbers.
4. **Note:** to comply with legislation concerning education and employment records, **you** must provide these supervisors with **written** permission to disclose information to us. Please provide this permission so we can contact them without delay.
5. A Reference Statement.
6. A copy of your current UND academic transcript(s).

Applications will be reviewed by the UCC staff and selected applicants will be invited to meet with members of the staff in a group interview. Notification of intent to interview will be given by **February 03, 2020**. Interviews will take place the **February 10-14th, 2020.** Application materials should be sent to:

**Rhandi Clow, PhD, LP. |  Assistant Director for Training and Outreach**

**University Counseling Center | The University of North Dakota**

**2891 2nd Ave. No Stop 9042  | Grand Forks, ND 58202**

**P 701.777.2127 | F 701.777.4189**

[**rhanda.clow@und.edu**](mailto:rhanda.clow@und.edu)

[**UND.edu/counseling-center**](http://und.edu/student-life/counseling-center)

**University Counseling Center Application for**

**Training Positions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Applicant:** |  |  |  |
|  | *Last* | *First* | *M.I.* |
|  | | |
| **Address:** |  | |  |
|  | *Street* | | *Unit* |
|  | | |
|  |  |  |
| *City* | *State* | *Zip* |
|  | |  |
| **Phone:** |  |  |
| *Primary* | *Alternate* |

1. **Have you ever been accused of violating any ethical or legal standards of behavior for counselors or psychologists?**

|  |  |
| --- | --- |
|  | **Yes** |
|  | **No** |

**If yes, please describe:**

1. Have you ever been accused of violating any ethical or legal standards of behavior for counselors or psychologists?

|  |  |
| --- | --- |
|  | **Yes** |
|  | **No** |

**If yes, please describe:**

1. Previous Clinical Experience:
2. How many clients have you worked with in individual counseling?
3. How many client contact hours do you have in individual counseling (number of clients x number of sessions)?
4. How many couples have you worked with in couples or marriage counseling?
5. How many client contact hours do you have in couples counseling (number of couples x number of sessions)?
6. Please describe any counseling-oriented group(s) you have facilitated or co-facilitated.
7. Please list the client issues/concerns with which you have experience.
8. Please describe any experience you have had working with diversity.
9. Please describe your experience with career counseling and career assessment.
10. Please describe your experience with psychological testing and assessment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **S U M M A R Y O F P R E V I O U S T R A I N I N G** | | | | |  |
| **Course or Placement** | | **Dates** | **# of hours/week** | **# of credits** | **Name of supervisor and his/her current address and phone number** | |
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1. In the space provided, please list all previous clinical training you have completed. Begin with your first graduate clinical methods/techniques course and include any placements for which you received academic credit.
2. In the space provided, please list all practicum/practicum and previous employment in a human service capacity.

|  |  |  |  |
| --- | --- | --- | --- |
| **S U M M A R Y O F P R E V I O U S E M P L O Y M E N T** | | | |
| **Position** | **Dates** | **# of hours/week** | **Name of supervisor and his/her current address and phone number** |
|  |  |  |  |
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1. Please explain why you want placement at the UCC.

University Counseling Center Reference Statement

*AUTHORIZATION FOR RELEASE OF INFORMATION: This release statement should be completed by your academic advisor or another qualified individual who is extensively familiar with your work. The information to be provided is part of your private education records, which are protected from unauthorized release by federal legislation. Therefore, you must give written authorization for this information to be released. Please sign your name in the space provided below to indicate your authorization.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Applicant:** |  | | |
|  | | |
| **Position Applying For:** |  | | |
|  | | |
| **Signature:** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Title**  **of Reference:** |  | | |
|  |  | | |
|  | | |
| **Address:** |  | |  |
|  | *Street* | | *Unit* |
|  | | |
|  |  |  |
| *City* | *State* | *Zip* |
|  | |  |
| **Phone:** |  |  |
| *Primary* | *Alternate* |

***THE FOLLOWING IS TO BE COMPLETED BY THE PERSON PROVIDING THE REFERENCE:***

1. Summarize the applicant’s progress to date in the academic program.
2. Describe the applicant’s response to supervisory relationships within the academic program.
3. Describe the applicant’s strengths in regard to clinical skills.
4. Describe the training needs of the applicant and indicate any deficits or difficulties that may exist in the applicant’s skills. Indicate if you have any knowledge that the applicant has withdrawn from a practicum or practicum or been forced to withdraw prior to completion.
5. Please describe the applicant’s maturity level and professional demeanor.
6. Do you have any knowledge of any ethical or legal violation or complications concerning this applicant? Are you aware of any concern(s) about the emotional/mental fitness of this applicant to provide mental health services? If so, please describe.