

**WASHBURN.**  
UNIVERSITY

**SCHOOL OF APPLIED STUDIES**

Family and Human Services



# **Washburn University**

## **Master of Arts in Family and Human Services/Addiction Counseling**

### **Practicum Manual**

Department of Family and Human Services  
Washburn University  
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Topeka, KS 66621  
785.670.2116

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*(Revised September 2023)*

## Step 1: Applying for a Practicum

**Before applying for a Practicum in the Family and Human Services Master's program, students must meet the following criteria:**

- Successfully completed (or currently enrolled in) HS 604, 605, 610, 635
- Exhibited adequate professional and interpersonal skills within the classroom setting.
- Believe oneself to be prepared to meet the following practicum requirements:
  - Complete a minimum of 200 hours (at least 150 of which must be \*direct client contact) of fieldwork in an addictions counseling agency, under approved supervision (see below).
  - Participate in the online academic seminar.
  - Engage in fieldwork focused on developing skills in the following areas:
    1. Apply an integrative approach to addiction counseling
    2. Demonstrate effective addiction and recovery assessment, treatment, and evaluation skills.
    3. Use appropriate interpersonal and professional skills in fieldwork
    4. Adhere to the NAADAC Code of Ethics.
    5. Practice TAP-21 Competencies

\*Definition of "direct client contact": Direct contact hours are those in which practicum students are engaged directly with the client(s). Log direct contact hours when you have been face to face in the treatment setting with a client or clients (Video-based sessions during the pandemic will count).

Direct contact IS:

- time spent in the presence of a client while screening, assessment, or treatment is being conducted

Direct contact IS NOT:

- time spent on documentation/paperwork (unless the client is part of this process)
- phone calls with client
- supervision discussing a client in their absence

### **Other Considerations:**

- Non-Kansas residents should review fieldwork requirements for their state and discuss with their advisor.
- In Kansas, the supervisor must hold a BSRB master's or clinical license (e.g. LMAC, LMSW, LPC, LMFT, etc.).
- You are welcome to use your place of work, as long as you can meet the requirements for the practicum.
- We encourage doing Practicum I and II at the same agency.
- You may be able to do both Practicum in the same semester, but it will be challenging!
- Practicum hours may only be completed during the official dates of the semester for which the student is enrolled. For liability insurance and supervision reasons, students may **not** collect practicum hours before a semester starts or after it concludes (unless the student receives an incomplete and permission from the practicum instructor to continue).

## Application Instructions:

If you are ready to apply for a Practicum for next semester, go to [www.washburn.edu/human-services](http://www.washburn.edu/human-services). Scroll down to find the Practicum section and complete the Practicum Application. **Applications are due September 15 for a Spring Practicum, and February 15 for a Fall Practicum.**

### After you have applied:

The department will meet to review your application. If you are hoping to do your practicum with your current employer, you may start discussions with them. Otherwise, ***please wait to hear back from the department before contacting an agency.***

### Step 2: Selecting an Agency and Arranging an Interview

After your application has been reviewed, you will be contacted by the department. If you are approved for a practicum placement, the clinical coordinator will work with you to identify a potential agency based on the information you provided in your Practicum Application. You are expected to secure a placement by Nov 1 (for Spring) or April 1 (Fall); if space allows, exceptions may be made when it is clear students are making a persistent effort.

### Your next step is to arrange for an interview with the agency director:

- Contact the agency and introduce yourself. Let them know that you are completing a Master's degree in Family and Human Services/Addictions Counseling at Washburn University and that you would like to set up an interview to see if you could complete your practicum with the agency.
- Sometimes agencies don't respond quickly to your request for an interview. Please don't get discouraged...they are busy. Sometimes it helps to drop by the agency in person to try to schedule a time to meet. Be persistent without being obnoxious, and if it looks like you need a new plan, contact your advisor immediately.
- Bring the following to the interview:
  - This Practicum Manual (2 copies)
  - A copy of your resume
  - Start and end dates for the semester (for liability reasons, you cannot start logging hours early)  
<http://washburn.edu/academics/academic-calendar.html>
  - A clear idea of what days and hours you will be available for Practicum work
  - A great attitude, and a professional demeanor
- **During the interview, you'll want to use the following pages of this manual as a discussion guide.**
- If you are granted a practicum, complete the Learning Contract (included in this manual) immediately and submit it to the Family and Human Services Department ASAP.

- Be sure to give the supervisor one of the copies of this manual.

**If the agency declines to interview you or the interview does not result in an offer of a practicum placement, *contact the clinical coordinator immediately!***

*It is your responsibility to coordinate a practicum placement in a timely manner. We want students to be successful, but if you miss our deadline you may not be able to complete your practicum on your intended schedule. This is because we must have affiliation agreements with each agency, which requires coordination between student, agency, department, university lawyer, etc. Some of this is outside of department control. **It helps to stay in contact with us if you are having difficulty getting things set up.** If we are in the loop, we can try to work with you!*

### **Step 3: Guidelines for Interviewing with the Agency**

1. Review Basic Practicum requirements for **students and supervisors** (next page):
2. Review semester start and end dates. For liability reasons, students may *not* accumulate practicum hours prior to the semester start-date.
3. Discuss scheduling; make sure that the student will be able to complete the required hours and meet regularly with a supervisor. Students are expected to continue their practicum through the *entire* semester.
4. If the agency requires background information, please coordinate directly with the student.
5. Complete the Learning Contract (attached). **Retain a copy for your records.**

If you have any questions, please contact the Family and Human Services department at 785.670.2116.

### **Important Information for Students and Supervisors**

Basic requirements for **students**:

- Minimum of **200** clock hours of fieldwork, at least **150** of which must involve *direct client contact* (see definition under Step 1).
- For every **10 hours of direct client contact** students must receive **1 hour of supervision** for a minimum of 15 supervision hours, spread throughout the entire practicum (see next page for supervision requirements).
- Participate in weekly online seminars and submit required assignments.
- Maintain and submit logs, and coordinate completion of evaluations at the end of the semester.
- Adhere to relevant ethical codes of conduct; follow agency policies and procedures.
- **Inform the university instructor and field supervisor *immediately* of any ethical or safety concerns.**

- Demonstrate competency in the learning outcomes included in the Appendix (attached).
- A student *may* use paid employment for practicum experience if ample opportunities are allowed for students to progress in all learning outcomes included in the Appendix.

Basic responsibilities for ***site supervisors***:

- Respond quickly when the university sends you an affiliation agreement to sign. The student can't start without it!
- Orient student to agency policies, procedures, staff, etc.
- Assign a supervisor who has a master's or clinical level license (e.g. LMAC, LMFT, LMSW, LP, LPC, LMP, etc.) to serve as the primary supervisor for the student (or make other arrangements with University advisor).
- Provide regular supervision times, and additional consultation as needed.
- Coordinate and calibrate student assignments based on student readiness for new tasks.
- Provide an environment of opportunity and feedback that promotes student skill development related to the learning outcomes included in the Appendix of this manual.
- Complete the Practicum Evaluation Form at the end of the semester. The feedback on this form will contribute to determination of the student's grade in the Practicum seminar. A link will be sent to you at the end of the semester.
- Supervisors may be asked to provide a recommendation regarding the student's eligibility for licensure to the state licensing board.

Note: Practicum students may not transport clients under any circumstances. If you are employed by the agency where you are doing your practicum and your employment requires you to transport clients, **you may not count the time you spend transporting clients toward fieldwork hours, and you may not identify as a practicum student while transporting clients.**

### **Practicum in Addictions Counseling Supervision Requirements**

- For every **10 hours of direct client contact** students must receive **1 hour of supervision** for a minimum of 15 supervision hours, spread throughout the entire practicum.
- Supervision is to be provided by both site supervisors and university faculty, one of whom must be licensed at the master's level.
- If your site supervisor does not have a master's level professional license, you must discuss your supervision needs with your advisor and seminar professor before you start collecting hours at your practicum.
- The log must be signed and returned to your seminar professor in order for you to pass the practicum. A record of your supervision is essential to your eligibility for licensure.



## Consensual and Familial Relationships

1. A student **may not be supervised** by a person they have a close personal relationship with that could be expected to adversely affect impartiality (e.g. family, housemate, romantic, etc.). This includes past or pre-existing relationships.
2. If a student has a close relationship (as described above) with someone at the agency that has the potential to cause conflicts of interest, favoritism, or exploitation, this relationship must be reported immediately to the student's academic advisor. A mitigation plan will be developed.
3. If, during the course of the practicum, the student develops a close personal relationships as described in 1. and 2. then it must be reported immediately to the student's academic advisor. (e.g. an agency hires a student's family member, or a romantic relationship develops).
4. **If a close personal relationship is not immediately reported** to the department, then the university has the right to investigate and implement consequences in accordance with university policy.
5. **Immediate notification and cooperation with the mitigation process can prevent the need for investigation and disciplinary action.**
6. Please refer to relevant Washburn policies for additional information.

## ***In the event of serious problems***

### ***In the event of problems:***

- Student and site supervisor should communicate any serious concerns to the university seminar instructor promptly. Typically, efforts are made to resolve problems collaboratively as part of the training and supervision process.
- The agency may terminate a student's placement by submitting a written explanation to the university that documents the concerns that led to the termination.
- In the event of misconduct or other serious concerns, the university may terminate a student's placement. In this event, the agency and student will be informed in writing.
- If a placement is terminated by the agency or university, a Departmental Internal Review Board will determine the student's grade in the course, whether a student may continue in the program, and, if so, what sort of improvement plan might be needed, and when a student might be allowed to apply for another placement.
- If a student engages in misconduct during fieldwork and that student is allowed to continue in the program, information about the misconduct, and about performance on a subsequent student improvement plan, may be reported to future fieldwork sites.
- If a student engages in misconduct during fieldwork and that student holds a relevant license/credential, the Department may report the misconduct to the appropriate licensing/credentialing board.

If you have any questions, please contact the Family and Human Services Department at (785) 670-2116.

*Thank you for working with our students.*

*We are proud of our program and we couldn't do it without you!*



## **Kansas BSRB Statutes and Regulations**

Even if students complete their practicums and graduate from our program, we cannot guarantee that the Kansas Behavioral Sciences Regulatory Board (BSRB) will accept their application for licensing. Students should be familiar with the statutes and regulations for addiction counselors which are available on the Kansas BSRB website:

<https://ksbsrb.ks.gov/professions/addiction-counselors/statutes-and-regulations>. Students in other states should be aware of the statutes and regulations related to licensing/credentialing in their states.

In particular, please be aware of the following conditions under which the Kansas BSRB will not issue or renew a license:

- (1) When the applicant has been convicted of a felony offense and has not demonstrated to the board's satisfaction that such person has been sufficiently rehabilitated to merit the public trust;
- (2) When the applicant has been convicted of a misdemeanor against persons and has not demonstrated to the board's satisfaction that such person has been sufficiently rehabilitated to merit the public trust;
- (3) When the applicant is currently listed on a child abuse registry or an adult protective services registry as the result of a substantiated finding of abuse or neglect by any state agency, agency of another state or the United States, territory of the United States or another country and the applicant or licensee has not demonstrated to the board's satisfaction that such person has been sufficiently rehabilitated to merit the public trust.

## **References for Licensing/Credentialing Applications**

Students should work to cultivate professional networks during field placements. Doing so will help when the time comes to find licensed/credentialed professionals to serve as references for your licensing/credentialing application. While Department faculty will fulfill requests to document fieldwork hours and to verify degrees, students should not expect faculty to complete professional references for these applications. Your references should come from licensed/credentialed professionals in the field who have observed your performance as you work with clients. In fact, one of the required references when applying for addiction counseling licensing in Kansas must come from your internship/practicum site supervisor.

**Washburn University Family and Human Services/Addiction Counseling  
MA Program Practicum Learning Contract**

Semester \_\_\_\_\_ Year \_\_\_\_\_ Check one (or both): \_\_\_HS 640 Practicum I \_\_\_HS 641 Practicum II

Student Name: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
WIN: \_\_\_\_\_

Agency agreeing to serve as Practicum Placement Site:

Agency Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Practicum Supervisor's Name \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

For **each** Practicum, students will:

1. complete a minimum of 200 on-site clock hours, including 150 hours of direct client contact and 1 hour of supervision per every 10 hours of direct client contact. (See *supervision requirements* in this manual for details).
2. regularly attend and actively participate in the weekly academic Practicum Seminar.
3. regularly attend and actively participate in on-site practicum activities, as arranged with supervisor.
4. log clock hours of field work, direct client contact, and practicum supervision.
5. develop professional skills in the following learning outcomes:
  1. Demonstrate an advanced integrative approach to the provision of human services.
  2. Use effective professional practice skills in applied settings, including prevention, assessment, treatment, and program monitoring.
  3. Display interpersonal and professional skills appropriate for fieldwork.
  4. Adhere to the profession's *Code of Ethics*.
  5. Demonstrate TAP-21 Competencies.
6. identify self as a *practicum student*.
7. be evaluated on performance in the above areas at the end of this semester.

Student    Supervisor    (*Please initial below*)

\_\_\_\_\_    \_\_\_\_\_    We have discussed and agree to this Learning Contract and Practicum Manual.

\_\_\_\_\_    \_\_\_\_\_    We have discussed any required background information, and understand that it is the responsibility of the student (not the Family and Human Services Department) to submit required information.

\_\_\_\_\_    \_\_\_\_\_    We understand that supervisors and students may not be related through familial, romantic, or other relationships that may pose a conflict of interest.

\_\_\_\_\_    \_\_\_\_\_    We agree to abide by the NAADAC Code of Ethics and understand that any ethical or safety concerns must be reported immediately to the university Practicum Instructor.

\_\_\_\_\_    \_\_\_\_\_    I understand that if I engage in misconduct during this fieldwork, this information (along with information about performance on a remediation plan) may be disclosed to future fieldwork agencies and/or licensing/credentialing boards if I hold a relevant license/credential.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Agency Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ License Type/# \_\_\_\_\_  
(Signed by person to provide supervision; any change requires site & WU permission and new contract)  
Washburn Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ License Type/# \_\_\_\_\_

**Student should return signed contract to the department ASAP**



## Appendix: Specific Practicum Evaluation Items

**At the end of the semester, the site supervisor will evaluate the student's performance in each of the following areas:**

- Identify as a professional in training, utilizing honesty, integrity, commitment, and compassion in all professional interactions.
- Use a holistic approach to fieldwork.
- Adhere to ethical guidelines.
- Apply effective clinical addictions individual counseling skills.
- Apply effective clinical addictions group counseling skills.
- Apply effective clinical addictions counseling diagnosis skills.
- Apply knowledge of pharmacology to addictions counseling work.
- Use supervision effectively.
- Display a commitment to continuing growth and learning in human services.
- Demonstrate clinical supervision skills.
- Utilize knowledge of federal, state, and local regulations when working with admissions and treatment planning.
- Follow guidelines for funding mechanisms, reimbursement protocols, and required documentation.
- Work effectively with unique client characteristics and circumstances.
- Communicate effectively with staff.
- Cooperate well with staff.
- Participate appropriately in meetings/activities.
- Complete required documentation and records.
- Recognize scope of practice and personal and professional limitations of competence.
- Evaluate effectiveness of interventions.
- Work appropriately with clients with multiple disorders.
- Work effectively within Recovery Oriented Systems of Care.
- Arrives/leaves as scheduled.
- Follows through on projects.
- Displays positive, can-do attitude.
- Leaves personal problems at home.
- Takes steps to stay emotionally/physically healthy.
- Shows initiative when a task needs to be completed.
- Maintains behavior congruent w/agency expectations.
- Exhibits eagerness to continue learning.